

NJPDES Highway Agency Stormwater
General Permit

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Bill Deegan

Title: Supervisor Heavy Equipment

Highway Agency Name: Middlesex County
Department of Highways

NJPDES #: NJG0155136

PIID #: 226145

Effective Date of Permit Authorization
(EDPA): 04/01/2004

Date form complete: 04/25/2006

Date of most recent update: 02/08/2019

Stormwater Program Coordinator: Gary Vesce

Title: Director of Public Works

Office Phone #: 732-940-3801

Emergency Phone #: _____

Public Notice Coordinator: Rosemarie Mason

Title: Public Works Administration

Office Phone #: 732-398-2622

Emergency Phone #: _____

Post-Construction Stormwater Management Coordinator: Ronald Sendner

Title: County Engineer

Office Phone #: 732-745-3248

Emergency Phone #: _____

Local Public Education Coordinator: Rosemarie Mason

Title: Public Works Administration

Office Phone #: 732-398-2622

Emergency Phone #: _____

Regulatory Mechanism Coordinator: Niki Athanasopoulos

Title: County Counsel

Office Phone #: 732-745-3228

Emergency Phone #: _____

Physical Operations Coordinator: Hector Malave

Title: Supervisor Heavy Equipment

Office Phone #: 732-940-3830

Emergency Phone #: _____

Employee Training Coordinator: Rosemarie Mason

Title: Public Works Administration

Office Phone #: 732-398-2622

Emergency Phone #: _____

Other: Tom Vogel / Vegetation Management

Title: Road Supervisor - Licensed Herbicide Sprayer

Office Phone #: 732-940-3800

Emergency Phone #: _____

SPPP Form 2 - Public Notice

Highway Agency
Information

Highway Agency Name: Middlesex County Department of Highways

NJPDES # : NJG0155136 PI ID #: 226145

Team Member/Title: Rosemarie Mason / Public Works Administration

Effective Date of Permit Authorization (EDPA):04/01/2004

Date of Completion: 04/24/2005 Date of most recent update:02/08/2019

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.

Notification of public meetings is provided by the Planning Board which has regularly scheduled meetings. Many of these meetings are attended by members of the Water Resources Association as well as representatives from every municipality in the County. Matters impacting stormwater and other environmental issues are reviewed and discussed at these meetings. Additionally, the Office of Public Works attends the annual Middlesex County Fair and sets up an educational display to educate the public on stormwater issues. This presents an opportunity to discuss the County's stormwater management program and on-going efforts.

SPPP Form 3 – New Development and Redevelopment Program

Highway Agency Information	Highway Agency Name: <u>Middlesex County Department of Highways</u> NJPDES # : <u>NJG0155136</u> PI ID #: <u>226145</u> Team Member/Title: <u>Ronald Sendner / County Engineer</u> Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u> Date of Completion: <u>04/14/2006</u> Date of most recent update: <u>02/08/2019</u>
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Describe in general terms your post-construction stormwater management in new development and redevelopment program (post-construction program), and how it complies with the Highway Permit minimum standard. This description must address how adequate long term operation and maintenance of BMPs will be ensured; compliance with the standard in Attachment C of the permit (new storm drain inlet design standard); adoption and implementation of applicable design and performance standards established under N.J.A.C. 7:8 for major development; and use of the Post-Construction Program Design Checklist for Individual Projects. Attach additional pages as necessary.

All new and redevelopment projects are reported in a data base maintained by the Stormwater Management Division. Any proposed new development or redevelopment project is reviewed for compliance thoroughly by both the Engineering Department and the Planning Board. All projects are inspected by engineering staff, private consultants or Highway Department inspectors to make sure that stormwater management regulations are followed. Compliance inspections continue as described above until the project is accepted and approved by the Board of Chosen Freeholders. Once approved by the board, qualifying facilities are maintained as described on form 13, "Stormwater Facility Maintenance" .

SPPP Form 4 - Local Public Education Program

Highway Agency
Information

Highway Agency Name: Middlesex County Department of Highways

NJPDES # :NJG0155136 PI ID #: 226145

Team Member/Title: Rosemarie Mason / Public Works Administration

Effective Date of Permit Authorization (EDPA):04/01/2004

Date of Completion: 03/15/2005 Date of most recent update: 02/08/2019

Local Public Education Program

Describe your Local Public Education Program. Be specific on how you will distribute your educational information.

Educational information was obtained from "Clean Ocean Action", a local environmental group. Since 2010, an educational display has been set up at the annual Middlesex County Fair to educate the public on stormwater issues. The display includes an actual "rain barrel", along with instructions on how to build one. This popular exhibit draws many fairgoers to examine the various pamphlets from environmental groups as well as D.E.P. resources that are displayed. This practice will be continued in the future and is updated periodically to include information from other groups and sources that encourage environmental awareness.

SPPP Form 5 – Storm Drain Inlet Labeling

Highway Agency
Information

Highway Agency Name: Middlesex County Department of Highways

NJPDES # :NJG0155136 PI ID #: 226145

Team Member/Title: Hector Malave / Supervisor Heavy Equipment

Effective Date of Permit Authorization (EDPA):04/01/2004

Date of Completion: 12/28/2004 Date of most recent update: 02/08/2019

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.

In May of 2004 a Stormwater Management Division was established within the Highway Department. A crew was formed to periodically work on the job of creating an effective maintenance and inspections system that would comply with all Stormwater Permit Regulations.

The first focus of this crew was to number and label as many stormwater inlets as possible within the County. Field notes were taken during that time and data was collected that would later be useful in other programs such as the Outfall Mapping and Illicit Connection Program. All the inlets in the North and South sectors of the Raritan River were systematically labeled according to the "Road Department Area" they are located in and the Route designation of the roadway. This created a seven digit number for each inlet that was spray painted on or near the basin so that maintenance records could be kept. A commercial "Curb Marker" with an anti-pollution message was also applied to provide a Public Education message.

The Road Department decided to go beyond the State Basic Requirement (SBR) of labeling storm drains at rest areas, services areas, maintenance facilities and storm inlets along streets with sidewalks and attempt to label all inlets. By the end of 2005, 98% of the County's storm drain inlets had been identified. New curb markers with the inlet numbers on them used. These were found to be longer lasting and will be used for all our inlets as we maintain the system in the future.

The Road Department also updated our inventory system by providing a description of the physical location of each inlet. This allows road crews to more easily locate inlets which need maintenance as well as identifying those which need to be re-marked. Area supervisors then utilize the information collected to update the inventory and schedule needed maintenance.

Because of the high speed limits on most County Highways, the use of volunteer groups in this program will have to be weighed against public safety issues.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Highway Agency
Information

Highway Agency Name: Middlesex County Department of Highways

NJPDES # :NJG0155136 PI ID #: 226145

Team Member/Title: Hector Malave / Supervisor Heavy Equipment

Effective Date of Permit Authorization (EDPA):04/01/2004

Date of Completion: 11/05/2007 Date of most recent update: 02/08/2019

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., employees, a consultant, etc.)?

Outfall mapping has been completed and GIS/ GPS information has been submitted to the Planning Board GIS Department for processing and updating. Mapping was done using a Trimble Geo Explorer data collection device. Data was taken using the State Plan Coordinate System. All data including Outfall coordinates and their pertinent attributes were processed using the ArcMap GIS Program.

SPPP Form 7 – Illicit Connection Elimination Program

Highway Agency Information

Highway Agency Name: Middlesex County Department of Highways

NJPDES # :NJG0155136 PI ID #: 226145

Team Member/Title: Hector Malave / Supervisor Heavy Equipment

Effective Date of Permit Authorization (EDPA):04/01/2004

Date of Completion: 03/14/2006Date of most recent update: 02/08/2019

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.

A program is in place to address and eliminate Illicit Connections and respond to complaints. A Illicit Connection Elimination resolution has been adopted by the Board of Freeholders as of March 2006. During the field work needed to complete the County's outfall mapping, a physical inspection of the outfalls was completed. Complaints of potential illicit connections are directed to Public Works Area Supervisors who notify and work with (if necessary) the Engineering Department to resolve the complaint in the manner described in the "Highway Guidance Document".

SPPP Form 8 – Illicit Connection Records

Highway Agency Information

Highway Agency Name: Middlesex County Department of Highways

NJPDES # : NJG0155136PI ID #: 226145

Team Member/Title: Hector Malave / Supervisor Heavy Equipment

Effective Date of Permit Authorization (EDPA):04/01/2004

Date of Completion: _____Date of most recent update: 02/08/2019

Prior to July 1, 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? 282

Number of outfalls found to have a dry weather flow? 34

Number of outfalls found to have an illicit connection? 0

How many of the Highway Agency's own illicit connections were eliminated? 0

Of the Highway Agency's own illicit connections found, how many remain? 0

How many illicit connections found to emanate from another entity were reported to NJDEP? 0

July 1, 2006 – June 30, 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 of the Highway Agency's own illicit connections were eliminated? _____

Of the Highway Agency's own illicit connections found, how many remain? _____

How many illicit connections found to emanate from another entity were reported to NJDEP? _____

July 1, 2007 – June 30, 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 of the Highway Agency's own illicit connections were eliminated? _____

Of the Highway Agency's own illicit connections found, how many remain? _____

How many illicit connections found to emanate from another entity were reported to NJDEP? _____

July 1, 2008 – June 30, 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? 477

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

Number of outfalls found to have an illicit connection? 0

How many of the Highway Agency's own illicit connections were eliminated? 0

Of the Highway Agency's own illicit connections found, how many remain? 0

How many illicit connections found to emanate from another entity were reported to NJDEP? 0

SPPP Form 9 – Litter Pick Up Program

Highway Agency
Information

Highway Agency Name: Middlesex County Department of Highways

NJPDES # : NJG0155136PI ID #: 226145

Team Member/Title: Hector Malave / Supervisor Heavy Equipment

Effective Date of Permit Authorization (EDPA):04/01/2004

Date of Completion: 12/08/2004Date of most recent update: 02/08/2019

Please describe your litter pick up program. Be sure to include the refuse collection schedule and detail how rest area, service area, and roadside clean ups will be implemented.

(NOTE: Attach a litter pick up log containing the following information: dates of roadside clean ups and estimates of the total amount of trash and debris collected.)

Litter pick up for our Road Department is done mostly by outside agencies. The Department of Adult Corrections, through the Clean Communities Program, performs litter pick up for the Road Department with it's inmate work details. "Keep Middlesex Moving" is another group that helps out through its "Adopt a Highway" program. Per agreement, this group will begin providing more accurate records of the amount of trash removed.

The estimated yearly totals of litter collected are included in the annual report.

SPPP Form 10 – Regulatory Mechanisms

Highway Agency
Information

Highway Agency Name: Middlesex County Department of Highways

NJPDES # : NJG0155136 PI ID #: 226145

Team Member/Title: Niki Athanasopoulos / County Counsel

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/14/2006 Date of most recent update: 09/16/2016

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

Pet Waste March 14, 2006

(NOTE: If the Highway Agency is not developing a pet waste regulatory mechanism because the Agency does not operate any rest areas or service areas for the Agency facilities subject to this permit, provide that explanation above.)

Improper Disposal of Waste March 14, 2006

Wildlife Feeding March 14, 2006

Illicit Connections March 14, 2006

What is the nature of these regulatory mechanisms and how will they be enforced?

Each of the four adopted regulatory mechanisms provide a detailed description of the prohibited activity, qualifying exemptions and fine amounts. Each of the four resolutions are to be enforced by local or state police officers.

If your position is that the Highway Agency has no legal authority to adopt and/or enforce a mechanism to regulate pet waste disposal or wildlife feeding by the general public on Highway Agency property, attach a statement from your attorney supporting this position.

N/A

SPPP Form 11 – Storm Drain Inlets (Retrofitting)

Highway Agency Information

Highway Agency Name: Middlesex County Department of Highways
 NJPDES # : NJG0155136 PI ID #: 226145
 Team Member/Title: Hector Malave / Supervisor Heavy Equipment
 Effective Date of Permit Authorization (EDPA): 04/01/2004
 Date of Completion: 11/30/2004 Date of most recent update: 02/08/2019

What type of storm drain inlet design will generally be used for retrofitting?
Campbell Foundry Type N-ECO

Repaving, repairing, reconstruction or alteration project name (attach additional pages as necessary)	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains with exemptions
<i>Information provided in annual report</i>					

Are you claiming any alternate device exemptions or historic place exemptions for any of the above projects? Please explain.
No

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Highway Agency Information

Highway Agency Name: *Middlesex County Department of Highways*

NJPDES # : NJG0155136.PI ID #: 226145

Team Member/Title: *Hector Malave / Supervisor Heavy Equipment*

Effective Date of Permit Authorization (EDPA): *04/01/2004*

Date of Completion: *02/24/2005* Date of most recent update: *02/08/2019*

Street Sweeping

Please describe the street sweeping schedule that you will maintain.

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

The Highway Department's "Street Sweeping Program" has been in effect since the spring of 2005. All road sections which were required to be swept were identified and a monthly program to comply with the regulations was initiated. Since then, except for periods of cold weather, the "Heavy Equipment Department" has swept all required roads and forwarded copies of their monthly reports.

Road Erosion Control Maintenance

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

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

The Highway Department's " Road and Erosion Control Maintenance Program" is overseen by the Stormwater Management Division. Area supervisors and maintenance personnel are instructed to look for, report and repair cases of road erosion. Any road erosion problems are reported to Stormwater Management and a log of the work done is kept on file.

The Highway Department has obtained a copy of the "Standards for Soil Erosion and Sediment Control in New Jersey" from the Freehold Soil Conservation District Office. This is used to ensure that proper methods are used to repair road erosion.

SPPP Form 13 – Stormwater Facility Maintenance

Highway Agency
Information

Highway Agency Name: Middlesex County Department

NJPDES # : NJG0155136 PI ID #: 226145

Team Member/Title: Hector Malave / Supervisor Heavy Equipment

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 11/31/2004 Date of most recent update: 02/08/2019

Please describe your annual catch basin cleaning program and schedule. Attach additional pages as necessary.

The catch basins maintained by the Middlesex County Highway Department are inspected annually for any maintenance needs including cleaning by a member of the Stormwater Management Division. Any basins requiring attention are noted in a field report and the need for cleaning is forwarded to the Area Supervisor to be addressed. An "Inlet Maintenance Report" is then made out and a copy is sent to the Stormwater Management Coordinator so that a record can be kept. Area maintenance personnel are also instructed to identify and report basins that need cleaning.

Any basins which are clogged and require a Vac-Con to be cleaned out are also reported to the Stormwater Management Coordinator so that records can be kept and chronic trouble spots can be identified and watched more closely.

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

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

All of the catch basins maintained by the Middlesex County Highway Department have been numbered, fitted with an anti-pollution curb marker and have been inspected for any maintenance needs during cleaning. Any basins requiring attention are noted in a field report and the need for cleaning is forwarded to the Area Supervisor so that it can be taken care of. An "Inlet Maintenance Report" is then made out a copy is sent to the Stormwater Management Division so that a record can be kept.

Any basins which are clogged and require a Vac-Con to be cleaned out are also reported to the Stormwater Management Division so that records can be kept and chronic trouble spots can be identified and watched more closely.

SPPP Form 14 - Roadside Vegetation Management

Highway Agency
Information

Highway Agency Name: Middlesex County Department of Highways

NJPDES # : NJG0155136 PI ID #: 226145

Team Member/Title: Thomas Vogel / Vegetation Management Coordinator

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/14/2006 Date of most recent update: 09/16/2016

Describe your roadside vegetation management program to limit the application of herbicides and mulch. Attach additional pages as necessary.

The "Roadside Vegetation Management Program" for Middlesex County Highways is overseen by our Landscaping Department. The supervising landscaper has a 6B CORE Pesticide License and instructs his personnel to apply all herbicides according to the standards set forth in the Highway Stormwater Permit.

SPPP Form 15 - Outfall Pipe Stream Scouring Remediation

Highway Agency Information

Highway Agency Name: Middlesex County Department of Highways

NJPDES # : NJG0155136 PI ID #: 226145

Team Member/Title: Hector Malave / Supervisor Heavy Equipment

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/15/2005 Date of most recent update: 02/08/2019

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

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

An outline of Middlesex County Highway Department's "Outfall Pipe Stream Scouring Remediation Program" is given below:

I. Detection

- A. Observations made and reported by the Stormwater Management personnel during its "Outfall Mapping Program"*
- B. Observations made by any other Highway Department personnel and reported to the Stormwater Management Division*
- C. Any reports of stream erosion made by any private or government source will be forwarded to the Stormwater Management Division for further investigation*
- D. Any stream scouring observed in aerial photographs will be investigated*

II. Remediation

- A. Minor stream scour remediation will be performed by Area maintenance personnel according to State guidelines.*
- B. More serious erosion problems will be referred to the "Bridge and Drainage" Department for remediation according to State guidelines*
- C. Any stream scour remediation project beyond the resources of the Highway Department will be referred to our Engineering Department.*

III. Maintenance Program

- A. All detected instances of stream scouring requiring remediation will be recorded in an "Outfall Pipe Stream Scouring Remediation Report"*
- B. All cases will be prioritized so as to minimize stream scouring damage*
- C. Periodic inspections of scour sites will be scheduled to ensure that remediation efforts remain effective*

SPPP Form 16 – De-icing Material Storage

Highway Agency
Information

Highway Agency Name: Middlesex County Department of Highways

NJPDES # : NJG0155136 PI ID #: 226145

Team Member/Title: Gary Vesce / Director of Public Works

Effective Date of Permit Authorization (EDPA):04/01/2004

Date of Completion: 03/15/2005Date of most recent update: 09/16/2016

De-icing Material Storage

Describe how you currently store your highway agency's de-icing materials and describe your inspection schedule. 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.

All Road Department maintenance yards, including those located at it's ancillary operations areas, are equipped with regulation compliant Salt Domes. Typically salt that is delivered to a storage facility in dry weather is placed into the domes upon arrival. If salt (or a sand-salt mixture) cannot be placed into the dome upon arrival and outside storage is required, the material will be located at least 50 feet from any storm drain and a tarp will be placed over the material if there is potential for precipitation or if the material needs to remain outside more than 24 hours. Once the material is transferred into the dome, the temporary storage area will then be cleaned.

All salt-sand mixtures are prepared on an as needed basis when deicing materials are in short supply.

SPPP Form 17 – Standard Operating Procedures

Highway Agency Information	Highway Agency Name: <i>Middlesex County Department of Highways</i> NJPDES # : NJG0155136 PI ID #: <i>226145</i> Team Member/Title: <i>Gary Vesce / Director of Public Works</i> Effective Date of Permit Authorization (EDPA): <i>04/01/2004</i> Date of Completion: <i>11/02/2005</i> Date of most recent update: <i>09/16/2016</i>
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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>November 2005</i>	<i>Middlesex County previously contracted with PMK Group and had it's maintenance yards reviewed by its's professional engineers to ensure that they are designed to operate in compliance with SPCC and Stormwater regulations. See attached fueling operations SPCC plan.</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	<i>November 2005</i>	<i>See attached SPCC Plan.</i>
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit	<i>November 2005</i>	<i>See attached SPCC Plan.</i>

SPPP Form 18 – Employee Training

Highway Agency
Information

Highway Agency Name: Middlesex County Department of Highways

NJPDES # : NJG0155136 PI ID #: 226145

Team Member/Title: Rosemarie Mason / Public Works Administration

Effective Date of Permit Authorization (EDPA):04/01/2004

Date of Completion: 05/15/2005Date of most recent update: 02/08/2019

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.

Certified training materials have been reviewed. A training program is being planned with help from the Personnel Department and Health Department. The entire group of Highway Department personnel is trained using the "Rain Check" Stormwater Pollution Prevention employee training DVD. All trained personnel sign an "Acknowledgement of Training" form which will be kept with their permanent record. Current scheduling depends on availability of training facilities at the Middlesex County Fire Academy.



Ronald G. Rios
Freeholder Director

Carol Bellante
Deputy Director

Kenneth Armwood
Charles Kenny
H James Polos
Charles E. Tomaro
Blanquita B Valenti
Freeholders

COUNTY OF MIDDLESEX
DEPARTMENT OF INFRASTRUCTURE MANAGEMENT

Office of Public Works
Division of Highways

SPPP Signature Page

Charles E. Tomaro
Chairperson Infrastructure Management Committee

John A. Pulomena
County Administrator

Khalid Anium
Department Head

Gary Vesce
Director

Highway Agency Information

Highway Agency Name: Middlesex County Department of Highways

NJPDES #: NJGO 155136 PI ID #: 226145

Team Member/Title: Gary Vesce / Director of Public Works

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 04/25/2006 Date of most recent update: 02/08/2019

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

February 8, 2019

(Signature) (Date)

Gary Vesce Director of Public Works

(Print Name) (Title)

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

Middlesex County Highway Department Standard Operating Procedures Vehicle and Equipment Fueling

Middlesex County Highway Department Maintenance Yards with Fueling Operations

- Public Works
- Other

Introduction and Purpose

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 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 off engine
- Ensure that fuel is the proper type of fuel
- Absorbent spill clean-up materials and spill kits shall be available in the fueling area 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 Middlesex County Sheriff at 732-745-3271

Maintenance and Inspection

- Fueling areas and storage tanks shall be inspected regularly
- 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

Middlesex County Road Department Standard Operating Procedures Vehicle Maintenance

Middlesex County Highway Department Vehicle Maintenance Locations

- Public Works
- Heavy Vehicle Garage (Central Maintenance)
- Light Vehicle Garage (Central Maintenance)

Introduction and Purpose

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

Scope

This SOP applies to all maintenance yards including maintenance activities at ancillary operations within Middlesex County Highway Departments

Standards and Specifications

- Conduct vehicle maintenance operation only in designated areas
- Whenever 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 from 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 absorbent materials shall be swept up
- Collected waste is to be disposed of properly
- Contact the Middlesex County Sheriff's Office at 732-745-3271

Maintenance and Inspection

- Periodically check for leaks and damaged equipment and make repairs as necessary
- Regularly inspect and maintain as needed any oil/water separators currently in use at Central Maintenance Garages

Middlesex County Road Department Standard Operating Procedures Good Housekeeping

Middlesex County Highway Department Good Housekeeping Goals

- Pollution Prevention
- Proper Recycling
- Proper Waste Disposal

Introduction and Purpose

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

Scope

This SOP applies to all maintenance yards including maintenance activities at ancillary operations within Middlesex County Highway Department

Standards and Specifications (General)

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

Standards and Specifications (Salt and De-icing Material Handling)

- Bulk loading of salt into domes shall be scheduled during dry weather.
- If temporary outside storage of material is required, the material shall be located at least 50 feet from any storm drain and a tarp placed over the material if there is the potential for precipitation or if the material is not scheduled to be placed in a dome within 24 hours from delivery.
- Temporary outside storage areas shall be cleaned upon the material being removed.
- 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
- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15th through April 30th

Standards and Specifications (Street Sweeping & Catch Basin Residuals)

- All road cleanup material must be sampled and analyzed in accordance with NJ DEP standards regardless of intended future reuse except for solid waste
- Temporary storage of residuals shall be located at least 50 feet from any storm drain
- Temporary storage of residuals shall be placed on and covered by a tarp and minimize contact between residuals and rainfall/stormwater runoff
- Liquid waste collected from vactor truck operations shall be stored in a manner to minimize contact with rainwater or stormwater runoff
- All residuals shall be disposed of in accordance with NJ DEP regulations and shall follow the Guidance Document for the Management of Street Sweeping and Other Road Cleanup Materials updated on 10/16/2013.

Standards and Specifications (Storage of Aggregate Materials)

- Aggregate materials include but are not limited to stone, gravel, sand, cold patch, road millings and topsoil
- Aggregate materials shall be stored separately in designated locations
- Stormwater runoff from aggregate storage areas shall be minimized and directed away from storm drains whenever possible
- Cold patch shall be covered to protect it from rainfall/stormwater runoff

Spill Response and Reporting

- Conduct cleanups of any spills immediately after discovery
- Spills are to be cleaned using dry cleaning methods only
- Contact the Middlesex County Sheriff's Office at 732-745-3271

Maintenance and Inspection

- Periodically check for leaks and damaged equipment and make repairs as necessary
- Perform periodic inspections of all storage locations