



**PREPARED FOR:**

Borough of South Plainfield  
2480 Plainfield Avenue  
South Plainfield, New Jersey 07080

**PREPARED BY:**

T&M Associates  
11 Tindall Road  
Middletown, NJ 07748

TIER A MUNICIPAL  
STORMWATER GENERAL PERMIT  
NJDEP General Permit No. NJG0153966  
Program Interest ID #214762

# STORMWATER POLLUTION PREVENTION PLAN 2023 UPDATE

NEW JERSEY DEPARTMENT OF  
ENVIRONMENTAL PROTECTION



**T&M PROJECT NO. SPBO-01279  
JUNE 2023**

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## **Appendices**

### 1 – Standard Operating Procedures

- Vehicle and Equipment Fueling Standard Operating Procedures
- Vehicle Maintenance Standard Operating Procedures
- Good Housekeeping Practices Standard Operating Procedures
- Vehicle Washing Standard Operating Procedures

NJPDES Tier A Municipal Stormwater  
General Permit  
**Stormwater Pollution  
Prevention Team  
Members**

Number of team members may vary.

Completed by: Rosario R. Santos, P.E.  
Title: Consulting Engineer  
Municipal Name: South Plainfield  
NJPDES #: NJG0153966  
PI ID #: 214762  
Effective Date of Permit Authorization  
(EDPA): 04/01/2004  
Date Form Completed: 07/25/2005  
Date of most recent update: 06/30/2023

Stormwater Program Coordinator: Glenn Cullen  
Title: Borough Administrator  
Office Phone #: (908) 226-7602  
Emergency Phone #: Same as above

**INDIVIDUALS RESPONSIBLE FOR MAJOR DEVELOPMENT PROJECT  
STORMWATER MANAGEMENT REVIEW**

Name: Andrew W. Denbigh, P.E., C.F.M.  
Title: Board Engineer  
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Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Office Phone #: ( ) \_\_\_\_\_  
Email: \_\_\_\_\_

**OTHER SPPP TEAM MEMBERS**

Name: Leonard J. Miller, P.E., P.P., C.M.E., C.P.W.M.  
Title: Borough Engineer / DPW Superintendent  
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Name: \_\_\_\_\_  
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Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Office Phone #: ( ) \_\_\_\_\_  
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# SPPP Form 2 - Revision History

<b>Municipality Information</b>	Municipality: <u>Borough of South Plainfield</u> County: <u>Middlesex</u>
	NJPDES #: <u>NJG 0153966</u> PI ID #: <u>214762</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	09/15/2020	GC	Various	Changed to include the supplemental information outlined in the NJDEP's new SPPP template.
2.	02/28/2021	GC	Various	Updated to address NJDEP comments and include all SPPP requirements.
3.	04/05/2021	GC	Various	Updated to reference adoption of New Stormwater Control Ordinance and address additional NJDEP comments.
4.	05/03/2021	GC	Various	Updated to address NJDEP comments.
5.	06/30/2020	GC	Various	Updated to include new requirements outlined in the 2023 permit renewal.
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

# SPPP Form 3 - Public Announcements

1. *Provide the link to the dedicated stormwater webpage for your municipality.*

<http://www.southplainfieldnj.com/spnj/Departments/Departments/Public%20Works%20Department/Stormwater%20Advisory%20%26%20Education/>

2. *List the name and title of person(s) responsible for stormwater webpage postings/updates.*

Kristina Nieradka, Public Works Secretary

3. *List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.*

The Borough currently posts Public Notices in local newspapers designated at their annual reorganization meeting. For 2023, the designated publications are The Observer, The Star Ledger and The Courier News.

Additionally, public notice on stormwater related education and outreach activities are posted on the Borough's website and Facebook page, as well as distributed through mass mailings if necessary.

Website: <http://www.southplainfieldnj.com/spnj/>

Facebook: <https://www.facebook.com/BoroughofSouthPlainfield/>

# SPPP Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment

*1. How does the Municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.*

“Major Development” means an individual development, as well as multiple developments that individually or collectively result in:

1. The disturbance of one or more acres of land since February 2, 2004;
2. The creation of ¼ acre or more of “regulated impervious surface” since February 2, 2004;
3. The creation of ¼ acre or more of “regulated motor vehicle surface” since March 2, 2021; or
4. A combination of 2 and 3 above that totals an area of ¼ acre or more. The same surface shall not be counted twice when determining if the combination area equals ¼ acre or more.

Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of paragraphs 1, 2, 3 or 4 above. Projects undertaken by any government agency that otherwise meet the definition of “major development” but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered “major development.

*2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.*

The Borough adopted the NJDEP’s model SCO.

*3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).*

Major developments projects that are subject to RSIS for stormwater management are reviewed by the Borough’s Planning and Zoning Board Engineer for compliance with the water quality, water quantity, groundwater recharge and green infrastructure design standards as per NJAC 7:8, and the criteria outlined in the Borough’s SCO.

During the review process, the Board Engineer will ensure a site-specific Operations & Maintenance Manual is prepared by the applicant and made part of the final approval.

Once the project is deemed compliant with the stormwater management and SCO requirements and all comments noted have been addressed to the satisfaction of the Planning and Zoning Board Engineer, the application is presented before the appropriate board for final approval.

Throughout construction, representatives from the Borough and its consultants shall inspect the construction site to ensure compliance with the approved plans. Post construction, the Borough Engineer will require copies of all maintenance logs to ensure the project is being maintained in accordance with the O&M Manual.

# SPPP Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment (Cont'd)

*4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.*

The Borough's adopted Municipal Stormwater Management Plan and Stormwater Control Ordinance includes a Mitigation Plan that allows proposed development or redevelopments projects the opportunity to seek a variance or exemption from the stormwater management design and performance standards set forth in the Borough Municipal Stormwater Management Plan and NJAC 7:8-5. The plan outlines mitigation project criteria and the Borough Engineer must be contacted to obtain a list of potential mitigation projects to compensate for the deficit from the performance standards resulting from the proposed project. Mitigation projects are subject to approval from the Borough Engineer, Governing Body and the Borough Planning and/or Zoning Boards.

To date though no variances or exemptions have been requested or granted.

In the event a variance or exemption is requested or granted, records will be submitted to the Borough Planning / Zoning Board and the NJDEP upon approval.

Copies of the variances granted will be maintained with the Board Secretary.

*5. Indicate the dates of each iteration of the Borough's Stormwater Control Ordinance, starting with the initial adoption and including revisions.*

The Borough's Stormwater Control Ordinance (SCO) was originally adopted on May 16, 2006. It was amended and re-adopted on March 15, 2021 to comply with the NJDEP requirements.

*6. Indicate the dates of each iteration of the Borough's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.*

The Borough's Municipal Stormwater Management Plan (MSWMP) was adopted on July 19, 2005.

## SPPP Form 5 – Ordinances

Regulatory Mechanism	Date of Adoption	Was the NJDEP model adopted without change? If not, explain how it's more stringent	Entity Responsible for Enforcement	Fees and Fines
Pet Waste	02/20/2007	Yes	Code Enforcement	Not to Exceed \$2,000
Wildlife Feeding	02/20/2007	Yes	Code Enforcement	Not to Exceed \$2,000
Litter Control	07/15/1999	Similar Standards	Code Enforcement	Not to Exceed \$1,000
Improper Disposal of Waste	02/20/2007	Yes	Code Enforcement	Not to Exceed \$2,000
Yard Waste	12/31/2001	Leaves are to be bagged	Code Enforcement	Not to Exceed \$2,000
Private Storm Drain Inlet Retrofitting	11/22/2010	Yes	Code Enforcement	Not to Exceed \$1,000
Illicit Connection Ordinance	02/20/2007	Yes	Code Enforcement / Environmentalist	Not to Exceed \$2,000
Privately-Owned Salt Storage				
Tree Removal / Replacement				

*List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.*

Refuse Containers and Dumpsters, adopted per the NJDEP model on November 22, 2010. The ordinance is enforced through the Police Department and/or the Construction Official of the Borough of South Plainfield and is subject to fines not to exceed \$1,000 for anyone found to be in violation of the provisions established within the ordinance.

*Indicate the location of records associated with ordinances and related violations and enforcement actions below.*

Records of any warnings or violations issued in relation to the above referenced community wide ordinances are maintained by Code Enforcement or applicable enforcing office or department. They are reported to the Stormwater Program Coordinator or Borough Engineer annually for inclusion in the Borough's annual stormwater report/supplemental questionnaire.



# SPPP Form 6 – Street Sweeping

1. *Provide a written description and/or attach a map outlining the sweeping schedule for the following:*

- *Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)*
- *Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 time each year)*

*Note: Only asphalt and concrete roads need to be swept. Roads that do not have storm drain inlets and do not discharge to surface water do not need to be swept.*

Currently, the Borough has an existing street sweeping program that includes mechanical sweeping of all municipal streets from mid-March through the end of year, weather and surface condition permitting.

The Borough is broken down into 5 sectors and sweeping is conducted by DPW personnel. The breakdown of streets in each zone is provided on the Public Works webpage in the Borough's website.

All sweepings collected are offloaded into an area designated at the Borough yard. The area designated is on an impervious surface and surrounded by jersey barriers on the sides and an asphalt berm in the front to eliminate potential discharges. There are no nearby stormwater catch basins and the Borough conducts inspections to confirm no discharges to surface areas are present. If detected, additional modifications will be made to eliminate any runoff.

All sweepings are collected periodically and disposed offsite at the Middlesex County landfill.

Records of sweepings collected and the date the work is completed is maintained by the Public Works Department for future reference and inclusion in the Borough's annual stormwater report.

2. *Indicate if sweeping work is outsourced and if so, describe the arrangement.*

All street sweeping is conducted by Borough DPW personnel.

# SPPP Form 7 – MS4 Infrastructure

## 1. *Municipal Storm Drain Inlets*

- a. *Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.*
- b. *Describe how you ensure that municipal and private storm drain inlets have been retrofitted.*
- c. *Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.*
- d. *Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.*

- a. DPW staff conduct visual inspections of the stormwater labels installed on those inlets or catch basins that do not have permanent wording cast into their design. Replacement of the label is either conducted onsite or scheduled for maintenance once it is reported back to the DPW office.
- b. Throughout construction of major development projects or during repaving projects, the Code Enforcement Office or Borough Engineer/representatives shall perform site inspections to confirm proper storm drain inlets have been installed or retrofitted as approved. For existing inlets or catch basins that have not been retrofitted, DPW staff will conduct visual inspections during their day-to-day operations and identify any unit that is in need of retrofitting. Retrofitting work will be scheduled accordingly to ensure completion of all retrofit and replacement work is completed by December 31, 2027.
- c. The Borough Engineer shall check plans for road projects and major developments to verify that a catch basin or some sort of BMP to capture solids is included with, or downstream of, the affected storm drain inlet in accordance with NJDEP requirements.
- d. DPW staff shall perform inspections of all storm drain inlets on an annual basis in accordance with NJDEP requirements. Any storm drain inlet identified with debris will be reported back to the DPW office and scheduled for cleaning. Spoils collected are dumped in the street sweepings bay at the DPW yard and are disposed offsite at the Middlesex County Landfill periodically. Areas that clog and flood often during storms are inspected more frequently and prior to large, forecasted storms. They are re-cleaned as needed.

## 2. *Municipal Catch Basins*

- a. *Describe when and how you conduct inspections of catch basins.*
- b. *Describe the criteria used to determine when catch basins need to be cleaned.*

- a. DPW staff shall perform inspections of a minimum of 20% of the Borough's catch basins on an annual basis in accordance with NJDEP requirements. Any catch basin identified with debris will be reported back to the DPW office and scheduled for cleaning. Spoils collected will be dumped in the street sweepings bay at the DPW yard and disposed offsite at the Middlesex County Landfill periodically. Areas that clog and flood often during storms shall be inspected more frequently and prior to large, forecasted storms, and cleaned if necessary.
- b. All catch basins that are 40% or more full will be scheduled for cleaning by DPW staff. Areas that are prone to clogging or flooding during storm events shall be inspected more frequently, as well as prior to large, forecasted storms. They shall be cleaned as necessary. Additionally, catch basins that are in areas of recent flooding complaints shall be inspected within 1 week of receipt of the complaint and cleaned as needed.

## SPPP Form 7 – MS4 Infrastructure (Cont'd)

### 3. *Municipal Conveyance System*

*Describe when and how inspections of MS4 conveyance systems are conducted, and the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.*

Stormwater pipe systems in known flood areas will be inspected as needed before and after storm events to minimize potential flooding that may be caused by accumulation of debris or blockages.

The rest of the stormwater piping system will be visually inspected periodically during cleaning of select catch basins or storm drain inlets. Those stormwater pipe systems found with blockages or evidence of debris will be reported back to the DPW office for further investigation and action, which may include additional television inspection.

### 4. *Municipal Outfall Inspections – Stream Scouring*

*Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used.*

During inspection of the outfalls for dry weather flow, DPW personnel will also conduct inspections of the outfalls for signs of scouring. All sites in which scouring is identified will be reported back to the Borough Engineer and the Borough DPW Superintendent. The outfall will be assessed and placed on a prioritized list for repair. Repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits will be addressed first. A Stream Scouring Investigation Recordkeeping form will also be completed.

The Borough will follow-up each repair with an annual inspection of the site to ensure that scouring has not resumed.

#### **Long Term Maintenance**

Outfall pipe stream scouring inspections will be done at a minimum once every five (5) years or 20% of the Borough's outfalls on an annual basis in accordance with NJDEP requirements alongside inspections for dry weather flow.

All outfall pipes in which scouring has been detected and addressed in the past, shall be inspected annually thereafter to ensure the associated stabilization projects were successful. Once it is determined that the scouring repairs have adequately mitigated any subsequent scouring, those outfalls can again be inspected only once during each 5-year permit iteration.

## SPPP Form 7 – MS4 Infrastructure (Cont'd)

### 5. *Municipal Outfall Inspections – Illicit Discharge Detection and Elimination*

*Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form from the Department's main stormwater webpage.*

A minimum of 20% of the Borough's outfalls will be inspected annually in accordance with permit requirements. Outfalls will be inspected for dry weather discharges 72 hours after a rain event, intermittent stormwater flow, discoloration or inappropriate debris in and immediately downstream of the outfall.

Outfalls found to have suspected illicit discharge will be re-inspected within 30 days and sampled as needed in accordance with NJDEP guidelines. Illicit discharges detected will be investigated to identify the source of the discharge. An NJDEP Illicit Connection Inspection Report Form will be completed and submitted to the NJDEP as part of the Annual Report.

If the source is identified, property owner(s) will be notified of their violation of the Illicit Connection Ordinance and will have the connection eliminated immediately. If the source of the illicit connection cannot be located within eleven months, the Borough will notify the NJDEP Enforcement Inspector and the MS4 case manager within one month of the situation and request an extension of the investigation period.

### 6. *Other Municipal Infrastructure*

*List the types of MS4 infrastructure in the Borough that require inspection but are not noted above in items 1-5. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or cleaned.*

The Borough will continue to implement their existing stormwater facility maintenance program to ensure that all stormwater facilities owned and operated by the Borough are functioning properly. Aside from storm drain inlets, catch basins, stormwater pipes and outfalls, the Borough operates **detention basins**.

These stormwater facilities are inspected monthly to ensure that they are functioning properly. In high-risk areas, preventative maintenance is performed on all stormwater facilities to ensure proper functioning. Detention basins are cleaned as needed to ensure proper functioning of the infrastructure. Additional maintenance is scheduled accordingly during the growing season and conducted by Borough personnel.

List of Borough-Owned and Operated Facilities:

**Location:** Trista's Way (formerly known as Northeast Developer's);

**Location:** In front of the Municipal Building at 2480 Plainfield Avenue; and

**Location:** Putnam Park off of Oak Tree Road.

## SPPP Form 7 – MS4 Infrastructure (Cont'd)

### 7. *Stormwater Facilities Not Owned or Operated by the Municipality*

*Describe your program for ensuring adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality. This should include your plan for ensuring annual inspections are being done on these private properties and describe how you record the locations and logs associated with private infrastructure.*

Cleaning and operation and maintenance of stormwater facilities not owned by the Borough will be conducted in compliance with approved Operation and Maintenance Plans approved during the development application process.

Confirmation of completion of maintenance will be verified on an annual basis and records will be maintained as needed by the Borough's Public Works Department.

In the instances where the owners do not perform the necessary maintenance, the Borough will conduct visual inspections as needed to verify if any maintenance or repairs are necessary and review what remedial action is necessary to ensure proper operation of the facility.

### 8. *Infrastructure Records*

*Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.*

Records of inspections and maintenance conducted are kept in the DPW office. This includes records of inspections, cleanings, routine maintenance work, investigations of illicit connections and scouring near outfalls and any repairs conducted throughout the year.

# SPPP Form 8 – Community Wide Measures

## **1. *Herbicide Application Management***

*Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.*

The Borough utilizes the application of herbicides. The application is prohibited on, or adjacent to storm drain inlets, on steeply sloping grounds, along curb lines and unobstructed shoulders. Application is permitted within a 2-foot radius around structures where overgrowth presents a safety hazard or where it is unsafe to mow.

## **2. *Excess Deicing Material Management***

*Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.*

The Borough will schedule inspections of its roadways and parking areas after storm events to identify areas of excess deicing material. DPW personnel will be assigned to shovel/pick up the excess material within 72 hours after the storm is over, conditions permitting. Excess deicing material will be collected and returned to the Borough's salt dome/shed to be reused during the next storm event as needed.

## **3. *Roadside Vegetative Waste***

*Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).*

The Borough is divided into five (5) collection zones. Yard waste collection per each zone is completed on a 5-day, weekly cycle, weather permitting. During the fall leaf collection season, from late October through late December, the DPW collects only containerized leaves contained within biodegradable bags.

Biodegradable bags can be obtained from the Borough DPW located at 405 Spicer Avenue. The Borough does not collect leaves that are contaminated with trash, grass, branches, stones, paper, litter or any other debris. Yard debris is to be placed along with the bulky waste. The residents must drop off brush at the DPW, with exception to senior living developments, which the DPW services.

The Borough temporarily stores brush, branches and leaves at their DPW Yard. Yard trimmings are taken to the brush pile at the recycling center and is stored outdoors with no nearby storm drain inlet and/or catch basins. Berms have been created surrounding the area where brush and other vegetative material is stored to contain the material from escaping. The Borough conducts periodic inspections to confirm no discharges to surface areas exist. If detected, additional modifications will be made to eliminate runoff.

## **4. *Roadside Erosion Control***

*Describe your program to detect and repair erosion along municipal roadways.*

The Borough DPW monitors Borough roads and streets for signs of potential erosion during their street sweeping activities. All identified road erosion problems will be reported to the DPW Superintendent.

Identified areas of erosion will be evaluated and repairs prioritized based on their severity. DPW personnel will then be assigned to complete the necessary repair work in accordance with all applicable standards for Soil Erosion and Sediment Control in New Jersey. Once completed, all repair details and dates will be documented and submitted to the DPW office for their record.

# SPPP Form 9A – Municipal Maintenance Yards and Other Ancillary Operations

## 1. Site Name and Address of maintenance yard or ancillary operation.

Borough of South Plainfield DPW Facility  
405 Spicer Avenue  
South Plainfield, NJ 07080

## 2. Monthly Site Inspections

*Describe the nature of inspections conducted at this site and the location of inspection logs.*

Visual observations are conducted by DPW staff during their day-to-day operations. Any deficiencies noted are reported for further evaluation and action. On a monthly basis, a more detailed inspection is conducted to verify that materials and machinery stored outdoors are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces where feasible and covered as needed. Any deficiencies are noted and reported for further action.

The salt shed is also inspected to ensure that materials are protected from exposure to rain, snow, and stormwater running across the paved surfaces. Any deficiencies are noted and reported for further action.

## 3. Inventory List

*List all materials and machinery that are potentially exposed to stormwater.*

Materials	Machinery
Scrap Tires / Scrap Metals	20 cy / 30 cy dumpsters/containers
Sweepings & Catch Basin Cleanout materials	Backhoe
Road Salt	DPW Maintenance Vehicles
Temporary storage of leaves and brush	Fuel Tank
Automotive liquids and oils	Waste Oil Tank/Drums
Miscellaneous Aggregate Material / Soil - Backfill	Street Sweeper/Vacuum Truck
Miscellaneous Castings	Salt spreading vehicles
Construction Debris / Material	Inoperable Vehicles

# SPPP Form 9A – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

## 4. *Discharge of Stormwater from Secondary Containment*

*Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.*

Not applicable.

## 5. *Fueling Operations*

*Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.*

Fueling is conducted onsite at the Borough's DPW facility. A Standard Operating Procedure has been developed outlining do's and don'ts. The Borough maintains speedy dry and other absorbent materials in the event of leaks or spills. The fueling area is inspected and any deficiencies are reported and scheduled for necessary maintenance.

## 6. *Vehicle/Equipment Maintenance and Repair*

*Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.*

Routine minor vehicle maintenance is conducted by Borough personnel in their maintenance garage building. All minor maintenance and repair work is completed indoors. Additionally, there are no interior storm drains in the vehicle maintenance yard facility where the work is completed.

Any vehicular oils or other material discharged are collected in appropriate tanks or drums. Spills are immediately addressed, and monthly inspections are conducted to ensure that the requirements outlined in the Borough's SOP is being met.

## 7. *Wash Wastewater Containment*

*Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.*

Washing activities are conducted at the Borough's onsite bay dedicated to vehicle and equipment washing. Discharges are directed into the sanitary sewer.

Monthly inspections are conducted to ensure the Borough's SOP is being met.



## SPPP Form 9A – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

### 8. Salt and Other Granular De-icing Materials

*Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Salt is stored year-round in a permanent facility located at the Borough's DPW facility that is approximately 36 feet wide by 120 feet high and located on an impermeable concrete slab with no building door. Materials are pushed back away from the entrance and into the structure to eliminate precipitation reaching the stored material. During loading and unloading, Borough personnel sweep the spilled salt back into the main salt pile after storm events to minimize tracking of materials.

Usage of sand is not common practice within the Borough. However, a small amount of sand is stored in the salt building periodically to be used by Borough forces during emergencies such as motor vehicle accidents or oil spills.

### 9. Aggregate Material, Wood Chips, and Finished Leaf Compost

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

The Borough stores gravel and other miscellaneous aggregate material outdoor in their DPW yard. This material is used by the Borough as needed and is within an area that has no access to any existing storm drain inlets or catch basins. All material stored is sectioned off at the DPW yard in various 3 walled man-made bins using Jersey barrier blocks. The Borough conducts periodic inspections to determine if stored aggregate materials need to be moved to eliminate potential runoff or need to be bermed or otherwise sectioned off to eliminate potential surface discharges.

### 10. Cold Patch Asphalt

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Cold patch is stored inside in the maintenance garage in 5-gallon pails.

### 11. Street Sweepings and Storm Sewer Cleanout Materials

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Sweepings and storm sewer cleanout materials collected are temporarily offloaded into an area designated at the DPW yard. The area is on an impervious surface and surrounded by jersey barriers on the sides and an asphalt berm in the front to eliminate potential discharges. Material is disposed offsite periodically by a 3<sup>rd</sup> party contractor.

## SPPP Form 9A – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

### **12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings**

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Construction debris (concrete), soil/backfill, wood mulch and branches are stored temporarily at the DPW yard in sections that are cordoned off where possible in piles within 3 walled man-made bins using Jersey barrier blocks. These areas have no access to existing storm drain inlets or catch basins and are periodically disposed offsite or moved by Borough personnel.

Inspections are conducted periodically to determine if any remedial action is necessary to eliminate potential surface discharges.

### **13. Scrap Tires**

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Scrap tires are periodically stored at the DPW facility and then disposed offsite at the County Recycling Center in Woodbridge, NJ.

### **14. Inoperable Vehicles and Equipment**

*Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.*

Inoperable vehicles are temporarily stored outdoors at the DPW facility until they are sent to auction and removed offsite.

# SPPP Form 9B – Municipal Maintenance Yards and Other Ancillary Operations

**1. Site Name and Address of maintenance yard or ancillary operation.**

Borough of South Plainfield Recycling Center/Yard Waste Site  
Kenneth Avenue / Race Place  
South Plainfield, NJ 07080

**2. Monthly Site Inspections**

*Describe the nature of inspections conducted at this site and the location of inspection logs.*

Visual observations are conducted by DPW staff during their day-to-day operations. Any deficiencies noted are reported for further evaluation and action. On a monthly basis, a more detailed inspection is conducted to verify that materials and machinery stored outdoors are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces where feasible and covered as needed.

Any deficiencies are noted and reported for further action.

**3. Inventory List**

*List all materials and machinery that are potentially exposed to stormwater.*

Materials	Machinery
Storage of leaves and brush	20 cy / 30 cy dumpsters/containers
Scrap metal	Waste Oil Tank/Drums
Household batteries	Backhoe
Used motor oil	

## SPPP Form 9B – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

### 4. *Discharge of Stormwater from Secondary Containment*

*Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.*

There is a waste oil tank in the recycling center with secondary containment that may potentially accumulate stormwater. The site is inspected periodically and if stormwater is identified in the secondary containment area, the Borough Recycling Coordinator arranges for an outside vendor to drain the tank area.

### 5. *Fueling Operations*

*Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.*

Not applicable.

### 6. *Vehicle/Equipment Maintenance and Repair*

*Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.*

Not applicable.

### 7. *Wash Wastewater Containment*

*Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.*

Not applicable.

## SPPP Form 9B – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

### 8. Salt and Other Granular De-icing Materials

*Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Not applicable.

### 9. Aggregate Material, Wood Chips, and Finished Leaf Compost

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Leaf piles and other yard trimmings are stored outdoors temporarily at the yard waste site in the Recycling Center with no nearby storm drain inlets or catch basins. Berms have been created surrounding the area where brush and other vegetative material is stored to contain the material from escaping.

The Borough conducts periodic inspections to confirm no discharges to surface areas exist. If detected, additional modifications will be made to eliminate runoff.

### 10. Cold Patch Asphalt

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Not applicable.

### 11. Street Sweepings and Storm Sewer Cleanout Materials

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Not applicable.

## SPPP Form 9B – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

### *12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings*

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Brush piles and other yard trimmings are stored outdoors temporarily at the yard waste site in the Recycling Center with no nearby storm drain inlets or catch basins. Berms have been created surrounding the area where brush and other vegetative material is stored to contain the material from escaping.

The Borough conducts periodic inspections to confirm no discharges to surface areas exist. If detected, additional modifications will be made to eliminate runoff.

### *13. Scrap Tires*

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Not applicable.

### *14. Inoperable Vehicles and Equipment*

*Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.*

Not applicable.

# SPPP Form 10 –Training

## ***Stormwater Program Coordinator***

*Describe the training provided for the municipal Stormwater Program Coordinator.*

The Stormwater Program Coordinator (SPC) for the Borough will attend the NJDEP training seminar every permit cycle. Training shall cover SPC responsibilities, permit conditions, annual reporting and required submissions and documentation. Once training is completed, documentation will be included in the SPPP for reference.

**Topic**

**Office/Entity Responsible for Training**

*Describe the training provided for municipal staff.*

SPPP

Staff responsible for any aspect of the stormwater program shall attend annual training on the site-specific details of the SPPP to review MS4 permit requirements, and record-keeping requirements. Training will be conducted using training videos provided either by JIF or the Office of the Borough’s Engineer.

Construction Site  
Stormwater  
Runoff

Staff responsible for inspections of construction projects that disturb one acre of soil or more, shall attend annual training on related MS4 permit conditions. Training will be conducted using training videos provided either by JIF or the NJDEP.

Post-  
Construction  
Stormwater  
Management in  
New and  
Redevelopment

Staff responsible for implementing stormwater permit requirements shall attend annual training to review the fundamentals of the Borough’s post-construction stormwater management program to address stormwater runoff. Training shall discuss the Borough’s definition of major development and the interconnection among the Stormwater Management rules at N.J.A.C. 7:8, the Borough’s SCO, stormwater permit conditions, the Department’s BMP Manual, and Guidance Documents. Training will be conducted using training videos provided either by JIF or the NJDEP.

Community-wide  
Ordinances

Staff responsible for approving and/or enforcing stormwater-related ordinances shall attend annual training on related MS4 permit conditions and review the purpose of each ordinance and what steps to take if violations are reported. Training will be conducted using training videos provided either by JIF or the NJDEP.

Community-wide  
Measures

Staff responsible for conducting activities associated with community-wide stormwater management measures shall attend annual training to review the MS4 permit requirements and Borough specific measures employed to comply with the street sweeping, storm drain inlets (labeling, retrofitting, and installations), herbicide application, de-icing operations, roadside vegetative waste, and roadside erosion control requirements. Training will be conducted using training videos provided either by JIF or the Office of the Borough’s Engineer.

## SPPP Form 10 –Training (Cont'd)

Topic	Office/Entity Responsible for Training
<i>Describe the training provided for municipal staff.</i>	
Stormwater Facilities Maintenance	<p>Staff responsible for conducting activities associated with inspections, maintenance and repair of stormwater infrastructure shall attend annual training on the MS4 related permit requirements. This training shall detail what infrastructure is to be maintained per approved manufacturers' maintenance plans, versus the remaining infrastructure that is to be maintained according to the NJDEP's BMP Manual. Training will be conducted using training videos provided either by JIF or the NJDEP.</p> <p>Stormwater infrastructure to be included are storm drain inlets, catch basins, MS4 pipe conveyances, and detention basins.</p>
Municipal Maintenance Yards and Other Ancillary Operations	<p>Staff responsible for conducting activities associated with the Borough's maintenance yard and salt yard shall attend annual training to review related MS4 permit conditions, current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.</p>
MS4 Mapping	<p>Outside personnel responsible for the preparation and submission of the Borough's electronic stormwater infrastructure map shall attend annual training to review the MS4 permit requirements for electronic mapping.</p>
Outfall Stream Scouring	<p>Staff responsible for conducting inspections and repairs of stormwater outfalls shall attend annual training to review how to identify, remediate, and document cases of stream scouring in accordance with the Borough's MS4 permit. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.</p>
Illicit Discharge Detection and Elimination	<p>Staff responsible for conducting inspections and repairs of stormwater outfalls shall attend annual training to review how to identify, remediate, and document cases of illicit discharge in accordance with the Borough's MS4 permit. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.</p>
<b>Stormwater Management Design Reviewers</b>	
<i>Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.</i>	
<p>Personnel who review and approve stormwater management designs for major developments on behalf of the Borough will attend the mandatory NJDEP Stormwater Management Design Review course at least once every 5 years, as well as attend mandatory NJDEP training on amendments to the stormwater management rules at N.J.A.C. 7:8 as needed. Once training is completed, records of attendance will be maintained by the Borough's professionals and provided to the Borough upon request.</p>	



# SPPP Form 10 –Training (Cont'd)

## ***Municipal Board and Governing Body Members***

*Describe the training provided for members of the planning/zoning board and municipal council.*

Borough Board and Governing Body Members that review and approve applications for development and redevelopment projects have been required to watch the NJDEP video entitled “Asking the Right Questions in Stormwater Review.” New members will be required to watch the video within six (6) months of joining the board. The video can be accessed through the following link:

[https://nj.gov/dep/stormwater/asking\\_the\\_right\\_questions.html](https://nj.gov/dep/stormwater/asking_the_right_questions.html)

The Borough Clerk and/or the Board Secretary shall maintain record of when the Board or Governing Body Members complete the training.

## ***Training Records***

*Indicate the location of training records for the above required training.*

Logs of training completed by Borough DPW personnel, which include the type of training, date completed, names of attendees and trainers (if available) shall be kept by the DPW for reference and inclusion in the Borough’s annual stormwater report.

# SPPP Form 11 – MS4 Mapping

1. Provide a link to the most current MS4 outfall/infrastructure map.

<http://www.southplainfieldnj.com/spnj/Departments/Departments/Public%20Works%20Department/Stormwater%20Advisory%20%26%20Education/>

2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).

e. MS4 outfalls	~161
f. MS4 groundwater discharge points (basins or overland flow infiltration areas)	TBD
g. MS4 interconnections	None
h. MS4 storm drain inlets	3,064
i. MS4 manholes	TBD
j. Length of conveyance (channels, pipes, ditches, etc.)	TBD
k. MS4 pump stations	None
l. MS4 stormwater facilities (any that are not listed above)	3
m. Maintenance yard(s) and other ancillary operations	2

3. Describe how the municipality's outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).

On an annual basis, DPW staff will coordinate with the Borough's Engineer to review any new major development projects completed throughout the year and identify new stormwater infrastructure constructed as part of those developments or capital projects completed by the Borough. GPS data will be obtained on these new structures/units as needed and the information uploaded into the Borough's MS4 Map. A copy of the data points will also be submitted to the Borough's MS4 Case Manager.

4. Describe how the municipality will create and update its MS4 Infrastructure Map.

The Borough will work with the Engineer's Office and other representatives to expand the Borough's current Outfall Map to include the above noted MS4 infrastructure in accordance with permit requirements. MS4 components will be field located, have their GPS data collected and then mapped utilizing a GIS mapping system. Once all data is collected and the map completed, copies of the data shapefiles will be submitted to the Borough's MS4 Case Manager no later than January 1, 2026. A copy of the final MS4 Map will be uploaded to the Borough stormwater webpage.

# SPPP Form 12 – Watershed Improvement Plan

## 1. Describe how your municipality is developing its Watershed Improvement Plan.

The Borough and their representatives are evaluating the permit requirements to determine how best to initiate Phase 1 of the Watershed Improvement Plan, which is the development of the Borough's Watershed Inventory Report. This includes the selection of stakeholders and coordination of public information sessions throughout development of the overall improvement plan.

Once Phase 1 is completed, a copy of the report will be posted on the Borough's stormwater webpage no later than January 1, 2026.

Currently, the Borough is focusing their effort on expanding their current outfall map to include the additional stormwater system components required as part of the inventory report.

## 2. Describe any regional projects or collaboration efforts with other municipalities.

Based on information available from the NJDEP's GeoWeb website, there is one (1) Watershed (HUC11) within the Borough's municipal boundary.

- **Raritan R Lower (Lawrence to Millstone)**, which is shared with the City of Summit, Springfield Township, Mountainside Borough, Berkley Heights Township, Watching Borough, Warren Township, Bridgewater Township, Bound Brook Borough, South Bound Brook Borough, Franklin Township, North Brunswick Township, New Brunswick Township, Highland Park Borough, Piscataway Township, Middlesex Borough, Dunellen Borough, Green Brook Township, North Plainfield Borough, Plainfield City, Fanwood Borough, Edison Township and Scotch Plains Township.

Currently, discussions on potential collaboration efforts with these municipalities have not been initiated as of yet. The SPPP will be updated once additional information is available.

## 3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.

Records of all comments received during scheduled public information sessions and minutes of meetings held will be maintained by the Borough Clerk's office and/or Engineer's Office.

## **APPENDIX 1 – Standard Operating Procedures**

Vehicle and Equipment Fueling Standard Operating Procedures

Vehicle Maintenance Standard Operating Procedures

Good Housekeeping Practices Standard Operating Procedures

Vehicle Washing Standard Operating Procedures

**BOROUGH OF SOUTH PLAINFIELD**  
**STANDARD OPERATING PROCEDURES**

TITLE <b>Vehicle and Equipment Fueling</b>	REVISION NO. <b>000</b>
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**DESCRIPTION:**

This Standard Operating Procedure (SOP) contains the procedures and practices designed to minimize pollution to surface and ground waters.

**PURPOSE:**

This SOP provides a set of guidelines for the Borough of South Plainfield employees to implement procedures for delivering fuel into vehicles and equipment, storage tanks, and mobile fuel tanks safely while minimizing pollution to surface and ground waters.

**STANDARDS AND SPECIFICATIONS:**

Vehicle and Equipment Fueling

1. There is to be no smoking in the fueling area.
2. Shut off engine.
3. Ensure the proper type of fuel is used for each vehicle or piece of equipment.
4. Absorbent spill clean-up materials shall be available in all fueling areas, including on mobile fueling vehicles. Clean-up material shall be disposed of properly.
5. Nozzles used in fueling vehicles and equipment shall be equipped with automatic shut-off to prevent overfilling of tanks.
6. Fuel tanks shall not be “topped off.”
7. Mobile fueling shall be minimized. Fueling shall only occur in designated areas, whenever possible.
8. In a prominent area, clearly post the instructions for safe operation of all fueling equipment, and appropriate Spill Response contact information.

Bulk Fueling

1. Always use drip pans or absorbent pads under all hose and pipe connections and other leak prone areas.
2. Block storm drain inlets or contain tank trucks using temporary berms or absorbent booms. All hose connection points associated with bulk fueling must be contained within the berm during bulk loading/ unloading, if storm drain inlets are not blocked.
3. Protect fueling areas with berms or dikes to prevent run-on, runoff, and contain spills.
4. A trained employee must oversee bulk fuel transfer.

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**BOROUGH OF SOUTH PLAINFIELD**  
**STANDARD OPERATING PROCEDURES**

Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
  - Level 1: Contact the South Plainfield Police Department at (908) 755-0700.
  - Level 2: Contact Middlesex County Health Department (732) 316-7100.  
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

Maintenance and Inspection

1. Inspect fueling areas, storage tanks, and pumps monthly.
2. Keep an ample supply of spill clean-up material on the site.
3. Check for leaks and damaged equipment, periodically. Any tanks, pumps, piping, equipment, and fuel dispensing equipment found to be damaged, or leaking shall be repaired immediately.

**BOROUGH OF SOUTH PLAINFIELD**  
**STANDARD OPERATING PROCEDURES**

TITLE <b>Vehicle Maintenance</b>	REVISION NO. <b>000</b>
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**DESCRIPTION:**

This Standard Operating Procedure (SOP) contains the basic vehicle maintenance practices to be implemented at the Borough’s maintenance yards including maintenance areas at ancillary operations.

**PURPOSE:**

This SOP provides a set of guidelines for the Borough of South Plainfield vehicle maintenance for its maintenance yards and ancillary operations’ maintenance areas.

**STANDARDS AND SPECIFICATIONS:**

Vehicle Maintenance

1. Conduct all vehicle maintenance only in designated areas.
2. When possible, perform vehicle/equipment maintenance indoors or on paved floors.
3. Always use drip pans.
4. Absorbent spill clean-up materials shall be available in all maintenance areas. Material shall be properly disposed of after use.
5. Protect maintenance areas from both stormwater runoff and stormwater run-on. Areas should be located 50 feet downstream of any drainage facility or watercourse.
6. Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.
7. Do not dump or dispose of oils, grease, fluids, and lubricants on the ground.
8. Do not dump or dispose batteries, used oils, antifreeze or other toxic fluids into a storm drain, inlet or watercourse.
9. Do not bury or burn tires.
10. Collect waste fluids in properly labeled containers and dispose properly.

Spill Response and Reporting

1. Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
2. Conduct clean-up of and spill(s) immediately after discovery.
3. Spills are to be cleaned up using dry cleaning methods only. Spills shall be cleaned up with dry, adsorbent material (e.g. kitty litter, sawdust, etc.) and the rest of the area is to be swept.
4. Collected waste is to be disposed of properly.

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**BOROUGH OF SOUTH PLAINFIELD**  
**STANDARD OPERATING PROCEDURES**

5. For Environmental Emergencies Hazardous Materials spills:
- Level 1: Contact the South Plainfield Police Department at (908) 755-0700.
  - Level 2: Contact Middlesex County Health Department (732) 316-7100.  
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

Maintenance and Inspection

1. Periodically check for leaks and damaged equipment and make necessary repairs.



**BOROUGH OF SOUTH PLAINFIELD**  
**STANDARD OPERATING PROCEDURES**

TITLE <b>Good Housekeeping Practices</b>	REVISION NO. <b>000</b>
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**DESCRIPTION:**

This Standard Operating Procedure (SOP) contains the basic good housekeeping practices to be implemented at the Borough maintenance yards including maintenance areas at ancillary operations.

**PURPOSE:**

This SOP provides a set of guidelines for the Borough of South Plainfield employees to implement Good Housekeeping Practices for its maintenance yards and ancillary operations' maintenance areas.

**STANDARDS AND SPECIFICATIONS:**

General

1. All containers should be properly marked and labeled. Labels should be clean and legible.
2. Keep all containers in good condition and sealed tightly when they are not in use.
3. Keep all chemicals, fluids, and supplies indoors.
4. Containers stored outdoors must be covered and placed on spill containment platforms.
5. Keep storage areas clean and organized.
6. Keep spill kits and drip pans near any liquid transfer areas. Keep them protected from rain.
7. Absorbent spill clean-up materials must be available in maintenance areas and must be properly disposed of after spills.
8. All trash, dirt, and other debris must be placed in the dumpster.
9. Collect waste fluids in properly labeled containers and dispose of them properly.
10. Maintain the recycling program by disposing of bottles, cans, paper, and trash in their designated containers.
11. Sweep and clean garages and yard once per week.

Salt and De-icing Material Handling

1. Prevent or minimize spills during salt or de-icing material loading and unloading. 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.
2. Inspect, sweep, and clean area once per week to remove dirt and debris. Sweep area immediately following loading and unloading operations, when practical.
3. Minimize tracking material from the storage and loading areas.

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**BOROUGH OF SOUTH PLAINFIELD**  
**STANDARD OPERATING PROCEDURES**

4. Minimize the distance salt or de-icing materials are transported during loading and unloading activities
5. Tarp any materials stored outside when they are not in use.
6. If interim seasonal tarping is used, de-icing materials may only be store outside between October 15<sup>th</sup> and April 30<sup>th</sup>.

Recycling Center

1. Sweep and clean area once per week to remove dirt and debris. Sweep area immediately following loading and unloading operations, when practical.
2. All trash, dirt, and other debris must be placed in the dumpster.
3. Collect waste fluids in labeled containers and dispose of them properly.

Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
  - Level 1: Contact the South Plainfield Police Department at (908) 755-0700.
  - Level 2: Contact Middlesex County Health Department (732) 316-7100.  
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

Maintenance and Inspection

1. Check for leaks and damaged equipment, periodically. Make repairs as necessary.
2. Perform monthly inspections of all storage areas and containers, both in and outdoors.
3. Perform overall facility inspection and maintenance annually.

**BOROUGH OF SOUTH PLAINFIELD**  
**STANDARD OPERATING PROCEDURES**

TITLE <b>Vehicle Washing</b>	REVISION NO. <b>000</b>
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**DESCRIPTION:**

This Standard Operating Procedure (SOP) contains the procedures and practices designed to minimize pollution to surface and ground waters.

**PURPOSE:**

This SOP provides a set of guidelines for the Borough of South Plainfield employees to implement procedures for using proper vehicle washing techniques, proper washing locations, and disposal of wash water.

**STANDARDS AND SPECIFICATIONS:**

Procedures

1. Vehicle wash water shall not be disposed of into storm drains, waterways, or to the ground.
2. All vehicles and/or equipment shall be washed in the proper designated areas.
3. Minimize water use when washing vehicles. Use hoses with automatic shut off nozzles to minimize water usage.
4. Only biodegradable and non-toxic cleaners are permitted.
5. Discharge all wash water containing degreasers, acids, bases, and/or metal brighteners through the existing sanitary sewer system.
6. Clean wash areas after washing activities to collect any accumulated solids.
7. Maintain and clean any treatment devices, holding tanks, etc., as needed.

Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
  - Level 1: Contact the South Plainfield Police Department at (908) 755-0700.
  - Level 2: Contact Middlesex County Health Department (732) 316-7100.  
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

Maintenance and Inspection

1. Inspect washing areas, oil/water separator and other appurtenances monthly.
2. Check for leaks and damage, periodically. Any leaks or damages noted shall be repaired immediately.

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