



OCTOBER 11, 2015

DATE OF REVISION 5

**Township of Lakewood  
Stormwater Pollution Prevention Plan**

**New Jersey Pollutant Discharge  
Elimination System  
Tier A Municipal Stormwater  
General Permit No. G0148067  
PI ID No. 203014**

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Terence Vogt, PE  
Township of Lakewood  
Stormwater Program Coordinator

**Lakewood Township Stormwater Pollution Plan Updates Summary**  
**Revision 5**  
**October, 2015**

In accordance with Lakewood Township's Municipal Separate Storm Sewer System (MS4) permit renewal, its existing Stormwater Pollution Prevention Plan (SPPP) was updated to address the following:

- Updates to team members.

It should be noted that that the Township's existing permit expired February 28, 2014, but remains in full effect until the NJDEP revises and reissues the next phase of permits.

**Lakewood Township Stormwater Pollution Prevention Plan Updates Summary**  
**Revision 4**  
**November, 2011**

In accordance with Lakewood Township's Municipal Separate Storm Sewer System (MS4) permit renewal, its existing Stormwater Pollution Prevention Plan (SPPP) was updated to address the following:

- Updates to team members
- Updates to Public Education Program (Form 4)
- Updates to Ordinances (Form 10)
- Miscellaneous revisions per operational changes

**Lakewood Township Stormwater Pollution Prevention Plan Updates Summary**  
**Revision 3**  
**June, 2010**

In accordance with Lakewood Township's Municipal Separate Storm Sewer System (MS4) permit renewal, its existing Stormwater Pollution Prevention Plan (SPPP) was updated to address implementation of the new (10 point) public education requirements as part of Lakewood's ongoing annual MS4 responsibilities.

Until further notice, Lakewood is meeting its 10-point minimum public education requirements under the following categories:

- Environmental Education environmental programs to schools – **5 points**;
- Annual stormwater mailing to residents and businesses – **3 points**; and
- Annual stormwater display (Renaissance Festival, other) – **2 points**.

Enclosed in the SPPP report is a listing of eligible activities and points for annual public education notice purposes.

**Lakewood Township Stormwater Pollution Prevention Plan Updates Summary**  
**Revision 2**  
**May, 2009**

In accordance with Lakewood Township's 2009 Municipal Separate Storm Sewer System (MS4) permit renewal, its existing Stormwater Pollution Prevention Plan (SPPP) was updated to address permit revisions and compliance with various milestones contained within the original MS4 Permit. The original SPPP was prepared by the Birdsall Services Group (Bsg), revised to February 11, 2008.

Revisions to the SPPP include but are not limited to the following items:

- Updates to Team Members.
- Updates to the Local Education program.
- Updates to Stormdrain inlet labeling.
- Updates to Illicit connections investigations.
- Updates to ordinance requirements (refuse containers, private storm drain retrofits).
- Updates to municipal storm drain retrofits.
- Updates to street sweeping and road erosion maintenance.
- Updates to outfall pipe stream scouring remediation.
- Updates to employee training.

Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Terence Vogt, PE

Title: Consulting Engineer, Remington & Vernick

Date: October 12, 2015

Municipality: Lakewood Township

County: Ocean

NJPDES #: NJG0148067

PI ID #: 203114

Stormwater Program Coordinator: Terence M. Vogt

Title: Engineer

Office Phone #: (732) 955-8000

Emergency Phone #: (609) 680-5822

Public Notice Coordinator: Kathryn Cirulli, RMC

Title: Township Clerk

Office Phone #: (732) 364-2500

Emergency Phone #: ( )

Post-Construction Stormwater Management Coordinator: Ally Morris

Title: Planning Board Administrator

Office Phone #: (732) 364-2500

Emergency Phone #: ( )

Local Public Education Coordinator: Al Burdge

Title: Director of Public Works

Office Phone #: (732) 905-3405

Emergency Phone #: ( )

Ordinance Coordinator: Terence M. Vogt

Title: Engineer

Office Phone #: (732) 955-8000

Emergency Phone #: (609) 680-5822

Public Works Coordinator: Al Burdge

Title: Director of Public Works

Office Phone #: (732) 905-3405

Emergency Phone #: ( )

Employee Training Coordinator: Al Burdge

Title: Director of Public Works

Office Phone #: (732) 905-3405

Emergency Phone #: ( )

Other: Jeff Staiger, PE

Title: Township Engineer

Office Phone #: 732-364-2500

Emergency Phone #: 609-680-6664

## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: Lakewood Township

County: Ocean

NJPDES # : NJG0148067

PI ID #: 203014

Team Member/Title: Kathryn Cirulli, RMC

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: February, 2005 Date of most recent update: October 12, 2015

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

*For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et. seq.), Lakewood Township provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Buena Borough provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et. seq. In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), Lakewood Township complies with those requirements.*

# SPPP Form 3 – New Development and Redevelopment

Municipality Information

Municipality: The Township of Lakewood

County: Ocean

NJPDES #: NJG0148067

PI ID #: 203014

Team Member/Title: Kevin Kietl/Planning Board Administrator

Effective Date of Permit Authorization: April 1, 2004

Date of Completion: September 1, 2004 Date of Most Recent Update: Feb. 4, 2008

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

*To control stormwater from new development and redevelopment projects throughout The Township of Lakewood (including projects we operate) we will do the following:*

*We are already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. Our Planning and Zoning Boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.*

*Since the Effective Date of Permit Authorization (EDPA), The Township of Lakewood has not constructed any new development or redevelopment projects on municipal property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will ensure adequate long-term operation and maintenance of BMPs for that project by requiring a project maintenance plan similar to the maintenance plan described in the model ordinance provided by the NJDEP, and by requiring and funding the implementation of that plan. Within 12 months of the EDPA (by April 1, 2005) we will also require any storm drain inlets we install to comply with the design standard in Attachment C of our permit. Once our stormwater control ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets.*

Continued on following page -

## SPPP Form 3 – New Development and Redevelopment - Continued

|                          |  |                 |
|--------------------------|--|-----------------|
| Municipality Information | Municipality: The Township of Lakewood   | County: Ocean   |
|                          | NJPDES #: NJG0148067   | PI ID #: 203014 |
|                          | Team Member/Title: Kevin Kielt/Planning Board Administrator                    |                 |
|                          | Effective Date of Permit Authorization: April 1, 2004                          |                 |
|                          | Date of Completion: September 1, 2004 Date of Most Recent Update: Feb. 4, 2008 |                 |

*Our Planning Board, our municipal attorney, and our consulting engineer reviewed the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater Best Management Practices (BMP) Manual, and our consulting engineer drafted a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model. Our consulting engineer also met with county planning agency staff to discuss the draft plan and ordinance. The Municipal Stormwater Management Plan was adopted by our Planning Board on March 15, 2005 and was submitted to the county planning agency for approval. The Stormwater Control Ordinance was adopted by our Planning Board and Township Committee on March 23, 2006, and was submitted to the county planning agency for approval.*

*The Stormwater Management Plan and Stormwater Control Ordinance were approved by the Ocean County Planning Board and became effective on December 14, 2006. The Stormwater Control Ordinance will be administered by our Planning and Zoning Boards and code enforcement officer and will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the municipal stormwater management plan, the approved ordinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards.*

*For any BMP that is installed in order to comply with the requirements of our post-construction program, The Township of Lakewood will ensure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, The Township of Lakewood will accomplish this by enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Township can perform the maintenance and charge the private entity.*

*The Township of Lakewood will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. We expect that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternative Device Exemptions," or (for flows not conveyed through such a trash rack), by installation of the NJDOT bicycle safe grate or equivalent and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.*

# SPPP Form 4- Local Public Education Program

Municipality  
Information

Municipality: Township of Lakewood County Ocean County

NJPDES # : NJ0141852 PI ID #: 50577

Team Member/Title: Al Burdge/Director of Public Works

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

Date of Completion: 09/01/2004 Date of most recent update: 11/15/11

## Local Public Education Program

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

*For our annual distribution, mail the DEP brochure to our residents and businesses. The brochure are distributed with our annual calendar in early-February. Extra copies will be available at our Municipal Building.*

*An annual event is held each year (Piate Day or Independence Day) where we will make the DEP brochure and other educational materials available at a table*

*As required per the Township's 2009 MS4 Permit renewal, it developed a revised Public Education Program to meet the new 10-point annual total requirement as well as adopted private inlet and dumpster ordinances.*

# SPPP Form 5 – Storm Drain Inlet Labeling

Municipality Information

Municipality: The Township of Lakewood County Ocean County

NJPDES # NJG0148067 PI ID #: 203014

Team Member/Title: Al Burdge/ Public Works Director

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

Date of Completion: 09/01/2004 Date of most recent update: 11/15/11

## Storm Drain Inlet Labeling

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

*For our storm drain inlet labeling program, the Township provided services to label inlets in accordance with the requirements and timetables within its MS4 permit.*

*We labeled all storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas or maintenance yards that are operated by Barnegat Township.*

*We will use an appropriate method of labeling inlets that will read "NO DUMPING - DRAINS TO WATERWAY", with a picture of a fish next to it.*

*In accordance with its original MS4 Permit, Lakewood Township labelled all of its inlets prior to the April, 2004<sup>7</sup> deadline.*

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

## SPPP Form 6 – MS4 Outfall Pipe Mapping

|                             |  |                 |
|-----------------------------|--|-----------------|
| Municipality<br>Information | Municipality: The Township of Lakewood   | County: Ocean   |
|                             | NJPDES #: NJG0148067   | PI ID #: 203014 |
|                             | Team Member/Title: John Franklin/Public Works Director                         |                 |
|                             | Effective Date of Permit Authorization: April 1, 2004                          |                 |
|                             | Date of Completion: September 1, 2004 Date of Most Recent Update: Feb. 4, 2008 |                 |

Explain how you will prepare your map (include its type and scale, and the schedule for the mapping process). Who will prepare your map (e.g., municipal employees, a consultant, etc.)?

*The storm sewer infrastructure of the Township of Lakewood, including the locations of stormwater outfall pipes, was mapped in 1998. The storm sewer infrastructure is mapped on tax maps prepared in accordance with Title 18, Chapter 23A of the New Jersey Administrative Code. As the illicit connection inspections are performed, an alphanumeric identifier will be assigned to each outfall.*

# SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information

Municipality: Township of Lakewood County Ocean County

NJPDES #: NJG0148067 PI ID #: 203014

Team Member/Title: John Franklin/ Public Works Director

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

Date of Completion: 09/01/2004 Date of most recent update: 05/29/2009

Describe your Illicit Connection Elimination Program, and explain how you plan on responding to complaints and/or reports of illicit connections (e.g., hotlines, etc.). Attach additional pages as necessary.

*The Township of Lakewood began the initial physical inspection of our outfalls pipes within 18 months from the EDPA (October 1, 2005) and completed the initial inspection of all outfalls pipes within 60 months from the EDPA (April, 2009). We used the NJ Department of Environmental Protection (NJDEP) Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow were rechecked again to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within the Township of Lakewood) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and will have the connection eliminated immediately. If an illicit connection is found to originate from another public entity, the Township of Lakewood will report the illicit connection to the NJDEP.*

*As indicated in the April 14, 2009 summary report prepared by the Birdall Services Group (Bsg), inspections of the Township's 167 outfalls were completed. Per inspections of these outfalls, two (2) outfalls (R-1-11, R-11-1) were inspected and found to contain dry weather flow. Per subsequent investigations, the flows were concluded to be either from potable water (Fluoride detected) or groundwater infiltration, both flows permissible per MS4 regulations.*

*Reports of illicit connections from members of the public will be referred to the Public Works Department (732) 905-3405 and the Township Engineer 732-955-8000*

# SPPP Form 8 – Illicit Connection Records

|                                 |   |
|---------------------------------|---|
| <b>Municipality Information</b> | Municipality: <u>Township of Lakewood County Ocean County</u><br>NJPDES #: <u>NJG0148067</u> 2PI ID #: <u>203014</u><br>Team Member/Title: <u>John Franklin/ Public Works Director</u><br>Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u><br>Date of Completion: <u>09/01/2004</u> Date of most recent update: <u>05/29/2009</u> |
|---------------------------------|---|

**Prior to May 2, 2006**

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

Total number of inspections performed this year? \_\_\_\_\_

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

**May 2, 2006 – May 1, 2007**

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

Total number of inspections performed this year? \_\_\_\_\_

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

**May 2, 2007 – May 1, 2008**

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

Total number of inspections performed this year? \_\_\_\_\_

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

**May 2, 2008 – May 1, 2009**

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

Total number of inspections performed this year? 167

Number of outfalls found to have a dry weather flow? 2

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? N/A

Of the illicit connections found, how many remain? N/A

# SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality  
Information

Municipality: Townshi of Lakewood County Ocean County

NJPDES # : NJG0148067 PI ID #: 203014

Team Member/Title: John Franklin/ Public Works Director

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

Date of Completion: 09/01/2004 Date of most recent update: 05/29/2009

Please describe your yard waste collection program. Be sure to include the collection schedule and how you will notify the residents and businesses of this schedule. Attach additional pages as necessary.

*We have considered the two options available, and have decided to continue our existing yard waste collection and disposal program instead of just adopting and enforcing an ordinance that prohibits placing non-containerized yard waste in the street. The program was implemented by Township ordinance.*

*We conduct monthly collections of leaves during November and December. During the remainder of the year, the Township of Lakewood may hold additional yard waste collections, but no schedule has been determined for these. Our collection schedule and our ordinance requirements will be posted on our Township's website.*

*To develop a collection schedule, we divided the Township of Lakewood into two sectors, giving ourselves two weeks to do the collections in each sector. Sector A will be the area west of US Route 9 (Lakewood Road/ River Avenue/ Madison Avenue), Sector B will be the area east of US Route 9. (See attached map.)*

*The Township of Lakewood is adopting and enforcing a yard ordinance (see SPPP Form 10) that will prohibit all yard wastes from being placed at the curb or along the street more than seven days prior to our scheduled collections, unless they are bagged or otherwise containerized. The ordinance will also prohibit the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, inless that are bagged or otherwise containerized.*

## SPPP Form 10 - Ordinances

Municipality  
Information

Municipality: Township of Lakewood County Ocean County

NJPDES # : NJG0148067 PI ID #: 203014

Team Member/Title: Jan Wouters, Esq./ Municipapl Attorney

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

Date of Completion: 09/01/2004 Date of most recent update: 11/15/11

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

Pet Waste - Adopted September 22, 2005

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

Litter - Adopted September 23, 2005

Improper Waste Disposal - Adopted September 22, 2005, DUMPSTER ORDINANCE July 8 2010

Wildlife Feeding - Adopted August 11, 2005

Yard Waste - Adopted August 10, 2006

Illicit Connections - Adopted September 22, 2005

PRVT CATCH BASINS August 2010

How will these ordinances be enforced?

*Local police, Code Enforcement officers, Animal Code Officers will enforce these ordinances. Any person who continues to be in violation of an ordinance after being duly notified will be subject to fines and/or incarceration.*

# SPPP Form 11 – Storm Drain Inlet Retrofitting

**Municipality Information**  
 Municipality: Township of Lakewood County Ocean County  
 NJPDES #: NJG0148067 PI ID #: 203014  
 Team Member/Title: John Franklin/ Public Works Director  
 Effective Date of Permit Authorization (EDPA): 04/01/2004  
 Date of Completion: 09/01/2004 Date of most recent update: 05/29/2009

What type of storm drain inlet design will generally be used for retrofitting?  
*For most projects, Township of Lakewood will use the NJDOT bicycle safe grate style and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.*

| Repaving, repairing, reconstruction or alteration project name | Projected start date | Start date | Date of completion | # of storm drain inlets | # of storm drains w/ hydraulic exemptions |
|--|----------------------|------------|--------------------|-------------------------|---|
|  |                      |            |                    |                         |   |
|  |                      |            |                    |                         |   |
|  |                      |            |                    |                         |   |
|  |                      |            |                    |                         |   |
|  |                      |            |                    |                         |   |
|  |                      |            |                    |                         |   |
|  |                      |            |                    |                         |   |
|  |                      |            |                    |                         |   |

Are you claiming any alternative device exemptions or historic place exemptions for any of the above projects? Please explain:  
*At this time we do not plan on installing any alternative devices for repaving, repairing, reconstruction or alteration projects. We also do not currently plan on claiming any historic place exemptions.*  
 Retrofitting of existing storm drain inlets to meet the standards in Attachment C of the permit will be implemented when such inlets are in direct contact with repaving, repairing, resurfacing (excluding repair of individual potholes), reconstruction or alterations of facilities owned or operated by the municipality.

# SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information

Municipality: Township of Lakewood County: Ocean County

NJPDES #: NJG0148067 PI ID #: 203014

Team Member/Title: John Franklin/Public Works Director

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

Date of Completion: 09/01/2004 Date of most recent update: 05/29/2009

## 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.)

*See attached information*

## Road Erosion Control Maintenance

Describe your Road Erosion Control Maintenance Program, including inspection schedules. 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)

*Barnegat Township will use the Public Works Department to monitor all their roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to Edward Richard, the Public Works Superintendent. Identified areas of erosion will be discussed and repairs prioritized, as needed. All maintenance personnel will then be assigned to the areas of concern, and the areas identified to have road erosion problems will be repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All maintenance personnel will maintain an inspection log and Edward Richard will maintain a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.*

*see attached information*

## **SPPP Form 12**

### **Street Sweeping and Road Erosion Control Maintenance**

#### **Street Sweeping - continued**

The Street Sweeping Program was implemented with 12 months of the EDPA (By April 1, 2005). The Township of Lakewood intends to maintain its existing street sweeping schedule for all other streets (that are not required by permit), which typically includes sweeping all streets an average of once every six weeks and downtowns Lakewood every morning, Monday through Friday.

A copy of our street sweeping log sheet is attached

#### **Road Erosion Control Maintenance - continued**

The Township of Lakewood will use the Public Works Department to monitor all their roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to John Franklin, the Public Works Director. Identified areas of erosion will be discussed and repairs prioritized. Maintenance personnel will then be assigned to the areas of concern, and the areas identified to have road erosion problems will be repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. The Public Works Department will maintain an inspection log (copy of log sheet attached) and a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.

The Road Erosion Control Maintenance Program was implemented within 18 months of the EDPA (by October 1, 2005). This program is now an optional element of Lakewood's permit responsibility.

# SPPP Form 13 – Stormwater Facility Maintenance

Municipality  
Information

Municipality: Township of Lakewood County: Ocean County  
NJPDES #: NJG014067 PI ID #: 203014  
Team Member/Title: John Franklin/Public Works Director  
Effective Date of Permit Authorization (EDPA): 04/01/2004  
Date of Completion: 09/01/2004 Date of most recent update: 05/29/09

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

*The Township of Lakewood implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins are inspected once a year. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin is cleaned. All catch basins are inspected yearly, even if they are found to be "clean" the previous year. At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair. Catch basins inspection and maintenance will be documented in the "Stormwater Facility Inspection and Maintenance Log". (copy of log sheet attached).  
The annual catch basin cleaning program began in April of 2005. After 2009, at least 1,000 inlets will be inspected and cleaned annually.*

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. 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.)

*The Township of Lakewood implemented a stormwater facility maintenance program within 12 months of the EDPA (by April of 2005), to ensure that all stormwater facilities operated (other than catch basins that will be inspected and maintained as described above) operated by the Township function properly.*

*All Stormwater facilities are inspected annually to insure that they are functioning properly. Preventative or corrective maintenance will be performed as necessary on all stormwater facilities to ensure continued proper functioning. Inspection and maintenance activities are documented in the "Stormwater Facility Inspection and Maintenance Log" (copy of log sheet attached).*

# SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality Information

Municipality: Township of Lakewood County: Ocean County

NJPDES # : NJG0148067 PI ID #: 203014

Team Member/Title: John Franklin/Public Works Director

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

Date of Completion: 09/01/2004 Date of most recent update: 05/29/2009

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 outfall pipe stream and stream bank scouring, date of anticipated repair, method of repair and date of completion.)

*When we are performing the outfall pipes inspection as part of our illicit connection elimination program, we will be checking all of our outfall pipes for signs of scouring. All sites where scouring is observed will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. We will follow each repair up with an annual inspection of the site to ensure that scouring has not resumed.*

*The attached SPPP Form 14A provides a list of all sites where outfall pipe stream scouring has been identified, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed we will note the date of that repair on this form.*

*The Outfall Pipe Stream Scouring Remediation Program was implemented within 18 months of the EDPA (by October 1, 2005). Per outfall inspections of 167 outfalls by the Birdsall Services Group (Bsg), no significant erosion was noted.*

# SPPP Form 14A – List of Sites with Outfall Pipe Stream or Stream Bank Scouring

|                                 |   |                 |
|---------------------------------|---|-----------------|
| <b>Municipality Information</b> | Municipality: The Township of Lakewood                                  | County: Ocean   |
|                                 | NJPDES #: NJG0148067  | PI ID #: 203014 |
|                                 | Team Member/Title: John Franklin/Public Works Director                  |                 |
|                                 | Effective Date of Permit Authorization: April 1, 2004                   |                 |
|                                 | Date of Completion: September 1, 2004    Date of Most Recent Update: NA |                 |

| Location of Outfall Pipe Stream or Stream Bank Scouring<br>(Include all locations of outfall pipes)                                      | Projected Start Date for Repairs | Method of Repair | Date Repairs Completed |
|--|----------------------------------|------------------|------------------------|
| NOTE: Records of outfall pipe stream or stream bank scouring are provided in our Annual Report and Certification submitted to the NJDEP. |                                  |                  |                        |
|  |                                  |                  |                        |
|  |                                  |                  |                        |
|  |                                  |                  |                        |
|  |                                  |                  |                        |
|  |                                  |                  |                        |
|  |                                  |                  |                        |
|  |                                  |                  |                        |

Notes: 1) Repairs will be prioritized based upon the extent of the problem, the need for engineering support, and the need for permits and will be scheduled accordingly.  
 2) Use additional copies of this form as necessary to document all observed scouring.

# SPPP Form 15 – De-icing Material and Sand Storage

Municipality  
Information

Municipality: The Township of Lakewood

County: Ocean

NJPDES #: NJG0148067

PI ID #: 203014

Team Member/Title: John Franklin/Public Works Director

Effective Date of Permit Authorization: April 1, 2004

Date of Completion: September 1, 2004 Date of Most Recent Update: Oct. 17, 2006

## De-icing Material and Sand Storage

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

*The Township of Lakewood stores its de-icing salt in a permanent building at the Department of Public Works Yard located at One America Avenue, in accordance with the Statewide Basic Requirements. Following the completion of loading and unloading activities we shall inspect for spilled salt, and the storage facility shall be maintained in accordance with our Standard Operating Procedure for Good Housekeeping.*

*Any sand we may store outdoors for use in our baseball fields, playgrounds, etc. will be stored at least 50-ft from storm sewer inlets, ditches or other stormwater conveyance channels, or surface water bodies. At the completion of loading and unloading activities we shall inspect for spilled sand.*

# SPPP Form 16 – Standard Operating Procedures

**Municipality Information**  
 Municipality: The Township of Lakewood County: Ocean  
 NJPDES #: NJG0148067 PI ID #: 203014  
 Team Member/Title: John Franklin/Public Works Director  
 Effective Date of Permit Authorization: April 1, 2004  
 Date of Completion: September 1, 2004 Date of Most Recent Update: NA

| Standard Operating Procedure (SOP)  | Date SOP Went into Effect | Describe your inspection Schedule   |
|---|---------------------------|---|
| Fueling Operations<br>(including the required practices listed in Attachment D of the permit)   | April 1, 2005             | <i>The fueling facility at our maintenance yard will be inspected once per month.</i>                                     |
| Vehicle Maintenance<br>(including the required practices listed in Attachment D of the permit)  | April 1, 2005             | <i>We will perform monthly inspections of vehicle maintenance operations in order to ensure that the SOP is followed.</i> |
| Good Housekeeping Practices<br>(including the required practices listed in Attachment D of the permit)<br><br>Attach Inventory list required by Attachment D of the permit. | April 1, 2005             | <i>We will perform monthly inspections of our municipal maintenance yard.</i>   |

## SPPP Form 17 – Employee Training

Municipality  
Information

Municipality: Township of Lakewood County Ocean County

NJPDES # : NJG0148067 PI ID #: 203014

Team Member/Title: John Franklin/Public Works Director

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

Date of Completion: 09/01/2004 Date of most recent update: 05/29/2009

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.

SEE ATTACHED

NOTE: Employee Training is being modified in accordance with the Township's 2009 MS4 Permit renewal to indentify training on stormwater topics which are applicable to employees' jobs and titles..

THE TOWNSHIP OF JAYEWODE'S STORMWATER POLLUTION PREVENTION PLAN  
 INVENTORY OF MATERIALS AND EQUIPMENT WHICH COULD BE SOURCE OF STORMWATER POLLUTION  
 Municipal Maintenance Yard Location: One America Avenue  
 Date of Inventory: November 14, 2006

| POTENTIAL SOURCE OF STORMWATER POLLUTANTS   | PRESENT IN (Y/N) | COMMENTS  |
|---|------------------|---|
| <p><b>Bulk Storage Tanks &amp; Appurtenances (gasoline, diesel, etc.)</b><br/>                     Aboveground Storage Tanks &amp; Associated Piping, Secondary Containment</p> | <p>Y</p>         | <p>Calcium chloride solution stored in aboveground plastic tank adjacent to de-icing salt storage building - <b>No exposure to stormwater.</b> Small diesel fuel tank built into emergency diesel generator, located inside three sided concrete block vault - <b>No exposure to stormwater.</b> Bulk oil storage tanks, waste oil tank, and recycled vehicle wash water tanks located Inside Building #1 - <b>No exposure to stormwater.</b></p> |
| <p>Underground Storage Tanks &amp; Associated Piping</p>  | <p>Y</p>         | <p>Gasoline and diesel tanks (10,000 gallons each) at vehicle fueling facility are operated in accordance with the Standard Operating Procedure for Vehicle and Equipment Fueling - <b>No exposure to stormwater.</b> Vehicle washwater tanks for storage of dirty washwater prior to discharge to sanitary sewer - <b>No exposure to stormwater.</b></p>   |
| <p>Bulk Loading and Unloading Areas</p>   | <p>Y</p>         | <p>Gasoline and diesel fuel underground storage tank re-fill area is operated in accordance with the Standard Operating Procedure for Vehicle and Equipment Fueling - <b>No exposure to stormwater.</b></p>   |
| <p>Pumping Stations &amp; Associated Piping</p>   | <p>Y</p>         | <p>Gasoline and diesel fuel pumping station is operated in accordance with the Standard Operating Procedure for Vehicle and Equipment Fueling - <b>No exposure to stormwater.</b></p>   |
| <p>Mobile Tanks and Associated Pumping Equipment</p>  | <p>Y</p>         | <p>Truck mounted tanks are used for some fueling of equipment in the field. These activities are conducted in accordance with the Standard Operating Procedure for Vehicle and Equipment Fueling - <b>No exposure to stormwater.</b></p>  |
| <p>Silos or Rail Cars</p>   | <p>N</p>         | <p></p>   |



THE TOWNSHIP OF LAKEWOOD - STORMWATER POLLUTION PREVENTION PLAN  
 INVENTOR: COE MATERIALS / MACHINERY WHICH GUIDES A SOURCE OF STORMWATER POLLUTION  
 MUNICIPAL MAINTENANCE YARD - 25001 140th Street, Lacombe, Alberta T4C 2S0

Municipal Maintenance Yard Location: One America Avenue  
 Date of Inventory: November 14, 2006

| POTENTIAL SOURCE OF STORMWATER POLLUTANTS  | PRESENT (Y/N) | COMMENTS   |
|--|---------------|--|
| <b>Drainage Systems/Areas (that may discharge to the Municipal Stormwater System)</b>                        |               |  |
| Floor Drains   | Y             | All floor drains are connected to grease traps and ultimately discharge to the sanitary sewer system - No discharges to the storm sewer system.  |
| Sumps, Drywells, Pipes or Trenches   | Y             | There are two sumps in the Mechanics Garage that collect water from the floor drain system and pump it to grease traps prior to discharge to the sanitary sewer system - No discharges to the storm sewer system.  |
| Process Area Sinks and Associated Piping   | Y             | A sink for the oil filter processing system is located inside a building and discharges to the waste oil tank, which is also located inside a building - No exposure to stormwater. A self-contained parts cleaning "sink" is located inside a building - No exposure to stormwater. |
| Septic Systems, Leachfields or Seepage Pits  | N             |  |
| Roof Leaders (when process operations occur on or vent to the roof or when materials are stored on the roof) | N             |  |
| Drainage Swales & Culverts   | N             |  |

THE TOWNSHIP OF WAKESWOOD, 5000 WALKER AVENUE, SUITE 100, WAKESWOOD, ONTARIO L4R 1A1  
 MUNICIPALITY OF WAKESWOOD, 5000 WALKER AVENUE, SUITE 100, WAKESWOOD, ONTARIO L4R 1A1  
 WAKESWOOD MUNICIPALITY, 5000 WALKER AVENUE, SUITE 100, WAKESWOOD, ONTARIO L4R 1A1

Municipal Maintenance Yard Location: One America Avenue  
 Date of Inventory: November 14, 2006

| POTENTIAL SOURCE                     | INTERMEDIATE POLLUTANTS | PRESENT (Y/N) | COMMENTS   |
|--------------------------------------|-------------------------|---------------|--|
| <b>Other Potential Sources</b>       |                         |               |  |
| Vehicle/Machinery Storage Areas      |                         | Y             | All vehicles and machinery are stored inside buildings or under roofed areas - No exposure to stormwater.  |
| Vehicle/Machinery Maintenance Areas  |                         | Y             | All maintenance on vehicles and machinery is performed indoors in accordance with the Standard Operating Procedure for Vehicle Maintenance - No exposure to stormwater.                    |
| Air Compressor Vent Discharges       |                         | Y             | There are two air compressors located inside buildings (the Sign Shop and the Oil/Grease Room) - No exposure to stormwater.  |
| Electrical Transformers & Capacitors |                         | Y             | There is a transformer located on a concrete pad inside a three sided concrete block vault on the north side of Building #1. The transformer is a sealed unit - No exposure to stormwater. |
| Boilers or Incinerators              |                         | Y             | There are three natural gas fired boilers located inside Building #1 - No exposure to stormwater.  |

THE TOWNSHIP OF KEWOOD - STORMWATER POLLUTION PREVENTION PLAN  
INVENTORY OF MATERIALS HANDLING WHICH COULD BE A SOURCE OF STORMWATER CONTAMINATION  
NO. 101 EAST BROADWAY, SUITE 100, P.O. BOX 100, KEWOOD, NJ 07030

**STORMWATER POLLUTION PREVENTION TECHNIQUES**

**General Good Housekeeping**

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 or in an area graded and/or bermed to prevent run-through of stormwater.  
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.  
Trash, dirt and other debris should be placed in a dumpster or other suitable container.  
Collect waste fluids in properly labeled containers and dispose of them properly.

**Salt/Deicing Material & Sand Handling**

During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.  
Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.  
Minimize the tracking of materials from storage and loading/unloading areas.  
Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.  
Any salt or deicing 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.  
Sand may be stored outside & uncovered if a 50-ft setback is maintained from storm sewer inlets, stormwater conveyance channels and surface water bodies. Covered sand does not require the 50-ft setback.

**Spill Cleanup**

Absorbent spill clean-up materials and/or spill kits should be available in fueling areas and on mobile fueling vehicles.  
Spills should be cleaned up immediately after discovery.  
Spills should be cleaned up using dry cleaning methods only.

## SPPP Form 17 – Employee Training

|                             |  |                 |
|-----------------------------|--|-----------------|
| Municipality<br>Information | Municipality: The Township of Lakewood   | County: Ocean   |
|                             | NJPDES #: NJG0148067   | PI ID #: 203014 |
|                             | Team Member/Title: John Franklin/Public Works Director                             |                 |
|                             | Effective Date of Permit Authorization: April 1, 2004                              |                 |
|                             | Date of Completion: September 1, 2004    Date of Most Recent Update: Dec. 13, 2007 |                 |

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.

*The following topics will be covered by an annual classroom training program:*

| <i>Topic</i>   | <i>Who Will Attend</i>                 |
|--|--|
| <i>Waste Disposal Education</i>  | <i>Selected Public Works Employees</i> |
| <i>Municipal Ordinances</i>  | <i>Selected Public Works Employees</i> |
| <i>Yard Waste Collection Program</i>   | <i>Selected Public Works Employees</i> |
| <i>Street Sweeping</i>   | <i>Selected Public Works Employees</i> |
| <i>Stormwater Facility Maintenance</i>   | <i>Selected Public Works Employees</i> |
| <i>Road Erosion Control</i>  | <i>Selected Public Works Employees</i> |
| <i>Outfall Pipe Stream Scouring Remediation</i>  | <i>Selected Public Works Employees</i> |
| <i>Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment (for municipally owned projects).</i>  | <i>Selected Public Works Employees</i> |
| <i>Illicit Connection Elimination –For information only; program implemented by contractor</i>   | <i>Selected Public Works Employees</i> |
| <i>Maintenance Yard Operations (Including ancillary operations) (training will include the SOP's for fueling, vehicle maintenance, general good housekeeping and good housekeeping for de-icing material storage).</i> | <i>Selected Public Works Employees</i> |

*Most recent training provided on October 31, 2007.*

**Appendix A**

**Vehicle & Equipment  
Fueling Procedure**



**Township of Lakewood**  
**Stormwater Pollution Prevention Plan**  
**Standard Operating Procedure**  
**For**  
**Vehicle and Equipment Fueling**

Revision No. 1    Effective Date – 04/01/05

1.0 PURPOSE

This procedure provides instructions for delivering fuel into vehicles, equipment, mobile fuel tanks, and storage tanks in a manner that ensures the safety of Township personnel and the public as well as minimizing any impact on surface or groundwater.

2.0 APPLICABILITY/SCOPE

This procedure is applicable to all Township personnel who participate in delivering fuel into vehicles, equipment, mobile fuel tanks, and storage tanks at the Department of Public Works Yard or mobile fueling operations in the Township of Lakewood.

3.0 PROCEDURE

3.1 Vehicle and Equipment Fueling

- ✓ 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.
- ✓ Shut the engine off on the vehicle or equipment to be fueled.
- ✓ Verify that the fuel is the proper type for the vehicle or equipment.
- ✓ Ensure that absorbent spill clean-up materials or spill kits are available in the fueling area and on mobile fueling equipment.
- ✓ 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". Allow sufficient room for expansion and to prevent spillage during vehicle movement.

3.2 Bulk Fueling

- ✓ Protect bulk-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 fuel transfers.
- ✓ 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 fuel 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 fuels.

3.3 Spill Response and Reporting

- ✓ In the event of a spill that cannot be cleaned up in the course of normal housekeeping, contact the Lakewood Township Police at 732-363-0200.
- ✓ Conduct cleanups of any fuel spills immediately after discovery.
- ✓ Spills are to be cleaned up using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the absorbent materials shall be swept up as soon as possible after the spilled fuel has been absorbed.
- ✓ Spill cleanup waste material is to be disposed of properly.

3.4 Maintenance and Inspection

- ✓ Fueling areas and storage tanks shall be inspected monthly.
- ✓ Keep an ample supply of spill cleanup material near the site of vehicle and equipment fueling and bulk fuel transfer operations.
- ✓ Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.
- ✓ The valves on the discharge pipes from the secondary containments for any aboveground fuel storage tanks shall remain closed at all times except as described below. Visual inspections shall be performed before discharging stormwater through the valve, to ensure that fuel from the tank has not come into contact with the stormwater to be discharged.

3.5 References

- ✓ Township of Lakewood Stormwater Pollution Prevention Plan.
- ✓ New Jersey Pollutant Discharge Elimination System, Tier A Municipal Stormwater General Permit No. NJG0148067.

**Appendix B**

**Vehicle Maintenance  
Procedure**



**Township of Lakewood**  
**Stormwater Pollution Prevention Plan**  
**Standard Operating Procedure**  
**For**  
**Vehicle Maintenance**

Revision No. 1    Effective Date – 04/01/05

1.0 PURPOSE

This procedure provides instructions for performing vehicle maintenance in a manner that ensures that proper consideration is given to spill prevention, containment and countermeasures, waste management, and pollution control, in order to minimize the impact of maintenance activities on the environment.

2.0 APPLICABILITY/SCOPE

This procedure is applicable to all Township personnel and contractors who participate in vehicle maintenance activities at any maintenance yards or other areas where vehicle maintenance is performed in the Township of Lakewood.

3.0 PROCEDURE

3.1 Vehicle Maintenance

- ✓ Vehicle and equipment maintenance shall only be conducted in areas designated by the Public Works Director or his designee.
- ✓ Ensure that absorbent spill clean-up materials or spill kits are available in the vehicle maintenance area.
- ✓ Whenever possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
- ✓ For projects that must be performed outdoors and that last more than one day, portable tents, tarps, or other covers must be placed over the equipment being serviced when it is not being worked on. If the machinery is not exposed (e.g., hood of vehicle can be closed, tractor engine cover is replaced, etc.), then no cover is required.
- ✓ Drip pans or other containment devices must be used if the equipment that is being serviced could possibly leak fuel, oil, hydraulic fluids or other fluids, and will be left outside for a time period of greater than one day.
- ✓ Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream from drainage facilities and watercourses.

- ✓ Properly dispose of or recycle batteries, fuels, oils, grease, lubricants, antifreeze and other hazardous materials. Do not dump any of these materials on the ground or into a storm drain or watercourse. Collect waste fluids in properly labeled containers and dispose of properly.
- ✓ Properly dispose of or recycle waste tires. Do not bury tires.

### 3.2 Spill Prevention, Response and Reporting

- ✓ Provide spill containment dikes or other secondary containment around stored oils and other fluid storage containers.
- ✓ In the event of a spill that cannot be cleaned up in the course of normal housekeeping, contact the Lakewood Township Police at 732-363-0200.
- ✓ Conduct cleanups of any spills of fuels, oils, lubricants, antifreeze and other hazardous materials immediately after discovery.
- ✓ Spills are to be cleaned up using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the absorbent materials shall be swept up as soon as possible after the spilled material has been absorbed.
- ✓ Spill cleanup waste material is to be disposed of properly.

### 3.3 Maintenance and Inspection

- ✓ Periodically check vehicle/equipment maintenance areas for leaking or damaged equipment or containers and make repairs as necessary.

### 3.4 References

- ✓ Township of Lakewood Stormwater Pollution Prevention Plan.
- ✓ New Jersey Pollutant Discharge Elimination System, Tier A Municipal Stormwater General Permit No. NJG0148067.

**Appendix C**

**Good Housekeeping  
Procedure**



**Township of Lakewood**  
**Stormwater Pollution Prevention Plan**  
**Standard Operating Procedure**  
**For**  
**Good Housekeeping**

**Revision No. 1    Effective Date – 04/01/05**

**1.0    PURPOSE**

This procedure provides the basic practices of good housekeeping to be implemented at maintenance yards or other areas where maintenance is performed in the Township of Lakewood in a manner that ensures that proper consideration is given to spill prevention, containment and countermeasures, waste disposal and recycling, and pollution control, in order to minimize the impact of maintenance yard activities on the environment.

**2.0    APPLICABILITY/SCOPE**

This procedure is applicable to all Township personnel and contractors who work at any maintenance yards or other areas where maintenance is performed in the Township of Lakewood.

**3.0    PROCEDURE**

**3.1    General Good Housekeeping**

- ✓ 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.
- ✓ Whenever practical, chemicals, fluids and supplies should be stored 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 a dumpster or other appropriate waste container.
- ✓ Collect waste fluids in properly labeled containers and dispose of them properly.
- ✓ Establish and maintain a recycling program including the provision of containers for recycling paper, cans, and bottles.

3.2 Sand, Salt and De-icing Material Handling

- ✓ All salt or de-icing materials will be stored inside the existing permanent storage building.
- ✓ Prevent or minimize spills during loading and unloading of sand, salt and de-icing materials. If salt or de-icing materials are spilled, remove the spilled materials using dry cleaning methods. All collected materials shall either be reused or disposed of properly.
- ✓ Sand, salt and de-icing material storage areas should be swept at least once per week to remove dirt and 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 sand, salt and de-icing materials are transported during loading/unloading activities.
- ✓ Sand may be permanently stored outdoors and uncovered, as long as a 50-foot setback is maintained from any storm sewer inlets, ditches or other stormwater conveyance channels, and surface water bodies. For sand stored in three-sided uncovered bins, the 50-ft setback is measured from the open side of the bin. If the sand is covered, the 50-ft setback is not required.

3.3 Spill Prevention, Response and Reporting

- ✓ Provide spill containment dikes or other secondary containment around stored oils and other fluid storage containers.
- ✓ In the event of a spill that cannot be cleaned up in the course of normal housekeeping, contact the Lakewood Township Police at 732-363-0200.
- ✓ Conduct cleanups of any spills of fuels, oils, lubricants, antifreeze and other hazardous materials immediately after discovery.
- ✓ Spills are to be cleaned up using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the absorbent materials shall be swept up as soon as possible after the spilled material has been absorbed.
- ✓ Spill cleanup waste material is to be disposed of properly.

3.4 Maintenance and Inspection

- ✓ Periodically check for leaking or damaged equipment or containers and make repairs as necessary.
- ✓ Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.

3.5 References

- ✓ Township of Lakewood Stormwater Pollution Prevention Plan.
- ✓ New Jersey Pollutant Discharge Elimination System, Tier A Municipal Stormwater General Permit No. NJG0148067.