

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Helene Schlegel

Title: Business Administrator

Date: April 1, 2018

Municipality: Township of Jackson

County: Ocean

NJPDES #: NJG0150665

PI ID #: 202906

Stormwater Program Coordinator: Scott Sargent

Title: Sr. Groundskeeper

Office Phone #: (732) 928-1311

Emergency Phone #: Same as above

Public Notice Coordinator: Anne Marie Eden

Title: Township Clerk

Office Phone #: (732)-928-1200 ext 200

Emergency Phone #: Same as above

Post-Construction Stormwater Management Coordinator: OLA / Dewberry

Title: Township Planning and Zoning Board Engineers

Office Phone #: (732) 908-2695 / (856) 802-0843

Emergency Phone #: Same as above

Local Public Education Coordinator: Scott Sargent

Title: Sr. Groundskeeper

Office Phone #: (732) 928-1311

Emergency Phone #: Same as above

Ordinance Coordinator: Jean Cipriani, Esq., Gilmore & Monahan, P.A.

Title: Township Attorney

Office Phone #: (732) 240-6000

Emergency Phone #: Same as above

Public Works Coordinator: Fred Rasiewicz, CPWM

Title: Director of Public Works

Office Phone #: (732)-928-1311

Emergency Phone #: Same as above

Employee Training Coordinator: Scott Sargent

Title: Sr. Groundskeeper

Office Phone #: (732) 928-1311

Emergency Phone #: Same as above

Other: _____

Title: _____

Office Phone #: _____

Emergency Phone #: _____

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Jackson Township County: Ocean

NJPDES #: NJG 0150665 PI ID #: 202906

Team Member/Title: Anne Marie Eden, Township Clerk

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

Date of Completion: 02/09/2005 Date of most recent update: 04/01/2018

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.

Jackson Township provides public notice of meetings as required by the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.) and as required by N.J.S.A. 40:49-1 et. seq. for the passage of ordinances. The Township will also provide public notice for municipal actions where necessary, for example in the adoption of applicable stormwater related ordinances or in the re-adoption of the stormwater management plan in subsequent re-examinations. All public notices will be in accordance with Municipal Land Use Law (N.J.S.A. 40:55D-1 et. seq.).

Copies of the Stormwater Pollution Prevention Plan (SPPP), the adopted Municipal Stormwater Management Plan and Ordinance, and the community wide ordinances (pet waste, wildlife feeding, litter control, improper disposal of waste, yard waste program, illicit connections, and private storm drain inlet retrofitting) have also been posted on the Township's website for review by the public.

Starting January 1, 2019, the Township will also provide public notice to all public involvement projects pertaining to stormwater education and outreach activities either on the municipality's website, through a mass mailing, through an advertisement in the Township newspaper of record or through other similar means.

SPPP Form 3 - New Development and Redevelopment Program

Municipality Information	Municipality: <u>Jackson Township</u> County: <u>Ocean</u>
	NJPDES #: <u>NJG 0150665</u> PI ID #: <u>202906</u>
	Team Member/Title: <u>OLA / Dewberry, Planning & Zoning Board Engineers</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>02/09/2005</u> Date of most recent update: <u>04/01/2018</u>

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

The Township's post-construction stormwater management program for new development and redevelopment projects is as follows:

1. Jackson Township is currently ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. The Township's planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

2. Township representatives will ensure continued compliance of all private developments with the approved subdivision plans, and applicable ordinances, as well as, long term operation and maintenance plans of approved BMPs on private property. The Stormwater Coordinator (Sr. Groundskeeper) will be responsible for appropriate long-term operation and maintenance of BMP's on Township property and will monitor private BMP's as needed to ensure proper operation and maintenance is being conducted in accordance with approved operation and maintenance plans.

3. The Township's Planning and Zoning Boards will ensure all plans for new development and redevelopment projects incorporate the new design of storm drain inlets. The Township Engineer will ensure proper installation of said inlets and the Stormwater Coordinator (Sr. Groundskeeper) will be responsible for proper maintenance/retrofit of existing and new inlets.

SPPP Form 3 - New Development and Redevelopment Program (Continued)

Municipality Information	Municipality: <u>Jackson Township</u> County: <u>Ocean</u>
	NJPDES #: <u>NJG_0150665</u> PI ID #: <u>202906</u>
	Team Member/Title: <u>OLA / Dewberry, Planning & Zoning Board Engineers</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>02/09/2005</u> Date of most recent update: <u>04/01/2018</u>

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

4. The Township's Municipal Stormwater Management Plan and Stormwater Control Ordinance have been completed and adopted in accordance with NJDEP's requirements and final copies have been reviewed and approved by the Ocean County Planning Board. Copies of both the plan and ordinance are included in Appendix 1 of this report and are also available for review and download on the Township's website. The Municipal Stormwater Management Plan will be updated as needed as part of the re-examination of the Township's Master Plan.

5. All new plans for new development and redevelopment projects are reviewed by the appropriate personnel for compliance with the design and maintenance measures adopted. Additionally, starting January 1, 2019, the Township and/or their representatives will complete, update, finalize and maintain a "Major Development Stormwater Summary" for applicable structural and non-structural stormwater measures proposed. A copy of the summary report is included in Appendix 2 of this report.

SPPP Form 4 - Local Public Education Program

Municipality Information	Municipality: <u>Jackson Township</u> County: <u>Ocean</u>
	NJPDES #: <u>NJG_0150665</u> PI ID #: <u>202906</u>
	Team Member/Title: <u>Scott Sargent, Sr. Groundskeeper, Stormwater Coordinator</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>02/09/2005</u> Date of most recent update: <u>04/01/2018</u>

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.

In accordance with the MS4 Permit requirements, the Township must conduct various public education activities and accumulate a minimum of 12 points worth of activities within a permit year (January 1st through December 31st). A complete list of activities and their corresponding points is provided in Appendix 3 of this report. The Township is required to select activities from at least three of the five categories provided.

Based on a review of activities provided, the Township will conduct the following:

- WEBSITE – The Township will maintain a stormwater related page on their municipal website that includes stormwater related information and links to the Clean Water website and the NJDEP stormwater website. (1 POINT)
- MAILING CAMPAIGN - The Township will distribute the NJDEP provided brochure “Solution to Stormwater Pollution” to all residents and businesses along with one of its quarterly tax bills. Additional copies will be made available to the public at Township’s municipal building. (2 POINTS)
- STORMWATER DISPLAY - The Township will coordinate a display at the Township’s Jackson Day which is held in September every year. Township personnel will setup a table and distribute the NJDEP provided brochure and other educational materials provided by the NJDEP. (1 POINT)
- SCHOOL PRESENTATIONS- Municipal staff will make water related educational presentations will be made at Jackson’s middle school “Professional Day”. Stormwater related artwork, flyers and pet waste management information will be distributed. (1 POINT)

Additional activities will be evaluated and coordinated as needed throughout the remainder of the permit year in order to complete accumulating the minimum 12 points required. For additional details on the Township’s Local Public Education Program, sample brochures and letters to be distributed see Appendix 3 of this report.

Township of Jackson
Tier A Stormwater Permit
 NJG 0150665
Local Public Education Program

Annual Mailing

Date Distributed:	Brochure Distributed With:

Annual Event

Date:	Description/Location:

Materials Distributed:

VOLUNTEERS	
Name	Phone #

Additional Notes/Comments:

SPPP Form 5 - Storm Drain Inlet Labeling

Municipality
Information

Municipality: Jackson Township County: Ocean

NJPDES #: NJG_0150665 PI ID #: 202906

Team Member/Title: Scott Sargent, Sr. Groundskeeper, Stormwater Coordinator

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

Date of Completion: 02/09/2005 Date of most recent update: 04/01/2018

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.

Labeling of existing Township owned storm drain inlets and catch basins is complete. Periodic inspection and maintenance is conducted by Township public work employees throughout the year during their maintenance and annual storm drain inlet cleaning program. Markers are checked to ensure they are visible and firmly attached to the inlet/catch basin head or casting. If necessary, Township personnel replace markers as needed during their onsite inspection. New inlets and catch basins are replaced with castings already marked in accordance with NJDEP requirements.

Records of the date and location of repair made is maintained separately by the Township's Public Work Department.

STORM DRAIN INLET LABELING PROGRAM

DATE	LOCATION OF LABELING	NUMBER OF INLETS LABELED	TYPE OF LABEL APPLIED
			<input type="checkbox"/> Plastic Marker <input type="checkbox"/> Stencil <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Plastic Marker <input type="checkbox"/> Stencil <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Plastic Marker <input type="checkbox"/> Stencil <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Plastic Marker <input type="checkbox"/> Stencil <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Plastic Marker <input type="checkbox"/> Stencil <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Plastic Marker <input type="checkbox"/> Stencil <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Plastic Marker <input type="checkbox"/> Stencil <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Plastic Marker <input type="checkbox"/> Stencil <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Plastic Marker <input type="checkbox"/> Stencil <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Plastic Marker <input type="checkbox"/> Stencil <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Plastic Marker <input type="checkbox"/> Stencil <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Plastic Marker <input type="checkbox"/> Stencil <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Plastic Marker <input type="checkbox"/> Stencil <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Plastic Marker <input type="checkbox"/> Stencil <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Plastic Marker <input type="checkbox"/> Stencil <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Plastic Marker <input type="checkbox"/> Stencil <input type="checkbox"/> Other: _____

Additional Notes/Comments:

SPPP Form 6 - MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Jackson Township County: Ocean

NJPDES #: NJG_0150665 PI ID #: 202906

Team Member/Title: Scott Sargent, Sr. Groundskeeper, Stormwater Coordinator

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

Date of Completion: 02/09/2005 Date of most recent update: 04/01/2018

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.)?

In 1992, the Township completed a stormwater outfall inventory and inspection program. Township representatives field verified outfalls with a hand held GPS unit and investigated the condition of each outfall. Data points were populated into a GIS map. All water bodies receiving outfall pipe discharges were also identified.

There are approximately 700 outfalls. Revisions and/or additions to the outfall mapping system are completed annually if necessary.

SPPP Form 7 - Illicit Connection Elimination Program

Municipality Information	Municipality: <u>Jackson Township</u> County: <u>Ocean</u>
	NJPDES #: <u>NJG 0150665</u> PI ID #: <u>202906</u>
	Team Member/Title: <u>Scott Sargent, Sr. Groundskeeper, Stormwater Coordinator</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>02/09/2005</u> Date of most recent update: <u>04/01/2018</u>

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 completed its initial illicit connection inspection of each outfall during the MS4 outfall mapping process. The appropriate paperwork is maintained by the Township's Public Work Department as needed and inspection forms are kept with the Township's SPPP records.

The Township will, at minimum, continue to inspect its outfalls for illicit connections at least once every five (5) years. To conduct the investigation for illicit connections, the Township will be divided into two sectors. Inspections within Sector 1, which consists of Zones 1, 2, 3 and 4 will be conducted by July 2020 and inspections within Sector 2, which consists of Zones 5, 6, 7 and 8 will be completed by December 2022. A list of the township's streets with corresponding zones is posted on the Township website. Inspections will be conducted while completing investigations for the Outfall Pipe Stream Scouring Detection, Remediation and Maintenance Program (Form 14).

Outfall pipes that are found to have dry weather flow (after 72 hours of dry weather) or evidence of an intermittent non-stormwater flow will be investigated to locate the illicit connection. If the Township is able to locate the illicit connection (and the connection is within Jackson Township) the responsible party will be notified immediately, and a citation will be issued if the connection is not corrected within six (6) months of discovery. If, after the appropriate amount of investigation, Jackson is unable to locate the source of the illicit connection, a Closeout Investigation Form will be submitted with the Annual Inspection and Recertification. Otherwise, the Illicit Connection Inspection Report Form will be kept with the SPPP. If an illicit connection is found to originate from another public entity, Jackson Township will report the illicit connection to the Department, as well as the municipality the dry weather flow appears to originate from.

(Continued on next page)

SPPP Form 7 - Illicit Connection Elimination Program (continued)

Municipality
Information

Municipality: Jackson Township County: Ocean

NJPDES #: NJG 0150665 PI ID #: 202906

Team Member/Title: Scott Sargent, Sr. Groundskeeper, Stormwater Coordinator

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

Date of Completion: 02/09/2005 Date of most recent update: 04/01/2018

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.

Illicit connection complaints, including those from operating entities of interconnected MS4s will be investigated within 3 months of receipt. Residents can report illicit connections to the Township by contacting the local police department at 732-928-1111, or the NJDEP Spill Hotline at 1-877-WARNDEP.

The following NJDEP Forms have been included:

- Illicit Connection Inspection Report Form, to be completed for each municipal outfall.
- Closeout Investigation Form, to be completed and submitted when appropriate

Illicit Connection Inspection Report Form

Municipality
Information

Municipality: _____ County _____

NJPDES # : _____ PI ID #: _____

Team Member: _____

Date _____ Effective Date of Permit Authorization (EDPA): _____

Outfall #: _____ Location: _____

Receiving Waterbody: _____

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

If you answered "**YES**" to either question, please continue on to question #5.
(NOTE: This form will need to be submitted to the Department with the Annual Report and Certification.)

5. PHYSICAL OBSERVATIONS:

(a) ODOR:

(b) COLOR:

(c) TURBIDITY:

FLOATABLES:

(e) DEPOSITS/STAINS:

VEGETATION CONDITIONS:

(g) DAMAGE TO OUTFALL STRUCTURES:

IDENTIFY STRUCTURE:

DAMAGE:

6. ANALYSES OF OUTFALL FLOW SAMPLE:

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

(a) DETERGENTS: _____ mg/L

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

(if the sample is not greater than 0.06 mg/L and it does not show physical characteristics of sanitary wastewater [e.g., odor, floatables, and/or color] it is unlikely that it is from sanitary wastewater sources, yet there may still be an illicit connection of industrial wastewater, rinse water, backwash or cooling water. Skip to question #6c.)

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

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

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

(c) FLUORIDE: _____ mg/L

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

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

(d) TEMPERATURE: _____ °F

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

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

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

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

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

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

Y () N ()

If **"YES"**, proceed to question #9.

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

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

If **"YES"**, identify the source. _____

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

If **"NO"**, complete the Closeout Investigation Form and attach it to this Illicit here is a dry weather flow or evidence of an intermittent flow, be sure to include this form with your Annual Report and Certification.

Inspector's Name: _____

Title: _____

Signature: _____ Date: _____

If there is a dry weather flow or evidence of an intermittent flow, be sure to include this form with your Annual Report and Certification.

If there is not a dry weather flow or evidence of an intermittent flow, this form should be retained with your SPPP.

Closeout Investigation Form

Municipality
Information

Municipality: _____ County _____

NJPDES # : **NJG**_PI ID #: _____

Team Member / Title: _____

Outfall #: _____ Location: _____

Receiving Waterbody: _____

Basis for Submittal:

- () A non-stormwater discharge was found, but no source was located within six months.
- () An intermittent non-stormwater discharge was observed, and three unsuccessful investigations were conducted to investigate the discharge while it was flowing.

Describe each phase of your investigation, including dates. Attach additional pages as necessary:

Inspector's Name: _____

Title: _____

Signature: _____ Date: _____

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

Township of Jackson
Tier A Stormwater Permit
NJG 0150665
Outfall Inspection Checklist

Outfall No.	Location	Receiving Waterbody	Illicit Connection Inspection Report Form		Scouring Present		Comments/Notes
			Date of Inspection*	Dry-weather Flow**			
				<input type="checkbox"/> Intermittent <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
				<input type="checkbox"/> Intermittent <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
				<input type="checkbox"/> Intermittent <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
				<input type="checkbox"/> Intermittent <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
				<input type="checkbox"/> Intermittent <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
				<input type="checkbox"/> Intermittent <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
				<input type="checkbox"/> Intermittent <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
				<input type="checkbox"/> Intermittent <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
				<input type="checkbox"/> Intermittent <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
				<input type="checkbox"/> Intermittent <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

*Submit all forms and Outfall Inspection Checklist to be included in municipality's SPPP.
 **Complete appropriate follow-up investigations for outfalls found to have intermittent flow.

Township of Jackson

Tier A Stormwater Permit

NJG 0150665

Outfall Inspection Checklist

Outfall No.	Location	Receiving Waterbody	Illicit Connection Inspection Report Form		Scouring Present		Comments/Notes		
			Date of Inspection*	Dry-weather Flow**	YES	NO		YES	NO
				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

*Submit all forms and Outfall Inspection Checklist to be included in municipality's SPPP.

**Complete appropriate follow-up investigations for outfalls found to have intermittent flow.

SPPP Form 8 - Illicit Connection Records

Municipality Information	Municipality: <u>Jackson Township</u> County: <u>Ocean</u>
	NJPDES #: <u>NJG_0150665</u> PI ID #: <u>202906</u>
	Team Member/Title: <u>Scott Sargent, Sr. Groundskeeper, Stormwater Coordinator</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>02/09/2005</u> Date of most recent update: <u>04/01/2018</u>

January 1, 2018 – December 31, 2018

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

Total number of inspections performed this year? _____

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

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

January 1, 2019 – December 31, 2019

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? _____

January 1, 2020 – December 31, 2020

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? _____

January 1, 2021 – December 31, 2021

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

Total number of inspections performed this year? _____

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

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

SPPP Form 9 - Yard Waste Collection/Ordinance Program

Municipality Information	Municipality: <u>Jackson Township</u> County: <u>Ocean</u>
	NJPDES #: <u>NJG 0150665</u> PI ID #: <u>202906</u>
	Team Member/Title: <u>Fred Rasciewicz, CPWM, Director of Public Works</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>02/09/2005</u> Date of most recent update: <u>04/01/2018</u>

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.

Yard Waste Collection Program:

Jackson Township has developed a yard waste collection disposal program instead of adopting and enforcing an ordinance that prohibits placing non-containerized yard wastes in the streets.

The Township will collect yard waste once per year during the months of October, November or December. During the remainder of the year, Jackson Township may hold additional yard waste collections; however, schedules for additional collections have not been determined. During the months when collections take place, the collection schedule and ordinance requirements will be posted on the Township's website.

Jackson Township is divided into eight (8) separate collection zones. Residents may determine their zone by calling the Department of Public Works at (732) 928-1311 or visiting the Jackson Township website which has a list of zones by street.

Yard Waste Collection Ordinance:

Jackson Township has adopted and enforced a yard waste ordinance (see SPPP Form 10) that prohibits all yard wastes from being placed at the curb or along the street more than seven days prior to the scheduled collections, unless they are bagged (in eco-friendly or biodegradable bags) or otherwise containerized. The ordinance also prohibits the placement of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: Jackson Township County: Ocean

NJPDES #: NJG_0150665 PI ID #: 202906

Team Member/Title: Jean Cipriani, ESQ., Township Attorney

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

Date of Completion: 02/09/2005 Date of most recent update: 04/01/2018

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

Pet Waste Adopted on 02/28/2005

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

Records of the dates the pet waste brochure is distributed will be maintained and the information will be provided to the Township DPW Director as needed to include in the Township's Annual Inspection and Recertification Report.

Litter Adopted on 02/28/2005

Improper Waste Disposal Adopted on 03/14/2005

Wildlife Feeding Adopted on 02/28/2005

Yard Waste Adopted on 02/28/2005

Illicit Connections Adopted on 02/28/2005

Private Storm Drain Retrofitting Adopted on 10/26/2010

Improper Disposal of Waste Ordinance Adopted on 03/14/2005

How will these ordinances be enforced?

Local code enforcement officer will enforce these ordinances. If someone violates one of these ordinances they will be penalized according to the consequences in that ordinance, which may include written warnings and fines.

Records of violations issued are maintained by the Township and reported as needed to the NJDEP in the Township's Annual Inspection and Recertification Report.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information	Municipality: <u>Jackson Township</u> County: <u>Ocean</u>
	NJPDES #: <u>NJG_0150665</u> PI ID #: <u>202906</u>
	Team Member/Title: <u>Scott Sargent, Sr. Groundskeeper, Stormwater Coordinator</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>02/09/2005</u> Date of most recent update: <u>04/01/2018</u>

What type of storm drain inlet design will generally be used for retrofitting?

The Township utilizes NJDOT bicycle safe grates 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:

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information

Municipality: Jackson Township County: Ocean

NJPDES #: NJG 0150665 PI ID #: 202906

Team Member/Title: Scott Sargent, Sr. Groundskeeper, Stormwater Coordinator

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

Date of Completion: 02/09/2005 Date of most recent update: 04/01/2018

Street Sweeping

Please describe the street sweeping schedule that you will maintain.

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

The Township determined that there are no Township owned streets which meet the NJDEP requirements for monthly sweeping. The Township will, however, continue its existing sweeping program, which consists of sweeping all streets once a year during the timeframe of March through December.

Records of sweepings collected are maintained by Public Works. A street sweeping log has been included.

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)

Jackson Township utilizes the Public Works Department to monitor all municipal roads and streets for erosion problems during normal patrols. All identified road erosion problems are reported to the Public Works Superintendent. During SPPP Team meetings, identified areas of erosion are discussed and repairs prioritized. All maintenance personnel are then assigned to the areas of concern, and the areas identified to have road erosion problems are repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All maintenance personnel maintain an inspection log, and the Director of Public Works maintains a list of all repairs and dates the repairs were completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification. A road erosion control maintenance log has been included.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality Information

Municipality: Jackson Township County: Ocean
 NJPDES #: NJG 0150665 PI ID #: 202906
 Team Member/Title: Scott Sargent, Sr. Groundskeeper, Stormwater Coordinator
 Effective Date of Permit Authorization (EDPA): 04/01/2004
 Date of Completion: 02/09/2005 Date of most recent update: 04/01/2018

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

To maintain catch basin function and efficiency, the Township will conduct an inspection of all of its inlets and catch basins once every five years, per the permit requirements. To conduct the cleaning program, the Township will be divided into two sectors. Catch basin cleaning within Sector 1, which consists of Zones 1, 2, and 3 will be conducted by July 2020 and catch basin cleaning within Sector 2, which consists of Zones 4, 5, 6, 7 and 8 will be completed by December 2022.

If at the time of the inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. At the time of the cleaning, the catch basins will also be inspected for proper function. Maintenance will be prioritized and scheduled for those catch basins that are in disrepair. Catch basin cleaning logs are included.

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 has an inventory of stormwater facilities that includes 52 detention basins, retention basins and ditches. It will continue to maintain its existing stormwater system maintenance program to ensure systems are functioning properly. These facilities are maintained on a regular basis throughout the year and on an as needed basis in high risk areas by the Township. A Stormwater Facilities Maintenance Program will commence in 2018. The Township will conduct inspections within Sector 1, which consists of Zones 1, 2, and 3 will be conducted by July 2020 and catch basin cleaning within Sector 2, which consists of Zones 4, 5, 6, 7 and 8 will be completed by December 2022. In high risk areas, preventative maintenance will be performed on all stormwater facilities regularly to ensure that they do not begin to fail

A stormwater facility maintenance log is included. Records of inspection and routine maintenance and/or repairs are kept by the Township's DPW Department.

Township of Jackson

Tier A Stormwater Permit

NJG 0150665

Annual Catch Basin Cleaning

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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> YES		

Township of Jackson
Tier A Stormwater Permit

NJG 0150665

Stormwater Facility Maintenance Program

Date	Type of Facility	Location	Functioning Properly	Method of Repair/Maintenance
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
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			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	

A copy of this form should be attached to the municipality's Annual Report and Certification.

Maintenance Log for Stormwater Management Facilities

Name of facility: _____

Location: _____

Preventative Maintenance

Date:

--	--	--	--	--	--

1. Grass Cutting

A. Bottoms						
B. Embankments and Side Slopes						
C. Perimeter Access						
D. Access Areas and Roads						
E. Other:						

2. Grass Maintenance

A. Fertilizing						
B. Re-Seeding						
C. De-Thatching						
D. Pest Control						
E. Other:						

3. Vegetative Cover

A. Fertilizing						
B. Pruning						
C. Pest Control						
D. Other						

4. Trash and Debris Removal

A. Bottoms						
B. Embankments and Side Slopes						
C. Perimeter Access						
D. Access Areas and Roads						
E. Inlets						
F. Outlets of Trash Racks						
G. Other:						

5. Sediment Removal

A. Inlets						
B. Outlets and Trash Racks						
C. Bottoms						
D. Other:						

6. Mechanical Components

A. Valves						
B. Sluice Gates						
C. Pumps						
D. Fence Gates						
E. Locks						
F. Access Hatches						
G. Other:						

7. Elimination of Potential Mosquito Breeding Habitats

--	--	--	--	--	--	--

8. Pond Maintenance

A. Aeration Equipment						
B. Debris and Trash Removal						
C. Weed Removal						
D. Other:						

9. Other Preventative Maintenance

A.						
B.						
C.						

Corrective Maintenance

1. Removal of Debris and Sediment						
2. Structural Repairs						
3. Dam, Embankment and Slope Repairs						
4. Dewatering						
5. Pond Maintenance						
6. Control of Mosquitos						
7. Erosion Repair						
8. Fence Repair						
9. Elimination of Trees, Brush, Roots and Animal Burrows						
10. Snow and Ice Removal						
11. Other						

Aesthetic Maintenance

1. Graffiti Removal

--	--	--	--	--	--

2. Grass Trimming

--	--	--	--	--	--

3. Weeding

--	--	--	--	--	--

4. Other:

--	--	--	--	--	--

7. Emergency Spillway

- A. Vegetation
- B. Lining
- C. Erosion
- D. Trash and Debris
- E. Other:

8. Perimeter

- A. Vegetation
- B. Erosion
- C. Trash and Debris
- D. Fences and Gates
- E. Aesthetics
- F. Other:

9. Access Roads

- A. Vegetation
- B. Road Surface
- C. Fence and Gate
- D. Erosion
- E. Aesthetics
- F. Other:

10. Miscellaneous

- A. Effectiveness of Exist. Maint. Program
- B. Dam Inspections
- C. Potential Mosquito Habitats
- D. Mosquitos
- E.
- F.
- G.

OK - The item checked is in good condition, and the maintenance program is adequate
 Routine - The item checked requires attention, but does not present an immediate threat to the facility function or other facility components
 Urgent - The item checked requires immediate attention to keep the facility operational or to prevent damage to other facility components
 Comments - Provide explanation and details if columns 2 or 3 are checked

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality Information	Municipality: <u>Jackson Township</u> County: <u>Ocean</u>
	NJPDES #: <u>NJG 0150665</u> PI ID #: <u>202906</u>
	Team Member/Title: <u>Scott Sargent, Sr. Groundskeeper, Stormwater Coordinator</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
	Date of Completion: <u>02/09/2005</u> Date of most recent update: <u>04/01/2018</u>

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.)

Jackson Township Engineering personnel will check outfall pipes for signs of scouring when completing the illicit connection portion of this program. Inspections for scouring for outfalls located in Zones 1, 2, 3 and 4 of the township will be completed by June 2020 and inspections for outfalls located in Zones 5, 6, 7 and 8 will be completed by December 2022. Outfall sites in need of repair 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. In addition, repairs that do not need NJDEP permits may be completed first.

For those outfall pipes in which scouring had been detected and addressed in the past should 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 every five (5) years.

All repairs will be followed with an annual inspection to ensure that the scouring has not resumed.

Records of all inspection, maintenance and/or rehabilitation/repairs conducted will be kept by the Township's DPW Department.

SPPP Form 15 - De-icing Material Storage

Municipality
Information

Municipality: Jackson Township County: Ocean

NJPDES #: NJG_0150665 PI ID #: 202906

Team Member/Title: Scott Sargent, Sr. Groundskeeper, Stormwater Coordinator

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

Date of Completion: 02/09/2005 Date of most recent update: 04/01/2018

De-icing Material Storage

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

Jackson Township currently stores its de-icing material in a permanently covered structure in compliance with the requirements of the Township's General Stormwater Permit. The Township additionally maintains several double walled tanks with brine, as well as, a concrete storage bin that houses salt used to mix the brine. The concrete bin has a roof and the salt is tarped when not in use. During the off-season all de-icing material is pushed back and covered to eliminate run off.

The following standard operating procedures for good housekeeping of salt and de-icing material handling will be implemented to ensure minimal environmental impact:

1. Prevent and/or minimize the spillage of salt and de-icing materials during loading and unloading activities.
2. At the completion of loading and unloading activities, spilled salt and de-icing materials shall be removed using dry cleaning methods and either reused or properly discarded.
3. Sweeping by hand or mechanical means of storage and loading/unloading areas shall be done on a regular basis. More frequent sweeping is required following loading/unloading activities. Sweeping shall also be conducted immediately following, as practicable, loading/unloading activities.
4. Tracking of materials from storage and loading/unloading areas shall be minimized.
5. Minimize the distance salt and de-icing materials are transported during loading/unloading activities.

Routine maintenance and inspection of the de-icing material storage structure is conducted as needed throughout the year. A De-icing Material Storage Inspection Checklist is included.

SPPP Form 16 – Standard Operating Procedures

Municipality Information	Municipality: <u>Jackson Township</u> County: <u>Ocean</u> NJPDES #: <u>NJG_0150665</u> PI ID #: <u>202906</u> Team Member/Title: <u>Scott Sargent, Sr. Groundskeeper, Stormwater Coordinator</u> Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u> Date of Completion: <u>02/09/2005</u> Date of most recent update: <u>04/01/2018</u>
---------------------------------	--

BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	April 1, 2005	The fueling area located in the DPW facility will be inspected on a monthly basis. A fueling operation SOP is included.
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	April 1, 2005	Inspections will be held on a monthly basis to ensure that the standard operating procedure is being met. SOPs for vehicle maintenance are included.
Vehicle Washing	NOT APPLICABLE	*NO VEHICLE WASHING IS CONDUCTED ONSITE
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit.	April 1, 2005	Indoor/outdoor storage areas, containers and surrounding areas around the DPW will be inspected on a monthly basis. A DPW facilities Inspection List and Maintenance Yard Inventory is included.

Stormwater Pollution Prevention Plan

Maintenance Yard Inventory

Jackson Township, Ocean County, New Jersey

Facility Name: Jackson Township Department of Public Works Yard

Date: March 26, 2018

DPW Yard (10 Don Connor Blvd)

- Exposed Material Stockpile: De-icing salt
Brine
Cold Patch
- Exposed Equipment: Approximately 50 Trucks

Fueling Station

- Exposed Equipment: Fuel Tanks

Note: There are no storm drain inlets or catch basins within or near the fueling station.

Compost Facility - 334 Jackson Mills Road

- Exposed Material Stockpile: Street Sweepings
Temporary Storage of Yard Waste
Compost
Millings and gravel

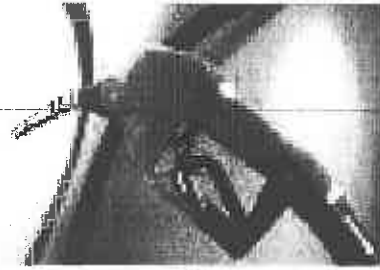
Notes: There are no storm drain inlets or catch basins within or near the compost facility. The nearest water body is over 1,000 ft away.

TOWNSHIP OF JACKSON

TIER A STORMWATER PERMIT

STANDARD OPERATING PROCEDURES

VEHICLE AND EQUIPMENT FUELING



INTRODUCTION

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

SCOPE

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Jackson Township.

STANDARDS AND SPECIFICATIONS (FOR VEHICLE AND EQUIPMENT FUELING)

- Shut the engine off
- Never leave vehicle unattended during fueling
- Ensure that the fuel is the proper type of fuel
- Absorbent spill clean-up materials and spill kits shall be available in the fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
- Nozzles used in vehicles and equipment fueling shall be equipped with an automatic shut-off to prevent overfill
- Fuel tanks shall not be "topped off"
- Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.
- Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

STANDARDS AND SPECIFICATIONS (FOR PRODUCT TRANSFER)

- 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 product transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
- Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
- A trained municipal employee must always be present to supervise during bulk transfer.

SPILL RESPONSE
AND REPORTING

- Conduct cleanups of any fuel spills immediately after discovery
- Uncontained spills are to be cleaned using dry, absorbent material (e.g. kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly
- Contact the local police department at 732-928-1111, or 911.
- Contact the NJDEP Spill Hotline at 1-877-WARNDEP
- Contact the EJIF hotline at 1-800-289-6681

MAINTENANCE AND
INSPECTION

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

Jackson Township: 2005 Monthly Vehicle & Equipment Fueling SOP Compliance Inspection

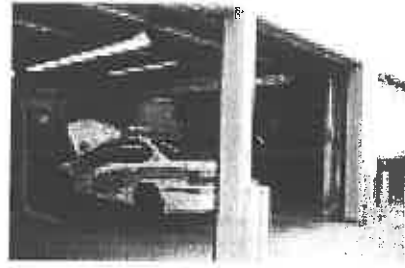
MONTH	INCLUDE DATES OF INSPECTION, PROBLEMS OBSERVED AND CORRECTIONS	SIGNATURE
January	<ul style="list-style-type: none"> ▪ Date: ▪ Problems: ▪ Corrections: 	
February	<ul style="list-style-type: none"> ▪ Date: ▪ Problems: ▪ Corrections: 	
March	<ul style="list-style-type: none"> ▪ Date: ▪ Problems: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

TOWNSHIP OF JACKSON

TIER A STORMWATER PERMIT

STANDARD OPERATING PROCEDURES

VEHICLE MAINTENANCE



- INTRODUCTION** This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations in Jackson Township.
- SCOPE** This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Jackson Township.
- STANDARDS AND SPECIFICATIONS**
- Conduct vehicle maintenance operation only in designated areas.
 - When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
 - Always use drip pans.
 - Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
 - Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.
 - Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
 - Do not dump or dispose of batteries, used oils, antifreeze and other toxic fluids into a storm drain watercourse.
 - Properly cover all tires.
 - Collect waste fluids in properly labeled containers and dispose of properly.
 - Do not allow vehicle washwaters to discharge to the environment.
- SPILL RESPONSE AND REPORTING**
- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
 - Conduct cleanups of any fuel spills immediately after discovery.
 - Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g. kitty litter, sawdust, etc.) and the rest of the area is to be swept.
 - Collected waste is to be disposed of properly.
 - Contact the local police department at 732-928-1111, or 911.
 - Contact the NJDEP Spill Hotline at 1-877-WARNDEP
 - Contact the EJIF hotline at 1-800-289-6681
- MAINTENANCE AND INSPECTION**
- Periodically check for leaks and damaged equipment and make repairs as necessary.

**Jackson Township: 2005 Monthly Vehicle Maintenance SOP
Compliance Inspection**

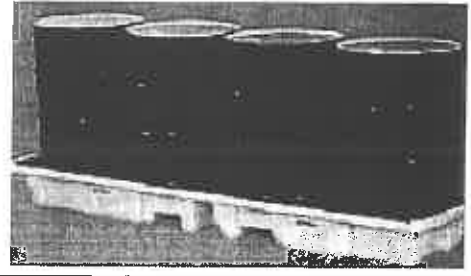
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TOWNSHIP OF JACKSON

TIER A STORMWATER PERMIT

STANDARD OPERATING PROCEDURES

GOOD HOUSEKEEPING



INTRODUCTION

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

SCOPE

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Jackson Township.

STANDARDS AND SPECIFICATIONS (GENERAL)

- All containers should be properly labeled and marked, and the labels must remain clean and visible.
- All containers must be kept in good condition and tightly closed when not in use.
- When practical, chemicals, fluids and supplies should be kept indoors.
- Store materials such as grease, cleaners, and paints, materials in appropriate, labeled containers.
- Store batteries indoors whenever possible. If outdoors, batteries should be placed on an elevated surface and covered.
- Keep tires indoors or covered to prevent contact with rainwater.
- If containers are stored outside, they must be covered and placed on spill platforms.
- Keep storage areas clean and well organized.
- Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
- Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
- Place trash, dirt and other debris in the dumpster.
- Collect waste fluids in properly labeled containers and dispose of them properly.
- Inspect dumpsters and other waste containers periodically. Repair or replace leaky dumpsters and containers.
- Ensure that garbage dumpsters have covers, that covers are properly utilized, and that covers are maintained in working order.

STANDARDS AND SPECIFICATIONS (SPECIFIC)

- The waste oil storage area will be inspected daily to ensure there are no drips or spills.
- Uncovered mulch storage will remain at a 50 foot setback from all stormwater conveyances, and mulch will be prevented from entering the MS4.

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

- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
- Sweeping should be conducted 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.
- All salt and de-icing materials must remain under the permanent storage structure.
- Uncovered clean sand storage will remain at a 50 foot setback from all stormwater conveyances.

SPILL RESPONSE
AND REPORTING

- Employees must be trained in spill cleanup procedures, and appropriate cleanup materials must be stocked near the fluid draining areas.
- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the local police department at 732-928-1111, or 911.
- Contact the NJDEP Spill Hotline at 1-877-WARNDEP
- Contact the EJIF hotline at 1-800-289-6681

MAINTENANCE
AND INSPECTION

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

**Jackson Township: 2005 Monthly Good Housekeeping SOP
Compliance Inspection**

MONTH	INCLUDE DATES OF INSPECTION, PROBLEMS OBSERVED AND CORRECTIONS	SIGNATURE
January	<ul style="list-style-type: none"> ▪ Date: ▪ Problems: ▪ Corrections: 	
February	<ul style="list-style-type: none"> ▪ Date: ▪ Problems: ▪ Corrections: 	
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SPPP Form 17 - Employee Training

Municipality
Information

Municipality: Jackson Township County: Ocean

NJPDES #: NJG 0150665 PI ID #: 202906

Team Member/Title: Scott Sargent, Sr. Groundskeeper, Stormwater Coordinator

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

Date of Completion: 02/09/2005 Date of most recent update: 04/01/2018

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 Township's Employee Training Program will be broken down into four (4) phases. Phase 1 will include training to be undertaken by the Township's Board Members and Governing Bodies. Phase 2 will include training requirements for Township representatives responsible for overseeing the reviews of development and redevelopment applications. Phase 3 will include topics that will be covered on an annual basis with applicable employees. Phase 4 will include those topics that will be covered every two (2) years with applicable employees. Records of all training sessions scheduled for Phase 2 and Phase 3 will be maintained by the Township's DPW Department. Training will be conducted either through webinars, video training and/or field training where necessary.

Attendance for Phase 3 and 4 of the employee training program will be recorded and maintained by the Township's DPW Department for future reporting in the Township's Annual Inspection and Recertification Report, where applicable.

Phase 1 – Municipal Board and Governing Body Members

Township Board and Governing Body Members that review and approve applications for development and redevelopment projects complete one of the NJDEP's "Training Tools" under their Post Construction Stormwater Management website. Training must be completed by July 1, 2018 and can be found at <https://www.nj.gov/dep/stormwater/training.html>. Township Board and Governing Body members will provide the Township DPW Director with confirmation that the training has been conducted for input in the Township's Annual Inspection and Recertification Report where applicable.

Phase 2 – Development/Redevelopment Application Reviewer Training

All Township employees and/or representatives that review development and redevelopment projects for the Township must complete an NJDEP approved training either offered by NJDEP or other training agency. The initial training must be completed by January 1, 2019 and then taken once every 5 years thereafter. Township representatives will provide the Township DPW Director with confirmation that the training has been conducted for input in the Township's Annual Inspection and Recertification Report where applicable.

SPPP Form 17 - Employee Training (Continued)

Municipality Information

Municipality: Jackson Township County: Ocean
 NJPDES #: NJG 0150665 PI ID #: 202906
 Team Member/Title: Scott Sargent, Sr. Groundskeeper, Stormwater Coordinator
 Effective Date of Permit Authorization (EDPA): 04/01/2004
 Date of Completion: 02/09/2005 Date of most recent update: 04/01/2018

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.

Phase 3 – Annual Employee Training Program

Maintenance Yard Operations	Public Works employees & other users as appropriate
STW Facility Maintenance Program	Public Works employees
General SPPP	Public Works employees

Phase 4 – Bi-Annual Employee Training Program

Improper Waste Disposal Education	Code Enforcement Officer & Public Works Employees
Municipal Ordinances	Code Enforcement Officer, Public Works Employees, Police Dept.
Yard Waste Collection Program	Public Works employees
Street Sweeping Program	Public Works employees
Outfall Pipe Stream Scouring Remediation	Public Works employees
Illicit Connection Elimination and Outfall Pipe Mapping	Public Works employees
Construction Activity/Post Construction Stormwater Management in New Development & Redevelopment	Public Works employees & Code Enforcement Officer

The illicit connection elimination training may include field training on procedures to properly conduct outfall inspections for illicit connections, follow-up investigation and procedures for elimination of the illicit connection for new employees. The maintenance yard operations training may include field training on the standard operating procedures for fueling, vehicle maintenance and good housekeeping practices.

As necessary, the Township will evaluate alternative training tools to optimize the training program. Alternative training tools may include the use of informational CD's provided by EJIF or through formal training seminars offered by Rutgers' Cooperative Extension. Links to training sources can be found at <https://www.njstormwater.org/training.htm>.