

# Stormwater Pollution Prevention Plan

Borough of New Milford

Bergen County

NJPDES # 0149373

Last revision August 01, 2018


Current revision October 6, 2020

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## SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

<b>Stormwater Program Coordinator (SPC)</b>	
Print/Type Name and Title	Vincent A Cahill Director of PW
Office Phone # and Email	201-967-8172 vcahill@newmilfordboro.com
Signature/Date	 October 6, 2020
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>	
Print/Type Name and Title	Vincent A Cahill, Director of Public Works
Print/Type Name and Title	Kevin Boyer P.E. Maser Consulting
Print/Type Name and Title	New Milford Planning Board
Print/Type Name and Title	
Print/Type Name and Title	
<b>Other SPPP Team Members</b>	
Print/Type Name and Title	Christine Demiris Borough Administrator/Clerk
Print/Type Name and Title	Syl Bresa Superintendent of Public Works
Print/Type Name and Title	Kevin Kelly Borough Attorney
Print/Type Name and Title	

## SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	8-1-2018	VAC	All	Update information and team members
2.	10-1-2020	VAC	All	Update to new format
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19.				

## SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	<a href="https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180116012&amp;sec_id=180013952">https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180116012&amp;sec_id=180013952</a>
2. Date of most current SPPP:	October 1, 2020
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	<a href="https://www.newmilfordboro.com/home/180013952/180013952/Images/Municipal%20Storm%20Water%20Managment%20Plan.pdf">https://www.newmilfordboro.com/home/180013952/180013952/Images/Municipal%20Storm%20Water%20Managment%20Plan.pdf</a>
4. Date of most current MSWMP:	March 2005 revised March 2007 and deemed valid in the Master Plan review April 29, 2014
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	Physical location 930 River Road New Milford. Borough Website <a href="https://www.newmilfordboro.com/site/default.asp?sec_id=180013952">https://www.newmilfordboro.com/site/default.asp?sec_id=180013952</a>
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	<p>For meetings where public notice is required under Open Public Meetings Act (“Sunshine law,” N.J.S.A. 10:4-6 et seq) the Borough of New Milford provides public notice in a manner that complies with the requirements of that act. Also, in regard to the passage of the ordinances, the Borough of New Milford 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 storm-water management plan) subject to public notice requirements in the Municipal Land Use law (N.J.S.A. 40:55D-1 et seq), the Borough of New Milford complies with those requirements.</p>



## SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

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

We conduct public education at our annual National Night Out. We give out information and discuss with residents. We provide information at the Borough Clerks office, Library and Senior Center.

There is a Stormwater tab on the Borough website where all of the information is stored for Public use and review.

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

For our annual distribution we will mail the DEP brochure to our residents and businesses. The brochure will be distributed in January with our recycling calendar

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

Public Works Office 850 Robert Chester Way, New Milford

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

All records must be available upon request by NJDEP.

<p>1. How does the municipality define 'major development'?</p>
<p>"Major development" means an individual "development," as well as multiple developments that individually or collectively result in:</p> <ol style="list-style-type: none"><li>1. The disturbance of one or more acres of land since February 2, 2004;</li><li>2. The creation of one-quarter acre or more of "regulated impervious surface" since February 2, 2004;</li><li>3. The creation of one-quarter acre or more of "regulated motor vehicle surface" since March 2, 2021 <i>{or the effective date of this ordinance, whichever is earlier}</i>; or</li><li>4. A combination of 2 and 3 above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more.</li></ol>
<p>2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?</p>
<p style="text-align: center;">We do not approach residential and commercial projects differently</p>
<p>3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?</p>
<p>Review by the Zoning Officer who is also the SPC, which allows for the SPC to interact with the Borough engineer when new projects are submitted.</p>

4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.	
<p>The Zoning Office who is the SPC reviews the plans and refers to the Planning/Zoning board the Planning/Zoning Board's Engineer and Planner receive the applications for Major Development projects from the Planning/Zoning Board Secretary.</p> <p>Engineer reviews the plans to verify they follow the Storm-water Control Ordinance and Residential Site Improvement Standards. The Planning/Zoning Board will not approve any applications that are not in compliance with the SCO and RSIS.</p>	
5. Does the Municipal Stormwater Management Plan include a mitigation plan?	No
6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?	All records are maintained by the Building department by block and lot at 930 River Road new Milford.



## SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	March 28, 2005	<a href="https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180116012&amp;secid=180013952">https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180116012&amp;secid=180013952</a>	Yes	Police and Public Works, Property Maintenance
2. Wildlife Feeding permit cite IV.B.5.a.ii	March 28, 2005	<a href="https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180116012&amp;secid=180013952">https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180116012&amp;secid=180013952</a>	Yes	Police and Public Works, Property Maintenance
3. Litter Control permit cite IV.B.5.a.iii	March 28, 2005	<a href="https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180116012&amp;secid=180013952">https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180116012&amp;secid=180013952</a>	Yes	Police and Public Works, Property Maintenance
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	March 28, 2005	<a href="https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180116012&amp;secid=180013952">https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180116012&amp;secid=180013952</a>	Yes	Police and Public Works, Property Maintenance
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	March 28, 2005	<a href="https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180116012&amp;secid=180013952">https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180116012&amp;secid=180013952</a>	Yes	Police and Public Works, Property Maintenance
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	March 28, 2005	<a href="https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180116012&amp;secid=180013952">https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180116012&amp;secid=180013952</a>	Yes	Police and Public Works, Property Maintenance
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	March 28, 2005	<a href="https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180116012&amp;secid=180013952">https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180116012&amp;secid=180013952</a>	Yes	Police and Public Works, Property Maintenance
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	March 28, 2005	<a href="https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180116012&amp;secid=180013952">https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180116012&amp;secid=180013952</a>	Yes	Police and Public Works, Property Maintenance

9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	October or Nov 2020			
Indicate the location of records associated with ordinances and related enforcement actions:				
Borough Clerks office  SPC office at Public Works				

## SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
All Borough streets are swept a minimum of once each month, except during winter weather. The Borough owns and operates its own street sweeper.
2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
There is no schedule for sweeping it is completed as time permits but no less than once each month. The Borough does not contract another entity to sweep our streets.
3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.
We do not sweep any other community under an agreement.
4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.
The sweeper operation completes a daily log which include all of the information required. The logs are kept in the Public Works office.  See attached sweeper log as attachment 1.

## SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
The Borough cleans and inspects catch basins every other year. We divide the borough in half according to our recycling schedule. A log book is completed daily during inspections. The log indicated any repairs that are necessary. Repairs are prioritized and completed as time permits. Storm drain inlets are clean before and after each rain storm where rain fall is anticipated at 1 inch or grater.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
The Borough has a known flood plain which does flood with heavy rain fall and high tide from the Hackensack River.
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
Areas that have recurring problem areas are given highest priority. The inlets are cleaned more frequently and basins cleaned more often
4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.
Non-permanent labels are checked and replaced when the basins are cleaned. If during storm drain inlets cleaning markers are found missing, they are replaced.
5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.
Records are kept in the Public Works office.



## SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.
Retro fitting is conducted during our annual road resurfacing program.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
Inspection is conducted by Public Works staff and the Borough Engineer inspection staff.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
This process will start in 2020. We are completing the Ordinance to enforce this inspection and retrofitting.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
We will inform the private owners of the ordinance and inspect during and after paving Permits are issued by the Director of Public Works who is the SPC.



## SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

*Complete separate forms for each municipal yard or ancillary operation location.*

Address of municipal yard or ancillary operation:

850 Robert Chester Way formally Columbia Street

List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge:

Raw materials – Road Salt, Stone and asphalt for recycling

Intermediate products –

Final products – Recycling materials, cans and bottles, metal

Waste materials – Vegetative waste and branches

By-products – N/A

Machinery – Most equipment is housed in a building. Packer trucks, roll off and several dump trucks

Fuel – AST is on the grounds with 2000 gallons of diesel and 4,000 gallons of gasoline

Lubricants – Lubricants are kept in 55 gallons drums in spill containment pallets

Solvents – Solvents are kept in containers in spill containment pallets

Detergents related to municipal maintenance yard or ancillary operations –

Detergents and degreasers are kept in containers.

Other –

For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.

Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

#### 1. Fueling Operations

See attached SOP attachment 2. Records kept at Public Works office. Fueling equipment and containments sumps are inspected monthly. Records of the inspections are kept in the Vehicle Maintenance garage. Supervisors and employees are trained on proper fueling procedures and what to do in the event of a spill

#### 2. Vehicle Maintenance

See attached SOP attachment 3. Records kept at Public Works office. Vehicle maintenance is performed indoors. Waste oil and materials are properly disposed of or recycled. Non-chlorinated solvents and environmentally friendly products are used, when possible.

#### 3. On-Site Equipment and Vehicle Washing

*See permit attachment E for certification and log forms for Underground Storage Tanks.*

See attached SOP attachment 4. Records kept at Public Works office. The Garage located in the DPW complex has floor drains that go to an oil/water separator and then discharge into the sanitary sewer. Vehicles are washed inside in a controlled wash area. Non-toxic and environmentally friendly car wash cleaning materials are used.

4. Discharge of Stormwater from Secondary Containment
There are no secondary containment tanks that discharge to storm water.
5. Salt and De-Icing Material Storage and Handling
See attached SOP attachment 4. Records kept at Public Works office. Salt is stored in a permanent concrete three-sided structure that has a roof and overhang that extends out over the open side to minimize rain entering the structure. The salt structure is inspected monthly to make sure no salt is outside the structure. When deliveries come, the salt is immediately pushed into the structure with a front-end loader.
6. Aggregate Material and Construction Debris Storage
Clean soil is stored on a stockpile located on a concrete pad. The soil is periodically removed and recycled at other construction sites. Second grade stone is stored in a storage bin on top of an asphalt surface.
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
See attached SOP attachment 4 Records kept at Public Works office. The DPW performs the street sweeping services, removes the sweepings that they collect and properly disposes them. DPW also uses a vacuum truck to clean catch basins and properly disposes of the waste.
8. Yard Trimmings and Wood Waste Management Sites
The Borough contracts curb side collections of yard trimmings. The trimmings are taken away and recycled off-site. There is also a storage area in the recycling center where yard and wood waste can be dropped off by residents. The DPW also completes twice monthly collection of branches and may store them temporarily in the recycling center. The yard and wood waste is then loaded daily into containers and delivered to an off-site recycling facility
9. Roadside Vegetation Management
Roadside vegetative management is not required in New Milford. New Milford is a residential Community without road side vegetation



## SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p><b>A. Municipal Employee Training:</b> Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	SPC and Superintendent
2. Stormwater Facility Maintenance	Every year	SPC
3. SPPP Training & Recordkeeping	Every year	SPC
4. Yard Waste Collection Program	Every 2 years	SPC
5. Street Sweeping	Every 2 years	SPC and Superintendent
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	SPC and Engineer
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	SPC and Engineer
8. Waste Disposal Education	Every 2 years	SPC
9. Municipal Ordinances	Every 2 years	SPC
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	SPC and Engineer
<p><b>B. Municipal Board and Governing Body Members Training:</b> Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>.</p> <p>Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p>		
<p><b>C. Stormwater Management Design Reviewer Training:</b> All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>. Indicate the location of the DEP certificate of completion for each reviewer.</p> <p style="text-align: right;">SPC Public Works office. Engineer Maser Consulting</p>		

## SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

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

*Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see [http://www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](http://www.nj.gov/dep/dwq/msrp_map_aid.htm).*

See attachment 5 outfall map.

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

Approximately half of outfalls are inspected annually for scouring. Plans and reports are kept by the Public Works Department.

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

Approximately half of outfalls are inspected annually for scouring. If conditions are getting worse and need corrective action, plans are developed by the Engineer and sent to the Mayor and Council for funding for corrective action.



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

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

Inspections of outfalls are conducted during dry weather periods. If excessive or unusual flows are witnessed, further investigation occurs to identify the source.

## SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.
Public Works inspects all storm-water facilities owned and operated by New Milford yearly. Cleaning and maintenance are done as needed
2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.
Maintenance of storm-water facilities that are not owned or operated by the municipality are mandated to be maintained by Ordinance. The Borough periodically inspects the facilities to assure they are being properly maintained.
3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.
Public Works complex 850 Robert Chester Way, formally Columbia Street, New Milford
<p>Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at <a href="http://www.nj.gov/dep/stormwater/maintenance_guidance.htm">http://www.nj.gov/dep/stormwater/maintenance_guidance.htm</a> (select specific logs from choices listed in the Field Manuals section).</p> <p><i>Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see <a href="https://hydro.rutgers.edu">https://hydro.rutgers.edu</a>. To download data in an Excel format, see <a href="https://hydro.rutgers.edu/public_data/">https://hydro.rutgers.edu/public_data/</a>.</i></p>

## SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

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

The Borough Engineer processes the TMDL reports every year and identify the Nickel and Phosphorus amounts in comparison to the allowable maximum loads. The affected water bodies are the Hackensack River with Hirschfeld Brook and French Brook as tributary.

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

The SPC uses the TMDL data from the NJDEP reports to coordinate and improve the maintenance of storm-water facilities.

## SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

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

2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?  
Will be adopted in late 2020 or early 2021.

# New Milford Department of Public Works

## DAILY REPORT OF STREET SWEEPER

DATE \_\_\_\_\_

OPERATOR \_\_\_\_\_

TIME START \_\_\_\_\_

FINISH \_\_\_\_\_

DAY'S MILEAGE \_\_\_\_\_

NUMBER FULL DUMPS \_\_\_\_\_

WATER USED \_\_\_\_\_

NAME OF STREET	FROM	TO	CLEANING MILES

GREASED \_\_\_\_\_ WASHED \_\_\_\_\_ GAS \_\_\_\_\_ OIL \_\_\_\_\_ MAINTENANCE \_\_\_\_\_



**Borough of New Milford**  
**Department of Public Works**  
**Standard Operating Procedures**  
**Vehicle and Equipment Fueling**

**Introduction and Purpose**

Vehicle and equipment fueling procedures and practices are designed to minimize surface or ground waters contamination. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

**Scope**

- These procedures are to be implemented at all maintenance yards with fueling, including mobile fueling operations.

**Standards and Specifications for Vehicle and Equipment Fueling.**

- Shut the engine off.
- Ensure that the fuel is the proper type of fuel.
- Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
- Fuel tanks shall not be “topped off”.
- Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.
- Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

**Standards and Specifications for Bulk Fueling.**

- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
- Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
- Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.

- A trained employee must always be present to supervise during bulk transfer.

### **Spill Response.**

- Conduct cleanups of any fuel spills immediately after discovery.
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly.
- Contact the New Milford Spill response team at 201-967-8172.

### **Maintenance and Inspection.**

- Fueling areas and storage tanks shall be inspected monthly.
- Keep an ample supply of spill cleanup material on the site.
- Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.
- The valve on the discharge pipe from the secondary containment are above the aboveground fuel storage tank in the maintenance yard 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 in the tank has not come into contact with the stormwater to be discharged.

**Borough of New Milford**  
**Department of Public Works**  
**Standard Operating Procedures**  
**Vehicle Maintenance**

**Introduction and Purpose.**

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

**Scope**

This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Borough of New Milford.

**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.
- Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream drainage facilities and watercourses.
- Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.
- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

### **Spill Response 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 New Milford Spill response team at 201-967-8172.

### **Maintenance and Inspection.**

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



**Borough of New Milford**  
**Department of Public Works**  
**Standard Operating Procedures**  
**Good Housekeeping**

**Introduction and Purpose**

The purpose of this SOP is to provide a set of guidelines for the employees of the Borough of New Milford for Good Housekeeping Practices at their maintenance yards.

**Scope**

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

**Standards and Specifications (General).**

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



### **Standards and Specifications (Salt and Deicing 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.
- Any materials that are stored outside must be tarped when not actively being used.
- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15<sup>th</sup> through April 30<sup>th</sup>.

### **Spill Response and Reporting**

- Conduct clean-up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the New Milford Spill response team at 201-967-8172.

### **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.

