

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Joseph Veni

Title: Supervising Engineer

Date: 9/25/18

Municipality: Manchester

County: Ocean

NJPDES #: NJG 0152951

PI ID #: 203281

Stormwater Program Coordinator: Joseph Veni

Title: Supervising Engineer

Office Phone #: 732-657-8121 ex 3309

Emergency Phone #: 732-552-1741

Public Notice Coordinator: Jodi Pellicano

Title: Deputy Township Clerk

Office Phone #: 732-657-8121 ex 3204

Emergency Phone #: 732-657-8121

Post-Construction Stormwater Management Coordinator: Bob Mullin, PE,PP,CME

Title: Maser Consulting P.A.- Township Engineer

Office Phone #: 732-383-1950 ex 3489

Emergency Phone #: 732-977-0127

Local Public Education Coordinator: Joseph Veni

Title: Supervising Engineer

Office Phone #: 732-657-8121 ex 3309

Emergency Phone #: 732-657-8121

Ordinance Coordinator: Sabino Skibo

Title: Township Clerk

Office Phone #: 732-657-8121 ex 3203

Emergency Phone #: 732-657-8121

Public Works Coordinator: Raymond Sloan Jr.

Title: Public Works Deputy Director

Office Phone #: 732-657-8121

Emergency Phone #: 732-657-8121

Employee Training Coordinator: Joseph Veni

Title: Supervising Engineer

Office Phone #: 732-657-8121 ex 3309

Emergency Phone #: 732-552-1741

Other: _____

Title: _____

Office Phone #: _____

Emergency Phone #: _____

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Manchester Township County: Ocean County
NJPDES # : NJG NJG0152951 PI ID #: 203281
Team Member/Title: Joseph Veni - Supervising Engineer
Effective Date of Permit Authorization (EDPA): April 1, 2004
Date of Completion: March 15, 2005 Date of most recent update: October 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.

Compliance with Public Notice Requirements

For meeting where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), Manchester Township provides public notice in a manner that complies with the requirements of that Act.

In regard to the passage of ordinances, Manchester Township provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq.

For municipal actions (e.g., adoption of municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), Manchester Township complies with those requirements.

Public notices are typically advertised in the following publications:

- Manchester Times
- Asbury Park Press

Stormwater education and outreach activities will be advertised to the residents of Manchester on the Township's Website and Facebook page.

The Stormwater Management Plan (SWP), Stormwater Pollution Prevention Plan, (SPPP), and the Township's stormwater related ordinances have been made available on the Township's website for review by the public.

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information	Municipality: <u>Manchester Township</u> County: <u>Ocean County</u>
	NJPDES # : NJG <u>NJG0152951</u> PI ID #: <u>203281</u>
	Team Member/Title: <u>Joseph Veni - Supervising Engineer</u>
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>
	Date of Completion: <u>March 15, 2005</u> Date of most recent update: <u>October 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 BMP's (including BMP's on property that you own or operate); design of storm drain inlets (including inlets that you install); and preparation, adoption, approval, and implementation of a municipal stormwater management plan and municipal stormwater control ordinance(s). Attach additional pages as necessary. Some additional specific information (mainly about that plan and ordinance(s)) will be provided in your annual reports.

To control stormwater from new development and redevelopment projects throughout Manchester Township (including projects the Township operates) the following action items will be implemented:

Compliance with Residential Site Improvement Standards (RSIS)

Manchester Township currently reviews 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 review such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

Operation and Maintenance of Best Management Practices (BMPs)

Manchester Township will require adequate long-term operation and maintenance of Township owned BMP's and will continue to monitor private communities and businesses to review annual compliance requirements.

Storm Drain Inlet Design

Manchester Township will require the new design of storm inlets to be utilized for all new development and redevelopment projects and will comply with the operation and maintenance procedures as required.

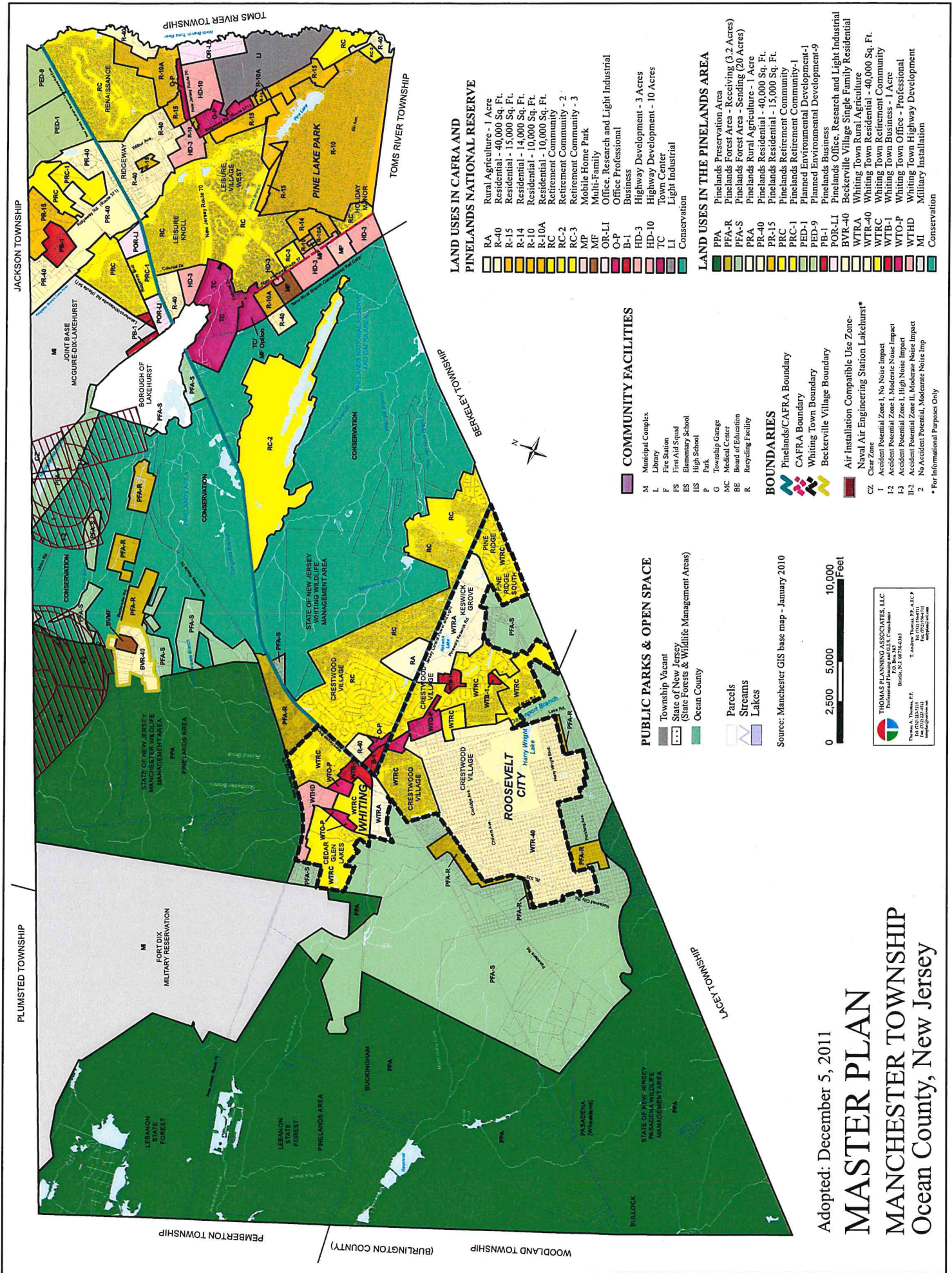
Page 2

SPPP Form 3 - New Development and Redevelopment Program

Stormwater Management Plan and Stormwater Control Ordinance

Manchester Township has completed and adopted a Municipal Stormwater Management Plan and the Storm Water Control Ordinance in accordance with NJDEP's requirement. The adopted Municipal Stormwater Management Plan and the adopted Municipal Stormwater Control Ordinance have been approved by the Ocean County Planning Board.

Enclosed is the Master Plan of Manchester Township. Please note that Manchester completely surrounds the Borough of Lakehurst. Lakehurst is not subject to the plan and has filed a separate stormwater permit.



LAND USES IN CAFRA AND PINELANDS NATIONAL RESERVE

- RA Rural Agriculture - 1 Acre
- R-40 Residential - 40,000 Sq. Ft.
- R-15 Residential - 15,000 Sq. Ft.
- R-14 Residential - 14,000 Sq. Ft.
- R-10 Residential - 10,000 Sq. Ft.
- RC Retirement Community - 10,000 Sq. Ft.
- RC-2 Retirement Community - 2 - 10,000 Sq. Ft.
- RC-3 Retirement Community - 3 - 10,000 Sq. Ft.
- MP Multi-Family
- MF Mobile Home Park
- O-P Office, Research and Light Industrial
- OR-LI Office Professional
- B-1 Business
- HD-3 Highway Development - 3 Acres
- HD-10 Highway Development - 10 Acres
- TC Town Center
- LI Light Industrial
- Conservation Conservation

LAND USES IN THE PINELANDS AREA

- PFA-P Pinelands Preservation Area
- PFA-R Pinelands Forest Area - Receiving (3.2 Acres)
- PFA-S Pinelands Forest Area - Sending (20 Acres)
- PRA Pinelands Rural Agriculture - 1 Acre
- PR-40 Pinelands Rural Agriculture - 40,000 Sq. Ft.
- PR-15 Pinelands Residential - 15,000 Sq. Ft.
- PRC Pinelands Retirement Community
- PRC-1 Pinelands Retirement Community-1
- PRC-2 Pinelands Retirement Community-2
- PRC-3 Pinelands Retirement Community-3
- PRC-4 Pinelands Retirement Community-4
- PRC-5 Pinelands Retirement Community-5
- PRC-6 Pinelands Retirement Community-6
- PRC-7 Pinelands Retirement Community-7
- PRC-8 Pinelands Retirement Community-8
- PRC-9 Pinelands Retirement Community-9
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- PRC-98 Pinelands Retirement Community-98
- PRC-99 Pinelands Retirement Community-99
- PRC-100 Pinelands Retirement Community-100

COMMUNITY FACILITIES

- M Municipal Complex
- L Library
- F Fire Station
- ES First Aid Squad
- ES Elementary School
- HS High School
- P Park
- G Township Garage
- MC Medical Center
- BE Board of Education
- R Recycling Facility

BOUNDARIES

- Pinelands/CAFRA Boundary
- CAFRA Boundary
- Whitting Town Boundary
- Beckerville Village Boundary

- Air Installation Compatible Use Zone - Clear Zone
- Naval Air Engineering Station Lakehurst*
 - 1 Accident Potential Zone I, No Noise Impact
 - 1-2 Accident Potential Zone I, Moderate Noise Impact
 - 1-3 Accident Potential Zone I, High Noise Impact
 - 1-4 Accident Potential Zone II, Moderate Noise Impact
 - 2 No Accident Potential, Moderate Noise Imp

PUBLIC PARKS & OPEN SPACE

- Township Vacant
- State of New Jersey (State Forests & Wildlife Management Areas)
- Ocean County

- Parcels
- Streams
- Lakes

Source: Manchester GIS base map - January 2010



THOMAS PLANNING ASSOCIATES, LLC
 Professional Planning & Consulting
 703 Main St.
 Bridgewater, NJ 08808-4833
 T: 908.766.8433
 F: 908.766.8434
 Fax: 908.766.8435
 Email: info@tpa.com

Adopted: December 5, 2011
MASTER PLAN
MANCHESTER TOWNSHIP
 Ocean County, New Jersey

SPPP Form 4 - Local Public Education Program

Municipality
Information

Municipality: Manchester Township County: Ocean County
NJPDES # : NJG0152951 PI ID #: 203281
Team Member/Title: Joseph Veni, Supervising Engineer
Effective Date of Permit Authorization (EDPA): April 1, 2004
Date of Completion: March 15, 2005 Date of most recent update: October 2018

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.

As a Tier A Municipality, Manchester Township shall implement and conduct Public Education and Outreach program activities and achieve at least 12 points per calendar year. The township is required to choose activities from three of the five categories and at minimum, at least one of the chosen activities shall involve educating businesses and the general public.

Each calendar year Manchester Township proposes to complete the following activities (subject to change):

- **Website** (1 point) - The Township will maintain a stormwater page on the Municipal website that includes links to NJDEP Stormwater website and the Clean Water website.
- **Newspaper Ad** (1 point) - Manchester Township will publish an ad each year in the local newspaper of a NJDEP approved stormwater education brochure.
- **Stormwater Facility Signage** (Up to 5 points) - Manchester Township will post (and maintain) signs at municipal owned facilities describing the function and importance of each basin.
- **Stormwater Display** (4 points) - Manchester Township will display educational materials and provide stormwater brochures at municipal events. (ex. Manchester Day, Christmas tree lighting, etc.)
- **Mailing Campaign** (3 points) - Manchester Township will send a letter each year to all known owners of private stormwater facilities reminding them the importance of proper maintenance and record keeping of their stormwater systems.

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SPPP Form 4 - Local Public Education Program

- **Clean-up** (3 points) - Each year Manchester Township will sponsor and organize a litter clean up involving either the girl or boy scouts or other civic groups. The clean up may take place at a public park or stormwater facility.

- **Rain Barrel Workshop** (3 points) - Manchester will host a rain barrel workshop in collaboration with the environmental commission each year.

Attachments

- Attachment III - NJDEP "Solutions to Stormwater Pollution" Brochure

- Attachment IV - Optional Education Information

-NJDEP "Pet Waste Polluted Our Waters" Handout

-Rutgers Cooperative Extension Fact Sheets

- Home Composting

- Yard Trimmings Management Strategies

- Using Leaf Compost

- Minimizing Waste Disposal: Grass Clippings

- Backyard Leaf Composting

Solutions to Stormwater Pollution

Easy Things You Can Do Every Day To Protect Our Water

A Guide to Healthy Habits for Cleaner Water

Pollution on streets, parking lots and lawns is washed by rain into storm drains, then directly to our drinking water supplies and the ocean and lakes our children play in. Fertilizer, oil, pesticides, detergents, pet waste, grass clippings: You name it and it ends up in our water.

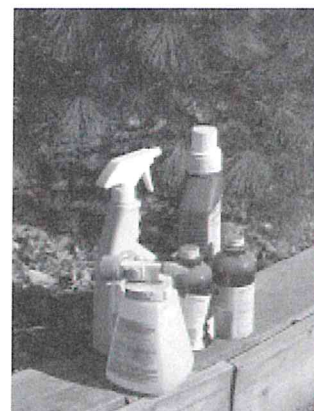
Stormwater pollution is one of New Jersey's greatest threats to clean and plentiful water, and that's why we're all doing something about it.

By sharing the responsibility and making small, easy changes in our daily lives, we can keep common pollutants out of stormwater. It all adds up to cleaner water, and it saves the high cost of cleaning up once it's dirty.

As part of New Jersey's initiative to keep our water clean and plentiful and to meet federal requirements, many municipalities and other public agencies including colleges and military bases must adopt ordinances or other rules prohibiting various activities that contribute to stormwater pollution. Breaking these rules can result in fines or other penalties.



As a resident, business, or other member of the New Jersey community, it is important to know these easy things you can do every day to protect our water.



Limit your use of fertilizers and pesticides

- Do a soil test to see if you need a fertilizer.
- Do not apply fertilizers if heavy rain is predicted.
- Look into alternatives for pesticides.
- Maintain a small lawn and keep the rest of your property or yard in a natural state with trees and other native vegetation that requires little or no fertilizer.
- If you use fertilizers and pesticides, follow the instructions on the label on how to correctly apply it.

Make sure you properly store or discard any unused portions.

Properly use and dispose of hazardous products

- Hazardous products include some household or commercial cleaning products, lawn and garden care products, motor oil, antifreeze, and paints.
- Do not pour any hazardous products down a storm drain because storm drains are usually connected to local waterbodies and the water is not treated.

- If you have hazardous products in your home or workplace, make sure you store or dispose of them properly. Read the label for guidance.

- Use natural or less toxic alternatives when possible.

- Recycle used motor oil.

- Contact your municipality, county or facility management office for the locations of hazardous-waste disposal facilities.



Keep pollution out of storm drains

- Municipalities and many other public agencies are required to mark certain storm drain inlets with messages reminding people that storm drains are connected to local waterbodies.

- Do not let sewage or other wastes flow into a stormwater system.

Clean up after your pet

- Many municipalities and public agencies must enact and enforce local pet-waste rules.

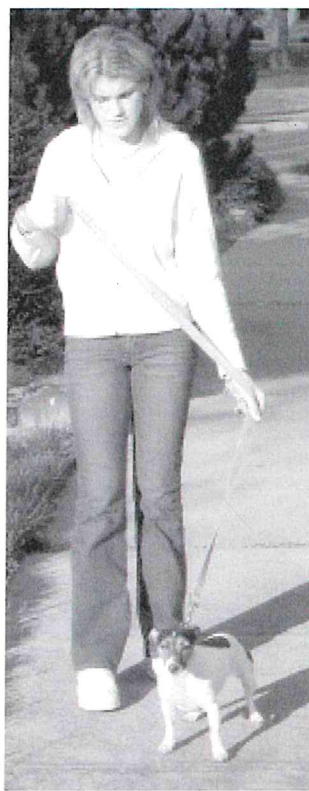
- An example is requiring pet owners or their keepers to pick up and properly dispose of pet waste dropped on public or other people's property.

- Make sure you know your town's or agency's requirements and comply with them. It's the law. And remember to:

- Use newspaper, bags or pooper-scoopers to pick up wastes.

- Dispose of the wrapped pet waste in the trash or unwrapped in a toilet.

- Never discard pet waste in a storm drain.



Don't litter

- Place litter in trash receptacles.

- Recycle. Recycle. Recycle.

- Participate in community cleanups.

Dispose of yard waste properly

- Keep leaves and grass out of storm drains.

- If your municipality or agency has yard waste collection rules, follow them.

- Use leaves and grass clippings as a resource for compost.

- Use a mulching mower that recycles grass clippings into the lawn.



Contact information

For more information on stormwater related topics, visit www.njstormwater.org or www.nonpointsource.org

Additional information is also available at U. S. Environmental Protection Agency Web sites www.epa.gov/npdes/stormwater or www.epa.gov/nps

New Jersey Department of Environmental Protection
Division of Water Quality
Bureau of Nonpoint Pollution Control
Municipal Stormwater Regulation Program
(609) 633-7021



www.cleanwaternj.org



SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: Manchester Township County: Ocean
NJPDES # : NJG0152951 PI ID #: 203281
Team Member/Title: Joseph Veni - Supervising Engineer
Effective Date of Permit Authorization (EDPA): April 1, 2004
Date of Completion: March 15, 2005 Date of most recent update: October 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.

Manchester Township completed labeling the existing Township owned basins. During the annual catch basin cleaning program, the Township will be checking these labels to confirm they are still visible. Labels that are not visible will be scheduled to be replaced. Inlets that are added or replaced have been pre-labeled from the factory and comply with NJDEP regulations.

Attachment

Attachment V - Storm Drain Labeling Guidelines

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: _____
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Additional Notes/Comments:

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Manchester Township County: Ocean County
NJPDES # : NJG0152951 PI ID #: 203281
Team Member/Title: Joseph Veni, Supervising Engineer
Effective Date of Permit Authorization (EDPA): April 1, 2004
Date of Completion: March 15, 2005 Date of most recent update: October 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.)?

Current Outfall Maps

Manchester Township prepared a map depicting the existing outfall pipe inventory and has submitted to NJDEP to satisfy the January 1, 2019 submission requirement. The Township is currently in the process of collecting the outfall inventory electronically utilizing GIS equipment to comply with the federal rule electronic submission requirement deadline of December 21, 2020.

Updating Outfall Maps

The Township will update the outfall maps as needed.

**Manchester Township
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	
12				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
13				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
14				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
16				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
17				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
19				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
20				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
21				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
22				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
23				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
24				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
25				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
26				<input type="checkbox"/> Intermittent	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

*Submit all forms and Inspection Checklist to be included in the Borough's SPPP.

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

SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information	Municipality: <u>Manchester Township</u> County: <u>Ocean County</u>
	NJPDES # : <u>NJG0152951</u> PI ID #: <u>203281</u>
	Team Member/Title: <u>Joseph Veni - Supervising Engineer</u>
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>
	Date of Completion: <u>March 15, 2005</u> Date of most recent update: <u>October 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.

Initial Physical Inspection

Manchester Township has completed its initial physical inspection of all municipal outfall pipes during the mapping process. Inspections will be conducted using the DEP Illicit Connection Elimination Inspection Report Form. Each of these forms will be kept with the Manchester Township's SPPP records.

Illicit Connection Elimination Program

Outfall pipes that are found to have dry weather flow 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 Manchester Township) the responsible party will be notified immediately, and a citation may be issued if the connection is not corrected or removed within six (6) months of discovery.

If, after the appropriate amount of investigation, Manchester Township is unable to locate the source of the illicit connection, a Closeout Investigation Form will be submitted with the Annual Inspection and Recertification.

If an illicit connection is found to originate from another public entity, Manchester Township will report the illicit connection to the Department and notify the municipality or entity which it appears to originate from.

The Township will at a minimum continue to inspect for illicit connections at least once per five-year permit cycle. In addition, the Township will investigate possible illicit connections reported by residents. Inspections will also be conducted while completing investigations for the Outfall Scouring Detection, Remediation and Maintenance program (See Form 14 if the inspection is preceded by a 72 hour dry weather period.

Reporting Illicit Connections

Residents can report illicit connections to the Township by contacting the local police department at 732-657-6111 or the NJDEP spill hotline at 1-877-WARNDEP (1-877-927-6337).

- 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.

If any weather flow is encountered, the Illicit Connection Inspection Form and the Closeout Form must be submitted to NJDEP with the Annual Certification Report. Otherwise the Illicit Connection Inspection Form should be kept with the plan for NJDEP review.

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: Oil

(b) COLOR: Yellow

(c) TURBIDITY: Cloudy

(d) FLOATABLES: Petroleum

(e) DEPOSITS/STAINS: Sediment

(f) VEGETATION CONDITIONS: Excessive G

(g) DAMAGE TO OUTFALL STRUCTURES:

IDENTIFY STRUCTURE: _____

DAMAGE: Metal Corrosion

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:** 112

(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:** 123 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? 12

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. asdfasdfsdf

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 Connection Inspection Report Form.

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.

SPPP Form 8 – Illicit Connection Records

Municipality Information	Municipality: <u>Manchester Township</u> County: <u>Ocean County</u>
	NJPDES # : <u>NJG0152951</u> PI ID #: <u>203281</u>
	Team Member/Title: <u>Joseph Veni, Supervising Engineer</u>
	Effective Date of Permit Authorization (EDPA): <u>April 4, 2004</u>
	Date of Completion: _____ Date of most recent update: <u>October 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, 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, 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, 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?

SPPP Form 9 – Yard Waste Collection/Ordinance Program

Municipality Information	Municipality: <u>Manchester Township</u> County: <u>Ocean</u>
	NJPDES # : <u>NJG0152951</u> PI ID #: <u>203281</u>
	Team Member/Title: <u>Joseph Veni - Supervising Engineer</u>
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>
	Date of Completion: <u>March 15, 2005</u> Date of most recent update: <u>October 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 Ordinance/Containerized Collection Program:

Manchester Township has developed an ordinance for containerized yard waste collection. The Township is divided into 21 sections and yard waste is currently collected twice annually from each section. The fall collection period will be from late October until early December while the spring collection will be from late March until late May. Per the township ordinance, all yard waste must be containerized for pickup. Attached is the 2018 schedule for yard waste pickups. The annual yard waste schedule is posted annually in the Manchester Citizen each December to provide collection dates for the following year. Residents may also call Public Works at 732-657-8121 x3300 or visit the Township Website for collection dates.

Yard Waste Ordinance:

Manchester Township has adopted a yard waste ordinance that prohibits yard waste being placed on the street or at the curb unless the yard waste is containerized. If non-containerized yard waste is placed in the street or at the curb, the party responsible for placement of yard waste must remove the yard waste from the street or a violation may be issued to the responsible party for being in violation of this ordinance.

* Exception - Manchester Township allows residents to place fallen tree leaves in the street during specified collection times. DPW is responsible for leaf pickup using the leaf vacuum and each section of town has a scheduled leaf pickup.

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: Manchester Township County: Ocean County
NJPDES #: 0150665 PI ID #: 202906
Team Member/Title: Joseph Veni - Supervising Engineer
Effective Date of Permit Authorization (EDPA): April 1, 2004
Date of Completion: March 15, 2015 Date of most recent update: October 2018

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

Pet Waste 2/25/2005

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

Litter 2/28/2005

Improper Waste Disposal 2/28/2005

Wildlife Feeding 2/28/2005

Yard Waste 2/28/2005

Illicit Connections 2/28/2005

Private Storm Drain Retrofitting 6/13/2011

Refuse Container/Dumpster Ordinance 6/13/2011

How will these ordinances be enforced?

Manchester Township code enforcement officer and local police will enforce these ordinances. If someone is found to be in violation of an ordinance, they may be penalized according to the consequences in that ordinance, which may include written warnings and fines.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Manchester Township County: Ocean County
 NJPDES #: NJG0152951 PI ID #: 203281
 Team Member/Title: Joseph Veni, Supervising Engineer
 Effective Date of Permit Authorization (EDPA): April 1, 2004
 Date of Completion: Date of most recent update: October 2018

What type of storm drain inlet design will generally be used for retrofitting?
 Manchester Township will utilize NJDOT approved bicycle grates for retrofitting storm drain inlets. Manchester Township utilizes Type 'N' eco curb piece and eco heads for Type 'B' inlets.

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: No

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information

Municipality: Manchester Township County: Ocean County
NJPDES # : NJG0152951 PI ID #: 203281
Team Member/Title: Joseph Veni, Supervising Engineer
Effective Date of Permit Authorization (EDPA): April 1, 2004
Date of Completion: March 15, 2005 Date of most recent update: October 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.)

Street Sweeping Schedule

Manchester Township does not currently own or operate streets that meet the NJDEP criteria which requires each street to be swept on a monthly basis. Manchester Township currently has a street sweeping program to sweep each street at least once per year. Public Works maintains street sweeping logs.

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)

Road Erosion Control Maintenance Program

Removed from permit effective May 2009.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality Information

Municipality: Manchester Township County: Ocean County
NJPDES #: NJG0152951 PI ID #: 203281
Team Member/Title: Joseph Veni, Supervising Engineer
Effective Date of Permit Authorization (EDPA): April 1, 2004
Date of Completion: March 15, 2005 Date of most recent update: October 2018

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

Catch Basin Cleaning Program

Manchester Township has implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once every 5 years per permit requirements.

- Manchester Township has created an inspection schedule to satisfy the minimum inspection requirements for each basin. The Township will be divided into two zones, east and west. The east zone will consist of 3 sectors while the west zone will consist of 2 sectors. Each year a different sector will be inspected until all 5 sectors have been completed. The township will continue with this inspection cycle. If at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. The basin will also be inspected for proper function. Catch basin maintenance will be prioritized starting with the catch basin requiring the most attention. All catch basin cleaning and inspection will be documented.

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.)

Manchester Township will implement a stormwater facility maintenance program so that all stormwater facilities operated by the Township function properly. Manchester operates the following:

- Storm drains
- Catch basins
- Retention Basin - Harry Wright Blvd. - Roosevelt City - Broadway Blvd. Westend

These stormwater facilities will be inspected annually so they function properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities.

A stormwater facility maintenance log has been included.

Stormwater Facility Maintenance/Inspection Log

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	
			<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	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes/Suggestions: _____

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality Information	Municipality: <u>Manchester Township</u> County: <u>Ocean County</u>
	NJPDES #: <u>NJG0152951</u> PI ID #: <u>203281</u>
	Team Member/Title: <u>Joseph Veni - Supervising Engineer</u>
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>
	Date of Completion: <u>March 15, 2005</u> Date of most recent update: <u>October 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.)

Outfall Pipe Stream Scouring Detection, Remediation and Maintenance Program

Manchester Township will inspect all outfall pipes for signs of scouring when completing the illicit connection part of this program. Manchester plans to follow the catch basin inspection cycle where one sector is inspected annually until all sectors have been inspected. All sites 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 done first.

Ongoing Program

Those outfall pipes in which scouring had been detected and addressed in the past should be inspected annually thereafter to confirm that the associated scouring repairs have been adequately mitigated. Those outfalls can again be inspected during each five year permit cycle, along with all other outfalls.

An outfall pipe stream and stream bank scouring maintenance log has been included.

SPPP Form 15 – De-icing Material Storage

Municipality
Information

Municipality: Manchester Township County: Ocean County
NJPDES # : NJG0152951 PI ID #: 203281
Team Member/Title: Joseph Veni - Supervising Engineer
Effective Date of Permit Authorization (EDPA): April 1, 2004
Date of Completion: March 15, 2005 Date of most recent update: October 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.

De-icing Material Storage:

Salt Storage

Manchester currently operates a three sided salt storage facility with an impermeable floor, located at the DPW facility. Manchester is planning to construct a new salt facility in order to comply with the SBR.

Sand Storage

All sand stored on Manchester Township property maintains a 50 feet setback from any storm sewer inlet.

Storage Area Inspections

Following the delivery of sand, Manchester DPW employees inspect the delivery location to maintain the above mentioned 50 foot setback. In addition, following heavy rain events and bulk salt deliveries, DPW employees inspect both salt and sand storage areas to ensure compliance with the SBR.

SPPP Form 16 – Standard Operating Procedures

Municipality Information	Municipality: <u>Manchester Township</u> County: <u>Ocean County</u>
	NJPDES # : <u>NJG0152951</u> PI ID #: <u>203281</u>
	Team Member/Title: <u>Joseph Veni, Supervising Engineer</u>
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>
	Date of Completion: <u>March 15, 2005</u> Date of most recent update: <u>October 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 following fueling locations will be inspected monthly: <ul style="list-style-type: none"> - The Manchester Townhall complex: 6000 gallon gasoline tank - Treatment Facility #5: 550 gallon diesel - DPW Garage: 6000 gallon gasoline 6000 gallon diesel 1000 gallon waste oil 500 gallon waste oil
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	April 1, 2005	Monthly inspections will be held to review that the SOP'S are being satisfied.
Vehicle Washing	N/A	Shared service agreement with Lakewood Township
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	Monthly inspections of all municipal maintenance yards and ancillary operations (if applicable) will be held. The following items have been included: <ul style="list-style-type: none"> - Good housekeeping SOPs - Source Material Inventory

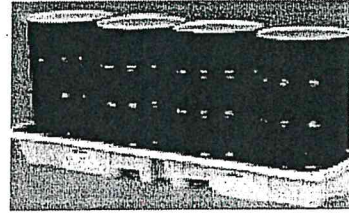
**Manchester Township
Department of Public Works
Source Material Inventory**

POTENTIAL SOURCE MATERIAL & SOURCE OPERATIONS	RECOMMENDATION	ADDRESSED IN SOP:
Metal Parts	<ul style="list-style-type: none"> • Store on platform and not on ground • Place in covered area 	Good Housekeeping
Dumpsters	<ul style="list-style-type: none"> • Construct/purchase cover for dumpsters • Where appropriate, keep lids closed when not in use 	Good Housekeeping
Vehicles at DPW	<ul style="list-style-type: none"> • Pave area where vehicles and other motor equipment are stored • Plows and other vehicle parts should be stored indoors to prevent rusting • Continue to use three sided structure and check for salt runoff • Construct four sided permanent structure by April 1, 2007 	Good Housekeeping
Salt Storage	<ul style="list-style-type: none"> • Prevent from entering nearest storm drain inlet. 	Good Housekeeping
Mulch and Sand Storage and Leaves and Brush	<ul style="list-style-type: none"> • Keep spill kit nearby in case of spills during fuel delivery or fueling area 	Vehicle & Equipment Fueling
Vehicle Washing	<ul style="list-style-type: none"> • Must cease vehicle washing on site until collected wash water is rerouted from storm drain to sanitary sewer 	Vehicle Maintenance
Used Tires	<ul style="list-style-type: none"> • Store indoors or construct a shed to keep materials covered 	Good Housekeeping; Vehicle Maintenance
ASTs at Township Halland DPW	<ul style="list-style-type: none"> • Practice good housekeeping 	Good Housekeeping; Vehicle & Equipment Fueling

MANCHESTER TOWNSHIP

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 Manchester Township.

SCOPE

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Manchester 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.
- Gasoline, engine fluids, Freon and other contaminated liquids must be drained from scrapped items in a designated area and disposed of or recycled properly before the items are placed in the scrap storage area.
- The waste oil storage area will be inspected daily to ensure there are no drips or spills.

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 as necessary to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
- Minimize the tracking of materials from storage and loading/unloading areas.
- Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
- Any materials that are stored outside must be tarped when not actively being used.
- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15th through April 30th.
- 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 response team at 732-657-2009 or 911.
- Contact the NJDEP Spill Hotline at 1-877-WARNDEP (1-877-927-6337).
- Contact the EJIF Hotline at 1-800-289-6681

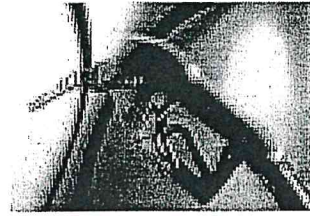
MAINTENANCE
AND INSPECTION

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

MANCHESTER TOWNSHIP

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 removal of waste oil is critical for this purpose.

SCOPE

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Manchester Township. The fueling tanks include an 8,000 gallon gasoline underground storage tank and a 550 gallon diesel tank at the municipal building as well as a 6,000 gallon gasoline and 6,000 gallon diesel tank at the DPW garage. Waste oil tanks include a 500 gallon tank at the DPW garage and a 1,000 gallon tank at the recycling facility.

STANDARDS AND SPECIFICATIONS (FOR VEHICLE AND EQUIPMENT FUELING)

- Shut the engine off
- Never leave 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 BULK 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 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 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 response team at 732-657-2009 or 911.
- Contact the NJDEP Spill Hotline at 1-877-WARNDEP (1-877-927-6337).
- 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.

Manchester Township Garage: 2005 Monthly Fueling SOP Compliance Inspections

MONTH	Include dates of inspection, problems observed, and corrections
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:
May	<ul style="list-style-type: none"> • Date: • Problems?: • Corrections:
June	<ul style="list-style-type: none"> • Date: • Problems?: • Corrections:
July	<ul style="list-style-type: none"> • Date: • Problems?: • Corrections:
August	<ul style="list-style-type: none"> • Date: • Problems?: • Corrections:
September	<ul style="list-style-type: none"> • Date: • Problems?: • Corrections:
October	<ul style="list-style-type: none"> • Date: • Problems?: • Corrections:
November	<ul style="list-style-type: none"> • Date: • Problems?: • Corrections:
December	<ul style="list-style-type: none"> • Date: • Problems?: • Corrections:

MANCHESTER TOWNSHIP

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 Manchester Township.

SCOPE

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Manchester 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.
- Store tires under cover.
- Collect waste fluids in properly labeled containers and dispose of 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 local response team at 732-657-2009 or 911.
- Contact the NJDEP Spill Hotline at 1-877-WARNDEP (1-877-927-6337).
- Contact the EJIF Hotline at 1-800-289-6681

MAINTENANCE AND INSPECTION

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

ManchesterTownship: 2005 Monthly Vehicle Maintenance SOP Compliance Inspections

MONTH	INCLUDE DATES OF INSPECTION, PROBLEMS OBSERVED AND CORRECTIONS
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:
May	<ul style="list-style-type: none"> • Date: • Problems: • Corrections:
June	<ul style="list-style-type: none"> • Date: • Problems: • Corrections:
July	<ul style="list-style-type: none"> • Date: • Problems: • Corrections:
August	<ul style="list-style-type: none"> • Date: • Problems: • Corrections:
September	<ul style="list-style-type: none"> • Date: • Problems: • Corrections:
October	<ul style="list-style-type: none"> • Date: • Problems: • Corrections:
November	<ul style="list-style-type: none"> • Date: • Problems: • Corrections:
December	<ul style="list-style-type: none"> • Date: • Problems: • Corrections:

SPPP Form 17 – Employee Training

Municipality Information	Municipality: <u>Manchester Township</u>	County: <u>Ocean County</u>
	NJPDES # : <u>NJG0152951</u>	PI ID #: <u>203281</u>
	Team Member/Title: <u>Joseph Veni, Supervising Engineer</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: _____	Date of most recent update <u>October 2018</u>

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.

Manchester Township employee training program is as follows:

Municipal Board and Governing Body Members:

Current municipal board and governing body members that review and approve applications for development and redevelopment projects must complete NJDEP's interactive training tool, "Asking the Right Questions in Stormwater Review" no later than July 1, 2018 and new members within 6 months of commencing duties. (link - www.nj.gov/dep/stormwater/training.htm)

Course Topic	Who Will Attend
Waste Disposal Education	Public Works employees
Municipal Ordinances	Code Enforcement and local Police departments, Public Works employees
Illicit Connection Elimination and Outfall Pipe Mapping Street Sweeping	Public Works employees Public Works employees
Stormwater Facility Maintenance	Public Works employees
Road Erosion Control and Outfall Pipe Stream Scouring Remediation	Public Works employees
Maintenance Yard Operations	Public Works employees
Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Public Works employees

- Illicit Connection Elimination and Outfall Pipe Mapping field training will include procedures to properly conduct illicit connection detections, investigations and eliminations.
- Maintenance Yard Operations field training will include SOPs for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping for de-icing materials storage.

SPPP Form 18 – TMDL Information & Strategies

Municipality
Information

Municipality: Manchester Township County: Ocean County
NJPDES # : NJG0152951 PI ID #: 203281
Team Member/Title: Joseph Veni - Supervising Engineer
Effective Date of Permit Authorization (EDPA): April 1, 2018
Date of Completion: October 25, 2018 Date of most recent update: October 2018

Manchester Township has reviewed the TMDL reports identified utilizing the NJDEP TMDL Lookup Tool, The following TMDL(s) have been identified for our Municipality:

1. Applicable Streams TMDL(s)
 - a) Fecal Coliform: Toms River/Dove Mill Branch
 - b) Mercury: Bucks Cove Run/Cranberry Branch, Davenport Branch, Manapaqua Brook, Ridgeway Branch and Union Branch.
 - c) Polychlorinated Biphenyls (PCB's): Bucks Cove Run, Gaunts Brook, Mount Misery, Pole Bridge Branch and Rancocas CKNB.
2. Applicable Lake TMDL(s)
 - a) Fecal Coliform: Bamber Lake, Mirror Lake and Pine Lake
3. Applicable Shellfish TMDL(s)
 - a) Total Coliform: Barnegat Bay and Cedar Creek

Implementation Measures for TMDL types (Fecal Coliform, Mercury, Polychlorinated Biphenyls (PCB's):

- a) Fecal Coliform - Adopt and enforce wildlife feeding ordinances and implement goose management BMPs.
- b) Mercury - NJDEP to develop legislation that mimicks the Mercury Education and Reduction Model Act, continuing mercury monitoring in environment, and NJDEP plans to update its mercury water quality criteria.
- c) PCBs - Current EPA regulations do not require an implementation plan to be included with TMDL(s).

For more information regarding TMDL(s), potential sources, and implementation procedures visit the following link: www.nj.gov/dep/dwg/msrp-tmdl-rh.htm.
Select property, county and municipality

SPPP Signature Page

Municipality
Information

Municipality: Manchester Township County: Ocean County
NJPDES # : NJG NJG0152951 PI ID #: 203281
Team Member/Title: Joseph Veni, Supervising Engineer
Effective Date of Permit Authorization (EDPA): _____
Date of Completion: _____ Date of most recent update: October 2018

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



(Signature)

10/30/18

(Date)

Albert Yodakis

(Print Name)

Director

(Title)

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