

# **Stormwater Pollution Prevention Plan**

**For**

## **Township of Shrewsbury Monmouth County, New Jersey**

**NJDES General Permit # NJG0152421  
Program Interest ID# 214267**

**Prepared by:**

**William HR White III, PE, PP, CME  
Township Engineer**

***November 2005***

Revised June 19, 2009

Revised January 16, 2018

Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: William White

Title: Township Engineer

Date: January 16, 2018

Municipality: Township of Shrewsbury

County: Monmouth County

NJPDES #: NJG0152421

PI ID #: 214267

Stormwater Program Coordinator: William White PE, PP,

Title: Township Engineer

Office Phone #: (732) 383-1950

Emergency Phone #: (732)241-7874

Public Notice Coordinator: Teri Giercyk RMC

Title: Township Clerk

Office Phone #: (732) 542-0675

Emergency Phone #: \_\_\_\_\_

Post-Construction Stormwater Management Coordinator: William White PE, PP,

Title: Township Engineer

Office Phone #: (732) 383-1950

Emergency Phone #: (732)241-7874

Local Public Education Coordinator: William White PE, PP,

Title: Township Engineer

Office Phone #: (732) 383-1950

Emergency Phone #: (732)241-7874

Ordinance Coordinator: Gene J. Anthony Esq

Title: Township Attorney

Office Phone #: (732) 542-3320

Emergency Phone #: \_\_\_\_\_

Public Works Coordinator: William White PE, PP,

Title: Township Engineer

Office Phone #: (732) 383-1950

Emergency Phone #: (732)241-7874

Employee Training Coordinator: William White PE, PP,

Title: Township Engineer

Office Phone #: (732) 383-1950

Emergency Phone #: (732)241-7874

Other: William White, PE, PP,

Title: Township Engineer

Office Phone #: (732) 383-1950

Emergency Phone #: (732)241-7874

## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: Township of Shrewsbury

County: Monmouth County

NJPDES # : NJG0152421

PI ID #: 214267

Team Member/Title: Teri Giercyk RMC Borough Clerk

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

Date of Completion: 03/01/2005

Date of most recent update: 01/16/2018

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.

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

# SPPP Form 3 - New Development and Redevelopment Program

Municipality Information

Municipality: Township of Shrewsbury County: Monmouth County  
 NJPDES #: NJG0152421 PI ID #: 214267  
 Team Member/Title: William White PE PP, Township Engineer  
 Effective Date of Permit Authorization (EDPA): 04/01/2004  
 Date of Completion: 03/01/2005 Date of most recent update: 01/16/2018

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

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

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

*Since the EDPA, the Township of Shrewsbury has not constructed any new development or redevelopment projects on Township property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will ensure adequate long-term operation and maintenance of BMPs for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft of that ordinance, and by requiring and funding the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. Once that ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets.*

*Our joint board and municipal attorney will review the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual, and will draft a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model. We will also coordinate with county planning agency staff to discuss the draft plan and ordinance. The plan and ordinance will be adopted by our planning board and Governing Body, respectively, by the deadlines specified in the permit, and will be submitted to the county planning agency for approval.*

*Once approved, the ordinance, which will be administered by our joint board, municipal engineer and code enforcement officer, will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the municipal stormwater management*

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

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

# SPPP Form 4- Local Public Education Program

Municipality  
Information

Municipality: Township of Shrewsbury

County: Monmouth County

NJPDES #: NJG0152421

PI ID #: 214267

Team Member/Title: William White PE PP, Township Engineer

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

Date of Completion: 03/01/2005

Date of most recent update: 01/16/2018

## 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.*

*To fulfill the annual distribution requirement of the local public education program, The Township will mail the educational brochure provided by the NJDEP with its semi-annual Recycling and Garbage Pick-Up flyer mailing in June and December of each year with its annual mailing. Giveaways will be made available at the Township's municipal building. The Township utilizes DEP materials.*

*Educational materials will also be made available at the Township's annual "Community" events.*

# SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: Township of Shrewsbury

County: Monmouth County

NJPDES #: NJG0152421

PI ID #: 214267

Team Member/Title: William White PE PP, Township Engineer

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

Date of Completion: 03/01/2005

Date of most recent update: 01/16/2018

## 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.*

*The Township's Department of Public Works has implemented the storm drain labeling program. All storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas or maintenance yards that are operated by the Township are labeled.*

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

# SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: Township of Shrewsbury

County: Monmouth County

NJPDES #: NJG0152421

PI ID #: 214267

Team Member/Title: William White PE PP, Township Engineer

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

Date of Completion: 03/01/2005

Date of most recent update: 01/16/2018

*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 Mapping:**

*Outfall mapping has been completed by the Township Engineer.*

**Updating Outfall Mapping:**

*The Township will ensure that existing outfall maps are updated as new development or redevelopment changes the current storm sewer system through the creation of additional outfalls.*



# SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information	Municipality: <u>Township of Shrewsbury</u> County <u>Monmouth County</u>
	NJPDES #: <u>NJG0152421</u> PI ID #: <u>214267</u>
	Team Member/Title: <u>William White PE PP, Township Engineer</u>
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>
	Date of Completion: <u>03/01/2005</u> Date of most recent update: <u>01/16/2018</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:**

*The Township Engineer, has conducted an initial physical inspection of all municipally owned outfall pipes. Inspections were conducted using the NJDEP Illicit Connection Inspection Report Form. Each of these forms are kept with Township's SPPP records.*

**Illicit Connection Elimination Program:**

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

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

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

*The Township will at minimum, continue to inspect for illicit connections once per permit cycle (five years). In addition, the Township will investigate possible illicit connections reported by residents. Inspections will also be conducted while completing the outfall pipe stream 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 State Police, or the NJDEP hotline at 1-877-WARNDEP.*

# SPPP Form 8 – Illicit Connection Records

<b>Municipality Information</b>	Municipality: <u>Township of Shrewsbury</u> County: <u>Monmouth County</u>
	NJPDES #: <u>NJG0152421</u> PI ID #: <u>214267</u>
	Team Member/Title: <u>William White PE PP, Township Engineer</u>
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>
	Date of Completion: <u>03/01/2005</u> Date of most recent update: <u>01/16/2018</u>

Prior to May 2, 2006

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

Total number of inspections performed this year? Program began August 2005.

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

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

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

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

May 2, 2006 – May 1, 2007

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

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

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

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

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

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

May 2, 2007 – May 1, 2008

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

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

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

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

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

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

May 2, 2008 – May 1, 2009

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

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

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 Ordinance/Collection Program

Municipality  
Information

Municipality: Township of Shrewsbury

County: Monmouth County

NJPDES #: NJG0152421

PI ID #: 214267

Team Member/Title: Thomas J. Herits PE PP PLS, Township Engineer

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

Date of Completion: 03/01/2005

Date of most recent update: 06/19/2009

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

**Yard Waste Ordinance:**

*The Township of Shrewsbury's existing ordinances will be modified to include the prohibition of placing non-containerized waste in the cartway of the street.*

**Yard Waste Collection:**

*Yard waste is collected by the Township's Department of Public Works from the first week in April until the last week in December*

*The Yard Waste Collection schedule may be posted on the Township's website in the future.*

# SPPP Form 10 - Ordinances

Municipality  
Information

Municipality: Township of Shrewsbury

County: Monmouth County

NJPDES #: NJG0152421

PI ID #: 214267

Team Member/Title: Teri Giercyk RMC, Township Clerk

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

Date of Completion: 03/01/2005

Date of most recent update: 06/19/2009

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

**Ordinances:**

Pet Waste: 07/11/2006

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

Litter: 07/11/2006

Improper Waste Disposal: 07/11/2006

Wildlife Feeding: 07/11/2006

Yard Waste: 07/11/2006

Illicit Connections: 07/11/2006

Refuse Container/Dumpster: 06/19/2009

Private Storm Drain Inlet Retrofitting: 06/19/2009

*How will these ordinances be enforced?*

**Enforcement of Ordinances:**

*The Shrewsbury code enforcement officers and local police officers will enforce these ordinances. If someone is found to be in violation of an ordinance, they will be penalized according to the consequences outlined in that ordinance.*

# SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Township of Shrewsbury County: Monmouth County  
 NJPDES #: NJG0152421 PI ID #: 214267  
 Team Member/Title: William White PE PP, Township Engineer  
 Effective Date of Permit Authorization (EDPA): April 1, 2004  
 Date of Completion: 03/01/2005 Date of most recent update: 01/16/2018

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

*For the majority of projects, the Borough will use the NJDOT bicycle safe grate style and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.*

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

*Are you claiming any alternative device exemptions or historic place exemptions for any of the above projects? Please explain:*  
 If so, please attach documentation indicating as such, signed by the Township's Engineer.

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

Municipality Information

Municipality: Township of Shrewsbury

County: Monmouth County

NJPDES #: NJG0152421

PI ID #: 214267

Team Member/Title: William White PE PP, Township Engineer

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

Date of Completion: 03/01/2005

Date of most recent update: 01/16/2018

## 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:**

*The Township of Shrewsbury streets are exempt from the sweeping requirement.*

## 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:**

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

# SPPP Form 13 – Stormwater Facility Maintenance

Municipality Information

Municipality: Township of Shrewsbury

County: Monmouth County

NJPDES #: NJG0152421

PI ID #: 214267

Team Member/Title: William White PE PP, Township Engineer

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

Date of Completion: 03/01/2005

Date of most recent update: 01/16/2018

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

### **Catch Basin Cleaning Program:**

*The Township has implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins are inspected once each year. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, that catch basin will not be cleaned. All catch basins will be inspected annually, even if they were found to be "clean" the previous year. At the time of the cleaning, catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair.*

*The annual catch basin cleaning program has been ongoing prior to April 2005.*

*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.)*

### **Stormwater Facility Maintenance Program:**

*The Township will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. The Township operates the following:*

- ❖ *Catch basins*
- ❖ *Storm drains*

*These stormwater facilities will be inspected annually to ensure they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.*

# SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality Information

Municipality: Township of Shrewsbury

County: Monmouth County

NJPDES #: NJG0152421

PI ID #: 214267

Team Member/Title: William White PE PP, Township Engineer

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

Date of Completion: November 1, 2005

Date of most recent update: 01/16/2018

*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:**

*The Township of Shrewsbury's Department of Public Works checks all the outfall pipes for signs of scouring when completing the illicit connection part of this program. All sites are placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits may be completed first.*

*Those outfall pipes in which scouring had been detected and addressed in the past should be inspected annually thereafter to ensure the associated stabilization projects were successful. Once it is determined that the scouring repairs have adequately mitigated any subsequent scouring, most outfalls can again be inspected only once during each five year permit cycle.*



# SPPP Form 15 – De-icing Material Storage

Municipality  
Information

Municipality: Township of Shrewsbury

County: Monmouth County

NJPDES #: NJG 0152421

PI ID #: 214267

Team Member/Title: William White PE PP, Township Engineer

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

Date of Completion: 03/01/2005

Date of most recent update: 1/16/2018

## 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:**

*The Township of Shrewsbury has no salt storage facility and picks up the material as needed from the Monmouth County Facility on Fort Monmouth. There is no on-site storage of de-icing materials.*

# SPPP Form 16 – Standard Operating Procedures

<b>Municipality Information</b>	Municipality: <u>Township of Shrewsbury</u>	County: <u>Monmouth County</u>
	NJPDES #: <u>NJG0152421</u>	PI ID #: <u>214267</u>
	Team Member/Title: <u>William White PE PP, Township Engineer</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>03/01/2005</u>	Date of most recent update: <u>01/16/2018</u>

BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)		N/A
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)		N/A
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit)  <b>Attach inventory list required by Attachment D of the permit.</b>	<i>August 1, 2005</i>	<i>Monthly inspections of all municipal maintenance yards and ancillary operations will be held.</i>  <i>The following items have been included:</i> <ul style="list-style-type: none"> <li>❖ <i>Good Housekeeping SOPs</i></li> <li>❖ <i>Source Material Inventory</i></li> </ul>

# SPPP Form 17 – Employee Training

Municipality Information

Municipality: Township of Shrewsbury County: Monmouth County  
 NJPDES #: NJG0152421 PI ID #: 214267  
 Team Member/Title: William White PE PP, Township Engineer  
 Effective Date of Permit Authorization (EDPA): April 1, 2004  
 Date of Completion: 03/01/2005 Date of most recent update: 01/16/2018

*Describe your employee training program. For each required topic, list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.*

**Employee Training Program:**

Course Topic	Who will attend:
Waste Disposal Education	<i>Public works employees</i>
Municipal Ordinances	<i>Code enforcement and local police departments, public works employees</i>
Illicit Connection Elimination and Outfall Pipe Mapping	<i>Public works employees</i>
Street Sweeping	<i>Public works employees</i>
Stormwater Facility Maintenance	<i>Public works employees</i>
Road Erosion Control and Outfall Pipe Stream Scouring Remediation	<i>Public works employees</i>
Maintenance Yard Operations	<i>Public works employees</i>
Construction Activity / Post-Construction Stormwater Management in New Development and Redevelopment	<i>Public works employees</i>

- *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 fore de-icing materials storage.*

*Dates for the above training programs are yet to be determined.*

# **Township of Shrewsbury-BMP 1**

## **Public Works Department General Operating Guidelines: Good Housekeeping**

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### **Introduction and Purpose:**

This document contains general guidelines of good housekeeping to be implemented at the public works facility and any maintenance activities performed by the Department of Public Works.

### **Scope:**

These operating guidelines apply to all Public Works personnel

### **Standards and Specifications:**

- All containers should be properly identified, labeled and be legible.
- All containers must be in kept in good condition and closed when not in use.
- When practical, fluids, chemicals, and supplies should be kept indoors.
- If containers are stored outside, they must be covered and on spill platforms.
- Keep storage areas clean and organized.
- 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.
- Dispose of papers, cans, bottles and trash in the designated bin. (Somerset County Recycling)
- A Haz Com station shall be up to date, maintained and easily accessible as required.

### **Salt and De-icing Material Handling:**

- Not applicable as no de-icing material are stored at DPW Yard