

Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: David A. Hals

Title: Ho-Ho-Kus Borough Engineer

Date: December 1, 2015

Municipality: Borough of Ho-ho-Kus

County: Bergen

NJPDES #: NJG0149284

PI ID #: 202004

Stormwater Program Coordinator: Jeff Pattman

Title: Borough Superintendent of Public Works

Office Phone #: 201-445-2141

Emergency Phone #: 201-652-1700

Public Notice Coordinator: William Jones

Title: Borough Administrator

Office Phone #: 201-652-4400

Emergency Phone #: same as above

Post-Construction Stormwater Management Coordinator: Jeff Pattman

Title: Borough Superintendent of Public Works

Office Phone #: 201-445-2141

Emergency Phone #: same as above

Local Public Education Coordinator: William Jones

Title: Borough Administrator

Office Phone #: 201-652-4400

Emergency Phone #: same as above

Ordinance Coordinator: David Bole, Esq.

Title: Borough Attorney

Office Phone #: 201-652-4400

Emergency Phone #: same as above

Public Works Coordinator: Jeff Pattman

Title: Borough Superintendent of Public Works

Office Phone #: 201-445-2141

Emergency Phone #: same as above

Employee Training Coordinator: Jeff Pattman

Title: Borough Superintendent of Public Works

Office Phone #: 201-445-2141

Emergency Phone #: same as above

Other: Mark Berninger

Title: Code Enforcement Officer

Office Phone #: 201-652-4400

Emergency Phone #: same as above

## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: Borough of Ho-Ho-Kus

County: Bergen

NJPDES # : NJG0149284

PI ID #: 202004

Team Member/Title: William Jones, Borough Administrator

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

Date of Completion: March 15, 2005 Date of most recent update: December 1, 2015

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

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

# SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Borough of Ho-Ho-Kus

County: Bergen

NJPDES # : NJG0149284

PI ID #: 202004

Team Member/Title: Jeff Pattman, Superintendent of Public Works

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

Date of Completion: March 15, 2005 Date of most recent update: December 1, 2015

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

*To control stormwater from new development and redevelopment projects throughout the Borough of Ho-Ho-Kus (including projects we operate) we will do the following:*

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

*Since the EDPA, the Borough of Ho-Ho-Kus has not constructed any new development or redevelopment projects on Borough 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.*

*All Borough projects since April 1, 2004 involving existing inlets have been designed and constructed to meet the requirements of retrofitting. Inlets were constructed with curb openings with a clear space no bigger than two inches across the smallest dimension, and bicycle safe grates.*

Our planning board and municipal attorney are reviewing 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 have also met with our planning agency staff to discuss the draft plan and ordinance. The plan ordinance will be adopted by our planning board and Borough Council, 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 planning and zoning boards and code enforcement officer, will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the municipal stormwater management plan, the approved ordinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards.

For any BMP that is installed in order to comply with the requirements of our post-construction program, the Borough of Ho-Ho-Kus 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 Borough of Ho-Ho-Kus 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 Borough can perform the maintenance and charge the private entity.

The Borough of Ho-Ho-Kus will also enforce, through the municipal stormwater control ordinance, compliance with design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. The Borough of Ho-Ho-Kus expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternate 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: Borough of Ho-Ho-Kus County Bergen

NJPDES # : 0149284 PI ID #: 202004

Team Member/Title: William Jones, Borough Administrator

Effective Date of Permit Authorization (EDPA): 4-1-04

Date of Completion: March 15, 2005 Date of most recent update: December 1, 2015

## Local Public Education Program

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

*For our annual distribution, we will mail the DEP brochure to our residents and businesses. The brochure will be distributed with our township newsletter. Extra copies will be available at our Borough library and at our municipal building.*

*Our annual event will be held each year in coordination with one of our summer fairs. We will make the DEP brochure and other educational materials available at our table. We will also distribute pencils, magnets, and keychains with environmental messages related to the required BMP topics.*

*In addition, we will invite our environmental commission, local watershed group, and other environmental groups to set up their own booths during this event*

# SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: Borough of Ho-Ho-Kus County Bergen

NJPDES # : 0149284 PI ID #: 202004

Team Member/Title: Jeff Pattman, Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): 4-1-04

Date of Completion: March 15, 2005 Date of most recent update: December 1, 2015

## Storm Drain Inlet Labeling

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

*For our storm drain inlet labeling program we plan on coordinating with our local girl scout and boy scout groups and the local grammar school.*

*Where it is practical, they will do the labeling for us. In areas where it is not safe for the volunteer groups, our Public Works department will be doing the labeling. We will label 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 Borough of Ho-Ho-Kus.*

*Where the labeling is done by volunteer groups we will use stencils that will read "No-dumping - Drains to Waterway" with a picture of fish next to it. Where labeling is done by the Public Works Department we will use plastic labels ordered from Binder Industries that will be applied using adhesive. We will be using these two different techniques because we feel that the volunteers who are doing the labeling will benefit the most from this program. The more opportunities they have to perform the storm drain labeling, the greater the benefit. However, we feel that having our Public Works Department constantly labeling and re-labeling the same areas will be more of a nuisance, so they will use the plastic labels that will only need to be applied once.*

*The attached map divides the Borough into two sectors. Sector A is the area east of Route 17, and Sector B is the area west of Route 17. Labeling of Sector A will be completed by April 2007, and Sector B will be completed by April 2009. During our annual catch basin cleaning program, we will be checking these labels to ensure that they are still visible, and if they are not we will ensure that the labels are replaced immediately.*

# SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: Borough of Ho-Ho-Kus County Bergen

NJPDES # : 0149284 PI ID #: 202004

Team Member/Title: Jeff Pattman, Public Works, Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: March 15, 2005 Date of most recent update: December 1, 2015

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

*The Borough Engineer will use a GPS Unit to map out the location of the end of all outfall pipes operated by the Borough of Ho-Ho-Kus. They will identify, GPS, map and investigate (see Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program) each outfall pipe that is located.*

*The Borough of Ho-Ho-Kus has been divided into two sectors: Sector A is the area east of Route 17, and Sector B is the area west of Route 17. Sector A will be mapped by April 2007, and Sector B will be mapped by April 2009. (See attached map).*

*Once all outfall pipe locations are identified, a map will be developed displaying these outfall pipe locations, with an alphanumeric identifier at a scale of 1 inch = 100 feet. All waterbodies receiving outfall pipe discharges will also be identified on the map.*

# SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information

Municipality: Borough of Ho-Ho-Kus County Bergen

NJPDES # : 0149284 PI ID #: 202004

Team Member/Title: Jeff Pattman, Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: March 15, 2005 Date of most recent update: December 1, 2015

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.

*We will continue an initial physical inspection of all of our outfall pipes during the mapping process. We will use the DEP Illicit Connection inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked again to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within the Borough of Ho-Ho-Kus) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the collection eliminated immediately. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Borough of Ho-Ho-Kus will report the illicit connection to the Department.*

*The Borough of Ho-Ho-Kus will establish a telephone hotline for reporting spills and illegal dumping. This hotline will also be made available for reporting illicit connections.*

# SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Borough of Ho-Ho-Kus County Bergen

NJPDES # : 0149284 PI ID #: 202004

Team Member/Title: Jeff Pattman, Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: March 15, 2005 Date of most recent update: December 1, 2015

Prior to May 2, 2006

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

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

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

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

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

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

May 2, 2006 – May 1, 2007

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

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

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

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

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

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

May 2, 2007 – May 1, 2008

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

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

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

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

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

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

May 2, 2008 – May 1, 2009

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

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

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: Borough of Ho-Ho-Kus County Bergen

NJPDES # : 0149284 PI ID #: 202004

Team Member/Title: Jeff Pattman, Public Works, Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: March 15, 2005 Date of most recent update: December 1, 2015

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

*We will be conducting monthly collections of leaves during the months of October, November, and December, plus one collection in the spring. Collections of grass are during the months of April through October. During the remainder of the year the Borough of Ho-Ho-Kus may hold additional yard waste collections, but no schedule has been determined for these. During the months when we are having collections, we will post our collection schedule and our ordinance requirements in our monthly newsletter, which will be mailed to all residents and businesses the first of each month.*

*To develop a collection schedule we will be dividing the Borough into two sectors, giving ourselves two weeks to do the collections in each sector. Sector A will be area east of the railroad, and Sector B will be the area west of the railroad.*

*The Borough of Ho-Ho-Kus has adopted an Ordinance for the proper handling of yard waste and the collection and disposal of yard waste on September 14, 2004. These ordinances prohibit placing non-containerized yard waste in the street.*

*The Borough of Ho-Ho-Kus adopted a yard waste ordinance (see SPPP Form 10) that will prohibit all yard wastes from being placed on the curb or along the street more than seven days prior to our scheduled collections, unless they are bagged or otherwise containerized. The ordinance will also prohibit the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.*

# SPPP Form 10 - Ordinances

Municipality  
Information

Municipality: Borough of Ho-Ho-Kus County Bergen

NJPDES # : 0149284 PI ID #: 202004

Team Member/Title: David S. Boyle, Municipal Attorney & Mark Berninger, Code Enforcement Officer

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: March 15, 2005 Date of most recent update: December 1, 2015

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

Pet Waste January 15, 2006

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

Litter January 15, 2006

Improper Waste Disposal January 15, 2006

Wildlife Feeding January 15, 2006

Yard Waste January 15, 2006

Illicit Connections January 15, 2006

How will these ordinances be enforced?

*Our local Police Department and Board of Health will enforce these ordinances. If someone is found to be in violation of an ordinance, they will be issued a written warning for the first time offenses, and penalties will be issued for subsequent offenses.*

# SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Borough of Ho-Ho-Kus County Bergen  
 NJPDES #: 0149284 PI ID #: 202004  
 Team Member/Title: Jeff Pattman, Public Works Superintendent & David A. Hals, Municipal Eng.  
 Effective Date of Permit Authorization (EDPA): 4/1/04  
 Date of Completion: March 15, 2004 Date of most recent update: December 1, 2015

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

*For most projects the Borough of Ho-Ho-Kus 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
<i>Repaving 2004 Road Resurfacing Program</i>			<i>10/1/04</i>	<i>3</i>	<i>0</i>
<i>2005 Road Resurfacing Progra</i>	<i>6/1/05</i>			<i>8</i>	
<i>Saddle Ridge Road</i>		<i>2/05</i>	<i>8/05</i>	<i>10</i>	

**Are you claiming any alternative device exemptions or historic place exemptions for any of the above projects? Please explain:**

*The Borough of Ho-Ho-Kus does not operate any alternative devices within the municipality. At this time we do not plan on installing any such devices for repaving, repairing, reconstruction or alteration projects. We also do not plan on claiming any historic place exemptions.*

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

Municipality Information

Municipality: Borough of Ho-Ho-Kus County: Bergen

NJPDES # : 0149284 PI ID #: 202004

Team Member/Title: Jeff Pattman, Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: March 15, 2005 Date of most recent update: December 1, 2015

## Street Sweeping

Please describe the street sweeping schedule that you will maintain.

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

*The Borough of Ho-Ho-Ku has evaluated all of its streets to determine which areas will need to be swept monthly. These areas have been grouped together into four separate groups, and each group will be assigned a different week each month. The Borough intends on maintaining its existing street sweeping program for all other streets (that are not required by the permit), which includes sweeping all streets once a year*

## 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)

*The Borough of Ho-Ho-Kus will use the Public Works Department to monitor all their roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to the Public Works Superintendent. During quarterly 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 the Public Works Superintendent will maintain a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.*

*Our road erosion control maintenance log is attached.*

# SPPP Form 13 – Stormwater Facility Maintenance

Municipality Information

Municipality: Borough of Ho-Ho-Kus County: Bergen

NJPDES # :0149284 PI ID #: 202004

Team Member/Title: Jeff Pattman, Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: March 15, 2005 Date of most recent update: December 1, 2015

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

*The Borough of Ho-Ho-Kus will implement an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once a year. If, at the time of inspection, no sediment, trash, or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected yearly, even if they were found to be "clean" the previous year. At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair. The annual catch basin cleaning program will begin in April of 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.)

*The Borough of Ho-Ho-Kus will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Borough function properly. The Borough operates the following:*

- *catch basins*
- *storm drains*
- *infiltration basins*
- *buffer strips*
- *swales*

*These stormwater facilities will be inspected annually to insure that 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.*

*Our maintenance log is attached.*

# SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality  
Information

Municipality: Borough of Ho-Ho-Kus County: Bergen

NJPDES # :0149284 PI ID #: 202004

Team Member/Title: Jeff Pattman, Public Works, Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: March 15, 2005 Date of most recent update: December 1, 2015

Describe your stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control active, localized stream and stream bank scouring. Attach additional pages as necessary.

(NOTE: Attach a prioritized list of sites observed to have outfall pipe stream and stream bank scouring, date of anticipated repair, method of repair and date of completion.)

*When we are doing the illicit connection part of this program, we will be checking all of our outfall pipes for signs of scouring. 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 for those repairs may be done first.*

*The repairs for outfalls on the prepared priority list are anticipated to be completed by 2007.*

*We will follow up each repair with an annual inspection of the site to ensure that scouring has not resumed.*

# SPPP Form 15 – De-icing Material Storage

Municipality  
Information

Municipality: Borough of Ho-Ho-Kus County Bergen

NJPDES # : 0149284 PI ID #: 202004

Team Member/Title: Jeff Pattman, Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: March 15, 2005 Date of most recent update: December 1, 2015

## 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.

*The Borough of Ho-Ho-Kus currently stores its de-icing salt in a domed permanent structure with an impermeable floor. The structure is completely walled and roofed and is located within the Department of Public Works site off Hollywood Ave.. Sand is stored in bins at the Department of Public Works site. Sand storage bins will be tarped.*

# SPPP Form 67 – Standard Operating Procedures

<b>Municipality Information</b>	Municipality: <u>Borough of Ho-Ho-Kus</u> County <u>Bergen</u> NJPDES # : <u>0149284</u> PI ID #: <u>202004</u> Team Member/Title: <u>Jeff Pattman, Public Works Superintendent</u> Effective Date of Permit Authorization (EDPA): <u>4/1/04</u> Date of Completion: <u>March 15, 2005</u> Date of most recent update: <u>December 1, 2015</u>	
<b>BMP</b>	<b>Date SOP went into effect</b>	<b>Describe your inspection schedule</b>
<b>Fueling Operations</b> (including the required practices listed in Attachment D of the permit)	<i>April 2005</i>	<i>The one (1) fueling location within our Department of Public Works site off of Hollywood Avenue will be inspected once a month.</i>
<b>Vehicle Maintenance</b> (including the required practices listed in Attachment D of the permit)	<i>April 2005</i>	<i>Monthly inspections will be held to ensure that the SOP is being met.</i>
<b>Good Housekeeping Practices</b> (including the required practices listed in Attachment D of the permit)  <b>Attach inventory list required by Attachment D of the permit.</b>	<i>April 2005</i>	<i>Monthly inspections of the Department of Public Works site and ancillary operations will be held.</i>

# SPPP Form 17 – Employee Training

Municipality Information

Municipality: Borough of Ho-Ho-Kus County Bergen  
 NJPDES # :0149284PI ID #: 202004  
 Team Member/Title: Jeff Pattman, Superintendent of Public Works  
 Effective Date of Permit Authorization (EDPA):4/1/04  
 Date of Completion: March 15, 2005 Date of most recent update: DEcember 1, 2015

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

The following topics will be covered by a computer generated training program:

<u>Course:</u>	<u>Who will attend:</u>
<u>Waste Disposal Education</u>	<u>Police Department and Environmental Commission Members</u>
<u>Municipal Ordinances</u>	<u>code enforcement and local police departments, public works employees</u>
<u>Yard Waste Collection Program</u>	<u>public works employees</u>
<u>Street Sweeping</u>	<u>public works employees</u>
<u>Stormwater Facility Maintenance</u>	<u>public works employees</u>
<u>Road Erosion Control</u>	<u>public works employees</u>
<u>Outfall Pipe Stream Scouring Remediation</u>	<u>public works employees</u>
<u>Construction Activity/Post Construction Stormwater Management in New Development and Redevelopment (for municipally owned projects)</u>	<u>public works employees</u>

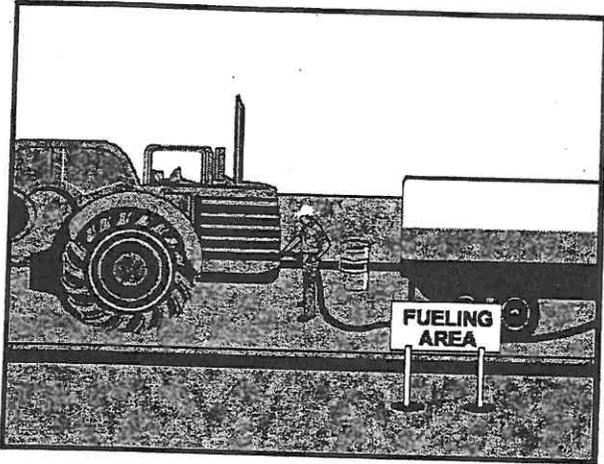
The following topics will be part computer training, and part practical field training:

<u>Course</u>	<u>Who will attend</u>
<u>Illicit Connection Elimination and Outfall Pipe Mapping</u>	<u>public works employees, police dept.</u>
<u>(field training will include procedures to properly conduct illicit connection detection's, investigations, and elimination's)</u>	
<u>Maintenance Yard Operations (including Ancillary Operation)</u>	<u>public work employees</u>
<u>(field training will include the SOPs for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping for de-icing materials storage)</u>	

# Standard Operating Procedures

## Vehicle and Equipment Fueling

---



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

**Scope** These procedures are to be implemented at all maintenance yards with fueling. Including mobile fueling operations.

**Standards and Specifications**  
(for vehicle and equipment fueling)

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

Standards and Specifications  
(for bulk fueling)

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

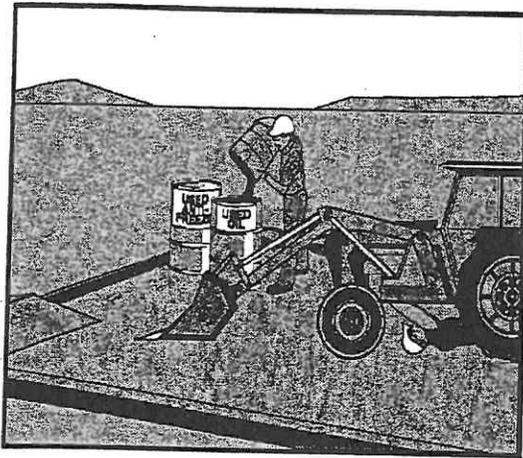
Spill Response

- Conduct cleanups of any fuel spills immediately after discovery.
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly.
- Contact the Emergency Spill Response Team at 9-1-1.

Maintenance and Inspection

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

# Standard Operating Procedure Vehicle Maintenance



## Maintenance Yard BMP Objectives

- Waste Management
- Spill Prevention,  
Containment and  
Countermeasures
- Pollution Control

**Introduction and Purpose** This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations. The purpose of this SOP is to provide a set of guidelines for the vehicle maintenance yard, including maintenance activities at ancillary operations.

**Scope** This SOP applies to all maintenance yards including maintenance activities at ancillary operations.

- Standards and Specifications**
- Conduct vehicle maintenance operation only in designated areas.
  - When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
  - Always use drip pans.
  - Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
  - Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream drainage facilities and watercourses.
  - Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.

- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

Spill Response  
and Reporting

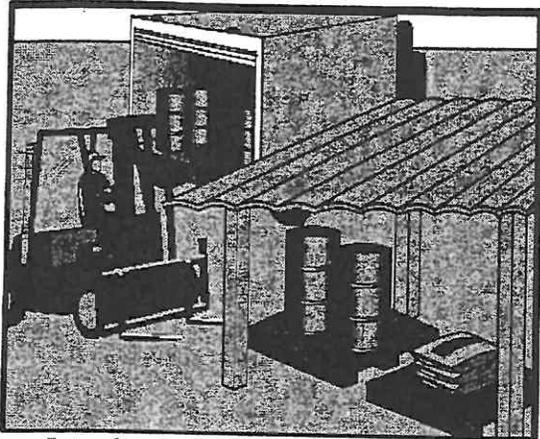
- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the Emergency Spill Response Team at 9-1-1.

Maintenance  
and Inspection

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

# Standard Operating Procedure

## Good Housekeeping



### Good Housekeeping Goals

- Proper Recycling
- Proper Waste Disposal
- Pollution Prevention

**Introduction and Purpose** This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations. The purpose of this SOP is to provide a set of guidelines for the employees for Good Housekeeping Practices at their maintenance yards including maintenance yards at ancillary operations.

**Scope** This SOP applies to all maintenance yards including maintenance activities at ancillary operations.

### Standards and Specifications (General)

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

Standards and Specifications  
(Salt and De-icing Material Handling)

- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
- Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
- Minimize the tracking of materials from storage and loading/unloading areas.
- Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
- Any materials that are stored outside must be tarped when not actively being used.
- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15<sup>th</sup> through April 30<sup>th</sup>.

Spill Response and Reporting

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the Emergency Spill Response Team at 9-1-1.

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.

# SPPP Form 17 – Employee Training

Municipality Information

Municipality: Borough of Ho-Ho-Kus County Bergen  
 NJPDES # : 0149284 PI ID #: 202004  
 Team Member/Title: Michael Frank, Superintendent of Public Works  
 Effective Date of Permit Authorization (EDPA): 4/1/04  
 Date of Completion: March 15, 2005 Date of most recent update: \_\_\_\_\_

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

The following topics will be covered by a computer generated training program:

<u>Course:</u>	<u>Who will attend:</u>
<u>Waste Disposal Education</u>	<u>Police Department and Environmental Commission Members</u>
<u>Municipal Ordinances</u>	<u>code enforcement and local police departments, public works employees</u>
<u>Yard Waste Collection Program</u>	<u>public works employees</u>
<u>Street Sweeping</u>	<u>public works employees</u>
<u>Stormwater Facility Maintenance</u>	<u>public works employees</u>
<u>Road Erosion Control</u>	<u>public works employees</u>
<u>Outfall Pipe Stream Scouring Remediation</u>	<u>public works employees</u>
<u>Construction Activity/Post Construction Stormwater Management in New Development and Redevelopment (for municipally owned projects)</u>	<u>public works employees</u>

The following topics will be part computer training, and part practical field training:

<u>Course</u>	<u>Who will attend</u>
<u>Illicit Connection Elimination and Outfall Pipe Mapping</u>	<u>public works employees, police dept.</u>
<u>(field training will include procedures to properly conduct illicit connection detection's, investigations, and elimination's)</u>	
<u>Maintenance Yard Operations (including Ancillary Operation)</u>	<u>public work employees</u>
<u>(field training will include the SOPs for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping for de-icing materials storage)</u>	

**Sector A**  
East of the Route 17

**Sector B**  
West of the Route 17



**Borough of Ho-Ho-Kus  
Storm Drain Inlet Labeling  
MS4 Outlet Pipe Mapping  
Yard Waste Ordinance/Collection Program**