

**Municipal Stormwater
Pollution Prevention
Plan
(SPPP)**

**For the City of Plainfield
Union County, NJ**

Revised July, 2019

Tier A Municipal Storm water Regulation Program

Storm water Pollution Prevention Team Members:

Completed by: Drew Di Sessa, Consulting Engineer/Stormwater Coordinator

Title: City of Plainfield Engineer

Date: July 2019

Municipality: City of Plainfield

County: Union County

NJPDES #: NJ0151271

PI ID #:208605

Storm water Program Coordinator: Drew Di Sessa

Title: Consulting Engineer/Stormwater Coordinator

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Public Notice Coordinator: Abubakar Jalloh

Title: City of Plainfield Municipal Clerk

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Public Works Coordinator: John Louise

Title: Public Works Superintendent

Office Phone #: 908 753-3427

Emergency Phone #: 908 753-3131

Employee Training Coordinator: Municipal Excess Liability Joint Insurance Fund

Title:

Office Phone #: 201-881-7632

Emergency Phone #: 753-3131

Title: Code Enforcement Officer Audrey Counts

Office Phone #:908-753-3386

Emergency Phone #: 908 753-3131

SPPP Form 2 - Public Notice

Municipality: City of Plainfield

County: Union County

NJPDES #: NJ0151271

PI ID #:208605

Team Member/Title: Abubakar Jalloh, City of Plainfield Municipal Clerk

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

Date of Completion: 11-04

Date of most recent update: July 2016

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

SPPP Form 3 – New Development and Redevelopment Program

Municipality: City of Plainfield

County: Union County

NJPDES #: NJ0151271

PI ID #:208605

Team Member/Title: William Nierstedt, City Planner

Effective Date of Permit Authorization (EDPA):

Date of Completion: 11-04

Date of most recent update: July 2016

To control storm water from new development and redevelopment projects throughout City of Plainfield (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 storm water management (including the NJDEP Storm water 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 City of Plainfield has not constructed any new development or redevelopment projects on Township property. If we decide to construct such a project before our municipal storm water 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 be 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 planning board and municipal attorney using the Sample Municipal Storm water Management Plan and Model Storm water Control Ordinance in the NJ Storm water BMP Manual, and have drafted a municipal storm water management plan and municipal storm water control ordinance similar to that sample and model. We have also met with county planning agency staff to discuss the draft plan and ordinance. The plan and ordinance was adopted by our planning board and Township Council, respectively, by the deadlines specified in the permit.

The ordinance, which is administered by our planning and zoning boards and code enforcement officer, will control storm water from non-residential development and redevelopment projects.

SPPP Form 3 – New Development and Redevelopment Program Continues:

Where it is necessary to implement the municipal storm water 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 City of Plainfield 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, City of Plainfield intends to do this by adopting and enforcing a provision in the municipal storm water 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 City of Plainfield will also enforce, through the municipal storm water 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 City of Plainfield 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: City of Plainfield

County: Union County

NJPDES #: NJ0151271

PI ID #:208605

Team Member/Title: John Louise Superintendent of Public Works

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

Date of Completion: Sept. 09, 2004 Date of most recent update: July, 2016

For our annual distribution, we will mail the storm water information to our residents and businesses. The brochure will be distributed in the Public works spring schedule mailed to all residents in March. Extra copies will be available at our city library, Senior Center, Bilingual daycare and at our municipal building. Our annual event will be held each year in coordination with our Plainfield Municipal Utilities Authority's environmental Day Celebration and Fire Safety event. We will make the DEP brochure and other educational materials available at our table. When the budget allows, we will distribute items such as pencils, fliers etc., with environmental messages related to the required BMP topics. In addition, we will invite our Shade Tree committee.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality: City of Plainfield

County: Union County

NJPDES #: NJ0151271

PI ID #:208605

Team Member/Title: John Louise Superintendent of Public works

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

Date of Completion: Sept. 09, 2004 Date of most recent update: July, 2016

For our storm drain inlet labeling program we plan to utilize the summer youth programs.

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 that are operated by the City of Plainfield.

Where the labeling is done by volunteer groups we will use stencils that will read "No dumping - Drains to Waterway". In some cases, plastic labels will be used. 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.

The attached map divides the City of Plainfield into ten sections. Sections 3,4,6,8,9,&10 are located in the East End of our community and labeling of these sections was completed by October 2006. Section 1,2,5,7 are located in the West End of our community and labeling of these sections was completed by May 2007.

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.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality: City of Plainfield

County: Union County

NJPDES #: NJ0151271

PI ID #:208605

Team Member/Title: Drew Di Sessa, Consulting Engineer/Stormwater Coordinator

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

Date of Completion: Sept. 09, 2004 Date of most recent update: July, 2016

The City of Plainfield Public Works Department will use a tax map to identify the location of the end of all outfall pipes operated by the City of Plainfield.

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. The Green brook and all other water bodies receiving outfall pipe discharges will also be identified on the map. In addition, a map will be available showing all inlets and diversion areas.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality: City of Plainfield

County: Union County

NJPDES #: NJ0151271

PI ID #:208605

Team Member/Title: Drew Di Sessa, Consulting Engineer/Stormwater Coordinator

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

Date of Completion: Sept. 09, 2004 Date of most recent update: July, 2016

We will conduct 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-storm water flow will be rechecked again to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within City of Plainfield) 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, City of Plainfield will report the illicit connection to the Department of Health (908)753-3092. The City of Plainfield has a hotline that is currently used for reporting spills and illegal dumping. The number is 908-753-3131. This hotline number will also be made available for reporting illicit connections. We will include the Hotline Number in our community newsletter.

SPPP Form 8 – Illicit Connection Records

Municipality: City of Plainfield County: Union County
NJPDES #: NJ0151271 PI ID #:208605

Team Member/Title: Drew Di Sessa, Consulting Engineer/Stormwater Coordinator
Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: Sept. 09, 2004 Date of most recent update: July, 2016

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 implementation will begin by October 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 – January, 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 – February, 2012

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: City of Plainfield County: Union County
NJPDES #: NJ0151271 PI ID #:208605

Team Member/Title: Drew Di Sessa, Consulting Engineer/Stormwater Coordinator
Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: Sept. 09, 2004 Date of most recent update: July, 2016

We have considered the two options available, and have decided to develop a yard waste collection and disposal program instead of just adopting and enforcing an ordinance that prohibits placing non-containerized yard wastes in the street.

We will be conducting monthly collections of leaves during the months of November, and December, plus two collections in the spring. During the remainder of the year, the City of Plainfield 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 newsletter, which will be mailed to all residents and businesses prior to our scheduled pick-up.

To develop a collection schedule we will be dividing The City of Plainfield into ten sections, giving ourselves 1-3 days to do the collections in each section. Sections 1,2,5,7 are located in the West End of our Community. Sections 3, 4,6,8,9,10 are located in the East End of our community. (See attached map.)

City of Plainfield has adopting and enforcing a yard waste ordinance (see SPPP Form 10) that will prohibit all yard wastes from being placed at 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.

Free biodegradable bags will be available to our residents during the collection periods.

SPPP Form 10 - Ordinances

Municipality: City of Plainfield
NJPDES #: NJ0151271

County: Union County
PI ID #:208605

Team Member/Title: David Minchello, Municipal Attorney & Audry Counts, Code Enforcement Officer

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

Date of Completion: Sept. 09, 2004 Date of most recent update: July, 2016

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

Pet Waste: 10-22, 2007

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

Litter: 10-22, 2007

Improper Waste Disposal: 10-22, 2007

Wildlife Feeding: 10-22, 2007

Yard Waste: 10-22, 2007

Illicit Connections: 10-22, 2007

How will these ordinances be enforced?

Our 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 issued a written warning for first time offenses, and penalties will be issued for subsequent offenses.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality: City of Plainfield
NJPDES #: NJ0151271

County: Union County
PI ID #:208605

Team Member/Title: John Louise, Superintendent, Public Works & Drew Di Sessa,
Municipal Engineer

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

Date of Completion: Sept. 09, 2004 Date of most recent update: July, 2016

For most projects City of Plainfield 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:

The City of Plainfield 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: City of Plainfield
NJPDES #: NJ0151271

County: Union County
PI ID #:208605

Team Member/Title: John Louise, Superintendent Public Works

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

Date of Completion: Sept. 09, 2004 Date of most recent update: July, 2016

The City of Plainfield has evaluated all of its streets to determine which areas will need to be swept monthly. These areas are designated as hotspots and are swept a minimum of once a month (weather permitting), with the exception of our business district which is swept daily.

The City of Plainfield intends on maintaining its existing street sweeping program for all other streets (that are not required by the permit), which includes sweeping all streets at least once a year.

Road Erosion Control Maintenance

The City of Plainfield 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 John Louise, Superintendent of the Public Works Department. 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 John Louise 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.

(NOTE: Road erosion is now an option element per the City's 2009 MS-4 permit renewal. The City will use discretion to continue this element depending upon future time and resources allowed.)

SPPP Form 13 – Storm water Facility Maintenance

Municipality: City of Plainfield
NJPDES #: NJ0151271

County: Union County
PI ID #:208605

Team Member/Title: John Louise, Superintendent Public Works

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

Date of Completion: Sept. 09, 2004 Date of most recent update: July, 2016

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

The City of Plainfield will implement an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each 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 May of 2005 and continue each year.

NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.) City of Plainfield will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly.

City of Plainfield does not operate or own any stormwater facilities.

Note: as stipulated in the City's 2009 MS-4 permit renewal, at least 1000 inlets will be inspected and cleaned (if necessary) annually.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality: City of Plainfield
NJPDES #: NJ0151271

County: Union County
PI ID #:208605

Team Member/Title: John Louise, Superintendent Public Works

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

Date of Completion: Sept. 09, 2004 Date of most recent update: July, 2016

(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. We will follow each repair up with an annual inspection of the site to ensure that scouring has not resumed. Attached is a list of all sites with outfall pipe stream scouring, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed we will note the date of that repair on this form.

As of 2009, no significant areas of outfall erosion have been identified.

SPPP Form 15 – De-icing Material and Sand Storage

Municipality: City of Plainfield
NJPDES #: NJ0151271

County: Union County
PI ID #:208605

Team Member/Title: John Louise, Superintendent Public Works

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

Date of Completion: Sept. 09, 2004 Date of most recent update: July, 2016

De-icing Material and Sand Storage

City of Plainfield currently stores its de-icing salt at its D.P.W yard located at 745 South Ave. The City currently stores salt within a retrofitted bay within the DPW garage, including an impermeable floor which meets NJDEP requirements. Further retrofits for salt storage are under consideration, which will also be compliant with applicable regulations.

In addition, the City of Plainfield stores sand for baseball fields, playgrounds etc. This sand is stored at the Public Works maintenance yard, which has a 50+ foot setback from storm sewers, water bodies etc. At the completion of loading and unloading activities we inspect for spilled sand.

SPPP Form 16 – Standard Operating Procedures

Municipality: City of Plainfield
NJPDES #: NJ0151271

County: Union County
PI ID #:208605

Team Member/Title: John Louise, Superintendent Public Works

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

Date of Completion: Sept. 09, 2004 Date of most recent update: July, 2016

Fueling Operations:

(Include the required practices listed in Attachment D of the permit)

July 15, 2004 we have compiled a list of all fueling locations within our municipal maintenance yards, which will be inspected once a month. We will also perform visual inspections before discharging storm water that has accumulated in the secondary containment area of the aboveground fuel storage tank in the Public Works maintenance yard.

Vehicle Maintenance:

(Include the required practices listed in Attachment D of the permit)

July 3, 2004 Monthly inspections will be held to ensure that the SOP is being met.

Good Housekeeping Practices:

(Include the required practices listed in Attachment D of the permit)

Attach inventory list required by Attachment D of the permit.

May 20, 2004 Monthly inspections of all municipal maintenance yards and ancillary operations will be held.

City of Plainfield 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.

City of Plainfield Maintenance Yards with fueling operations.

1. Public Works Yard
2. Police Head Quarters
3. Central Fire House
4. South Ave Fire House
5. Engine three (3) Fire House

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.

City of Plainfield Standard Operating Procedures Vehicle and Equipment Fueling continues:

Standards and Specifications (for bulk fueling) continue:

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 City of Plainfield Fire Division at 908-753-3108

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.

City of Plainfield Standard Operating Procedure

Vehicle Maintenance

- 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 in City of Plainfield. The purpose of this SOP is to provide a set of guidelines for the City of Plainfield vehicle maintenance yards including maintenance activities at ancillary operations.

Scope:

This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the City of Plainfield.

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 storm water run-on and run-off, and shall be located at least 50 feet downstream from 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 City of Plainfield Spill Response Team at 908-753-3108. Maintenance and Inspection

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

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City of Plainfield Standard Operating Procedure Good Housekeeping

Introduction and Purpose

This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations in City of Plainfield. The purpose of this SOP is to provide a set of guidelines for the employees of City of Plainfield 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 in City of Plainfield.

City of Plainfield Good Housekeeping Goals

- Proper Recycling
- Proper Waste Disposal
- Pollution Prevention

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.

(21)

City of Plainfield Standard Operating Procedure Good Housekeeping Continues;

- 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.
- The City of Plainfield will continue to monitor salt storage areas for tarping on a monthly basis.

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 City of Plainfield Fire Division 908-753-3108

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.

(22)

SPPP Form 17 – Employee Training

Municipality: City of Plainfield County: Union County
NJPDES #: NJ0151271 PI ID #:208605
Team Member/Title: Municipal Excess Liability Joint Insurance Fund
Effective Date of Permit Authorization (EDPA): April 1, 2004
Date of Completion: March 19, 2005 Date of most recent update: 7-2016

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

<u>Course:</u>	<u>Who will attend</u>
• Yard Waste Collection Program	Public Works employees
• Street Sweeping	Public Works employees
• Storm water Facility Maintenance	Public Works employees
• Road Erosion Control	Public Works employees
• Outfall Pipes	Public Works employees
• Vehicle washing	Public Works employees
• Good Housekeeping	Public Works employees
• Inlets/labeling/cleaning	Public Works employees
• Fueling	Public Works employees
• Spills	Public Works employees
• Annual Reports	Public Works employees
• Illicit Connection Elimination and Outfall	Public Works employees

Note: Employees training will be modified in accordance with the City's 2017 MS-4 permit renewal to identify training on stormwater topics which are applicable to employees' job and titles.