



PREPARED FOR:

Township of Middletown
1 Kings Highway
Middletown, New Jersey 07748

PREPARED BY:

T&M Associates
11 Tindall Road
Middletown, NJ 07748

TIER A MUNICIPAL
STORMWATER GENERAL PERMIT
NJPDES General Permit #NJG0148873
Program Interest ID #207365

STORMWATER POLLUTION PREVENTION PLAN 2023 UPDATE

NEW JERSEY DEPARTMENT OF
ENVIRONMENTAL PROTECTION



T&M PROJECT NO. MIDD-10909
JUNE 2023; LAST REVISED – MAY 2025

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Appendices

1 – Standard Operating Procedures

- Vehicle and Equipment Fueling Standard Operating Procedures
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NJPDES Tier A Municipal Stormwater
General Permit
**Stormwater Pollution
Prevention Team
Members**

Number of team members may vary.

Completed by: Robert R. Keady, P.E.
Title: Consulting Engineer
Municipal Name: Middletown
NJPDES #: NJG0148873
PI ID #: 207365
Effective Date of Permit Authorization
(EDPA): 04/01/2004
Date Form Completed: 03/01/2005
Date of most recent update: 05/22/2025 vjw

Stormwater Program Coordinator: Ted Maloney, P.E., P.P., C.M.E., C.P.W.M.

Title: Township Engineer / Director of Public Works & Engineering

Office Phone #: (732) 615-2090

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**INDIVIDUALS RESPONSIBLE FOR MAJOR DEVELOPMENT PROJECT
STORMWATER MANAGEMENT REVIEW**

Name: Ted Maloney, P.E. and Victor Wymbs

Title: Township Engineer and Deputy Director of DPW

Office Phone #: (732) 615-2090

Email: tmaloney@middletownnj.org and vwymbs@middletownnj.org

Name: Robert R. Keady, Jr., P.E., C.M.E.

Title: Planning Board Engineer

Office Phone #: (732) 671-6400

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OTHER SPPP TEAM MEMBERS

Name: Victor Wymbs

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Name: Eric Maggio

Title: Division Head of Recycling, Solid Waste and Clean Communities and Fleet Maintenance

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Name: Ken Lunney

Title: Division Head of Road Maintenance

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Email: klunney@middletownnj.org

Name: _____

Title: _____

Office Phone #: () _____

Email: _____

SPPP Form 2 - Revision History

Municipality Information	Municipality: <u>Township of Middletown</u> County: <u>Monmouth</u> NJPDES #: NJG <u>0148873</u> PI ID #: <u>207365</u> Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
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	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	05/01/2020	RRK	SPPP-18	Updated to include analysis of Township TMDL per NJDEP website data
2.	06/30/2023	RRK	Various	Updated to include new requirements outlined in the 2023 permit renewal.
3.	04/30/2024	RRK	Various	Minor text edits; included Form 13 – TMDL Information
4.	04/30/2025	RRK	Various	Minor text edits; included Form 5 - Ordinances
5.	05/22/2025	VJW	Various	SPPP Members updated
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

SPPP Form 3 - Public Announcements

1. Provide the link to the dedicated stormwater webpage for your municipality.

<https://www.middletownnj.org/602/Stormwater-Pollution-Prevention>

2. List the name and title of person(s) responsible for stormwater webpage postings/updates.

Staff at Township IT Department, DPW Administrative Office and/or Public Information Office.

3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.

The Township currently posts Public Notices in local newspapers designated at their annual reorganization meeting. For 2023, the designated publications are The Two River Times, The Asbury Park Press, and The Independent.

Additionally, public notice on stormwater related education and outreach activities are posted on the Township's website, Nixle, Facebook page and other social media accounts, as well as distributed through mass mailings if necessary. Copies may also be available at Township Hall.

Website: <https://www.middletownnj.org/>

Facebook: <https://www.facebook.com/middletownnjtownhall>

Instagram: <https://www.instagram.com/middletown.township/>

Twitter: <https://twitter.com/middletownnj>

SPPP Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment

1. How does the Municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.

An individual development, as well as multiple developments that individually or collectively result in:

- (1) The disturbance of one or more acres of land since February 2, 2004;
- (2) The creation of ¼ acre or more of “regulated impervious surface” since February 2, 2004;
- (3) The creation of ¼ acre or more of “regulated motor vehicle surface” since March 2, 2021; or
- (4) A combination of 2 and 3 above that totals an area of ¼ acre or more. The same surface shall not be counted twice when determining if the combination area equals ¼ acre or more.

Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of paragraphs 1, 2, 3 or 4 above. Projects undertaken by any government agency that otherwise meet the definition of “major development” but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered “major development.”

2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.

The Township adopted the NJDEP’s model SCO.

3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).

Major developments projects that are subject to RSIS for stormwater management are reviewed by the Planning Board Engineer and Township representatives for compliance with the water quality, water quantity, groundwater recharge and green infrastructure design standards as per NJAC 7:8, and the criteria outlined in the Township’s SCO.

Once the project is deemed compliant with the stormwater management and SCO requirements and all comments noted have been addressed to the satisfaction of the Township, Board Engineer and/or its consultants, the application is presented before the Planning Board for final approval.

Throughout construction, representatives from the Township and/or its consultants inspect the construction site to ensure that the project is constructed in accordance with the approved development plans.

SPPP Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment (Cont'd)

4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.

The Township's adopted Municipal Stormwater Management Plan and Stormwater Control Ordinance includes a Mitigation Plan that allows proposed development or redevelopment projects the opportunity to seek a variance or exemption from the stormwater management design and performance standards set forth in the Township Municipal Stormwater Management Plan and NJAC 7:8-5. The plan outlines mitigation project criteria, as well as requirements for submission of the Mitigation Plan to the Township for review and approval prior to granting final approval of the site development, as well as potential options for consideration. A sample of potential mitigation projects are also included for reference and use by the development/redevelopment applicants.

To date though no variances or exemptions have been requested or granted.

In the event a variance or exemption is requested or granted, records will be submitted to the Township Planning Board and the NJDEP upon approval.

Copies of the variances granted will be maintained with the Board Secretary.

5. Indicate the dates of each iteration of the Township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.

The Township's Stormwater Control Ordinance (SCO) was originally adopted on June 16, 2007. It was last amended and re-adopted on December 16, 2024, to comply with the NJDEP requirements.

6. Indicate the dates of each iteration of the Township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.

The Township's Municipal Stormwater Management Plan (MSWMP) was adopted on March 30, 2005 and was last amended on May 22, 2007 and re-adopted on July 11, 2007.

SPPP Form 5 – Ordinances

Regulatory Mechanism	Date of Adoption	Was the NJDEP model adopted without change? If not, explain how it's more stringent	Entity Responsible for Enforcement	Fees and Fines
Pet Waste	04/17/2006	Yes	Police Dept. and Health Dept.	Not to Exceed \$250
Wildlife Feeding	04/17/2006	Yes	Police Dept. and Twp. Enforcement Officials	Not to Exceed \$250
Litter Control	04/17/2006	Yes	Police Dept. and Twp. Enforcement Officials	Not to Exceed \$250
Improper Disposal of Waste	04/17/2006	Yes	Police Dept. and Municipal Officials	Not to Exceed \$2,000
Yard Waste	04/17/2006	Yes	Police Dept. and Municipal Officials	Not to Exceed \$350
Private Storm Drain Inlet Retrofitting	08/16/2010	Yes	Police Dept., Code Enforcement and DPW	Not to Exceed \$2,000
Illicit Connection Ordinance	04/17/2006	Yes	Police Dept. and Twp. Enforcement Officials	Not to Exceed \$2,000
Privately-Owned Salt Storage	11/18/2024	Yes	Police Dept. and Code Enforcement	Not to Exceed \$2,000
Tree Removal / Replacement	12/16/2024	Yes	Zoning Department	Not to Exceed \$2,000

List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.

Refuse Containers and Dumpsters, adopted per the NJDEP model on August 16, 2010. The ordinance is enforced through the Code Enforcement Office, the DPW, Parks and Engineering or the Police Department and is subject to fines not to exceed \$2,000 for anyone found to be in violation of the provisions established within the ordinance.

Indicate the location of records associated with ordinances and related violations and enforcement actions below.

Records of any warnings or violations issued in relation to the above referenced community wide ordinances are maintained by the Health Dept., Code Enforcement and/or other applicable enforcing office or department. They are reported to the Stormwater Program Coordinator annually for inclusion in the Township's annual stormwater report and supplemental questionnaire.

SPPP Form 6 – Street Sweeping

1. *Provide a written description and/or attach a map outlining the sweeping schedule for the following:*

- *Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)*
- *Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 time each year)*

Note: Only asphalt and concrete roads need to be swept. Roads that do not have storm drain inlets and do not discharge to surface water do not need to be swept.

Currently, the Township has an existing street sweeping program that includes mechanical sweeping of the Township's main, secondary and tertiary streets, as well as developments bi-annually. Select streets meeting the NJDEP's 2018 permit requirements are swept on a monthly basis, weather and surface conditions permitting.

Sweepings are collected into a paved area in the DPW yard and tarped to dry out. Periodically, they are then picked up and disposed of offsite by 3rd party contractors as needed. Temporary storage of the sweepings does not exceed more than 6 months.

The existing street sweeping program is being evaluated to comply with the new street sweeping schedule requirement outlined in the 2023 MS4 Tier A Permit. Starting January 1, 2026, the Township will update its program to include sweeping of all Township streets 3 times a year.

Records of miles swept, and spoils collected will be recorded and maintained by DPW for future reference and inclusion in the Township's annual stormwater report.

2. *Indicate if sweeping work is outsourced and if so, describe the arrangement.*

All street sweeping is conducted by Township DPW personnel.

SPPP Form 7 – MS4 Infrastructure

1. *Municipal Storm Drain Inlets*

- a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.*
- b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.*
- c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.*
- d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.*

- a. DPW staff conduct visual inspections of stormwater labels installed on those inlets or catch basins that do not have permanent wording cast into their design. Replacement of the label is conducted and then reported back to the DPW office.
- b. Throughout construction of major development projects or during repaving projects, the Code Enforcement Office, Township Engineer or its consultants perform site inspections to confirm proper storm drain inlets have been installed or retrofitted as approved. For existing inlets or catch basins that have not been retrofitted, DPW staff will conduct visual inspections during their day-to-day operations and identify any unit that needs retrofitting. Retrofitting work will be scheduled accordingly to ensure that all requisite retrofits or replacements are completed by December 31, 2027.
- c. The Township Engineer and its consultants shall check plans for road projects and major developments to verify that a catch basin or some sort of BMP to capture solids is included with, or downstream of, the affected storm drain inlet in accordance with NJDEP requirements.
- d. DPW staff shall perform inspections of all identified storm drain inlets on an annual basis in accordance with NJDEP requirements. Any storm drain inlet noted with debris will be reported back to the DPW office and scheduled for cleaning. Spoils collected will be dumped along with the street sweepings in a paved area of the DPW yard and stored temporarily. They will then be collected by a 3rd party contractor for disposal offsite. Areas that clog and flood often during storms shall be inspected more frequently and prior to large, forecasted storms, and cleaned if necessary.

2. *Municipal Catch Basins*

- a. Describe when and how you conduct inspections of catch basins.*
- b. Describe the criteria used to determine when catch basins need to be cleaned.*

- a. DPW staff shall perform inspections of a minimum of 20% of the Township's catch basins on an annual basis in accordance with NJDEP requirements. Any catch basin identified with debris will be reported back to the DPW office and scheduled for cleaning. Spoils collected will be dumped along with the street sweepings in a paved area of the DPW yard and stored temporarily. They will then be collected by a 3rd party contractor for disposal offsite. Areas that clog and flood often during storms shall be inspected more frequently and prior to large, forecasted storms, and cleaned if necessary.
- b. All catch basins that are 40% or more full will be scheduled for clean-out by DPW staff. Areas that are prone to clogging or flooding during storm events shall be inspected more frequently, as well as prior to large, forecasted storms. They shall be cleaned as necessary. Additionally, catch basins that are in areas of recent flooding complaints shall be inspected within 1 week of receipt of the complaint and cleaned as needed.

SPPP Form 7 – MS4 Infrastructure (Cont'd)

3. *Municipal Conveyance System*

Describe when and how inspections of MS4 conveyance systems are conducted, and the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.

Stormwater pipe systems in known flood areas will be inspected as needed before and after storm events to minimize potential flooding that may be caused by accumulation of debris or blockages.

The rest of the stormwater piping system will be visually inspected periodically during cleaning of select catch basins or storm drain inlets. Those stormwater pipe systems found with blockages or evidence of debris will be reported back to the DPW office further investigation and action, which may include additional television inspection.

4. *Municipal Outfall Inspections – Stream Scouring*

Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used.

The Township will continue with its existing outfall inspection program to identify outfalls with signs of scouring in accordance with NJDEP permit requirements. Outfall pipe stream scouring inspections will be done at a minimum once every five (5) years or 20% of the overall total outfalls within the Township on an annual basis. These inspections will be conducted alongside the inspections for dry weather flow.

All sites in which scouring is identified will be reported back to the Township Engineer and their consultants. The outfalls identified with scouring will be assessed and placed on a prioritized list for repair. 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 will be addressed first. A Stream Scouring Investigation Recordkeeping form will also be completed.

The Township or their consultants will follow-up each repair with an annual inspection of the site to ensure that scouring has not resumed.

Long Term Maintenance

All outfall pipes in which scouring has been detected and addressed in the past, shall 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, those outfalls can again be inspected only once during each 5-year permit iteration.

SPPP Form 7 – MS4 Infrastructure (Cont'd)

5. *Municipal Outfall Inspections – Illicit Discharge Detection and Elimination*

Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form from the Department's main stormwater webpage.

A minimum of 20% of the Township's outfalls will be inspected annually in accordance with permit requirements. Outfalls will be inspected for dry weather discharges 72 hours after a rain event, intermittent stormwater flow, discoloration or inappropriate debris in and immediately downstream of the outfall.

Outfalls found to have suspected illicit discharge will be re-inspected within 30 days and sampled as needed in accordance with NJDEP guidelines. Illicit discharges detected will be investigated to identify the source of the discharge. An NJDEP Illicit Connection Inspection Report Form will be completed and submitted to the NJDEP as part of the Annual Report.

If the source is identified, property owner(s) will be notified of their violation of the Illicit Connection Ordinance and will have the connection eliminated immediately. If the source of the illicit connection cannot be located within eleven months, the Township will notify the NJDEP Enforcement Inspector and the MS4 case manager within one month of the situation and request an extension of the investigation period.

6. *Other Municipal Infrastructure*

List the types of MS4 infrastructure in the Township that require inspection but are not noted above in items 1-5. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or cleaned.

The Township will continue to implement their existing stormwater facility maintenance program to ensure that all stormwater facilities owned and operated by the Township are functioning properly. Aside from storm drain inlets, catch basins, stormwater pipes and outfalls, the Township operates **a stormwater pump station and approximately 33 detention basins (both public and privately owned).**

The Townships maintains a separate list/database of the 33 detention basins. The Stormwater Pump Station is located off of Carr Place.

Detention basins are visually inspected monthly to ensure that they are functioning properly, and necessary maintenance is scheduled accordingly. Additional maintenance is provided by Township personnel as needed during the growing season including cleaning, debris removal, and mowing where needed.

The Stormwater Pump Station is inspected on an annual basis and after major storm events to ensure the screens are clear of major debris and all mechanical elements are functioning properly and as designed.

SPPP Form 7 – MS4 Infrastructure (Cont'd)

7. *Stormwater Facilities Not Owned or Operated by the Municipality*

Describe your program for ensuring adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality. This should include your plan for ensuring annual inspections are being done on these private properties and describe how you record the locations and logs associated with private infrastructure.

The Township maintains a list of stormwater facilities (detention basins) not owned or operated by the Township.

Certification forms are issued to the owners of these facilities on an annual basis to confirm completion of the necessary maintenance or repairs to ensure proper operation of the units.

In instances where the owners do not perform the necessary maintenance, the Township will conduct a visual inspection to verify if any maintenance or repair is necessary and review what remedial action is necessary to ensure proper operation of the facility.

8. *Infrastructure Records*

Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.

Records of inspections and maintenance conducted are kept in the DPW and Township Engineer's office. This includes records of inspections, cleanings, routine maintenance work, investigations of illicit connections and scouring near outfalls and any repairs conducted throughout the year. Information will be utilized as needed and reported in the Township's annual stormwater report and supplemental questionnaire.

SPPP Form 8 – Community Wide Measures

1. Herbicide Application Management

Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.

The Township does not apply herbicides. Any necessary de-vegetation is completed by mowing or clipping and no erosion has been experienced as a result of these activities.

2. Excess Deicing Material Management

Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.

The Township will schedule inspections of its roadways and parking areas after storm events to identify areas of excess deicing material. DPW personnel will be assigned to shovel/pick up the excess material within 72 hours after the storm is over, conditions permitting. Excess deicing material will be collected and returned to the Township's salt dome to be reused during the next storm event as needed.

3. Roadside Vegetative Waste

Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).

No grass clippings are collected by the Township. Residential yard waste including leaf and brush collection is conducted between November and December for leaf collection and from March to May for brush collection. The Township is broken into 12 separate zones and fall and spring schedules for pickup are provided to residents annually. Bagged leaves and brush bundles are also accepted at the Township Recycling Center. Leaves and brush are temporarily stored at the Township Recycling Center and the Fire Academy Yard. Leaves are deposited at the Township Compost Facility.

4. Roadside Erosion Control

Describe your program to detect and repair erosion along municipal roadways.

The Township DPW will continue to monitor Township owned roads and streets for signs of potential erosion during their typical day to day operations. All identified road erosion problems will be reported to the DPW Director and Township Engineer.

Identified areas of erosion will be evaluated and repairs prioritized based on their severity. DPW personnel will then be assigned to complete the necessary repair work in accordance with all applicable standards for Soil Erosion and Sediment Control in New Jersey.

Once completed, all repair details and dates will be documented and submitted to the DPW and Township Engineer's office for their record.

SPPP Form 9A – Municipal Maintenance Yards and Other Ancillary Operations

1. Site Name and Address of maintenance yard or ancillary operation.

Township of Middletown DPW Facility and Recycling Center
52 Kanes Lane
Middletown, NJ 07748

2. Monthly Site Inspections

Describe the nature of inspections conducted at this site and the location of inspection logs.

Visual observations are conducted by DPW staff during their day-to-day operations. Any deficiencies noted are reported for further evaluation and action. On a monthly basis, a more detailed inspection is conducted to verify that materials and machinery stored outdoors are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces where feasible and covered as needed. Any deficiencies are noted and reported for further action.

The salt dome is also inspected to ensure that materials are protected from exposure to rain, snow, and stormwater running across the paved surfaces. Any deficiencies are noted and reported for further action.

3. Inventory List

List all materials and machinery that are potentially exposed to stormwater.

Materials	Machinery
Brush / Leaves	Dumpsters/containers (recycling and storage)
Aggregate Materials (Gravel, Stone, Topsoil)	Backhoe / Loaders
Wood Chips / Mulch	DPW Maintenance Vehicles
Sweepings and storm drain cleanout	Fuel Tank
Road Salt	Waste Oil Tank/Drums
Automotive liquids/oils and hydraulic pails/drums	Street Sweeper/Vacuum Truck
Miscellaneous Paint cans and other liquids	Salt spreading vehicles / Plows
Miscellaneous Castings/Road traffic signs/cones	Vehicles for auction
	Truck Washing Station

SPPP Form 9A – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

4. *Discharge of Stormwater from Secondary Containment*

Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.

Not applicable.

5. *Fueling Operations*

Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.

Fueling is conducted onsite at the Township's DPW facility. A Standard Operating Procedure has been developed outlining do's and don'ts. The Township maintains speedy dry and other absorbent materials in the event of leaks or spills. The fueling area is inspected and any deficiencies are reported and scheduled for necessary maintenance.

6. *Vehicle/Equipment Maintenance and Repair*

Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.

Routine minor vehicle maintenance is conducted by Township personnel in their maintenance garage building. All minor maintenance and repair work is completed indoors. The maintenance garage does not have any storm or trench drains. Automotive fluids emptied are stored and/or disposed of in various storage drums/containers and disposed of offsite as needed.

7. *Wash Wastewater Containment*

Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.

Vehicles are washed onsite at the Township's DPW facility using their existing wash system located outside in their DPW yard. Wash water is collected from the washing activities and enters an Oil and Grease Separator before being discharged into the existing sanitary sewer system.

SPPP Form 9A – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

8. Salt and Other Granular De-icing Materials

Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

The Township currently stores treated rock salt in a permanent salt dome located at their DPW facility. The facility is located on an impermeable surface and has a roll up door. During the off-season, any leftover de-icing material is pushed back towards the back of the salt storage dome and left to be used during the next winter season. The Township also stores road salt, traction control sand and liquid calcium chloride (brine) at their DPW yard.

During loading and unloading, Township personnel sweep the spilled salt back into the main salt pile after storm events to minimize tracking of materials.

9. Aggregate Material, Wood Chips, and Finished Leaf Compost

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Compost and mulch kept outdoors in a 3-sided bin for Township and residential use throughout the year as needed. Finished compost is brought over from the Township compost facility and collected brush and branches are grounded down into mulch and stored in the 3-sided bin. Mulch is also accepted from the Fire Academy and Compost facility.

Clean stone, DGA, rip rap and other miscellaneous aggregate material is also periodically stored outdoors in 3-sided bins at the DPW yard for the Township's use.

10. Cold Patch Asphalt

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Cold patch is stored inside in one of the facilities pole barns/ garages building and used by the Township as needed. No trench drains or inlets are located near the storage location.

11. Street Sweepings and Storm Sewer Cleanout Materials

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Sweepings and storm sewer cleanout materials are collected into a paved area in the DPW yard and tarped to dry out. Periodically, they are then picked up and disposed of offsite by 3rd party contractors as needed. Temporary storage of the sweepings does not exceed more than 6 months.

SPPP Form 9A – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

No construction or demolition waste is stored or maintained at the Recycling Center on Kanes Lane. Broken concrete is temporarily stored outdoors for brief periods of time at the Township DPW Yard at Kanes Lane and then is collected and disposed offsite to a 3rd party facility.

Collected yard waste, including leaves and brush/branches, is stored outdoors in piles in the Recycling Center yard. The brush and branches are grounded down into mulch for Township and resident use and periodically either sold or disposed of offsite by 3rd party contractors. Leaves are transferred over to the Township Compost facility.

13. Scrap Tires

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Scrap tires are periodically stored at the DPW facility in a closed trailer with wheels in the Recycling Center yard. Scrap tires are periodically disposed of offsite as needed by a 3rd party contractor.

14. Inoperable Vehicles and Equipment

Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.

Inoperable vehicles are temporarily stored outdoors at the DPW facility until they are sent to auction and removed offsite.

SPPP Form 9B – Municipal Maintenance Yards and Other Ancillary Operations

1. Site Name and Address of maintenance yard or ancillary operation.

Belford Compost Center
End of Center Avenue
Belford, NJ 07718

2. Monthly Site Inspections

Describe the nature of inspections conducted at this site and the location of inspection logs.

Visual observations are conducted by DPW staff during their day-to-day operations. Any deficiencies noted are reported for further evaluation and action. On a monthly basis, a more detailed inspection is conducted to verify that materials and machinery stored outdoors are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces where feasible and covered as needed.

Any deficiencies are noted and reported for further action.

3. Inventory List

List all materials and machinery that are potentially exposed to stormwater.

Materials	Machinery
Compost Windrows / Finished Compost	Loaders
Wood Chips/Mulch	Dump Trucks
	Turner / Spreader

SPPP Form 9B – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

4. *Discharge of Stormwater from Secondary Containment*

Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.

Not applicable.

5. *Fueling Operations*

Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.

Not applicable.

6. *Vehicle/Equipment Maintenance and Repair*

Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.

Not applicable.

7. *Wash Wastewater Containment*

Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.

Not applicable.

SPPP Form 9B – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

8. Salt and Other Granular De-icing Materials

Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Not applicable.

9. Aggregate Material, Wood Chips, and Finished Leaf Compost

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Compost is stored outdoors in several rows of compost mounds. There are no adjacent storm drain inlets or catch basin structures and half of the compost facility area is bermed to avoid any potential discharges from the mounds and contamination of stormwater.

10. Cold Patch Asphalt

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Not applicable.

11. Street Sweepings and Storm Sewer Cleanout Materials

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Not applicable.

SPPP Form 9B – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Collected leaves are deposited to the Compost facility by Township personnel for conversion into finished compost material for use by the Township and residents. Periodically, compost is also sold and removed offsite.

13. Scrap Tires

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Not applicable.

14. Inoperable Vehicles and Equipment

Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.

Not applicable.

SPPP Form 9C – Municipal Maintenance Yards and Other Ancillary Operations

1. Site Name and Address of maintenance yard or ancillary operation.

Middletown Township Fire Department Training Academy
450 Normandy Road
Middletown, NJ 07748

2. Monthly Site Inspections

Describe the nature of inspections conducted at this site and the location of inspection logs.

Visual observations are conducted by DPW staff during their day-to-day operations. Any deficiencies noted are reported for further evaluation and action. On a monthly basis, a more detailed inspection is conducted to verify that materials and machinery stored outdoors are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces where feasible and covered as needed.

Any deficiencies are noted and reported for further action.

3. Inventory List

List all materials and machinery that are potentially exposed to stormwater.

Materials	Machinery
Brush / Branches	Front-end Loader / Heavy Construction Vehicle
Wood chips / Mulch	
Damaged Residential Recycling and Trash Cans	

SPPP Form 9C – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

4. *Discharge of Stormwater from Secondary Containment*

Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.

Not applicable.

5. *Fueling Operations*

Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.

Not applicable.

6. *Vehicle/Equipment Maintenance and Repair*

Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.

Not applicable.

7. *Wash Wastewater Containment*

Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.

Not applicable.

SPPP Form 9C – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

8. Salt and Other Granular De-icing Materials

Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Not applicable.

9. Aggregate Material, Wood Chips, and Finished Leaf Compost

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Brush and branches are temporarily deposited at the Fire Academy yard and grounded into mulch. This is then taken to the DPW and Recycling Center for use by the Township or residents. Periodically the stored material is collected and disposed of offsite by a 3rd party contractor.

10. Cold Patch Asphalt

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Not applicable.

11. Street Sweepings and Storm Sewer Cleanout Materials

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Not applicable.

SPPP Form 9C – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Brush and branches are temporarily deposited at the Fire Academy yard and grounded into mulch. This is then taken to the DPW and Recycling Center for use by the Township or residents. Periodically the stored material is collected and disposed of offsite by a 3rd party contractor.

13. Scrap Tires

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Not applicable.

14. Inoperable Vehicles and Equipment

Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.

Not applicable.

SPPP Form 10 –Training

Stormwater Program Coordinator

Describe the training provided for the municipal Stormwater Program Coordinator.

The Stormwater Program Coordinator (SPC) for the Township will attend the NJDEP training seminar every permit cycle. Training shall cover SPC responsibilities, permit conditions, annual reporting and required submissions and documentation. Once training is completed, documentation will be included in the SPPP for reference.

Topic

Office/Entity Responsible for Training

Describe the training provided for municipal staff.

SPPP

Staff responsible for any aspect of the stormwater program shall attend annual training on the site-specific details of the SPPP to review MS4 permit requirements, and record-keeping requirements. Training will be conducted using training videos provided either by JIF or the Township's consultant.

Construction Site Stormwater Runoff

Staff responsible for inspections of construction projects that disturb one acre of soil or more, shall attend annual training on related MS4 permit conditions. Training will be conducted using training videos provided either by JIF or the NJDEP.

Post- Construction Stormwater Management in New and Redevelopment

Staff responsible for implementing stormwater permit requirements shall attend annual training to review the fundamentals of the Township's post-construction stormwater management program to address stormwater runoff. Training shall discuss the Township's definition of major development and the interconnection among the Stormwater Management rules at N.J.A.C. 7:8, the Township's SCO, stormwater permit conditions, the Department's BMP Manual, and Guidance Documents. Training will be conducted using training videos provided either by JIF or the NJDEP.

Community-wide Ordinances

Staff responsible for approving and/or enforcing stormwater-related ordinances shall attend annual training on related MS4 permit conditions and review the purpose of each ordinance and what steps to take if violations are reported. Training will be conducted using training videos provided either by JIF or the NJDEP.

Community-wide Measures

Staff responsible for conducting activities associated with community-wide stormwater management measures shall attend annual training to review the MS4 permit requirements and Township specific measures employed to comply with the street sweeping, storm drain inlets (labeling, retrofitting, and installations), herbicide application, de-icing operations, roadside vegetative waste, and roadside erosion control requirements. Training will be conducted using training videos provided either by JIF or the Township's consultant.

SPPP Form 10 –Training (Cont'd)

Topic	Office/Entity Responsible for Training
<i>Describe the training provided for municipal staff.</i>	
Stormwater Facilities Maintenance	<p>Staff responsible for conducting activities associated with inspections, maintenance and repair of stormwater infrastructure shall attend annual training on the MS4 related permit requirements. This training shall detail what infrastructure is to be maintained per approved manufacturers' maintenance plans, versus the remaining infrastructure that is to be maintained according to the NJDEP's BMP Manual. Training will be conducted using training videos provided either by JIF or the NJDEP.</p> <p>Stormwater infrastructure to be included are storm drain inlets, catch basins, MS4 pipe conveyances, detention basins and other applicable BMPs.</p>
Municipal Maintenance Yards and Other Ancillary Operations	<p>Staff responsible for conducting activities associated with the Township's maintenance yard and salt yard shall attend annual training to review related MS4 permit conditions, current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work. Training will be conducted using training videos provided either by JIF or the Township's consultant.</p>
MS4 Mapping	<p>Outside personnel responsible for the preparation and submission of the Township's electronic stormwater infrastructure map shall attend annual training to review the MS4 permit requirements for electronic mapping.</p>
Outfall Stream Scouring	<p>Staff responsible for conducting inspections and repairs of stormwater outfalls shall attend annual training to review how to identify, remediate, and document cases of stream scouring in accordance with the Township's MS4 permit. Training will be conducted using training videos provided either by JIF or the Township's consultant.</p>
Illicit Discharge Detection and Elimination	<p>Staff responsible for conducting inspections and repairs of stormwater outfalls shall attend annual training to review how to identify, remediate, and document cases of illicit discharge in accordance with the Township's MS4 permit. Training will be conducted using training videos provided either by JIF or the Township's consultant.</p>
Stormwater Management Design Reviewers	
<i>Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.</i>	
<p>Personnel who review and approve stormwater management designs for major developments on behalf of the Township will attend the mandatory NJDEP Stormwater Management Design Review course at least once every 5 years, as well as attend mandatory NJDEP training on amendments to the stormwater management rules at N.J.A.C. 7:8 as needed. Once training is completed, records of attendance will be maintained by the Township's consultants and provided to the Township upon request.</p>	

SPPP Form 10 –Training (Cont'd)

Municipal Board and Governing Body Members

Describe the training provided for members of the planning/zoning board and municipal council.

Township Board and Governing Body Members that review and approve applications for development and redevelopment projects have been required to watch the NJDEP video entitled “Asking the Right Questions in Stormwater Review.”

New members will be required to watch the video within six (6) months of joining the board. The video can be accessed through the following link:

https://nj.gov/dep/stormwater/asking_the_right_questions.html

The Township Clerk and/or the Board Secretary shall maintain record of when new and existing Board or Governing Body Members complete the training for their records and future reference.

Training Records

Indicate the location of training records for the above required training.

Logs of training completed by Township DPW and Parks personnel, which include the type of training, date completed, names of attendees and trainers (if available) shall be kept by the DPW for reference and inclusion in the Township’s annual stormwater report.

SPPP Form 11 – MS4 Mapping

1. Provide a link to the most current MS4 outfall/infrastructure map.

<https://www.middlestownnj.org/602/Stormwater-Pollution-Prevention>

2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).

e. MS4 outfalls	784
f. MS4 groundwater discharge points (basins or overland flow infiltration areas)	TBD
g. MS4 interconnections	None
h. MS4 storm drain inlets	6,500
i. MS4 manholes	TBD
j. Length of conveyance (channels, pipes, ditches, etc.)	TBD
k. MS4 pump stations	1
l. MS4 stormwater facilities (any that are not listed above)	TBD
m. Maintenance yard(s) and other ancillary operations	3

3. Describe how the municipality's outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).

On an annual basis, DPW and Engineering staff will coordinate with their consultants to review any new major development projects completed throughout the year and identify new stormwater infrastructure constructed as part of those developments or capital projects completed by the Township. GPS data will be obtained on these new structures/units as needed and the information uploaded into the Township's MS4 Map. A copy of the data points will also be submitted to the Township's MS4 Case Manager.

4. Describe how the municipality will create and update its MS4 Infrastructure Map.

The Township will work with their consultants to expand the Township's current Outfall Map to include the above noted MS4 infrastructure in accordance with permit requirements. MS4 components will be field located, have their GPS data collected and then mapped utilizing a GIS mapping system. Once all data is collected and the map completed, copies of the data shapefiles will be submitted to the Township's MS4 Case Manager no later than January 1, 2026. A copy of the final MS4 Map will be uploaded to the Township stormwater webpage.

SPPP Form 12 – Watershed Improvement Plan

1. Describe how your municipality is developing its Watershed Improvement Plan.

The Township and their representatives are evaluating the permit requirements to determine how best to initiate Phase 1 of the Watershed Improvement Plan, which is the development of the Township's Watershed Inventory Report. This includes the selection of stakeholders and coordination of public information sessions throughout development of the overall improvement plan.

Once Phase 1 is completed, a copy of the report will be posted on the Township's stormwater webpage no later than January 1, 2026.

Currently, the Township is focusing their effort on expanding their current outfall map to include the additional stormwater system components required as part of the inventory report.

2. Describe any regional projects or collaboration efforts with other municipalities.

Based on information available from the NJDEP's GeoWeb website, there are two (2) Watersheds (HUC11) within the Township's municipal boundary.

- **Raritan / Sandy Hook Bay tributaries**, which is shared with City of South Amboy, Sayreville Borough, Old Bridge Township, Matawan Borough, Aberdeen Township, Keyport Borough, Marlboro Township, Hazlet Township, Union Beach Township, Keansburg Borough, Holmdel Township, Atlantic Highlands Borough and Highlands Borough.
- **Navesink River / Lower Shrewsbury River**, which is shared with Holmdel Township, Marlboro Township, Freehold Township, Howell Township, Colts Neck Township, Tinton Falls Borough, Red Bank Borough, Fair Haven Borough, Rumson Borough, Sea Bright Borough, Highlands Borough and Atlantic Highlands Borough.

Currently, discussions on potential collaboration efforts with these municipalities have not been initiated as of yet. The SPPP will be updated once additional information is available.

3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.

Records of all comments received during scheduled public information sessions and minutes of meetings held will be maintained by the Township Clerk's office and/or Engineer's Office.

SPPP Form 13 – TMDL Info

- i. *Using the Total Maximum Daily Load (TMDL) reports provided on the NJDEP website, list adopted TMDLs for the municipality, parameters addressed and affected waters bodies impacted. Describe how you will use the TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.*

Applicable Stream TMDLs:

- *TMDLs for Fecal Coliform to Address 31 Streams in the Atlantic Water Region*
FECAL COLIFORM – 2003: Ramanessin/Hop Brook, Bordens Brook
FECAL COLIFORM – 2003: Town Brook
- *TMDLs for Mercury Impairments Based on Concentration in Fish Tissue Caused Mainly by Air Disposition to Address 122 HUC 14s Statewide*
MERCURY – 2010: Nut Swamp Brook
MERCURY – 2010: Swimming River Reservoir/Slope Bk

Applicable Shellfish TMDLs:

- *Five TMDLs for Total Coliform to Address Shellfish-Impaired Waters in Watershed Management Area 12*
TOTAL COLIFORM – 2006: Atlantic Ocean-A
TOTAL COLIFORM – 2006: Navesink Estuary-A, Navesink Estuary-B, Shrewsbury Estuary-A
TOTAL COLIFORM – 2006: Navesink Estuary-A, Shrewsbury Estuary-A
TOTAL COLIFORM – 2006: Shrewsbury Estuary-A
TOTAL COLIFORM – 2006: Waackaack Creek-A

Based on a review of the above referenced TMDL reports, TMDL parameters identified within waterbodies impacted by the Township include Fecal Coliform, Mercury and Total Coliform. Implementation recommendations were reviewed and the Township is in compliance with implementation of their Phase II Stormwater Program, including adoption of the necessary pet waste, wildlife feeding and other community wide ordinances.

The Township also continues to actively inspect and clean their stormwater infrastructure as outlined in the street sweeping, catch basin cleaning and outfall inspection requirements of their MS4 permit and they meet or exceed the minimum annual requirements where necessary.

The Township's continues to re-evaluate their existing Local Public Education to determine if additional educational events and/or material should be incorporated into the Township's existing program at future events.

APPENDIX 1 – Standard Operating Procedures

Vehicle and Equipment Fueling Standard Operating Procedures
Vehicle Maintenance Standard Operating Procedures
Good Housekeeping Practices Standard Operating Procedures
Vehicle Washing Standard Operating Procedures

TOWNSHIP OF MIDDLETOWN

STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Vehicle and Equipment Fueling	000

DESCRIPTION:

This Standard Operating Procedure (SOP) contains the procedures and practices designed to minimize pollution to surface and ground waters.

PURPOSE:

This SOP provides a set of guidelines for the Township of Middletown employees to implement procedures for delivering fuel into vehicles and equipment, storage tanks, and mobile fuel tanks safely while minimizing pollution to surface and ground waters.

STANDARDS AND SPECIFICATIONS:

Vehicle and Equipment Fueling

1. There is to be no smoking in the fueling area.
2. Shut off engine.
3. Ensure the proper type of fuel is used for each vehicle or piece of equipment.
4. Absorbent spill clean-up materials shall be available in all fueling areas, including on mobile fueling vehicles. Clean-up material shall be disposed of properly.
5. Nozzles used in fueling vehicles and equipment shall be equipped with automatic shut-off to prevent overfilling of tanks.
6. Fuel tanks shall not be "topped off."
7. Mobile fueling shall be minimized. Fueling shall only occur in designated areas, whenever possible.
8. In a prominent area, clearly post the instructions for safe operation of all fueling equipment, and appropriate Spill Response contact information.

Bulk Fueling

1. Always use drip pans or absorbent pads under all hose and pipe connections and other leak prone areas.
2. Block storm drain inlets or contain tank trucks using temporary berms or absorbent booms. All hose connection points associated with bulk fueling must be contained within the berm during bulk loading/ unloading, if storm drain inlets are not blocked.
3. Protect fueling areas with berms or dikes to prevent run-on, runoff, and contain spills.
4. A trained employee must oversee bulk fuel transfer.

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TOWNSHIP OF MIDDLETOWN

STANDARD OPERATING PROCEDURES

Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
 - Level 1: Contact the Middletown Police Department at (732) 615-2100.
 - Level 2: Contact Monmouth County Health Department (732) 431-7456.
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

Maintenance and Inspection

1. Inspect fueling areas, storage tanks, and pumps monthly.
2. Keep an ample supply of spill clean-up material on the site.
3. Check for leaks and damaged equipment, periodically. Any tanks, pumps, piping, equipment, and fuel dispensing equipment found to be damaged, or leaking shall be repaired immediately.

TOWNSHIP OF MIDDLETOWN

STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Vehicle Maintenance	000

DESCRIPTION:

This Standard Operating Procedure (SOP) contains the basic vehicle maintenance practices to be implemented at the Township maintenance yards including maintenance areas at ancillary operations.

PURPOSE:

This SOP provides a set of guidelines for the Township of Middletown vehicle maintenance for its maintenance yards and ancillary operations' maintenance areas.

STANDARDS AND SPECIFICATIONS:

Vehicle Maintenance

1. Conduct all vehicle maintenance only in designated areas.
2. When possible, perform vehicle/equipment maintenance indoors or on paved floors.
3. Always use drip pans.
4. Absorbent spill clean-up materials shall be available in all maintenance areas. Material shall be properly disposed of after use.
5. Protect maintenance areas from both stormwater runoff and stormwater run-on. Areas should be located 50 feet downstream of any drainage facility or watercourse.
6. Do not dump or dispose of oils, grease, fluids, and lubricants on the ground. Waste oil and waste antifreeze shall be placed in labeled containers and disposed of properly.
7. Do not dump or dispose batteries, used oils, antifreeze or other toxic fluids into a storm drain, inlet or watercourse.
8. Do not bury or burn tires.

Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
 - Level 1: Contact the Middletown Police Department at (732) 615-2100.
 - Level 2: Contact Monmouth County Health Department (732) 431-7456.
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

Maintenance and Inspection

1. Periodically check for leaks and damaged equipment and make necessary repairs.

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TOWNSHIP OF MIDDLETOWN

STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Good Housekeeping Practices	000

DESCRIPTION:

This Standard Operating Procedure (SOP) contains the basic good housekeeping practices to be implemented at the Township maintenance yards including maintenance areas at ancillary operations.

PURPOSE:

This SOP provides a set of guidelines for the Township of Middletown employees to implement Good Housekeeping Practices for its maintenance yards and ancillary operations' maintenance areas.

STANDARDS AND SPECIFICATIONS:

General

1. All containers should be properly marked and labeled. Labels should be clean and legible.
2. Keep all containers in good condition and sealed tightly when they are not in use.
3. Keep all chemicals, fluids, and supplies indoors.
4. Containers stored outdoors must be covered and placed on spill containment platforms.
5. Keep storage areas clean and organized.
6. Keep spill kits and drip pans near any liquid transfer areas. Keep them protected from rain.
7. Absorbent spill clean-up materials must be available in maintenance areas and must be properly disposed of after spills.
8. All trash, dirt, and other debris must be placed in the dumpster.
9. Collect waste fluids in properly labeled containers and dispose of them properly.
10. Maintain the recycling program by disposing of bottles, cans, paper, and trash in their designated containers.
11. Sweep and clean garages and yard once per week.

Salt and De-icing Material Handling

1. Prevent or minimize spills during material loading and unloading. If de-icing materials are spilled, remove the material using dry cleaning methods, and reuse or dispose of the material properly.
2. Inspect, sweep and clean area once per week to remove dirt and debris. Sweep area immediately following loading and unloading operations, when practical.
3. Minimize tracking material from the storage and loading areas.
4. Minimize the distance materials are transported during loading and unloading activities
5. Tarp any materials stored outside when they are not in use.
6. If interim seasonal tarping is used, de-icing materials may only be store outside between October 15th and April 30th.

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TOWNSHIP OF MIDDLETOWN

STANDARD OPERATING PROCEDURES

Recycling Center

1. Sweep and clean area once per week to remove dirt and debris. Sweep area immediately following loading and unloading operations, when practical.
2. All trash, dirt, and other debris must be placed in the dumpster.
3. Collect waste fluids in labeled containers and dispose of them properly.

Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
 - Level 1: Contact the Middletown Police Department at (732) 615-2100.
 - Level 2: Contact Monmouth County Health Department (732) 431-7456.
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

Maintenance and Inspection

1. Check for leaks and damaged equipment, periodically. Make repairs as necessary.
2. Perform monthly inspections of all storage areas and containers, both in and outdoors.
3. Perform overall facility inspection and maintenance annually.

TOWNSHIP OF MIDDLETOWN

STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Vehicle Washing	000

DESCRIPTION:

This Standard Operating Procedure (SOP) contains the procedures and practices designed to minimize pollution to surface and ground waters.

PURPOSE:

This SOP provides a set of guidelines for the Township of Middletown employees to implement procedures for using proper vehicle washing techniques, proper washing locations, and disposal of wash water.

STANDARDS AND SPECIFICATIONS:

Procedures

1. Vehicle wash water shall not be disposed of into storm drains, waterways, or to the ground.
2. All vehicles and/or equipment shall be washed in the proper designated areas.
3. Minimize water use when washing vehicles. Use hoses with automatic shut off nozzles to minimize water usage.
4. Only biodegradable and non-toxic cleaners are permitted.
5. Discharge all wash water containing degreasers, acids, bases, and/or metal brighteners through the oil-water separator and then into the existing sanitary sewer system.
6. Clean wash areas after washing activities to collect any accumulated solids.
7. Maintain and clean any treatment devices, holding tanks, etc., as needed.

Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
 - Level 1: Contact the local police department at (732) 615-2100.
 - Level 2: Contact the Bergen County Health Department at (732) 431-7456.
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

Maintenance and Inspection

1. Inspect washing areas, oil/water separator and other appurtenances monthly.
2. Check for leaks and damage, periodically. Any leaks or damages noted shall be repaired immediately.

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