



**SCHOOR DEPALMA**  
Engineers and Consultants

FILE COPY

# Stormwater Pollution Prevention Plan

for the

City of Ocean City

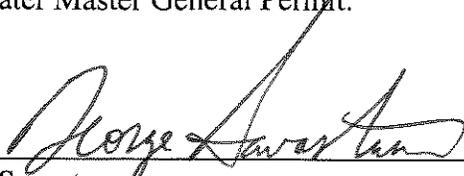
*Prepared by*

SCHOOR DEPALMA, INC.  
Justin Corporate Center  
200 State Highway Nine  
Manalapan, NJ 07726

# City of Ocean City

## Stormwater Pollution Prevention Plan

This plan has been prepared in accordance with the requirements of the Tier A Municipal Stormwater Master General Permit.



George Savastano  
Director of Public Works

4-28-05

Date

Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Doug Moore

Title: Project Manager

Date: 4-19-05

Municipality: Ocean City

County: Cape May

NJPDES #: NJG0151289

PI ID #: 207226

Stormwater Program Coordinator: George Savastano

Title: Director of Public Works

Office Phone #: (609)525-9261

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

Public Notice Coordinator: Cindy Griffith

Title: Municipal Clerk

Office Phone #: (609)525-9324

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

Post-Construction Stormwater Management Coordinator: ~~Patrick Newton~~ George Arnold

Title: ~~Construction Code Official~~ Director of Community Development

Office Phone #: (609)525-9172 9444

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

Local Public Education Coordinator: Michele Berenato

Title: Public Information Coordinator

Office Phone #: (609)525-9297

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

Ordinance Coordinator: George Savastano

Title: Director of Public Works

Office Phone #: (609)525-9261

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

Public Works Coordinator: George Savastano

Title: Director of Public Works

Office Phone #: (609)525-9261

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

Employee Training Coordinator: Joann Cioeta

Title: Personnel Director

Office Phone #: (609)525-9363

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

Other: \_\_\_\_\_

Title: \_\_\_\_\_

Office Phone #: \_\_\_\_\_

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

## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: Ocean City

County: Cape May

NJPDES # : NJG0151289

PI ID #: 207226

Team Member/Title: Cindy Griffith/Municipal Clerk

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

Date of Completion: 4-19-05

Date of most recent update: \_\_\_\_\_

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

*City meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law", NJSA 10:4-6 et seq), public notice is provided in a manner that complies with the requirements of the Act. The City of Ocean City, when passing ordinances provides public notice in a manner that complies with the requirements of NJSA 40:49-1 et. seq. In addition, for municipal action (e.g. adoption of Stormwater Management Plan) subject to public notice requirements in the Municipal Land Use Law (NJSA 40:55D-1 et. seq.), the City of Ocean City complies with those requirements as well.*

# SPPP Form 3 – New Development and Redevelopment Program

Municipality Information	Municipality: <u>Ocean City</u>	County: <u>Cape May</u>
	NJPDES # : <u>NJG0151289</u>	PI ID #: <u>207226</u>
	Team Member/Title: <u>Georgia Arnold</u> <u>Patrick Newton/Construction Code Official</u>	<u>Director of Community Development</u>
	Effective Date of Permit Authorization (EDPA): <u>4-1-04</u>	
	Date of Completion: <u>4-19-05</u>	Date of most recent update: _____

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

*To control stormwater from new development and redevelopment projects throughout the City of Ocean City (including projects operated by the City) we will do the following:*

*The City of Ocean City is already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. The 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 Ocean City has not constructed any new development or redevelopment projects on municipal property. If it is decide to construct such a project before the municipal stormwater control ordinance takes effect, the City 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 the draft ordinance, and by requiring and funding the implementation of that plan. Also any storm drain inlets that are installed will comply with the design standard in Attachment C of general permit. Once the stormwater control ordinance takes effect, operation and maintenance for any new development or redevelopment projects on municipal property will comply with the maintenance requirements as outlined in the ordinance. In addition, any storm drain inlets install for municipal projects will comply with standards outlined in the ordinance.*

*A Municipal Stormwater Management Plan has been drafted and will be adopted by our planning board. Additionally, a stormwater control ordinance will be drafted and once adopted will control non-residential development and redevelopment projects. This ordinance will be administered by the planning and zoning boards and code enforcement.*

Form 3 New Development and Redevelopment Program (con't)

Once approved the ordinance will control stormwater from non-residential development and redevelopment projects. Where it is necessary the 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, Ocean City will ensure adequate long-term operation as well as prevention and corrective maintenance (including replacement) of BMPs. For BMPs on private property that the city does not own or operate, Ocean City intends to provide a provision in its stormwater control ordinance that requires the private entity to perform the operation and maintenance.

# SPPP Form 4- Local Public Education Program

Municipality  
Information

Municipality: Ocean City County Cape May

NJPDES # : NJG0151289 PI ID #: 207226

Team Member/Title: Michele Berenato/Public Information Coordinator

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

Date of Completion: 4-19-05 Date of most recent update: \_\_\_\_\_

## Local Public Education Program

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

*The City of Ocean City, annually will mail the DEP brochure to all of its residents and businesses along with their tax bills. Extra copies for the brochure will be available at the municipal building.*

*The annual event will be held in conjunction with either the spring or fall Block Party which is held in mid May and mid October respectively. The City will have a table at the Block Party and will make available to the public the DEP brochure.*

# SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: Ocean City County Cape May

NJPDES # : NJG0151289 PI ID #: 207226

Team Member/Title: George Savastano/Dir. Public Works

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

Date of Completion: 4-19-05 Date of most recent update: \_\_\_\_\_

## Storm Drain Inlet Labeling

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

*The Department of Public Works has implemented a program to label storm drain inlets and have already labeled some inlets. Public Works will continue with its program to ensure that all storm drain inlets that are along streets with sidewalks and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by the City of Ocean City will be labeled. Storm drain inlets will be stenciled with the words "No Dumping - Drains to Waterway" or equivalent. Additionally, each label will be checked during the annual catch basin inspection program to ensure that it is still legible.*

# SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: Ocean City County Cape May

NJPDES # : NJG0151289 PI ID #: 207226

Team Member/Title: George Savastano/Dir. Public Works

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

Date of Completion: 4-19-05 Date of most recent update: \_\_\_\_\_

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

*The Department of Public Works has implemented a program to map the location of the end of all outfall pipes operated by the Town. This program encompasses ocean side and bayside outfalls. This program going forward will include the investigation of each pipe in the program (see Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program). The City of Ocean City has mapped all of its outfalls at a scale of 1" = 30'. As part of the update to the Master Drainage Plan each outfall will be assigned an alphanumeric identifier.*

# SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information

Municipality: Ocean City County Cape May

NJPDES # : NJG0151289 PI ID #: 207226

Team Member/Title: George Savastano/Dir. Public Works

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

Date of Completion: 4-19-05 Date of most recent update: \_\_\_\_\_

Describe your Illicit Connection Elimination Program, and explain how you plan on responding to complaints and/or reports of illicit connections (e.g., hotlines, etc.). Attach additional pages as necessary.

*The City of Ocean City will develop and implement an illicit connection elimination program. The City will conduct an initial physical inspection of all of our outfall pipes at the time that outfalls are inspected for maintenance needs. The City will use the DEP Illicit Connection Inspection Report Form or equivalent to conduct these inspections, and each of these forms will be kept with the SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked again to determine if an illicit connection exists. Once an illicit connection has been located, the City will cite the responsible party for being in violation of the Illicit Connection Ordinance, and will have the connection eliminated immediately. If, after the appropriate amount of investigation, the City is unable to locate the source of the illicit connection, the Closeout Investigation Form will be submitted with the Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, Ocean City will notify the entity of the results of the investigation and request that the connection be terminated.*

# SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Ocean City County Cape May

NJPDES # : NJG0151289 PI ID #: 207226

Team Member/Title: George Savastano/Dir. Public Works

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

Date of Completion: 4-19-05 Date of most recent update: \_\_\_\_\_

**Prior to May 2, 2006**

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

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

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

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

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

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

**May 2, 2006 – May 1, 2007**

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

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

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

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

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

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

**May 2, 2007 – May 1, 2008**

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

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

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

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

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

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

**May 2, 2008 – May 1, 2009**

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

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

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

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

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

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

# SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality  
Information

Municipality: Ocean City County Cape May

NJPDES # : NJG0151289 PI ID #: 207226

Team Member/Title: George Savastano/Dir. Public Works

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

Date of Completion: 4-19-05 Date of most recent update: \_\_\_\_\_

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

*The City of Ocean City has an established yard waste collection program that requires all wastes to be containerized as follows:*

*All brush, leaves and grass clippings are picked up at curbside on a schedule of once per week from mid-September through mid-June. This schedule changes to twice per week from mid-June through mid-September.*

# SPPP Form 10 - Ordinances

Municipality  
Information

Municipality: Ocean City County Cape May

NJPDES # : NJG0151289 PI ID #: 207226

Team Member/Title: George Savastano/Dir. Public Works

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

Date of Completion: 4-19-05 Date of most recent update: \_\_\_\_\_

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

Pet Waste Section 11-4.9 & 11-6.7

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

Litter Section 4-11.2 & 4-17.3e

Improper Waste Disposal Section 4-11.2 & 4-17.3e

Wildlife Feeding Pending municipal review of the NJDEP model ordinance

Yard Waste Section 17.8

Illicit Connections Pending municipal review of the NJDEP model ordinance

How will these ordinances be enforced?

*The Code Compliance will enforce these ordinances. If someone is found to be in violation of any one of these ordinances, they will be issued a warning. If the violation is not corrected, a penalty will be assessed.*

# SPPP Form 11 – Storm Drain Inlet Retrofitting

<b>Municipality Information</b>	Municipality: <u>Ocean City</u> County <u>Cape May</u> NJPDES # <u>.NJG0151289</u> PI ID #: <u>207226</u> Team Member/Title: <u>George Savastano/Dir. Public Works</u> Effective Date of Permit Authorization (EDPA): <u>4-1-04</u> Date of Completion: <u>4-19-05</u> Date of most recent update: _____
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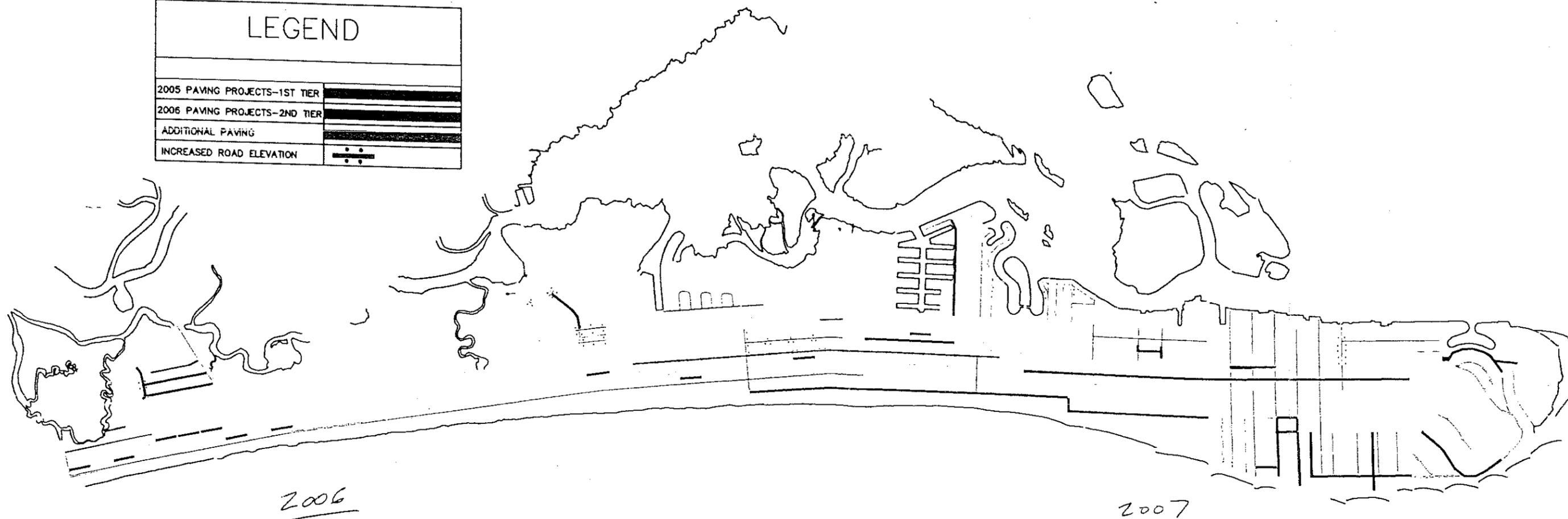
What type of storm drain inlet design will generally be used for retrofitting?  
*Ocean City will use curb-opening inlets that comply with NJDEP stormwater regulations.*

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

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

# PHASE ONE THRU PHASE THREE

LEGEND	
2005 PAVING PROJECTS-1ST TIER	
2006 PAVING PROJECTS-2ND TIER	
ADDITIONAL PAVING	
INCREASED ROAD ELEVATION	



## FIRST TIER

- 4 HAVEN AVENUE - 11TH ST. TO 12TH ST.
- 12 EAST ATLANTIC BOULEVARD - BATTERSEA RD. TO SURF RD.
- 45 ASBURY AVENUE - 5TH ST. TO 14TH ST.
- 4 WAYNE AVENUE - 6TH ST. TO 7TH ST.
- 8 WESLEY AVENUE - 15TH ST. TO 17TH ST.
- 12 WEST AVENUE - 6TH ST. TO 8TH ST.
- 16 HAVEN AVENUE - 20TH ST. TO 24TH ST.
- 12 CORINTHIAN AVENUE - NORTH ST. TO BRIGHTON PL.
- 8 BRIGHTON PLACE - CORINTHIAN AVE. TO ATLANTIC AVE.
- 8 36TH STREET/ BARTRAM LANE - BAY AVE. TO WESTMINSTER LA.
- 8 BAY AVENUE - 52ND ST. TO 55TH ST.
- 10 ANCHORAGE ROAD - 52ND ST. TO 55TH ST.
- 10 5TH STREET - OCEAN AVE. TO THE BOARDWALK
- 4 6TH STREET - OCEAN AVE. TO THE BOARDWALK
- 4 OCEAN AVENUE - 5TH ST. TO 6TH STREET
- 4 ATLANTIC AVENUE - 5TH ST. TO 6TH ST.

## ALLEYS

- 2ND STREET TO ST. CHARLES - ATLANTIC AVENUE TO CORINTHIAN AVENUE
- 2ND STREET TO ST. CHARLES - CORINTHIAN AVENUE TO THE B'WALK
- 2100 BLOCK ALLEY - SIMPSON AVENUE TO HAVEN AVENUE
- 2600 BLOCK ALLEY - WEST AVENUE TO ASBURY AVENUE
- 3100 BLOCK ALLEY - ASBURY AVENUE TO CENTRAL AVENUE
- 3500 BLOCK ALLEY - WEST AVENUE TO ASBURY AVENUE
- 4900 BLOCK ALLEY - ASBURY AVENUE TO CENTRAL AVENUE
- 5100 BLOCK ALLEY - ASBURY AVENUE TO CENTRAL AVENUE
- 5200 BLOCK ALLEY - WEST AVENUE TO ASBURY AVENUE
- 5300 BLOCK ALLEY - WEST AVENUE TO ASBURY AVENUE
- 5400 BLOCK ALLEY - WEST AVENUE TO ASBURY AVENUE
- 5600 BLOCK ALLEY - ASBURY AVENUE TO CENTRAL AVENUE
- 5800 BLOCK ALLEY - ASBURY AVENUE TO CENTRAL AVENUE

## SECOND TIER

- SPRUCE ROAD - BAY AVE. TO GLENWOOD DR.
- 55TH STREET - DORY DR. TO "OCEAN DRIVE"
- OCEAN AVENUE - 9TH ST. TO 15TH ST.
- 15TH STREET - OCEAN AVE. TO WESLEY AVE.
- WEST ATLANTIC BOULEVARD - BATTERSEA RD. TO WESLEY RD.
- BRIDGE BOULEVARD - WEST ATLANTIC BLVD. TO WESLEY RD.
- WESLEY AVENUE - 17TH ST. TO 29TH ST.
- ASBURY AVENUE - 14TH ST. TO 17TH ST.
- ASBURY AVENUE - NORTH ST. TO 5TH ST.
- BARK DRIVE

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

Municipality  
Information

Municipality: Ocean City County: Cape May

NJPDES # : NJG0151289 PI ID #: 207226

Team Member/Title: George Savastano/Dir. Public Works

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

Date of Completion: 4-19-05 Date of most recent update: \_\_\_\_\_

## Street Sweeping

Please describe the street sweeping schedule that you will maintain.

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

All commercial areas: from the 3rd week of June through Labor Day streets are swept daily. Then from Labor Day through mid-December and March through the 3rd week of June commercial streets are swept 2-3 times per week. All residential areas are swept 2 times per year or upon complaint from a resident. Street sweeping logs are maintained in the Sanitation Division files of Public Works.

## Road Erosion Control Maintenance

Describe your Road Erosion Control Maintenance Program, including inspection schedules. A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.

*(NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date)  
There are no uncurbed streets within the City limits*

# SPPP Form 13 – Stormwater Facility Maintenance

Municipality  
Information

Municipality: Ocean City County: Cape May

NJPDES # : NJG0151289 PI ID #: 207226

Team Member/Title: George Savastano/Dir. Public Works

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

Date of Completion: 4-19-05 Date of most recent update: \_\_\_\_\_

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

Ocean City currently has a catch basin inspection and cleaning program to maintain catch basin function and efficiency. All catch basins are inspected once each year at a minimum and the Dept. of Public Works also responds to resident complaints. 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, catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair. Stormwater facility maintenance logs are maintained in the Streets Division files of Public Works.

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages as necessary.

(NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

*Ocean City currently has a stormwater facility maintenance program in place to ensure that all stormwater facilities operated by the City function properly. Stormwater facilities such as catch basins are inspected and cleaned as indicated above. Stormwater outfalls on the ocean side are inspected on the average of twice per month and outfalls on the bay side are inspected annually. The check valve chamber is inspected annually and the check valve chamber is cleaned as necessary. All inspections are documented on an inspection form and kept on file.*

# SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality  
Information

Municipality: Ocean City County: Cape May

NJPDES # : NJG0151289 PI ID #: 207226

Team Member/Title: George Savastano/Dir. Public Works

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

Date of Completion: 4-19-05 Date of most recent update: \_\_\_\_\_

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

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

*Although flow from outfalls goes directly into open water and no scouring occurs, Ocean City does have an outfall inspection program. Outfalls to the ocean are inspected twice per month and outfalls to the bay are inspected annually.*

# SPPP Form 15 – De-icing Material Storage

Municipality  
Information

Municipality: Ocean City County Cape May

NJPDES # : NJG0151289 PI ID #: 207226

Team Member/Title: George Savastano/Dir. Public Works

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

Date of Completion: 4-19-05 Date of most recent update: \_\_\_\_\_

## De-icing Material Storage

Describe how you currently store your municipality's de-icing materials, and describe your inspection schedule for the storage area. If your current storage practices do not meet the de-icing material storage SBR describe your construction schedule and your seasonal tarping interim measures. If you plan on sharing a storage structure, please include its location, as well as a complete list of all concerned public entities. If you store sand outdoors, describe how it meets the minimum standard.

*Deicing material is stored at the Department of Public Works facility and is tarped. The City is aware that a permanent enclosure must be constructed within 36 months of the EDPA.*

# SPPP Form 67 – Standard Operating Procedures

<b>Municipality Information</b>	Municipality: <u>Ocean City</u> County <u>Cape May</u> NJPDES # : <u>NJG0151289</u> PI ID #: <u>207226</u> Team Member/Title: <u>George Savastano/Dir. Public Works</u> Effective Date of Permit Authorization (EDPA): <u>4-1-04</u> Date of Completion: <u>4-19-05</u> Date of most recent update: _____	
<b>BMP</b>	<b>Date SOP went into effect</b>	<b>Describe your inspection schedule</b>
<b>Fueling Operations</b> (including the required practices listed in Attachment D of the permit)	<i>ongoing</i>	<i>Ocean City has two fueling location operated by the Department of Public Works. Each will be inspected once per month.</i>
<b>Vehicle Maintenance</b> (including the required practices listed in Attachment D of the permit)	<i>Ongoing</i>	<i>All vehicle maintenace is performed inside the Public Works garage. Monthly inspections will be held to ensure the SOP is being met.</i>
<b>Good Housekeeping Practices</b> (including the required practices listed in Attachment D of the permit)  <b>Attach inventory list required by Attachment D of the permit.</b>	<i>Ongoing</i>	<i>Public Works facilities practice good housekeeping procedures. Monthly inspections will be held to ensure the SOP is being met.</i>

# SPPP Form 17 – Employee Training

Municipality Information

Municipality: Ocean City County Cape May

NJPDES # : NJG0151289 PI ID #: 207226

Team Member/Title: Various Departments

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

Date of Completion: 4-19-05 Date of most recent update: \_\_\_\_\_

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

**COURSES:**

Waste Disposal Education

Municipal Ordinances  
Code Enforcement,

Yard Waste Collection  
personnel

Street Sweeping

Stormwater Facility Maintenance

Road Erosion Control

Outfall Pipe Stream Scouring Remediation

Construction Activity/Post Construction  
Stormwater Management in New Development  
And Redevelopment (for municipally owned  
Projects)  
Works personnel

Illicit Connection Elimination and  
outfall mapping  
personnel

Maintenance Yard Operation

**ATTENDEES:**

Public Works personnel

Public Works personnel,

Police

Public Works

Public Works personnel

Public Works personnel

Public Works personnel

Public Works personnel

Code Enforcement/ Public

Public Works

Public Works personnel

# Illicit Connection Inspection Report Form

Municipality  
Information

Municipality: Ocean City County Cape May

NJPDES # : 0151289 PI ID #: 207226

Team Member: \_\_\_\_\_

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

Outfall #: \_\_\_\_\_ Location: \_\_\_\_\_

Receiving Waterbody: \_\_\_\_\_

1. Is there a dry weather flow? Y (  ) N (  )
2. If "YES", what is the outfall flow estimate? \_\_\_\_\_ gpm  
(flow sample should be kept for further testing, and this form will need to be submitted with the Annual Report and Certification)
3. Are there any indications of an intermittent flow? Y (  ) N (  )
4. If you answered "NO" to BOTH questions #1 and #3, there is probably not an illicit connection and you can skip to question #7.  
(NOTE: This form **does not** need to be submitted to the Department, but should be kept with your SPPP.)

If you answered "YES" to either question, please continue on to question #5.

(NOTE: This form will need to be submitted to the Department with the Annual Report and Certification.)

## 5. PHYSICAL OBSERVATIONS:

- (a) ODOR: none \_\_\_\_\_
- (b) COLOR: none \_\_\_\_\_
- (c) TURBIDITY: none \_\_\_\_\_
- (d) FLOATABLES: none \_\_\_\_\_
- (e) DEPOSITS/STAINS: none \_\_\_\_\_
- (f) VEGETATION CONDITIONS: normal
- (g) DAMAGE TO OUTFALL STRUCTURES:  
IDENTIFY STRUCTURE: \_\_\_\_\_  
DAMAGE: none \_\_\_\_\_

## 6. ANALYSES OF OUTFALL FLOW SAMPLE:

\* field calibrate instruments in accordance with manufacturer's instructions prior to testing.

- (a) DETERGENTS: \_\_\_\_\_ mg/L

(if sample is greater than 0.06 mg/L, the sample is contaminated with detergents [which may be from sanitary wastewater or other sources]. Further testing is required and this outfall should be given the highest priority.)

(if the sample is not greater than 0.06 mg/L and it does not show physical characteristics of sanitary wastewater [e.g., odor, floatables, and/or color] it is unlikely that it is from sanitary wastewater sources, yet there may still be an illicit connection of industrial wastewater, rinse water, backwash or cooling water. Skip to question #6c.)

(b) **AMMONIA (as N) TO POTASSIUM RATIO:** \_\_\_\_\_

(if the Ammonia to Potassium Ratio is greater than 0.6:1, then it is likely that the pollutant is sanitary sewage)

(if the Ammonia to Potassium Ratio is less than or equal to 0.6:1, then the pollutant is from another washwater source.)

(c) **FLUORIDE:** \_\_\_\_\_ mg/L

(if the fluoride levels are between 1.0 and 2.5 mg/L, then the flow is most likely from fluoride treated potable water.)

(if the sample tests below a detection limit of 0.1 mg/L for fluoride, it is likely to be from groundwater infiltration, springs or streams. In some cases, however, it is possible that the discharge could originate from an onsite well used for industrial cooling water, which will test non-detect for both detergents and fluoride. To differentiate between these cooling water discharges and groundwater infiltration, you will have to rely on temperature.)

(d) **TEMPERATURE:** \_\_\_\_\_ °F

(if the temperature of the sample is over 70°F, it is most likely cooling water)

(if the temperature of the sample is under 70°F, it is most likely from ground water infiltration)

7. Is there a suspected illicit connection? Y (  ) N (  )

If "YES", what is the suspected source? \_\_\_\_\_

If "NO", skip to signature block on the bottom of this form.

8. Has the investigation of the suspected illicit connection been completed?

Y (  ) N (  )

If "YES", proceed to question #9.

If "NO", skip to signature block on the bottom of this form.

9. Was the source of the illicit connection found? Y (  ) N (  )

If "YES", identify the source. \_\_\_\_\_

What plan of action will follow to eliminate the illicit connection?

Resolution:

If "NO", complete the Closeout Investigation Form and attach it to this Illicit Connection Inspection Report Form.

Inspector's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If there is a dry weather flow or evidence of an intermittent flow, be sure to include this form with your Annual Report and Certification.

If there is not a dry weather flow or evidence of an intermittent flow, this form should be retained with your SPPP.

# Closeout Investigation Form

Municipality  
Information

Municipality: Ocean City County Cape May

NJPDES # : **NJG**0151289PI ID #: 207226

Team Member / Title: \_\_\_\_\_

Outfall #: \_\_\_\_\_ Location: \_\_\_\_\_

Receiving Waterbody: \_\_\_\_\_

Basis for Submittal:

- (  ) A non-stormwater discharge was found, but no source was located within six months.
- (  ) An intermittent non-stormwater discharge was observed, and three unsuccessful investigations were conducted to investigate the discharge while it was flowing.

Describe each phase of your investigation, including dates. Attach additional pages as necessary:

Inspector's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Complete and attach this form to the appropriate Illicit Connection Inspection Report Form and submit with the Annual Report and Certification.**

# City of Ocean City

## Standard Operating Procedure for Vehicle and Equipment Fueling

---

### **Introduction and Purpose**

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

### **Scope**

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

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

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

### **Standards and Specifications (for bulk fueling)**

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

## **Spill Response**

- Conduct cleanups of any fuel spills immediately after discovery.
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly.
- Contact the Ocean City Department of Public Works at (609) 525-9261.

## **Maintenance and Inspection**

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

# City of Ocean City

## Standard Operating Procedure for Good Housekeeping

---

### **Introduction and Purpose**

This SOP contains the basic practices of good housekeeping to be implemented at Ocean City Department Of Public Works. The purpose of this SOP is to provide a set of guidelines for the employees of Ocean City for Good Housekeeping Practices at their DPW.

### **Scope**

This SOP applies to Ocean City Department of Public Works.

### **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 (De-Icing Material Handling)**

- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
- Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
- Minimize the tracking of materials from storage and loading/unloading areas.
- Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.

- Any materials that are stored outside must be tarped when not actively being used.
- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15<sup>th</sup> through April 30<sup>th</sup>.

### **Spill Response**

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the Ocean City Department of Public Works at (609) 525-9261.

### **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.

# City of Ocean City

## Standard Operating Procedure for Vehicle Maintenance

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### Introduction and Purpose

This SOP contains the basic practices of vehicle maintenance to be implemented at City of Ocean City Department of Public Works. The purpose of this SOP is to provide a set of guidelines for the Town's vehicle maintenance.

### Scope

This SOP applies to Department of Public Works facility including maintenance activities at ancillary operations within the City of Ocean City.

### Standards and Specifications

- Conduct vehicle maintenance operation only in designated areas.
- When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
- Always use drip pans.
- Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
- Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream drainage facilities and watercourses.
- Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.
- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

### Spill Response

- 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 Ocean City Department of Public Works at (609) 525-9261.

## **Maintenance and Inspection**

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