Stormwater Pollution Prevention Plan
Borough of Hopatcong

Revised September 2020

MOTT MACDONALD

Borough of Hopatcong, Sussex County, New Jersey

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: *John Ruschke*
Title: *Hopatcong Borough Engineer*
Date: *3/1/2009*
Municipality: *Borough of Hopatcong*
County: *Sussex County*
NJPDES #: NJG
PI ID #:

Stormwater Program Coordinator: *Ron Tappan*
Title: *Hopatcong Borough Administrator*
Office Phone #: *973-770-1200 x4*
Emergency Phone #:

Public Notice Coordinator: *Valerie Egan*
Title: *Hopatcong Borough Clerk*
Office Phone #: *973-770-1200 x4*
Emergency Phone #:

Post-Construction Stormwater Management Coordinator: *Bill Donegan*
Title: *Hopatcong Borough Zoning Official*
Office Phone #: *973-770-1200 x3*
Emergency Phone #:

Local Public Education Coordinator: *Ron Tappan*
Title: *Hopatcong Borough Administrator*
Office Phone #: *973-770-1200 x4*
Emergency Phone #:

Ordinance Coordinator: *John Ursin*
Title: *Hopatcong Borough Attorney*
Office Phone #: *973-726-0555*
Emergency Phone #:

Public Works Coordinator: *Pat Mason*
Title: *Public Works Supervisor*
Office Phone #: *973-398-3611*
Emergency Phone #: *862-284-4052*

Employee Training Coordinator: *Pat Mason*
Title: *Public Works Supervisor*
Office Phone #: *973-398-3611*
Emergency Phone #: *862-284-4052*

Other: *Bill O'Connor*
Title: *Hopatcong Borough Construction Official*
Office Phone #: *973-770-1200 x3*
Emergency Phone #:

SPPP Form 2 - Public Notice

Municipality Information	
Municipality: *Borough of Hopatcong*	County: *Sussex County*
NJPDES # : NJG	PI ID #:
Team Member/Title: *Catherine Shultz, Borough Clerk*	
Effective Date of Permit Authorization (EDPA): *March 1, 2009*	
Date of Completion: _____	Date of most recent update: *9/29/2020*

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

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

Elements of the MS4 Stormwater Program are available to the public. This SPPP plan is available upon request and is posted on the municipal website. The current Municipal Stormwater Management Plan (MSWMP) and all ordinances required by the MCS4 permit are available on the Borough website.

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information	
Municipality: *Borough of Hopatcong*	County: *Sussex County*
NJPDES # : NJG	PI ID #:
Team Member/Title: *Ron Tappan, Borough Adminstrator*	
Effective Date of Permit Authorization (EDPA): *March 1, 2009*	
Date of Completion: _____	Date of most recent update: *9/26/2018*

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

To control stormwater from new development and redevelopment projects throughout Hopatcong Borough (including projects we operate) we will do the following:

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

All new development and/or redevelopment projects undertaken by Hopatcong Borough will include adequete long-term operation and maintenance of BMP's for that project requiring and funding the implementation of a Stormwater BMP operations and maintenance plan. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets. The Stormwater Control Ordinance which will be administered by our Land Use Board and code enforcement officer, will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the municipal stormwater management plan, the approved ordinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards.

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

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

SPPP Form 4 - Local Public Education Program

Municipality Information	
Municipality: *Borough of Hopatcong*	County: *Sussex County*
NJPDES # : NJG	PI ID #:
Team Member/Title: *Bill Donegan, Zoning Official*	
Effective Date of Permit Authorization (EDPA): *March 1, 2009*	
Date of Completion: _____	Date of most recent update: *9/26/2018*

Local Public Education Program

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

The Borough of Hopatcong shall focus on educational and pollution prevention activities about the impacts of stormwater discharges on surface water and groundwater and to involve the public in reducing pollutants in stormwater and mitigating flow. The Borough will annually conduct activities that total at least 12 points and include activities from at least three of the five categories as set forth in Attachment B of the MS4 Permit. At a minimum, at least one of these activities will involve educating business and the general public of hazards associated with illicit connections and proper disposal of waste. Public involvement programs pertaining to education and outreach activities will be advertised on the Borough's website, through a mailing, through a newspaper or newsletter advertisement, or other similar means.

The following will be conducted every year:

- Maintain a stormwater related page on the municipal website (1 point, Category 1)

- Distribution of the NJDEP's educational brochures via a mailing (Hopatcong Borough Newsletter) to every resident and business in the Municipality.Extra copies will be available at the municipal building and posted on the Borough website (2 points, Category 2)

- Annual litter clean-up for scout groups along local waterways and parks where drains discharge into Hopatcong Lakes(3 points, Category 3)

The remaining 6 points will vary by year in order to meet the 12 point requirement. Records will be maintained that include dates of activities, copies of documentation, etc..

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality Information	
Municipality: *Borough of Hopatcong*	County: *Sussex County*
NJPDES # : NJG	PI ID #:
Team Member/Title: *Ron Tappan, Borough Adminstrator*	
Effective Date of Permit Authorization (EDPA): *March 1, 2009*	
Date of Completion: _____	Date of most recent update: *9/26/2018*

Storm Drain Inlet Labeling

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

Storm drains have been properly labeled and maintained.

During our annual catch basin cleaning, all labels are inspected to ensure that they are still visible, and if they are not, the labels are replaced immediately.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality Information	
Municipality: *Borough of Hopatcong*	County: *Sussex County*
NJPDES # : NJG	PI ID #:
Team Member/Title: *Pat Mason, Public Works Supervisor*	
Effective Date of Permit Authorization (EDPA): *March 1, 2009*	
Date of Completion: _____	Date of most recent update: *9/29/2020*

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

The Borough of Hopatcong has developed and maintains an outfall pipe map showing the location of the end of all MS4 outfall pipes owned or operated by the Borough which discharge to a surface water body.

The map also identifies water bodies associated with each outfall pipe on the map, as applicable. The outfall map is made a part of this SPPP. The Outfall Map and any new data points subsequent added will be provided to the NJDEP. The Map was submitted to the NJDEP via electronic submission prior to December 21, 2020.

The outfall pipes will receive visual inspection at least once every five years and logs of these inspections are maintained. The location and number of outfall pipes, as well as repairs will be logged.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information	
Municipality: *Borough of Hopatcong*	County: *Sussex County*
NJPDES # : NJG	PI ID #:
Team Member/Title: *Pat Mason, Public Works Supervisor*	
Effective Date of Permit Authorization (EDPA): *March 1, 2009*	
Date of Completion: _____	Date of most recent update: *9/26/2018*

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.

Visual dry weather inspection of all outfall pipes owned and operated by the Borough are conducted at least once every five years (in conjunction with the Lake Hopatcong draw-down) to determine if dry weather flow or other evidence of illicit discharge is present. Dry weather flow is flow occurring 72 hours after a rain event.

If an illicit discharge is found, the source of the discharge is to be investigated. If the source is an illicit connection, it will be eliminated. If we are able to locate the illicit connection (and the connection is within Hopatcong Borough) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the collection eliminated immediately. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, The Borough of Hopatcong will report the illicit connection to the Department.

The Borough will use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records

If a complaint or report is made about a potential illicit connection, the possible illicit connection must be inspected within three months.

SPPP Form 8 – Illicit Connection Records

Municipality Information	
Municipality: *Borough of Hopatcong*	County: *Sussex County*
NJPDES # : NJG	PI ID #:
Team Member/Title: *Pat Mason, Public Works Supervisor*	
Effective Date of Permit Authorization (EDPA): *March 1, 2009*	
Date of Completion: _____	Date of most recent update: *9/26/2018*

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?
Of the illicit connections found, how many remain?

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality Information	
Municipality: *Borough of Hopatcong*	County: *Sussex County*
NJPDES # : NJG	PI ID #:
Team Member/Title: *Pat Mason, Public Works Supervisor*	
Effective Date of Permit Authorization (EDPA): *March 1, 2009*	
Date of Completion: _____	Date of most recent update: *9/26/2018*

Please describe your yard waste ordinance/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 Borough of Hopatcong is enforcing a yard waste ordinance (see SPPP Form 10) that will prohibit all yard wastes from being placed at the curb or along the street more than seven days prior to our scheduled collections, unless they are bagged or otherwise containerized. The ordinance will also prohibit the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.

Training will be provided on the frequency of yard waste pickps and schedule; and the policy of how and when yard waste can be placed curbside.

SPPP Form 10 - Ordinances

Municipality Information	
Municipality: *Borough of Hopatcong*	County: *Sussex County*
NJPDES # : NJG	PI ID #:
Team Member/Title: *John Ursin, Borough Attorney*	
Effective Date of Permit Authorization (EDPA): *March 1, 2009*	
Date of Completion: _____	Date of most recent update: *9/26/2018*

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

Pet Waste: Adopted, 4/20/2005

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

Litter: Adopted, 4/20/2005

Improper Waste Disposal: Adopted, 4/20/2005

Wildlife Feeding: Adopted, 4/20/2005

Yard Waste: Adopted, 4/20/2005

Illicit Connections: Adopted, 8/3/2005

Private Storm Drain Retrofitting: Adopted, 7/6/2011 (Ord. No. 17-2011)

Stormwater Control Ordinance: Adopted, 4/20/2005 (Ord. No. 12-2005)

How will these ordinances be enforced?

Our code enforcement officers and local police officers will enforce these ordinances. If someone is found to be in violation of an ordinance, they will be issued a written warning for first time offenses, and penalties will be issued for subsequent offenses. A log of enforcement actions shall be kept with this SPPP plan.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: *Borough of Hopatcong* County: *Sussex County*

NJPDES # : NJG PI ID #:

Team Member/Title: *Pat Mason, Public Works Supervisor & John Ruschke, Borough Engineer*

Effective Date of Permit Authorization (EDPA): *March 1, 2009*

Date of Completion: _____ Date of most recent update: *9/26/2018*

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

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

Repaving, repairing, reconstruction or alteration project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions
Refer to Borough Records of roads resurfaced. All inlets on roads resurfaced have been retrofitted.					

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

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

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information	
Municipality: *Borough of Hopatcong*	County: *Sussex County*
NJPDES # : NJG	PI ID #:
Team Member/Title: *Pat Mason, Public Works Supervisor*	
Effective Date of Permit Authorization (EDPA): *March 1, 2009*	
Date of Completion: _____	Date of most recent update: *9/26/2018*

Street Sweeping

Please describe the street sweeping schedule that you will maintain.
(NOTE: Attach a street sweeping log containing the following information: date and area swept, # of miles swept and the total amount of materials collected.)

The Borough will sweep all streets at a minimum of once per month (weather and street surface permitting). Our street sweeping log is attached which includes records of the areas swept, date, number of miles swept, and total amount of materials collected in wet tons.

Training on street sweeping is provided on the sweeping schedules and property management of materials collected to DPW staff.

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)

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

SPPP Form 13 – Stormwater Facility Maintenance

Municipality Information	
Municipality: *Borough of Hopatcong*	County: *Sussex County*
NJPDES # : NJG	PI ID #:
Team Member/Title: *Pat Mason, Public Works Supervisor*	
Effective Date of Permit Authorization (EDPA): *March 1, 2009*	
Date of Completion: _____	Date of most recent update: *9/26/2018*

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

The Borough of Hopatcong will implement an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected yearly, even if they were found to be "clean" the previous year. At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair. The annual catch basin cleaning program began in April of 2005. Records of annual clearning will be kept as required.

Training will be provided annually on the maintenance of stormwater facilities, and catch basin and inlet cleaning methods.

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.)

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

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

These stormwater facilities will be inspected annually to insure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail. Facilities with maintenance plans will be inspected as per the plan.

Training will be provided annually on the maintenance of stormwater facilities, and catch basin and inlet cleaning methods.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality Information	
Municipality: *Borough of Hopatcong*	County: *Sussex County*
NJPDES # : NJG	PI ID #:
Team Member/Title: *Pat Mason, Public Works Supervisor*	
Effective Date of Permit Authorization (EDPA): *March 1, 2009*	
Date of Completion: _____	Date of most recent update: *9/26/2018*

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities not owned or operated by the municipality.

The Borough of Hopatcong will ensure that stormwater facility maintenance is performed pursuant to any maintenance plans, or more frequently as needed to ensure the proper function and operation of the stormwater facility.

The Borough will maintain a log sufficient to demonstrate compliance with this section including the actions taken by the Borough to enforce compliance with the long-term cleaning, operation, and maintenance program, the facility subject to the action, the location information of the facility, name of the person taking the action, date of acting, and findings. The Borough will maintain copies of all maintenance plans for stormwater facilities approved by the municipality.

In order to ensure compliacne with this, the Borough will issue yearly reminder notices to owners of private stormwater facilities requesting copies of inspection, cleaning, and maintenance records. A second notice will be sent if the records are not provided within 60 days. After the second notice, if the records are still not received within 60 days, a municipal summons will be issued to the owner.

Please describe your minimum standards for Total Maximum Daily Loud (TMDL) Information:

The Borough of Hopatcong will annual review approved or adopted TMDL reports to identify stormwater related pollutants listed therein and associated with any segment of surface water wholly or partially within or bordering the Tier A municipality.
(This information can be accessed at www.nj.gov/dep/dwq/msrp-tmdl-rh.htm;

The Borough of Hopatcong will use the TMDL information identified to assist in the prioritization of stormwater facility maintenance including schedules for repairs as required for stream scouring and stormwater facilities maintenance. The Borough, as an optional measure, will also identify and develop strategies to address specific sources of stormwater related pollutants contributing to discharges authorized under the Tier A MS4 NJPDES permit. Strategies can include those found in the implementation section of approved or adopted TMDL reports.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality Information	
Municipality: *Borough of Hopatcong*	County: *Sussex County*
NJPDES # : NJG	PI ID #:
Team Member/Title: *Pat Mason, Public Works Supervisor & John Ruschke, Borough Engineer*	
Effective Date of Permit Authorization (EDPA): *March 1, 2009*	
Date of Completion: _____	Date of most recent update: *9/26/2018*

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

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

Mapped outfall pipes owned and operated by the Borough are inspected at least once every five years (in conjunction with the Lake Hopatcong Draw-Down) for localized stream scouring in the vicinity of the outfall pipe.

When localized stream scouring is detected, the sources of stormwater that contribute are documented and corrective action to reduce stormwater rate or volume is undertaken by the Borough. If the outfall is not owned and operated by the Borough, the owner is notified that corrective actions are needed. All sites will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first. We will follow each repair up with an inspection of the site to ensure that scouring has not re-sumed.

Attached is a list of all sites with outfall pipe stream scouring, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed we will note the date of that repair on this form.

Training is provided to DPW staff on how to identify outfall pipe stream scouring and contributing factors.

SPPP Form 15 – De-icing Material and Sand Storage

Municipality Information	
Municipality: *Borough of Hopatcong*	County: *Sussex County*
NJPDES # : NJG	PI ID #:
Team Member/Title: *Pat Mason, Public Works Supervisor*	
Effective Date of Permit Authorization (EDPA): *March 1, 2009*	
Date of Completion: _____	Date of most recent update: *9/26/2018*

De-icing Material and Sand 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.

Hopatcong Borough currently stores its de-icing salt in a salt shed at its DPW maintenance facility located off of River Styx Road and is inspected yearly.

SPPP Form 16 – Standard Operating Procedures

Municipality Information	
Municipality: *Borough of Hopatcong*	County: *Sussex County*
NJPDES # : NJG	PI ID #:
Team Member/Title: *Pat Mason, Public Works Supervisor*	
Effective Date of Permit Authorization (EDPA): *March 1, 2009*	
Date of Completion: _____	Date of most recent update: *9/26/2018*

BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	*March 1, 2005*	*Fueling location will be inspected once a month.*
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	*March 1, 2005*	*Monthly inspections will be held to ensure that the SOP is being met. No discharges of wash wastewater to the surface or ground water will occur.*
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) **Attach inventory list required by Attachment D of the permit**.	*March 1, 2005*	*Monthly inspections of all municipal maintenance yards and ancillary operations will be held.*

SPPP Form 17 – Employee Training

Municipality Information	
Municipality: *Borough of Hopatcong*	County: *Sussex County*
NJPDES # : NJG	PI ID #:
Team Member/Title: *Pat Mason, Public Works Supervisor*	
Effective Date of Permit Authorization (EDPA): *March 1, 2009*	
Date of Completion: _____	Date of most recent update: *9/26/2018*

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

Training is required for municipal employees within 3 months of the commencement of duties, and at least once every two years thereafter to address all required components.

Individuals that review development and redevelopment projects for compliance with N.J.A.C 7:8 on behalf of the municipality complete Department approved training once every five years.
-The Borough Engineer John Ruschke, PE of Mott MacDonald reviews projects and has completed the NJDEP's "Stormwater Management Design Review Course" in May of 2018.

Municipal Board and Governing Body members who review and approve applications for development and redevelopment projects must complete the NJDEP "Training Tool" and new members must complete the training within 6 months of commencement of duties. The Borough's Land Use Board members and Governing Body members completed the necessary "Training Tool" in May & June of 2018. These members include:
-Alan Gilbert
-Judith Kracht
-Justin Lijo
-Mark Gaffney
-Michael Francis
-Mike Rahill
-Philip Reilly
-Richard Schindelar
-Robert Duncan
-Robert Rehe
-Ronald Tappan
-Ryan Smith

DPW staff receive training at least annually in, but not limited to the following topics:
-Yard Waste Collection program
-Monthly Sweeping of Streets
-Illicit Connections
-Outfall Pipe Mapping
-Outfall Pipe Stream Scour Detection and Control
-Maintenance Yard Operations
-Waste Disposal Education
-Municipal Ordinances
- Stormwater Facility Maintenance
- Construction Activity/Post-Construction Stormwater Management in New Developes and Redevelopment
- Borough SPPP Plan
- Stormwater Related Topics

Borough of Hopatcong Standard Operating Procedures – Vehicle Maintenance

Introduction and Purpose	This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations in the Borough of Hopatcong. The purpose of this SOP is to provide a set of guidelines for the Borough of Hopatcong vehicle maintenance yards including maintenance activities at ancillary operations.
Scope	This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Borough of Hopatcong.
Standards & Specifications (For vehicle and equipment fueling)	• Operate and maintain equipment to prevent the exposure of pollutants to stormwater. • 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 of 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 of batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse. • Do not bury tires. • Collect waste fluids in properly labeled contained and dispose of properly.
Spill Response	• Conduct cleanups of any fuel spills immediately after discovery • Uncontained spills are to 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.
Maintenance and Inspection	• Periodically check for leaks and damaged equipment and make repairs as necessary.

Borough of Hopatcong Standard Operating Procedures – On-Site Equipment & Vehicle Washing and Wash Wastewater Containment

Introduction and Purpose	This SOP contains the basic practices of on-site equipment & vehicle washing and wash wastewater containment to be implemented at all maintenance yards including maintenance activities at ancillary operations in the Borough of Hopatcong. The purpose of this SOP is to provide a set of guidelines for the Borough of Hopatcong vehicle maintenance yards including maintenance activities at ancillary operations.
Scope	This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Borough of Hopatcong.
Standards & Specifications	• Manage any equipment and vehicle washing activities so that there are no unpermitted discharges of wash wastewater to storm sewer inlets or to waters of the State. • If the Borough cannot discharge wash wastewater to a sanitary sewer or which cannot otherwise comply with the above, they may temporarily contain wash wastewater prior to proper disposal under the following conditions: a. Containment structures shall not leak. Any underground tanks and associated piping shall be tested for integrity every 3 years using appropriate methods determined by "The List of Leak Detection Evaluations for Storage Tank Systems" created by the National Work Group on Leak Detection Evaluations (NWGLDE) or as determined appropriate and certified by a professional engineer for the site specific containment structure(s). b. For any cathodically protected containment system, provide a passing cathodic protection survey every three years. c. Operate containment structures to prevent overfilling resulting from normal or abnormal operations, overfilling, malfunctions of equipment, and human error. Overfill prevention shall include manual sticking/gauging of the tank before each use unless system design prevents such measurement. Tank shall no longer accept wash wastewater when determined to be at 95% capacity. Record each measurement to the nearest ½ inch. d. Before each use, perform inspections of all visible portions of containment structures to ensure that they are structurally sound, and to detect deterioration of the wash pad, catch basin, sump, tank, piping, risers, walls, floors, joints, seams, pumps and pipe connections or other containment devices. The wash pad, catch basin, sump and associated drains should be kept free of debris before each use. Log dates of inspection; inspector's name, and conditions. This inspection is not required if system design prevents such inspection. e. Containment structures shall be emptied and taken out of service immediately upon detection of a leak. Complete all necessary repairs to ensure structural integrity prior to placing the

	containment structure back into service. Any spills or suspected release of hazardous substances shall be immediately reported to the NJDEP Hotline (1-877-927-6337) followed by a site investigation in accordance with N.J.A.C. 7:26C and N.J.A.C 7:26E if the discharge is confirmed. f. All equipment and vehicle wash wastewater placed into storage must be disposed of in a legally permitted manner (e.g. pumped out and delivered to a duly permitted and/or approved wastewater treatment facility). g. Maintain a log of equipment and vehicle wash wastewater containment structure clean-outs including date and method of removal, mode of transportation (including name of hauler if applicable) and the location of disposal. See Underground Vehicle Wash Water Storage Tank. Use Log at end of this attachment. h. Containment structures shall be inspected annually by a NJ licensed professional engineer. i. The engineer shall certify the condition of all structures including: wash pad, catch basin sump, tank, piping, risers to detect deterioration in the, walls, floors, joints, seams, pumps and pipe connections or other containment devices using the attached Engineer's Certification of Annual Inspection of Equipment and Vehicle Wash Wastewater Containment Structure. This certification may be waived for self-contained systems on a case-by-case basis. Any such waiver would be issued in writing by the Department.
Spill Response	• Conduct cleanups of any fuel spills immediately after discovery • Uncontained spills are to 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.
Maintenance and Inspection	• Periodically check for leaks and damaged equipment and make repairs as necessary. • Maintain all logs, inspection records, and certifications on-site. Such records shall be made available to the Department upon request.

Borough of Hopatcong Standard Operating Procedures – Vehicle Maintenance

Introduction and Purpose	Vehicle and equipment fueling procedures and practices are designed to minimize surface or ground waters. Understanding the procedures for delayering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always a priority
Scope	These procedures are to be implemented at all maintenance yard with fueling including mobile fueling operations
Standards & Specifications (For vehicle and equipment fueling)	• Shut the engine off • Ensure that the fuel is the proper type of fuel • Place drip pans under all hose and pipe connections and other leak-prone areas during bulk transfer of fuels. • 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 or booms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel shall be within the temporarily bermed or boomed area during the loading/unloading of bulk fuels. • A trained employee shall be present to supervise the bulk transfer of fuel. • Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment Include all of the following: "Topping off of vehicles, mobile fuel tanks, and storage tanks is strictly prohibited" "Stay in view of fueling nozzle during dispensing" Contact information for the person(s) responsible for spill response. • Immediately repair or replace any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair.
Standards & Specifications (For bulk fueling)	• Drop 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 or booms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel shall be within the temporarily bermed or boomed area during the loading/unloading of bulk fuels. • A trained employee shall be present to supervise the bulk transfer of fuel.
Spill Response	• Conduct cleanups of any fuel spills immediately after discovery • Uncontained spills are to 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.

Maintenance and Inspection	• Fueling areas and storage tanks shall be inspected monthly. • Keep an ample supply of spill cleanup material on the site. • Immediately repair or replace any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair. • The valve on the discharge pipe from secondary containment areas of aboveground storage tanks in the maintenance yard shall remain closed at all times except as described below. Visual inspections shall be performed before discharging stormwater through that valve, to ensure that fuel in that tank has not come into contact with stormwater to be discharged. Visual inspections are only effective when dealing with materials that can be observed, like petroleum. If the contents of the tank are not visible in stormwater, the Borough shall rely on previous tank inspections to determine with some degree of certainty that the tank has not leaked. If the Borough cannot make a determination with reasonable certainty that the stormwater in the secondary containment area is uncontaminated by the contents of the tank, then the stormwater shall be hauled for proper disposal.

Borough of Hopatcong Standard Operating Procedures – Good Housekeeping & Inspections

Introduction and Purpose	This SOP contains the basic practices of good housekeeping and inspections to be implemented at all maintenance yards including maintenance activities at ancillary operations in the Borough of Hopatcong. The purpose of this SOP is to provide a set of guidelines for the Borough of Hopatcong vehicle maintenance yards including maintenance activities at ancillary operations.
Scope	This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Borough of Hopatcong.
Standards & Specifications (General)	• Inspect the entire site, including the site periphery, monthly (under both dry and wet conditions, when possible). • Identify conditions that would contribute to stormwater contamination, illicit discharges or negative impacts to the Tier A Borough's MS4. • Maintain an inspection log detailing conditions requiring attention and remedial actions taken for all activities occurring at Municipal Maintenance Yards and Other Ancillary Operations. This log must contain, at a minimum, a record of inspections of all operations listed in Part IV.B.5.c. of this permit including dates and times of the inspections, and the name of the person conducting the inspection and relevant findings. This log must be kept on-site with the SPPP and made available to the Department upon request. • Conduct cleanups of spills of liquids or dry materials immediately after discovery. • All spills shall be cleaned using dry cleaning methods only. Clean up spills with a dry, absorbent material (i.e., kitty litter, sawdust, etc.) and sweep the rest of the area. • Dispose of collected waste properly. • Store clean-up materials, spill kits and drip pans near all liquid transfer areas, protected from rainfall. • Properly label all containers. • Labels shall be legible, clean and visible. Keep containers in good condition, protected from damage and spillage, and tightly closed when not in use. • When practical, store containers indoors. If indoor storage is not practical, containers may be stored outside if covered and placed on spill platforms or clean pallets. An area that is graded and/or bermed to prevent run-through of stormwater may be used in place of spill platforms or clean pallets. • Outdoor storage locations shall be regularly maintained. • Keep storage areas clean and well organized. • 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 of papers, can, bottles and trash in designated bins.
Standards & Specifications (For Salt and De-icing Material Handling)	• Store material in a permanent structure. • Perform regular inspections and maintenance of storage structure and surrounding area. • Minimize tracking of material from loading and unloading operations. • During loading and unloading: a. Conduct during dry weather, if possible; b. Prevent and/or minimize spillage; and c. Minimize loader travel distance between storage area and spreading vehicle. • Sweep (or clean using other dry cleaning methods): a. Storage areas on a regular basis; b. Material tracked away from storage areas; c. Immediately after loading and unloading is complete. • Reuse or properly discard materials collected during cleanup. • Temporary outdoor storage is permitted only under the following conditions: a. A permanent structure is under construction, repair or replacement; b. Stormwater run-on and de-icing material run-off is minimized; c. Materials in temporary storage are tarped when not in use; d. The requirements of 2 through 6, above are met; and e. Temporary outdoor storage shall not exceed 30 days unless otherwise approved in writing by the Department; • Sand must be stored in accordance with Aggregate Material and Construction Debris Storage below.
Standards & Specifications (For Aggregate Material and Construction Debris Storage)	• Store materials such as sand, gravel, stone, top soil, road millings, waste concrete, asphalt, brick, block and asphalt based roofing scrap and processed aggregate in such a manner as to minimize stormwater run-on and aggregate run-off via surface grading, dikes and/or berms (which may include sand bags, hay bales and curbing, among others) or three sided storage bays. Where possible the open side of storage bays shall be situated on the upslope. The area in front of storage bays and adjacent to storage areas shall be swept clean after loading/unloading. • Sand, top soil, road millings and processed aggregate may only be stored outside and uncovered if in compliance with item 1 above and a 50-foot setback is maintained from surface water bodies, storm sewer inlets, and/or ditches or other stormwater conveyance channels. • Road millings must be managed in conformance with the "Recycled Asphalt Pavement and Asphalt Millings (RAP) Reuse Guidance" (see www.nj.gov/dep/dshw/rrtp/asphaltguidance.pdf) or properly disposed of as solid waste pursuant to N.J.A.C. 7:26-1 et seq. • The stockpiling of materials and construction of storage bays on certain land (including but not limited to coastal areas, wetlands and floodplains) may be subject to regulation by the Division of Land Use Regulation (see www.nj.gov/dep/landuse/ for more information).

Standards & Specifications (For Street sweepings, catch basin clean out, and other material storage)	• Road cleanup materials may include but are not limited to street sweepings, storm sewer clean out materials, stormwater basin clean out materials and other similar materials that may be collected during road cleanup operations. These BMPs do not cover materials such as liquids, wastes which are removed from municipal sanitary sewer systems or material which constitutes hazardous waste in accordance with N.J.A.C. 7:26G-1.1 et seq. • Road cleanup materials must be ultimately disposed of in accordance with N.J.A.C. 7:26-1.1 et seq. See the "Guidance Document for the Management of Street Sweepings and Other Road Cleanup Materials" (www.nj.gov/dep/dshw/rrtp/sweeping.htm). • Road cleanup materials placed into storage must be, at a minimum: a. Stored in leak-proof containers or on an impervious surface that is contained (e.g. bermed) to control leachate and litter; and b. Removed for disposal (in accordance with 2, above) within six (6) months of placement into storage.
Standards & Specifications (For Yard trimmings and Woos Waste Management Sites)	• These practices are applicable to any yard trimmings or wood waste management site: a. Owned and operated by the Tier A Municipality; i. For staging, storing, composting or otherwise managing yard trimmings, or ii. For staging, storing or otherwise managing wood waste, and b. Operated in compliance with the Recycling Rules found at N.J.A.C. 7:26A. • Yard trimmings or wood waste management sites must be operated in a manner that: a. Diverts stormwater away from yard trimmings and wood waste management operations; and b. Minimizes or eliminates the exposure of yard trimmings, wood waste and related materials to stormwater. • Yard trimmings and wood waste management site specific practices: a. Construct windrows, staging and storage piles: i. In such a manner that materials contained in the windrows, staging and storage piles (processed and unprocessed) do not enter waterways of the State; ii. On ground which is not susceptible to seasonal flooding; iii. In such a manner that prevents stormwater run-on and leachate run-off (e.g. use of covered areas, diversion swales, ditches or other designs to divert stormwater from contacting yard trimmings and wood waste). b. Maintain perimeter controls such as curbs, berms, hay bales, silt fences, jersey barriers or setbacks, to eliminate the discharge of stormwater runoff carrying leachate or litter from the site to storm sewer inlets or to surface waters of the State.

	c. Prevent on-site storm drain inlets from siltation using controls such as hay bales, silt fences, or filter fabric inlet protection. d. Dry weather run-off that reaches a municipal stormwater sewer system is an illicit discharge. Possible sources of dry weather run-off include wetting of piles by the site operator; uncontrolled pile leachate or uncontrolled leachate from other materials stored at the site. e. Remove trash from yard trimmings and wood waste upon receipt. f. Monitor site for trash on a routine basis. g. Store trash in leak-proof containers or on an impervious surface that is contained (e.g. bermed) to control leachate and litter; h. Dispose of collected trash at a permitted solid waste facility. i. Employ preventative tracking measures, such as gravel, quarry blend, or rumble strips at exits.
Standards & Specifications (For Roadside Vegetation Management)	• Restrict the application of herbicides along roadsides in order to prevent it from being washed by stormwater into the waters of the State and to prevent erosion caused by de-vegetation, as follows: a. Do not apply herbicides on or adjacent to storm drain inlets, on steeply sloping ground, along curb lines, and along unobstructed shoulders. b. Only apply herbicides within a 2 foot radius around structures where overgrowth presents a safety hazard and where it is unsafe to mow.
Spill Response	• Conduct cleanups of any fuel spills immediately after discovery • Uncontained spills are to 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.
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.