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# **NETCONG BOROUGH**

## **STORMWATER POLLUTION PREVENTION PLAN**

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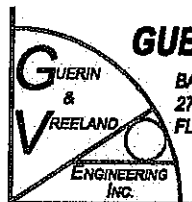
**NEW JERSEY POLLUTION DISCHARGE  
ELIMINATION SYSTEM PERMIT NUMBER**

**NJG0151084**

**PI ID # 197989**

**ORIGINALLY PREPARED  
MARCH 2005  
MOST RECENTLY UPDATED  
DECEMBER 2017**

**BY**



**GUERIN & VREELAND ENGINEERING, INC.**

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**Robert P. Guerin  
Stormwater Program Coordinator**

### Owner and Operating Entity:

Netcong Borough  
23 Maple Avenue  
Netcong, New Jersey 07857

PI ID #: 197989  
NJPDES #: NJG0151084  
Issuance Date: 3/23/2004  
Effective Date: 4/01/2004

## **I. Introduction (SPPP)**

As result of the U. S. Environmental Protection Agency's (USEPA) Phase II rules published in December 1999, the New Jersey Department of Environmental Protection (Department) has developed the Municipal Stormwater Regulation Program. This program addresses pollutants entering New Jersey waters from certain storm drainage systems owned or operated by local, county, state, interstate, or federal government agencies. USEPA regulations refer to these systems as "municipal separate storm sewer systems" (MS4s). As a result of USEPA's new Phase II rules, the Department's Municipal Stormwater Regulation Program has issued New Jersey Pollutant Discharge Elimination System (NJPDES) permits to municipalities throughout the state, as well as public complexes, and highway agencies.

Netcong Borough is one of the Tier A municipalities included in this program, having received its General Permit effectively on April 1, 2004. As a tier A municipality, Netcong Borough is required to develop, implement, and enforce a stormwater program. This program should be described in writing and will be formally known as Netcong's Stormwater Pollution Prevention Plan (SPPP). In simpler terms, this SPPP will describe how Netcong will implement each Tier A permit requirement. Included in the plan will be methods of record keeping and how to properly document permit compliance.

Each year the Borough will be required to submit an annual report and certification. The purpose of this SPPP is not only to prevent pollution, but also to ensure permit compliance and provide guidance through personnel changes. By maintaining a clear SPPP, and detailed record keeping, the Borough will make the annual inspections conducted by the Department's Water Compliance and Enforcement easier for the Department and the Municipality.

The SPPP will not be submitted directly to the Department. The Department will review the completed SPPP as part of regular compliance assistance inspections, so the Borough's Stormwater Program Coordinator should have access to the document at all times. In addition, the SPPP should be available for use by all municipal employees it may affect. This plan recommends that copies be made for each member of the Stormwater Pollution Prevention Team with one person responsible for making updates or compiling record keeping data. The Borough must also make the SPPP available to the public during regular business hours.

The SPPP is a dynamic document that is never “completed.” The SPPP needs to be continually updated and revised as people, tasks, and best management practices change. Each year, when the Borough completes its Annual Report and Certification, the Stormwater Program, MSWMP, and the SPPP should be evaluated with the appropriate changes, revisions, and updates incorporated that are quantifiable, measurable and achievable for next years annual report.

## **II. Overview of the SPPP Forms**

### **FORM 1 – STORMWATER POLLUTION PREVENTION TEAM**

This team is made up of the individuals responsible for overseeing the implementation of the various permit requirements. These individuals should be selected for their knowledge in the subject area or as a result of their current responsibilities within the municipality. It is not possible for one individual within the municipality to implement a successful stormwater program. Due to the wide range of tasks required, a variety of municipal personnel must be involved in planning and implementing the stormwater program. They should include the municipal attorney, members of the governing body and planning and zoning boards, the municipal engineer or stormwater coordinator, public works officials, code enforcement officers, members of the environmental commission, and the municipal clerk. The team members are not limited to only municipal personnel. They could include local volunteers, members of the local watershed association or environmental groups and educational professionals.

It is recommended that the team meet on a regular basis to coordinate activities and discuss permit compliance issues. An individual needs to be named the Stormwater Program Coordinator (the original coordinator was identified in the Request for Authorization previously submitted to the Department, but may be modified as determined appropriate). This individual will be the primary contact for the Department and will be contacted when the Department schedules an inspection.

### **FORM 2 – PUBLIC NOTICE**

Tier A Municipalities must comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of the Tier A Municipality’s stormwater program. Municipalities should use this form to summarize notice procedures.

### **FORM 3 – POST-CONSTRUCTION PROGRAM**

This form is used to describe the Borough's overall post-construction stormwater management in new development and redevelopment programs. This includes how the municipality will, among other things, ensure that any residential development and redevelopment projects subject to the Residential Site Improvement Standards (RSIS) comply with the RSIS, ensure long-term operation and maintenance of BMPs, implement (through ordinance) the new storm drain inlet design standard required by the permit, and adopt a municipal stormwater management plan and ordinance(s).

### **FORM 4 – LOCAL PUBLIC EDUCATION PROGRAM**

This form is for the municipality to describe its Local Public Education Program. This includes, at a minimum, how the municipality will distribute the annual mailing and specifics on how the municipality will conduct its annual event. The annual mailing of the educational brochure provided by the Department may be done as a separate mailing, included with a mailing that the municipality already does, or may be hand delivered. The municipality also needs to provide details on the annual event including what type of event it will be (e.g., part of a pre-existing Earth Day, Arbor Day, or Fourth of July celebration, or its own "Stormwater Day" event), where it will be held, approximate date, and what kind of educational materials will be handed out at the event. Each Municipality must distribute the educational brochure, but should also consider handing out additional items such as coloring books, pencils, posters, T-shirts, or magnets with appropriate environmental messages to attract attention. The Department's Division of Watershed Management's Outreach and Education Bureau and/or local watershed groups can assist in putting together educational materials and scheduling events.

The municipality must attach a separate sheet listing the dates of the annual mailing (or other means of distribution) and annual event. The municipality may provide additional information on this form regarding their education program including any plans for a Web site, supplemental information that may be provided to residents in addition to the Department's educational brochure, and any programs that may be conducted in addition to the required annual events.

### **FORM 5 - STORM DRAIN INLET LABELING**

This form is provided to describe how Netcong will label storm drain inlets in accordance with the minimum standard. Specific information should be included such as a schedule, the type of label that will be used (e.g., stencils, buttons, etc.), the contents of the label (e.g., logos, graphics, etc.), and whether the Borough will be soliciting help from watershed groups or volunteer organizations or if municipal employees will perform the labeling. It is strongly encouraged, however, that the labeling be done with volunteers as part of a larger environmental education outreach program. The description of Netcong's Storm Drain Inlet Labeling Program should also include long term maintenance plans. Municipalities should track the progress of the storm drain inlet labeling to ensure that they meet the implementation schedule contained in the permit and so that they can report their progress in the Annual Report and Certification.

### **FORM 6 – MS4 OUTFALL PIPE MAPPING**

This form is used to describe how the Borough will prepare outfall pipe mapping. This should include the type of maps that will be used to identify outfall pipes (e.g., a tax map or a different map drawn to an equal or more detailed scale. Also, identify who will prepare the map (e.g., municipal employees, a consultant, etc.)

### **FORM 7 – ILLICIT CONNECTION ELIMINATION PROGRAM**

This form is used to describe the municipality's ongoing program for detecting and eliminating illicit connections, including how the Borough will perform initial inspections, and how the Township will respond to complaints and/or reports of illicit connections (e.g., hotlines, etc.).

### **FORM 8 – ILLICIT CONNECTION RECORD**

These pages are used to keep track of the number of inspections that are conducted annually, the number of dry weather flows and illicit connections that are found, how many illicit connections have been eliminated that year, and how many still remain.

NOTE: Results from illicit connection inspections should be recorded on the Department's Illicit Connection Inspection Report form (included in this plan). If a dry weather flow is found, the inspection report form for that outfall pipe must be included in Andover's annual certification report.

### **FORM 9 – YARD WASTE COLLECTION PROGRAM**

This form is used to document; whether the Borough has chosen to adopt and enforce an ordinance that prohibits the placing of non-containerized yard wastes in the street; or if it has chosen to develop a yard waste collection program which includes the adoption and enforcement of an ordinance that prohibits all yard waste from being placed at the curb or along the street more than seven days prior to the scheduled collection; and from being placed closer than 10 feet from any storm sewer inlets along the street unless they are bagged or otherwise containerized.

If the Borough chooses the first option, indicate that here, and go on to the next form. If the Borough has chosen the second option, it should use the rest of this form to describe the details of the yard waste collection and disposal program. The Borough should include specific information on collection schedules (e.g., the October, November, and December collections, the “spring clean-up,” and any other collections that were needed), and how it notified the residents of these collection schedules. If there are any areas within the municipality that do not have yard wastes, they are exempted from these collections, and should be listed here.

### **FORM 10 – IMPROPER DISPOSAL OF WASTE – ORDINANCES**

Tier A Municipalities should use this form to list the dates that the ordinances required by the permit (e.g., pet waste ordinance, yard waste ordinance, litter ordinance, etc.) are adopted. For the pet waste ordinance you must also indicate whether the Borough is giving out Pet Waste Information Sheets when issuing pet licenses. At the bottom of this form is a section where the municipality should discuss how it will enforce these ordinances, once adopted.

### **FORM 11 – STORM DRAIN INLET RETROFITTING**

This form is used to keep track of storm drain inlet retrofitting in the Borough. For each repaving, repairing, reconstruction or alteration project, Netcong should include the name of the project, the projected start date of the project, its actual start date, and the date the project was/will be completed. The number of storm drain inlets that will be affected by the project should be listed here, along with the number of storm drains with hydraulic or other exemptions. The bottom of the form provides a space to explain if the Borough has any alternative devices and/or if it is planning on having any installed in the future. The Borough should include any locations, and what types of alternative devices it has or will use.

### **FORM 12 – STREET SWEEPING & ROAD EROSION CONTROL**

On the top portion of this form the Borough should describe the street sweeping schedule it will maintain. The Borough should also attach a street sweeping log that contains the date(s) and area(s) swept, the number of miles swept and the total amount of materials collected.

The bottom portion of this form should be used to describe the Road Erosion Control Maintenance Program, including how the Borough will perform inspections, and the frequency of these inspections. A log containing the locations of road erosion, the repairs that were/will be made to fix the erosion, and the date of the repairs should be attached to their SPPP.

### **FORM 13 – STORMWATER FACILITY MAINTENANCE**

Two separate items appear on this form. On the top of the form the Township should describe its annual catch basin cleaning program and schedule.

The bottom portion of the form should be used to describe the stormwater facility cleaning and maintenance program the Borough will implement to ensure that the facilities are properly functioning and operating. A maintenance log containing information on any repairs/maintenance performed on stormwater facilities should be attached to the SPPP.

### **FORM 14 – OUTFALL PIPE STREAM SCOURING REMEDIATION**

This form should be used to describe the stormwater outfall pipe stream scouring program and how the Borough will detect and control active, localized stream and stream bank scouring around the stormwater outfall pipes. A prioritized list of all sites found to have such scouring should be attached to this form, and should include the anticipated date of the repair, the method of repair to be used, and the date the repair is completed.

### **FORM 15 – DE-ICING MATERIAL AND SAND STORAGE**

This form should be used to describe how the Borough currently stores its de-icing materials. If the Borough does not currently meet the permit's requirements, explain the steps the Borough will take to meet these requirements. Include construction schedules and interim tarping procedures. If sharing a storage structure, include the location of this structure and a list of all concerned public entities. Finally, if the Borough stores sand outdoors, describe how Netcong sand storage sites meet the requirements of the permit.

### **FORM 16 – STANDARD OPERATING PROCEDURES**

For each of the BMPs (Fueling Operations BMP, Vehicle Maintenance BMP, and the Good Housekeeping BMP), indicate the date the Borough developed and implemented the required SOPs and attach a copy.

**FORM 17 – EMPLOYEE TRAINING**

Use this form to give details on the required employee training program. A list or table should be attached to this form indicating the required topic name, the employees that will receive training on that topic, and the date the training will be held.



Tier A Municipal Stormwater Regulation Program

## Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Robert P. Guerin, P.E.

Title: Borough Engineer

Date: 2/11/2016

Municipality: Netcong Borough

County: Morris

NJPDES #: NJG0151084

PI ID #: 197989

Stormwater Program Coordinator: Robert P. Guerin, P.E.

Title: Borough Engineer

Office Phone #: 973-252-9340

Emergency Phone #: 201-919-1802

Public Notice Coordinator: Cindy Eckert

Title: Borough Clerk

Office Phone #: 973-347-0252

Emergency Phone #: 973-347-7307

Post-Construction Stormwater Management Coordinator: Robert P. Guerin, P.E.

Title: Borough Engineer

Office Phone #: 973-252-9340

Emergency Phone #: 201-919-1802

Local Public Education Coordinator: Laura Amada

Title: Administrative Assistant Borough Clerk

Office Phone #: 973-347-0252

Emergency Phone #: 973-347-7307

Ordinance Coordinator: Anthony M. Bucco, Esq.

Title: Borough Attorney

Office Phone #: 973-835-0100

Emergency Phone #: 973-835-1732

Public Works Coordinator: Michael Canfield

Title: Superintendent of Public Works

Office Phone #: 973-347-6664

Emergency Phone #: 973-347-0252

Employee Training Coordinator: Michael Canfield

Title: Director of Public Works

Office Phone #: 973-347-6664

Emergency Phone #: 973-347-0252

Other: Ralph Blakeslee

Title: Borough Administrator

Office Phone #: 973-347-0252

Emergency Phone #: 973-347-7307

## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: Netcong Borough County: Morris  
NJPDES # : NJG0151084 PI ID #: 197989  
Team Member/Title: Cindy Eckert, Borough Clerk  
Effective Date of Permit Authorization (EDPA): April 1, 2004  
Date of Completion: 3/28/2005 Date of most recent update: 2/11/2016

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 based on the Open Public Meetings Act ("Sunshine Law", NJSA 10:4-6 et seq.) Netcong Borough provides public notice in a manner that complies with the requirements of that act. Also, in regard to passage of ordinances, Netcong 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 (NJ.S.A. 40:55D-1 et seq.) Netcong Borough complies with all requirements.*

# SPPP Form 3 – New Development and Redevelopment Program

Municipality  
Information

Municipality: *Netcong Borough*

County: *Morris*

NJPDES #: *NJG0151084*

PI ID #: *197989*

Team Member/Title: *Robert P. Guerin, Borough Engineer*

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

Date of Completion: *3/28/05*

Date of most recent update: *2/11/2016*

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.

*In order to control stormwater collected and discharged from new development and redevelopment projects throughout Netcong Borough (including projects which are operated and maintained by the Borough) the Borough intends to do the following:*

- 1. The Borough is already insuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards (RSIS) including the Stormwater Management Rules (NJAC 7:8), referenced in those standards, are in compliance with the regulations as a condition of a Land-Use Board approval.*
- 2. To date, The Borough of Netcong has proceeded with four redevelopment project and each project has included provisions to address floatable solids by including an item in the bid documents to replace each of the inlet castings with new casting which conform with the Best Management Practices (BMP) standards.*
- 3. The Borough Planning Board has reviewed the Municipal Stormwater Management Plan. This plan has been adopted by the Planning Board as a masterplan amendment. The MSMP was forwarded to the county planning agency for approval. Subsequent to approval of the MSMP, the Borough adopted a stormwater control ordinance. This ordinance controls stormwater design aspects of non-residential and redevelopment projects which are proposed in the Borough.*

4. For any BMP that has been or will be installed in order to comply with our post-construction program, Netcong Borough will continue to ensure long term operation as well as corrective maintenance of the BMP. This is done through enforcement of a provision of the Municipal Stormwater Control Ordinance which requires the private entity in control of the BMP to insure proper operation and maintenance with penalties imposed should the private entity not comply.

5. The Borough enforces, through the municipal stormwater control ordinance, compliance with the design standards in Attachment C of the municipal permit (Design Standard – Storm Drain Inlets). The Borough has not to date and does not anticipate any need to incorporate Alternative Design Exceptions due to the limited area available for development within the municipal boundaries and expects to meet this design standard through the use of bicycle safe grates with curb openings have a clear space no larger than two (2) inches across the smallest dimension.

# SPPP Form 4- Local Public Education Program

Municipality  
Information

Municipality: Netcong Borough County Morris

NJPDES # :NJG0151084PI ID #: 197989

Team Member/Title: Laura Amada, Administrative Assistant Borough Clerk

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

Date of Completion: 3/28/04 Date of most recent update: 2/11/2016

## 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.

*It is the intent of the Borough to mail the DEP brochure to all residents and business within the Borough. The brochure will be distributed with the tax bills. Annual distributions in future years will continue to be included with the tax bills. Extra copies of this brochure along will be made available at the Netcong Municipal Building.*

*The annual event will be held each year with Netcong Day which is a community function. Copies of the DEP brochures along with other educational materials related to best management practices will be made available to the public during this event. Netcong day is generally held during the second weekend of September.*

*The municipality has conducted and will continue to conduct educational activities that conform with the 10 point total required by the permit. The approved activities and assigned point values is included in Attachment E of the permit. A copy of this attachment is included in this document.*

# SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: Netcong Borough County Morris

NJPDES #: NJG0151084 PI ID #: 197989

Team Member/Title: Michael Canfield, Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/05

Date of Completion: 3/28/05 Date of most recent update: 2/11/2016

## 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 borough uses the public works department as the primary resource for the storm drain labeling program. The Borough has labelled all inlets along municipal streets within parks, the maintenance facilities operated by the Borough. The Borough has either use a stencil, metal labels which read, "No dumping - Drains to Waterway" which will be applied using adhesive materials. Inlet castings along streets where capital improvements have been done have had the castings replaced with castings which have this label cast into the metal. This will continue as additional street improvements are completed*

*The attached map divides the Borough into two (2) sectors. Sector A is the northwest end of the municipality from Route 183 / 206 to the Mount Olive Border. Sector B represents the southeast portion of the municipality from Route 183 / 206 to the Roxbury Border. Labelling has been completed in both sectors.*

*The Borough currently has an annual storm inlet maintenance program during which, each of the inlets is inspected and cleaned when necessary. The Department of Public Works Personnel will check the labels during this storm drain inlet inspection to insure the labels are still visible and in good condition. Labels which are deemed in poor condition will be replaced as part of the inlet maintenance procedure.*

## SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: Netcong Borough County Morris

NJPDES #: NJG0151084 PI ID #: 197989

Team Member/Title: Robert P. Guerin, Borough Engineer

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

Date of Completion: 3/28/05 Date of most recent update: 2/11/2016

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 Netcong Borough Engineer has located the existing MS4 Outfalls pipes operated by the municipality through field investigation in conjunction with the Netcong Borough Department of Public Works. Each outlet has been identified, mapped and investigated (See Illicit Connection Elimination Program and Outfall Pipe Stream Remediation Program).*

*Netcong Borough is divided into two (2) sectors as is depicted on the attached map. Sector A is the northwest end of the municipality from Route 183 / 206 to the Mount Olive Border. Sector B represents the southeast portion of the municipality from Route 183 / 206 to the Roxbury Border. outfalls withi both sectors have been investigated and mapped.*

*The outfall pipe locations have been identified on a copy of the tax map key map which is at a scale of 1" = 300'. An numeric numbering system has been used to identify each outlet with appropriate information. The receiving water bodies have also been identified on the outfall location map. This map has been prepared by the Borough Engineer.*

# SPPP Form 7 – Illicit Connection Elimination Program

Municipality  
Information

Municipality: Netcong Borough County Morris

NJPDES #: NJG0151084PI ID #: 197989

Team Member/Title: Robert P. Guerin, Borough Engineer & Michael Canfield,  
Superintendent of Public Works

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

Date of Completion: 3/28/05 Date of most recent update: 2/11/2016

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.

*During the mapping process, the Borough conducted a physical inspection of the outfall pipes. The DEP Illicit Connection Inspection Report Form will be used to document these inspections if problems are found and each of the forms will be maintained with our SPPP records. Outfall Pipes that are found to have dry weather flow or other evidence of an intermittent non-stormwater flow will be rechecked again to determine if an illicit connection exists. Further investigation including the use of a video camera maintained by the Borough will be used as necessary to determine the source of any illicit connections. The Borough will cite the responsible party for any illicit connections based on the Illicit Connection Ordinance. If the source of the illicit connection can not be determined after an appropriate amount of investigation, the Borough will submit the Closure Investigation Form with our Annual Inspection and Recertification. If, during the course of any investigation relating to an illicit connection, the connection is found to originate from another public entity, Netcong Borough will report the connection to the New Jersey Department of Environmental Protection. To date during annual inspections there have been no suspicious outlets encountered. Inspections will continue on an annual basis.*

*Netcong Borough has been and will continue to advise all residents that spills and illegal dumping can be reported to the municipality either through the Department of Public Works or the Police Department.*



# SPPP Form 8 – Illicit Connection Records

Municipality Information

*Municipality: Netcong Borough County Morris*

*NJPDES #: NJG0151084 PI ID #: 197989*

*Team Member/Title: Michael Canfield, Superintendent of Public Works*

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

*Date of Completion: 3/28/05 Date of most recent update: 2/11/2016*

Prior to May 2, 2006

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

Total number of inspections performed this year? 25

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

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? 26

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

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? 26

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

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? 26

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

January, 2009 - December 31, 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? 26

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

January, 2010 - December 31, 2010

**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? 26

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

January, 2011 - December 31, 2011

**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? 27

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

January, 2012 - December 31, 2012

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

Total number of inspections performed this year? 27

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

January, 2013 - December 31, 2013

**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? 27

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

January, 2014 - December 31, 2014

**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? 27

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

January, 2015 - December 31, 2015

**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? 27

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

January, 2016 - December 31, 2016

**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? 12

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

January, 2017 - December 31, 2017

**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? 27

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

January, 2018 - December 31, 2018

**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: Netcong Borough County Morris

NJPDES #: NJG1051084 PI ID #: 197989

Team Member/Title: Robert Olivo, Director of Public Works

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

Date of Completion: 3/28/05 Date of most recent update: 3/22/2010

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.

*Yard waste are currently collected by the Netcong Department of Public Works. During the months of April through October (July excluded), grass is collected when placed in rigid containers. Twigs are to be bundled. Hedge trimmings are also collected on a weekly basis during the months of April through October (July excluded)*

*Leaves are collected on a weekly basis during during April, May. October, November and December. Leaves are required to be placed in biodegradable paper bags which can be purchased at the municipal building.*

*Residents are notified of the collection schedule of yard wastes on the Netcong website.*

*The Borough has adopted and is enforcing a yard waste collection ordinance (See SPPP Form 10) that will prohibit all yard waste from being placed at the curb or along the street more than seven (7) days prior to the scheduled collection unless they are bagged or containerized. The ordinance will prohibit placing yard waste closer than 10 feet to any storm drain inlet along the street unless it is bagged or otherwise containerized.*

# SPPP Form 10 - Ordinances

Municipality  
Information

Municipality: *Netcong Borough County Morris*

NJPDES #: *NJ0151084PI ID #: 197989*

Team Member/Title: *Ralph Blakeslee, Borough Administrator*

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

Date of Completion: *3/28/05* Date of most recent update: *3/22/2010*

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

Pet Waste *2006 (Ordinance Chapter 222)*

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

Litter *2001 (Ordinance Chapter 200)*

Improper Waste Disposal *2001 (Ordinance Subsection 200-7)*

Wildlife Feeding *1988 (Ordinance Subsection 105-26)*

Yard Waste *1995 (Ordinance 243-13)*

Illicit Connections *2006 (Ordinance Chapter 190)*

Refuse Container/Dumpster Ordinance *2009 (Ordinance Chapter 243)*

Private Storm Drain Inlet Retrofitting *2009 (Ordinance Chapter 247)*

How will these ordinances be enforced?

*Borough code enforcement officer and police department enforce the current ordinances and will continue enforcement.*

# SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality  
Information

Municipality: Netcong Borough County Morris

NJPDES #: NJG0151084 PI ID #: 197989

Team Member/Title: Robert P. Guerin, Borough Engineer

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

Date of Completion: 3/28/04 Date of most recent update: 3/22/2010

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

Netcong 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
<i>Koclas Drive Improvements From Lake Street to Past Highland Ave.</i>		5/05	6/05	9	0
<i>Highland Avenue from Kings Rd to Koclas Drive</i>		8/18/08	10/1/08	1	0
<i>Koclas Drive – Phase IV From Highland Ave to Allen St.</i>		9/8/2009	12/11/09	19	0
<i>Prospect Street from Stoll Street to Allen Street</i>		7/28/07	9/13/07	1	0
<i>Maple Avenue Streetscape - Phase 1</i>		6-7-10	11-5-10	9	0
<i>Love Lane &amp; Post Road Improvements</i>		8/11/11	9/30/11	4	0
<i>Maple Avenue Streetscape – Phase 2</i>		7/16/12	12/3/12	5	0
<i>Prospect Street Paving – Phase 2</i>		8/23/13	11/5/13	1	0
<i>Ledgewood Ave Streetscape – Phase 2</i>		6/13/17	6/29/17	0	0
<i>Railroad Avenue Improvements – Ph 1</i>		6/26/17	11/1/17	7	0
<i>Stoll Street – Phase 2 Improvements</i>		8/1/17	11/7/17	13	0

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

*Netcong Borough 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.*

How will these ordinances be enforced?

*Borough code enforcement officer and police department enforce the current ordinances and will continue enforcement.*

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

Municipality  
Information

Municipality: Netcong Borough County: Morris

NJPDES #: NJG0151084 PI ID #: 197989

Team Member/Title: Michael Canfield, Superintendent of Public Works

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

Date of Completion: 3/28/04 Date of most recent update: 2/11/16

## 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 currently sweeps Main Street and Maple Avenue (the two commercial streets under municipal jurisdiction) on a monthly basis and also uses a vacuum on a weekly basis for these two street. This practice will continue..*

*It is the intent of the Borough to maintain our existing street sweeping program for all other streets that are not required to be swept by permit. This program includes sweeping all streets once each year..*

## Road Erosion Control Maintenance

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

(NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date)

*Streets within Netcong Borough are continually monitored by the public works department for condition including erosion control problems. All erosion problems are reported by Robert Olivo, Director of Public Works. Mr. Olivo will assign personel as necessary to address areas of concern. Robert Olivo will maintain a maintenance log of road repairs . 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: Netcong Borough County: Morris

NJPDES #: NJG0151084 PI ID #: 197989

Team Member/Title: Michael Canfield, Superintendent of Public Works

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

Date of Completion: 3/28/05 Date of most recent update: 2/11/2016

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

*Netcong Borough currently has a semi-annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will continue to be inspected twice 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 twice yearly, even if they were found to be "clean" during the previous inspection. 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.*

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.)

*Netcong Borough has implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Borough function properly. Netcong Borough operates the following: -catch basins -storm drains -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.*

## SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality  
Information

Municipality: Netcong Borough County: Morris

NJPDES #: NJG0151084PI ID #: 197989

Team Member/Title: Michael Canfield, Superintendent of Public Works

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

Date of Completion: 3/28/05 Date of most recent update: 2/11/2016

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

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

*When we are doing the illicit connection part of this program, we also check all of our outfall pipes for signs of scouring. No scouring has been evident to date. All sites which exhibit scouring in the future will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first. We will follow each repair up with an annual inspection of the site to ensure that scouring has not resumed. Attached is a list of all sites with outfall pipe stream scouring, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed we will note the date of that repair on this form.*

# SPPP Form 15 – De-icing Material Storage

Municipality  
Information

*Municipality: Netcong Borough County: Morris*

*NJPDES #: NJG0151084 PI ID #: 197989*

*Team Member/Title: Michael Canfield, Superintendent of Public Works*

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

*Date of Completion: 3/28/05 Date of most recent update: 2/11/2016*

## 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.

*Netcong Borough constructed a new salt storage facility at the public works garage in 2009. This facility conforms with all state standards for such a facility.*

# SPPP Form 16 – Standard Operating Procedures

Municipality Information

Municipality: Netcong Borough County: Morris

NJPDES #: NJG0151084PI ID #: 197989

Team Member/Title: Michael Canfield, Superintendent of Public Works

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

Date of Completion: 3/28/05 Date of most recent update: 2/11/2016

BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)		<i>Fueling is not done at any municipal sites. Fuel for vehicles is obtained at public gas stations in the vicinity of the municipality.</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)		<i>Standard operating procedures have been developed and are being enacted. Due to the size of the site and the fact that it is the only facility used for public works, it is constantly inspected and updated as necessary.</i>
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit)		<i>Standard operating procedures have been developed and are being enacted. Due to the size of the site and the fact that it is the only facility used for public works, it is constantly inspected and updated as necessary.</i>
Attach inventory list required by Attachment D of the permit.		

# SPPP Form 17 – Employee Training

Municipality Information

Municipality: Netcong Borough County Morris

NJPDES #: NJG0151084PI ID #: 197989

Team Member/Title: Ralph Blakeslee, Borough Administrator

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

Date of Completion: 3/28/05 Date of most recent update: 2/11/2016

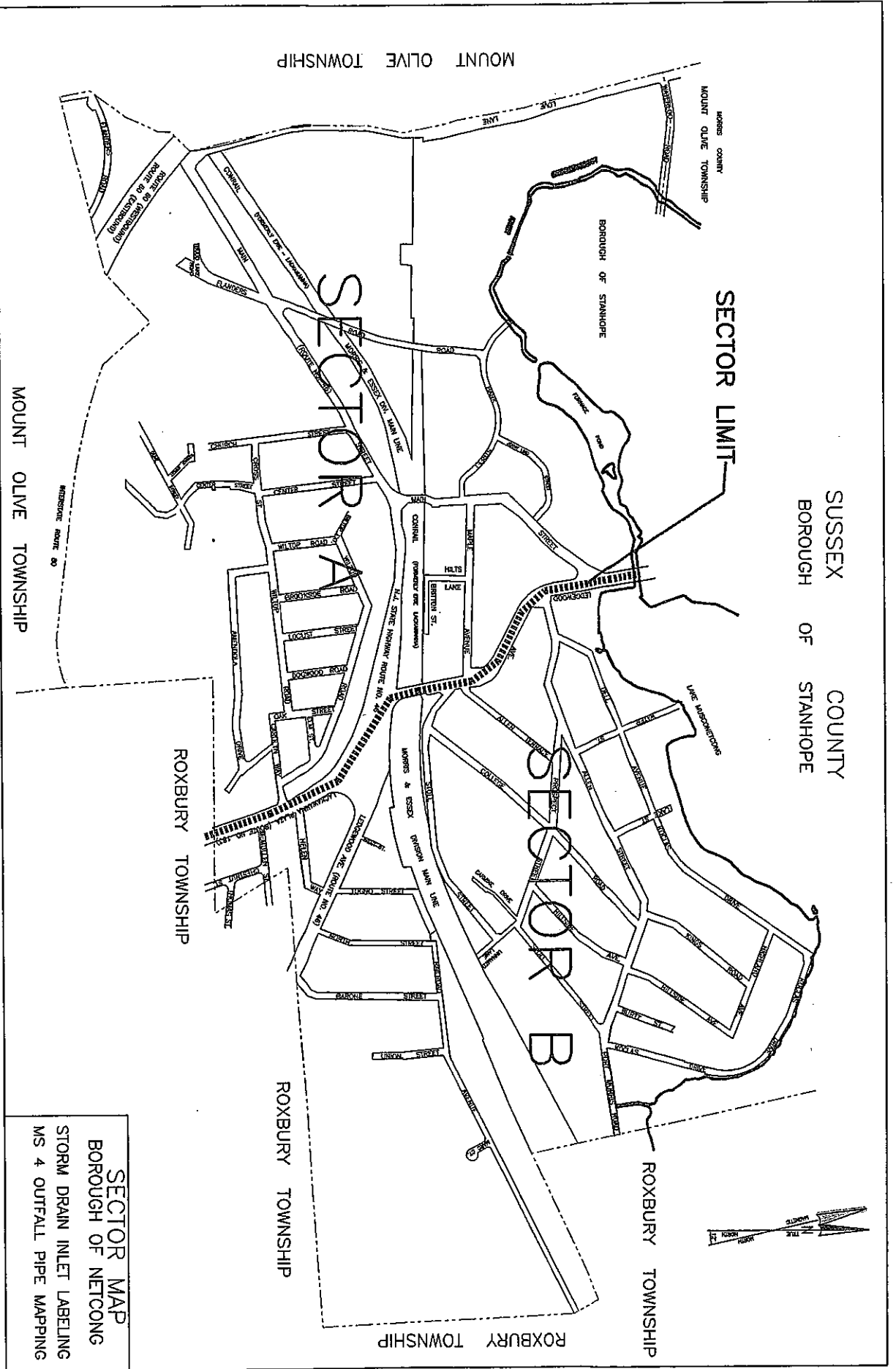
Describe your employee training program. For each required topic, list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

Training shall be provided on various topics to the supervisor and employees involved in implementing and maintaining the best management practices. Training shall be provided by OSHO, Joint Insurance Fund, New Jersey Department of Environmental Protection, Rutgers Continuing Education Courses or other instructors:

<u>Course</u>	<u>Attendees</u>
<u>Waste Disposal Education</u>	<u>Public Works Employees</u>
<u>Municipal Ordinances</u>	<u>Code enforcement officer</u>
<u>Yard Waste Collection</u>	<u>Public Works Employees</u>
<u>Road Erosion Control</u>	<u>Public Works Employees</u>
<u>Stormwater Facility Maintenance</u>	<u>Public Works Employees</u>
<u>Outfall Pipe Stream Scouring Remediation</u>	<u>Public Works Employees</u>
<u>Construction Activity, Post Construction</u>	
<u>Stormwater Management in New Developments</u>	
<u>and Redevelopment for municipally owner projects</u>	<u>Public Works Director</u>
<u>Illicit Connection Elimination and Outfall Mapping</u>	<u>Municipal Engineer</u>
<u>Maintenance Yard Operations</u>	<u>Public Works Employees</u>

Dates for training listed above has not yet been determined.

SUSSEX COUNTY  
BOROUGH OF STANHOPE



# Illicit Connection Inspection Report Form

Municipality  
Information

Municipality: Borough of Netcong County Morris

NJPDES #: NJG0151084 PI ID #: 197989

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

Date \_\_\_\_\_ Effective Date of Permit Authorization (EDPA): \_\_\_\_\_

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.



[illegible]

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

**STANDARD OPERATING PROCEDURE**

**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 Netcong Borough. The purpose of this SOP is to provide a set of guidelines for the Netcong Borough vehicle maintenance yard including maintenance activities at ancillary operations.

**SCOPE:**

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

**STANDARDS AND SPECIFICATIONS:**

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

**SPILL RESPONSE AND REPORTING**

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the Netcong Fire Department at 347-7000.

**MAINTENANCE AND INSPECTION :**

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

### **STANDARD OPERATING PROCEDURE GOOD HOUSEKEEPING PRACTICES**

#### **INTRODUCTION AND PURPOSE:**

This SOP contains the basic practices of good housekeeping to be implemented at the public work facility as well as activities at ancillary operations in Netcong Borough. The purpose of this SOP is to provide a set of guidelines for the employees of Netcong Borough for Good Housekeeping Practices at their public works facility.

#### **SCOPE:**

This SOP applies to the public works facility as well as maintenance activities at ancillary operations operated by Borough of Netcong.

#### **STANDARDS AND SPECIFICATIONS:**

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

### **STANDARDS AND SPECIFICATIONS (Salt and De-icing Material Handling)**

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

### **SPILL RESPONSE AND REPORTING**

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the Netcong Fire Department at (973-347-7000)

### **MAINTENANCE AND INSPECTION**

- Periodically check for leaks and damaged equipment and make repairs as necessary.
- Perform periodic inspections of the area used for storage.