

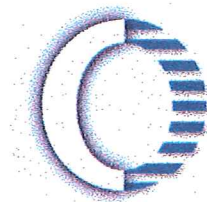
**THE CITY OF LINWOOD  
ATLANTIC COUTNY, NEW JERSEY**



**Municipal Stormwater Management Plan  
Stormwater Pollution Prevention Plan**

**Prepared By:  
Concord Atlantic Engineers/Dixon Associates  
335 E. Jim Leeds Road, 2<sup>nd</sup> Floor  
Galloway, New Jersey 08205**

**May 1, 2005**



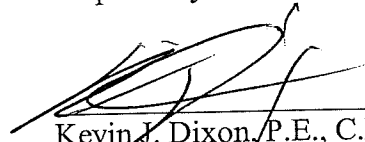
**Concord Atlantic Engineers, Inc.**  
**Dixon Associates**  
ASSOCIATED ENGINEERS

**THE CITY OF LINWOOD**  
ATLANTIC COUNTY, NEW JERSEY

**Municipal Stormwater Management Plan**  
**Stormwater Pollution Prevention Plan**

**May 1, 2005**

Prepared by:



---

Kevin J. Dixon, P.E., C.M.E.  
Office of the City Engineer  
Dixon Associates  
335 E. Jimmie Leeds Road  
Galloway, NJ 08205

## Contents

- Form 1 - Stormwater Pollution Prevention Team Members**
- Form 2 – Public Notice**
- Form 3 – New Development and Redevelopment Program**
- Form 4 – Local Public Education Program**
- Form 5 – Storm Drain Inlet Labeling**
- Form 6 – MS4 Outfall Pipe Mapping**
- Form 7 – Illicit Connection Elimination Program**
- Form 8 – Illicit Connection Records**
- Form 9 – Yard Waste Ordinance/Collection Program**
- Form 10 – Ordinances**
- Form 11 – Storm Drain Inlet Retrofitting**
- Form 12 – Street Sweeping and Road Erosion Control Maintenance**
- Form 13 – Stormwater Facility Maintenance**
- Form 14 – Outfall Pipe Stream Scouring Remediation**
- Form 15 – De-icing Material Storage**
- Form 16 – Standard Operating Procedures**
- Form 17 – Employee Training**

Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Cormac Morrissey, PE, CME

Title: Professional Engineer

Date: May 1, 2005

Municipality: The City of Linwood

County: Atlantic County

NJPDES #: NJG 0152439

PI ID #: 203070

Stormwater Program Coordinator: Kevin J. Dixon, P.E., P.P., C.M.E.

Title: City Engineer

Office Phone #: 609-652-7131

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

Public Notice Coordinator: Leigh Ann Napoli

Title: City Clerk

Office Phone #: 609-927-4108

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

Post-Construction Stormwater Management Coordinator: Kevin J. Dixon coord. w/ Robert Bruce

Title: City Engineer / Board Engineer

Office Phone #: 652-7131 / 926-3311

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

Local Public Education Coordinator: Leigh Ann Napoli

Title: City Clerk

Office Phone #: 609-927-4108

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

Ordinance Coordinator: Leigh Ann Napoli

Title: City Clerk

Office Phone #: 609-927-4108

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

Public Works Coordinator: Hank Kolakowski

Title: Superintendent of Public Works

Office Phone #: 609-926-7994

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

Employee Training Coordinator: Hank Kolakowski

Title: Superintendent of Public Works

Office Phone #: 609-926-7994

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

Other: Kenneth J. Mosca

Title: City Administrator

Office Phone #: 609-926-7953

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

## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: The City of Linwood

County: Atlantic County

NJPDES # : NJG0152439

PI ID #: 203070

Team Member/Title: Leigh Ann Napoli / City Clerk

Effective Date of Permit Authorization (EDPA): 4/01/05

Date of Completion: May 1, 2005      Date of most recent update: \_\_\_\_\_

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

*For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law", N.J.S.A. 10:4-6 et. seq.), the City of Linwood provides public notice in a manner that complies with the requirements of that Act. The City of Linwood also provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et. seq. for the passage of ordinances. In addition, the City of Linwood complies with those requirements for public notice stated in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et. seq.) for municipal actions (e.g., the adoption of the Municipal Stormwater Management Plan).*

# SPPP Form 3 – New Development and Redevelopment Program

Municipality  
Information

Municipality: The City of Linwood

County: Atlantic County

NJPDES # : NJG0152439

PI ID #: 203070

Team Member/Title: Kevin J. Dixon PE, PP, CME / City Engineer

Effective Date of Permit Authorization (EDPA): 4/01/05

Date of Completion: May 1, 2005      Date of most recent update: \_\_\_\_\_

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

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

*Ensure that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the N.J.D.E.P. Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) are in compliance. Our planning and zoning boards ensure such compliance before issuing preliminary or final site plan approvals under the Municipal Land Use Law (N.J.S.A. 40:55D-1 et. seq.).*

*Since the date of the EDPA, the City of Linwood has not constructed any new development or redevelopment projects on City property. Any projects proposed for construction before the adoption of the municipal stormwater control ordinance will be designed to ensure adequate long-term operation and maintenance of BMPs for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft of that ordinance and by requiring and funding the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. Once that ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on municipal property by complying with the maintenance requirements of that ordinance.*

*The City of Linwood Planning Board and City Engineer have reviewed the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual, and have drafted a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model.*

# SPPP Form 3 – New Development and Redevelopment Program (Continuation Form)

*Dialogue with the county planning agency staff has been ongoing during the preparation of these documents. The plan and ordinance will be adopted by the City of Linwood Planning Board and Council, respectively, by the deadlines specified in the permit, and will be submitted to the county agency for approval.*

*Once approved, the ordinance, which will be administered by our planning and zoning boards 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, the City of Linwood 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, the City 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 City can perform the maintenance and charge the private entity.*

*The City of Linwood 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. The City of Linwood 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: The City of Linwood County Atlantic County

NJPDES # : NJG0152439 PI ID #: 203070

Team Member/Title: Leigh Ann Napoli / City Clerk

Effective Date of Permit Authorization (EDPA): 4/01/05

Date of Completion: May 1, 2005 Date of most recent update: \_\_\_\_\_

## Local Public Education Program

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

*For our annual distribution, we will mail a customized brochure to our residents and businesses. The brochure will be distributed in June with the municipal tax bill. Extra copies will be available and on display at our county library and at our municipal building.*

*Our annual event will be held each year in coordination with the Linwood County Fair held in May. The customized brochure and other educational materials will be available to the public at our table. Other related material such as pencils, magnets and keychains with environmental messages related to the required BMP topics will be distributed at this event as available.*



# SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: The City of Linwood County Atlantic County

NJPDES # : NJG0152439 PI ID #: 203070

Team Member/Title: Hank Kolakowski/Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): 4/01/05

Date of Completion: May 1, 2005 Date of most recent update: \_\_\_\_\_

## Storm Drain Inlet Labeling

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

*The storm drain inlet labeling program will be coordinated through the Linwood Department of Public Works. Where it is practical, inlet labeling will be performed by local volunteer groups such as the local boy scout troop or environmental commission. The Public Works Department will perform inlet labeling in areas where volunteer safety is a concern. Inlet labeling will occur for storm drains located along municipal streets with sidewalks and all storm drain inlets within plazas or parking areas operated by the City of Linwood.*

*Plastic labels applied with adhesive that will read "No Dumping - Drains to Waterway" (or other appropriate language) with a picture of a fish next to it will be used to satisfy this requirement.*

*The attached map identifies the division of City of Linwood into two sectors and timeframes for labeling. Labeling is anticipated to be complete by the compliance deadline of April 2009. Inspection of installed labels will occur as part of the annual catch basin inspection and cleaning program to ensure that the integrity of the labels are maintained. Any labels that are damaged or missing will be replaced.*

# SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: The City of Linwood County Atlantic County

NJPDES # : NJG0152439 PI ID #: 203070

Team Member/Title: Kevin J. Dixon PE, PP, CME / City Engineer

Effective Date of Permit Authorization (EDPA): 4/01/05

Date of Completion: May 1, 2005 Date of most recent update: \_\_\_\_\_

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

*A map of the City of Linwood has been prepared by the City Engineer. Due to the large land area that the City covers, this map has been prepared at a scale of 1 inch = 1000 feet. Presently, the City of Linwood has 59 identified outfalls. The locations of these outfalls are identified on this map. It is intended that the City of Linwood will continue to evolve this map for the purposes of identifying not only outfall structures but inlet structures, pipe sizes and locations and other information relative to stormsewer inspection and maintenance.*

# SPPP Form 7 – Illicit Connection Elimination Program

Municipality  
Information

Municipality: The City of Linwood County Atlantic County

NJPDES # : NJG0152439 PI ID #: 203070

Team Member/Title: Hank Kolakowski/Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): 4/01/05

Date of Completion: May 1, 2005 Date of most recent update: \_\_\_\_\_

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

*The City of Linwood Department of Public Works will conduct an initial physical inspection of all of the municipal outfall pipes during the mapping process. The DEP Illicit Connection Inspection Report From (attached hereto) will be used to conduct these inspections. Copies of the inspection reports will be kept with the SPPP records. Outfall pipes that are found to have dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked to locate the illicit connection. If the illicit connection is able to be located (and the connection is within City of Linwood) the responsible party will be cited for being in violation of the City's Illicit Connection Ordinance and the connection will be eliminated immediately. If, after the appropriate amount of investigation, the source of the illicit connection is unable to be located, a Closeout Investigation Form will be prepared and submitted with the City's Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the City of Linwood will report the illicit connection to the Department and that public entity.*

# SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: The City of Linwood County Atlantic County

NJPDES # : NJG0152439 PI ID #: 203070

Team Member/Title: Hank Kolakowski/Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): 4/01/05

Date of Completion: May 1, 2005 Date of most recent update: \_\_\_\_\_

Prior to May 2, 2006

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

Total number of inspections performed this year? 40

Number of outfalls found to have a dry weather flow? None

Number of outfalls found to have an illicit connection? None

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

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

May 2, 2006 – May 1, 2007

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

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

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

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

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

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

May 2, 2007 – May 1, 2008

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

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

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

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

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

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

May 2, 2008 – May 1, 2009

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

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

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

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

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

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

# SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality  
Information

Municipality: The City of Linwood County Atlantic County

NJPDES # : NJG0152439 PI ID #: 203070

Team Member/Title: Hank Kolakowski/Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): 4/01/05

Date of Completion: May 1, 2005 Date of most recent update: \_\_\_\_\_

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

*The City of Linwood has contracted the ACUA to perform yard waste collection on a weekly basis during the months of March through January. While the City of Linwood performs leaf collection from the second week of November to the third week in December. City of Linwood currently begins in the north and works south through the city. A copy of the collection schedule is mailed to each resident before collection. Additional pick-up dates will be scheduled as needed.*

*Additionally, this schedule will be posted on the Township Bulletin Board at the City of Linwood Municipal Complex and on the City of Linwood website ([www.linwoodcity.org](http://www.linwoodcity.org)).*

*The City of Linwood currently prohibits all yard wastes from being placed at the curb or along the street before 5 pm on the day before scheduled collections.*

# SPPP Form 10 - Ordinances

Municipality  
Information

Municipality: The City of Linwood County Atlantic County

NJPDES # : NJG0152439 PI ID #: 203070

Team Member/Title: Leigh Ann Napoli / City Clerk

Effective Date of Permit Authorization (EDPA): 4/01/05

Date of Completion: May 1, 2005 Date of most recent update: \_\_\_\_\_

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

Pet Waste June 20, 1990 (existing)

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

Litter July 8, 1970 (existing)

Improper Waste Disposal June 20, 1990 for pet waste, July 8, 1970 for litter (exist)

Wildlife Feeding Pending, ordinance will be adopted in Fall 2005.

Yard Waste November 25, 2002 (existing)

Illicit Connections Pending, ordinance will be adopted in Fall 2005.

How will these ordinances be enforced?

*Ordinance enforcement will occur through the code enforcement office in conjunction with the City of Linwood Police Department. Violators will be issued a written warning for first time offenses. Penalties will be issued for subsequent offenses.*

# SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: The City of Linwood County Atlantic County

NJPDES # NJG0152439 PI ID #: 203070

Team Member/Title: Kevin J. Dixon PE,PP,CME/City Engineer & Robert Bruce PE/Board Engineer

Effective Date of Permit Authorization (EDPA): 4/01/05

Date of Completion: May 1, 2005 Date of most recent update: \_\_\_\_\_

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

*The City of Linwood will utilize NJDOT bicycle safe grate with the "J-ECO" curb casting which provides a clear opening of no greater 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>Wabash Avenue Widening</i>	<i>June 2005</i>			<i>18</i>	
<i>Maple Avenue Improvements</i>	<i>May 2004</i>			<i>1</i>	
<i>Joseph Avenue Improvements</i>	<i>October 2005</i>			<i>3</i>	
<i>Somers Avenue Improvements</i>	<i>August 2004</i>			<i>4</i>	

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

*The City of Linwood does not operate any alternative devices within the city. There is no current intention of installing any such devices for repaving, repairing, reconstruction or alteration projects.*

*The City of Linwood currently has no plans for claiming any historic place exemptions.*

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

Municipality Information

Municipality: The City of Linwood County: Atlantic County

NJPDES # : NJG0152439 PI ID #: 203070

Team Member/Title: Hank Kolakowski/Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): 4/01/05

Date of Completion: May 1, 2005 Date of most recent update: \_\_\_\_\_

## Street Sweeping

Please describe the street sweeping schedule that you will maintain.

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

*Street sweeping in the City of Linwood is provided by the ACUA. The city streets sweeps approximately 55 miles of roadway at least once a year. Additionally, the plowing of city streets is performed after snow events accumulating in three inches or more of snow with emergency routes prioritized.*

## 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)

*The City of Linwood will use the Public Works Department to monitor all city roads for erosion problems during the course of normal operations. All identified road erosion problems will be reported to Hank Kolakowski, Public Works Director. 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 the Public Works Department will maintain a list of all repairs and the dates completed. The status of the Road Erosion and Maintenance Program will be included in the Annual Report and Recertification.*



# SPPP Form 13 – Stormwater Facility Maintenance

Municipality  
Information

Municipality: The City of Linwood County: Atlantic County

NJPDES # : NJG0152439 PI ID #: 203070

Team Member/Title: Hank Kolakowski/Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): 4/01/05

Date of Completion: May 1, 2005 Date of most recent update: \_\_\_\_\_

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

*The City of Linwood 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 13, 1988.*

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.)

*The City of Linwood has implemented a stormwater facility maintenance program to ensure that all stormwater facilities operated by the City function properly. Debris is disposed of at the ACUA landfill. The City of Linwood operates the following:*

- Catch basins
- Storm drains
- Buffer Strips

*Theses stormwater facilities will be inspected annually to ensure 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: The City of Linwood County: Atlantic County

NJPDES # .NJG0152439 PI ID #: 203070

Team Member/Title: Hank Kolakowski/Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): 4/01/05

Date of Completion: May 1, 2005 Date of most recent update: \_\_\_\_\_

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

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

*City outfall pipes will be inspected for scouring during the illicit connection inspections performed as part of this program. Repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey.*

*Stormwater outfall inspection will occur as part of the annual inspection program to be instituted by the Public Works Department as part of this program. Inspection logs of the stormwater outfalls and information regarding the repair will be made part of this SPPP.*

# SPPP Form 15 – De-icing Material Storage

Municipality  
Information

Municipality: *The City of Linwood County Atlantic County*

NJPDES # : *NJG0152439* PI ID #: *203070*

Team Member/Title: *Hank Kolakowski/Superintendent of Public Works*

Effective Date of Permit Authorization (EDPA): *4/01/05*

Date of Completion: *May 1, 2005* Date of most recent update: \_\_\_\_\_

## De-icing Material Storage

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

*The City of Linwood does not operate a de-icing material storage facility. Instead the Atlantic County facility is used.*

# SPPP Form 67 – Standard Operating Procedures

Municipality Information

Municipality: City of Linwood County Atlantic

NJPDES # : NJG0152439 PI ID #: 203070

Team Member/Title: Hank Kolakowski/Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): 4/01/05

Date of Completion: October 2005 Date of most recent update: \_\_\_\_\_

BMP	Date SOP went into effect	Describe your inspection schedule
<b>Fueling Operations</b> (including the required practices listed in Attachment D of the permit)	<i>N/A</i>	<i>The City of Linwood does not operate the fueling of city vehicles.</i>
<b>Vehicle Maintenance</b> (including the required practices listed in Attachment D of the permit)	<i>April 1, 2005</i>	<i>Monthly inspections to be held to ensure SOP compliance.</i>
<b>Good Housekeeping Practices</b> (including the required practices listed in Attachment D of the permit)  <b>Attach inventory list required by Attachment D of the permit.</b>	<i>N/A</i>	<i>The City of Linwood does not operate a Maintenance Yard.</i>

# SPPP Form 17 – Employee Training

Municipality  
Information

Municipality: The City of Linwood County Atlantic County

NJPDES # : NJG0152439 PI ID #: 203070

Team Member/Title: Hank Kolakowski/Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): 4/01/05

Date of Completion: May 1, 2005 Date of most recent update: \_\_\_\_\_

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

Employee Training to be in accordance with the attached schedule.

# SPPP Form 16 – Standard Operating Procedures

<b>Municipality Information</b>	Municipality: <u>City of Linwood</u>	County: <u>Atlantic</u>
	NJPDES #: <u>NJG0152439</u>	PI ID #: <u>203070</u>
	Team Member/Title: <u>Hank Kolakowski / Superintendent of Public Works</u>	
	Effective Date of Permit Authorization (EDOA): <u>4/01/05</u>	
	Date of Completion: <u>May 1, 2005</u> Date of most recent update: _____	

BMP	Date SOP went into effect	Describe your inspection schedule
<b>Fueling Operations</b> (including the required practices listed in Attachment D of the permit)	N/A	<i>The City of Linwood does not operate a fueling station.</i>
<b>Vehicle Maintenance</b> (including the required practices listed in Attachment D of the permit)	April 1, 2005	<i>Monthly inspections to be held to ensure SOP compliance.</i>
<b>Good Housekeeping Practices</b> (including the required practices listed in Attachment D of the permit)	April 1, 2005	<i>Periodic inspection of all equipment will occur to ensure against leaks.</i>
<b>Attach inventory list required by Attachment D of the permit.</b>		

# SPPP Form 17 – Employee Training

The City of Linwood will conduct classroom and field training covering the following topics:

<u>Course</u>	<u>Who will Attend</u>
Waste Disposal Education	Hotline Operators Municipal Code Enforcement Public Works employees
Municipal Ordinances	Code Enforcement Local Police Department Public Works employees
Yard Waste Collection	Public Works employees
Illicit Connection Elimination and Outfall Pipe Mapping	Public Works employees
Street Sweeping	Public Works employees
Stormwater Facility Maintenance	Public Works employees
Road Erosion Control	Public Works employees
Outfall Pipe Stream Scouring Remediation	Public Works employees
Construction Activity/Post Construction Stormwater Management in New Development and Redevelopment (for municipally owned projects)	Public Works employees

Dates for the above are yet to be determined.

# The City of Linwood

## Standard Operating Procedure

### Vehicle Maintenance

#### City of Linwood Vehicle Maintenance

- Waste Management
- Spill Prevention, Containment and Countermeasures
- Pollution Control

#### Introduction and Purpose

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

#### Scope

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

#### 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.
- Spill control to be in accordance with approved City of Linwood Spill Control and Counter measures (SPCC) Plan.

**Maintenance and Inspection**

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

# The City of Linwood

## Standard Operating Procedure

### Good Housekeeping

#### The City of Linwood Good Housekeeping Goals

- Proper Recycling
- Proper Waste Disposal
- Pollution Prevention

#### Introduction and Purpose

This SOP contains the basic practices of good housekeeping to be implemented at during maintenance activities in The City of Linwood. The purpose of this SOP is to provide a set of guidelines for the employees of The City of Linwood for Good Housekeeping Practices at their maintenance areas.

#### Scope

This SOP applies to all maintenance activities in The City of Linwood.

#### Standards and Specifications (General)

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

#### Standards and Specifications (Salt and Deicing 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.

### **Spill Response and Reporting**

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.

### **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.