Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: JOSEPH C. CHROBAK
Title: SUPERVISING ENGINEER
Date: MAY 1, 2019
Municipality: CITY OF LINDEN
County: UNION
NJPDES #: NJG0149594
PI ID #: 203136

Stormwater Program Coordinator: JOSEPH C. CHROBAK
Title: SUPERVISING ENGINEER
Office Phone #: 908-474-8470
Emergency Phone #: _____

Public Notice Coordinator: JOSEPH BODEK
Title: CITY CLERK
Office Phone #: 908-474-8452
Emergency Phone #: _____

Post-Construction Stormwater Management Coordinator: NICHOLAS J. PANTINA, PE, CME
Title: CITY ENGINEER
Office Phone #: 908-474-8470
Emergency Phone #: _____

Local Public Education Coordinator: JOSEPH C. CHROBAK
Title: SUPERVISING ENGINEER
Office Phone #: 908-474-8470
Emergency Phone #: _____

Ordinance Coordinator: DANIEL ANTONELLI, ESQ.
Title: CITY ATTORNEY
Office Phone #: 908-474-8464
Emergency Phone #: _____

Public Works Coordinator: JOHN VENDITTO
Title: PUBLIC WORKS ASSISTANT SUPERINTENDENT
Office Phone #: 908-474-8666
Emergency Phone #: _____

Employee Training Coordinator: JOSEPH C. CHROBAK
Title: SUPERVISING ENGINEER
Office Phone #: 908-474-8666
Emergency Phone #: _____

Other: PRADIP SONI
Title: Assistant Engineer
Office Phone #: 908-474-8470
Emergency Phone #: _____

# SPPP Form 2 - Public Notice

| Municipality Information | |
|---|---|
| Municipality: *CITY OF LINDEN* | County: *UNION* |
| NJPDES # : NJG*0149594* | PI ID #:*203136* |
| Team Member/Title:*JOSEPH C. CHROBAK / SUPERVISING ENGINEER* | |
| Effective Date of Permit Authorization (EDPA):*APRIL 1, 2005* | |
| Date of Completion: *03/21/2005* | 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 Linden provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, the City of Linden provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), the City of Linden complies with those requirements.*

# SPPP Form 3 – New Development and Redevelopment Program

| Municipality Information | |
|---|---|
| Municipality: *CITY OF LINDEN* | County: *UNION* |
| NJPDES # : NJG*0149594* | PI ID #: *203136* |
| Team Member/Title: *JOSEPH C. CHROBAK / SUPERVISING ENGINEER* | |
| Effective Date of Permit Authorization (EDPA): *APRIL 1, 2004* | |
| Date of Completion: *03/21/2005* | 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 Linden (including projects we operate) we will do the following:*

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

*Since the EDPA, the City of Linden has not constructed any new development or redevelopment projects on City property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will ensure adequate long-term operation and maintenance of BMPs for that project by requiring a project maintenance plan similar to the maintenance plan described in 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 our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets.*

*Our engineering department has 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. We have*

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

*also met with the county planning agency staff to discuss the draft plan and ordinance. The plan and ordinance will be adopted by our planning board and City Council, respectively, by the deadlines specified in the permit, and will be submitted to the county planning 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 Linden 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 of Linden 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 Linden 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 Linden 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: *CITY OF LINDEN* County *UNION* |
| | NJPDES # : *0149594* PI ID #: *203136* |
| | Team Member/Title: *JOSEPH C. CHROBAK / SUPERVISING ENGINEER* |
| | Effective Date of Permit Authorization (EDPA): *04/01/2004* |
| | Date of Completion: *03/21/2005* 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 the DEP brochure to all property owners within the City. The brochure will be distributed in July with the tax bill. Extra copies will be available at the Main Library and City Hall.*

*Our annual event will be held each year in coordination with our Columbus Day Celebration / Fall Festival. We will make the DEP brochure and other educational materials available at our table. We will also distribute pencils, magnets and keychains with environmental messages related to the required BMP topics.*

*In addition, we will invite other environmental groups to set up their own tables during this event.*

# SPPP Form 5 – Storm Drain Inlet Labeling

| Municipality Information | |
|---|---|
| | Municipality: *CITY OF LINDEN* County *UNION* |
| | NJPDES # : *0149594* PI ID #: *203136* |
| | Team Member/Title: *JOSEPH C. CHROBAK / SUPERVISING ENGINEER* |
| | Effective Date of Permit Authorization (EDPA): *04/01/2004* |
| | Date of Completion: *03/21/2005* Date of most recent update: *05/01/2019* |

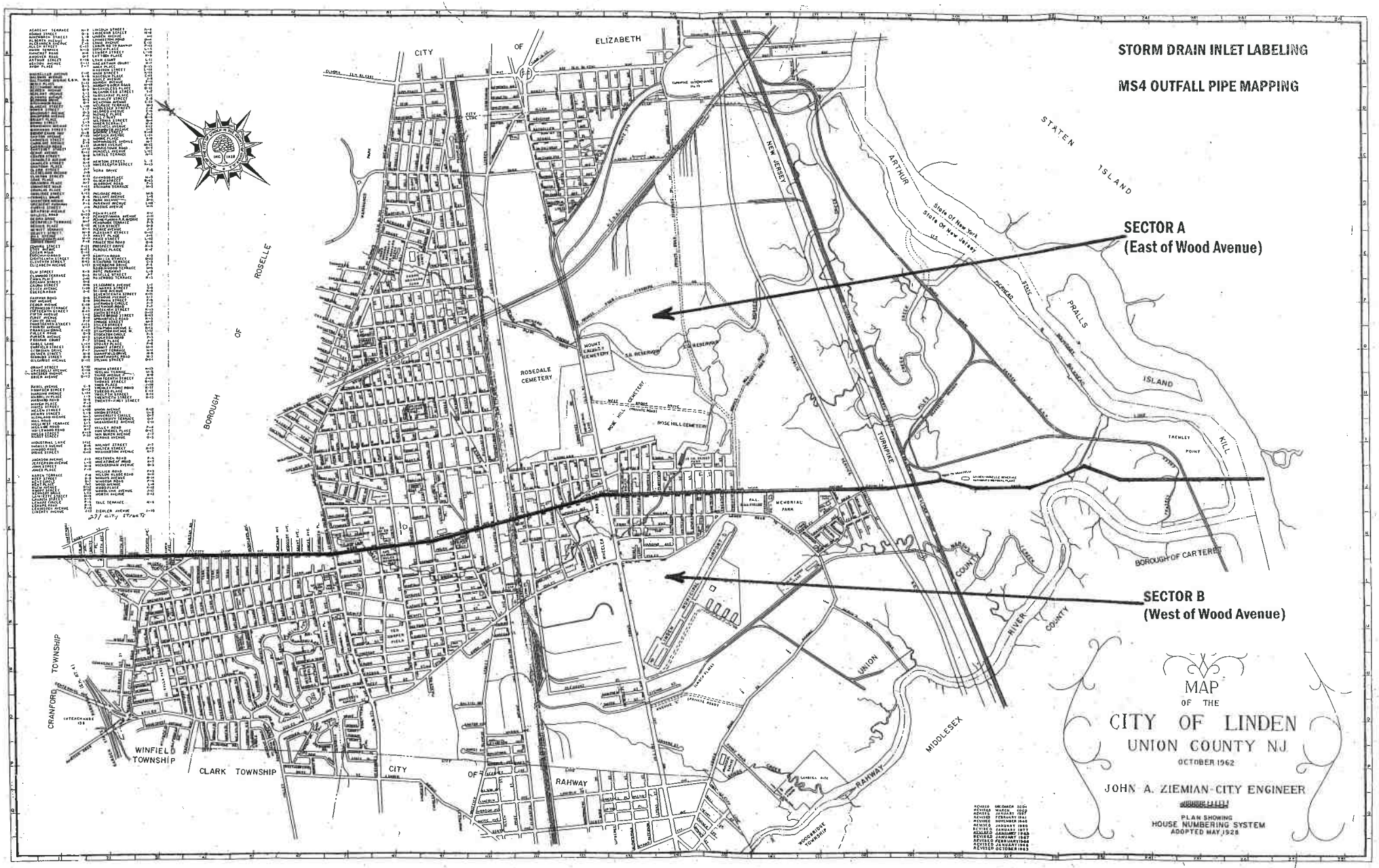
## Storm Drain Inlet Labeling

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 initial labeling of storm drain inlets will be performed by our Public Works Department. We will label all storm drain inlets that are along municipal streets, and all storm drain inlets within plazas, parking areas or maintenance yards that are operated by the City of Linden. A stencil that reads "No Dumping - Drains to Waterway" with a picture of a fish next to it will be used as the label.*

*The attached map divides the City of Linden into two sectors. Sector A is the area east of Wood Avenue, and Sector B is the area west of Wood Avenue. Although, the required completion of labeling is 36 months for Sector A and within 60 months for Sector B, the City of Linden will complete both sectors within 12 months.*

*During our annual catch basin cleaning program, we will be checking these labels to ensure that they are still visible, and if they are not, we will ensure that the labels are replaced in a timely manner. Volunteer groups (girl scouts, boy scouts, school groups, environmental groups, etc.) may be used for labeling maintenance.*


STORM DRAIN INLET LABELING
MS4 OUTFALL PIPE MAPPING
SECTOR A
(East of Wood Avenue)
SECTOR B
(West of Wood Avenue)
MAP
OF THE
CITY OF LINDEN
UNION COUNTY NJ
OCTOBER 1962
JOHN A. ZIEMIAN-CITY ENGINEER
PLAN SHOWING
HOUSE NUMBERING SYSTEM
ADOPTED MAY 1928
CITY OF ELIZABETH
BOROUGH OF ROSELLE
ROSEDALE CEMETERY
ROSE HILL CEMETERY
MOUNT ZION CEMETERY
MEMORIAL PARK
NEW JERSEY TURNPIKE
ARTHUR KILL
STATEN ISLAND
PRALLS ISLAND
TRAILER POINT
BOROUGH OF CARTERET
UNION COUNTY
MIDDLESEX COUNTY
CRANFORD TOWNSHIP
WINFIELD TOWNSHIP
CLARK TOWNSHIP
CITY OF RAHWAY
WOODBRIDGE TOWNSHIP

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# SPPP Form 6 – MS4 Outfall Pipe Mapping

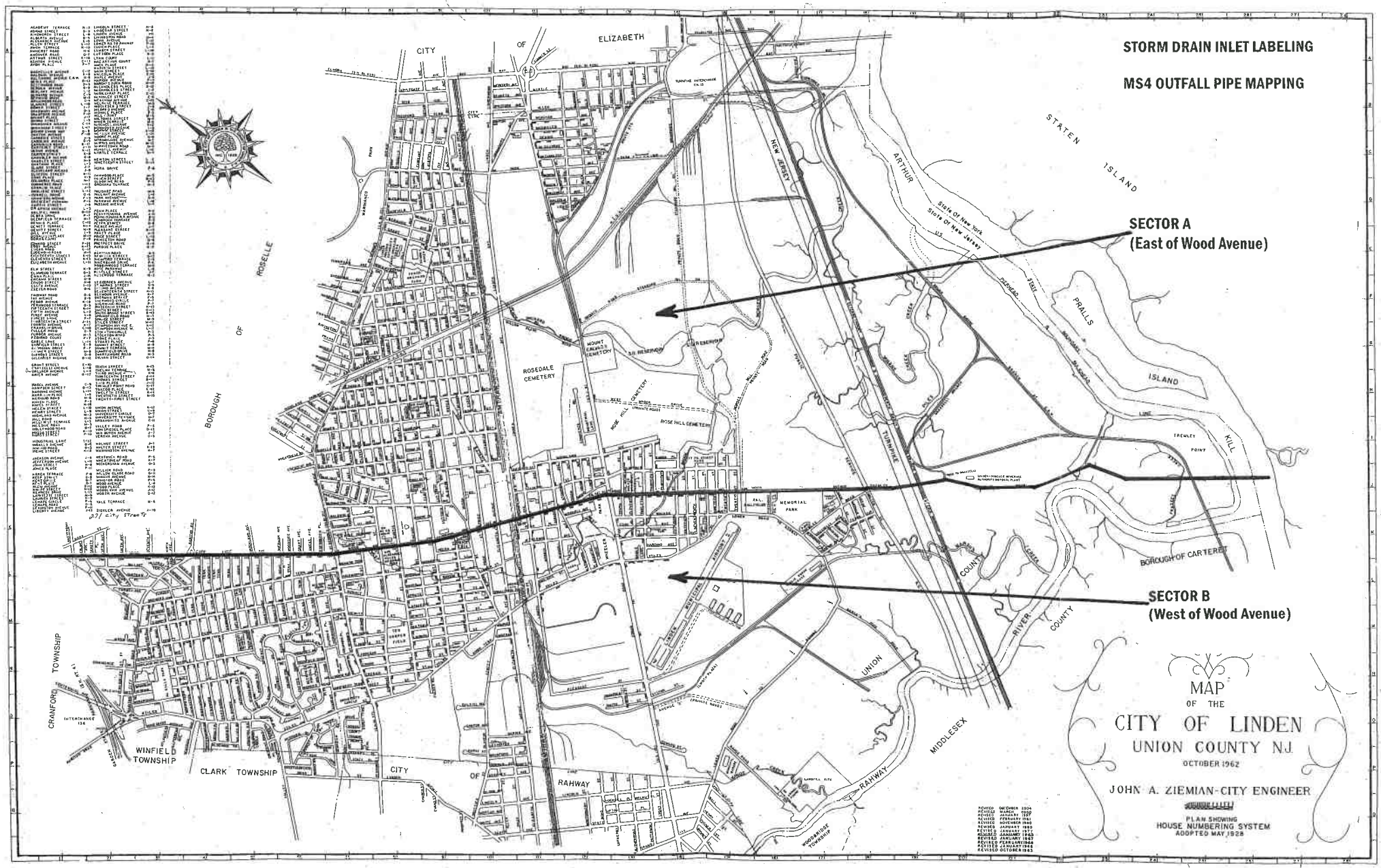
| Municipality Information | |
|---|---|
| | Municipality: *CITY OF LINDEN* County *UNION* |
| | NJPDES # : *0149594* PI ID #: *203136* |
| | Team Member/Title: *JOSEPH C. CHROBAK /SUPERVISING ENGINEER* |
| | Effective Date of Permit Authorization (EDPA): *04/01/2004* |
| | Date of Completion: *03/21/2005* 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.)?

*The City of Linden Engineering Department will map out the location of the end of all outfall pipes operated by the City of Linden. They will identify, map and investigate (see Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program) each outfall pipe that is located. GPS may be used to aid in the mapping process.*

*The City of Linden has been divided into two sectors: Sector A is the area east of Wood Avenue, and Sector B is the area west of Wood Avenue. Sector A will be mapped by April 2007, and Sector B will be mapped by April 2009. (See attached map.)*

*Once all outfall pipe locations are identified, a map will be developed displaying these outfall pipe locations, with an alphanumeric identifier at a scale of 1 inch = 200 feet. Wilson Pond and all other waterbodies receiving outfall discharges will also be identified on the map.*


STORM DRAIN INLET LABELING
MS4 OUTFALL PIPE MAPPING
SECTOR A
(East of Wood Avenue)
SECTOR B
(West of Wood Avenue)
MAP
OF THE
CITY OF LINDEN
UNION COUNTY N.J.
OCTOBER 1962
JOHN A. ZIEMIAN-CITY ENGINEER
PLAN SHOWING
HOUSE NUMBERING SYSTEM
ADOPTED MAY 1928
CITY OF ELIZABETH
BOROUGH OF ROSELLE
BOROUGH OF CARTERET
CRANFORD TOWNSHIP
WINFIELD TOWNSHIP
CLARK TOWNSHIP
CITY OF RAHWAY
UNION COUNTY
MIDDLESEX COUNTY
STATEN ISLAND
PRALLS ISLAND
ARTHUR KILL
NEW JERSEY TURNPIKE
ROSEDALE CEMETERY
ROSE HILL CEMETERY
MOUNT CALVARY CEMETERY
MEMORIAL PARK
TRENTLEY POINT
State of New York
State of New Jersey
REVISED OCTOBER 2004
REVISED MARCH 1929
REVISED JANUARY 1927
REVISED FEBRUARY 1961
REVISED NOVEMBER 1960
REVISED MARCH 1959
REVISED JANUARY 1959
REVISED JANUARY 1965
REVISED JANUARY 1967
REVISED FEBRUARY 1968
REVISED JANUARY 1965
REVISED OCTOBER 1965

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# SPPP Form 7 – Illicit Connection Elimination Program

| Municipality Information | |
|---|---|
| | Municipality: *CITY OF LINDEN* County *UNION* |
| | NJPDES # : *0149594* PI ID #: *203136* |
| | Team Member/Title: *JOSEPH C.CHROBAK / SUPERVISING ENGINEER* |
| | Effective Date of Permit Authorization (EDPA): *04/01/2004* |
| | Date of Completion: *03/21/2005* Date of most recent update: *05/01/2019* |

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.

*We will conduct an initial physical inspection of all of our outfall pipes during the mapping process. We will use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked again to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within the City of Linden) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the connection eliminated immediately. If, after the appropriate amoount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the City of Linden will report the illicit connection to the appropriate department.*

*Although the City of Linden does not have a hotline for reporting spills and illegal dumping, the residents should contact the Linden Police Department, who in turn will contact the Department of Public Works. Similarly, illicit connections should be reported to the Linden Police Department, who in turn will contact the Department of Public Works and Engineering Department for further investigation.*

# Illicit Connection Inspection Report Form

| Municipality Information | |
|---|---|
| | Municipality: *CITY OF LINDEN* County *UNION* |
| | NJPDES # : *0149594* PI ID #: *203136* |
| | Team Member: ____ |
| | Date ____ Effective Date of Permit Authorization (EDPA): *04/01/2004* |

Outfall #: ____ Location: ____

Receiving Waterbody: ____

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

   If you answered "**YES**" to either question, please continue on to question #5.
   (NOTE: This form will need to be submitted to the Department with the Annual Report and Certification.)

5. **PHYSICAL OBSERVATIONS**:

(a) **ODOR**: none ____

(b) **COLOR**: none ____

(c) **TURBIDITY**: none

(d) **FLOATABLES**: none ____

(e) **DEPOSITS/STAINS**: none ____

(f) **VEGETATION CONDITIONS**: normal

(g) **DAMAGE TO OUTFALL STRUCTURES**:

IDENTIFY STRUCTURE: ____

DAMAGE: none ____

6. **ANALYSES OF OUTFALL FLOW SAMPLE:**
   * field calibrate instruments in accordance with manufacturer's instructions prior to testing.

(a) **DETERGENTS**: ____ mg/L

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

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

(b) **AMMONIA (as N) TO POTASSIUM RATIO**: _____

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

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

(c) **FLUORIDE**: _____mg/L

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

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

(d) **TEMPERATURE**: _____°F

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

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

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

   If "**YES**", what is the suspected source? _____

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

8. Has the investigation of the suspected illicit connection been completed?
   Y ( ☐ ) N ( ☐ )

   If "**YES**", proceed to question #9.
   If "**NO**", skip to signature block on the bottom of this form.

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

   If "**YES**", identify the source. _____

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

   Resolution:

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

Inspector's Name: _____

Title: _____

Signature: _____

Date: _____

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

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

# Closeout Investigation Form

| Municipality Information | Municipality: *CITY OF LINDEN* County *UNION*<br>NJPDES # : **NJG***0149594*PI ID #: *203136*<br>Team Member / Title: _____ |
|---|---|

Outfall #: _____Location: _____

Receiving Waterbody: _____

Basis for Submittal:

( ☐ ) A non-stormwater discharge was found, but no source was located within six months.

( ☐ ) An intermittent non-stormwater discharge was observed, and three unsuccessful investigations were conducted to investigate the discharge while it was flowing.

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

Inspector's Name: _____

Title: _____

Signature: _____

Date: _____

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

# SPPP Form 8 – Illicit Connection Records

| Municipality Information | |
|---|---|
| | Municipality: *CITY OF LINDEN* County *UNION* |
| | NJPDES # : *0149594* PI ID #: *203136* |
| | Team Member/Title: *JOSEPH C. CHROBAK / SUPERVISING ENGINEER* |
| | Effective Date of Permit Authorization (EDPA): *04/01/2004* |
| | Date of Completion: *03/21/2005* Date of most recent update: *05/01/2019* |

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? *0*

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? ____

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

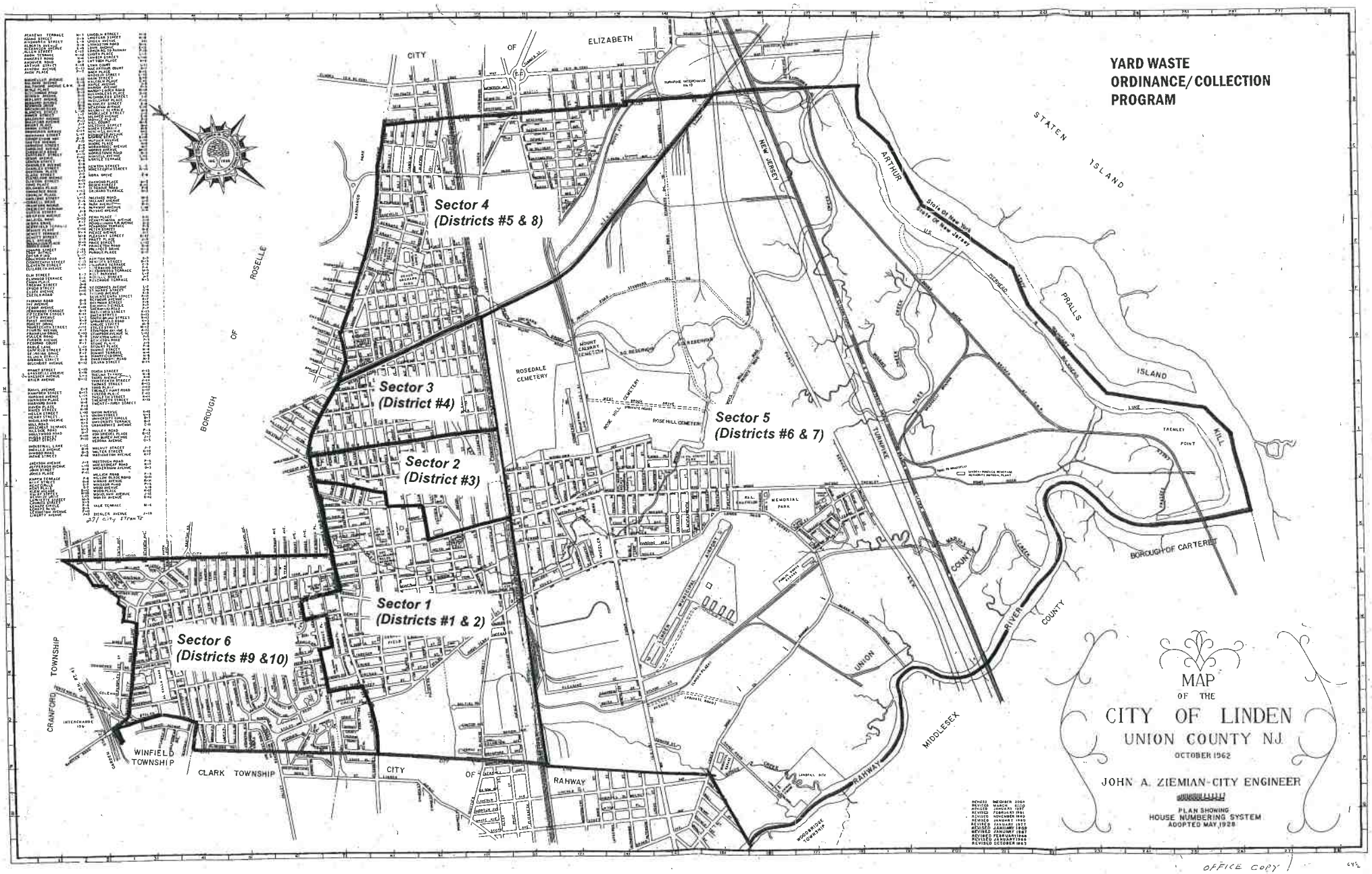
| Municipality Information | |
|---|---|
| | Municipality: *CITY OF LINDEN* County *UNION* |
| | NJPDES # : *0149594* PI ID #: *203136* |
| | Team Member/Title: *JOSEPH C. CHROBAK / SUPERVISING ENGINEER* |
| | Effective Date of Permit Authorization (EDPA): *04/01/2004* |
| | Date of Completion: *03/21/2005* Date of most recent update: *05/01/2019* |

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.

*Currently, the City of Linden has a trash collection program which includes yard waste, a grass collection program and a leaf collection program. For the most part, trash (including yard waste) is collected 9 times per year throughout each of the DPW's six sectors. Grass collection is performed every other week from April through October in each of the six sectors. Non-containerized leaf collection along the curbline is performed as needed throughout the six sectors from October through December. Schedules for trash and grass collection are distributed to each residence.*

*The City of Linden will also be adopting and enforcing a yard waste ordinance (see SPPP form 10) that will prohibit all yard wastes from being placed at the curb or along the street more than seven days prior to our scheduled collections, unless they are bagged or otherwise containerized. The ordinance will also prohibit the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.*

# YARD WASTE ORDINANCE/COLLECTION PROGRAM

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# SPPP Form 10 - Ordinances

| Municipality Information | |
|---|---|
| | Municipality: *CITY OF LINDEN* County *UNION* |
| | NJPDES # : *0149594* PI ID #: *203136* |
| | Team Member/Title: *JOSEPH C. CHROBAK / SUPERVISING ENGINEER* |
| | Effective Date of Permit Authorization (EDPA): *04/01/2004* |
| | Date of Completion: *03/21/2005* Date of most recent update: *05/01/2019* |

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

Pet Waste *To be completed within the 18 month requirement.*

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

Litter *To be completed within the 18 month requirement.*

Improper Waste Disposal *To be completed within the 18 month requirement.*

Wildlife Feeding *To be completed within the 18 month requirement.*

Yard Waste *To be completed within the 18 month requirement.*

Illicit Connections *To be completed within the 18 month requirement.*

How will these ordinances be enforced?

*The local Police Department, Public Works Department, Engineering Department, Board of Health and Recreation Department will enforce these ordinances accordingly. If someone is found to be in violation of an ordinance, they will be issued a written warning for the first offense and penalties will be issued for subsequent offenses.*

# SPPP Form 11 – Storm Drain Inlet Retrofitting

| Municipality Information | |
|---|---|
| | Municipality: CITY OF LINDEN County UNION |
| | NJPDES # :0149594 PI ID #: 203136 |
| | Team Member/Title: JOSEPH C. CHROBAK / SUPERVISING ENGINEER |
| | Effective Date of Permit Authorization (EDPA): *04/01/2004* |
| | Date of Completion: *03/21/2005* Date of most recent update: ____ |

What type of storm drain inlet design will generally be used for retrofitting?
*Campbell Foundry Co. Type N & J heads with bicycle safe grate*

| 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 |
|---|---|---|---|---|---|
| *2004 Resurfacing Various Sts* | | *May 2004* | *September 2004* | *65* | *0* |
| *2005 Resurfacing Various Sts* | *May 2005* | | | *110* | |
| | | | | | |
| | | | | | |
| | | | | | |

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

*No exemptions.*

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

**Municipality Information**

Municipality: CITY OF LINDEN County: UNION

NJPDES # : 0149594 PI ID #: 203136

Team Member/Title: JOSEPH C. CHROBAK / SUPERVISING ENGINEER

Effective Date of Permit Authorization (EDPA): *04/01/2004*

Date of Completion: *03/21/2005* Date of most recent update: *05/01/2019*

## 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 City of Linden currently has a street sweeping program in place throughout each of the DPW's six sectors. All streets throughout the City are swept once each week, however, during the leaf collection period and winter months, services may be limited.*

*The City of Linden intends on maintaining its existing street sweeping program for all streets(those required and not required by the permit).*

## 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 Linden will use the Public Works Department to monitor all their roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to the Public Works Department. 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. The Public Works Department will maintain an inspection log and a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.*

# SPPP Form 13 – Stormwater Facility Maintenance

| Municipality Information | |
|---|---|
| | Municipality: CITY OF LINDEN County: UNION |
| | NJPDES # :0149594 PI ID #: 203136 |
| | Team Member/Title: JOSEPH C. CHROBAK / SUPERVISING ENGINEER |
| | Effective Date of Permit Authorization (EDPA): *04/01/2004* |
| | Date of Completion: *03/21/2005* Date of most recent update: *05/01/2019* |

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

*The City of Linden 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. Mainentance will be scheduled for those catch basins that are in disrepair. The annual catch basin cleaning program will begin in September 2005.*

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 Linden will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the City function properly. The City of Linden operates the following: catch basins and storm drains.*

*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 no begin to fail.*

*In addition, the City of Linden already has in place Standard Operating Procedures for the biannual inspection of streams and privately owned detention basins throughout the City. The Public Works Department is notified of any existing or possible flow blockages in streams, while the respective property owner is notified when maintenance is required on a basin.*

# SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

| Municipality Information | |
|---|---|
| | Municipality: CITY OF LINDEN County: UNION |
| | NJPDES # :0149594 PI ID #: 203136 |
| | Team Member/Title: JOSEPH C. CHROBAK / SUPERVISING ENGINEER |
| | Effective Date of Permit Authorization (EDPA): *04/01/2004* |
| | Date of Completion: *03/21/2005* Date of most recent update: *05/01/2019* |

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 the program, we will be checking all of our outfall pipes for signs of scouring. All sites will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits may be done first.*

*We will follow each repair with an annual inspection of the site to ensure that scouring has not resumed.*

*Upon completion of the outfall mapping and inspection, 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, will be attached to this form. When repairs are completed, we will note the date of that repair on the form.*

# SPPP Form 15 – De-icing Material Storage

| Municipality Information | |
|---|---|
| | Municipality: *CITY OF LINDEN* County *UNION* |
| | NJPDES # : *0149594* PI ID #: *203136* |
| | Team Member/Title: *JOSEPH C. CHROBAK / SUPERVISING ENGINEER* |
| | Effective Date of Permit Authorization (EDPA): *04/01/2004* |
| | Date of Completion: *03/21/2005* 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 Linden currently stores its de-icing salt in a permanent storage structure that includes a roof and walls. The structure is regularly maintained and inspected..*

*In addition, the City of Linden stores sand for roads and other uses outdoors at its Public Works Department maintenance yard located at 700 Lower Road. The location of the existing sand pile exceeds the 50 foot setback requirement from all storm sewer inlets, ditches or other stormwater conveyance channels, and surface water bodies. At the completion of loading and unloading activities we shall inspect for spilled sand.*

# SPPP Form16 – Standard Operating Procedures

| Municipality Information | |
|---|---|
| | Municipality: *CITY OF LINDEN* County *UNION* |
| | NJPDES # : *0149594* PI ID #: *203136* |
| | Team Member/Title: *JOSEPH C. CHROBAK / SUPERVISING ENGINEER* |
| | Effective Date of Permit Authorization (EDPA): *04/01/2004* |
| | Date of Completion: *03/21/2005* Date of most recent update: *05/01/2019* |

| BMP | Date SOP went into effect | Describe your inspection schedule |
|---|---|---|
| Fueling Operations (including the required practices listed in Attachment D of the permit) | *January 24, 2005* | *Fueling is performed at the Municipal Garage maintenance yard located at 1901 Lower Road. This location will be inspected once a month.* |
| Vehicle Maintenance (including the required practices listed in Attachment D of the permit) | *January 24, 2005* | *Monthly inpections will be held to ensure that the SOP is being met.* |
| Good Housekeeping Practices (including the required practices listed in Attachment D of the permit)<br><br>**Attach inventory list required by Attachment D of the permit.** | *January 24, 2005* | *Monthly inspections of all municipal maintenance yard and ancillary operations will be held.* |

# City of Linden
# Standard Operating Procedures
# Vehicle and Equipment Fueling

## *City of Linden Maintenance Yards With Fueling Operations - Municipal Garage, Lower Road*

### Introduction and Purpose

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

### Scope

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

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

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

### Standards and Specifications (for bulk fueling)

- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
- Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If

temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.

- Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
- A trained employee must always be present to supervise during bulk transfer.

## Spill Response

- Conduct cleanups of any fuel spills immediately after discovery.
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly.
- Contact the City of Linden Fire Department at 908-298-3800.

## Maintenance and Inspection

- Fueling areas and storage tanks shall be inspected monthly.
- Keep an ample supply of spill cleanup material on the site.
- Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.

# City of Linden
# Standard Operating Procedure
# Vehicle Maintenance

*City of Linden Maintenance Yards BMP Objectives*
*- Waste Management*
*- Spill Prevention, Containment and Countermeasures*
*- Pollution Control*

## Introduction and Purpose

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

## 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 of drainage facilities and watercourses.
- Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.
- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose 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 City of Linden Fire Department at 908-289-3800.

## Maintenance and Inspection

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

# City of Linden
# Standard Operating Procedure
# Good Housekeeping

*City of Linden 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 maintenance yards including maintenance activities at ancillary operations in the City of Linden. The purpose of this SOP is to provide a set of guidelines for the employees of the City of Linden for Good Housekeeping Practices at their maintenance yards including maintenance yards at ancillary operations.

## Scope

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

## 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, Sand 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.
- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15th through April 30th.
- Uncovered sand may be stored outside if a 50 foot setback is maintained from any storm sewer inlet, stream or body of water.

## 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 City of Linden Fire Department at 908-298-3800.

## 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.
- Develop and conduct an annual employee training program that covers the appropriate topics for appropriate employees.

# SPPP Form 17 – Employee Training

Municipality Information

Municipality: *CITY OF LINDEN* County *UNION*

NJPDES # : *0149594* PI ID #: *203136*

Team Member/Title: *JOSEPH C. CHROBAK / SUPERVISING ENGINEER*

Effective Date of Permit Authorization (EDPA): *04/01/2004*

Date of Completion: *03/21/2005* 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.

*The following topics will be covered by a training program:*

| *Course:* | *Who will attend* |
|---|---|
| *Waste Disposal Education* | *AllDepts.* |
| *Municipal Ordinances* | *Police Department, DPW Supervisors/Inspectors* |
| *Yard Waste Collection Program* | *DPW Supervisors/Inspectors* |
| *Street Sweeping* | *DPW Supervisors/Sweeper Operators* |
| *Stormwater Facility Maintenance* | *DPW Supervisors/Sewer Crew* |
| *Road Erosion Control* | *DPW Supervisors/Road Crew* |
| *Outfall Pipe Stream Scouring Remediation* | *DPW Supervisors and Engineering Dept.* |
| *Construction Activity/Post Construction Stormwater Management in New Development and Redevelopment (for municipally owned projects)* | *DPW Supervisors and Engineering Dept* |

*The following topics will include practical field training as part of the training program:*

*Illicit connection Elimination and Outfall Piping* — *DPW Supervisors and Engineering Dept.*
*(field training will include procedures to properly conduct illicit connection dection, investigation and elimination.)*

*Maintenance Yard Operations* — *DPW and Municipal Garage Supervisors/Employees*
*(field training will include the SOPs for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping for de-icing materials storage.)*

*Dates for the training programs are TBD.*