Stormwater Pollution Prevention Plan (SPPP)

Prepared By:

Stormwater Management Team

November 5, 2018

Joseph A. Giorgio, R.M.C.
Stormwater Program Coordinator
Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members
Number of team members may vary.

Completed by: Joseph A. Giorgio
Title: Business Administrator/Township Clerk
Date: 11/5/2018
Municipality: Township of Hanover
County: Morris
NJPDES #: NJG0148971
PI ID #: 198046

Stormwater Program Coordinator: Joseph A. Giorgio
Title: Business Administrator/Township Clerk
Office Phone #: 973-428-2467
Emergency Phone #: 973-428-2512

Public Notice Coordinator: Joseph A. Giorgio
Title: Business Administrator/Township Clerk
Office Phone #: 973-428-2467
Emergency Phone #: 973-428-2512

Post-Construction Stormwater Management Coordinator: Gerardo Maceira, P.E.
Title: Township Engineer
Office Phone #: 973-428-2490
Emergency Phone #: 973-428-2512

Local Public Education Coordinator: Joseph A. Giorgio
Title: Business Administrator/Township Clerk
Office Phone #: 973-428-2467
Emergency Phone #: 973-428-2512

Ordinance Coordinator: Joseph A. Giorgio
Title: Business Administrator/Township Clerk
Office Phone #: 973-428-2467
Emergency Phone #: 973-428-2512

Public Works Coordinator: Brian Foran
Title: Superintendent, Department of Public Works
Office Phone #: 973-428-2495
Emergency Phone #: 973-428-2512

Employee Training Coordinator: Joseph A. Giorgio
Title: Business Administrator/Township Clerk
Office Phone #: 973-428-2467
Emergency Phone #: 973-428-2512
<table>
<thead>
<tr>
<th>Municipality Information</th>
</tr>
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<tbody>
<tr>
<td>Municipality: Township of Hanover</td>
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<tr>
<td>NJPDES #: NJG 148971</td>
</tr>
<tr>
<td>Team Member/Title: Joseph A. Giorgio, Public Notice Coordinator</td>
</tr>
<tr>
<td>Effective Date of Permit Authorization (EDPA): 04/01/2004</td>
</tr>
<tr>
<td>Date of Completion: February 7, 2005</td>
</tr>
</tbody>
</table>

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), Hanover Township provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Hanover Township 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), Hanover Township complies with those requirements.
SPPP Form 3 – New Development and Redevelopment Program

<table>
<thead>
<tr>
<th>Municipality Information</th>
<th>Township of Hanover</th>
<th>Morris</th>
</tr>
</thead>
<tbody>
<tr>
<td>NJPDES #:</td>
<td>NJG 0148971</td>
<td></td>
</tr>
<tr>
<td>PI ID#:</td>
<td>198046</td>
<td></td>
</tr>
<tr>
<td>Team Member/Title:</td>
<td>Gerardo Maceira P.E./Township Engineer</td>
<td></td>
</tr>
<tr>
<td>Effective Date of Permit Authorization (EDPA):</td>
<td>April 1, 2004</td>
<td></td>
</tr>
<tr>
<td>Date of Completion:</td>
<td>March 1, 2005</td>
<td>Date of most recent update:</td>
</tr>
</tbody>
</table>

To control stormwater from development and redevelopment projects throughout the Township of Hanover (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 Effective Date of Permit Authorization (EDPA), the Township of Hanover has not constructed any new development or redevelopment project on Township 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 Best Management Practices (BMPs) for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft 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.

We have drafted a municipal stormwater management plan and municipal stormwater control ordinance. The plan and ordinance will be reviewed by all appropriate parties, and will be adopted by our planning board and Township Committee, 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, code enforcement officer and township engineer 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 Township of Hanover will ensure adequate long-term operation and preventative maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, the Township of Hanover 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.

The Township will also enforce, through the ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. 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.
**Municipality:** Township of Hanover  
**County:** Morris  
**NJPDES #:** 0148971  
**PI ID #:** 198046  
**Team Member/Title:** Joseph A. Giorgio/Local Public Education Coordinator  
**Effective Date of Permit Authorization (EDPA):** 04/01/2004  
**Date of Completion:** 11/14/05  
**Date of most recent update:**  

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**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.

**Method of Implementation**

To meet the Standard Basic Requirement (SBR) for public education, the Township shall reproduce copies of the most current educational brochures provided by the State Department of Environmental Protection, and insert these brochures in the Township’s newsletter, “Hanover Happenings.” The newsletter is mailed to all residents within the Township periodically throughout a calendar year. The brochures shall be inserted into one edition of “Hanover Happenings” at a minimum of once a year, to ensure that the residents of the Township receive the State’s educational brochure annually.

The Township shall once a year mail the State’s most current educational brochures to each of the businesses within the Township.

To meet the SBR of conducting one annual educational event, the Township of Hanover’s Environmental Commission shall include educational information on Stormwater Pollution Prevention as part of the Commission’s display booth on “Hanover Township Day,” an annual event celebrating Hanover Township. Members of the public are invited to attend “Hanover Township Day,” which is scheduled each September. As part of the educational information, the Environmental Commission shall distribute copies of the State’s educational brochures.

In addition to the above steps the Township will take to provide education and outreach to the public on stormwater management, the Township’s Environmental Commission will from time to time distribute promotional and educational material at science fairs held in Township Schools, and during special Earth Day Events. Please refer to attached sheet for dates and educational/promotional items distributed.
### SPPP Form 5 – Storm Drain Inlet Labeling

<table>
<thead>
<tr>
<th>Municipality Information</th>
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<tbody>
<tr>
<td>Municipality: Township of Hanover County Morris</td>
</tr>
<tr>
<td>NJPDES #: 0148971 PI ID #: 198046</td>
</tr>
<tr>
<td>Team Member/Title: Joseph A. Giorgio/Local Public Education Coordinator</td>
</tr>
<tr>
<td>Effective Date of Permit Authorization (EDPA): 04/01/2004</td>
</tr>
<tr>
<td>Date of Completion: 1/14/05 Date of most recent update:</td>
</tr>
</tbody>
</table>

### Storm Drain Inlet Labeling

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

Storm drain inlet labeling will be done and monitored in accordance with attached schedule. As road reconstruction is done within the Township, storm drain inlets will comply with the design standard set forth in Attachment C in the Township's permit. In the meantime, labeling will be done by adhering "No dumping - drains to river" decals on the storm drains. The Environmental Commission will solicit volunteer groups among the Township's civic organizations, such as the Boy Scouts, Girl Scouts, High School Environmental Club, etc., to assist with decaling. Where necessary, the Township will seek assistance from the Sheriff's Labor Assistance Program (SLAP) to meet labeling deadlines.

With respect to maintenance, as Township Public Works Department personnel inspect, clean, and repair catch basins, they will check to make sure decal is still affixed. In those instances where decals have come off, the Public Works Department personnel will note the locations, and Township personnel, volunteers, or SLAP workers will be sent to re-affix the decals.
The Township has completed the mapping of the entire stormwater infrastructure system. The map is a GPS survey of the storm sewer assets providing centimeter horizontal and vertical accuracy. The storm sewer infrastructure is just one element in the Township’s GIS database.

The Storm Sewer Infrastructure map is attached.

The Engineering Department will maintain and revise the storm sewer database, as existing features are changed and new elements added.
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. We will use the NJDEP 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 an illicit connection is suspected then the Township of Hanover Health Department will be notified to assist in the investigation. If we are able to locate the illicit connection (and the connection is within the Township of Hanover) we will cite the responsible party for being in violation of the Township’s Illicit Connection Ordinance, and we will have the connection eliminated immediately. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Township of Hanover will report the illicit connection to the NJDEP.
### SPPP Form 8 – Illicit Connection Records

<table>
<thead>
<tr>
<th>Municipality Information</th>
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<tbody>
<tr>
<td>Municipality: Township of Hanover, County Morris</td>
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<tr>
<td>NJPDES #: NJG0148971PI ID #: 198046</td>
</tr>
<tr>
<td>Team Member/Title: Gerardo Maceira P.E. / Township Engineer</td>
</tr>
<tr>
<td>Effective Date of Permit Authorization (EDPA): 04/01/2004</td>
</tr>
<tr>
<td>Date of Completion: 1/12/2005 Date of most recent update:</td>
</tr>
</tbody>
</table>

**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? | Will begin by 10/05 |
| Number of outfalls found to have a dry weather flow? |  |
| Number of outfalls found to have an illicit connection? |  |
| How many illicit connections were eliminated? |  |
| Of the illicit connections found, how many remain? |  |

**May 2, 2006 – May 1, 2007**

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

| Total number of inspections performed this year? |  |
| Number of outfalls found to have a dry weather flow? |  |
| Number of outfalls found to have an illicit connection? |  |
| How many illicit connections were eliminated? |  |
| Of the illicit connections found, how many remain? |  |

**May 2, 2007 – May 1, 2008**

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

| Total number of inspections performed this year? |  |
| Number of outfalls found to have a dry weather flow? |  |
| Number of outfalls found to have an illicit connection? |  |
| How many illicit connections were eliminated? |  |
| Of the illicit connections found, how many remain? |  |

**May 2, 2008 – May 1, 2009**

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

| Total number of inspections performed this year? |  |
| Number of outfalls found to have a dry weather flow? |  |
| Number of outfalls found to have an illicit connection? |  |
| How many illicit connections were eliminated? |  |
| Of the illicit connections found, how many remain? |  |
### Illicit Connection Inspection Report Form

<table>
<thead>
<tr>
<th>Municipality Information</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Municipality:</td>
<td>County</td>
</tr>
<tr>
<td>NJPDES #:</td>
<td>PI ID #:</td>
</tr>
<tr>
<td>Team Member:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td>Effective Date of Permit Authorization (EDPA):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outfall #:</th>
<th>Location:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Receiving Waterbody:</th>
</tr>
</thead>
</table>

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 question #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 sewage sulfide oil gas rancid/sour other: ________

   (b) **COLOR:** none yellow brown green red gray gray other: ________

   (c) **TURBIDITY:** none cloudy opaque

   (d) **FLOATABLES:** none petroleum sheen sewage other: ________

   (e) **DEPOSITS/STAINS:** none sediment oily other: ________

   (f) **VEGETATION CONDITIONS:** normal excessive growth inhibited growth

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

      IDENTIFY STRUCTURE: __________

      DAMAGE: none concrete spalling/cracking peeling paint metal corrosion other damage ________

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 0.06:1, 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 ground water 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 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.
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

<table>
<thead>
<tr>
<th>Municipality:</th>
<th>County:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NJPDES #: NJG</td>
<td>PI ID #:</td>
</tr>
<tr>
<td>Team Member / Title:</td>
<td></td>
</tr>
</tbody>
</table>

### 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 certification.
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.

In the spring and summer, yard waste is collected curbside weekly in reusable containers, and brought directly to the Morris County Shade Tree. In the fall, leaves are collected curbside and brought to the DPW yard and removed weekly by a registered hauler to a licensed facility.

The Township of Hanover has adopted and will be enforcing a yard waste ordinance (see SPPP Form 10) that will prohibit all yard waste from being placed at the curb or along the street more than seven days prior to collection. The ordinance will also prohibit the placing of yard waste closer than 10 feet from any storm sewer inlet. The township will schedule certain areas for collection at different dates.
### SPPP Form 10 - Ordinances

<table>
<thead>
<tr>
<th>Municipality Information</th>
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</thead>
<tbody>
<tr>
<td>Municipality: <em>Township of Hanover</em>, County <em>Morris</em></td>
</tr>
<tr>
<td>NJPDES #: 0148971 PI ID #: 198046</td>
</tr>
<tr>
<td>Team Member/Title: <em>Joseph A. Giorgio, Program Coordinator</em></td>
</tr>
<tr>
<td>Effective Date of Permit Authorization (EDPA): 04/01/2004</td>
</tr>
<tr>
<td>Date of Completion: <em>February 7, 2005</em> Date of most recent update:</td>
</tr>
</tbody>
</table>

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

**Pet Waste** *September 9, 2004*

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

**Litter** *December 9, 1971 (existing)*

**Improper Waste Disposal** *September 9, 2004*

**Wildlife Feeding** *July 12, 2001 (existing), Amended 2/24/05, Deer Prohibition*

**Yard Waste** *September 9, 2004*

**Illicit Connections** *September 9, 2004*

*(See Attached Page for Enforcement)*
How will these ordinances be enforced?

Pet Waste - The Township's Police Department and Health Department have been designated in the ordinance as the enforcement agencies. Police officers and health department staff will enforce the provisions. If someone is found to be in violation of the ordinance, the police officer or health department staff member may issue written warnings for first time offenders or summonses, and will issue summonses for subsequent offenses.

Litter Ordinance - The Township's Police Officers, Public Works Employees, and Property Maintenance Officer have the authority to enforce the provisions of this ordinance. These employees will enforce the provisions by issuing written warnings or summonses for first time offenders, and issuing summonses for subsequent offenses.

Improper Waste Disposal - The Township’s Police Officers, and field staff of the Engineering Department and Health Department have the authority to enforce the provisions of this ordinance. These employees will enforce the provisions by issuing written warnings or summonses for first time offenders, and issuing summonses for subsequent offenses.

Wildlife Feeding - The Township’s Police Department has been designated in the ordinance as the enforcement agency. Police officers may issue written warnings or summonses for first time offenders, and will issue summonses for subsequent offenses.

Yard Waste - The Township's Police Officers and Building Department Property Maintenance Officers have been designated in the ordinance as the enforcement agents. These employees will enforce the provisions of the ordinance. They may issue written warnings or summonses for first time offenders, and will issue summonses for subsequent offenses.

Illicit Connections - The Township's Police Department, Engineering Department and Health Department have the authority to enforce the provisions of this ordinance, and will enforce it. These departments will issue summonses for offenses.
### SPPP Form 11 – Storm Drain Inlet Retrofitting

**Municipality:** Township of Hanover  
**County:** Morris  
**NJPDES #:** NJG 0148971  
**PI ID#:** 138046  
**Team Member/Title:** Gerardo Maceira P.E./Township Engineer  
**Effective Date of Permit Authorization (EDPA):** April 1, 2004  
**Date of Completion:** March 1, 2005  
**Date of most recent update:**

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

Campbell Foundry Casting #2518, Bicycle Safe Grate, Type "B" w/ "N-Eco Curb Piece

**DUMP NO WASTE**  
**DRAINS TO RIVER**

<table>
<thead>
<tr>
<th>Repaving, repairing, reconstruction or alteration project name</th>
<th>Projected Start Date</th>
<th>Start Date</th>
<th>Date of Completion</th>
<th># Of Storm Drain Inlets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resurfacing of Wing Drive from Ridgedale Ave. to 90 Turn</td>
<td>7/26/04</td>
<td>8/30/04</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Resurfacing of Fairchild Place from Whippany Rd. to Thea Pl.</td>
<td>7/26/04</td>
<td>8/30/04</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>Resurfacing of Horse Hill Road from Hanover Ave. to Saddle Rd.</td>
<td>9/27/04</td>
<td>11/27/04</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Resurfacing of Bee Meadow Pkwy, From Parsippany Rd. to Fenwick Dr.</td>
<td>6/1/05</td>
<td></td>
<td></td>
<td>19</td>
</tr>
<tr>
<td>Resurfacing of Fieldstone Drive</td>
<td>6/1/05</td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Resurfacing of Emerson Drive</td>
<td>6/1/05</td>
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<td></td>
<td>4</td>
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<tr>
<td>Resurfacing of Manchester Drive</td>
<td>7/1/05</td>
<td></td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>Resurfacing of Sunset Drive and Runnymede Court</td>
<td>7/1/05</td>
<td></td>
<td></td>
<td>23</td>
</tr>
</tbody>
</table>
**SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance**

| Municipality Information | Municipality: **Township of Hanover** County: **Morris**  
|--------------------------|--------------------------------------------------|
| NJPDES #: **NJG0148971** PI ID #: **198046**  
| Team Member/Title: **Brian Foran**/Superintendent of DPW  
| Effective Date of Permit Authorization (EDPA): **04/01/2004**  
| Date of Completion: **02/15/05** Date of most recent update: ___ |

**Street Sweeping**

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

The Township of Hanover has evaluated its streets to determine which areas will need to be swept monthly. These areas have been determined to be those with a speed limit of 35 MPH or less in predominantly commercial areas.

The Township intends on maintaining its existing street sweeping program for all other streets (that are not required by the permit), which includes sweeping all streets once a year.

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**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 Township will use the DPW to monitor their roads and streets for erosion problems during normal patrols. All road erosion problems will be reported to the Assistant Township Engineer. During SPPP Team meetings, identified areas of erosion will be discussed and repairs will be prioritized. The areas identified to have erosion problems will be repaired in accordance with the Standards for Soil Erosion & Sediment Control in New Jersey. The Assistant Engineer will maintain an inspection log, and a list of all repairs and the dates completed. The status of Road Erosion Control Maintenance will be included in the Annual Report & Recertification.
Please describe your annual catch basin cleaning program and schedule. Attach a map/diagram or additional pages as necessary.

The Township of Hanover will implement an annual catch basin cleaning program to maintain catch basin function. All basins will be inspected once each year. If, at the time of inspection, no sediment, trash or debris is observed in the basin, then that 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 basins that are in disrepair. The annual catch basin cleaning program will begin in April of 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 Township of Hanover will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. The Township of Hanover currently operates the following:

- Catch Basins
- Storm Drains
- Underground Filtration Basin

These 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.
<table>
<thead>
<tr>
<th>Municipality Information</th>
<th>County: Morris</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipality: Township of Hanover</td>
<td>NJPDES #: NJG 0148971</td>
</tr>
<tr>
<td>PI ID#: 198046</td>
<td>Team Member/Title: Gerardo Maceira P.E. / Township Engineer</td>
</tr>
<tr>
<td>Effective Date of Permit Authorization (EDPA): April 1, 2004</td>
<td></td>
</tr>
<tr>
<td>Date of Completion: March 1, 2005</td>
<td>Date of most recent update:</td>
</tr>
</tbody>
</table>

When the Township conducts the illicit connection part of this program, we will be checking all of the outfall pipe locations 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 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.

The Township's Stormwater Infrastructure map illustrates all of the outfall pipe locations. The Engineering Department shall maintain a record of each outfall location. The maintenance record will include a rating of severity, prioritize repairs, type of repair, date when the repair is completed, and dates of future inspections.
<table>
<thead>
<tr>
<th>Municipality Information</th>
<th>Township of Hanover, County Morris</th>
</tr>
</thead>
<tbody>
<tr>
<td>NJPDES #:</td>
<td>NJG0148971 PI ID #: 198046</td>
</tr>
<tr>
<td>Team Member/Title:</td>
<td>Brian Foran/Superintendent of DPW</td>
</tr>
<tr>
<td>Effective Date of Permit Authorization (EDPA):</td>
<td>04/01/2004</td>
</tr>
<tr>
<td>Date of Completion:</td>
<td>02/15/05 Date of most recent update:</td>
</tr>
</tbody>
</table>

**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.

*Currently de-icing materials are stored at the DPW facility, 25 North Jefferson Rd. in a covered salt dome and liquid calcium chloride storage tank free of leaks & spills. Both structures are inspected regularly for needed repairs. Grit is stored outside in a bin approximately 80 feet from ditches and storm drains.*
### SPPP Form 67 – Standard Operating Procedures

**Municipality Information**
- Municipality: Township of Hanover County Morris
- NJPDES #: NJG0148971 PI ID #: 198046
- Team Member/Title: Brian Foran/Superintendent of DPW
- Effective Date of Permit Authorization (EDPA): 04/01/2004
- Date of Completion: 02/15/05 Date of most recent update: 

<table>
<thead>
<tr>
<th>BMP</th>
<th>Date SOP went into effect</th>
<th>Describe your inspection schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fueling Operations (including the required practices listed in Attachment D of the permit)</td>
<td>03/03/05</td>
<td>SEE ATTACHED</td>
</tr>
<tr>
<td>Vehicle Maintenance (including the required practices listed in Attachment D of the permit)</td>
<td>03/03/05</td>
<td>SEE ATTACHED</td>
</tr>
<tr>
<td>Good Housekeeping Practices (including the required practices listed in Attachment D of the permit)</td>
<td>03/03/05</td>
<td>SEE ATTACHED</td>
</tr>
</tbody>
</table>

**Attach inventory list required by Attachment D of the permit.**
TOWNSHIP OF HANOVER
VEHICLE & EQUIPMENT FUELING SOP:

Introduction/Purpose:
Vehicle & 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.

SOP FOR VEHICLE & EQUIPMENT FUELING:
- Shut engine off.
- Ensure that the fuel is the proper type of fuel.
- Absorbent spill clean-up materials shall be available for the fueling area and will be disposed of properly after use.
- Nozzles used in vehicle & equipment fueling shall not be left unattended and shall be equipped with an automatic shut-off to prevent overfill.
- Fuel tanks shall not be “topped off”.
- 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.
SOP FOR BULK FUELING:

- Drip pans or absorbent pads shall be used under all hose & pipe connections & other leak-prone areas during bulk fueling.
- Block storm sewer inlets, or contain tank trucks used for bulk transfer, with 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 within the temporary berms during the loading/unloading of bulk fuel.
- Protect fueling areas with berms and/or dikes to prevent run-on, run-off, 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., speedy-dry, kitty litter, sawdust, etc) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly.

MAINTENANCE & 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.
TOWNSHIP OF HANOVER 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 Hanover Township. The purpose of this SOP is to provide a set of guidelines for the Hanover Township 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 Township of Hanover.

STANDARDS & 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 storm water 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 are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g. speedy-dry, kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
MAINTENANCE & INSPECTION:
- Periodically check for leaks & damaged equipment & make repairs as necessary.
TOWNSHIP OF HANOVER STANDARD OPERATING PROCEDURE FOR GOOD HOUSEKEEPING:

INTRODUCTION & PURPOSE:
This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations in the Township of Hanover. The purpose of this SOP is to provide a set of guidelines for the employees of the Township of Hanover 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 Hanover Township.

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

STANDARDS & SPECIFICATIONS (Salt & De-icing Material Handling):
- During loading and unloading of salt & de-icing materials, prevent &/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 per week to get rid of dirt & other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
- Minimize the tracking of materials from storage & loading/unloading areas.
- Minimize the distance that salt & de-icing materials are transported during loading/unloading activities.
- Any materials that are stored outside must be tarped when not being used.
- If interim seasonal tarping is being implemented, de-icing materials may be stored only between October 15th thru April 30th.

**SPILL RESPONSE & REPORTING:**
- Conduct clean up of any spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.

**MAINTENANCE & INSPECTION:**
- Periodically check for leaks & damaged equipment & make repairs as necessary.
- Perform monthly inspections of all (indoor & outdoor if applicable) storage locations.
### SPPP Form 17 – Employee Training

<table>
<thead>
<tr>
<th>Municipality Information</th>
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</thead>
<tbody>
<tr>
<td>Municipality: <strong>Township of Hanover</strong> County <strong>Morris</strong></td>
</tr>
<tr>
<td>NJPDES #: <strong>0148971</strong> PI ID #: <strong>198046</strong></td>
</tr>
<tr>
<td>Team Member/Title: <strong>Joseph A. Giorgio, RMC, Stormwater Program Coordinator</strong></td>
</tr>
<tr>
<td>Effective Date of Permit Authorization (EDPA): <strong>04/01/2004</strong></td>
</tr>
<tr>
<td>Date of Completion: <strong>1/14/05</strong> Date of most recent update: ____</td>
</tr>
</tbody>
</table>

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 will be given to all employees within departments that will implement the Stormwater Management Plan and the Stormwater Pollution Prevention Plan. Each Department Head is responsible for providing training to their respective employees, as needed. The attached worksheet lists the topic of the training, who will attend, and the method of training. Where necessary, the Township will use outside resources to assist in providing training, such as the Environmental Joint Insurance Fund (EJIF), of which the Township is a member municipality. Documentation of all initial and refresher training will be maintained by the Department Head responsible for providing training.*
Dates for all training programs are yet to be determined.

including auxiliary operations (Public Works
Maintenance and Operations

Council/Plc Meeting
Environmental Department

Municipally owned projects

and Redevelopment (for
Management, New Development
Post Construction Stormwater
Construction Activity

Remediation

Quill Hill Stream Scoping

Road Erosion Control

Stormwater Facility Maintenance

Public Works

Street Sweeping

Ward Waste Collection Program

Police Officers

Building Department, Property Maintenance Officers,
Public Works, Health Department,

Municipal Ordinances

Waste Disposal Education

Course(s)

Topics Employees Will Receive Training on for Stormwater Management

Talks/Training/Handouts
Monthly Safety
Annual

Talks/Training/Handouts
Monthly Safety
Annual

Talks/Training/Handouts
Monthly Safety
Annual

Talks/Training/Handouts
Monthly Safety
Annual

Enforce Ordinances

Department members will
will conduct verbal review with all
Department Head

Talks/Training/Handouts
Monthly Safety
Annual

Method of Training

Talks/Training/Handouts
Monthly Safety
Annual

Talks/Training/Handouts
Monthly Safety
Annual

Talks/Training/Handouts
Monthly Safety
Annual

Talks/Training/Handouts
Monthly Safety
Annual