

Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: [Steve Alexander](#)

Title: [Stormwater Program Coordinator](#)

Date: [June 10, 2004](#)

Municipality: [Mantua Township](#)

County: [Gloucester](#)

NJPDES #: [NJG 0152846](#)

PI ID #: [203730](#)

Stormwater Program Coordinator: [Steve Alexander](#)

Title: [Mantua Township Public Works Superintendent](#)

Office Phone #: [\(856\) 468-1500](#)

Emergency Phone #: [\(856\) 478-1089](#)

Public Notice Coordinator: [Jennica Bileci](#)

Title: [Mantua Township Municipal Clerk](#)

Office Phone #: [\(856\) 468-1500](#)

Emergency Phone #: [\(856\)](#)

Post-Construction Stormwater Management Coordinator: [Glenn deMers](#)

Title: [Asst. Superintendent of Public Works](#)

Office Phone #: [\(856\)](#)

Emergency Phone #: [\(856\)](#)

Local Public Education Coordinator: [Steve Alexander](#)

Title: [Mantua Township Stormwater Program Coordinator](#)

Office Phone #: [\(856\)](#)

Emergency Phone #: [\(856\)](#)

Ordinance Coordinator: [Graham Land](#)

Title: [Mantua Township Code Enforcement Officer](#)

Office Phone #: [\(856\)](#)

Emergency Phone #: [\(856\)](#)

Public Works Coordinator: [Steve Alexander](#)

Title: [Mantua Township Public Works Superintendent](#)

Office Phone #: [\(856\)](#)

Emergency Phone #: [\(856\)](#)

Employee Training Coordinator: [Steve Alexander](#)

Title: [Mantua Township Stormwater Program Coordinator](#)

Office Phone #: [\(856\)](#)

Emergency Phone #: [\(856\)](#)

Other:

Title:

Office Phone #:

Emergency Phone #:

## SPPP Form 2 - Public Notice

Municipality: [Mantua Township](#)

County: [Gloucester](#)

NJPDES # : [NJG0152846](#)

PI ID #: [203730](#)

Team Member/Title: [Jennica Bileci, Municipal Clerk](#)

Effective Date of Permit Authorization (EDPA): [April 1, 2004](#)

Date of Completion: [July 1, 2005](#) Date of most recent update:12/22/2017

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 \(“Sunshine Law,” N.J.S.A. 10:4-6 et seq.\), Mantua Township provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Mantua 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 \(N.J.S.A. 40:55D-1 et seq.\), Mantua Township complies with those requirements.](#)

# SPPP Form 3 – New Development and Redevelopment Program

Municipality: [Mantua Township](#)

County: [Gloucester](#)

NJPDES # : [NJG 0152846](#)

PI ID #: [203730](#)

Team Member/Title: [Graham Land Code Enforcement Officer](#)

Effective Date of Permit Authorization (EDPA): [April 1, 2004](#)

Date of Completion: [July 1, 2005](#) Date of most recent update: [12/22/2017](#)

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 Mantua Township \(including projects we operate\) 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, Mantua Township has not constructed any new development or redevelopment projects 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 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.](#)

[Gloucester County, through the Gloucester County Improvement Authority, is undertaking a countywide stormwater management program, to assist the municipalities in the county with their stormwater permit responsibilities. As part of that countywide program, Gloucester County is preparing the Mantua Township Municipal Stormwater Management Plan.](#)

[Our planning board and municipal attorney will review the Municipal Stormwater Management Plan, and the Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual, and will prepare a municipal stormwater control ordinance similar to that model. We will also meet with county planning agency staff to discuss the plan and the ordinance. The plan will be adopted by our planning board and the ordinance will be adopted by our governing body on or before April 1, 2006, and will then 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, Mantua Township 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, Mantua Township 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 Township can perform the maintenance and charge the private entity.

Mantua Township 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. Mantua Township expects that for most projects, such compliance will be achieved either 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, or (for flows not passing through compliant storm drain inlets) by conveying flows through a trash rack as described in the “Alternative Device Exemptions.”

# SPPP Form 4 - Local Public Education Program

Municipality: [Mantua Township](#)

County: [Gloucester](#)

NJPDES # : [NJG 0152846](#)

PI ID #: [203730](#)

Team Member/Title: [Steve Alexander, Stormwater Program Coordinator](#)

Effective Date of Permit Authorization (EDPA): [April 1, 2004](#)

Date of Completion: [July 1, 2005](#) Date of most recent update: [12/22/2017](#)

## 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.

[Gloucester County, through the Gloucester County Improvement Authority, is undertaking a countywide stormwater management program, to assist the municipalities in the county with their stormwater permit responsibilities. As part of that countywide program, Gloucester County is undertaking portions of the activities required for the Local Public Education Program. Specifically, the County will be:](#)

1. [distributing the NJDEP educational brochure annually; and](#)

[Mantua Township will provide information in it's township newsletters, bulletin boards, and will have a booth set up at it's annual township day or tree lighting events.](#)

# SPPP Form 5 – Storm Drain Inlet Labeling

Municipality: [Mantua Township](#)

County: [Gloucester](#)

NJPDES # : [NJG 0152846](#)

PI ID #: [203730](#)

Team Member/Title: [Steve Alexander, Stormwater Program Coordinator](#)

Effective Date of Permit Authorization (EDPA): [April 1, 2004](#)

Date of Completion: [July 1, 2005](#) Date of most recent update: [12/22/2017](#)

## 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.

[Under the NJPDES Stormwater Permit, storm drain inlet labeling is required in certain areas of the municipality:](#)

- [1. along municipal streets with sidewalks; and](#)
- [2. within plazas, parking areas and maintenance yards.](#)

[All storm drain inlets have been labeled.](#)

[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, the labels will be replaced as soon as practicable.](#)

# SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality: [Mantua Township](#)

County: [Gloucester](#)

NJPDES # : [NJG 0152846](#)

PI ID #: [203730](#)

Team Member/Title: [Steve Alexander, Stormwater Program Coordinator](#)

Effective Date of Permit Authorization (EDPA): [April 1, 2004](#)

Date of Completion: [July 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.)?

[Gloucester County, through the Gloucester County Improvement Authority, is undertaking a countywide stormwater management program, to assist the municipalities in the county with their stormwater permit responsibilities. As part of that countywide program, Gloucester County is preparing the Stormwater outfall mapping required as part of the NJPDES Stormwater Permit.](#)

[Regional stormwater management planning efforts currently being conducted by the SCS and Rowan University are mapping stormwater outfalls in portions of the upper Maurice River, upper Mantua Creek and upper Raccoon Creek watersheds. The outfall information is being obtained using a datalogger and GPS, and will be available for use in the municipal stormwater program. In addition, the DVRPC developed a protocol for outfall data collection and mapping that can be used throughout the tri-county region.](#)

[The County, in consultation with Mantua Township's Stormwater Program Coordinator and Department of Public Works personnel, will obtain the stormwater outfall data for Mantua Township and will utilize the County GIS and recent \(2002\) aerial photographic coverage of the county to prepare the required outfall maps. A field crew will log the outfalls using a datalogger with GPS, following the DVRPC outfall logging protocol. The data will generally include: surface water body; outfall location, size, type, structural condition, and headwall arrangements; stream conditions \(e.g. bank scour\); and other hydraulic information \(i.e. dry weather flow conditions including flow rates, staining, odors, colors, turbidity, floatable material, temperature, deposits, vegetation, and algae\). Digital photograph\(s\) will also be acquired and logged.](#)

[Once all outfall pipe locations are identified, map\(s\) will be developed displaying the outfall pipe locations, with alphanumeric identifiers, at a scale of 1 inch = 100 feet. All water bodies receiving outfall pipe discharges will be identified on the map\(s\). The attached map divides Mantua Township into two sectors. Sector A will be mapped by April 2007, and Sector B will be mapped by April 2009.](#)

[The outfall mapping GIS will also be used for implementation of the illicit connection elimination program and for the outfall pipe scour detection, remediation and maintenance program.](#)

[In addition to the hard copy map, a google map can be viewed at <https://drive.google.com/open?id=1Pe4LDZMEGofR8XBu8NzHycEDJIA&usp=sharing> This map will also include all retention and detention ponds.](#)

# SPPP Form 7 – Illicit Connection Elimination Program

Municipality: [Mantua Township](#)

County: [Gloucester](#)

NJPDES # : [NJG 0152846](#)

PI ID #: [203730](#)

Team Member/Title: [Steve Alexander, Stormwater Program Coordinator](#)

Effective Date of Permit Authorization (EDPA): [April 1, 2004](#)

Date of Completion: [July 1, 2005](#) Date of most recent update:[12/22/2017](#)

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.

[Gloucester County, through the Gloucester County Improvement Authority, is undertaking a countywide stormwater management program, to assist the municipalities in the county with their stormwater permit responsibilities. As part of that countywide program, Gloucester County is preparing the stormwater outfall mapping required under the NJPDES Stormwater Permit. During the course of mapping the outfall pipe locations, the County will conduct an initial physical inspection of all of Mantua Township's outfall pipes.](#)

[The County will use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and these forms will be kept with Mantua Township's SPPP records. Field personnel will be trained to calibrate, maintain, and take field samples. If dry weather flow is evident during field logging, the field crew will test outfalls for surfactants; if positive, the field crew will test for ammonia and potassium to determine if the source is potentially sanitary sewage. If surfactants are negative, the field crew will test for fluoride to determine if the source is potentially potable water.](#)

[The County's field crew will investigate non-stormwater discharges, investigating potential sanitary sewage discharges first, notifying the NJDEP of immediate threats, and proceeding upstream in the system, documenting the results. If possible, the field crew will identify the responsible party and provide notice to Mantua Township for issuance of a citation requiring elimination of the illicit connection, if the illicit connection is within Mantua Township.](#)

[If, after the appropriate amount of investigation, the County is unable to locate the source of the illicit connection, a Closeout Investigation Form will be submitted with Mantua Township's Annual Inspection and Recertification. If an illicit connection is found to originate from within another public entity, Mantua Township will report the illicit connection to the Department.](#)

[Mantua Township has a hotline that is currently used for reporting spills and illegal dumping. This hotline will also be made available for reporting illicit connections.](#)

## SPPP Form 8 – Illicit Connection Records

Municipality: [Mantua Township](#)

County: [Gloucester](#)

NJPDES # : [NJG 0152846](#)

PI ID #: [203730](#)

Team Member/Title: [Steve Alexander, Stormwater Program Coordinator](#)

Effective Date of Permit Authorization (EDPA): [April 1, 2004](#)

Date of Completion: [July 1, 2005](#) Date of most recent update: [12/22/2017](#)

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? [Inspections will begin between Apr 05 and Mar 06](#)

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

May 2, 2006 – May 1, 2007

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

Total number of inspections performed this year?

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

May 2, 2007 – May 1, 2008

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

Total number of inspections performed this year?

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

May 2, 2008 – May 1, 2009

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

Total number of inspections performed this year?

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

Of the illicit connections found, how many remain?

Prior to May 2, 2010

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

Total number of inspections performed this year?

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, 2011

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

Total number of inspections performed this year?

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, 2012

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

Total number of inspections performed this year?

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, 2013

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

Total number of inspections performed this year?

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

Of the illicit connections found, how many remain?

Prior to May 2, 2014

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

Total number of inspections performed this year?

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, 2015

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

Total number of inspections performed this year?

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, 2016

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

Total number of inspections performed this year?

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, 2017

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

Total number of inspections performed this year? 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

Of the illicit connections found, how many remain? 0

# SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality: [Mantua Township](#)

County: [Gloucester](#)

NJPDES # : [NJG 0152846](#)

PI ID #: [203730](#)

Team Member/Title: [Steve Alexander, Public Works Superintendent](#)

Effective Date of Permit Authorization (EDPA): [April 1, 2004](#)

Date of Completion: [July 1, 2005](#) Date of most recent update:[12/22/2017](#)

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

[Mantua Township has adopted a Yard Waste Collection Ordinance Chapter 346 Article II \(346-6\). In Street leaf collection will occur in fall and 1 week in Spring. All other times it will be a containerized collection program \(weekly\).](#)

[Mantua Township 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.](#)

## SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality: [Mantua Township](#)

County: [Gloucester](#)

NJPDES # : [NJG 0152846](#)

PI ID #: [203730](#)

Team Member/Title: [Steve Alexander, Public Works Director](#)

Effective Date of Permit Authorization (EDPA): [April 1, 2004](#)

Date of Completion: [July 1, 2005](#) Date of most recent update:

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

[Mantua Township has adopted a Yard Waste Collection Program. Residents are given a township calendar each year that clearly outlines the schedule and program details. The township will collect leaves along the streets in the fall and 1 week in the spring. During this time no pile shall remain longer than 7 days on the street. No resident will place piles closer than 10 ft. from any drain. Yard waste is collected year round outside of the in street collection we will collect weekly and items must be containerized.](#)

## SPPP Form 10 - Ordinances

Municipality: [Mantua Township](#)

County: [Gloucester](#)

NJPDES # : [NJG 0152846](#)

PI ID #: [203730](#)

Team Member/Title: [203730, Code Enforcement Officer](#)

Effective Date of Permit Authorization (EDPA): [April 1, 2004](#)

Date of Completion: [July 1, 2005](#) Date of most recent update:

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

Pet Waste: [Chapter 346, Article IV, 346; 16-20](#)

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

Litter: [Chapter 346 Article V, 346:22-26](#)

Improper Waste Disposal: [Chapter 346 Article VII, 346; 32-37](#)

Wildlife Feeding: [Chapter 346; 346; 1-5](#)

Yard Waste: [Chapter 346; Article II 346; 1-10](#)

Illicit Connections: [Chapter 346; Article VI, 346; 27-31](#)

How will these ordinances be enforced?

[Our code enforcement officers and local police officers will enforce these ordinances. If someone is found to be in violation of an ordinance, they will be issued a written warning for first time offenses, and penalties will be issued for subsequent offenses.](#)

# SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality: [Mantua Township](#) County: [Gloucester](#)  
 NJPDES # : [NJG 0152846](#) PI ID #: [203730](#)  
 Team Member/Title: [Steve Alexander, Public Works Director](#)  
 Effective Date of Permit Authorization (EDPA): [April 1, 2004](#)  
 Date of Completion: [July 1, 2005](#) Date of most recent update:

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

[For most projects Mantua Township will use the NJDOT bicycle safe grate style and \(if needed\) a curb opening with a clear space no bigger than two inches across the smallest dimension.](#)

Repaving, repairing, reconstruction or alteration project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions	
<a href="#">Atlantic Ave from Center St. to Livingston Road</a>		-	<a href="#">2016</a>	<a href="#">2016</a>	<a href="#">6</a>	<a href="#">0</a>

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

[Mantua Township does not operate any alternative devices within the municipality. At this time we do not plan on installing any such devices for repaving, repairing, reconstruction or alteration projects. We also do not plan on claiming any historic place exemptions.](#)

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

Municipality: [Mantua Township](#)

County: [Gloucester](#)

NJPDES # : [NJG 0152846](#)

PI ID #: [203730](#)

Team Member/Title: [Steve Alexander, Public Works Director](#)

Effective Date of Permit Authorization (EDPA): [April 1, 2004](#)

Date of Completion: [July 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, no. of miles swept and the total amount of materials collected.)

[Mantua Township intends on maintaining its existing street sweeping program for all other streets \(i.e., those that are not required by the permit\), which includes sweeping all streets once a year or as needed.](#)

[No log is attached because no street sweeping is mandated under the current law.](#)

## 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)

[Mantua Township will use the Public Works Department to monitor all its roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to the Public Works Director. Identified areas of erosion will be prioritized for repairs. 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. Maintenance personnel will maintain an inspection log, and the Public Works Director will maintain a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.](#)

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

Municipality: [Mantua Township](#)

County: [Gloucester](#)

NJPDES # : [NJG 0152846](#)

PI ID #: [203730](#)

Team Member/Title: [Steve Alexander, Public Works Director](#)

Effective Date of Permit Authorization (EDPA): [April 1, 2004](#)

Date of Completion: [July 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, no. of miles swept and the total amount of materials collected.)

[Mantua Township has evaluated all of its streets, and determined that there are no areas which need to be swept under the NJPDES Stormwater Permit criteria.](#)

[Mantua Township intends on maintaining its existing street sweeping program for its streets, which includes sweeping all streets once a year or as needed](#)

[Because no street sweeping is required under the permit, there is no log attached.](#)

## 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)

[Mantua Township will use the Public Works Department to monitor all its roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to the Public Works Director. Identified areas of erosion will be prioritized for repairs. 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. Maintenance personnel will maintain an inspection log, and the Public Works Director will maintain a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.](#)

# SPPP Form 13 – Stormwater Facility Maintenance

Municipality: [Mantua Township](#)

County: [Gloucester](#)

NJPDES # : [NJG 0152846](#)

PI ID # : [203730](#)

Team Member/Title: [Steve Alexander, Public Works Director](#)

Effective Date of Permit Authorization (EDPA): [April 1, 2004](#)

Date of Completion: [July 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.

[Mantua Township](#) 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 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.)

[Mantua Township](#) will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. [Mantua Township](#) operates the following:

- [catch basins](#)
- [storm drains](#)
- [infiltration basins](#)
- [buffer strips](#)
- [swales](#)

[These stormwater facilities](#) will be inspected annually to insure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.

# SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality: [Mantua Township](#)

County: [Gloucester](#)

NJPDES # : [NJG 0152846](#)

PI ID #: [203730](#)

Team Member/Title: [Steve Alexander, Stormwater Program Coordinator](#)

Effective Date of Permit Authorization (EDPA): [April 1, 2004](#)

Date of Completion: [July 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.)

[Gloucester County, through the Gloucester County Improvement Authority, is undertaking a countywide stormwater management program, to assist the municipalities in the county with their stormwater permit responsibilities. As part of that countywide program, Gloucester County is mapping the MS4 outfall pipes in Mantua Township \(see SPPP Form 6\). At the same time, the County will be inspecting the outfalls as part of our illicit connection elimination program \(see SPPP Form 7\).](#)

[Concurrently with the outfall mapping and illicit connection inspections, the County will be checking all of our outfall pipes for signs of scouring. The data that will be collected under the DVRPC outfall logging protocol will include information on bank scour, which will be reported to our Stormwater Program Coordinator. Sites with stream scour will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first.](#)

[We will follow each repair up with an annual inspection of the site to ensure that scouring has not resumed. Attached is a list of all sites with outfall pipe stream scouring, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed we will note the date of that repair on this form.](#)

# SPPP Form 15 – De-icing Material and Sand Storage

Municipality: [Mantua Township](#)

County: [Gloucester](#)

NJPDES # : NJG [0152846](#)

PI ID #: [203730](#)

Team Member/Title: [Steve Alexander, Public Works Director](#)

Effective Date of Permit Authorization (EDPA): [April 1, 2004](#)

Date of Completion: [July 1, 2005](#) Date of most recent update:

## De-icing Material and Sand Storage

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

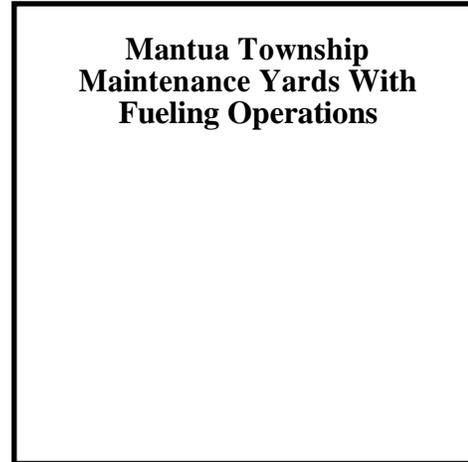
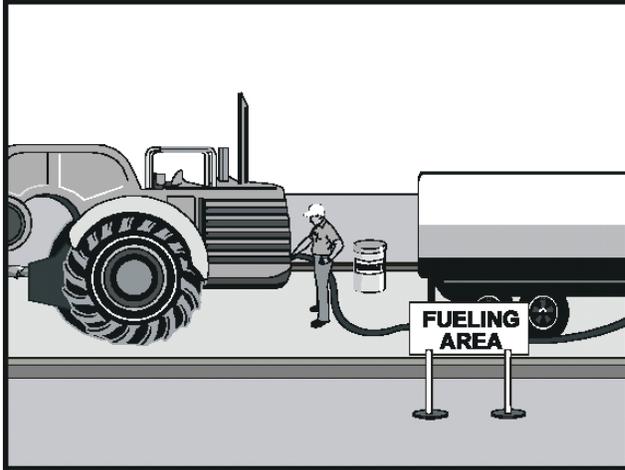
[Mantua Township currently stores its de-icing salt in a salt barn.](#)

# SPPP Form 16 – Standard Operating Procedures

Municipality: [Mantua Township](#) County: [Gloucester](#)  
 NJPDES # : [NJG 0152846](#) PI ID #: [203730](#)  
 Team Member/Title: [Steve Alexander, Public Works Director](#)  
 Effective Date of Permit Authorization (EDPA): [April 1, 2004](#)  
 Date of Completion: [July 1, 2005](#) Date of most recent update:

<b>BMP</b>	<b>Date SOP went into effect</b>	<b>Describe your inspection schedule</b>
<p><b>Fueling Operations</b>            (including the required practices listed in Attachment D of the permit)</p>	<p><a href="#">July 1, 2005</a></p>	<p>We have compiled a list of all fueling locations within our municipal maintenance yards, which will be inspected once a month.</p> <p>We will also perform visual inspections before discharging stormwater that has accumulated in the secondary containment area of all aboveground fuel storage tanks.</p>
<p><b>Vehicle Maintenance</b>            (including the required practices listed in Attachment D of the permit)</p>	<p><a href="#">July 1, 2005</a></p>	<p>Monthly inspections will be held to ensure that the SOP is being met.</p>
<p><b>Good Housekeeping Practices</b>            (including the required practices listed in Attachment D of the permit)</p> <p>Attach inventory list required by Attachment D of the permit.</p>	<p><a href="#">July 1, 2005</a></p>	<p>Monthly inspections of all municipal maintenance yards and ancillary operations will be held.</p>

# Mantua Township Standard Operating Procedures Vehicle and Equipment Fueling



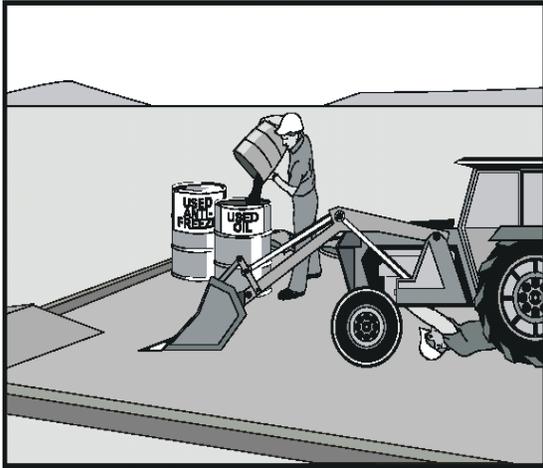
**Introduction and Purpose** Vehicle and equipment fueling procedures and practices are designed to minimize surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

**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 Mantua Township Spill Response Team at xxx-xxxx.
- 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.
  - The valve on the discharge pipe from the secondary containment area of the aboveground fuel storage tank in the Elm Avenue maintenance yard shall remain closed at all times except as described below. Visual inspections shall be performed before discharging stormwater through that valve, to ensure that fuel in that tank has not come into contact with the stormwater to be discharged.

# Mantua Township Standard Operating Procedure Vehicle Maintenance



## Mantua Township 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 Mantua Township. The purpose of this SOP is to provide a set of guidelines for the Mantua 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 Daisy.

**Standards and Specifications**

- Conduct vehicle maintenance operation only in designated areas.
- When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
- Always use drip pans.
- Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
- Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream drainage facilities and watercourses.
- Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.

- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

Spill Response  
and Reporting

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

Maintenance  
and Inspection

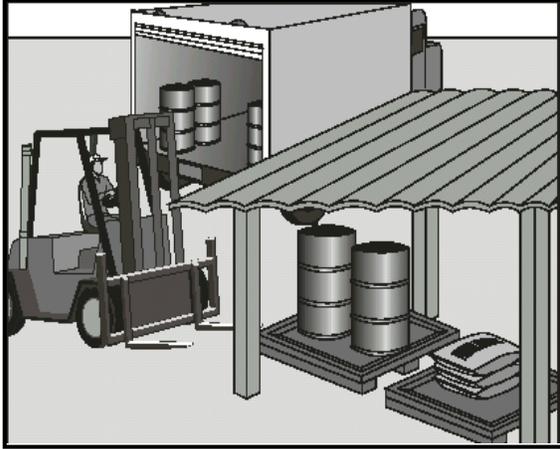
- Periodically check for leaks and damaged equipment and make repairs as necessary.

# Mantua Township

## Standard Operating Procedure

### Good Housekeeping

---



#### Mantua Township 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 Mantua Township. The purpose of this SOP is to provide a set of guidelines for the employees of Mantua Township 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 Mantua Township.

- 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 De-icing Material Handling)
- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
  - Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
  - Minimize the tracking of materials from storage and loading/unloading areas.
  - Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
  - Any materials that are stored outside must be tarped when not actively being used.
  - If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15<sup>th</sup> through April 30<sup>th</sup>.
- Spill Response and Reporting
- Conduct clean up of any spill(s) immediately after discovery.
  - Spills are to be cleaned using dry cleaning methods only.
  - Contact the Mantua Township Spill Response Team at -----.
- 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.

# SPPP Form 17 – Employee Training

Municipality: [Mantua Township](#)

County: [Gloucester](#)

NJPDES # : [NJG 0152846](#)

PI ID #: [203730](#)

Team Member/Title: [Steve Alexander, Stormwater Program Coordinator](#)

Effective Date of Permit Authorization (EDPA): [April 1, 2004](#)

Date of Completion: [July 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.

[Gloucester County, through the Gloucester County Improvement Authority, is undertaking a countywide stormwater management program, to assist the municipalities in the county with their stormwater permit responsibilities. As part of that countywide program, Gloucester County will be providing annual employee training for Tier A municipalities throughout the County.](#)

[The training programs will include:](#)

- [• Waste disposal](#)
- [• Yard waste](#)
- [• Illicit connection elimination](#)
- [• Stormwater facility maintenance](#)
- [• Road erosion control](#)
- [• Maintenance yard operations](#)
- [• Construction activity](#)
- [• Post construction stormwater management in new development](#)

[The training programs will be conducted at various locations and times throughout the County on an annual basis. Dates for the training program are yet to be determined.](#)