<table>
<thead>
<tr>
<th>Member Role</th>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
<th>Emergency Phone</th>
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</thead>
<tbody>
<tr>
<td>Stormwater Program Coordinator</td>
<td>Ralph Tango</td>
<td>Municipal Engineer</td>
<td>(973)299-7970</td>
<td></td>
</tr>
<tr>
<td>Public Notice Coordinator</td>
<td>Alice Klecha</td>
<td>Secretary to Mayor</td>
<td>(973)403-6022</td>
<td></td>
</tr>
<tr>
<td>Post-Construction Stormwater Management Coordinator</td>
<td>Lenard Mendola, Gary Schall, Ralph Tango</td>
<td>Construction Official, Public Works &amp; Municipal Eng</td>
<td>(973)226-6565</td>
<td></td>
</tr>
<tr>
<td>Local Public Education Coordinator</td>
<td>Thomas Kaczynski</td>
<td>Administrator/Municipal Clerk</td>
<td>(973)403-6024</td>
<td></td>
</tr>
<tr>
<td>Ordinance Coordinator</td>
<td>Thomas Kaczynski</td>
<td>Administrator/Municipal Clerk</td>
<td>(973)403-6024</td>
<td></td>
</tr>
<tr>
<td>Public Works Coordinator</td>
<td>Gary Schall</td>
<td>Assistant Superintendent of Public Works</td>
<td>(973)226-6565</td>
<td></td>
</tr>
<tr>
<td>Employee Training Coordinator</td>
<td>Gary Schall</td>
<td>Assistant Superintendent of Public Works</td>
<td>(973)226-6565</td>
<td></td>
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<tr>
<td>Other</td>
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<td>County: <strong>Essex</strong></td>
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<tr>
<td>NJPDES #: <strong>NJG0152072</strong></td>
<td>PI ID #: <strong>213969</strong></td>
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<tr>
<td>Team Member/Title: <strong>Alice Klecha/Mayor’s Secretary</strong></td>
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<td>Effective Date of Permit Authorization (EDPA): <strong>4-1-04</strong></td>
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<td>Date of Completion: <strong>1-26-05</strong></td>
<td>Date of most recent update: ____</td>
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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.

*Borough of Roseland* meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law", NJSA 10:4-6 et. seq.), public notice is provided in a manner that complies with the requirements of the Act. Roseland Borough, when passing ordinances provides public notice in a manner that complies with the requirements of NJSA 40:49-1 et. seq. In addition, for municipal action (e.g. adoption of Stormwater Management Plan) subject to public notice requirements in the Municipal Land Use Law (NJSA 40:55D-1 et. seq.), Roseland will comply with those requirements as well.
SPPP Form 3 – New Development and Redevelopment Program

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<thead>
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<th>Municipality Information</th>
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<tbody>
<tr>
<td>Municipality: Roseland</td>
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<tr>
<td>NJPDES #: NJG0152072</td>
<td>PI ID #: 213969</td>
</tr>
<tr>
<td>Team Member/Title: Lenard Mendola, Gary Schall, Ralph Tango</td>
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<tr>
<td>Effective Date of Permit Authorization (EDPA): 4-1-04</td>
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<td>Date of Completion: 7-26-05</td>
<td>Date of most recent update: ___</td>
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</table>

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

To control stormwater from new development and redevelopment projects throughout the Borough of Roseland (including projects operated by the Borough) the Borough will do the following:

The Borough is 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. The 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, Roseland has not constructed any new development or redevelopment projects on municipal property. If they decide to construct such a project before the municipal stormwater control ordinance takes effect, the Borough will ensure adequate long-term operation and maintenance of BMPs for that project. Also, any storm drain inlets that are installed will comply with the design standards in Attachment C of the general permit. Once the stormwater control ordinance takes effect, operation and maintenance for any new development or redevelopment projects on municipal property will comply with the maintenance requirements as outlined in the ordinance. In addition, any storm drain inlets installed for municipal projects will comply with the standards outlined in the ordinance.
SPPP Form 4- Local Public Education Program

Municipality: Roseland County Essex
NJPDES #: NJGO152072 PI ID #: 213969
Team Member/Title: Thomas Kaczynski/Administrator/Clerk
Effective Date of Permit Authorization (EDPA): 4-1-04
Date of Completion: 1-26-05
Date of most recent update: ______

Local Public Education Program

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

The Borough of Roseland, will include the DEP brochure in its "Who's Who" annual mailing to residents and businesses. Extra copies will be available at the municipal building.

The annual event will be held each year in conjunction with the annual Country Fair. The DEP brochure will be made available at a table during the fair.
### 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.

Where practical Roseland will coordinate with local scout groups to label storm drain inlets. In those portions of the community where it is not safe for a volunteer group to perform the labeling, the Department of Public Works personnel will perform the labeling. All storm drain inlets that are along streets with sidewalks and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by the Borough of Roseland will be labeled. Storm drain inlets will be stenciled with the words "No Dumping - Drains to Waterway" or equivalent. Additionally, each label will be checked to ensure that it is still legible during the annual catch basin cleaning program.
**SPPP Form 6 – MS4 Outfall Pipe Mapping**

<table>
<thead>
<tr>
<th>Municipality Information</th>
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<tbody>
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<tr>
<td>Team Member/Title: Gary Schall</td>
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<tr>
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</table>

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

The Roseland Department of Public Works has implemented a program to map the location of the end of all outfall pipes operated by the Borough. Once each outfall has been located, each will be evaluated for dry weather flow and stream scouring (see Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program).

At the completion of locating all required outfalls, a map will be developed showing the locations of each outfall, and each outfall will be given an alphanumeric identifier. The scale of the map will be equivalent to that of a tax map.
SPPP Form 7 – Illicit Connection Elimination Program

<table>
<thead>
<tr>
<th>Municipality: Roseland County Essex</th>
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<tr>
<td>NJPDES #: NJG0152072 PI ID #: 213969</td>
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<tr>
<td>Team Member/Title: Lenard Mendola</td>
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<td>Effective Date of Permit Authorization (EDPA): 4-1-04</td>
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<td>Date of Completion: 1-26-05 Date of most recent update: ___</td>
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</table>

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.

Roseland will conduct an initial physical inspection of all of our outfall pipes during the mapping process. The Borough will use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with the 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. Once an illicit connection has been located, the Borough will cite the responsible party for being in violation of the Illicit Connection Ordinance, and will have the collection eliminated immediately. If, after the appropriate amount of investigation, the Borough is unable to locate the source of the illicit connection, the Closeout Investigation Form will be submitted with the Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, Roseland will notify that entity of the results of the investigation and request that the connection be terminated.
# SPPP Form 8 – Illicit Connection Records

**Municipality:** Roseland County Essex  
**NJPDES #:** NJG0152072  
**PI ID #:** 213969  
**Team Member/Title:** Lenard Mendola  
**Effective Date of Permit Authorization (EDPA):** 4-1-04  
**Date of Completion:** 1-26-05  
**Date of most recent update:** ___

## Prior to May 2, 2006

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

- Total number of inspections performed this year? ___
- 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? ___
SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality: *Roseland* County *Essex*
NJPDES #: *NJ0152072* PI ID #: *213969*
Team Member/Title: *Gary Schall*
Effective Date of Permit Authorization (EDPA): *4-1-04*
Date of Completion: *1-26-05* Date of most recent update: 

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

The Borough of Roseland has an established yard waste program as follows:

Leaf Collection

There are two seasonal collections by appointment (973) 226-6565. During the spring, leaves in brown, recyclable paper bags are collected on Tuesdays during the month of May. Loose leaves should not be raked into the curb area at this time. During the Fall, beginning in mid October for approximately 8 weeks, the Public Works Department provides mechanical curbside collection of loose leaves on Borough Streets. Leaves may be raked into the curb area at this time or residents may use paper bags. While residents on County roads must bag their leaves for Borough Collection.

Branch Pickup

Collection Schedule: Last working day of each month, call public works at (973) 226-6565 for appointment. Branches must be a minimum of 1" in diameter and 3 feet long and not to exceed a maximum of 4 inches in diameter and 10 feet long. Branches are not to be placed in the road. Logs, roots and stumps cannot be collected. Shrub cuttings, twigs & bushes can be tied in bundles for pickup by White Brothers Trucking Co. on the 2nd Wednesday of each month for Bulk Collection.
<table>
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<tr>
<th>Municipality Information</th>
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<tbody>
<tr>
<td>Municipality: <strong>Roseland County</strong> Essex</td>
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<td>NJPDES #: <strong>NJG0152072</strong> PI ID #: <strong>213969</strong></td>
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<tr>
<td>Team Member/Title: <strong>Thomas Koczynski</strong></td>
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<td>Effective Date of Permit Authorization (EDPA): <strong>1-4-04</strong></td>
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<td>Date of Completion: <strong>1-26-05</strong> Date of most recent update: ____</td>
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For each ordinance, give the date of adoption. If not adopted, explain the development status:

**Pet Waste** Pending municipal review of the NJDEP model ordinance

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

**Litter** Pending municipal review of the NJDEP model ordinance

**Improper Waste Disposal** Pending municipal review of the NJDEP model ordinance

**Wildlife Feeding** Pending municipal review of the NJDEP model ordinance

**Yard Waste** Pending municipal review of the NJDEP model ordinance

**Illicit Connections** Pending municipal review of the NJDEP model ordinance

How will these ordinances be enforced?
The Zoning Enforcement Officer will enforce these ordinances. If someone is found to be in violation of any one of these ordinances, they will be issued a warning. If the violation is not corrected, a penalty will be assessed.
SPPP Form 11 – Storm Drain Inlet Retrofitting

**Municipality:** Roseland County Essex  
**NJPDES #:** NJG0152072 PI ID #: 213969  
**Team Member/Title:** Gary Schall  
**Effective Date of Permit Authorization (EDPA):** 4-1-04  
**Date of Completion:** 1-26-05 **Date of most recent update:** ___

**What type of storm drain inlet design will generally be used for retrofitting?**  
* A design that is consistent with the requirements of the general permit

<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>
<th># of storm drains w/ hydraulic exemptions</th>
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</table>

Are you claiming any alternative device exemptions or historic place exemptions for any of the above projects? Please explain:
**SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance**

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<tr>
<th>Municipality Information</th>
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<tr>
<td>Municipality: Roseland</td>
<td>County: Essex</td>
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<tr>
<td>NJPDES #: NJG0152072</td>
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<tr>
<td>Team Member/Title: Gary</td>
<td>Schall</td>
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<tr>
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<tr>
<td>Date of Completion: 1-26-05</td>
<td>Date of most recent update: __________</td>
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**Street Sweeping**

Please describe the street sweeping schedule that you will maintain.

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

*The Borough of Roseland sweeps their streets twice per year and a log is maintained.*

**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 Borough of Roseland does not anticipate road erosion to be a problem as all streets are curbed.*
SPPP Form 13 – Stormwater Facility Maintenance

<table>
<thead>
<tr>
<th>Municipality: Roseland</th>
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<tbody>
<tr>
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<td>PI ID #: 213969</td>
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<tr>
<td>Team Member/Title: Gary Schall</td>
<td></td>
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<tr>
<td>Date of Completion: 1-26-05 Date of most recent update:</td>
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</table>

Please describe your annual catch basin cleaning program and schedule. Attach a map/diagram or additional pages as necessary.
Roseland currently has a catch basin inspection and cleaning program to maintain catch basin function and efficiency. All catch basins are 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 annually, 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.

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 Borough of Roseland does not own or operate any stormwater management facilities other than catch basins and that program is described above.
### SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

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<th>Municipality Information</th>
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<td>PI ID #: 213969</td>
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<tr>
<td>Team Member/Title: Gary Schall</td>
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<tr>
<td>Effective Date of Permit Authorization (EDPA): 4-1-04</td>
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</table>

Date of most recent update: ___________

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

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

When doing illicit connection inspections, Roseland will check all outfalls operated by the Borough for signs of scouring. All sites identified as needing repair will be prioritized and all repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control. After the initial inspection, each outfall operated by the Borough will be inspected annually.
<table>
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<tbody>
<tr>
<td>Municipality: Roseland County Essex</td>
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<tr>
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<tr>
<td>Team Member/Title: Gary Schall</td>
</tr>
<tr>
<td>Effective Date of Permit Authorization (EDPA): 4-1-04</td>
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<tr>
<td>Date of Completion: 12-16-04 Date of most recent update:</td>
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</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.

*Roseland stores it's deicing material within an enclosure.*
### SPPP Form 16 – Standard Operating Procedures

**Municipality:** Roseland County Essex  
**NJPDES #:** NJG0152072  
**PI ID #:** 213969  
**Team Member/Title:** Gary Schall  
**Effective Date of Permit Authorization (EDPA):** 4-1-04  
**Date of Completion:** 12-16-04  
**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>
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</table>
|  **Fueling Operations**  
(including the required practices listed in Attachment D of the permit) | | Roseland has one fueling location operated by the municipality, it is located at the Department of Public Works facility. It will be inspected once per month |
|  **Vehicle Maintenance**  
(including the required practices listed in Attachment D of the permit) | | Vehicle maintenance is conducted in doors. Monthly inspections will be held to ensure the SOP is being met. |
|  **Good Housekeeping Practices**  
(including the required practices listed in Attachment D of the permit) | | Every Friday maintenance areas are cleaned. Monthly inspections will be held to ensure the SOP is being met. |

Attach inventory list required by Attachment D of the permit.
Describes 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.

Courses:
- Waste Disposal Education
- Municipal Ordinances
- Yard Waste Collection
- Street Sweeping
- Stormwater Facility Maintenance
- Road Erosion Control
- Outfall Pipe Stream Scouring Remediation
- Construction Activity/Post Construction Stormwater Management in New Development and Redevelopment (for municipally owned projects)
- Illicit Connection Elimination and outfall mapping
- Maintenance Yard Operation

Attendees:
- Public Works personnel
- Public Works personnel, Code Enforcement, Police
- Public Works personnel
- Public Works personnel
- Public Works personnel
- Public Works personnel
- Public Works personnel
- Public Works personnel
- Public Works personnel
- Public Works personnel
Borough of Roseland
Standard Operating Procedure for 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 Roseland Department of Public Works at (973) 403-6565.

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 at the DPW 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.
Borough of Roseland
Standard Operating Procedure for Good Housekeeping

Introduction and Purpose
This SOP contains the basic practices of good housekeeping to be implemented at Roseland Department Of Public Works. The purpose of this SOP is to provide a set of guidelines for the employees of Roseland for Good Housekeeping Practices at their DPW.

Scope
This SOP applies to Roseland Department of Public Works.

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 (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 15th through April 30th.

**Spill Response**
➢ Conduct clean up of any spill(s) immediately after discovery.
➢ Spills are to be cleaned using dry cleaning methods only.
➢ Contact the Roseland Department of Public Works at (973) 403-6565.

**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.
Borough of Roseland
Standard Operating Procedure for Vehicle Maintenance

Introduction and Purpose
This SOP contains the basic practices of vehicle maintenance to be implemented at Borough of Roseland Department of Public Works. The purpose of this SOP is to provide a set of guidelines for Borough vehicle maintenance.

Scope
This SOP applies to Department of Public Works facility including maintenance activities at ancillary operations within the Borough of Roseland.

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
- 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 Roseland Department of Public Works at (973) 403-6565.
Maintenance and Inspection
  ➢ Periodically check for leaks and damaged equipment and make repairs as necessary.