

**Burlington County**

**R-12**

**Highway Agency Stormwater**

**General Permit**

**Permit Number**

**NJG0150223**

**Effective Date 01/01/2020**

**Expiration Date 12/31/2024**

### SPPP Form 1 – SPPP Team Members

<b>Stormwater Program Coordinator (SPC)</b>	
Print Name and Title	John A Janis Jr County Supervisor of Roads and Bridges
Office Phone # and Email	(609) 726-7300 jjanis@co.burlington.nj.us
Signature and Date	
<b>Individual Responsible for Major Development Project Stormwater Management Review</b> Please see training requirements for stormwater management reviewers on Form 13.	
Print Name and Title/Affiliation	
<b>Other SPPP Team Members</b>	
Print Name and Title/Affiliation	Joseph T Brickley County Engineer
Print Name and Title/Affiliation	John Engle Principal Engineer Civil
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	



**SPPP Form 3 – Public Involvement and Participation Including Public Notice**

Website where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	<p style="text-align: center;"><u><a href="http://www.co.burlington.nj.us">www.co.burlington.nj.us</a></u>  <b>Departments                  Public Works                  Stormwater</b></p>
Physical Location and/or website where records of public notices, meeting dates, minutes, etc. are kept:	<p style="text-align: center;"><b>49 Rancocas Road                  Mt. Holly, NJ 08060</b></p>
Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of its MS4 stormwater program:	
<p><b>For any meetings that require notice under Open Public Meetings Act (“Sunshine Law,” N.J.S.A. 10:4-6 et seq.) the County of Burlington Highway Department will provide notice in a manner that complies with the requirements of that act.</b></p>	

## SPPP Form 4 – Public Education and Outreach

This is only required for Highway Agencies that own or operate rest areas and/or service areas.

**5 Point System:** Each year, Highway Agencies that own or operate rest areas and/or service areas must conduct activities related to educating the public on stormwater pollution prevention. Sample activities include posting stormwater information on their website or social media, running local ads, posting signs at green infrastructure sites, posting stormwater signs, billboards, or murals at rest/service areas, presenting a stormwater related display or materials at rest/service areas, and providing pet waste bags at rest/service areas.

Permittees must earn at least 5 points as described in Attachment B of the permit. Describe how you are meeting the minimum 5-point requirement.

Burlington County Highway Department does not own or operate any rest areas or service areas along it's roads.

The Highway Department created pamphlets to be available at the local Library and our main administration building which explains stormwater practices and explains non-point source pollution and stormwater runoff. It was handed out to local schools. Installed 4 stormwater signs throughout the County stating no waste to be dumped into our waterways.

A website was created to help the community in understanding stromwater and make the Highway's SPPP available at all times. There is also contact numbers, addresses and a form for individuals to submit complaints or problems they may find with their storm sewer system.

**Records:** Indicate where public education and outreach records are maintained.

251 Rancocas Road  
Mt. Holly, NJ 08060

**SPPP Form 5 – Post-Construction Stormwater Management in New  
Development and Redevelopment Program**

**Major Development:** How does the permittee define 'major development'?

Along County roads, a "major development" is an increase in impervious surface greater than 2,000 SF.

**Approval Process:** Describe the process for reviewing and approving major development project applications for compliance with the stormwater management rules at N.J.A.C. 7:8 et seq. Attach a flow chart if available. Provide the location of the mitigation plan (if one exists) to allow for alternative locations or designs.

Development along County roads is reviewed by the Land Development Section of the Burlington County Engineer's Office for approval by the Land Development Review Committee of the Burlington County Planning Board.

**Records:** Indicate the location of approved applications for major development projects.

Applications are kept at the Land Development Section of the Burlington County Engineer's Office.

1800 Briggs Road  
Mt. Laurel, NJ 08054

### SPPP Form 6 – Regulatory Mechanisms

Regulatory Mechanism	Date of Adoption	Website	Entity Responsible for Enforcement
1. Pet Waste Control Permit cite IV.B.5.a.i.	N/A		
2. Wildlife Feeding Control Permit cite IV.B.5.a.ii.	3/1/05	parks@co.burlington.nj.us	Parks Dept.
3. Litter Control Permit cite IV.B.5.a.iii.	N/A		
4. Improper Disposal of Waste Permit cite IV.B.5.a.iv.	3/1/05	stormwater@co.burlington.nj.us	Highway Dept.
5. Illicit Connection Prohibition Permit cite IV.B.5.a.vii.	3/1/05	Stormwater@co.burlington.nj.us	Highway Dept.

**Records:** Indicate the location of records associated with the regulatory mechanisms above and related enforcement actions.

We do not have any legal way to enforce the public to follow a regulation of any type.

Maintain signage at County Parks for public notice.

## SPPP Form 7 – Litter Pick-Up Program

**Roadside Clean-up:** Describe the program and schedule for roadside clean-up of trash and debris.

**The County of Burlington Highway Department currently conducts roadside cleanups on a regular basis and as a need be. This is done daily by staff that are assigned a route that they clean and maintain. Daily records are taken of the amount of trash and other work performed by the employees.**

**The Highway Dept. has added a Weekly Litter Pick Up Program using the Occupational Training Center where litter is picked up 3 days a week along County roads.**

**The Highway Dept. does not operate any service areas.**

**Rest/Service Area Trash/Recycling Collection:** For Highway Agencies that own or operate rest/service areas, describe the program and schedule for regular collection of trash from litter and recycling receptacles at those locations.

**N/A**

**Records:** Indicate the location of records, including the dates and amount of materials collected from roadside clean-ups.

**251 Rancocas Rod  
Mt. Holly, NJ 08060**

## SPPP Form 8 – Street Sweeping

**Street Locations:** Attach a map or describe the location of all streets and paved parking lots that are owned or operated by the permittee.

- a. Indicate which segments of limited-access roads have storm drain inlets or discharge directly to surface water.
- b. Indicate which segments of non-limited-access roads have storm drain inlets or discharge directly to surface water.
- c. Indicate which segments of roads do not have storm drain inlets or do not discharge directly to surface water.

**Link:**

[www.co.burlington.nj.us](http://www.co.burlington.nj.us)

**Departments  
Public Works  
Stormwater**

**Schedule:** Describe the sweeping schedule for all streets and paved parking lots that are owned or operated by the permittee.

**The County of Burlington has determined which roads are required to be swept every month and implemented a program in Jan. 2005. All other county roads will be swept 3 times a year. Asphalt parking lots are swept once a month by Division of Roads and Bridges**

**Records:** Indicate the location of records, including sweeping dates, areas swept, number of miles swept, and total amount of materials collected each month.

**251 Rancocas Road  
Mt. Holly, NJ 08060**

**SPPP Form 9 – Herbicide Application and Roadside Vegetative Waste Management**

**Herbicide Application Management:** Describe the program for ensuring the proper application of herbicides. Include details about how the permittee ensures that herbicides are not washed into waters of the State and how they prevent erosion caused by de-vegetation.

The County Highway Department will not spray herbicides outside of the prescribed two-foot radius of any structure which it is impractical to mow around. We will also look into planting low maintenance plants and flowers to minimize the amount of herbicide required. All herbicides will also be applied as per the label, there will be no deviation from this. All mulch will be stabilized in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey N.J.A.C. 2:90-1.

**Roadside Vegetative Waste Management:** Describe the program for ensuring that wood waste and yard trimmings generated by the permittee are not blown or deposited into stormwater facilities, e.g., storm drain inlets and basins.

Wood waste and yard trimmings include the following: tree parts, brush, wood chips, leaves, untreated/unpainted lumber, and grass clippings.

The County Highway Department will not store any brush, tree parts or wood chips in its maintenance yards. All materials described above will be taken immediately to the Burlington County Landfill for recycling and not stand at the maintenance yards.

### **SPPP Form 10 – Maintenance Yards and Other Ancillary Operations**

Complete a separate Form 10 for each yard/location. This includes but is not limited to all maintenance yards, impound yards, fueling locations, and yard trimming/wood waste management sites.

<p>1. Address of maintenance yard or ancillary operation.</p>
<p>625 Pemberton-Browns Mills Road, New Lisbon, NJ 08064 1182 Florence-Columbus Road, Mansfield, NJ 08022 10 Hartford Road, Delran, NJ 08075 9 Maple Ave., Hainesport, NJ 08036 1991 Route 542, New Gretna, NJ 08224</p>
<p>2. List all materials that are exposed to stormwater which could be a source of pollutants in a stormwater discharge. Indicate what type of container the materials are in, if they are covered, what they are placed upon, and if the area is graded or contained by berms. This includes, but is not limited to, raw materials, intermediate products, final products, waste materials, by-products, fuels, lubricants, solvents, and detergents. For example, brine, fertilizer, used oil, refuse containers, etc.</p>
<p>1. Trash dumpsters 2. Salt sheds</p>
<p>3. List all machinery that is exposed to stormwater which could be a source of pollutants in a stormwater discharge.</p>
<p>1. Dump trucks 2. Excavators 3. Front end loaders 4. Backhoes 5. Pick-up trucks 6. Roadside mowers</p>

4. Describe the procedures for cleaning spills and disposing of clean-up waste. Indicate the location of materials used for cleaning, e.g., kitty litter, sawdust, etc.

In case of spills the employer shall contact the emergency phone number listed at the site and place containment spill pads on the spilled area. Once the spill has been cleaned up the waste pads shall be disposed of in our waste dumpster for disposal.

5. For each category below, describe the best management practices in place to ensure compliance with all requirements in the permit.

a. Fueling Operations

9 Maple Ave., Hainesport, NJ 08036  
1991 Route 542, New Gretna, NJ 08224

These locations will be inspected once a month for any spills or if there is any faulty equipment that needs to be repaired.

**See Attachment "A"**

b. Discharge of Stormwater from Secondary Containment

N/A

**c. Vehicle Maintenance**

Monthly inspections will be held in the garage to ensure SOP is being followed.

**d. On-Site Equipment and Vehicle Washing/Wastewater Containment**  
See permit for certification and log forms for Underground Storage Tanks.

Vehicle washing for the Burlington County Highway Department is performed at Willingboro Township Public Works Department through a Shared Services agreement.

**e. Salt and De-icing Material Storage and Handling**

The County of Burlington Highway Department currently houses its de-icing materials in roofed 3-sided permanent structures. The open side of the structure will be covered with a tarp during non-winter seasons. There will be an inspection for spilled salt before and after loading or unloading of materials. During unloading and loading of salt the inlet that is located near the structures will be blocked using booms or an inlet blocker. If there is salt outside of the structure it will be swept back into the building immediately.

<p>f. Aggregate Material and Construction Debris Storage</p>
<p>Aggregate materials is stored at our maintenance yards contained within bin blocks. Stored away from any catch basins or detention/retention basins.</p>
<p>g. Street Sweepings, Catch Basin Clean Out, and Other Material Storage</p>
<ol style="list-style-type: none"> <li>1. Street sweepings are dumped into a dumpster and then transported to the County Landfill for disposal.</li> <li>2. Catch basins clean out material is dumped into a dumpster and then transported to the County Landfill for disposal.</li> </ol>
<p>h. Yard Trimmings and Wood Waste Management</p>
<p>All wood that is collected from tree removal is disposed of at the county landfill.</p>
<p><b>Records:</b> Indicate the location of inspection logs and tracking forms associated with this maintenance yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or planned. Documentation should include the date and time of inspection, the name of the person conducting the inspection, and relevant findings.</p>
<p>251 Rancocas Road Mt. Holly, NJ 08060</p>

## SPPP Form 11 – Storm Drain Inlets

Storm drain inlets are the point of entry into the storm drain system.

**Inspections:** Describe the program and frequency of inspections, cleaning, and maintenance of storm drain inlets that are owned or operated by the permittee.

Inspections are done on a daily basis by our staff who are out inspecting roads and drainage systems.

**Design and Retrofitting:** Describe how the permittee ensures that the current design standards for storm drain inlets are incorporated in development projects. Also describe how the permittee ensures that retrofitting of storm drain inlets is completed when required.

Retro fitting is done as part of our state funded overlay program on a yearly basis and completed once a road has been overlaid. County inspectors inspect roads once they are overlaid to assure contractor has been compliant in retrofitting of storm drains is completed.

**Labeling:** Describe the inspection and label maintenance plan on storm drain inlets that do not have permanent wording cast into the design.

County of Burlington Highway Department will label inlets that are located at maintenance facilities and along streets with sidewalks. The labeling will be performed by the Highway Department due to the number of inlets, the distance between each inlet and the type of labeling performed. There will be a small disk glued to the inlet that states “No Dumping”, along with this there will be a unique alpha-numeric number to identify the inlet. This will aid in tracking the inlet history including maintenance and problems.

As storm drain inlets are replaced the new inlets will have a “No Dumping” message stamped into the metal.

All inlets will be inspected periodically (minimum of once per year) and have any maintenance performed as well as labels replaced if missing.

**Optional Measures:**

The Highway Department will label all inlets (even those not along streets with sidewalks) with the "No Dumping" disks that have the inlet identifying number.

**Records:** Indicate the location of records that include storm drain inlet locations, inspection dates, observations, and maintenance/repairs performed, if applicable.

251 Rancocas Road  
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### SPPP Form 12 – Catch Basins

Catch basins are the cistern, vault, chamber or well that is usually built along a street as part of the storm sewer system to capture sediment, debris and pollutants.

**Inspections:** Describe the program for inspections of catch basins that are owned or operated by the permittee.

Inspections are completed on a daily basis by our staff who are out inspecting roads and drainage systems.

**Cleaning and Maintenance:** Describe when a catch basin must be cleaned. The program must include procedures for cleaning, and shall be implemented as frequently as necessary to ensure, at a minimum, that sediment, trash, or other debris is removed as necessary to control it from entering the waters of the State, to eliminate recurring problems and maintain proper function.

When a catch basin must be cleaned it is reported to our Vactor Truck staff and a complaint is generated. The vactor truck will remove any debris that is obstructing flow of stormwater and remove any floatables that could enter state owned water.

**Records:** Indicate the location of records that include catch basin locations, inspection dates, observations, amount of materials collected in wet tons and maintenance/repairs performed, if applicable.

251 Rancocas Road  
Mt. Holly, NJ 08060

### SPPP Form 13 – Employee Training

<b>Employee Training:</b> Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below.		
<b>Topic</b>	<b>Frequency</b>	<b>Office/Entity Responsible for Training</b>
1. Maintenance Yard/Ancillary Operations	<u>Bi-Annually</u>	<u>Highway Administration</u>
2. Stormwater Facility Maintenance	<u>Bi-Annually</u>	<u>Highway Administration</u>
3. SPPP Training & Recordkeeping	<u>Bi-Annually</u>	<u>Highway Administration</u>
4. Street Sweeping	<u>Bi-Annually</u>	<u>Highway Administration</u>
5. Illicit Connections & Outfall Mapping	<u>Bi-Annually</u>	<u>Highway Administration</u>
6. Outfall Stream Scouring	<u>Bi-Annually</u>	<u>Highway Administration</u>
7. Waste Disposal Education	<u>Bi-Annually</u>	<u>Highway Administration</u>
8. Regulatory Mechanisms	<u>Bi-Annually</u>	<u>Highway Administration</u>
9. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	<u>Bi-Annually</u>	<u>Highway Administration</u>
<b>Records:</b> Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic for employee training.		
<u>251 Rancocas Road</u> <u>Mt. Holly, NJ 08060</u>		
<b>Stormwater Management Reviewer Training:</b> Indicate the names of all individuals who review the stormwater management design for development and redevelopment projects on behalf of the permittee. Indicate the dates on which these individuals attended the required NJDEP training course.		
<u>John A. Janis, Jr. – 10/29/19 and 10/31/19</u> <u>John Engle – 10/29/19 and 10/31/19</u>		

## SPPP Form 14 – Mapping Outfall Pipes and Stormwater Facilities

Visit [https://www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](https://www.nj.gov/dep/dwq/msrp_map_aid.htm) for the NJ DEP free mapping application. Outfall pipe maps and stormwater facilities maps may be combined. Updates to these maps shall be submitted annually to include new or newly identified outfall pipes and stormwater facilities.

**Mapping Outfall Pipes:** Attach an image or provide a link to a map of the outfall pipes owned or operated by the permittee, showing the location of the end of all MS4 outfall pipes (in tidal and non-tidal receiving waters) owned or operated by the permittee which discharge to a surface water body. Include the location and name of all surface water bodies receiving discharges from those outfall pipes.

Link:

[www.co.burlington.nj.us](http://www.co.burlington.nj.us)

Departments  
Public Works  
Stormwater

**Mapping Stormwater Facilities:** Attach an image or provide a link to a map of the stormwater facilities owned or operated by the permittee. Include the property boundaries of the Highway Agency maintenance yards, ancillary operations, rest areas, and service areas as well as an annotated map of roadways and thoroughfares owned or operated by the permittee. The map shall include the location and type of each stormwater facility, e.g., outfalls, inlets (constructed after Jan 1, 2020), basins, subsurface infiltration/detention systems, MTDs, green infrastructure, etc.

Link:

[www.co.burlington.nj.us](http://www.co.burlington.nj.us)

Department  
Public Works  
Stormwater

## SPPP Form 15 – Outfall Pipe Inspections

**Inspection Schedule:** Describe the frequency and the program in place for inspecting outfall pipes owned or operated by the permittee.

Outfall inspections are done on a yearly basis by our Section Supervisors and any repairs or scouring remediation are completed immediately.

**Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes.

The Department developed a program to detect, repair and prevent stream bank scouring near County owned and operated outfalls. Along with the initial outfall mapping we noted which outfalls have scouring and scheduled them for repair as needed. All repairs will be done in accordance with the Standard for Soil Erosion and Sediment Control in New Jersey

**Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of outfall pipes that are owned or operated by the permittee.

1. If we find an illicit connection that is caused by the County it will be eliminated within 6 months. This will not be reported to the NJDEP.
2. If the illicit connection is found to be from a public source we will notify the causing entity and submit a written report to NJDEP stating the details. Illicit connections from a private entity will be reported to the NJDEP.
3. If no connection can be located after an appropriate amount of inspection and time, then it will be noted.

All Burlington County Highway Department employees will be informed of what an illicit connection is and how they should report it to the GIS Section or Wetlands Specialist.

The County of Burlington already has a number to report problems and complaints. This number will be used to report illicit connections as well. There will also be a website form that people can fill out and send via the internet to inform us of a problem.

The County will respond to complaints and reports of illicit connections, including those from entities in interconnected small MS4s, the public and employees. We will also continue to investigate dry weather flows discovered during routine inspections and maintenance.

**Records:** Indicate the location of all records related to outfall pipe inspection, including the location, inspection date, inspector name, findings, preventative and corrective maintenance performed.

If scouring is observed, records of stream scouring must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

If illicit discharge is observed, record results of illicit discharge investigations and actions taken using NJDEP's form at

[https://www.nj.gov/dep/dwq/public\\_complex/pdf/PC\\_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf](https://www.nj.gov/dep/dwq/public_complex/pdf/PC_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf).

Illicit Connection Inspection Report Forms shall be submitted to the Department as an attachment to the Annual Report and Certification.

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## SPPP Form 16 – Stormwater Facilities Inspection and Maintenance

**Inspections:** Describe the program in place to inspect, clean, and maintain the stormwater facilities that are owned or operated by the permittee.

The County of Burlington will continue with its catch basin cleaning schedule as set forth in the permit. If at the time of inspection the basin contains no trash, debris or sediment it will not be cleaned. All catch basins will be cleaned and inspected every year. Catch basins that seem to have a higher amount of trash and sediment will be inspected more often. This schedule of inspection was started in Jan. 2005

Litter will be brought to the dump or recycled if possible, depending on the materials collected.

Dumpsters owned or operated by the County will be covered when not in use.

Sweeper dumpings are dumped on a concrete pad at our maintenance yard then transported to Resource Recover Complex for cover.

Vactor dumping is performed at the MHMUA and solids are loaded into a 20 cy dumpster and transported to the Resource Recovery Complex for disposal.

**Records:** Indicate the location of records related to stormwater facilities that are owned or operated by the permittee. Records must include the type of stormwater facility, location, inspection date, inspector name, findings, preventative and corrective maintenance performed.

Also indicate the location of maintenance plans related to maintenance of stormwater facilities that are owned or operated by the permittee. NJDEP provides materials to assist with this requirement at [https://www.nj.gov/dep/stormwater/maintenance\\_guidance.htm](https://www.nj.gov/dep/stormwater/maintenance_guidance.htm).

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Mt. Holly, NJ 08060

## SPPP Form 19 – Shared or Contracted Services

**Arrangements:** List the permit conditions that are satisfied through a shared or contracted service where an entity other than the permittee is implementing BMP(s) or control measure(s) on behalf of the permittee. Include the name of the responsible entity and describe the arrangements in place.

Shared services for vehicle washing at Willingboro Township Public Works. Documentation is available at Willingboro Township Public Works Facility or 251 Rancocas Road, Mt. Holly, NJ.

Shared services for Vector dumping is located at 300 Rancocas Road, Mt. Holly MUA.

**Records:** The permittee is responsible for maintaining the appropriate documentation related to permit conditions, including those satisfied through shared services, in the SPPP and on the Annual Report and Certification. Indicate the physical location of the written agreements and records.

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Mt. Holly, NJ 08060

## SPPP Form 17 – Total Maximum Daily Load (TMDL) Information

**Identification:** List the names of the adopted TMDLs, parameters addressed, and the affected water bodies associated with any segment of surface water wholly or partially within or bordering all maintenance yards, rest areas, service area properties, and new major development projects as defined by the permittee's stormwater program.

Refer to the list of TMDL reports provided at <http://www.nj.gov/dep/wms/bears/tmdls.html>. Utilize the TMDL look-up tool at <https://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm> to identify impaired water bodies at locations described above.

N/A

**Strategies:** Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants. For guidance on TMDLs, visit <https://www.nj.gov/dep/dwq/pdf/10-21-16-tmdl-tool-box.pdf>.

N/A

## SPPP Form 18 – Additional Measures and Optional Measures

**Additional Measures:** Describe any Best Management Practice(s) and the related measurable goal or numeric effluent limitations that are expressly required by the Department to be included in the permittee's stormwater program by a TMDL.

N/A

**Optional Measures:** Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the permit that prevents or reduces water pollution.

N/A

**Attachment       “A”**  
**Part D of Annual Report**

**County of Burlington Public Works Roads & Bridges**

**Standard Operating Procedure:**

**Vehicle Fueling**

**I. Introduction and Purpose**

Vehicle and equipment fueling procedures and practices are designed to minimize pollution of surface or ground water. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tank is critical for this purpose.

**II. Scope**

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

**III. Standard 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 facilities area

- Clearly post, in a prominent area of the facility, instructions for the safe operation of fueling equipment, and appropriate contact information for the persons responsible for the spill response

#### **IV. 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 connections 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

#### **V. Spill Response**

- Conduct cleanups of any fuel spills immediately after discovery
- Uncontained spills are to be cleaned up using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (oil dry, sawdust, etc.) and absorbent materials shall be swept up
- Contact Burlington County Central Communications at (609) 267-8300

#### **VI. Maintenance and inspection**

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

**Attachment        “B”**  
**Part D of Annual Report**

**County of Burlington Public Works Roads & Bridges**

**Standard Operating Procedure:**  
**Housekeeping Program**

Good housekeeping is a requirement for maintaining safety at all work sites including construction sites. Clean and tidy work sites hold fewer for all employees. Accidents and injuries are avoided and productivity improved where good housekeeping is a daily occurrence. This document informs interested persons, including employees, that we are complying with OSHA’s housekeeping requirements, including:

- 29 CFR 1910.22(a)
- 29 CFR 1910.138
- 29 CFR 1926.25 – Housekeeping, and
- 29 CFR 1926.151 – Fire Prevention.

Many other regulations also lead to housekeeping procedures. Common sense and safety concerns encourage standardization of housekeeping measures in the workplace. Burlington County will develop a set of written housekeeping procedures including standardized housekeeping measures and providing clear expectations and procedures for housekeeping in the County facilities.

Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health that a County displays on a day-to-day basis. Orderliness in the workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills, trip hazards, etc. There are nine good reasons for housekeeping:

- Prevents accidents

- Prevents fire
- Saves time
- Gives control to our workers
- Increases production
- Gives our workers the freedom to move
- Gives our workers pride
- Protects our products and equipment
- Reduces our waste

The written Housekeeping Program begins with a purpose statement. Then it provides a section to explain expectations for a walk-around assessment. Specific housekeeping procedures will also be included. Because no program can be successful without employee participation, the County will train our employees in the procedures. Plus, the County will have a system to promptly address and resolve any housekeeping-related accidents and hazard reports.

### **Purpose Statement**

This document serves as the written procedures for general housekeeping in County facilities. These guidelines provide housekeeping standards in this facility to help ensure a safe work environment at all times in all areas.

### **Administrative Duties**

The Safety Coordinator is responsible for developing and maintaining the program. Employees may review a copy of the plan. It is located in the Highway Department office. In addition, the Safety Coordinator is responsible for maintaining any records related to the housekeeping program.

If after reading this program, you find that improvements can be made, please contact the Safety Coordinator or your Safety Committee Delegate. We encourage all suggestions because we are committed to the success of our written housekeeping program.

We strive for clear understanding, safe behavior, and involvement from every level of the County.

### **Walk-Around Assessment**

The County Safety Coordinator and Department Supervisors will walk around the facility for an assessment to identify main housekeeping issues. These persons will look for a lack of order, spills or obstructions, or other hazards due to poor organization or poor housekeeping. They will ask employees working in each area to identify and recommend corrective actions for their area. They will also walk around the grounds to see if there is refuse or an untidy appearance due to storing materials haphazardly. In addition, they will check the OSHA Form 200 injury and illness records (which are located at County Hall) to see if one or more incidents such as slips, trips, falls, or other types of accidents were related in some way to poor housekeeping.

### **Housekeeping Procedures**

It is the intent of the County to standardize housekeeping measures, meet OSHA requirements, and encourage safety. The procedures listed below cover many locations in our facility.

#### *Aisles, Walkways, and Floors in All Areas*

Aisles, Walkways, and Floors in all areas are expected to be clear and open, specifically;

- Provide sufficient safe clearances and access to any and all work stations and work areas, fire aisles, fire extinguishers, fire blankets, electrical disconnects, safety showers, other emergency aids, doors, and access to stairways.
- Clearly mark to distinguish walkways from areas not for pedestrian traffic.
- Keep aisles and walkways free of physical obstructions that would prevent access, including path-blocking objects, liquid or solid spills, and other obstructions.
- Keep aisles at least 3 feet wide where necessary for reasons of access to doors, windows, or standpipe connections.
- Keep stairs clean, dry, and free of waste, well lit, and provided with adequate hand rails and treads that are in good condition.

- Keep floors clean; dry (dry as possible); slip-resistant; and free of waste, unnecessary material, oil and grease, protruding nails, splinters, holes, or loose boards.
- Provide an adequate number of waste receptacles at accessible locations throughout all work areas.

### *Storage Areas*

Indoor storage housekeeping measures:

- Storage may not obstruct, or adversely affect, means of exit.
- All materials must be stored, handled, and piled with due regard to their fire characteristics.
- Non-compatible materials, which may create a fire hazard, must be segregated, must be segregated by a barrier having a fire resistance of at least 1-hour.
- Material must be piled to minimize the spread of fire internally and to permit convenient access for firefighting. Stable piling shall be maintained at all times. Aisle space shall be maintained to safely accommodate the widest vehicle that may be used within the building for firefighting purposes.
- Clearance of at least 48 inches must be maintained around lights and heating units to prevent ignition of combustible materials.
- A clearance of 24 inches must be maintained around the path of travel of fire doors. Material must not be stored within 36 inches of a fire door opening.

### **Chemical Storage**

Because we have chemicals at our facility, we have developed a Written Hazard Communication Program, which is separately discussed in this manual.

Flammable and combustible substance storage is not allowed in office areas UNLESS it is required for maintenance and operation of building and operation of equipment.

### *Machinery and Equipment*

Housekeeping procedures for machinery and stationary equipment are:

- Daily check of the area by the supervisor and employees. In addition, regular inspections are conducted through our Hazard Identification and Correction Program.

Housekeeping procedures for tools and movable equipment are:

- Daily check of the area by the supervisor and employees. In addition, regular inspections are conducted through our Hazard Identification and Correction Program.

### *Work Areas*

Housekeeping procedures for work areas are:

- Daily check of the area by the supervisor and employees. In addition, regular inspections are conducted through our Hazard Identification and Correction Program.

Housekeeping procedures for keeping our grounds and building work areas neat and orderly include:

- Maintain adequate lighting systems in a clean and efficient manner and replace bulbs as soon as possible after failure.
- Properly maintain walls.
- Keep windows clean by washing them regularly.
- Keep blinds clean by washing regularly.
- Properly maintain doors and windows in a good working order and repair any damage to doors and windows as soon as possible.
- Provide adequate ventilation to all work areas to keep air free of dust and other contaminants.
- Maintain and clean all ventilation systems and HVAC systems at regular intervals.

### *Office Areas*

Housekeeping procedures for work areas are:

- Daily check of the area by the supervisor and employees. In addition, regular inspections are conducted through our Hazard Identification and Correction Program and our safety committee is done to identify and correct housekeeping issues.

### *Outside the Facility*

Housekeeping procedures for keeping our grounds and building faces/sides neat and orderly include:

- Keep the parts of buildings that are visible to public roads cleaned by washing them at regular intervals.
- Keep the other parts of buildings cleaned at regular intervals.
- Keep all doors and loading docks completely free of debris, shrubs, or other obstructions.
- Maintain visibility through all windows by washing at regular intervals.
- Keep doors and windows properly maintained in good working order.
- Repair any damage to doors and windows at regular intervals.
- Provide any stairs or platforms adjacent to or leading into the building(s) with adequate rails, adequate treads to climb, and an area clean and free of materials.
- Keep grounds neat and orderly, free of refuse and unnecessary materials.
- Store materials outdoors only in designated areas of the grounds.
- Provide designated walkways through grounds, preferably paved and kept clear of snow, ice, materials, or any other physical hazards.
- Provide lighting system that is adequate to allow employees to navigate around the grounds as necessary at dusk and after dark.
- Maintain a neat landscaping appearance—trim lawn, trees and shrubs in such a way as to minimize any possible safety hazards.

- Trim grass short enough to prevent trip hazards to employees
- Prevent trees and shrubs from obstructing doors and windows.

## **Training**

All employees need to fully understand the safety and health hazards of poor housekeeping and improper chemical storage to protect themselves, their fellow employees, and the public. The County Department will also train them in Right to Know as part of the Housekeeping Program, covering housekeeping procedures and safe work practices, hazard reporting, and other areas pertinent to housekeeping.

The Department Head or his designee trains employees on housekeeping procedures as part of the overall new employee orientation. He/she trains new employees at the time of their initial assignment and keeps track of their training by maintaining employee-training records. When a new procedure is introduced, the Department Head or his designee retrains all employees and keeps track of their retraining as above.

Employees sign off upon completion of their training. All training and retraining records contain the identity of the employee, the date of training, and the means used to verify that they understood their training. These records are located in the Highway Department office and the Insurance and Risk Management Department.

## **Discipline**

The County will impose and enforce disciplinary measures in accordance with County personnel policies for employees who fail to abide by the housekeeping procedures.

## **Contracting**

We sometimes use contractors to perform work in and around processes that involve housekeeping procedures. Our goal is to hire contractors who accomplish the desired job tasks without compromising the safety and health of employees at the facility.

We will perform and train contract employers of the known hazards which could develop from poor housekeeping, but which relate to the contractor's work and

processes by physically inspecting the job site and providing feedback to the contractor directly, through the County Engineer or other designated County official.

We will ensure that the contract employer advises County facilities of any unique hazards presented by the contract employer's work by requesting that the County Engineer or designated County official advise us of situations that may relate to County facilities operations or responsibilities.

### **Employee Participation**

The employees are a significant ally in implementing and maintaining an effective housekeeping program for the facility. The County strongly encourages employees to participate in:

- Conducting and developing the housekeeping program elements and hazard assessments as well as incident investigation findings.
- Obtaining access to the housekeeping program including any hazard analyses.

Our facility implements employee participation through ongoing supervisory attention to housekeeping, our Hazard Identification Program and our Safety Committee.