

SECTION 105 - CONTROL OF MATERIALS

105.07 STORAGE OF MATERIALS AND STAGING AREAS.

[Include the following if storage/staging areas are known:]

The following is added after the fourth sentence of the first paragraph:

Storage/Staging areas for this Contract are **[insert allowable staging areas, restrictions, and any work to be completed within the staging areas]**. The Contractor will be required to maintain areas in a clean and neat condition.

Prior to occupying and upon vacating any staging area, the Contractor shall submit to the Engineer a minimum of 10 progress photographs documenting the initial and final conditions of the staging area. Progress photographs shall be taken and submitted in accordance with Subsection 107.10.

[Include the following for Contracts anticipated to include the storage of materials at Turnpike facilities (Maintenance Districts, Service Areas, etc.)]

The following is added after the first paragraph:

The following requirements are mandated at all Authority facilities as part of the NJDEP Highway Agency Stormwater General Permit (Highway Agency Permit) for discharge to surface water and groundwater. Documents and forms listed herein and additional instructions are included in Appendix I – NJDPES Stormwater Permit Program.

- 1. The Contractor shall operate storage/staging areas at Authority facilities in accordance with the REQUIRED PRACTICES FOR FUELING OPERATIONS, VEHICLE MAINTENANCE, AND GOOD HOUSEKEEPING STATEWIDE BASIC REQUIREMENTS.*
- 2. The Contractor shall complete the form entitled "NEW JERSEY TURNPIKE AUTHORITY STAGING AREA INVENTORY/INSPECTION FORM" within 30 days of occupying any staging area and update every six (6) months. It should be submitted to the Authority's Engineering Department, Environmental Section as outlined in Appendix I. A copy of the form shall also be submitted to the Engineer for each submission.*
- 3. The Contractor shall provide two weeks written notice to the Authority's Engineering Department, Environmental Section prior to vacating the staging area. A copy of the notice should also be submitted to the Engineer.*

APPENDIX I – NJDPES STORMWATER PERMIT PROGRAM

NJPDES MASTER GENERAL PERMIT
Effective Date of Renewal March 1, 2009

NJPDES Permit No. NJ0141887
Expiration Date: February 28, 2014

Attachment D

REQUIRED PRACTICES FOR FUELING OPERATIONS, VEHICLE MAINTENANCE, AND GOOD HOUSEKEEPING SBRs

D. The following BMPs must be implemented at maintenance yards, including maintenance activities at Service Areas and ancillary operations (for example, impound yards, solid waste transfer stations, mobile fueling), where applicable, that are operated by the Highway Agency:

1. Inventory Requirements for Maintenance Yard Operations (including Service Areas, and Ancillary Operations)

a. Highway Agencies shall include for maintenance yard operations an inventory that includes the following:

i. A list to be made part of the SPPP of general categories of all materials or machinery located at the maintenance yard, which could be a source of pollutants in a stormwater discharge. The materials in question include, but are not limited to: raw materials; intermediate products; final products; waste materials; by-products; machinery and fuels; and lubricants, solvents, and detergents that are related to the maintenance yard operations or ancillary operations. Materials or machinery that are not exposed to stormwater or that are not located at the maintenance yard or related to its operations do not need to be included.

2. Fueling

a. No topping off vehicles, mobile fuel tanks, and storage tanks. Drip pans must be used under all hose and pipe connections and other leak-prone areas during bulk transfer of fuels.

b. During bulk transfer block storm sewer inlets, or contain tank 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. A trained employee must always be present to supervise during bulk fuel transfer.

c. 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.

d. Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must immediately be repaired or replaced.

3. Vehicle Maintenance

a. Perform all vehicle and equipment maintenance at an indoor location with a paved floor whenever possible. For projects that must be performed outdoors that last more than one day, portable tents or covers must be placed over the equipment being serviced when not being worked on, and drip pans must be used.

4. General Good Housekeeping

- a. Properly mark or label all containers. Labels must be kept clean and visible. All containers must be kept in good condition and tightly closed when not in use. When practical, containers must be stored indoors. If indoor storage is not practical, containers may be stored outside as long as they are covered and placed on spill platforms. An area that is graded and/or bermed that prevents run-through of stormwater may be used in place of spill platforms. Outdoor storage locations must be regularly maintained.
- b. Conduct cleanups of any spills or liquids or dry materials immediately after discovery. Clean all maintenance areas with dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (i.e., kitty litter, sawdust, etc.) and the rest of the area is to be swept. Collected waste is to be disposed of properly. Clean-up materials, spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.

5. Good Housekeeping Practices for Salt and De-icing Material Handling

- a. The SPPP for De-icing Material Storage shall include the following required practices to ensure that Maintenance Yard Operations prevent or minimize the exposure of salt and de-icing materials to stormwater runoff from storage, loading and unloading areas and activities:
 - i. Prevent and/or minimize the spillage of salt and de-icing materials during loading and unloading activities.
 - ii. At the completion of loading and unloading activities, spilled salt and de-icing materials shall be removed using dry cleaning methods and either reused or properly discarded.
 - iii. Sweeping by hand or mechanical means of storage and loading/unloading areas shall be done on a regular basis. More frequent sweeping is required following loading/unloading activities. Sweeping shall also be conducted immediately following, as practicable, loading/unloading activities.
 - iv. Tracking of materials from storage and loading/unloading areas shall be minimized.
 - v. Minimize the distance salt and de-icing materials are transported during loading/unloading activities.
- b. Interim Seasonal Tarping - All Highway Agencies must tarp all de-icing materials until a permanent structure is built. Interim storage measures must include, but are not limited to the following:
 - i. Tarping materials that are not actively being used.
 - ii. The storage of de-icing materials (salt and de-icing products) outside is limited to October 15th through April 30th. All salt and de-icing materials must be removed from the site prior to May 1st and may not be stored outside again until October 15th.
 - iii. The implementing of a regular inspection, sweeping and housekeeping program to ensure that the material is maintained and stored in a proper manner.

6. Inspections

a. Inspections of all Municipal Maintenance Yard Operations shall be conducted regularly.

b. Discharge of Stormwater from Secondary Containment

i. The discharge pipe/outfall from a secondary containment area must have a valve and the valve must remain closed at all times except as described below. A Highway Agency may discharge stormwater that accumulated in the secondary containment area if a visual inspection is performed to ensure that the contents of aboveground storage tank have not come in contact with the stormwater to be discharged. Visual inspections are only effective when dealing with materials that can be observed, like petroleum. If the contents of the tank are not visible in stormwater, the Highway Agency must rely on previous tank inspections to determine with some degree of certainty that the tank has not leaked. If the Highway Agency cannot make a determination with reasonable certainty that the stormwater in the secondary containment area is uncontaminated by the contents of the tank, then the stormwater should be hauled for proper disposal.

NEW JERSEY TURNPIKE AUTHORITY
STAGING AREA INVENTORY/ INSPECTION FORM
NEW JERSEY POLLUTANT DISCHARGE ELIMINATION SYSTEM
STORMWATER PERMIT PROGRAM

Contractor Name/ Contract Number:	
Staging Area Location: (Milepost)	
Contractor's Contact Person:	
Date:	

The purpose of this inspection form is to obtain information needed to comply with the New Jersey Department of Environmental Protection (NJDEP) regulations on stormwater management. Your responses will assist the New Jersey Turnpike Authority to determine what measures are needed to comply with its stormwater discharge permit requirements and minimize stormwater pollutants that may enter the waters of the State.

If you have any questions about the stormwater permit requirements or need assistance in completing this inspection form, please contact the following:

- Timothy Doolan
 New Jersey Turnpike Authority
 Engineering Department, Environmental Section
 P.O. Box 5042
 Woodbridge, NJ 07095-5050
 Phone: (732) 750-5300 x8246

The completed inspection forms should be faxed to Timothy Doolan at (732) 750-5493, and a copy mailed as well. Forms shall be completed and submitted within 30 days of occupying any staging area. The form shall be updated every six (6) months and the Contractor shall provide two weeks written notice to Mr. Doolan prior to vacating the staging area. The Contractor shall provide copies of all forms and notices to the Engineer.

Contract No.: _____
 Contractor: _____

Date: _____

I. VEHICLES AND EQUIPMENT

A general list of machinery that is exposed to stormwater and could potentially be a source of stormwater pollutants is needed. Review the list below and identify the types of machinery that are present on-site and are exposed to stormwater. Add any additional machinery not already shown on the list.

Attach additional sheets if necessary.

VEHICLE AND EQUIPMENT INVENTORY			
Vehicle/Equipment	On-Site (yes/no)	Storage Location (indoors/outdoors)	Exposed to Stormwater (yes/no)
Automobiles			
Pick-up Trucks			
Dump Trucks			
Backhoes			
Loaders			
Bulldozers			
Painting Equipment			
Paving Equipment			
Sweepers			
Snow Plows			
Tractors			
Mowers			
Generators			
Equipment Trailers			
Screeners			
Wood Chippers			
Compressors			

Contract No.: _____
 Contractor: _____

Date: _____

II. MATERIALS INVENTORY

A general list of materials that are exposed to stormwater and could potentially be a source of stormwater pollutants is needed. Review the list below and identify the types of materials that are stored on-site and are exposed to stormwater. Add any additional materials not already shown on the list.

Attach additional sheets if necessary.

MATERIALS EXPOSED TO STORMWATER			
Material	Stored On-Site (yes/no)	Container Type (drum, tank, bucket, etc.)	Exposed to Stormwater (yes/no)
Salt			
Sand/gravel/soil			
Street sweepings			
Asphalt mix			
Paint			
Pesticides/Herbicides			
Gasoline			
Diesel Fuel			
Heating oil			
Kerosene			
Hydraulic fluid			
Antifreeze			
Motor oil			
Waste oil			
Transmission fluid			
Batteries			
Degreasing fluid/parts cleaner			
Detergent			

Contract No.: _____
 Contractor: _____

Date: _____

III. FUELING OPERATIONS

The stormwater permit requires equipment and procedures to reduce the chance that a fuel spill will discharge into the surface water drainage system. Identify the fuel tanks at the staging area, and provide responses to the fuel system operations questions. If a question does not apply to your location, mark "N/A" in the response box.

Attach additional sheets if necessary.

FUEL TANK INFORMATION				
Tank No.	Tank Capacity (gallons)	Tank Contents (gasoline, diesel, etc.)	Tank Type (aboveground/underground)	If Aboveground, Tank is Diked (yes/no)

FUEL DISPENSER INFORMATION			
Tank No.	Number of Dispensers	Dispenser Location (on tank/on fuel island)	Distance to Nearest Storm Drain or Drainage Ditch

Contract No.: _____

Date: _____

Contractor: _____

FUEL SYSTEM OPERATIONS	
Please explain any "NO" answers. Attach additional sheets if necessary.	
1. Is the contact information for the person(s) responsible for spill response clearly posted in the fueling area?	
2. Are the fuel system equipment operation procedures clearly posted in the fueling area?	
3. Are drip pans used under all hose and pipe connections during bulk fuel transfers to/from the storage tanks?	
4. Is a trained employee always present to supervise bulk fuel transfers to/from the storage tanks?	
5. Is spill containment equipment (storm sewer inlet blocks, spill containment berms, absorbent booms, etc.) available for use during bulk fuel transfers to/from the tanks?	
5a. If so, is the spill containment equipment used during bulk fuel transfers?	
6. Are the fuel system operators instructed that "topping off" of vehicles, mobile fuel tanks, and storage tanks is not permitted?	
7. Is leaking, worn, or damaged fuel system equipment repaired or replaced immediately?	

IV. VEHICLE AND EQUIPMENT MAINTENANCE

The Stormwater Permit encourages that all vehicle and equipment maintenance be performed indoors whenever possible. The following questions address existing maintenance procedures.

Please explain any "NO" answers. Attach additional sheets if necessary.

VEHICLE AND EQUIPMENT MAINTENANCE	
1. Is any vehicle and equipment maintenance performed outdoors?	
1a. If yes, when vehicle and/or equipment maintenance lasting more than one day is performed outdoors, is the vehicle or equipment covered with a tarp or tent when not being worked on?	
1c. If yes, when vehicle and/or equipment maintenance is performed outdoors, are drip pans used beneath the vehicle or equipment?	

Contract No.: _____

Date: _____

Contractor: _____

V. GENERAL GOOD HOUSEKEEPING PROCEDURES

The stormwater permit requires general good housekeeping practices for storage of materials in containers and cleanup of spilled materials. The following questions address both topics.

Please explain any "NO" answers. Attach additional sheets if necessary.

CONTAINER STORAGE REQUIREMENTS	
1. Are all containers and aboveground storage tanks maintained in good condition (not leaking, not rusting, etc.)?	
2. Are the contents of all containers and aboveground storage tanks identified with clean and visible labels?	
3. Are all containers and aboveground storage tanks tightly closed when not in use?	
4. Are outdoor container storage areas covered to prevent precipitation from falling onto the containers?	
5. Are containers stored in outdoor areas located on raised pads, spill pallets, or in bermed/diked areas?	
6. Are any berms/dikes in good condition and capable of containing a spill?	
7. Are container storage areas maintained regularly?	

SPILL CLEANUP PROCEDURES	
1. Is absorbent material (Speedy-Dry, sawdust, kitty litter, etc.) available for cleaning up spills?	
2. Are all spills of liquid or dry materials cleaned up immediately after discovery?	
3. Are spills ever cleaned up by washing or rinsing? 3a. If yes, please explain.	
4. Are all spilled material and used absorbent swept up and disposed of properly?	
5. Are spill cleanup materials, spill kits, and drip pans kept in all liquid transfer areas (near storage tanks, container storage areas, etc.)?	
6. Are all spill materials and spill kits stored in dry areas protected from rainfall?	

Contract No.: _____

Date: _____

Contractor: _____

VI. DE-ICING MATERIAL HANDLING PROCEDURES

The stormwater permit requires specific procedures for handling road de-icing salt.

SALT STORAGE/HANDLING PROCEDURES	
1. Is salt stored at the facility?	
2. Is all salt stored inside salt domes or other permanent, covered storage buildings?	
3. Is spilled salt swept up and re-used or discarded after completion of loading/unloading activities?	
4. Are salt handling areas swept on a regular basis?	

VII. FACILITY DRAINAGE

DRAINAGE FROM PARKING/STORAGE AREAS	
1. Do the outdoor areas of the facility have storm drain inlets?	
1a. If yes, do the storm drains discharge to the sanitary sewer system?	
1b. If yes, do the storm drains discharge through an oil/water separator?	
1c. If yes, are any storm drain inlets located in unpaved areas?	
1d. If yes, are the storm drain inlets labeled to alert employees that they discharge to surface water?	

Contract No.: _____

Date: _____

Contractor: _____

VIII. VEHICLE AND EQUIPMENT WASHING PROCEDURES

The stormwater permit does not regulate vehicle and equipment washing activities. However, responses to the following questions will help to determine the types of water discharges at the storage/staging area.

VEHICLE AND EQUIPMENT WASHING	
1. Does the facility have a washbay or other vehicle/equipment washing facility?	
2. Do the washbay drains discharge to the sanitary sewer or to the storm sewer?	
3. Do the washbay drains discharge through an oil/water separator?	
4. Are vehicles/equipment rinsed in outdoor areas near storm drain inlets or stormwater drainage ditches/swales?	
5. Is all loose debris (sand, salt, grass clippings, etc.) brushed off of the vehicles/equipment and disposed of before rinsing?	
6. Does the vehicle/equipment rinsing include the use of soap, degreasers, or other cleaning compounds?	
7. Do the rinsing operations include cleaning engines?	

IX. STOCKPILED MATERIALS

The stormwater permit sets limits on the stockpiling of sand, soil, street sweepings, and similar materials. The following questions deal with open stockpiles at the maintenance facility/staging area.

STOCKPILED MATERIALS	
1. Are there stockpiles of sand, soil, gravel, or street sweepings at the staging area?	
2. Are the stockpiles within 50 feet of a storm drain inlet, drainage ditch, swale, stream, or other drainage facility?	
3. Are the stockpiles enclosed in bins?	
4. Do the bins allow the stockpiled material to spill out through gaps or openings in the bin walls?	

Contract No.: _____

Date: _____

Contractor: _____

X. SWEEPING

The stormwater permit requires that facilities are swept at least once every three months.

SWEEPING	
1. Are paved areas of the facility swept regularly using a mechanical sweeper?	
2. What is the approximate frequency of sweeping?	

XI. REFUSE CONTAINERS AND DUMPSTERS

REFUSE CONTAINERS AND DUMPSTERS	
1. Are there any dumpsters or refuse containers located outdoors and exposed to stormwater (not including temporary demolition containers, litter receptacles, and containers for large bulky items)?	
1A. If yes: Are these containers covered at all times to prevent spilling, dumping or leaking of their contents?	