

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
COMPLIANCE ASSISTANCE
INSPECTION FORM
MUNICIPAL DEPARTMENT OF PUBLIC WORKS (DPW) SITES

COUNTY: _____ MUNICIPALITY: _____

DPW LOCATION: _____

STREET ADDRESS: _____

PROPERTY OWNER: _____

MAILING ADDRESS: _____

SITE CONTACT PERSON & TELEPHONE NO.: _____

NAME OF INSPECTOR: _____

COUNTY AGENCY _____ TELEPHONE NO. _____

DATE & TIME OF INSPECTION: _____

OPERATING AUTHORITY (if any)

TYPE OF SOLID WASTE FACILITY PERMIT AND # _____

GENERAL RECYCLING APPROVAL # _____

LIMITED RECYCLING APPROVAL # _____

EXEMPT PURSUANT TO 7:26A-1.4 - DATE OF EXEMPTION LETTER _____

BENEFICIAL USE DETERMINATION – LETTER DATED _____

OTHER (i.e., RECYCLING DEPOT OR CONVENIENCE CENTER) _____

HAZARDOUS WASTE GENERATOR ID# (if applicable) _____

SOLID WASTE SECTION:

RECYCLING

MATERIALS OBSERVED ON SITE - CHECK ALL THAT APPLY:

___ **CLASS A RECYCLABLE MATERIALS:** Source separated non-putrescible material which includes metal, glass, paper, plastic containers, and corrugated and other cardboard.

¹Estimate amounts on site: _____

Storage of materials (Circle all that apply): Containers On the Ground Other: _____

Where is the recycling facility for the materials: _____

___ **CLASS B RECYCLABLE MATERIALS**

___1. Source separated, waste concrete, asphalt, brick, block, asphalt-based roofing scrap and wood wastes.

Estimated amounts on site: _____

Storage of materials (Circle all that apply): Containers On the Ground Other: _____

²Where are the disposal sites for the materials: _____

¹ Where applicable, list all estimated waste amounts in cubic yards.

² If disposal facilities are in New Jersey, are they permitted by NJDEP.

Does the facility store asphalt millings on site? Yes No

If yes, estimated amount on site _____

What is the proposed use for the millings? _____

If storage exceeds six (6) months, is the material: Tarpred Bermed Silt-fenced

Other: _____

___2. Source separated whole trees, tree trunks, tree parts, tree stumps, brush and leaves that are not composted.

Estimated amounts on site: _____

Are the materials being processed or transferred on site? Yes No

If yes, has an exemption been filed with the DEP and the County: Yes No

How long have the materials been on site? _____

Where is the disposal site for the materials? _____

___3. Source separated scrap tires.

Estimated amount of tires on site: _____

Tire storage (Circle all that apply): Containers On the Ground Other: _____

Tire condition (Circle one): Tires with rims Tires without rims Mixed

Has the facility filed with the NJDEP for a tire exemption? Yes No

If yes, are they in compliance with the conditions of that exemption? _____

If no, have the tires been on site longer than six months: _____

Where is the disposal site for the tires: _____

Is there a plan to dispose scrap tires? Yes No

___4. Source separated petroleum contaminated soil.

Estimated amount on site: _____ What is the source of the soil? _____

Is the stockpile of soil (Circle one): Tarpred Bermed Other: _____

How long has the soil been on site: _____

Where is the disposal site for the soil: _____

CLASS C RECYCLABLE MATERIALS: Source separated yard trimmings.

___ Estimated amount on site: _____

Are the materials stored in containers? Yes No

Are the materials being composted on site? Yes No

How long have the materials been on site: _____

Where is the disposal site for the materials: _____

CLASS D RECYCLABLE MATERIALS

___ Materials observed on site - Check all that apply

___1. **USED OIL:**

Are all containers and tanks of used oil marked with the words "Used Oil"? Yes No

Are the containers stored in a containment area? Yes No

Does the facility keep containers and tanks of used oil closed to prevent spillage? Yes No

Does the facility ensure that oil and gasoline filters are fully drained before disposing with trash or recycling as scrap metal? Yes No

Who is the transporter removing the waste oil? _____

Where is the final destination for the waste oil? _____

Does the facility keep records for the used oil shipments? ____Yes ____No

2. **BATTERIES:**

Does the facility ensure that lead acid batteries are stored with caps in place? ____Yes ____No

If the caps are missing or the casing is cracked, does the facility store batteries under cover or in a container so the battery acid does not spill onto the ground? ____Yes ____No

Does the facility store other battery types in containers of good condition? ____Yes ____No

Are the battery containers marked "Universal Waste – Batteries", "Waste Batteries", or "Used Batteries"?
____Yes ____No

What is the estimated amount of batteries on site? _____

Who is the transporter removing the batteries? _____

What is the frequency of disposal? _____

Where is the disposal site? _____

3. **PESTICIDES, LATEX AND/OR OIL-BASED PAINT:**

Pesticides ____ Latex Paint ____ Oil-Based Paint ____

Are these waste materials collected and stored on site? ____Yes ____No

If yes, does the facility store them under cover? ____Yes ____No

Who is the transporter removing the waste materials? _____

Where is the disposal site for the materials? _____

What is the frequency of disposal? _____

4. **ANTI FREEZE:**

How does the facility dispose of used anti-freeze? _____

ROAD WASTES: (Street Sweepings/Catch Basin Debris)

Are stockpiled road wastes staged on an impervious surface and, if known to be contaminated, covered with a waterproof material, bermed, or silt-fenced? ____Yes ____No

Have the road wastes been sampled and analyzed? ____Yes ____No

(Road wastes, depending on the future intended use, must be analyzed; except those being disposed of as ID solid waste, and certain other uses such as fill for potholes and sub-base fill.)

Has the facility requested a beneficial reuse authorization from the DEP? ____Yes ____No

If yes, what is the approved use and when will it take place? _____

If no, what is the intended use for the road waste materials? _____

Are road wastes stored on site for more than 6 months? ____Yes ____No

If yes, how long have the materials been on site? _____

DISCARDED APPLIANCES:

Does the facility recover refrigerant fluid (CFCs) on site? ____Yes ____No

a) If yes, does the facility ensure that there is no venting of the fluid? ____Yes ____No

Describe: _____

b) Where is the final destination for the fluids and appliances? _____

SOLID WASTE CONVENIENCE CENTER:

Is there a convenience center at this site? ____Yes ____No

If yes, describe the types of solid waste and/or recyclable materials brought to the site for temporary

storage: _____

Are the waste materials stored in containers? ____Yes ____No

How long have the materials been on site: _____

Where is the disposal site for the materials: _____

Who is the transporter removing the materials from the center? _____

WASTE WATER/STORM WATER SECTION:

1. Is facility discharging to a: _____sanitary sewer _____septic tank _____unknown

a) If applicable, when was septic tank last pumped? _____

2. Is facility connected to a: ____public water supply ____well ____non-potable well

a) If applicable, when was well last tested? ____ Parameters _____

3. Are there floor drains inside any buildings? ____Yes ____No

Name of building(s) with drains _____

Where do drains go? _____

4. If the facility has a discharge to surface water, briefly describe the discharge's appearance (i.e.: any floating solids, foam, color or odor): _____

Permit No.: _____

5. Are any activities at the site potentially contaminating storm water? ____Yes ____No

Describe: _____

6. Does the facility wash vehicles on site? ____Yes ____No

Is the wash water discharged to the sanitary sewer? ____Yes ____No

7. Were oil/grease stains observed on unpaved surfaces? ____Yes ____No

8. Is there a boiler on site? ____Yes ____No

If yes, where does boiler blowdown go? _____

9. Does the facility store road salt on site? ____Yes ____No

Describe storage: _____

UNDERGROUND STORAGE TANKS (UST)

1. Does the facility have an underground storage tank(s) with greater than 10% of its volume below ground?
____ Yes ____ No. If yes, answer the following questions. If not, skip this section.

How many are on site? _____

Are the tanks registered with the State? ____ Yes ____ No

When were they installed? _____

What type of materials are stored? _____

What are the capacities of each tank? _____

Is there any evidence of tank leakage or spillage? ____ Yes ____ No

Are there any out-of-service USTs on site? ____ Yes ____ No Number _____

RIGHT TO KNOW

PUBLIC EMPLOYERS

1. Have all of the employer's facilities completed a Right to Know Survey or Update representing the previous year's inventory? ____ Yes ____ No
2. Has the employer trained all appropriate newly hired and reassigned employees? ____ Yes ____ No
3. Has the employer provided update training to all appropriate current employees? ____ Yes ____ No
4. Is documentation of training being maintained? ____ Yes ____ No
5. Has the employer labeled all of its containers in accordance with the New Jersey Right to Know law?
____ Yes ____ No
6. Has the employer obtain Material Safety Data Sheets for all of its hazardous products? ____ Yes ____ No
7. Do all facilities contain the appropriate documents in their Right to Know central files? ____ Yes ____ No
8. Is the Right to Know poster posted in all facilities? ____ Yes ____ No

AIR

1. Does the facility or, equipment used have any air pollution control permits? ____ Yes ____ No
2. Does the DPW have any operations that may result in air pollution? ____ Yes ____ No
If yes, describe: (spray paint booth, above ground tanks, incinerator, boiler, water heater, etc.) _____

3. Is any of the equipment generating dust or odors either on site or off-site? ____ Yes ____ No
If so, describe: _____
4. Are there any visible emissions for any stacks? ____ Yes ____ No
If so, identify the stacks and equipment: _____

5. Does the facility burn any wastes or conduct open burning? ____ Yes ____ No
If so, describe: _____

6. Does the facility allow motor vehicles to idle on site? Yes No
Are they aware of the Idling Standard Regulations? Yes No (If not, provide the DPW with a copy of the attached Regulations.)
7. Does the facility dispense fuel? Yes No
If yes, please answer questions a through c below:
- a) Gasoline storage tank \geq 2,000 gallons? Yes No
 - b) Does the gasoline tank have Stage I Vapor Recovery installed? Yes No
 - c) Does the gasoline dispensing equipment have Stage II Vapor Recovery installed? Yes No

GENERAL SITE OBSERVATIONS

(IT SHOULD BE NOTED THESE OBSERVATIONS ARE NOT APPLICABLE IN ALL CASES AND ARE THEREFORE INTENDED TO INDICATE SITE AND OPERATING CONDITIONS)

DUST CONTROL:

Corrective Measures

Taken: _____

LITTER CONTROL:

Corrective Measures

Taken: _____

VECTOR CONTROL:

Describe Status: _____

SITE SECURITY:

Describe Measures

Taken: _____

NOISE CONTROLS:

Describe Measures

Taken: _____

PROCESSING EQUIPMENT & MAINTENANCE:

Describe Status _____

Is this facility inspected by any federal, state, county or local agencies? Yes No.

If yes, list the names of the agencies: _____

ATTACHMENT TO NJDEP COMPLIANCE ASSISTANCE INSPECTION FORM

This attachment provides contacts and those NJ DEP regulations that may apply to Municipal Department of Public Works (DPW) inspections.

1. Solid Waste Management (N.J.A.C. 7:26 and 7:26A)
Contacts:
 - Solid Waste Enforcement, all regions: (609) 292-6305
 - Solid Waste Permitting and Registration: (609) 633-1418
 - Enforcement-Transportation Oversight, all regions: (609) 292-6305
 - Office of Permitting and Technical Programs:
 - Beneficial use determination, (609) 984-6985
 - Composting information, (609) 633-1418
 - Recycling information, (609) 984-3438
2. Water Pollution Control (N.J.A.C. 7:14 and 14A)
 - Enforcement, Regional Offices:
 - Northern: (973) 656-4099
 - Central: (609) 292-8203
 - Southern: (856) 614-3655
3. Underground Storage Tanks (N.J.A.C. 7:14B)
 - Bureau of Underground Storage Tanks: (609) 292-8761
4. New Jersey Worker & Community Right to Know Act (N.J.A.C. 8:59)
 - New Jersey Department of Health & Senior Services: (609) 984-2202
5. Air Pollution Control (N.J.A.C. 7:27)
 - Enforcement, Regional Offices:
 - Northern: (973) 656-4444
 - Central: (609) 292-3187
 - Southern: (856) 614-3601
 - Permitting, Bureau of Air Permitting: (609) 633-8220
6. Pesticides Control Act (N.J.A.C. 7:30)
 - Enforcement: (609) 530-4070
 - Licensing and Permitting: (609) 530-4070
7. Hazardous Waste (Resource Conservation and Recovery Act Regulations) (N.J.A.C. 7:26G)
 - Enforcement, Regional Offices:
 - Northern: (973) 656-4470
 - Central: (609) 292-3962
 - Southern: (856) 614-3658
8. Office of Local Environment Management/CEHA
9 Ewing Street, 1st Floor
Mail Code 09-01A
PO Box 420
Trenton, NJ 08625-0420
 - (609) 292-1305
9. NJDEP Web Site: www.state.nj.us/dep

7:27-14.3 Idle Standard

(a) No person shall cause, suffer, allow, or permit the engine of a diesel-powered motor vehicle to idle for more than three consecutive minutes if the vehicle is not in motion, except:

1. A motor vehicle at the vehicle operator's place of business where the motor vehicle is permanently assigned may idle for 30 consecutive minutes; or

2. A motor vehicle may idle for 15 consecutive minutes when the vehicle engine has been stopped for three or more hours.

(b) The provisions of (a) above shall not apply to:

1. Buses while discharging or picking up passengers;

2. Motor vehicles stopped in a line of traffic;

3. Motor vehicles whose primary and/or secondary power source is utilized in whole or in part for necessary and definitely prescribed mechanical operation other than propulsion, passenger compartment heating or air conditioning;

4. Motor vehicles being or waiting to be examined by State or federal motor vehicle inspectors;

5. Emergency motor vehicles in an emergency situation;

6. Motor vehicles while being repaired;

7. Motor vehicles while engaged in the process of connection, detachment or exchange of trailers; or

8. Motor vehicles manufactured with a sleeper berth while being used, in a non-residentially zoned area, by the vehicle's operator for sleeping or resting.

R.1970 d.148, eff. June 19, 1971.

See: 2 N.J.R. 54(c), 3 N.J.R. 4(a).

Amended by R.1985, d.1. effective January 21, 1985 (operative July 1, 1985).

See: 16 N.J.R. 2888, 17 N.J.R. 189(b).