

# Stormwater Pollution Prevention Plan

Borough of Dunellen

Middlesex County

Permit Number: NJG0150649

Annual Review Date: February 26, 2025

Stormwater Program Coordinator: Alex Miller

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## Appendix A – Logs & Miscellaneous Forms:

Outfall Inspection Form

Stream Scouring Investigation Recordkeeping Form

Illicit Connection Inspection Report Form

Attachment A – Points System for Public Education and Outreach Activities

Attachment E – Best Management Practices for Municipal Maintenance Yards and Other Ancillary Operations

Engineers Certification of Annual Inspection of Equipment and Vehicle Wash Wastewater Containment Structure

Underground Vehicle Wash Water Storage Tank Use Log

Underground Vehicle Wash Water Storage Tank Pump Out Log

## Form 1 – Team Members

<b>Stormwater Program Coordinator (SPC)</b>			
Name and Title	Alex Miller, DPW Superintendent		
Phone	732-968-5455	Email	amiller@dunellenborough.com
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>			
Name and Title	Shane Bonczak, CME Associates		
Phone	732-727-8000	Email	sbonczak@cmeusa1.com
Name and Title	Mario DiSanto, CME Associates		
Phone	732-727-8000	Email	mdisanto@cmeusa1.com
Name and Title	Abd Elazeem Youssef, CME Associates		
Phone	732-727-8000	Email	ayoussef@cmeusa1.com
Name and Title	Benjamin Pettingill, CME Associates		
Phone	732-727-8000	Email	bpettingill@cmeusa1.com
<b>Other Municipal Stormwater Team Members</b>			
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
<b>Shared/Contracted Service Providers</b>			
Provider Name	Service Provided	Term of Service	

## Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
04-01-2005	Forms 1-17	Completion of SPPP
05-29-2009	Forms 1-17	Permit renewal updates
06-01-2019	Forms 1-15	Permit renewal updates
02-26-2025	Forms 1-12	Permit renewal updates

**Form 3 – Public Announcements**  
*Part IV.B. and C.*

1. Provide the link to the dedicated stormwater webpage for your municipality.
<a href="https://www.dunellen-nj.gov/government/stormwater_management.php">https://www.dunellen-nj.gov/government/stormwater_management.php</a>
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Alex Miller, DPW Superintendent
3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.
Newspaper: Star-Ledger Extra Facebook: Borough of Dunellen, NJ Newsletter: Next Stop, Dunellen Website: <a href="https://www.dunellen-nj.gov">https://www.dunellen-nj.gov</a>  The Borough conducts educational and outreach activities that total 12 points annually from three out of the five categories set forth in Attachment A of the Borough’s Tier A Municipal Stormwater General Permit. The activities are advertised as follows:  For annual distribution to all residents and businesses within the Borough, Dunellen will mail the educational brochure provided by the NJDEP within the recycling brochure mailing. The educational brochure will also be available at the semi-annual event, Dunellen Street Fair. A booth will be setup, with either the merchants or the general information section where all necessary information will be made available to the public. The semi-annual event, including other public events and programs, are advertised through the local paper, Borough website, and local public notice bulletins at Washington Park and Borough Hall.  The Borough’s Document Center webpage ( <a href="https://www.dunellen-nj.gov/government/stormwater_management.php">https://www.dunellen-nj.gov/government/stormwater_management.php</a> ) will provide the educational brochure and other supplemental educational information provided by the NJDEP ( <a href="https://dep.nj.gov/cleanwater/nj/educational-resources-clean-water/">https://dep.nj.gov/cleanwater/nj/educational-resources-clean-water/</a> ).  The Borough Clerk’s Office maintains records of mailing dates and public event information.

## Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment

### *Part IV.E.*

1. How does the municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.
"Major Development" as defined in the Stormwater Control Ordinance (Ord. No. 2024-14) is any “development” that disturbs one or more acres of land since February 2, 2004, or the creation of one-quarter acre or more of regulated impervious surface since February 2, 2004, or the creation of one-quarter acre or more of regulated motor vehicle surface since March 2, 2021, or the combination of one-quarter acre or more of regulated motor vehicle surface and regulated impervious surface whereas the combination area cannot be counted twice.
2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.
The Borough's SCO defines a Major Development is as stringent as the NJDEP's model SCO.
3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).
The Borough reviews the design and observes the construction of residential development and redevelopment projects for conformance to the RSIS (including the NJDEP Stormwater Management Rules, N.J.A.C. 7:8). The Borough reviews the design and observes the construction of nonresidential development and redevelopment project for conformance to the SCO (including the NJDEP Stormwater Management Rules, N.J.A.C. 7:8). The Borough’s planning and zoning boards review for such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law even if a separate permit is required by the NJDEP. Borough owned projects are designed for conformance with the SCO and N.J.A.C. 7:8, and provide construction inspection and administration to ensure same are constructed per the bid plans and specifications.
4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.
The MSWMP details the Borough's mitigation plans. The Borough’s Construction Office maintains all records of granted variances.
5. Indicate the dates of each iteration of the township’s Stormwater Control Ordinance, starting with the initial adoption and including revisions.
The SCO was adopted on 06-19-2006 by Ord. No. 2006-10, amended in 2021 by Ord. No. 2001-19, and subsequently amended in 2024 by Ord. No. 2024-14.
6. Indicate the dates of each iteration of the township’s Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.
The MSWMP was adopted on 04-2005 and subsequently updated on 10-2005.

**Form 5 – Ordinances**  
*Part IV.F.1.*

<b>Ordinance</b>	<b>Date Adopted</b>	<b>Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.</b>	<b>Entity Responsible for Enforcement</b>	<b>Fees &amp; Fines</b>
1. Pet Waste	03/04/1985	Yes, with minor edits	Code Enforcement Officer and Borough Police	\$____ Up to \$50
2. Wildlife Feeding	03/01/2006	Yes, with minor edits	Code Enforcement Officer and Borough Police	\$____ Up to \$500
3. Litter Control	03/01/1989	Yes, with minor edits	Code Enforcement Officer and Borough Police	\$____ Up to \$500
4. Improper Disposal of Waste	03/01/2006	Yes, with minor edits	Code Enforcement Officer and Borough Police	\$____ Up to \$250
5. Yard Waste	07/29/1987	Yes	Code Enforcement Officer and Borough Police	\$____ Up to \$250
6. Private Storm Drain Inlet Retrofitting	06/21/2010	Yes, with minor edits	Code Enforcement Officer and Borough Police	\$____ Up to \$250
7. Illicit Connections	03/01/2006	Yes, with minor edits	Code Enforcement Officer and Borough Police	\$____ Up to \$250
8. Privately-Owned Salt Storage	06/03/2024	Yes	Code Enforcement Officer	\$____ Up to \$2,000
9. Tree Removal- Replacement	10/07/2002	Yes, with minor edits.	Code Enforcement Officer and Borough Police	\$____ Up to \$1,000

**List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.**

Flood Damage Prevention Ordinance was adopted on 06-21-2010 by Ord. No. 2010-08 and amended on 10-03-2022 by Ord. No. 2022-24. The ordinance is enforced by the Floodplain Administrator and fines can be assessed up to \$2,000.

Refuse Container Ordinance was adopted on 06-21-2010 by Ord. No. 2010-06. The ordinance is enforced by the Code Enforcement Officer and Borough Police and fines can be assessed up to \$250.

**Indicate the location of records associated with ordinances and related violations and enforcement actions below.**

Records associated with ordinances and related enforcement actions are kept either in the Borough's Construction Office, Code Enforcement Office, or the Municipal Clerk's Office.

The code enforcement officer and the Borough of Dunellen Police Department will enforce these ordinances upon adoption. If someone is found to be in violation of an ordinance, they will be issued a written warning for first time offenses; penalties will be issued for subsequent offenses. Any complaints received by the Department of Public Works with an apparent ordinance violation will be investigated and forwarded to the Borough of Dunellen Police Department. Informational sheets provided by the NJDEP regarding pet waste will be distributed during the issuance of pet licenses.

## Form 6 – Street Sweeping

### *Part IV.F.2.a.i. and ii.*

1. Provide a written description and/or attach a map outlining the sweeping schedule for the following:

- Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)
- Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 time each year)

*Note: Only asphalt and concrete roads need to be swept. Roads that do not have storm drain inlets and do not discharge to surface water do not need to be swept.*

The Borough has established a street sweeping program in which all streets are swept four (4) times per year. The Borough does not sweep County Roads. No streets are swept through a shared service arrangement. The Borough does not provide street sweeping services for other municipalities. All sweeping records are kept at the office of the Director of the Public Works Department. All records that correspond to sweeping activities on Borough streets not required to be swept by the NJPDES permit are also logged.

Street sweeper operators will be responsible for identifying and reporting roadside issues (roadside erosion, damaged inlet castings, etc.).

2. Indicate if sweeping work is outsourced and if so, describe the arrangement.

The Borough does not outsource sweeping operations.

## Form 7 – MS4 Infrastructure

### *Part IV.F.2-4. and Part IV.G.2-3.*

#### **1. Municipal Storm Drain Inlets**

- a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.
- b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.
- c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.
- d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.

a.) For the storm drain inlet labeling program, the Borough uses a standardized plastic disc fastened by an adhesive to the inlet casting. The plastic disc reads, “NO DUMPING – DRAINS TO WATERWAY”, or an approved equal. All storm drain inlets along municipal streets with sidewalks and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by the Borough have been labeled.

b.) The Borough includes NJDOT compliant inlets, bicycle safe grates, and ECO curb pieces in site development, redevelopment, and roadway improvement Contract Documents in accordance with Attachment B of the Stormwater General Permit. The Borough inspects and verifies that municipal owned storm drain inlets have been retrofitted for all development and redevelopment projects as required during construction. Also, the Borough enforces, through the Private Storm Drain Inlet Retrofitting Ordinance, compliance with the design standards to control passage of solid and floatable materials through storm drain inlets. The Borough expects for most projects that such compliance will be achieved either by the installation of NJDOT bicycle safe grates and (if needed) a curb opening with a clear space no more than seven (7.0) square inches or no more than two (2.0) inches across the smallest dimension, or by conveying flows through a trash rack with parallel bars at one inch spacing.

c.) The Borough ensures all newly installed inlets or other BMP's are designed to collect solids and floatable materials through installation of a catch basin or other collection device.

d.) To ensure long-term maintenance, inspections of all storm drain inlet labels will be conducted during the Borough’s annual catch basin inspections. Upon the completion of each catch basin inspection/cleaning, the storm drain inlet label will be inspected for wear and repaired, if necessary.

#### **2. Municipal Catch Basins**

- a. Describe when and how you conduct inspections of catch basins.
- b. Describe the criteria used to determine when catch basins need to be cleaned.

A.) The Borough performs catch basin inspections annually during the spring and summer seasons through visual inspections, CCTV, and pole cameras.

B.) A basin requires cleaning if the entire floor is covered with debris, it's approximately one-quarter filled with debris, or there is sediment within the basin.

**3. Municipal Conveyance System**

Describe when and how inspections of MS4 conveyance systems are conducted, and the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.

The Borough inspects municipal catch basins each year to determine if they are in need of a repair or need to be replaced. During this process the Municipal Conveyance System is visually inspected and, if required, will subsequently utilize CCTV to inspect the MS4 conveyance systems annually. If the storm drain pipes require cleaning, a vacuum truck is utilized. If the pipes themselves require repair, a contractor is hired and typically cured-in-place or chemically grouted repairs are conducted. Additionally, during the annual inspections if depressed asphalt is located near a storm drain pipe or a catch basin the conveyance system is also inspected. Finally, if debris is found during an outfall inspection, the conveyance system is inspected.

The majority of the repairs and cleaning is done by an outside vendor utilizing a vacuum truck.

**4. Municipal Outfall Inspections – Stream Scouring**

Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used.

Outfall pipes will be inspected for scour on a five (5) year rotating schedule; 20% of the Borough owned and operated outfalls will be inspected annually. The Borough utilizes equipment and techniques such as visual inspections, CCTV, a storm sewer jetter, and vacuum trucks to inspect, detect, and control localized stream scouring from stormwater outfalls. Necessary repairs are placed on a prioritized list. Repairs will be made in accordance with the New Jersey Standards for Soil Erosion and Sediment Control. The prioritized list will include the dates of repair or anticipated date including the method of repair. The DPW Superintendent will contact the Borough Engineer to determine if NJDEP permits are required. If permits are required, necessary steps will be taken to obtain said permit(s). Repairs that do not require permits will be considered first priority.

**5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination**

Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP’s Illicit Connection Inspection Report Form from the Department’s main stormwater webpage.

The Borough inspects all MS4 outfall pipes for dry weather flows once per month as well as before and after large storm events by means of visual inspections, CCTV, and/or a pole camera.

The Borough utilizes the NJDEP Illicit Connection Inspection Report Form to conduct these inspections. The Borough will respond to complaints and reports of illicit connections within three (3) months of receipt and continue to investigate dry weather flows discovered during routine inspections and maintenance of the MS4.

MS4 outfall pipes found to have dry weather flow (72 hours following a rainfall event) or evidence of an intermittent non-stormwater flow will be inspected and, if necessary, re-inspected to locate the source of the illicit connection. The inspection and re-inspection process will be performed in strict compliance with the Stormwater General Permit requirements. If the source

of the illicit connection is located and verified (and the connection is within the Borough of Dunellen), the responsible party will be issued a citation for being in violation of the Illicit Connection Ordinance and will order the responsible party to immediately eliminate the illicit connection. If, after the appropriate amount of investigation, the source of the illicit connection cannot be located, the Borough will submit the Closeout Investigation Form with the Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Borough will report the illicit connection to the Department.

The Borough of Dunellen Police Department is responsible for emergency contacts for reporting spills and illegal dumping. The Borough maintains inspection logs at the Department of Public Works office.

#### **6. Other Municipal Infrastructure**

List the types of MS4 infrastructure in your town that require inspection but are not noted above in items 1-5. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or cleaned.

Dunellen does not own any other stormwater management facilities.

#### **7. Stormwater Facilities Not Owned or Operated by the Municipality**

Describe your program for ensuring adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality. This should include your plan for ensuring annual inspections are being done on these private properties and describe how you record the locations and logs associated with private infrastructure.

For BMP's on private property that the Borough does not own or operate, the Borough of Dunellen has a provision in the Stormwater Control Ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Borough can perform the maintenance and charge the private entity.

The areas are manually logged and then entered into a database to identify the locations and current conditions of stormwater facilities. The inspection and maintenance logs indicate actions taken to enforce compliance with long term cleaning, operation and maintenance for facilities not owned or operated by the Borough are provided at the DPW.

Copies of maintenance plans approved by the Borough are kept at the Municipal Complex building.

#### **8. Infrastructure Records**

Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.

The records of the stormwater infrastructure inspections, cleaning maintenance and repair activities are kept at the Department of Public Works office.

## Form 8 – Community-wide Measures

### Part IV.F.2.

#### 1. Herbicide Application Management

Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.

Herbicides are only applied to curb lines. A two-foot radius around the sprayed area is cordoned off in order to let residence know it is unsafe to move that portion of lawn area due to herbicide applications.

#### 2. Excess Deicing Material Management

Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.

If excess salt piles are found, the Borough removes them manually within 72-hours of a storm event. The salt piles are then placed in covered bins and stored on-site for reuse.

#### 3. Roadside Vegetative Waste

Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).

The Borough's Department of Public Works routinely trims and cuts vegetation along roadways where Nature's Choice, a contractor for Middlesex County, removes any yard trimmings and wood waste from the Department of Public Works yard every 60-days.

Leaves are collected weekly from October through December; then April through May. Leaves must be bagged in biodegradable, paper leaf bags that are provided by the Borough, and then placed curbside for collection. The Borough will not accept any other types of bags. Paper leaf bags are available at the Public Works Office located on Hall Street during normal business hours (8:00 AM – 2:00 PM) from October 1 – November 31 only. The Borough has prohibited paper leaf bags from being used as a collection method for grass clippings. The Borough website, as well as the County website also indicate that paper leaf bags must not be used to collect grass clippings.

Brush is collected during the months of March, April, and September. Limbs should be no more than six (6) inches in diameter and should be in bundles no greater than four (4) feet in length. Limbs, logs, and roots can be dropped off at the Recycling Center. Roots must be free of dirt.

Clippings, yard waste, and grass must be brought to the Recycling Center located on Hall Street and must be bagged in paper or plastic bags. Residents are responsible for emptying the bags into the specific dumpsters at the Recycling Center.

Inspection logs and tracking forms are located at the Department of Public Works office.

**4. Roadside Erosion Control**

Describe your program to detect and repair erosion along municipal roadways.

Through annual training DPW staff are educated regarding the dangers, physical and environmental, due to roadside erosion. They are taught to report any form of roadside erosion to the Superintendent or Foremen.

The Borough performs inspections for potholes or erosion areas at least once per year. The Borough repairs potholes or erosion areas within 90-days of discovery.

# Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

## Part IV.F.5.

*Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the municipality owns or operates:   2*

<b>1. Site Name and Address</b>	
Department of Public Works 265 Hall Street Dunellen, NJ 08812	
<b>2. Monthly Site Inspections</b>	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
Inspections will be conducted once per month. Inspection logs and tracking forms are kept onsite.	
<b>3. Inventory List</b>	
List all materials and machinery that are potentially exposed to stormwater.	
<b>Materials</b>	<b>Machinery/Equipment</b>
Leaf Bags	Backhoes
Sweepings	Vehicles
Salt	
Sand	
One (1) Yard Garbage Dumpster	
<b>4. Discharge of Stormwater from Secondary Containment</b>	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
There are no secondary containment areas with outdoor containers.	
<b>5. Fueling Operations</b>	
Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.	
Fueling operations are carried out in conjunction with Middlesex Borough. All operations are carried out within Middlesex Borough DPW Yard.	
Tracking forms are located at the Department of Public Works office.	
<b>6. Vehicle/Equipment Maintenance and Repair</b>	
Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.	
Monthly inspections are held to ensure that the standard operating procedures are being met. Maintenance and repairs are conducted on-site and indoors.	
Inspection logs and tracking forms are located at the Department of Public Works office. Attachment E of the Stormwater General Permit Renewal is attached that details the standard operating procedures of which the Borough complies with.	

<p><b>7. Wash Wastewater Containment</b> Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.</p>
<p>As of February 28, 2009, all equipment and vehicle washing is performed in the Borough of Middlesex utilizing their existing wash rack.</p> <p>Inspection logs and tracking forms are located at the Department of Public Works office.</p>
<p><b>8. Salt and Other Granular De-icing Materials</b> Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>The Borough of Dunellen is in compliance with the requirements concerning the storage of de-icing materials as set forth in the General Permit. The existing de-icing storage structure is approximately twenty-six (26) feet by twenty-six (26) feet. The structure is on an impermeable slab and can house approximately fifty (50) tons of salt.</p> <p>Inspection logs and tracking forms are located at the Department of Public Works office. Attachment E of the Stormwater General Permit Renewal is attached that details the standard operating procedures of which the Borough complies with.</p>
<p><b>9. Aggregate Material, Wood Chips, and Finished Leaf Compost</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Aggregate material, wood chips, and finished leaf compost are stored on-site at least 50-feet from surface water bodies or MS4 infrastructure, and in covered storage bins prior to being removed by Nature's Choice, a contractor for Middlesex County, from the Department of Public Works yard every 60 days.</p> <p>Inspection logs and tracking forms are located at the Department of Public Works office. Attachment E of the Stormwater General Permit Renewal is attached that details the standard operating procedures of which the Borough complies with.</p>
<p><b>10. Cold Patch Asphalt</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>We do not use bulk cold patch asphalt. If cold patch asphalt is used, then one or two bags are picked up from Home Depot and disposed of at the end of usage. Therefore, cold patch asphalt is not stored on-site.</p>

<p><b>11. Street Sweepings and Storm Sewer Cleanout Materials</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>The Borough transports the material off site to the Middlesex County Landfill in East Brunswick, NJ.</p> <p>Inspection logs and tracking forms are located at the Department of Public Works office. Attachment E of the Stormwater General Permit Renewal is attached that details the standard operating procedures of which the Borough complies with.</p>
<p><b>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>A Nature's Choice contractor for Middlesex County removes the material from the Department of Public Works yard every 60 days.</p> <p>Inspection logs and tracking forms are located at the Department of Public Works office. Attachment E of the Stormwater General Permit Renewal is attached that details the standard operating procedures of which the Borough complies with.</p>
<p><b>13. Scrap Tires</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Scrap tires are removed from the Department of Public Works and taken to the Middlesex County recycling center.</p>
<p><b>14. Inoperable Vehicles and Equipment</b> Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.</p>
<p>Currently there are no inoperable vehicles or equipment at the Department of Public Works. If a vehicle or equipment becomes inoperable, then they are sold and removed from the site.</p>

## Form 10 – Training

### Part IV.F.6-10.

<b>Stormwater Program Coordinators</b>
Describe the training provided for the municipal Stormwater Program Coordinator.
The Municipal Stormwater Program Coordinator performs in-house training for staff and attends review courses within thirty-six months of beginning SPC duties and during every permit cycle to ensure proper implementation of the SPPP. Training tools offered under the NJDEP’s Post-Construction Stormwater Management (found at <a href="http://www.nj.gov/dep/stormwater/training.htm">http://www.nj.gov/dep/stormwater/training.htm</a> ) are utilized as necessary.

<b>Topic</b>	<b>Municipal Employees</b> Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
Describe the training provided for municipal staff.	
SPPP	<p>Field training and videos are provided to staff whose job duties support the stormwater program. Training is provided on the site-specific details in the SPPP and review of the MS4 permit requirements are conducted annually.</p> <p>The field training courses are recorded and made available for information purposes and for staff to review certain material on an as needed basis, for any staff absent during the field training, any new staff, or staff that may take on new responsibilities related to the SPPP.</p> <p>Training occurs within three (3) months of commencement of duties, is performed annually thereafter, and records are located at the Department of Public Works office.</p>
Construction Site Stormwater Runoff	<p>Field training and videos are provided to staff responsible for inspections of construction projects that disturb one or more acres of land, one-quarter acre or more of regulated impervious surface, and one-quarter acre or more of regulated motor vehicle surface, and the MS4 permit requirements.</p> <p>Training occurs within three (3) months of commencement of duties, is performed annually thereafter, and records are located at the Department of Public Works office.</p>
Post-Construction Stormwater Management in New and Redevelopment	<p>Field training and videos are provided to staff responsible for implementing stormwater permit requirements in order to gain an understanding of the basics of the municipality’s post-construction stormwater management program.</p> <p>Each training documents the definition of a major stormwater development in connection with the Stormwater Management Rules at N.J.A.C. 7:8, the Borough’s stormwater control ordinance, stormwater permit conditions, the</p>

	<p>NJDEP Stormwater BMP Manual, and any other related guidance documents.</p> <p>Training occurs within three (3) months of commencement of duties, is performed annually thereafter, and records are located at the Department of Public Works office.</p>
Community-wide Ordinances	<p>In person discussions, field training, and videos are provided to staff responsible for approving and/or enforcing the Borough's stormwater control ordinance, MS4 permit requirements, and enforcement of related stormwater ordinances.</p> <p>Training occurs within three (3) months of commencement of duties, is performed annually thereafter, and records are located at the Department of Public Works office.</p>
Community-wide Measures	<p>In person discussions, field training, e-Learning, and videos are provided to staff responsible for implementing activities related to community-wide stormwater management measures. The training covers various aspects of the SPPP, including but not limited to, street-sweeping, herbicide application, roadside vegetative waste, etc. Informational packets are provided regarding the current best management practices, how to properly use safety equipment, the frequency of these activities, and how to properly keep records of such work.</p> <p>Training occurs within three (3) months of commencement of duties, is performed annually thereafter, and records are located at the Department of Public Works office.</p>
Stormwater Facilities Maintenance	<p>Field training and videos are provided to staff responsible for inspections, maintenance, and repair of the Borough's stormwater infrastructure. Staff attend these training courses annually as they relate to the MS4 permit requirements.</p> <p>These training courses cover the MS4 infrastructure that is to be maintained in accordance with the maintenance plan and the NJDEP's Stormwater BMP Manual. Additionally, the requirements for BMP's, how to properly use safety equipment, procedures for performing maintenance, frequency of the maintenance, and how to properly keep records of such work are addressed in these trainings.</p> <p>Training occurs within three (3) months of commencement of duties, is performed annually thereafter, and records are located at the Department of Public Works office.</p>

<p>Municipal Maintenance Yards and Other Ancillary Operations</p>	<p>Field training and videos are provided for staff responsible for activities associated with the municipal maintenance yard. These training courses are attended annually and discuss topics related to the MS4 permit, best management practices, how to properly use safety equipment, procedures for performing maintenance, frequency of the maintenance, and how to properly keep records of such work.</p> <p>Training occurs within three (3) months of commencement of duties, is performed annually thereafter, and records are located at the Department of Public Works office.</p>
<p>MS4 Mapping</p>	<p>Field training and videos are provided to staff in order to educate them on how to use the MS4 mapping to locate the MS4 infrastructure within the Borough and document which facilities have been cleaned and inspected on a regular basis.</p> <p>Training occurs within three (3) months of commencement of duties, is performed annually thereafter, and records are located at the Department of Public Works office.</p>
<p>Outfall Stream Scouring</p>	<p>Field training and videos are provided for staff who perform inspections and repairs of the stormwater outfalls. These training courses educate staff on how to identify, remediate, and maintain records of stream scouring, if the same is found. Additionally, procedures for performing maintenance, how to properly use safety equipment, frequency of the maintenance, and how to properly keep records of such work are addressed in these trainings.</p> <p>Training occurs within three (3) months of commencement of duties, is performed annually thereafter, and records are located at the Department of Public Works office.</p>
<p>Illicit Discharge Detection and Elimination</p>	<p>Field training and videos are provided for staff who perform inspections and repairs of the stormwater outfalls. These training courses educate staff on how to identify, remediate, and maintain records of an illicit discharge into the MS4 infrastructure.</p> <p>Additionally, procedures for performing investigation, how to properly use safety equipment, frequency of the inspections, and how to properly keep records of such work are addressed in these trainings.</p> <p>Training occurs within three (3) months of commencement of duties, is performed annually thereafter, and records are located at the Department of Public Works office.</p>

<b>Stormwater Management Design Reviewers</b>
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
Each of the individuals listed on Form 1 of the SPPP have attended the Stormwater Management Design Reviewer Training course conducted by NJDEP staff. Each employee has provided their names as well as the dates that they attended the course to the NJDEP and Borough for their records.
The training is taken by each Stormwater management Design Reviewer every five years and each individual attends the amendment training anytime N.J.A.C. 7:8 has been amended.

<b>Municipal Board and Governing Body Members</b>
Describe the training provided for members of the planning/zoning board and municipal council.
Within six (6) months of joining the Borough Council, planning board, or zoning board the SPC ensures that all applicable municipal board and governing body members watch, “Asking the Right Questions in Stormwater Review Training Tool (2015)”. Additionally, the Borough ensures that once per term of service thereafter, members review at least one of the tools offered under Post-Construction Stormwater Management found at <a href="http://www.nj.gov/dep/stormwater/training.htm">http://www.nj.gov/dep/stormwater/training.htm</a> .
During every term served thereafter for each council or board member, members are required to watch another NJDEP video from the choices below:
SWM Rules Applicability <a href="https://nj.gov/dep/stormwater/training.htm">https://nj.gov/dep/stormwater/training.htm</a>
SWM Rules Planning <a href="https://nj.gov/dep/stormwater/training.htm">https://nj.gov/dep/stormwater/training.htm</a>
SWM Rules Design & Performance <a href="https://nj.gov/dep/stormwater/training.htm">https://nj.gov/dep/stormwater/training.htm</a>
SWM Rules Safety <a href="https://nj.gov/dep/stormwater/training.htm">https://nj.gov/dep/stormwater/training.htm</a>
SWM Through General Permit for MS4’s <a href="https://nj.gov/dep/stormwater/training.htm">https://nj.gov/dep/stormwater/training.htm</a>

<b>Training Records</b>
Indicate the location of training records for the above required training.
Training records for the above are kept at the Department of Public Works Facility.

## Form 11 – MS4 Mapping

### Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
<a href="https://cms1files.revize.com/dunellennj/document_center/Stormwater/Dunellen%20Stormwater%20Outfall%20Locations.pdf">https://cms1files.revize.com/dunellennj/document_center/Stormwater/Dunellen%20Stormwater%20Outfall%20Locations.pdf</a>	
<p>The MS4 Infrastructure Map will be prepared at a later date on or before EDPA +36 months as required by the Borough’s Stormwater General Permit.</p>	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	66
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	Will be determined at a later date
c. MS4 interconnections	Will be determined at a later date
d. MS4 storm drain inlets	250
e. MS4 manholes	Will be determined at a later date
f. Length of conveyance (channels, pipes, ditches, etc.)	Will be determined at a later date
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	Will be determined at a later date
i. Maintenance yard(s) and other ancillary operations	1
3. Describe how the municipality’s outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
<p>The Borough’s outfall/infrastructure map is reviewed and updated annually, at a minimum, to reflect any new or newly identified MS4 infrastructure. The DPW will manually log each MS4 infrastructure and outfall pipe location and will assign an alphanumeric identifier to each MS4 outfall pipe and/or BMP location. All water bodies receiving MS4 outfall pipe discharges will also be identified and given an alphanumeric identifier.</p> <p>The Borough shall incorporate the inspection of new MS4 outfall pipes and/or BMPs in its comprehensive stormwater maintenance program. The Borough intends to annually inspect all MS4 outfalls and stormwater facilities.</p>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
<p>The Borough will consult the services of the Borough Engineer for the preparation of the infrastructure map, which will include field reconnaissance to GPS locate all MS4 infrastructure and features required by the Stormwater General Permit. The preparation of the map will be supplemented with a GIS database of field located stormwater features, and will utilize data previously gathered for the stormwater outfall map.</p>	

## Form 12 – Watershed Improvement Plan

### Part IV.H.

<p>1. Describe how your municipality is developing its Watershed Improvement Plan.</p>
<p>The Watershed Improvement Plan (WIP) will be completed on or before the due date of January 1, 2028.</p> <p>The Phase 1 Watershed Inventory Report will be completed on or before January 1, 2026, and will consist of mapping several aspects of the stormwater system and inventory of its assets.</p> <p>The Phase 2 Watershed Assessment Report will be completed on or before January 1, 2027, and will consist of evaluating the information found in Phase 1 to determine potential improvement projects that may be implemented to address water quality and quantity concerns.</p> <p>The Phase 3 Watershed Improvement Plan will be completed on or before December 1, 2027, and will consist of identifying which of the potential water quality and quantity improvement projects are chosen to implement based on a predetermined schedule.</p>
<p>2. Describe any regional projects or collaboration efforts with other municipalities.</p>
<p>The Borough currently has no regional projects or collaboration efforts with other municipalities.</p>
<p>3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.</p>
<p>The location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan will be determined at a later date.</p>

## Outfall Inspection Form

This form is provided to assist MS4 permittees with appropriate recordkeeping for their routine outfall inspections as required by the current MS4 NJPDES permit. Initial illicit connection inspections must be performed during dry weather, which is at least 72 hours after the previous precipitation or snowmelt event.

It is recommended to attach photo(s) of the inspection of the outfall to this form.

**Upon discovery of stream scouring, you may use "Stream Scouring Investigation Record Keeping Form" for required documentation.**

**Upon discovery of any possible illicit connections, you MUST use "Illicit Connection Inspection Report Form."**

### SECTION 1: PERMITTEE INFORMATION

MS4 Permittee: \_\_\_\_\_ NJPDES #: NJG0\_\_\_\_\_

### SECTION 2: OUTFALL SUMMARY INFORMATION

*\*If this outfall is newly identified, be sure to add it to your electronic outfall pipe map.\**

Outfall ID: \_\_\_\_\_ Outfall Location Description: \_\_\_\_\_

Municipality: \_\_\_\_\_ County: \_\_\_\_\_

Receiving Waterbody: \_\_\_\_\_

Describe the type of conveyance(s) that delivers the stormwater to the receiving waterbody (concrete or corrugated pipe, concrete channel, etc.): \_\_\_\_\_

If the ultimate discharge into the receiving water **is from an enclosed pipe**, is any part of the end of the pipe fully or partially submerged?  NEVER  SOMETIMES\*  ALWAYS\*

\*If 'Sometimes' or 'Always,' describe submerged conditions and condition at time of inspection:

If the ultimate discharge into the receiving water **is not from an enclosed pipe**, what is the approximate distance between the end of the last enclosed stormwater conveyance pipe to the receiving waterbody (ft): \_\_\_\_\_

Do any other NJPDES permittees discharge through this MS4 outfall?  YES\*  NO  UNKNOWN

\*If 'YES', list Permittee Name(s) or NJPDES #(s): \_\_\_\_\_

*\*If 'YES', please contact your MS4 Case Manager.\**

### SECTION 3: INSPECTION CONDITIONS

Date of current inspection: \_\_\_/\_\_\_/\_\_\_ Date of previous inspection: \_\_\_/\_\_\_/\_\_\_

Latest precipitation/snowmelt event: \_\_\_/\_\_\_/\_\_\_ Amount of Precipitation (in.): \_\_\_\_\_

Outfall condition:  PROPER CONDITION  NEEDS MAINTENANCE  NEEDS REPAIR

If applicable, describe the type of maintenance or repair needed: \_\_\_\_\_

\_\_\_\_\_

Bank Stability around outfall:  GOOD  FAIR  NEEDS STABILIZATION

If applicable, describe problem and the work needed to stabilize the outfall: \_\_\_\_\_

\_\_\_\_\_

Is there a dry weather flow present at the outfall or other evidence that a previous illicit discharge may have occurred? *(If the outfall is partially or fully submerged, dry weather flow observations must be made at the next upstream point (e.g. manhole) above the influence of the receiving surface waterbody.)*

PRESENT  EVIDENCE  NEITHER

**If applicable:** Manhole ID: \_\_\_\_\_ Approximate distance upstream from outfall (ft.): \_\_\_\_\_

If a dry weather flow is present at the outfall or there is other evidence that a previous illicit discharge may have occurred, the permittee must document the illicit discharge investigation on the **"Illicit Connection Inspection Report Form"** at the link above.

#### SECTION 4: STREAM SCOURING

Is stream scouring present?  YES\*  NO

\*If 'YES', describe the scouring, including where the scouring is occurring relative to the outfall:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*If you answered 'YES,' you must document sources of stormwater that contribute to the outfall. The Department has created the **"Stream Scouring Investigation Record Keeping Form"** for your use at the link above.\**

#### SECTION 5: INSPECTOR INFORMATION

Inspector's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Stream Scouring Investigation Recordkeeping Form

This form is provided to assist MS4 permittees with appropriate recordkeeping throughout the investigation process of outfall stream scouring. This form is to be kept with the permittee's SPPP, as per the recordkeeping requirements of the MS4 NJPDES permit. It is recommended to attach photo(s) of the outfall and scouring to this form.

### SECTION 1: PERMITTEE INFORMATION

MS4 Permittee: \_\_\_\_\_ NJPDES #: NJG0 \_\_\_\_\_

### SECTION 2: OUTFALL SUMMARY INFORMATION

*\*If this outfall is newly identified, be sure to add it to your electronic outfall pipe map.\**

Outfall ID: \_\_\_\_\_ Outfall Location Description: \_\_\_\_\_

Municipality: \_\_\_\_\_ County: \_\_\_\_\_

Receiving Waterbody: \_\_\_\_\_

Describe the type of conveyance(s) that delivers the stormwater to the receiving waterbody (concrete or corrugated pipe, concrete channel, etc.): \_\_\_\_\_

If the ultimate discharge into the receiving water **is from an enclosed pipe**, is the end of the pipe fully or partially submerged?  NEVER  SOMETIMES\*  ALWAYS\*

\*If 'Sometimes' or 'Always,' describe submerged conditions and condition at time of inspection:

If the ultimate discharge into the receiving water **is not from an enclosed pipe**, what is the approximate distance between the end of the last enclosed stormwater conveyance pipe to the receiving waterbody (ft.): \_\_\_\_\_

Do any other NJPDES permittees discharge through this MS4 outfall?  YES\*  NO  UNKNOWN

\*If 'YES', list Permittee Name(s) or NJPDES #(s): \_\_\_\_\_

*\*If 'YES', please contact your MS4 Case Manager.\**

### SECTION 3: INSPECTION CONDITIONS

When was the stream scouring first identified? \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of current inspection: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of previous inspection: \_\_\_\_/\_\_\_\_/\_\_\_\_

Latest precipitation/snowmelt event: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount of Precipitation (in.): \_\_\_\_\_

Provide a description of the stream scouring and outfall condition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe investigation and findings, including suspected sources and action(s) being taken to reduce the volume or rate of flow from the sources contributing stormwater to the outfall, including dates of actions taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was stream scouring identified during the previous inspection?  YES\*  NO

\*If 'YES', describe previous actions taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Since the date of last inspection, has the stream scouring worsened?  YES\*  NO

\*If 'YES', describe any potential causes, including new source(s) contributing stormwater to the MS4 discharging at this outfall since previous inspection (e.g. new housing developments, commercial plazas, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 4: SCHEDULING OF STREAM REMEDIATION**

Description of the remediation project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List milestones and dates of remediation (i.e. applied for permit, advertised for bid, awarded bid for project, completed project, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 5: PERMITS OBTAINED (Flood Hazard, Freshwater Wetlands, Soil Conservation District, etc.)**

<u>Permit Type</u>	<u>Permit Authorization #</u>	<u>Application date</u>	<u>Authorization date</u>
_____	_____	___/___/___	___/___/___
_____	_____	___/___/___	___/___/___
_____	_____	___/___/___	___/___/___
_____	_____	___/___/___	___/___/___
_____	_____	___/___/___	___/___/___

**SECTION 6: INSPECTOR INFORMATION**

Inspector's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Illicit Connection Inspection Report Form

For additional information regarding illicit discharge investigations, refer to Chapter 3.6 of the [Tier A Guidance Document](#).

If a dry weather flow or other evidence of an intermittent illicit discharge is observed, this form shall be used to document the illicit discharge investigation in accordance with the current MS4 NJPDES Permit. This completed form shall be uploaded with the permittee's Annual Report and Certification and be kept with the permittee's SPPP as per the recordkeeping requirements of the permit. Initial illicit connection inspections must be performed during dry weather, which is at least 72 hours after the end of the previous precipitation or snowmelt event.

**It is required to attach photos of the investigation to this form.**

**Illicit discharges must be reported immediately to the NJDEP Hotline at 1-877-WARNDEP (1-877-927-6337).**

## SECTION 1: PERMITTEE INFORMATION

MS4 Permittee: \_\_\_\_\_ NJPDES #: NJG0\_\_\_\_\_

## SECTION 2: OUTFALL SUMMARY INFORMATION

*\*If this outfall is newly identified, be sure to add it to your electronic outfall pipe map.\**

Outfall ID: \_\_\_\_\_ Outfall Location Description: \_\_\_\_\_

Municipality: \_\_\_\_\_ County: \_\_\_\_\_

Receiving Waterbody: \_\_\_\_\_

Describe the type of conveyance(s) that delivers the stormwater to the receiving waterbody (concrete or corrugated pipe, concrete channel, etc.): \_\_\_\_\_

If the ultimate discharge into the receiving water **is from an enclosed pipe**, is the end of the pipe fully or partially submerged?  NEVER  SOMETIMES\*  ALWAYS\*

\*If 'Sometimes' or 'Always,' describe submerged condition at time of inspection:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the ultimate discharge into the receiving water **is not from an enclosed pipe**, what is the approximate distance between the end of the last enclosed stormwater conveyance pipe to the receiving waterbody (ft.): \_\_\_\_\_

Do any other NJPDES permittees discharge through this MS4 outfall?  YES\*  NO  UNKNOWN

\*If 'YES', list Permittee Name(s), NJPDES #(s), and Location of Connection:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*If 'YES', please contact your MS4 Case Manager.\**

**SECTION 3: OUTFALL INSPECTION**

Date of current inspection: \_\_\_\_/\_\_\_\_/\_\_\_\_

Latest precipitation/snowmelt event: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount of Precipitation (in.): \_\_\_\_\_

Date dry weather flow or other evidence of an intermittent illicit discharge was first discovered: \_\_\_\_/\_\_\_\_/\_\_\_\_

List the date(s) of previous inspection(s) and describe the actions taken, if applicable: \_\_\_\_\_

**SECTION 4: PHYSICAL OBSERVATIONS**

*If the outfall is either partially or fully submerged, dry weather flow observations must be made at the next upstream point (e.g. manhole) above the influence of the receiving surface waterbody.*

**If applicable:** Manhole ID: \_\_\_\_\_ Approximate distance upstream from outfall (ft.): \_\_\_\_\_

The permittee shall use the table below to describe 1) the observed dry weather flow and/or 2) when there are indications of intermittent illicit discharges present.

*(Potential illicit discharge sources are listed in parentheses.)*

<b>Odor</b>	<input type="checkbox"/> None <input type="checkbox"/> Sewage (stale/septic sanitary wastewater) <input type="checkbox"/> Petroleum/Gas (petroleum refineries, vehicle maintenance facilities, petroleum product storage) <input type="checkbox"/> Rancid/Sour (food preparation facilities, e.g. restaurants, hotels, etc.) <input type="checkbox"/> Sulfide (industries discharging sulfide compounds or organics, e.g. meat packers, canneries, dairies, etc.) <input type="checkbox"/> Other: _____
<b>Color</b>	<input type="checkbox"/> Clear <input type="checkbox"/> Brown (meat packers, printing plants, metal works, concrete or stone operations, fertilizer facilities, and petroleum refining facilities) <input type="checkbox"/> Gray (dairies, sewage) <input type="checkbox"/> Yellow (chemical plants, textile and tanning plants) <input type="checkbox"/> Red (meat packers) <input type="checkbox"/> Other: _____
<b>Turbidity</b>	<input type="checkbox"/> Clear <input type="checkbox"/> Cloudy (sanitary wastewater, concrete or stone operations, fertilizer facilities, and automotive dealers) <input type="checkbox"/> Opaque (food processors, lumber mills, metal works, pigment plants)
<b>Floatable Matter (Does not include litter)</b>	<i>Floatables of industrial origin may include animal fats, spoiled foods, solvents, sawdust, foams, packing materials, or fuel. Floatables in sanitary wastewater include fecal matter, toilet paper, sanitary napkins, and condoms.</i> <input type="checkbox"/> None <input type="checkbox"/> Sewage (toilet paper, etc.) <input type="checkbox"/> Suds <input type="checkbox"/> Petroleum (oil sheen) <input type="checkbox"/> Other: _____

<b>Deposits and Stains within outfall</b>	<i>Coatings, residues or fragments of material may be indicators of a potential intermittent non-stormwater discharge</i> <input type="checkbox"/> None <input type="checkbox"/> Grayish-Black (leather tanneries) <input type="checkbox"/> White crystalline powder (Nitrogenous fertilizers) <input type="checkbox"/> Excessive sediments (construction sites) <input type="checkbox"/> Oily residues (petroleum refineries, storage facilities, vehicle service areas) <input type="checkbox"/> Other: _____
<b>Vegetation</b>	<i>As compared to surrounding Riparian bank and/or stream vegetation</i> <input type="checkbox"/> Normal <input type="checkbox"/> Excessive growth and/or algal presence (Food processing plants) <input type="checkbox"/> Inhibited Growth (Industrial operation effluent, CAFOs)

*\*If the Physical Observations have been conducted and it was determined there was no odor, no discoloration of the water or no deposits and stains left on the outfall, turbidity was clear, no floatable matter, and the vegetation surrounding outfall appears normal, then the dry weather discharge is likely from a groundwater source, but the "Field Monitoring" section below must still be completed for verification.*

*Prior to conducting the analyses in Sections 5 & 6, the source may be traced back upstream in the storm sewer to a more definitive location by various methods, such as opening manholes, using a camera and/or performing dye tests or smoke tests.\**

**SECTION 5: FIELD MONITORING**

*\*Field calibrate instruments in accordance with manufacturer's instructions prior to testing.\**

<b>Estimated Dry Weather Flow Rate</b>	The Tier A guidance document recommends taking the estimate flow rate during the physical observations. _____ GPM
<b>Detergents</b> Examples include surfactants and methylene blue active substances (MBAS)	Potential discharge types include sewage, washwater, industrial or commercial liquid waste Measurement: _____ mg/L
<b>Temperature of dry weather discharge</b>	Temperatures >70°F may indicate cooling water discharges depending on the season Measurement: _____ °F

***\*Proceed to Section 6 in accordance with the Guidance Document recommendations.\****

**SECTION 6: DRY WEATHER FLOW ANALYSIS - WATER QUALITY**

*\* Based on the potential discharge types determined in the 'Physical Observation' and 'Field Monitoring' sections, further testing must be conducted using the appropriate subset of parameters below. The following parameters are recommended by the EPA for specific types of discharges as noted in the table below. For more information, refer to Chapter 12 of the EPA's Illicit Discharge Detection and Elimination guidance document ([https://www3.epa.gov/npdes/pubs/idde\\_manualwithappendices.pdf](https://www3.epa.gov/npdes/pubs/idde_manualwithappendices.pdf)).*

Indicate the location of your measurements (e.g. outfall, manhole number, etc.): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Parameter	Potential Discharge Type (EPA Guidance)	Discharge Measurement
Ammonia	Sewage, washwater	mg/L
Potassium	Sewage, industrial or commercial liquid waste	mg/L
Boron	>0.35 mg/L likely indicates sewage or washwater	mg/L
Chlorine	Industrial or commercial liquid waste	mg/L
Conductivity	Sewage, washwater, and industrial or commercial liquid waste	S/m
E. coli (FW & PL waters)**	>12,000 Count/100 mL is likely Sanitary Wastewater	Count/100 mL
Enterococci (SC & SE1 waters)**	>5,000 Count/100 mL is likely Sanitary Wastewater	Count/100 mL
Fecal Coliform (SE2 & SE3 waters)**	Sewage	Count/100 mL
Fluoride	Distinguishes potable water from natural or irrigation water	mg/L
pH of Dry Weather Discharge	Washwater	SU

\*\*The abbreviations FW, PL, SC, SE 1, SE2, and SE3 refer to the surface water quality classification of the receiving surface waterbody where the outfall discharges, as defined in N.J.A.C. 7:9B. FW=Freshwater, PL=Pinelands, SC=Saline Coastal, SE=Saline Estuary. Map coverage of these classifications is available on NJ-GeoWeb (<https://njdep.maps.arcgis.com/apps/webappviewer/index.html?id=02251e521d97454aabadfd8cf168e44d>) using the layer under 'Water' of 'Surface Water Quality Classification.'

**SECTION 7: ILLICIT DISCHARGE INVESTIGATION**

*\*The investigation is not complete until the source of the dry weather flow is found, and any illicit discharge is eliminated.\**

Based on the latest results from the investigation, including the results in Sections 4, 5 and 6, is/was this dry weather flow from an illicit connection?  YES  NO  INVESTIGATION IS ONGOING

If the investigation has been completed, what was the source of the dry weather flow or illicit connection?

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## Attachment A – Points System for Public Education and Outreach Activities

The permittee shall implement a Public Education and Outreach Program that focuses on educational and pollution prevention activities about the impacts of stormwater discharges on surface water and groundwater and to involve the public in reducing pollutants in stormwater runoff and mitigating flow.

The permittee shall **annually** conduct educational activities that total at least **12 points** and include activities from **at least three of the five categories** found below.

At a minimum, at least one of the activities shall involve educating businesses and the general public of hazards associated with illicit connections and improper disposal of waste.

Each approved activity is listed below with an assigned point value. Additional information on how to conduct these Public Education and Outreach activities can be found under Notes and Definitions Part IV.A.3 and 4 of this permit. Records shall be kept necessary to demonstrate compliance with this requirement, including date of activities and any other relevant documentation.

Category 1: General Public Outreach		
Activity	Description	Points
<b>Social Media</b>	Post relevant stormwater materials on a municipal social media site, such as a Facebook, Instagram, or Twitter page. This information may include links to other stormwater related resources, including the municipality's stormwater webpage and the NJDEP stormwater website ( <a href="http://www.njstormwater.org">www.njstormwater.org</a> ).	3*
<b>Newspaper Ad</b>	<p>*One point awarded for each social media platform used. A maximum of 3 points is allowed.</p> <p>Use Department created and approved stormwater education materials available on <a href="http://www.cleanwater.nj.org">www.cleanwater.nj.org</a> to publish an ad in a newspaper or newsletter that serves the municipality.</p> <p style="text-align: center;">*A maximum of 1 point is allowed.</p>	1*
<b>Radio/Television</b>	Broadcast a stormwater-related radio or television public service announcement from <a href="http://www.cleanwater.nj.org">www.cleanwater.nj.org</a> on a local radio or municipal public service channel.	2*
<b>Green Infrastructure Signage</b>	<p>*One point awarded for each media outlet used. A maximum of 2 points is allowed.</p> <p>Post signs at municipally owned green infrastructure sites that describe the function and importance of the infrastructure, contact phone number, municipal identification number, and/or website for more information.</p> <p>*New signs receive 0.5 points per sign. Existing signs that are maintained or upgraded receive 0.25 points</p>	5*

	per sign. A maximum of 5 points is allowed.	
<b>Billboard/Sign</b>	Post and maintain (for credit in subsequent years) a stormwater-related billboard or sign which can be displayed on a bus, bus stop shelter, recreation field (outfield sign), or other common public location.	2
<b>Mural</b>	Produce and maintain (for credit in subsequent years) the planning and painting of a stormwater pollution themed mural, storm drain art or other artwork at a local downtown/commercial area or other similar public venue.	2
<b>Stormwater Facility Signage</b>	Post signs at municipally owned stormwater management basins or other structural stormwater related facilities that describe the function and importance of the facility, contact phone number, municipal identification number, and/or website for more information.  *New signs receive 0.5 points per sign. Existing signs that are maintained or upgraded receive 0.25 points per sign. A maximum of 5 points is allowed.	5*

### Category 2: Targeted Audiences Outreach

Activity	Description	Points
<b>Stormwater Display</b>	Present a stormwater related display or materials at any municipal event (e.g., Earth Day, town picnic), at the municipal building or other similar public venue.	1
<b>Promotional Item</b>	Distribute an item or items with a stormwater related message (e.g., refrigerator magnets, temporary tattoos, key chains, bookmarks, pet waste bag dispensers, coloring books, and pens or pencils). Municipality must initially have available a minimum number of the items equal to 10% of the municipal population.	2
<b>Private Stormwater Facilities Education</b>	Provide information to all known owners of stormwater facilities not owned or operated by the municipality (i.e., privately-owned) highlighting the importance of proper maintenance of stormwater measures. For assistance, see information at <a href="http://www.nj.gov/dep/stormwater/maintenance_guidance.htm">www.nj.gov/dep/stormwater/maintenance_guidance.htm</a> .	3
<b>Mailing or e-Mailing Campaign</b>	Distribute any of the Department's educational brochures, tip cards, or a municipally produced equivalent (e.g., community calendar, newsletter, or recycling schedule) via a mailing to every resident and business in the municipality.  *A maximum of 2 points is allowed.	2*
<b>Ordinance Education</b>	Distribute a letter or e-mail from the mayor or municipal official to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Wildlife Feeding, Litter Control, Improper Disposal of Waste, Containerized Waste/Yard Waste Collection, Private Storm Drain Inlet Retrofitting, Illicit Connection, Tree, and Salt Storage ordinances. Provide a link to the municipal website where subject ordinances are posted.	3

### Category 3: School/Youth Education and Activities

Activity	Description	Points
<b>School Presentations</b>	Provide water-related educational presentation(s) and/or activities to local preschool, elementary, middle,	5*

	and/or high school classes using municipal staff or local partner organizations. Topics could include stormwater, nonpoint source pollution, watersheds, water conservation and water quality. For ideas, see information at <a href="http://www.nj.gov/dep/seeds">www.nj.gov/dep/seeds</a> .	
	*Presentations receive 1 point per presentation, with a maximum of 5 points allowed.	
<b>Water Education Workshops</b>	Provide water-related professional development workshops for local teachers from a registered NJ Department of Education Professional Development Provider	2
<b>Storm Drain Labeling</b>	Organize a project to label and/or maintain storm drain labels (that are not already precast with a message) with a scout troop, local school district, or faith-based group, or other community youth group for a minimum of 40 labels. This project could also include stenciling over precast labels to improve legibility.	3
<b>Educational Contest for Schools</b>	Organize an educational contest with a local school district or a local community organization serving youth to design a poster, magnet, rain stick, rain barrel or other craft/art object. Contest themes shall have an appropriate stormwater message. Winning entries are to be displayed at publicly accessible locations within the municipality such as at the town hall, library, post office, or school. The winning design should be shown on the municipality's website or social media site, if practical.	3
<b>AmeriCorps Event</b>	Coordinate an event (e.g., volunteer stream monitoring, educational presentations, or stormwater awareness project) through AmeriCorps NJ Watershed Ambassador Program.	4
<b>Clean-up</b>	Sponsor or organize a litter clean up for a scout troop, local school district, faith-based group or other community youth group along a local waterway, public park, stormwater facility, or in an area with storm drains that discharge to a local lake or waterway.	3

#### Category 4: Watershed/Regional Collaboration

Activity	Description	Points
<b>Regional Stormwater Collaboration</b>	Participate in a regional stormwater, community collaborative or other watershed-based group on a regular basis to discuss impaired waterbodies, TMDLs, regional stormwater related issues, or watershed restoration plans that address those waterbodies. Evaluate, develop, and implement remedies that resolve stormwater-related issues within the affected waterbody or watershed.	3
<b>Green Infrastructure Workshop</b>	Organize or participate in a rain barrel, rain garden or other green infrastructure workshop on a regional or watershed basis. This could be a partnership exercise with a local watershed organization, utility, university, school, youth/faith-based group, and/or other organization.	3
<b>Community Activity</b>	Organize or participate in the organization of a regional or watershed-based event to carry out stormwater activities such as stormwater facility maintenance or litter clean-up. The municipality may identify and enter into a partnership agreement with a local group such as a watershed organization, utility, university, school, youth/faith-based group, and/or other organization to carry out these activities.	3

#### Category 5: Community Involvement Activities

Activity	Description	Points
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<b>Volunteer Stormwater Assessment or Stream Monitoring</b>	Establish a volunteer stormwater facility assessment (inspection, inventory and/or mapping) or stream monitoring program for a waterbody within the municipality to gauge the health of the waterway through chemical, biological or visual monitoring protocols. Contact NJDEP's AmeriCorps NJ Watershed Ambassador Program or review USEPA National Directory of Volunteer Monitoring Programs.	3
<b>Rain Barrel Workshop</b>	Organize or participate in a rain barrel workshop. This could be a partnership exercise with a local watershed organization, university, school, youth/faith-based group, and/or another nonprofit.	3
<b>Rain Garden Workshop</b>	Organize or participate in a rain garden training or installation workshop. This could be a partnership exercise with a local watershed organization, university, school, youth/faith-based group, and/or another nonprofit.	3
<b>Community Event</b>	Organize or participate in the organization of a community event to carry out stormwater activities such as stormwater measure maintenance or a stream buffer restoration. The municipality may identify and enter into a partnership agreement with a local group such as a watershed organization, university, utility, school, youth/faith-based group, and/or other nonprofit to carry out these activities.	3
<b>Community Involvement</b>	Organize a project with a local organization to create and post signs at either green and/or gray stormwater infrastructure sites or facilities that describe the function and importance of the facility, contact phone number, municipal identification number, and/or website for more information.	5*

\*Signs receive 0.5 points per sign. A maximum of 5 points is allowed.

## Attachment E – Best Management Practices for Municipal Maintenance Yards and Other Ancillary Operations

The Tier A Municipality shall implement the following practices at municipal maintenance yards and other ancillary operations owned or operated by the municipality. Inventory of Materials and Machinery, and Inspections and Good Housekeeping shall be conducted at all municipal maintenance yards and other ancillary operations. All other Best Management Practices shall be conducted whenever activities described below occur. Ancillary operations include but are not limited to impound yards, permanent and mobile fueling locations, and yard trimmings and wood waste management sites.

### Inventory of Materials and Machinery

The SPPP shall include a list of all materials and machinery located at municipal maintenance yards and ancillary operations 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 municipal maintenance yard operations and ancillary operations. Materials or machinery that are not exposed to stormwater at the municipal maintenance yard or related to its operations do not need to be included.

### Inspections and Good Housekeeping

1. Inspect the entire site, including the site periphery, monthly (under both dry and wet conditions, when possible). Identify conditions that would contribute to stormwater contamination, illicit discharges or negative impacts to the Tier A Municipality's MS4. Maintain an inspection log detailing conditions requiring attention and remedial actions taken for all activities occurring at Municipal Maintenance Yards and Other Ancillary Operations. This log must contain, at a minimum, a record of inspections of all operations listed in Part IV.B.5.c. of this permit including dates and times of the inspections, and the name of the person conducting the inspection and relevant findings. This log must be kept on-site with the SPPP and made available to the Department upon request. See the Tier A Municipal Guidance document ([www.nj.gov/dep/dwq/tier\\_a\\_guidance.htm](http://www.nj.gov/dep/dwq/tier_a_guidance.htm)) for additional information.
2. Conduct cleanups of spills of liquids or dry materials immediately after discovery. All spills shall be cleaned using dry cleaning methods only. Clean up spills with a dry, absorbent material (i.e., kitty litter, sawdust, etc.) and sweep the rest of the area. Dispose of collected waste properly. Store clean-up materials, spill kits and drip pans near all liquid transfer areas, protected from rainfall.
3. Properly label all containers. Labels shall be legible, clean and visible. Keep containers in good condition, protected from damage and spillage, and tightly closed when not in use. When practical, store containers indoors. If indoor storage is not practical, containers may be stored outside if covered and placed on spill platforms or clean pallets. An area that is graded and/or bermed to prevent run-through of stormwater may be used in place of spill platforms or clean pallets. Outdoor storage locations shall be regularly maintained.

## Fueling Operations

1. Establish, maintain and implement standard operating procedures to address vehicle fueling; receipt of bulk fuel deliveries; and inspection and maintenance of storage tanks, including the associated piping and fuel pumps.
  - a. Place drip pans under all hose and pipe connections and other leak-prone areas during bulk transfer of fuels.
  - b. 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 or booms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel shall be within the temporarily bermed or boomed area during the loading/unloading of bulk fuels. A trained employee shall be present to supervise the bulk transfer of fuel.
  - c. Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment. Include all of the following:
    - “Topping off of vehicles, mobile fuel tanks, and storage tanks is strictly prohibited”
    - “Stay in view of fueling nozzle during dispensing”
    - Contact information for the person(s) responsible for spill response.
  - d. Immediately repair or replace any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair.

## Discharge of Stormwater from Secondary Containment

The discharge pipe/outfall from a secondary containment area (e.g. fuel storage, de-icing solution storage, brine solution) shall have a valve and the valve shall remain closed at all times except as described below. A municipality may discharge stormwater accumulated in a 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 municipality shall rely on previous tank inspections to determine with some degree of certainty that the tank has not leaked. If the municipality 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 shall be hauled for proper disposal.

## Vehicle Maintenance

1. Operate and maintain equipment to prevent the exposure of pollutants to stormwater.
2. Whenever possible, conduct vehicle and equipment maintenance activities indoors. For projects that must be conducted outdoors, and that last more than one day, portable tents or covers shall be placed over the equipment being serviced when not being worked on, and drip pans shall be used at all times. Use designated areas away from storm drains or block storm drain inlets when vehicle and equipment maintenance is being conducted outdoors.

## On-Site Equipment and Vehicle Washing and Wash Wastewater Containment

1. Manage any equipment and vehicle washing activities so that there are no unpermitted discharges of wash wastewater to storm sewer inlets or to waters of the State.
2. Tier A Municipalities which cannot discharge wash wastewater to a sanitary sewer or which cannot otherwise comply with 1, above, may temporarily contain wash wastewater prior to proper disposal under the following conditions:
  - a. Containment structures shall not leak. Any underground tanks and associated piping shall be tested for integrity every 3 years using appropriate methods determined by “*The List of Leak Detection Evaluations for Storage Tank Systems*” created by the National Work Group on Leak Detection Evaluations (NWGLDE) or as determined appropriate and certified by a professional engineer for the site specific containment structure(s).
  - b. For any cathodically protected containment system, provide a passing cathodic protection survey every three years.
  - c. Operate containment structures to prevent overfilling resulting from normal or abnormal operations, overfilling, malfunctions of equipment, and human error. Overfill prevention shall include manual sticking/gauging of the tank before each use unless system design prevents such measurement. Tank shall no longer accept wash wastewater when determined to be at 95% capacity. Record each measurement to the nearest ½ inch.
  - d. Before each use, perform inspections of all visible portions of containment structures to ensure that they are structurally sound, and to detect deterioration of the wash pad, catch basin, sump, tank, piping, risers, walls, floors, joints, seams, pumps and pipe connections or other containment devices. The wash pad, catch basin, sump and associated drains should be kept free of debris before each use. Log dates of inspection; inspector's name, and conditions. This inspection is not required if system design prevents such inspection.
  - e. Containment structures shall be emptied and taken out of service immediately upon detection of a leak. Complete all necessary repairs to ensure structural integrity prior to placing the containment structure back into service. Any spills or suspected release of hazardous substances shall be immediately reported to the NJDEP Hotline (1-877-927-6337) followed by a site investigation in accordance with N.J.A.C. 7:26C and N.J.A.C 7:26E if the discharge is confirmed.
  - f. All equipment and vehicle wash wastewater placed into storage must be disposed of in a legally permitted manner (e.g. pumped out and delivered to a duly permitted and/or approved wastewater treatment facility).
  - g. Maintain a log of equipment and vehicle wash wastewater containment structure clean-outs including date and method of removal, mode of transportation (including name of hauler if applicable) and the location of disposal. See Underground Vehicle Wash Water Storage Tank Use Log at end of this attachment.
  - h. Containment structures shall be inspected annually by a NJ licensed professional engineer. The engineer shall certify the condition of all structures including: wash pad, catch basin,

sump, tank, piping, risers to detect deterioration in the, walls, floors, joints, seams, pumps and pipe connections or other containment devices using the attached Engineer's Certification of Annual Inspection of Equipment and Vehicle Wash Wastewater Containment Structure. This certification may be waived for self-contained systems on a case-by-case basis. Any such waiver would be issued in writing by the Department.

3. Maintain all logs, inspection records, and certifications on-site. Such records shall be made available to the Department upon request.

### **Salt and De-icing Material Storage and Handling**

1. Store material in a permanent structure.
2. Perform regular inspections and maintenance of storage structure and surrounding area.
3. Minimize tracking of material from loading and unloading operations.
4. During loading and unloading:
  - a. Conduct during dry weather, if possible;
  - b. Prevent and/or minimize spillage; and
  - c. Minimize loader travel distance between storage area and spreading vehicle.
5. Sweep (or clean using other dry cleaning methods):
  - a. Storage areas on a regular basis;
  - b. Material tracked away from storage areas;
  - c. Immediately after loading and unloading is complete.
6. Reuse or properly discard materials collected during cleanup.
7. Temporary outdoor storage is permitted only under the following conditions:
  - a. A permanent structure is under construction, repair or replacement;
  - b. Stormwater run-on and de-icing material run-off is minimized;
  - c. Materials in temporary storage are tarped when not in use;
  - d. The requirements of 2 through 6, above are met; and
  - e. Temporary outdoor storage shall not exceed 30 days unless otherwise approved in writing by the Department;
8. Sand must be stored in accordance with Aggregate Material and Construction Debris Storage below.

### Aggregate Material and Construction Debris Storage

1. Store materials such as sand, gravel, stone, top soil, road millings, waste concrete, asphalt, brick, block and asphalt based roofing scrap and processed aggregate in such a manner as to minimize stormwater run-on and aggregate run-off via surface grading, dikes and/or berms (which may include sand bags, hay bales and curbing, among others) or three sided storage bays. Where possible the open side of storage bays shall be situated on the upslope. The area in front of storage bays and adjacent to storage areas shall be swept clean after loading/unloading.
2. Sand, top soil, road millings and processed aggregate may only be stored outside and uncovered if in compliance with item 1 above and a 50-foot setback is maintained from surface water bodies, storm sewer inlets, and/or ditches or other stormwater conveyance channels.
3. Road millings must be managed in conformance with the “Recycled Asphalt Pavement and Asphalt Millings (RAP) Reuse Guidance” (see [www.nj.gov/dep/dshw/rtrtp/asphaltguidance.pdf](http://www.nj.gov/dep/dshw/rtrtp/asphaltguidance.pdf)) or properly disposed of as solid waste pursuant to N.J.A.C. 7:26-1 et seq.
4. The stockpiling of materials and construction of storage bays on certain land (including but not limited to coastal areas, wetlands and floodplains) may be subject to regulation by the Division of Land Use Regulation (see [www.nj.gov/dep/landuse/](http://www.nj.gov/dep/landuse/) for more information).

### Street Sweepings, Catch Basin Clean Out, and Other Material Storage

1. For the purposes of this permit, this BMP is intended for road cleanup materials as well as other similar materials. Road cleanup materials may include but are not limited to street sweepings, storm sewer clean out materials, stormwater basin clean out materials and other similar materials that may be collected during road cleanup operations. These BMPs do not cover materials such as liquids, wastes which are removed from municipal sanitary sewer systems or material which constitutes hazardous waste in accordance with N.J.A.C. 7:26G-1.1 et seq.
2. Road cleanup materials must be ultimately disposed of in accordance with N.J.A.C. 7:26-1.1 et seq. See the “Guidance Document for the Management of Street Sweepings and Other Road Cleanup Materials” ([www.nj.gov/dep/dshw/rtrtp/sweeping.htm](http://www.nj.gov/dep/dshw/rtrtp/sweeping.htm)).
3. Road cleanup materials placed into storage must be, at a minimum:
  - a. Stored in leak-proof containers or on an impervious surface that is contained (e.g. bermed) to control leachate and litter; and
  - b. Removed for disposal (in accordance with 2, above) within six (6) months of placement into storage.

## Yard Trimmings and Wood Waste Management Sites

1. These practices are applicable to any yard trimmings or wood waste management site:
  - a. Owned and operated by the Tier A Municipality;
    - i. For staging, storing, composting or otherwise managing yard trimmings, or
    - ii. For staging, storing or otherwise managing wood waste, and
  - b. Operated in compliance with the Recycling Rules found at N.J.A.C. 7:26A.
2. Yard trimmings or wood waste management sites must be operated in a manner that:
  - a. Diverts stormwater away from yard trimmings and wood waste management operations; and
  - b. Minimizes or eliminates the exposure of yard trimmings, wood waste and related materials to stormwater.
3. Yard trimmings and wood waste management site specific practices:
  - a. Construct windrows, staging and storage piles:
    - i. In such a manner that materials contained in the windrows, staging and storage piles (processed and unprocessed) do not enter waterways of the State;
    - ii. On ground which is not susceptible to seasonal flooding;
    - iii. In such a manner that prevents stormwater run-on and leachate run-off (e.g. use of covered areas, diversion swales, ditches or other designs to divert stormwater from contacting yard trimmings and wood waste).
  - b. Maintain perimeter controls such as curbs, berms, hay bales, silt fences, jersey barriers or setbacks, to eliminate the discharge of stormwater runoff carrying leachate or litter from the site to storm sewer inlets or to surface waters of the State.
  - c. Prevent on-site storm drain inlets from siltation using controls such as hay bales, silt fences, or filter fabric inlet protection.
  - d. Dry weather run-off that reaches a municipal stormwater sewer system is an illicit discharge. Possible sources of dry weather run-off include wetting of piles by the site operator; uncontrolled pile leachate or uncontrolled leachate from other materials stored at the site.
  - e. Remove trash from yard trimmings and wood waste upon receipt.
  - f. Monitor site for trash on a routine basis.
  - g. Store trash in leak-proof containers or on an impervious surface that is contained (e.g. bermed) to control leachate and litter;
  - h. Dispose of collected trash at a permitted solid waste facility.
  - i. Employ preventative tracking measures, such as gravel, quarry blend, or rumble strips at exits.

## Roadside Vegetation Management

1. Tier A Municipalities shall restrict the application of herbicides along roadsides in order to prevent it from being washed by stormwater into the waters of the State and to prevent erosion caused by de-vegetation, as follows: Tier A Municipalities shall not apply herbicides on or adjacent to storm drain inlets, on steeply sloping ground, along curb lines, and along unobstructed shoulders. Tier A Municipalities shall only apply herbicides within a 2 foot radius around structures where overgrowth presents a safety hazard and where it is unsafe to mow.

**ENGINEERS CERTIFICATION OF ANNUAL INSPECTION OF EQUIPMENT  
AND VEHICLE WASH WASTEWATER CONTAINMENT STRUCTURE**

**(Complete a separate form for each vehicle wash wastewater containment structure)**

Permittee: \_\_\_\_\_ NJPDES Permit No: \_\_\_\_\_

Containment Structure Location: \_\_\_\_\_

The annual inspection of the above referenced vehicle wash wastewater containment structure was conducted on \_\_\_\_\_ (date). The containment structure and appurtenances have been inspected for:

1. The integrity of the structure including walls, floors, joints, seams, pumps and pipe connections
2. Leakage from the structure's piping, vacuum hose connections, etc.
2. Bursting potential of tank.
3. Transfer equipment
4. Venting
5. Overflow, spill control and maintenance.
6. Corrosion, splits, and perforations to tank, piping and vacuum hoses

The tank and appurtenances have been inspected for all of the above and have been determined to be:

Acceptable \_\_\_\_\_

Unacceptable \_\_\_\_\_

Conditionally Acceptable \_\_\_\_\_

List necessary repairs and other conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment (N.J.A.C. 7:14A-2.4(d)).

Name (print): \_\_\_\_\_ Seal: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Underground Vehicle Wash Water Storage Tank Use Log

Name and Address of Facility \_\_\_\_\_

Facility Permit Number \_\_\_\_\_

Tank ID Number \_\_\_\_\_

Tank Location \_\_\_\_\_

Tank Volume \_\_\_\_\_ gallons

Tank Height \_\_\_\_\_ inches

95% Volume \_\_\_\_\_ gallons

95% Volume \_\_\_\_\_ inches

<u>Date and Time</u>	<u>Inspector</u>	<u>Height of Product Before Introducing Liquid (inches)</u>	<u>Is Tank Less Than 95% Full? (Y/N)</u>	<u>Visual Inspection Pass? (Y/N)</u>	<u>Comments</u>

Notes: The volume of liquid in the tank should be measured **before** each use.

Liquid **should not be introduced** if the tank contains liquid at 95% of the capacity or greater.

A visual inspection of all exposed portions of the collection system should be performed before each use. Use the comments column to document the inspection and any repairs.

**Underground Vehicle Wash Water Storage Tank Pump Out Log**

Name and Address of Facility \_\_\_\_\_

Facility Permit Number \_\_\_\_\_

Tank ID Number \_\_\_\_\_

Tank Location \_\_\_\_\_

Tank Volume \_\_\_\_\_ gallons

<b><u>Date and Time of Pump Out</u></b>	<b><u>Volume of Liquid Removed</u></b>	<b><u>Waste Hauler *</u></b>	<b><u>Destination of the Liquid Disposal *</u></b>

**\* The Permittee must maintain copies of all hauling and disposal records and make them available for inspection.**