

February, 2005

Revised July, 2012

# Municipal Stormwater Pollution Prevention Plan



*Terence Vogt*

*7/25/12*

Terence Vogt, PE

July 25, 2012

Prepared By



REMINGTON  
VERNICK  
& ARANGO  
ENGINEERS

## II. Executive Summary (and amendments including 2009 MS4 permit renewal)

Remington, Vernick & Arango, Engineers was authorized by Cinnaminson Township to provide Year 1 services for the Township's compliance with the New Jersey Municipal Separate Storm Sewer System (MS4) regulations.

As part of our services, we performed an audit of the DPW facility, including site inspection and interviews with Township personnel. Using this information, and data obtained from the facility, the enclosed Stormwater Pollution Prevention Plan (SPPP) was prepared ( . The SPPP plan was prepared using forms prepared by the NJDEP and contained in the NJDEP's "Tier A Stormwater Guidance Document", published April, 2004.

More recently, in accordance with Cinnaminson Township's 2009 Municipal Separate Storm Sewer System (MS4) permit renewal, its existing Stormwater Pollution Prevention Plan (SPPP) was updated to address permit revisions and compliance with various milestones contained within the original MS4 Permit.

Revisions to the SPPP include but are not limited to the following items:

- Updates to Team Members.
- Updates to the Local Education program.
- Updates to Storm drain inlet labeling.
- Updates to Illicit connections investigations.
- Updates to ordinance requirements (refuse containers, private storm drain retrofits).
- Updates to municipal storm drain retrofits.
- Updates to street sweeping and road erosion maintenance.
- Updates to outfall pipe stream scouring remediation.
- Updates to employee training.



## II. Municipal Audit

The following information was provided from a January 21, 2005 interview of Carl Letterie, previous DPW Superintendent, an audit of the DPW facility and communications with current Township staff:

### A. Storm Drain Inlet Labeling

The Township completed all inlet labeling in accordance with previous MS4 permit timetables. Labels are maintained in accordance with its ongoing maintenance obligations.

### B. Outfall Mapping

The Township completed mapping of all outfalls discharging into waterways in accordance with previous MS4 permit timetables.

### C. Illicit Connections

All outfalls were inspected for illicit connections prior to the April, 2009 MS4 permit inspection deadline. No evidence of illicit connections was found in any of the outfalls owned and/or operated by the Township. Additionally, the Township adopted an ordinance prohibiting illicit connections in 2005 which is still enforced.

### D. Yard Waste Collection

Cinnaminson Township passed a yard waste ordinance in conformance with the State model ordinance in September, 2005 which is still in effect.

### E. Street Sweeping

The Township complies with the MS4 requirement for monthly sweeping of **select** Township Streets, weather and street surfaces permitting, which meet **all** of the following criteria:

- **Commercial (non-residential) only**
- **Township owned and operated**
- **Curbed streets roads and highways**
- **Speed limit of 35 mph or less**

Per review of Township roadways with DPW staff, it should be noted that Cinnaminson sweeps **all** of its roads monthly, well in excess of the MS4 minimum standard, as time and resources allow.

## **I. Standard Operating Procedures (SOPs)**

### **1. Fuel tanks**

All Township vehicles **except** police fuel at the Union Landing Road DPW fueling facility. The fueling facility is a compartmentalized 2,000 gallon gas/6,000 gallon diesel AST.

In addition, the police fuel from a 4,000 gallon UST at the Police complex, 901 Manor Road.

Both facilities have fueling instructions posted or automated (i.e., cardreader system provides instructions).

The Township implemented fueling SOP's prior to the April 1, 2005 permit deadline.

### **2. DPW Garage (vehicle maintenance, good housekeeping)**

The existing DPW garage is a large scale maintenance garage, concrete floor, with a floor drain that traverses the garage. The floor drain discharges outside into storm piping ultimately leading into the retention basin behind the DPW facility. All vehicle maintenance (fluid changes, minor repairs) is done indoors. Spills are cleaned up using absorbent materials, disposed legally.

Cinnaminson sealed the trench drain pipe so it can not discharge into the retention basin. The existing concrete trench sump will be cleaned and sealed if necessary. For future garage work, it will be maintained as a sump which will be cleaned by vacuum truck if necessary (i.e., no future discharges to the storm sewer system).

The Township implemented fueling SOP's prior to the April 1, 2005 permit deadline.

## **J. Employee Training Requirements**

The Township conducts annual Employee Training to meet its MS4 obligations (as reported in past annual reports and certifications submitted to NJDEP).



**Appendix A – Stormwater Pollution Prevention Plan Forms, Sample Logs**

## SPPP Form 2 - Public Notice

Municipality Information	Municipality: <u>Cinnaminson Township</u>	County: <u>Burlington</u>
	NJPDES # : <u>NJGNJG0154407</u>	PI ID #: <u>181830</u>
	Team Member/Title: <u>Pamela McCartney, Township Clerk</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>January, 2005</u>	Date of most recent update: <u>July, 2012</u>

Briefly outline the principal ways in which you comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program.

*For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et. seq.), Cinnaminson Township provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Cinnaminson Township provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et. seq. In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et. seq.), Cinnaminson Township complies with those requirements.*



**SPPP Form 3 (continued)**  
**New Development and Redevelopment Program**

*For any BMP that is installed with the requirements of our post-construction program, Cinnaminson Township ensures adequate long-term operation, as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, Cinnaminson Township does this by adoption and enforcement of provisions in the municipal control ordinances to provide necessary operations and maintenance.*

*Cinnaminson Township also enforces, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. Cinnaminson Township expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack, as described in the "Alternative Device Exemptions", or (for flows not conveyed through such a trash rack), by installation of the NJDEP bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across in dimension.*

## SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: Cinnaminson Township County Burlington

NJPDES # : 0154407 PI ID #: 181830

Team Member/Title: Frederick Turek, Superintendent, Dept. of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: January, 2005 Date of most recent update: July, 2012

### Storm Drain Inlet Labeling

Describe your storm drain inlet labeling program, including your labeling schedule, the details of your long-term maintenance plan, and plans on coordinating with watershed groups or other volunteer organizations.

*For our storm drain inlet labeling program, the Township provides services to label inlets in accordance with the requirements within its MS4 permit.*

*We label all storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by Cinnaminson Township.*

*We use an appropriate method of labelling inlets that will read "NO DUMPING - DRAINS TO WATERWAY" with a picture of a fish next to it.*

*Cinnaminson Township labelled all of its existing inlets it owns and operates, and maintains labelling as part of its maintenance responsibilities under its permit.*

*During our annual catch basin cleaning program, we check these labels to ensure that they are still visible, and if they are not, we ensure that the labels are replaced immediately.*



# SPPP Form 7 – Illicit Connection Elimination Program

Municipality  
Information

Municipality: Cinnaminson Township County Burlington

NJPDES # : NJG 0154407 PI ID #: 181830

Team Member/Title: Frederick Turek, Superintendednt, Dept. of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: January, 2005 Date of most recent update: July, 2012

Describe your Illicit Connection Elimination Program, and explain how you plan on responding to complaints and/or reports of illicit connections (e.g., hotlines, etc.). Attach additional pages as necessary.

*The Township completed physical inspection of all of our outfall pipes during the mapping process. We used the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. No evidence illicit connections was found during the Township's inspections. An illicit connection (prohibition) ordinance was adopted by the Township in 2005.*

*Cinnaminson Township has a hotline that is currently used for reporting spills and illegal dumping. The hotline will also be made available for reporting illicit connections.*

# SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality  
Information

Municipality: Cinnaminson Township County Burlington

NJPDES # : NJG 0154407 PI ID #: 181830

Team Member/Title: Frederick Turek, Superintendednt, Dept. of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: January, 2005 Date of most recent update: July, 2012

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

*Cinnaminson Township has an existing yard waste collection and disposal program.*

*The Township currently has curbside leaf collection during the fall. Leaves are taken to the Township's composting facility.*

*Cinnaminson Township will comply with the regulations, including collections in October (as-needed), November, December and April. The collection schedule is on the Township web site.*

*Cinnaminson Township also adopted and enforces a containerized yard waste ordinance. The ordinance will also prohibit the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.*



## SPPP Form 10 - Ordinances

Municipality  
Information

Municipality: Cinnaminson Township County Burlington

NJPDES # : NJG 0154407 PI ID #: 181830

Team Member/Title: Pamela McCartney, Clerk

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: January, 2005 Date of most recent update: July, 2012

For each ordinance, give the date of adoption. If not adopted, explain the development status:

Pet Waste (September, 2005)

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

Litter (September, 2005)

Improper Waste Disposal (September, 2005)

Wildlife Feeding (September, 2005)

Yard Waste (September, 2005)

Illicit Connections (Sept, 2005, Refuse/Private Storm Drain Retrofits Jul 2011)

How will these ordinances be enforced?

*Our Health Department, Zoning Board, and local police officers enforce these ordinances. If someone is found to be in violation of an ordinance, they will be issued a written warning for first time offenses, and violaitons and fines are issued for subsequent offenses. As noted above, additional ordinances for refuse containers/dumpsters and private storm drain retrofits as required per the Township's 2009 MS4 permit renewal were adopted in July, 2011..*

Are you claiming any alternative device exemptions or historic place exemptions for any of the above projects? Please explain:

*Cinnaminson Township does not operate any alternative devices within the municipality. At this time, we do not plan on installing any such devices for repaving, repairing, reconstruction or alteration projects. We also do not plan on claiming any historic place exemptions.*

**SPPP Form 12**  
**STREET SWEEPING AND ROAD EROSION CONTROL MAINTENANCE**  
(continuation)

Beginning April, 2005, there is a requirement for monthly sweeping of select Township streets, weather and street surfaces permitting, which meet all of the following criteria:

- Commercial (non-residential only)
- City-owned and operated
- Curbed streets, roads and highways
- Speed Limit of 35 MPH or less

Per review of Township roadways with DPW personnel, the only roads it is responsible for future monthly sweeping, per the MS4 regulations, are curbed streets within its "Industrial Areas" section, including Wallace Boulevard, Garry Boulevard, Mainline Road, Industrial Highway East and West, Taylors Lane and Cindel Drive. Report, per MS4 requirements, will be done for these roads on monthly MS4 street sweeping logs (samples to be provided).

Also attached is a sample street sweeping log for use by Township personnel.

# SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality  
Information

Municipality: Cinnaminson Township County: Burlington

NJPDES # : NJG0154407 PI ID #: 181830

Team Member/Title: Frederick Turek, Superintendent, Dept. of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: January, 2005 Date of most recent update: July, 2012

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

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

*Beginning October, 2005, concurrent with illicit connection investigations, outfalls were inspected for signs of stream erosion and scouring. No substantial erosion was found. If future erosion is found during routine inspections, sites will be prioritized, and repairs will be scheduled and performed in accordance with Burlington County (SCD) and NJDEP standards.*



# SPPP Form 67 – Standard Operating Procedures

<b>Municipality Information</b>	Municipality: <u>Cinnaminson Township</u> County <u>Burlington</u> NJPDES # : <u>NJG0154407</u> PI ID #: <u>181830</u> Team Member/Title: <u>Frederick Turek, Superintendent, Dept. of Public Works</u> Effective Date of Permit Authorization (EDPA): <u>2004</u> Date of Completion: <u>January, 2005</u> Date of most recent update: <u>July, 2012</u>	
<b>BMP</b>	<b>Date SOP went into effect</b>	<b>Describe your inspection schedule</b>
Fueling Operations (including the required practices listed in Attachment D of the permit)	<i>April, 2005</i>	<i>Fueling facilities at Public Works (Union Landidng Road) -- Monthly.</i>  <i>Police faciliity (901 Manor Road) -- Monthly.</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	<i>April, 2005</i>	<i>Monthly inspections are held to ensure that the SOP is being met.</i>
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit)  <b>Attach inventory list required by Attachment D of the permit.</b>	<i>April, 2005</i>	<i>Monthly inspections of all municipal maintenance yards and ancillary operations are held.</i>

## **SPPP Form 17 – Employee Training** (continuation)

The following topics will be covered annually for all public works employees charged with MS4 permit stormwater maintenance responsibilities by an NJDEP-acceptable training program:

- i. Waste Disposal Education - Training shall include how to respond to inquiries regarding proper waste disposal.
- ii. Municipal Ordinances - Training shall include an overview of the Pet Waste Ordinance, Litter Ordinance, Illicit Connection Ordinance, Improper Waste Disposal Ordinance, Wildlife Feeding Ordinance, Refuse Container Ordinance, Yard Waste Ordinance (if applicable), and the Private Storm Drain Inlet Retrofitting Ordinance, their requirements, enforcement policy, and hazards associated with improper waste disposal.
- iii. Yard Waste Collection Program (if applicable) - Training shall include frequency of yard waste pickups and schedule, policy for when yard waste can be placed curbside, and alternatives such as composting and recycling.
- iv. Illicit Connection Elimination and Outfall Pipe Mapping - Training shall include information regarding the hazards associated with illicit connections and details of the program including investigation techniques, physical observations, field sampling, and mapping procedures.
- v. Monthly Sweeping of Certain Streets in Predominantly Commercial Areas - Training shall include sweeping schedules and record keeping requirements.
- vi. Stormwater Facility Maintenance - Training shall include catch basin cleaning schedules and record keeping requirements.
- vii. Outfall Pipe Stream Scouring Remediation - Training shall include identifying outfall pipe scouring and repairs.
- viii. Maintenance Yard Operations (including Ancillary Operations) - Training shall include de-icing material storage, fueling, vehicle maintenance, equipment/vehicle washing and good housekeeping SOPs.
- ix. Construction Activity / Post-Construction Stormwater Management in New Development and Redevelopment - Training shall include information regarding the requirement to obtain a NJPDES construction activity stormwater permit for construction activities and projects that disturb one acre or more.

**Employee training will also include the SOPs for fueling, vehicle and equipment maintenance, and general good housekeeping as well as de-icing materials storage).**

**Standards and  
Specifications  
(Salt and Deicing  
Material Handling)**

- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
- Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
- Minimize the tracking of materials from storage and loading/unloading areas.
- Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
- Any materials that are stored outside must be tarped when not actively being used.
- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15<sup>th</sup> through April 30<sup>th</sup>.

**Spill Response  
and Reporting**

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the Burlington County Office of Emergency Management at (609) 261-3900.

**Maintenance  
and Inspection**

- Periodically check for leaks and damaged equipment and make repairs as necessary.
- Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.



**Standards and  
Specifications  
(for bulk fueling)**

- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
- Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
- Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
- A trained employee must always be present to supervise during bulk transfer.

**Spill Response**

- Conduct cleanups of any fuel spills immediately after discovery.
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly.
- Contact the Burlington County Office of Emergency Management at (609) 261-3900.

**Maintenance  
and Inspection**

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



**Spill Response  
and Reporting**

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the Burlington County Office of Emergency Management at (609) 261-3900.

**Maintenance  
and Inspection**

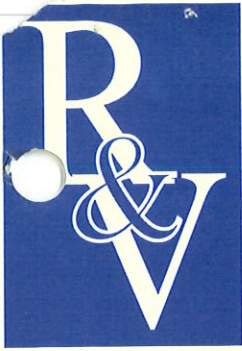
- Periodically check for leaks and damaged equipment and make repairs as necessary.

Cinnaminson Township  
Sample Road Erosion Repair Log

Year \_\_\_\_\_  
Prepared By \_\_\_\_\_  
Date \_\_\_\_\_

<u>Month</u>	<u>(date)</u>	<u>Road Erosion Location/length</u>	<u>Repairs</u>
April			
May			
June			
July			
August			
September			
October			
November			
December			
January			
February			
March			

**Appendix B – MS4 Tier A Permit**



Remington & Vernick Engineers  
Remington, Vernick & Vena Engineers  
Remington, Vernick & Beach Engineers  
Remington, Vernick & Arango Engineers  
Remington, Vernick & Walberg Engineers

EDWARD VERNICK, P.E., C.M.E., President  
CRAIG F. REMINGTON, P.L.S., P.P., Vice President

EXECUTIVE VICE PRESIDENTS  
Michael D. Vena, P.E., P.P., C.M.E.  
Edward J. Walberg, P.E., P.P., C.M.E.  
Thomas F. Beach, P.E., C.M.E.  
Richard G. Arango, P.E., C.M.E.

**DIRECTOR OF OPERATIONS  
CORPORATE SECRETARY**  
Bradley A. Blubaugh, B.A., M.P.A.

**SENIOR ASSOCIATES**  
John J. Cantwell, P.E., P.P., C.M.E.  
Alan Dittenhofer, P.E., P.P., C.M.E.  
Frank J. Seney, Jr., P.E., P.P., C.M.E.  
Terence Vogt, P.E., P.P., C.M.E.  
Dennis K. Yoder, P.E., P.P., C.M.E.

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(609) 645-7076 (fax)

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Wildwood City, NJ 08260  
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(609) 522-5313 (fax)

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& Beach Engineers**

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Conshohocken, PA 19428  
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Newark, DE 19702  
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(302) 266-6208 (fax)

**Remington, Vernick  
& Arango Engineers**

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(878) 7053  
(878) 5320 (fax)

www.rve.com

**Established in 1901**

March 7, 2005

Township of Cinnaminson  
P.O. Box 2100  
Cinnaminson, NJ 08077

Attention: Carl Letterie, Director of Public Works

**RE: Township of Cinnaminson  
Stormwater Pollution Prevention Plan  
Our File #0308T208**

Dear Mr. Letterie:

Enclosed for your review is a copy of the Stormwater Pollution Prevention Plan report (refer to Appendix A for SPPP forms) as prepared for the Township of Cinnaminson. This report contains the SPPP plan previously sent as a draft for your review, as well as the following items:

1. Summary of Municipal Audit and Compliance recommendations.
2. Appendix B of the report contains a copy of the Municipal Tier A permit and attachments (including Attachment B, Illicit Connections Investigations and Attachment C, Storm drain inlets).
3. Copy of the MS4 Annual Report and Certification Form (Appendix C). The initial form must be completed and submitted to the NJDEP by May 2, 2005. It is understood that most of the items outlined on the form will be incomplete at the time of the initial submission. This form is also available on-line (refer to Executive summary for web address).
4. Copy of the NJDEP Public Education Pamphlet (Appendix D). This form must be sent as an annual mailing to all residences and businesses, the initial mailing between April, 2005-March, 2006. In addition, the Township must have the form available for distribution at one annual public event.
5. Copy of the Pet Waste Handout (Appendix E) to be issued with Pet licenses (after October, 2005).



In order to assist the Township with meeting the various MS4 regulatory deadlines, our SPPP report contains a detailed description of work, and timetables, in the Executive Summary portion of the report. The following is a summary of short-term timetables and obligations for permit compliance:

1. The preliminary Stormwater Management Plan (SWMP) must be reviewed and adopted by the Township Planning Board before April 1, 2005.
2. The Stormwater Pollution Prevention Plan (SPPP) must be on file, and implemented beginning April 1, 2005. Of critical importance is monthly sweeping, and reporting, of select Township streets. Enclosed in the SPPP forms (Appendix B of report) is a sample street sweeping form prepared by our office, as well as sample roadside erosion and stormwater facility maintenance forms. Please review the SPPP forms carefully for other inspection, maintenance and reporting obligations that begin April, 2005 and subsequently.
3. The initial MS4 annual certification form must be submitted by May 2, 2005 as referenced above.
4. Waste ordinances must be reviewed and adopted by the Township by October 1, 2005, including a Pet Waste ordinance. We will assist the Township with these ordinances. The above referenced pet waste handout must be distributed with pet licenses issued after October 1, 2005.
5. The initial Public Education mailing must be sent between April 1, 2005 – March 31, 2006 as described above. Similarly, this pamphlet must be available for distribution to the public at one of the Township's annual events.
6. The initial employee training session(s) must occur between April 1, 2005- March 31, 2006.


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March 7, 2005  
Township of Cinnaminson  
Stormwater Pollution Prevention Plan

If you have any questions or require additional information, please contact Terence Vogt, P.E. at (856) 216-1890.

Sincerely,

**REMINGTON, VERNICK & ARANGO ENGINEERS, INC.**

By

  
Fred Turek, P.E., C.M.E.

TV/FT/gar

cc: John Ostrowski, Administrator (w/encl.)  
Terence Vogt

**Cinnaminson Township**

**Stormwater Pollution Prevention (SPPP) Plan**

February, 2005

Prepared By:

Remington, Vernick & Arango, Engineers, Inc.

*Caely Pitt*  
*Superintendent of*  
*Public Works.*  
*January 31, 2005*

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**Cinnaminson Township**

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**Appendices**

**Appendix A – Stormwater Pollution Prevention Plan Forms, Sample Logs**

**Appendix B – MS4 Tier A Summary Matrix and Tier A Permit**

**Appendix C – Annual Certification Form**

**Appendix D – Public Education Program**

**Appendix E – Pet Waste Handout**



## I. Executive Summary

Remington, Vernick & Arango, Engineers was authorized by Cinnaminson Township to provide Year 1 services for the Township's compliance with the New Jersey Municipal Separate Storm Sewer System (MS4) regulations.

As part of our services, we performed an audit of the DPW facility, including site inspection and interviews with Township personnel. Using this information, and data obtained from the facility, the enclosed Stormwater Pollution Prevention Plan (SPPP) was prepared (**Appendix A of report**). The SPPP plan was prepared using forms prepared by the NJDEP and contained in the NJDEP's "**Tier A Stormwater Guidance Document**", published April, 2004.

The SPPP Plan itself is comprised of seventeen (17) SPPP Forms, Sample maintenance and reporting logs, and Standard Operating Procedures (SOPs) as prepared for applicable Fueling Operations, Vehicle Maintenance and Good Housekeeping practices as performed by the Township. These forms must be updated over time as the City achieves compliance with various MS4 obligations, and as operations and personnel change. The Township will be provided an electronic copy of the forms for maintenance purposes.

Enclosed in **Appendix C** of this report is an annual certification and reporting form that must be completed by the Township and sent to the NJDEP. **The initial certification is due May 2, 2005.** As indicated on the form, it is understood that most the items listed will be not applicable, or incomplete with the initial certification. An electronic version of this certification is also available at the following address:

**<http://www.njstormwater.org/tier A/forms.htm>**

Also enclosed (**Appendices D and E**) are copies of two (2) pamphlets that must be distributed and/or mailed to residents – the Public Education Pamphlet and the Pet Waste Pamphlet. Color and black-and-white copies of these materials are also available on-line at the following address:

**<http://www.njstormwater.org/tier A/edu fliers.htm>**

**The following is a summary of Cinnaminson Township's MS4 permit obligations and associated timetables:**

**Table 1  
MS4 Compliance Summary and Associated Timetables**

<b>Regulatory Timetables</b>	<b>Task</b>	<b>Refer to SPPP form(s)/other</b>
4/1/2005--5/1/05	Adopt, File (draft) Stormwater Management Plan with the County	SPPP Form 3
5/2/2005 (and annually)	File initial Annual Certification and Reporting Form with the NJDEP	Appendix C
4/1/05--3/31/06 and annual	Mail initial, and annual, public education pamphlet by NJDEP. Make same materials available for distribution at one (1) annual municipal event.	SPPP Form 4, education pamphlet copy in Appendix D
4/1/2005 and ongoing	Begin monthly street sweeping, and monthly reporting, of Municipal streets meeting MS4 street sweeping requirements	SPPP Form 12 and Sample Street Sweeping Log
4/1/2005 and ongoing	Begin annual inspection, reporting & repair (if necessary) of municipally-owned or operated stormwater facilities, including inlet cleaning.	SPPP Form 13
4/1/2005 and ongoing	Implement applicable Fueling Facility, Vehicle Maintenance, and Maintenance Yard Good Housekeeping & SOP Procedures in accordance with the SPPP	Form 16 and SOP Attachments
4/1/05 and ongoing	Retrofit inlet grates during repairs, reconstruction, also new construction	SPPP Forms 3,11, and Attachment C of MS4 Permit
10/1/2005 and ongoing	Adopt & enforce improper disposal of waste ordinances (including pet waste handouts with pet licenses)	SPPP Form 10, pet waste pamphlet copy in Appendix E
10/1/05 and ongoing	Implement Yard Waste Collection Program	SPPP Forms 9, 10
10/1/2005 and ongoing	Begin annual inspection, reporting and repair (if necessary) of municipally-owned roadside facilities	SPPP Form 12 and Sample Roadside Erosion Maintenance Log
10/1/2005-3/31/09	Complete outfall inspections for evidence of illicit connections.	SPPP Forms 7,8, and Attachment B of MS4 Permit
4/1/05 -- 4/1/07	First 50% of inlets labeled (Sector 1—East of NJ Route 130)	SPPP Form 5

**Table 1**  
**MS4 Compliance Summary and Associated**  
**Timetables**

<b>Regulatory Timetables, continued</b>	<b>Task</b>	<b>Refer to SPPP form(s)/other</b>
4/1/05 -- 4/1/07	Comply with interim deicing storage standards (i.e., tarping) <b>if needed</b>	SPPP Form 15
4/1/05 -- 4/1/07	Map outfalls discharging into waterways (Sector 1 – East of NJ Route 130)	SPPP Form 6
4/1/07 and ongoing	Comply with permanent deicing storage standards (enclosed structure, impermeable floor)	SPPP Form 15
4/1/07 -- 4/1/09	Remaining 50% of inlets labeled (Sector 2 – West of NJ Route 130).	SPPP Form 5
4/1/07 -- 4/1/09	Map outfalls discharging into waterways (Sector 2 –West of NJ Route 130)	SPPP Form 6



## II. Municipal Audit

The following information was provided from a January 21, 2005 interview of Carl Letterie, DPW Superintendent, and an audit of the DPW facility:

### A. Storm Drain Inlet Labeling

The Township will label all inlets by April, 2009, 50% by April, 2007. The Township will likely label using adhesive markers.

The Township will identify **Sector 1 (work by April, 2007)** as the area east of Route 130. **Sector 2 (work by April, 2009)** will be the area west of Route 130.

### B. Outfall Mapping

The Township will map all outfalls discharging into waterways per Sectors 1,2, timetables (50% by 2007, 50% by 2009) identified for stormwater labeling (A) above. Minimum requirement, per MS4 regulations, is to show approximate location on tax maps/100-scale mapping

### C. Illicit Connections

All outfalls will have to be inspected, beginning October, 2005 (18 months from the Effective Date of Permit Authorization, EDPA) for evidence of illicit connections (i.e., for pipe discharges after dry weather events). Dry weather is defined as no significant rain for at least 3 days. Some discharges (sump pumps, street cleaning, residential car washing, etc.). Inspections must be completed by April, 2009. Illicit connections, if any, have to be reported and prioritized for elimination.

### D. Yard Waste Collection

Cinnaminson Township will provide curbside leaf collection monthly (October, November, December, and once in Spring) per MS4 standards. It will pass a yard waste ordinance in conformance with the State model ordinance by October, 2005.



## E. Street Sweeping

Beginning **April, 2005**, there is a requirement for monthly sweeping of **select** Township Streets, weather and street surfaces permitting, which meet **all** of the following criteria:

- **Commercial (non-residential) only**
- **Township owned and operated**
- **Curbed streets roads and highways**
- **Speed limit of 35 mph or less**

Per review of Township roadways with DPW staff, it should be noted that Cinnaminson sweeps **all** of its roads monthly, well in excess of the MS4 minimum standard.

**Per review of the road with DPW personnel, the only roads it is responsible for future monthly sweeping, per the MS4 regulations, are curbed streets within its "Industrial Areas" section**, including Wallace Boulevard, Garry Boulevard, Mainline Road, Industrial Highway East and West, Taylors Lane, and Cindel Drive. Reporting per MS4 requirements will be done for these roads **only** on monthly street sweeping logs (sample enclosed).

## F. Stormwater Facility Maintenance

Cinnaminson Township has curbs and inlets, and **no** roadside swales. It maintains five (5) detention basins (Riverton Road, St. Charles Place, (3) basins in the Industrial Park) and one retention basin, behind the Union Landing Road DPW complex. **Inlets are already cleaned annually, per the MS4 minimum standard.**

Beginning April, 2005, all facilities must be inspected, maintained and/or repaired as necessary (e.g., cleaned or repaired as necessary to maintain functioning of systems). The "System" **only** includes stormwater infrastructure **owned and maintained** by municipality. Cinnaminson will comply with this requirement.

## G. Outfall Pipe Remediation

The Township will map and inspect all outfalls discharging into waterways per Sectors 1,2, timetables (50% by 2007, 50% by 2009) identified for stormwater labeling above. Where repairs are necessary (e.g., for downstream erosion), the Township will prioritize and schedule repairs.

## H. De-icing material storage

For salt storage between 2005 and April, 2007, must be in a full enclosed structure, impermeable floor or use seasonal tarping of salt piles. All salt storage **after April, 2007** must be in a fully enclosed structure with an impermeable floor.

Per review of the Township facility at the DPW (Union Landing Road), it is a fully enclosed metal shed structure on an asphalt floor. As long as opening is closed when salt **is not** being used, it meets the permanent salt storage requirement.

Sand is stored outside in a large open concrete bin structure, but not within 50 feet of a municipal inlet. The opening is within 50 feet of a water body, and should be bermed or otherwise upgraded to prevent sand from washing into local surface waters.

## I. Standard Operating Procedures (SOPs)

### 1. Fuel tanks

All Township vehicles **except police** fuel at the Union Landing Road DPW fueling facility. The fueling facility is a compartmentalized 2,000 gallon gas/6,000 gallon diesel AST.

In addition, the police fuel from a 4,000 gallon UST at the Police complex, 901 Manor Road.

Both facilities have fueling instructions posted or automated (i.e., cardreader system provides instructions).

The Township will implement fueling SOP's by April 1, 2005.

### 2. DPW Garage (vehicle maintenance, good housekeeping)

The existing DPW garage is a large scale maintenance garage, concrete floor, with a floor drain that traverses the garage. The floor drain discharges outside into storm piping ultimately leading into the retention basin behind the DPW facility. All vehicle maintenance (fluid changes, minor repairs) is done indoors. Spills are cleaned up using absorbent materials, disposed legally.

Cinnaminson will seal the trench drain pipe so it can not discharge into the retention basin. The existing concrete trench sump will be cleaned and sealed if necessary. For future garage work, it will be maintained as a sump which will be cleaned by vacuum truck if necessary (i.e., no future discharges to the storm sewer system).

SOP's will be implemented beginning April 1, 2005.

**J. Employee Training Requirements**

The Township will conduct annual Employee Training on its MS4 obligations. The first annual training will occur between 4/1/05 and 4/1/06.



**Appendix A – Stormwater Pollution Prevention Plan Forms, Sample Logs**



Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Terence Vogt, PE

Title: Consulting Engineer, Remington & Vernick

Date: January, 2005

Municipality: Cinnaminson Township

County: Burlington

NJPDES #: NJG0141852(Tier A)

PI ID #: 50577

Stormwater Program Coordinator: Carl Letterie

Title: Superintendent, Dept. of Public Works

Office Phone #: (856) 829-6703

Emergency Phone #: (856) 820-2638

Public Notice Coordinator: Grace Campbell

Title: Township Clerk

Office Phone #: (856) 829-6000

Emergency Phone #: (856) 829-6000

Post-Construction Stormwater Management Coordinator: Richard G. Arango

Title: Township Engineer

Office Phone #: 609-387-7053

Emergency Phone #: 609-387-7053

Local Public Education Coordinator: Grace Campbell

Title: Township Clerk

Office Phone #: (856) 829-6000

Emergency Phone #: (856) 829-6000

Ordinance Coordinator: Grace Campbell

Title: Township Clerk

Office Phone #: (856) 829-6000

Emergency Phone #: (856) 829-6000

Public Works Coordinator: Carl Letterie

Title: Superintendent, Dept. of Public Works

Office Phone #: (856) 829-6703

Emergency Phone #: (856) 820-2638

Employee Training Coordinator: Carl Letterie

Title: Superintendent, Dept. of Public Works

Office Phone #: (856) 829-6703

Emergency Phone #: (856) 820-2638

Other: Gary Novotasky

Title: Road Superintendent

Office Phone #: (856) 829-6703

Emergency Phone #: (856) 829-6703

## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: Cinnaminson Township

County: Burlington

NJPDES # : NJG0141852(Tier A)

PI ID #: \_\_\_\_\_

Team Member/Title: Grace Campbell, Township Clerk

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: January, 2005      Date of most recent update: N/A

Briefly outline the principal ways in which you comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program.

*For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et. seq.), Cinnaminson Township provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Cinnaminson Township provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et. seq. In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et. seq.), Cinnaminson Township complies with those requirements.*



# SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Cinnaminson Township

County: Burlington

NJPDES # : NJG0141842

PI ID #: \_\_\_\_\_

Team Member/Title: Richard G. Arango, Township Engineer

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: January, 2005 Date of most recent update: \_\_\_\_\_

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

*To control stormwater from new development and redevelopment projects throughout Cinnaminson Township, (including projects we operate), we will do the following:*

*We are already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, NJAC 7:8, referenced in those standards) are in compliance with those standards. Our planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.*

*Once the ordinances become in effect (within 12 months of plan adoption), we will ensure adequate long-term operation and maintenance of BMP's for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft of that ordinance, and by requiring and funding the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. Once that ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standards for such inlets.*

SEE CONTINUATION SHEET.

**SPPP Form 3 (continued)**  
**New Development and Redevelopment Program**

*Prior to the April 1, 2005 filing deadline, our planning board and municipal attorney will review the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual. The Planning Board will adopt the final plan for incorporation with the master plan, and then filed with the County. Per Planning Board review and recommendations, we will draft a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model, which will be adopted by Council.*

*Once approved, the ordinance, which will be administered by our planning and zoning boards and code enforcement officer, will control stormwater from all development and redevelopment projects*

*For any BMP that is installed with the requirements of our post-construction program, Cinnaminson Township will ensure adequate long-term operation, as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, Cinnaminson Township intends to do this by adoption and enforcement of provisions in the municipal control ordinances to provide necessary operations and maintenance, which will be incorporated into future planning board approvals, and memorialized by resolutions.*

*Cinnaminson Township will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. Cinnaminson Township expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack, as described in the "Alternative Device Exemptions", or (for flows not conveyed through such a trash rack), by installation of the NJDEP bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across in dimension.*



# SPPP Form 4- Local Public Education Program

Municipality  
Information

Municipality: Cinnaminson Township County Burlington

NJPDES # : 0141852 (Tier A) PI ID #: \_\_\_\_\_

Team Member/Title: Grace Campbell, Clerk

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: January, 2005 Date of most recent update: \_\_\_\_\_

## Local Public Education Program

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

*For our annual distribution, we will mail the DEP brochure to our residents and businesses. The brochure will be distributed with our annual notice of taxes. Extra copies will be available at our county library and at our municipal building.*

*An annual local event will be held each year at a time to be determined. We will make the DEP brochure and other educational materials available at our table at each annual event.*

# SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: Cinnaminson Township County Burlington

NJPDES # : 0141852 PI ID #: \_\_\_\_\_

Team Member/Title: Carl Letterie, Superintendent, Dept. of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: January, 2005 Date of most recent update: \_\_\_\_\_

## Storm Drain Inlet Labeling

Describe your storm drain inlet labeling program, including your labeling schedule, the details of your long-term maintenance plan, and plans on coordinating with watershed groups or other volunteer organizations.

*For our storm drain inlet labeling program, the Township will provide services to label inlets in accordance with the requirements and timetables within its MS4 permit.*

*We will label all storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by Cinnaminson Township.*

*We will use an appropriate method of labelling inlets that will read "NO DUMPING - DRAINS TO WATERWAY" with a picture of a fish next to it.*

*Cinnaminson Township has to label all inlets by April, 2009. Cinnaminson Township will identify Sector 1 (goal-complete work by April, 2007) as area EAST of NJ Route 130. Sector 2 (work by April, 2009) will be area WEST of NJ Route 130.*

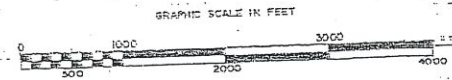
*Cinnaminson Township will look into adhesive labels (by DAS/other) with fish and verbage "No dumping, drains to waterway", with necessary language to label inlets per MS4 standards,*

*During our annual catch basin cleaning program, we will be checking these labels to ensure that they are still visible, and if they are not, we will ensure that the labels are replaced immediately.*



**MASTER - PLAN LAND USE MAP MAY 1989**  
**ENVIRONMENTAL CONSTRAINTS MAP**  
**TOWNSHIP OF CINNAMINSON**  
 BURLINGTON COUNTY, NEW JERSEY

TAYLOR ENGINEERING COMPANY  
 2603 BROAD STREET  
 CINNAMINSON, NEW JERSEY



STATE OF PENNSYLVANIA

DELAWARE RIVER

BOROUGH OF RIVERTON

BOROUGH OF PALMYRA

TOWNSHIP OF PENNSAUKEN  
 COUNTY OF CAMDEN

TOWNSHIP OF MAPLE SHADE

TOWNSHIP OF MOORESTOWN

TOWNSHIP OF DELRAN

REVISIONS	
NO.	DESCRIPTION
1	PRELIMINARY PLAN
2	FINAL PLAN
3	MASTER PLAN REV.

**LEGEND**

- R-1 RESIDENTIAL
- R-2 RESIDENTIAL
- R-2A RESIDENTIAL
- R-3 RESIDENTIAL
- R-4 RESIDENTIAL
- R-5 RESIDENTIAL
- C COMMERCIAL
- S.R.C. SPECIALLY RESTRICTED COMMERCIAL
- IND INDUSTRIAL

- WETLANDS
- WQACT LAND
- 10 YEAR FLOODPLAIN

- BD BUSINESS DEVELOPMENT
- C COMMERCIAL
- R6 RESIDENTIAL DISTRICT
- R4 RESIDENTS DISTRICT
- P PARK
- WP WILDLIFE PRESERVE
- MC MARINE COMMERCIAL
- LI LIGHT INDUSTRIAL
- R2CL RESIDENTS DISTRICT CLUSTER
- BD-1 BUSINESS DEVELOPMENT SENIOR CITIZEN TOWNHOUSE

THE J. SCANGARILLO AND ASSOCIATES  
 1000 W. GREENE HILMELIN ROAD  
 MEDFORD, NEW JERSEY 08055  
 PHONE: 908-685-1111



# SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: Cinnaminson Township County Burlington

NJPDES # : NJG 0141852 (TierA) PI ID #: \_\_\_\_\_

Team Member/Title: Carl Letterie, Superintendent, Dept. of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: January, 2005 Date of most recent update: \_\_\_\_\_

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

*Cinnaminson Township will map all outfalls discharging into waterways per Sector 1 and 2 timetables (50% by 2007, 50% by 2009) identified for stormwater labeling above. Minimum requirement, per regulations, is to show approximate location on tax maps/100-scale mapping. GPS location of outfalls (e.g., using units on loan from Burlington County or Township) will be considered. Cinnaminson has already inventoried outfalls (approximately 60 in the Township).*

*Once all outfall pipe locations are identified, a map will be developed displaying these outfall pipe locations, with an alphanumeric identifier at a scale of 1 inch = 100 feet. All waterbodies receiving outfall pipe discharges will also be identified.*



# SPPP Form 7 – Illicit Connection Elimination Program

Municipality  
Information

Municipality: Cinnaminson Township County Burlington

NJPDES # : NJG 0141852 (Tier A) PI ID #: \_\_\_\_\_

Team Member/Title: Carl Letterie, Superintendent, Dept. of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: January, 2005 Date of most recent update: \_\_\_\_\_

Describe your Illicit Connection Elimination Program, and explain how you plan on responding to complaints and/or reports of illicit connections (e.g., hotlines, etc.). Attach additional pages as necessary.

*The Township will procure services to conduct an initial physical inspection of all of our outfall pipes during the mapping process. We will use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked again to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within Cinnaminson Township), we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the collection eliminated immediately. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, Cinnaminson Township will report the illicit connection to the Department. Investigations of outfalls will begin by or before October, 2005.*

*Cinnaminson Township has a hotline that is currently used for reporting spills and illegal dumping. The hotline will also be made available for reporting illicit connections.*

# SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Cinnaminson Township County Burlington

NJPDES #: NJG0141852 (Tier A) PI ID #: \_\_\_\_\_

Team Member/Title: Carl Letterie, Superintendent, Dept. of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: January, 2005 Date of most recent update: \_\_\_\_\_

## Prior to May 2, 2006

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

Total number of inspections performed this year? \_\_\_\_\_

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

## May 2, 2006 – May 1, 2007

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

Total number of inspections performed this year? \_\_\_\_\_

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

## May 2, 2007 – May 1, 2008

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

Total number of inspections performed this year? \_\_\_\_\_

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

## May 2, 2008 – May 1, 2009

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

Total number of inspections performed this year? \_\_\_\_\_

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

# SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality Information

Municipality: Cinnaminson Township County Burlington

NJPDES # : NJG0141852 (Tier A) PI ID #: \_\_\_\_\_

Team Member/Title: Carl Letterie, Superintendent, Dept. of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: January, 2005 Date of most recent update: \_\_\_\_\_

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

*Cinnaminson Township has an existing yard waste collection and disposal program.*

*The Township currently has curbside leaf collection during the fall. Leaves are taken to the Township's composting facility.*

*Cinnaminson Township will comply with the regulations, including collections in October (as-needed), November, December and April. The collection schedule is on the Township web site.*

*Cinnaminson Township will also be adopting and enforcing a yard waste ordinance (see SPPP Form 10) that will prohibit all yard wastes from being placed at the curb or along the street more than seven days prior to our scheduled collections, unless they are bagged or otherwise containerized. The ordinance will also prohibit the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.*



# SPPP Form 10 - Ordinances

Municipality  
Information

Municipality: Cinnaminson Township County Burlington

NJPDES # : NJG0141852 (Tier A) PI ID #: \_\_\_\_\_

Team Member/Title: Grace Campbell, Clerk

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: January, 2005 Date of most recent update: \_\_\_\_\_

For each ordinance, give the date of adoption. If not adopted, explain the development status:

Pet Waste (Existing ordinance or NJDEP Model Ordinance)

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

Litter (Existing ordinance or NJDEP Model Ordinance)

Improper Waste Disposal pending attorney review of the NJDEP model ordinance

Wildlife Feeding pending attorney review of the NJDEP model ordinance

Yard Waste pending attorney review of the NJDEP model ordinance

Illicit Connections pending attorney review of the NJDEP model ordinance

How will these ordinances be enforced?

*Our Health Department, Zoning Board, and local police officers will enforce these ordinances. If someone is found to be in violation of an ordinance, they will be issued a written warning for first time offenses, and penalties will be issued for subsequent offenses.*





Are you claiming any alternative device exemptions or historic place exemptions for any of the above projects? Please explain:

*Cinnaminson Township does not operate any alternative devices within the municipality. At this time, we do not plan on installing any such devices for repaving, repairing, reconstruction or alteration projects. We also do not plan on claiming any historic place exemptions.*

# SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information

Municipality: Cinnaminson Township County: Burlington

NJPDES # : NJG 0141852 (Tier A) PI ID #: \_\_\_\_\_

Team Member/Title: Gary Novotasky, Road Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: January, 2005 Date of most recent update: \_\_\_\_\_

## Street Sweeping

Please describe the street sweeping schedule that you will maintain.

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

*SEE ATTACHED CONTINUATION SHEET FOR DESCRIPTION.*

## Road Erosion Control Maintenance

Describe your Road Erosion Control Maintenance Program, including inspection schedules. A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.

(NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date)

*Road erosion control maintenance (DPW) -- Beginning October, 2005 Public Works (DPW) personnel will monitor all non-curbed municipal streets for erosion problems during 'normal patrols'. Erosion problems will be reported to the Road Superintendent (Gary Novotasky), and prioritized for repairs in accordance with SCD and DEP standards, as applicable. An inspection log will be kept with repairs and dates, with a repair status kept in the Annual Report and Recertification. The inspection will be maintained by Gary Novotasky.*



**SPPP Form 12**  
**STREET SWEEPING AND ROAD EROSION CONTROL MAINTENANCE**  
(continuation)

Beginning April, 2005, there is a requirement for monthly sweeping of select Township streets, weather and street surfaces permitting, which meet all of the following criteria:

- Commercial (non-residential only)
- City-owned and operated
- Curbed streets, roads and highways
- Speed Limit of 35 MPH or less

Per review of Township roadways with DPW personnel, the only roads it is responsible for future monthly sweeping, per the MS4 regulations, are curbed streets within its "Industrial Areas" section, including Wallace Boulevard, Garry Boulevard, Mainline Road, Industrial Highway East and West, Taylors Lane and Cindel Drive. Report, per MS4 requirements, will be done for these roads on monthly MS4 street sweeping logs (samples to be provided).

Also attached is a sample street sweeping log for use by Township personnel.

Cinnaminson Township  
 Sample Road Erosion Repair Log  
 January, 2005

Year \_\_\_\_\_  
 Prepared By \_\_\_\_\_  
 Date \_\_\_\_\_

<u>Month</u>	<u>(date)</u>	<u>Road Erosion Location/length</u>	<u>Repairs</u>
April			
May			
June			
July			
August			
September			
October			
November			
December			
January			
February			
March			

# SPPP Form 13 – Stormwater Facility Maintenance

Municipality  
Information

Municipality: Cinnaminson Township County: Burlington

NJPDES # : NJG0141852 (Tier A) PI ID #: \_\_\_\_\_

Team Member/Title: Carl Letterie, Superintendent, Dept. of Public Works

Effective Date of Permit Authorization (EDPA): \_\_\_\_\_

Date of Completion: January, 2005 Date of most recent update: \_\_\_\_\_

Please describe your annual catch basin cleaning program and schedule. Attach a map/diagram or additional pages as necessary.

*Beginning April, 2005, Cinnaminson Township will implement an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year and maintained, if necessary, by DPW personnel and/or procured services. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected yearly, even if they were found to be "clean" the previous year.*

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages as necessary.

(NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

*Cinnaminson Township has curbs and inlets, no roadside swales, five (5) detention basins (Riverton Road, St. Charles Place and three basins in the Industrial Park), and one (1) retention basin behind the Union Landing DPW complex of which it maintains. Inlets are already cleaned annually, per the MS4 minimum standard.*

*Beginning April, 2005, all facilities must be inspected, maintained and/or repaired as necessary (e.g., cleaned or repaired as necessary to maintain proper functioning of systems).*

*At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair. The annual catch basin cleaning program will begin in April, 2005.*



Cinnaminson Township  
Stormwater Facility Maintenance Log  
January, 2005

Year \_\_\_\_\_  
Prepared By \_\_\_\_\_  
Date \_\_\_\_\_

<u>Month</u>	<u>(date)</u>	<u>Stormwater Facility</u>	<u>Repairs</u>
April	30		
May			
June			
July			
August			
September			
October			
November			
December			
January			
February			
March			

# SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality Information

Municipality: Cinnaminson Township County: Burlington

NJPDES # : NJG0141852 (Tier A) PI ID #: \_\_\_\_\_

Team Member/Title: Carl Letterie, Superintendent, Dept. of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: January, 2005 Date of most recent update: \_\_\_\_\_

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

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

*Beginning October, 2005, concurrent with illicit connection investigations, outfalls will be inspected for signs of stream erosion and scouring. Sites will be prioritized, and repairs will be scheduled and performed in accordance with Burlington County (SCD) and NJDEP standards.*

*We will follow-up each repair with an annual inspection of the site to ensure that scouring has not resumed.*

*Once inspections are underway, we will develop a list of all sites with outfall pipe stream scouring, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed, we will note the date of that repair on this form.*

# SPPP Form 15 – De-icing Material Storage

Municipality  
Information

Municipality: Cinnaminson Township County Burlington

NJPDES # : NJG0141852 (Tier A) PI ID #: \_\_\_\_\_

Team Member/Title: Carl Letterie, Supervisor, Dept. of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: January, 2005 Date of most recent update: \_\_\_\_\_

## De-icing Material Storage

Describe how you currently store your municipality's de-icing materials, and describe your inspection schedule for the storage area. If your current storage practices do not meet the de-icing material storage SBR describe your construction schedule and your seasonal tarping interim measures. If you plan on sharing a storage structure, please include its location, as well as a complete list of all concerned public entities. If you store sand outdoors, describe how it meets the minimum standard.

*For salt storage between 2005 and April, 2007 all salt storage must be in a fully enclosed structure with an impermeable floor OR use seasonal tarping of salt piles. All storage after April, 2007 must be in a fully enclosed structure with an impermeable floor.*

*Per review of the Township facility at the DPW (Union Landing Road), it is a fully enclosed metal shed structure on an asphalt floor. As long as the opening is closed when salt is not being used, it meets the permanent salt storage requirement.*

*Sand is stored outside in a large open concrete bin structure, but not within 50-feet of a municipal inlet.*



# SPPP Form 16 – Standard Operating Procedures

Municipality Information

Municipality: Cinnaminson Township County Burlington

NJPDES # : NJG0141852 (Tier A) PI ID #: \_\_\_\_\_

Team Member/Title: Carl Letterie, Superintendent, Dept. of Public Works

Effective Date of Permit Authorization (EDPA): \_\_\_\_\_

Date of Completion: January, 2005 Date of most recent update: \_\_\_\_\_

BMP	Date SOP went into effect	Describe your inspection schedule
<p>Fueling Operations (including the required practices listed in Attachment D of the permit)</p>	<p><i>April, 2005</i></p>	<p><i>Fueling facilities at Public Works (Union Landing Road) -- Monthly.</i></p> <p><i>Police facility (901 Manor Road) -- Monthly.</i></p>
<p>Vehicle Maintenance (including the required practices listed in Attachment D of the permit)</p>	<p><i>April, 2005</i></p>	<p><i>Monthly inspections will be held to ensure that the SOP is being met.</i></p>
<p>Good Housekeeping Practices (including the required practices listed in Attachment D of the permit)</p> <p><b>Attach inventory list required by Attachment D of the permit.</b></p>	<p><i>April, 2005</i></p>	<p><i>Monthly inspections of all municipal maintenance yards and ancillary operations will be held.</i></p>

**Cinnaminson Township  
Sample Inventory Log  
(Draft)**

**Facility Name:** Cinnaminson Township  
**Prepared By** Terence Vogt/Carl Letterie  
**Date** March 7, 2005

**Inventory Requirements for Maintenance Yard Operations (including maintenance activities at Ancillary Operations)**

*Tier A facilities shall include for maintenance yard operations an inventory that includes the following:*

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

The following materials are stored at Cinnaminson Township's Public Works Facility:

- Diesel Fuel – Yes – Dispensed from Diesel Above ground tank (AST)
- Gasoline (if applicable) – Yes – Dispensed from Gasoline Above Ground Tank (AST)
- Lubricants – Yes – Outside waste oil tank (enclosed)
- Solvents – None.
- Detergent – None.
- Machinery (Type) – Trucks, chippers, landscaping, road, plows, DPW equipment.

# **CINNAMINSON TOWNSHIP**

## **Standard Operating Procedures**

### **Vehicle and Equipment Fueling**

Cinnaminson Township

Maintenance Yard

With Fueling Operations - **Public Works (Union Landing Road) Fueling Facility**  
**Police Station (Manor Road) Fueling Facility**

#### **Introduction and**

**Purpose** Vehicle and equipment fueling procedures and practices are designed to minimize surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

**Scope** These procedures are to be implemented at all maintenance yards with fueling. Including mobile fueling operations.

#### **Standards and**

#### **Specifications**

#### **(for vehicle and equipment fueling)**

- Shut the engine off.
- Ensure that the fuel is the proper type of fuel.
- Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
- Fuel tanks shall not be "topped off".
- Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.
- Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

**Standards and**



### **Specifications (for bulk fueling)**

- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
- Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
- Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
- A trained employee must always be present to supervise during bulk transfer.

### **Spill Response**

- Conduct cleanups of any fuel spills immediately after discovery.
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly.
- Contact the Burlington County Office of Emergency Management at (609) 261-3900.

### **Maintenance and Inspection**

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

# **CINNAMINSON TOWNSHIP**

## **Standard Operating Procedure**

### **Vehicle Maintenance**

#### **Cinnaminson Township**

#### **Public Works Facility, Union Landing Road**

#### **BMP Objectives**

- Waste Management
- Spill Prevention, Containment  
and Countermeasures
- Pollution Control

#### **Introduction and**

**Purpose** This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations in Cinnaminson Township. The purpose of this SOP is to provide a set of guidelines for the Cinnaminson Township vehicle maintenance yards, including maintenance activities at ancillary operations.

**Scope** This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Township of Cinnaminson.

#### **Standards and Specifications**

- Conduct vehicle maintenance operation only in designated areas.
- When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
- Always use drip pans.
- Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
- Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream drainage facilities and watercourses.
- Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.
- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

#### **Spill Response and Reporting**

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the Burlington County Office of Emergency Management at (609) 261-3900.

**Maintenance  
and Inspection**

- Periodically check for leaks and damaged equipment and make repairs as necessary.



# **CINNAMINSON TOWNSHIP**

## **Standard Operating Procedure**

### **Good Housekeeping**

#### **Cinnaminson Township** **Good Housekeeping Goals**

- Proper Recycling
- Proper Waste Disposal
- Pollution Prevention

#### **Introduction and Purpose**

This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations in Cinnaminson Township. The purpose of this SOP is to provide a set of guidelines for the employees of Cinnaminson Township for Good Housekeeping Practices at their maintenance yards including maintenance yards at ancillary operations.

#### **Scope**

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Cinnaminson Township.

#### **Standards and Specifications (General)**

- All containers should be properly labeled and marked, and the labels must remain clean and visible.
- All containers must be kept in good condition and tightly closed when not in use.
- When practical, chemicals, fluids and supplies should be kept indoors.
- If containers are stored outside, they must be covered and placed on spill platforms.
- Keep storage areas clean and well organized.
- Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
- Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
- Place trash, dirt and other debris in the dumpster.
- Collect waste fluids in properly labeled containers and dispose of them properly.
- Establish and maintain a recycling program by disposing, papers, cans, bottles and trash in designated bins.

#### **Standards and Specifications (Salt and Deicing)**

## **Material Handling)**

- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
- Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
- Minimize the tracking of materials from storage and loading/unloading areas.
- Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
- Any materials that are stored outside must be tarped when not actively being used.
- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15<sup>th</sup> through April 30<sup>th</sup>.

## **Spill Response and Reporting**

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the Burlington County Office of Emergency Management at (609) 261-3900.

## **Maintenance and Inspection**

- Periodically check for leaks and damaged equipment and make repairs as necessary.
- Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.

# SPPP Form 17 – Employee Training

Municipality  
Information

Municipality: Cinnaminson Township County Burlington

NJPDES # : NJG 0141852 PI ID #: \_\_\_\_\_

Team Member/Title: Carl Letterie, Superintendent, Dept. of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: January, 2005 Date of most recent update: \_\_\_\_\_

Describe your employee training program. For each required topic, list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

SEE CONTINUATION SHEET.



**SPPP Form 17 – Employee Training**  
(continuation)

*The following topics will be covered by an NJDEP-acceptable training program:*

<u>Course:</u>	<u>Who will attend:</u>
Waste Disposal Education	hotline operators and Environmental Commission Members
Municipal Ordinances	code enforcement and local police departments, public works employees
Yard Waste Collection Program	public works employees
Street Sweeping	public works employees
Stormwater Facility Maintenance	public works employees
Road Erosion Control	public works employees
Outfall Pipe Stream Scouring Remediation	public works employees
Construction Activity/Post Construction Stormwater Management in New Development and Redevelopment (for municipally-owned projects)	public works employees

*The following topics will be part office training and part practical field training:*

<u>Course:</u>	<u>Who will attend:</u>
Illicit Connection Elimination and Outfall Pipe Mapping	public works employees, hotline operator

(field training will include procedures to properly conduct illicit connection detection's, investigations, and elimination's)

<i>Maintenance Yard Operations</i> (including Ancillary Operations)	public works employees
--	------------------------

(field training will include the SOPs for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping for de-icing materials storage)

*Dates for the above training programs are yet to be determined.*

**Appendix B – MS4 Tier A Summary Matrix and Tier A Permit**



**NJPDES Municipal Stormwater Regulation Program  
 Summary of Statewide Basic Requirements (SBRs)  
 Tier A Municipal Stormwater Permit (NJ0141852)  
 (Please refer to final permit for details on SBRs)**

<b>Statewide Basic Requirement</b>	<b>Minimum Standard</b>	<b>Implementation Schedule</b>
<b>Stormwater Pollution Prevention Plan (SPPP)</b>	SPPP describes the municipality's stormwater program, which includes details on the implementation of required SBRs.	12 months from effective date of permit authorization (EDPA)
Public Notice	Comply with applicable State and local public notice requirements when providing for public participation.	Upon EDPA
<b>Post-Construction Stormwater Management in New Development and Redevelopment</b>		
Stormwater Management Plan	Adopt stormwater management (SWM) plan in accordance with N.J.A.C. 7:8-4.	Complete 12 mos. from EDPA
Stormwater Control Ordinance	Adopt and implement stormwater control ordinance in accordance with N.J.A.C. 7:8-4.	Adopt ordinance 12 months from SWM plan adoption.
Residential Site Improvement Standards	Ensure compliance with Residential Site Improvement Standards for stormwater management (N.J.A.C. 5:21-7), including any exception, waiver, or special area standard approved under N.J.A.C. 5:21-3.	Upon EDPA
BMP Operation and Maintenance	Ensure adequate long-term operation and maintenance of BMPs.	EDPA for BMPs on municipal property, 24 months for BMPs elsewhere.
Storm Drain Inlets Design Standard for New Construction	New storm drain inlets must meet the design standards specified in Attachment C of the permit.	12 months from EDPA if municipally installed. Otherwise 24 mos. from EDPA
<b>Local Public Education</b>		
Local Public Education Program	Copy and distribute educational brochure (provided by the Department) annually to residents and businesses, and conduct a yearly educational "event". Have brochure available at this event.	Start 12 months from EDPA
Storm Drain Labeling	Label all municipal storm drain inlets that are next to sidewalks, or within plazas, parking areas or maintenance yards. Coordinate efforts with watershed groups and volunteer organizations.	Within 60 months from EDPA
<b>Improper Disposal of Waste</b>		
Pet Waste Ordinance	Adopt and enforce an ordinance requiring owners and keepers to immediately and properly dispose of their pet's solid waste. Distribute information with pet licenses regarding the ordinance and the environmental benefits of proper disposal of pet waste.	Complete 18 mos. and ongoing
Litter Ordinance	Adopt and enforce a litter ordinance, or enforce the existing State litter statute (N.J.S.A. 13:1E-99.3).	Complete 18 mos. and ongoing
Improper Waste Disposal Ordinance	Adopt and enforce an ordinance prohibiting spilling, dumping or disposal of any materials other than stormwater into the MS4.	Complete 18 mos. from EDPA and ongoing



Wildlife Feeding Ordinance	Adopt and enforce an ordinance that prohibits feeding of non-confined wildlife in any public park or property owned/operated by the municipality (except environmental education centers).	Complete 18 months from EDPA and ongoing
Yard Waste	Adopt and enforce an ordinance that prohibits placing non-containerized yard waste in the street, <b>OR</b> collect yard waste monthly Oct.-Dec., once in spring, and "as needed" during remainder of year. Non-containerized yard waste cannot be placed any closer than 10' from a storm drain inlet.	Start 18 months from EDPA and ongoing
Illicit Connection Ordinance	Develop, implement and enforce an ordinance, to the extent allowable under State law, to prohibit illicit connections to the MS4.	Develop & implement 18 months from EDPA
Illicit Connection Elimination Program	Develop, implement and enforce a program to detect and eliminate illicit connections into the municipality's small MS4.	Develop & implement 18 months from EDPA
MS4 Outfall Pipe Mapping	Map all municipal storm sewer outfall pipes which discharge to surface water by dividing the municipality into two sectors for the purposes of outfall mapping.	Map 1 <sup>st</sup> sector 36 mos. from EDPA. Map 2 <sup>nd</sup> sector 60 mos. from EDPA
<b>Solids and Floatable Controls</b>		
Street Sweeping	In predominantly commercial areas, conduct monthly sweeping of curbed streets, roads and highways (with a speed limit $\leq$ 35 mph), weather and street surface conditions permitting.	Start 12 months from EDPA and ongoing
Storm Drain Inlet Retrofitting	Retrofitting of storm drain inlets during road repair, reconstruction, alterations or repaving with inlets that meet the design standards specified in Attachment C of the permit.	Start 12 months from EDPA and ongoing
Stormwater Facility Maintenance	Develop and implement a stormwater facility maintenance program that includes yearly catch basin cleaning and ensures proper function and operation of all municipally operated stormwater facilities.	Start 12 months from EDPA and ongoing
Road Erosion Control Maintenance	Develop a roadside erosion control maintenance program to identify and stabilize roadside erosion. Make repairs in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey (N.J.A.C. 2:90-1).	Start 18 months from EDPA and ongoing
Outfall Pipe Stream Scouring Remediation	Develop and implement a stormwater outfall pipe scouring detection, remediation and maintenance program to identify and stabilize localized stream and stream bank scouring in the vicinity of outfall pipes operated by the municipality. Repairs shall be in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey (N.J.A.C. 2:90-1).	Start 18 months from EDPA and ongoing
<b>Maintenance Yard Operations</b>		
De-icing Material Storage	Construct permanent indoor storage with an impermeable floor for deicing materials. Seasonal tarping shall be used as an interim BMP until the permanent structure is completed. Uncovered sand may be stored outside if a 50' setback is maintained from any storm sewer inlet.	Comply w/ tarping & sand storage requirements w/in 12 mos, complete perm. structure w/in 36 mos. from EDPA.
Fueling Operations	Develop and implement SOPs for vehicle fueling and bulk delivery and implement with the required practices contained in Attachment D of the permit.	Start 12 months from EDPA and ongoing
Vehicle Maintenance	Implement required practices for vehicle maintenance contained in Attachment D of the permit.	Start 12 mos. from EDPA & ongoing
Good Housekeeping	Implement required practices for good housekeeping, contained in Attachment D of the permit.	Start 12 mos. from EDPA & ongoing
<b>Employee Training</b>		
Employee Training	Develop and conduct an employee training program for appropriate employees that covers the required topics contained in the permit.	Start 12 mos. from EDPA & ongoing



# NEW JERSEY POLLUTANT DISCHARGE ELIMINATION SYSTEM

Permit Number: NJ0141852  
P.I. ID #50577

## Final: Tier A Municipal Stormwater Master General Permit

**Permittee:**

Division Of Water Quality  
401 E State Street  
Trenton, New Jersey 08625

**Co-Permittee:**

**Property Owner:**

**Location Of Activity:**

NJPDES Master General Permit Program  
Interest  
401 E State Street  
Trenton, New Jersey 08625

Authorization(s) Covered Under This Approval	Issuance Date	Effective Date	Expiration Date
R9 -Tier A Municipal Stormwater General Permit	02/02/2004	03/03/2004	02/28/2009

By Authority of:

Commissioner's Office

DEP AUTHORIZATION  
Barry Chalofsky, P.P., Chief  
Bureau of Nonpoint Pollution Control  
Division of Water Quality

(Terms, conditions and provisions attached hereto)



# Tier A Municipal Stormwater General Permit (NJ0141852)

## PART I NARRATIVE REQUIREMENTS:

### A. Authorization Under this Permit

#### 1. Permit Area

- a. This permit applies to all areas of the State of New Jersey.

#### 2. Eligibility

- a. This permit may authorize all new and existing stormwater discharges to surface water and groundwater from small municipal separate storm sewer systems (MS4s) owned or operated by municipalities assigned to Tier A under N.J.A.C. 7:14A-25.3(a)1 (Tier A Municipalities), except as provided in A.5 below.
- b. On a case-by-case basis, the Department may use this permit to authorize new and existing stormwater discharges to surface water and groundwater from small MS4s (or portions of small MS4s) owned or operated by Tier B Municipalities. As used in this permit, the term "Tier A Municipality" includes Tier B Municipalities that seek or obtain authorization pursuant to this provision of this permit.
- c. After the Effective Date of Permit Authorization (EDPA), the permit authorizes the following new and existing non-stormwater discharges from small MS4s owned or operated by Tier A Municipalities:
  - i. Water line flushing and discharges from potable water sources
  - ii. Uncontaminated ground water (e.g., infiltration, crawl space or basement sump pumps, foundation or footing drains, rising ground waters)
  - iii. Air conditioning condensate (excluding contact and non-contact cooling water)
  - iv. Irrigation water (including landscape and lawn watering runoff)
  - v. Flows from springs, riparian habitats and wetlands, water reservoir discharges and diverted stream flows
  - vi. Residential car washing water, and residential swimming pool discharges
  - vii. Sidewalk, driveway and street wash water
  - viii. Flows from fire fighting activities
  - ix. Flows from rinsing of the following equipment with clean water:
    - Beach maintenance equipment immediately following their use for their intended purposes; and
    - Equipment used in the application of salt and de-icing materials immediately following salt and de-icing material applications. Prior to



rinsing with clean water, all residual salt and de-icing materials must be removed from equipment and vehicles to the maximum extent practicable using dry cleaning methods (e.g., shoveling and sweeping). Recovered materials are to be returned to storage for reuse or properly discarded.

Rinsing of equipment in the above situations is limited to exterior, undercarriage, and exposed parts and does not apply to engines or other enclosed machinery.

- d. If any of the discharges listed in 2.c above are identified by the municipality as a significant contributor of pollutants to or from the MS4, the Tier A Municipality must address the discharge as an illicit connection or as an improper disposal of waste as specified in Part I, Section F of this permit

### 3. Authorization

- a. In order to obtain authorization under this permit (except for automatic renewal of authorization under A.4 below) a complete Request for Authorization (RFA) shall be submitted in accordance with the requirements of this permit. Upon review of the RFA, the Department may, in accordance with N.J.A.C. 7:14A-6.13, either:
  - i. Issue notification of authorization under this permit, in which case, authorization is deemed effective the first day of the following month of the date of the notification of authorization;
  - ii. Deny authorization under this permit and require submittal of an application for an individual permit; or
  - iii. Deny authorization under this permit and require submittal of an RFA for another general permit.
- b. For discharges from a small MS4 authorized by this permit, the Tier A Municipality is exempt from N.J.A.C. 7:14A-6.2(a)2. This exemption means that the discharge of any pollutant not specifically regulated in the NJPDES permit or listed and quantified in the NJPDES application or RFA shall not constitute a violation of the permit.
- c. Authorization under this permit shall cease to be effective under N.J.A.C. 7:14A-6.13(f), (h), (j) and (o), where applicable.

### 4. Automatic Renewal of Authorization

- a. Authorization under this permit will be automatically renewed when this general permit is reissued as provided by N.J.A.C. 7:14A-6.13(d)9 and 25.4(a)3 so long as the discharge authorized under the general permit continues to be eligible. The Department shall issue a notice of renewed authorization to the Tier A Municipality.
- b. If the Tier A Municipality is aware of any information in the most recently submitted RFA that is no longer true, accurate, and/or complete, the Tier A Municipality shall provide the correct information to the Department within 90 days of the effective renewal authorization notice.

### 5. Stormwater Discharges Not Authorized

- a. This permit does not authorize "stormwater discharge associated with industrial

activity” as defined in N.J.A.C. 7:14A-1.2. Types of facilities that a Tier A Municipality may operate and that are considered to be engaging in “industrial activity” include but are not limited to certain landfills and recycling facilities, certain transportation facilities (including certain local passenger transit and air transportation facilities), certain facilities handling domestic sewage or sewage sludge, steam electric power generating facilities, and construction activity that disturbs five acres or more (see N.J.A.C. 7:14A-1.2 for the full definition of “stormwater discharge associated with industrial activity”). Any municipality that operates an industrial facility with such a discharge must submit a separate request for authorization (RFA) or individual permit application for that discharge. An RFA submitted for the Tier A Municipal Stormwater General Permit does not qualify as an RFA for such a discharge.

- i. Deadlines to apply for a NJPDES permit for “stormwater discharge associated with industrial activity” are set forth in N.J.A.C. 7:14A-24.4(a)1. If such a discharge is from a facility (other than an airport, powerplant, or uncontrolled sanitary landfill) that is owned or operated by a municipality with a population of less than 100,000, the municipality shall submit the RFA or individual permit application by March 3, 2004. If such a discharge is from any other industrial facility, N.J.A.C. 7:14A-24.4(a)1 specifies earlier deadlines to apply.
- b. This permit does not authorize “stormwater discharge associated with small construction activity” as defined in N.J.A.C. 7:14A-1.2. In general, this is the discharge to surface water of stormwater from construction activity that disturbs at least one but less than five acres (see N.J.A.C. 7:14A-1.2 for the full definition). Any municipality that operates a construction site with such a discharge must submit a separate RFA or individual permit application for that discharge. An RFA submitted for the Tier A Municipal Stormwater General Permit does not qualify as an RFA for such a discharge.
- c. This permit does not authorize any stormwater discharge that is authorized under another NJPDES permit. A municipality does not have to implement measures contained in this NJPDES permit for stormwater discharges at facilities owned or operated by that municipality that are regulated under a separate NJPDES stormwater permit authorizing those discharges.
- d. This permit does not authorize stormwater discharges from projects or activities that conflict with an adopted areawide or Statewide WQM plan.

## **B. Requests for Authorization Requirements**

### **1. Deadline for Requesting Authorization for an Existing Discharge**

- a. An RFA for the existing discharges from the small MS4 owned or operated by a Tier A Municipality must be submitted to the Department on or before March 3, 2004, except as provided below.
  - i. If a municipality receives notice from the Department that it has been reassigned from Tier B to Tier A, or that a special designation is made under N.J.A.C. 7:14A-25.2(a)4, the deadline to submit an RFA is 180 days after the receipt of that notice, unless the Department approves a later date.
  - ii. The Department may, in its discretion, accept an RFA submitted after the



foregoing deadline; however, the municipality may still be held liable for violating the deadline to apply in accordance with N.J.A.C. 7:14A-25.4 and for discharging pollutants without a valid NJPDES permit in accordance with N.J.A.C. 7:14A-2.1(d).

## **2. Deadline for Requesting Authorization for a New Discharge**

- a. An RFA for discharges from a new small MS4 owned or operated by a Tier A Municipality must be submitted to the Department at least ninety (90) days prior to the operation of the new MS4 system.
  - i. A Tier A Municipality that already has authorization to discharge from a small MS4 under the Tier A Municipal Stormwater Permit does not need to submit an additional RFA for the expansion of an existing small MS4.
  - ii. A new small MS4 is a small MS4 that did not exist on March 3, 2004 and results in a new discharge to surface or ground waters of the State.

## **3. Requesting Authorization**

- a. A separate RFA shall be submitted by each Tier A Municipality applying for authorization under this permit.
- b. A single RFA is required for the entire stormwater discharge from the small MS4 owned or operated by and located within a single municipality. Multiple RFAs are not required for multiple municipal operations (e.g., municipally owned and operated maintenance facilities, garages, and/or offices).

## **4. Contents of the Request for Authorization**

- a. A completed RFA shall include all of the following information regarding the Tier A Municipality and shall be completed using the Department's RFA form:
  - i. The name of the municipality that operates the small MS4, county it is located in, and the address of the main municipal office (e.g., city hall, town hall, or municipal building).
  - ii. The name and mailing address of the Municipal Stormwater Program Coordinator who will submit any reports or certifications required by the permit and to whom the Department shall send all correspondence concerning the permit.
  - iii. A certification acknowledging the best management practices and measurable goals specified in the permit.
  - iv. Additional information may be required by the Department to be included as part of the RFA if the Department determines that such additional information (including other data, reports, specifications, plans, permits, or other information) is reasonably necessary to determine whether to authorize the discharge under this permit.

## **5. Where to Submit**

- a. A completed and signed RFA shall be submitted to the Department at the address specified on the Department's RFA form.



## C. Definitions

### 1. The following definitions apply to this permit.

- a. "EDPA" means Effective Date of Permit Authorization.
- b. "Illicit connection" means any physical or non-physical connection that discharges the following to a municipal separate storm sewer system, unless that discharge is authorized under a NJPDES permit other than the NJPDES permit for discharges from that system (non-physical connections may include, but are not limited to, leaks, flows, or overflows into the municipal separate storm sewer system):
  - i. Domestic sewage;
  - ii. Non-contact cooling water, process wastewater, or other industrial waste (other than stormwater); or
  - iii. Any category of non-stormwater discharges that the Tier A Municipality identifies as a source or significant contributor of pollutants pursuant to 40 C.F.R. 122.34(b)(3)(iii).
- c. "MS4" means a municipal separate storm sewer system.
- d. "Municipality" means a "municipality" as defined in the Municipal Land Use Law at N.J.S.A. 40:55D-5, that is, any city, borough, town, township, or village.
- e. "Municipal separate storm sewer" means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains):
  - i. Owned or operated by the United States, an interstate agency, a State, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe organization, or a designated and approved management agency under section 208 of the CWA that discharges to surface water or groundwater;
  - ii. Designed and used for collecting or conveying stormwater;
  - iii. Which is not a combined sewer;
  - iv. Which is not part of a POTW; and
  - v. Which is not either of the following:
    - A separate storm sewer(s) that is at an industrial facility, and that collects or conveys stormwater discharges associated with industrial activity that occurs at that facility; or
    - A separate storm sewer(s) that is at a construction site, and that collects or conveys stormwater discharges associated with small construction activity that occurs at that site.

- f. "Small municipal separate storm sewer system" or "small MS4" means all municipal separate storm sewers (other than "large" or "medium" municipal separate storm sewer systems as defined in N.J.A.C. 7:14A-1.2) that are:
- i. Owned or operated by municipalities described under N.J.A.C. 7:14A-25.1(b);
  - ii. Owned or operated by county, State, interstate, or Federal agencies, and located at public complexes as described under N.J.A.C. 7:14A-25.2(a)2; or
  - iii. Owned or operated by county, State, interstate, or Federal agencies, and located at highways and other thoroughfares as described under N.J.A.C. 7:14A-25.2(a)3; or
  - iv. Owned or operated by county, State, interstate, Federal, or other agencies, and receive special designation under N.J.A.C. 7:14A-25.2(a)4.
- g. "Solid and floatable materials" means sediment, debris, trash, and other floating, suspended, or settleable solids.
- h. "Stormwater" means water resulting from precipitation (including rain and snow) that runs off the land's surface, is transmitted to the subsurface, is captured by separate storm sewers or other sewerage or drainage facilities, or is conveyed by snow removal equipment.

## **D. Special Conditions**

### **1. Sharing of Responsibilities**

- a. A Tier A Municipality may rely on another governmental, private, or nonprofit entity (for example, a watershed association) to satisfy the municipality's NJPDES permit obligations to implement one or more control measures (or components (s) thereof) pursuant to N.J.A.C. 7:14A-25.7(a) if:
- i. The other entity, in fact, implements the measure(s), or component(s) thereof;
  - ii. The particular measure(s), or component(s) thereof, is at least as stringent as the corresponding NJPDES permit requirement;
  - iii. The other entity agrees in writing (or is required by law) to implement the measure(s), or component(s) thereof, on the Tier A Municipality's behalf. The municipality is responsible for compliance with this permit if the other entity fails to implement the measure(s), or component(s) thereof. In the annual reports the municipality must submit under Part I, Section H.3, the municipality shall specify that it is relying on another entity to satisfy some of the Tier A Municipality's NJPDES permit obligations.
  - iv. If the municipality is relying on another entity regulated under the NJPDES permit program to satisfy all of that Tier A Municipality's NJPDES permit obligations, including that municipality's obligation to file these annual reports, the municipality shall notify the Department of this reliance in writing, and shall also note this reliance in the municipality's SPPP.



## **E. Stormwater Program and Stormwater Pollution Prevention Plan**

### **1. Stormwater Program**

a. Tier A Municipalities are required to develop, implement, and enforce a stormwater program. This program shall be designed to reduce the discharge of pollutants from the municipality's small MS4 to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the Federal Act and the State Act by including the Statewide Basic Requirements (SBRs) set forth in Part I, Section F and any Additional Measures (AMs) required under Part I, Section G below. At the municipality's discretion, the stormwater program may also include Optional Measures (OMs) also in accordance with Part I, Section G below.

### **2. Stormwater Pollution Prevention Plan (SPPP)**

a. Tier A Municipalities shall prepare and implement a written Stormwater Pollution Prevention Plan (SPPP) that describes the Tier A Municipality's stormwater program and serves as the mechanism for the implementation of the Statewide Basic Requirements. The SPPP must address stormwater quality issues related to new development, redevelopment and existing development. The SPPP shall be prepared and implemented in accordance with the deadlines specified in Part I, Section H. The SPPP shall include, at a minimum, all of the information and items identified in Attachment A.

i. The SPPP shall be signed, dated and retained by the Municipal Stormwater Program Coordinator.

b. For any projects or activities which the municipality contracts out to private contractors after the EDPA, the awarded contract must contain conditions that the contractor must conduct such projects or activities in such a manner that is in compliance with the municipality's SPPP and this permit's conditions. The municipality is responsible for any violations of this permit resulting from a contractor's noncompliance.

c. SPPPs may be amended so long as they continue to meet the requirements of this permit. Any amended SPPPs shall be signed, dated, implemented, retained, and otherwise treated in the same manner as the original SPPP. The Tier A Municipality shall retain each previous SPPP for a period of at least five years from the date of that previous SPPP. This period may be extended by written request of the Department at any time.

## **F. Statewide Basic Requirements (SBRs)**

**1. Stormwater quality issues related to new development, redevelopment and existing development are to be addressed through the implementation of the following Statewide Basic Requirements (SBRs). The permit specifies the BMPs that will be implemented for those SBRs. These SBRs and related BMPs are to be detailed in the municipality's SPPP.**

a. Additional information is provided and each of the SBRs and related BMPs are described in more detail in the Department's Tier A Municipal Stormwater Permit Guidance Document.



## 2. Public Notice

- a. Minimum Standard - Tier A Municipalities shall comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of the Tier A Municipality's stormwater program.
- b. Measurable Goal - Tier A Municipalities shall certify annually that all applicable State and local public notice requirements were followed.
- c. Implementation – Upon the effective date of permit authorization (EDPA).

## 3. Post-Construction Stormwater Management in New Development and Redevelopment

a. Minimum Standard - To prevent or minimize water quality impacts, the Tier A Municipality shall develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects (including projects operated by the municipality itself) that disturb one acre or more, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into the municipality's small MS4. The municipality shall in its post-construction program:

- i. Adopt and reexamine a municipal stormwater management plan (or adopt amendments to an existing municipal stormwater management plan) in accordance with N.J.A.C. 7:8-4.
- ii. Adopt and implement a municipal stormwater control ordinance or ordinances in accordance with N.J.A.C. 7:8-4. The ordinance(s) will control stormwater from non-residential development and redevelopment projects.
- iii. Ensure that any residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (N.J.A.C. 5:21-7) comply with those standards (including any exception, waiver, or special area standard that was approved under N.J.A.C. 5:21-3).
- iv. Where necessary to implement the municipal stormwater management plan, the municipal stormwater control ordinance(s) will also:
  - Control aspects of residential development and redevelopment projects that are not pre-empted by the Residential Site Improvement Standards; and
  - Set forth special area standards approved by the Site Improvement Advisory Board for residential development or redevelopment projects under N.J.A.C. 5:21-3.5.
- v. Ensure adequate long-term operation and maintenance of BMPs.
- vi. Enforce, through the stormwater control ordinance(s) or a separate ordinance, compliance with standards set forth in Attachment C of the permit to control passage of solid and floatable materials through storm drain inlets.
- vii. This post-construction program shall also require compliance with the applicable design and performance standards established under N.J.A.C. 7:8 for major development, unless:

- Those standards do not apply because of a variance or exemption granted under N.J.A.C. 7:8; or
- Alternative standards are applicable under an areawide or Statewide Water Quality Management Plan adopted in accordance with N.J.A.C. 7:15.

b. Measurable Goal – Tier A Municipalities shall certify annually that they have developed, implemented, and are actively enforcing a program to address stormwater runoff from new development and redevelopment projects that discharge into the Tier A Municipality's small MS4 in accordance with the minimum standard.

c. Implementation

i. Upon the effective date of permit authorization, Tier A Municipalities shall for new development and redevelopment projects:

- Ensure that any residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (N.J.A.C. 5:21-7) comply with those standards (including any exception, waiver, or special area standard that was approved under N.J.A.C. 5:21-3).
- Ensure adequate long-term operation and maintenance of BMPs on property owned or operated by the municipality.

ii. Within 12 months from the effective date of permit authorization, Tier A Municipalities shall:

- Adopt a municipal stormwater management plan (or adopt amendments to an existing municipal stormwater management plan) pursuant to the Stormwater Management Rules (N.J.A.C. 7:8-4);
- Comply with the standards set forth in Attachment C of the permit to control passage of solid and floatable materials through storm drain inlets for storm drain inlets the municipality installs within the Tier A Municipality's small MS4.

iii. Within 12 months from the adoption of the municipal stormwater management plan, Tier A Municipalities shall adopt a stormwater control ordinance(s) to implement that plan, and shall submit the adopted municipal stormwater management plan and ordinance(s) to the appropriate county review agency for approval.

iv. Tier A Municipalities shall enforce stormwater control ordinance(s) when approved in accordance with N.J.A.C. 7:8-4.

v. Within 24 months from the effective date of permit authorization Tier A Municipalities shall:



- Ensure adequate long-term operation and maintenance of BMPs on property not owned or operated by the municipality;
- Enforce, through the stormwater control ordinance(s) or a separate ordinance compliance with the standards set forth in Attachment C of the permit to control passage of solid and floatable materials through storm drain inlets for storm drain inlets not installed by the Tier A Municipality.

#### 4. Local Public Education

##### a. Local Public Education Program

i. Minimum Standard – The Local Public Education Program shall describe how the Tier A Municipality will distribute educational information and specifics on how educational activities, including the educational event, will be conducted to satisfy this minimum standard. The following SBR and/or BMP topics shall be included in the Local Public Education Program:

- Stormwater/Nonpoint Source Education – impact of stormwater discharges on surface and ground waters of the State and steps that the public can take to reduce pollutants in stormwater runoff.
- Storm Drain Inlet Labeling – hazards of dumping materials into the storm drain, and fact that storm drains are usually connected to water bodies and do not receive treatment.
- Fertilizer/Pesticide Education –proper application, storage and disposal of pesticides and fertilizers, and the benefits of using native or well adapted vegetation that requires little or no fertilization.
- Waste Disposal Education – identification, proper handling and proper disposal of wastes (including the locations of hazardous waste collection facilities in the area) and the hazards associated with illicit connections and improper disposal of waste.
- Pet Waste Ordinance – information regarding the pet waste ordinance and the benefits of proper disposal of pet waste.
- Litter Ordinance - information regarding litter control and fines associated with littering
- Improper Disposal of Waste Ordinance - information regarding this ordinance.
- Wildlife Feeding Ordinance - information regarding the wildlife feeding prohibition.
- Yard Waste - information regarding home composting and yard waste recycling.

Tier A Municipalities shall provide for the duplication and annual mailing (or other means of delivery) to all residents and businesses within the municipality of the informational brochure provided by the Department. The informational



brochure covers all the topics above. The Department may periodically provide the Tier A Municipality with an updated brochure for duplication and distribution.

As part of this program, Tier A Municipalities shall also conduct each year, at minimum, one education effort in the form of an "event." An event may be an activity established primarily to satisfy this requirement or may be part of a bigger existing event such as municipal festivals, county fairs, or an Earth Day, Arbor Day or 4th of July celebration. During this event, the informational brochure shall also be made available to the public.

ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Local Public Education Program minimum standard and shall provide the date(s) of the annual mailing (or other means of delivery) and annual event (including a description of the event).

iii. Implementation - Within 12 months from the effective date of permit authorization, Tier A Municipalities shall have developed and begun implementing the Local Public Education Program minimum standard.

b. Storm Drain Inlet Labeling

i. Minimum Standard - Tier A Municipalities shall establish a storm drain inlet labeling program and label all storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by the municipality. The program shall establish a schedule for labeling, develop a long term maintenance plan, and when possible, coordinate efforts with watershed groups and volunteer organizations.

ii. Measurable Goal - Tier A Municipalities shall certify annually that a storm drain inlet labeling program has been developed or is being implemented, and shall identify the number of storm drain inlets labeled within each year.

iii. Implementation - Within 12 months from the effective date of permit authorization, Tier A Municipalities shall develop an inlet labeling program for the storm drains identified in the minimum standard. Tier A Municipalities must either:

- Label a minimum of 50% of the storm drain inlets within 36 months from the EDPA; and label all remaining storm drain inlets on or before 60 months from EDPA; or
- Divide the municipality into two sectors for the purposes of storm drain inlet labeling and include a map of the two sectors in the SPPP. Label the storm drain inlets in one sector within 36 months from the EDPA; and label all remaining storm drain inlets on or before 60 months from EDPA.

## 5. Improper Disposal of Waste

### a. Pet Waste Ordinance

- i. Minimum Standard - Tier A Municipalities shall adopt and enforce an ordinance that requires pet owners or their keepers to immediately and properly dispose of their pet's solid waste deposited on any property, public or private, not owned or possessed by that person. Information on the Pet Waste Ordinance and the benefits of proper disposal of pet solid waste shall be distributed with pet licenses.
- ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Pet Waste Ordinance minimum standard.
- iii. Implementation - Within 18 months from the effective date of permit authorization, Tier A Municipalities shall have fully implemented the Pet Waste Ordinance minimum standard.

### b. Litter Ordinance

- i. Minimum Standard - Tier A Municipalities shall adopt and enforce a litter ordinance or enforce the existing State litter statute (N.J.S.A 13:1E-99.3).
- ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Litter Ordinance minimum standard.
- iii. Implementation - Within 18 months from the effective date of permit authorization, Tier A Municipalities shall have fully implemented the Litter Ordinance minimum standard.

### c. Improper Disposal of Waste Ordinance

- i. Minimum Standard - Tier A Municipalities shall adopt and enforce an ordinance prohibiting the improper spilling, dumping, or disposal of materials other than stormwater into the small MS4 (excluding those authorized in Part I, Section A.2.c).
- ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Improper Waste Disposal Ordinance minimum standard.
- iii. Implementation - Within 18 months from the effective date of permit authorization, Tier A Municipalities shall have fully implemented the Improper Disposal of Waste Ordinance minimum standard.

### d. Wildlife Feeding Ordinance

- i. Minimum Standard - Tier A Municipalities shall adopt and enforce an ordinance that prohibits the feeding in any public park or on any other property owned or operated by the Tier A Municipality of any wildlife (excluding confined animals, for example, wildlife confined in zoos, parks, or rehabilitation centers or unconfined wildlife at environmental education centers).
- ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Wildlife Feeding Ordinance minimum standard.
- iii. Implementation - Within 18 months from the effective date of permit



authorization, Tier A Municipalities shall have fully implemented the Wildlife Feeding Ordinance minimum standard.

e. Yard Waste Ordinance / Collection Program

i. Minimum Standard - Tier A Municipalities shall either adopt and enforce an ordinance that prohibits placing non-containerized yard wastes in the street or shall develop a yard waste collection and disposal program. The yard waste collection program shall include monthly yard waste pickups from October through December, once in the spring ("spring clean-up"), and on an "as needed" basis for the rest of the year. The frequency of the "as needed" pickups shall be determined at the discretion of the Tier A Municipality. Any area, which the municipality determines to have no yard waste, will be exempt from the collections. The yard waste collection program shall also include the adoption and enforcement of an ordinance prohibiting all yard wastes from being placed at the curb or along the street more than seven (7) days prior to scheduled collection or the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.

ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Yard Waste minimum standard.

iii. Implementation - Within 18 months from the effective date of permit authorization, Tier A Municipalities shall have either developed and begun implementing a Yard Waste Collection Program or have fully implemented the Yard Waste Ordinance in accordance with the Yard Waste Ordinance / Collection Program minimum standard.

**6. Illicit Connection Elimination and MS4 Outfall Pipe Mapping**

a. Minimum Standard

i. Storm Sewer Outfall Pipe Mapping - Tier A Municipalities must develop a map showing the location of the end of all MS4 outfall pipes that are operated by the Tier A Municipality, and that discharge within the Tier A Municipality's jurisdiction to a surface water body (e.g., a lake, ocean, or stream including an intermittent stream). This map shall also show the location (and name, where known to the Tier A Municipality) of all surface water bodies receiving discharges from those outfall pipes. Each outfall pipe mapped shall be given an individual alphanumeric identifier, which shall be noted on the map. The outfall pipes shall be mapped on either a tax map prepared in accordance with Title 18, Chapter 23A of the New Jersey Administrative Code or on another map drawn to equal or larger (more detailed) scale. A municipality regulated under the Sewage Infrastructure Improvement Act (SIIA) regulations (N.J.A.C. 7:22A) may use a preliminary or final map prepared pursuant to those regulations. The Tier A Municipality shall submit a copy of its outfall pipe map to the Department upon request.

ii. Ordinance Prohibiting Illicit Connections - Each Tier A Municipality shall, to the extent allowable under State law, effectively prohibit through



ordinance, illicit connections to the Tier A Municipality's small MS4, and implement appropriate enforcement procedures and actions.

iii. Illicit Connection Elimination Program - Each Tier A Municipality must develop and implement a program to detect and eliminate illicit connections into the Tier A Municipality's small MS4. The program, at minimum, must include an initial physical inspection of all its outfall pipes. All outfall pipes that are found to have dry weather flow are to be further investigated.

The inspections of outfall pipes and investigations of dry weather flows are to be conducted in accordance with the procedures for detecting, investigating, and eliminating illicit connections contained in Attachment B of the permit. Results of the inspections of outfall pipes and dry weather flows are to be recorded on the Department's Illicit Connection Inspection Report form. Inspection reports for dry weather flows discovered as a result of initial physical inspections or as part of the ongoing program must be submitted to the Department with the annual certification. If the dry weather flow is intermittent the Tier A Municipality must perform, at minimum, three (3) additional investigations in an attempt to locate the illicit connection. If an illicit connection cannot be located or is found to emanate from another public entity, Tier A Municipalities must submit to the Department a written explanation detailing the results of the investigation and notify that public entity. The Department will determine if such measures were adequate and will notify the Tier A Municipality of the determination. All illicit connections found and subject to the ordinance prohibiting illicit connections must be eliminated within six (6) months of the discovery.

After the completion of the initial physical inspection of all outfall pipes, Tier A Municipalities must maintain an ongoing program to detect and eliminate illicit connections. The ongoing program will respond to complaints and reports of illicit connections, including those from operating entities of interconnected small MS4s, and continue to investigate dry weather flows discovered during routine inspections and maintenance of the small MS4.

b. Measurable Goal

i. Tier A Municipalities shall certify annually that an outfall pipe map has been completed or is being prepared in accordance with permit conditions and shall report the number of outfall pipes mapped within the year being reported and the total number of outfall pipes mapped to date.

ii. Tier A Municipalities shall submit an annual certification to the Department certifying that an ordinance prohibiting illicit connections is in place and is being actively enforced.

iii. Tier A Municipalities shall certify annually that an illicit connection elimination program has been developed in accordance with permit conditions to detect and eliminate illicit connections into the Tier A Municipalities' small MS4. Annual certifications shall also include the number of outfalls physically inspected, the number of outfalls found to have dry weather flow, the number of

illicit connections found and the number of illicit connections eliminated. Copies of inspection reports shall be submitted with the annual certification for those outfalls found to have dry weather flow.

c. Implementation

- i. Storm Sewer Outfall Pipe Mapping – Tier A Municipalities shall divide the municipality into two (2) sectors for the purposes of outfall mapping. A diagram of the municipality showing the two (2) sectors shall be part of the Tier A Municipality's SPPP. Tier A Municipalities shall map the location of the end of small MS4 outfall pipes in one sector 36 months from the EDPA; and map the location of the end of all small MS4 outfall pipes on or before 60 months from the EDPA.
- ii. Ordinance Prohibiting Illicit Connections - Within 18 months from the EDPA, Tier A Municipalities shall effectively prohibit through ordinance, illicit connections to the Tier A Municipality's small MS4, and implement appropriate enforcement procedures and actions.
- iii. Illicit Connection Elimination Program - Within 18 months from the effective date of permit authorization, Tier A Municipalities shall have developed and begun implementing a program to detect and eliminate illicit connections into the Tier A Municipality's small MS4. Tier A Municipalities shall perform an initial physical inspection of all outfall pipes using the Department's Illicit Connection Inspection Report form within 60 months from the EDPA.

## 7. Solids and Floatable Controls

a. Street Sweeping

- i. Minimum Standard - Tier A Municipalities shall sweep all municipally owned or operated curbed streets (including roads or highways) with storm drains that have a posted speed limit of 35 mph or less (excluding all entrance and exit ramps) in predominantly commercial areas at a minimum of once per month, weather and street surface conditions permitting.
- ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Street Sweeping minimum standard. Tier A Municipalities must maintain records including the date and areas swept, number of miles of streets swept and the total amount of materials collected. Information shall be reported to the Department in the annual report and certification.
- iii. Implementation - Beginning 12 months after the effective date of permit authorization Tier A Municipalities shall have developed and begun implementing a street sweeping program that meets the minimum standard above.

b. Storm Drain Inlets

- i. Minimum Standard - Retrofitting of existing storm drain inlets to meet the standard contained in Attachment C of the permit is required where such inlets are in direct contact with repaving, repairing (excluding repair of



individual potholes), reconstruction or alterations of facilities owned or operated by the Tier A Municipality. For exemptions to this standard, refer to "Exemptions" in Attachment C.

ii. Measurable Goal – Tier A Municipalities shall certify annually that such storm drain inlets have been retrofitted to meet the minimum standard contained in Attachment C, unless otherwise exempted.

iii. Implementation - Within 12 months of effective date of permit authorization and thereafter, Tier A Municipalities shall retrofit all such storm drain inlets in accordance with the Storm Drainage Inlets minimum standard.

c. Stormwater Facility Maintenance

i. Minimum Standard - Tier A Municipalities shall develop and implement a stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the Tier A Municipality. Stormwater facilities include, but are not limited to: catch basins, detention basins, filter strips, riparian buffers, infiltration trenches, sand filters, constructed wetlands, wet basins, bioretention systems, low flow bypasses, and stormwater conveyances. The stormwater facility maintenance must be performed as required to ensure the proper function and operation of the stormwater facility. Tier A Municipalities shall also clean all catch basins annually to remove accumulated sediment, trash and debris.

ii. Measurable Goal - Tier A Municipalities shall certify annually that all stormwater facilities are properly functioning and that all catch basins have been cleaned in accordance with the minimum standard. If stormwater facilities were found not to be functioning properly and repairs were not made, a schedule for such repairs shall be included in the annual report and certification. Tier A Municipalities shall also maintain records of inspections, maintenance and repairs that were performed which shall be reported in the annual report and certification.

iii. Implementation - Within 12 months from the effective date of permit authorization, Tier A Municipalities shall have developed and begun implementing a stormwater facility maintenance program in accordance with the minimum standard.

d. Road Erosion Control Maintenance

i. Minimum Standard - Tier A Municipalities shall develop a roadside erosion control maintenance program to identify and repair erosion along streets (including roads or highways) operated by the municipality. Tier A Municipalities are also required to regularly inspect and maintain the stability of shoulders, embankments, ditches and soils along these streets to ensure that they are not eroding and contributing to sedimentation of receiving waters. Repairs shall be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey (N.J.A.C. 2:90-1).

ii. Measurable Goal - Tier A Municipalities shall certify annually that they have developed and are implementing a Roadside Erosion Control Maintenance



program. The certification shall also indicate the locations of all problem areas corrected and any maintenance done during that year. The dates of all inspections and employee training sessions shall also be reported in the annual report and certification.

iii. Implementation - Within 18 months from the effective date of permit authorization, Tier A Municipalities shall have developed and begun implementing a roadside erosion control maintenance program in accordance with the minimum standard.

e. **Outfall Pipe Stream Scouring Remediation**

i. Minimum Standard - Tier A Municipalities shall develop and implement a stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control localized stream and stream bank scouring in the vicinity of outfall pipes operated by the municipality. This program shall identify all areas where localized stream and bank scouring occurs as a result of stormwater discharges from the Tier A Municipality's MS4. These areas shall then be prioritized and repairs shall be scheduled and completed. Repairs shall be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey at N.J.A.C. 2:90-1 (e.g., Conduit Outlet Protection 12-1).

ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Outfall Pipe Stream Scouring Remediation minimum standard. In addition, the Tier A Municipality shall list the location of outfall scouring identified, the dates control measures are to begin, and the dates any control measures were completed.

iii. Implementation - Within 18 months of the effective date of permit authorization, Tier A Municipalities shall have developed and begun implementing an outfall pipe stream scouring detection, remediation and maintenance program. This program shall identify and prioritize all stormwater outfall pipes needing repairs, and then schedule and complete the repairs.

**8. Maintenance Yard Operations (including maintenance activities at Ancillary Operations)**

a. **De-icing Material Storage**

i. Minimum Standard - Tier A Municipalities must construct a permanent structure (a permanent building or permanent structure that is anchored to a permanent foundation with an impermeable floor, and that is completely roofed and walled) for the storage of salt, and other de-icing materials. Once completed, Tier A Municipalities shall perform regular maintenance and inspections of the permanent structure. Seasonal tarping shall be used as an interim BMP until the permanent structure is completed. Sand may be stored outside and uncovered if a 50-foot setback is maintained from storm sewer inlets, ditches or other stormwater conveyance channels, and surface water bodies.

ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the De-icing Material Storage minimum standard.

iii. Implementation - Within 12 months from the effective date of permit authorization, Tier A Municipalities shall implement the interim seasonal tarping BMP. Within 12 months of the effective date of permit authorization, Tier A Municipalities will comply with the 50-foot buffer requirement for the outside storage of sand. Within 36 months from the effective date of permit authorization Tier A Municipalities shall store all salt and de-icing materials in a permanent structure.

b. Fueling Operations

i. Minimum Standard - Tier A Municipalities must develop and implement standard operating procedures for vehicle fueling, and receiving of bulk fuel deliveries at maintenance yard operations. The standard operating procedures shall incorporate the required practices listed in Attachment D.

ii. Measurable Goal - Tier A Municipalities must certify annually that there is a vehicle fueling and bulk receiving standard operating procedures in place.

iii. Implementation - Within 12 months of the effective date of permit authorization, Tier A Municipalities shall have developed and begun implementing the required standard operating procedures for fueling operations.

c. Vehicle Maintenance

i. Minimum Standard - Tier A Municipalities shall develop and implement a standard operating procedure (SOP) for vehicle maintenance and repair activities that occur at municipal maintenance yard operations. The SOP shall include the required practices listed in Attachment D. The SOP shall include regular inspections of all maintenance areas and activities.

ii. Measurable Goal - Tier A Municipalities must certify annually that there is a vehicle maintenance standard operating procedure in place and that regular inspections and maintenance are being performed.

iii. Implementation - Within 12 months of the effective date of permit authorization, Tier A Municipalities shall have developed and begun implementing the required standard operating procedures for Vehicle Maintenance.

d. Good Housekeeping Practices

i. Minimum Standard - Tier A Municipalities must implement good housekeeping procedures for all materials or machinery listed in the Inventory Requirements for Municipal Maintenance Yard Operations prepared in accordance with Attachment D. These good housekeeping procedures include, but not limited to, the required practices listed in Attachment D at all municipal maintenance yard operations (including maintenance operations at ancillary operations).

ii. Measurable Goal - Tier A Municipalities must certify annually that they have met the Good Housekeeping Practices minimum standard.

iii. Implementation - Within 12 months of the effective date of permit authorization, Tier A Municipalities shall have developed and begun



implementing the required standard operating procedures for Good Housekeeping.

## 9. Employee Training

a. Minimum Standard - Tier A Municipalities shall develop and conduct an annual employee training program for appropriate employees on appropriate topics. At a minimum, annual employee training will include the following topics:

- i. Waste Disposal Education – Training shall include how to respond to inquires regarding proper waste disposal.
- ii. Municipal Ordinances – Training shall include an overview of the Pet Waste Ordinance, Litter Ordinance, Illicit Connection Ordinance and Improper Waste Disposal Ordinance, Wildlife Feeding Ordinance, and Yard Waste Ordinance (if applicable), their requirements, enforcement policy, and hazards associated with improper waste disposal.
- iii. Yard Waste Collection Program (if applicable) – Training shall include frequency of yard waste pickups and schedule, policy for when yard waste can be placed curbside, and alternatives such as composting and recycling.
- iv. Illicit Connection Elimination and Outfall Pipe Mapping – Training shall include information regarding the hazards associated with illicit connections and details of the program including investigation techniques, physical observations, field sampling, and mapping procedures.
- v. Street Sweeping – Training shall include sweeping schedules and record keeping requirements.
- vi. Stormwater Facility Maintenance - Training shall include catch basin cleaning schedules and record keeping requirements.
- vii. Road Erosion Control and Outfall Pipe Stream Scouring Remediation – Training shall include identifying road erosion and outfall pipe scouring and repairs.
- viii. Maintenance Yard Operations (including Ancillary Operations) – Training shall include de-icing material storage, fueling, vehicle maintenance, equipment/vehicle washing and good housekeeping SOPs.
- ix. Construction Activity / Post-Construction Stormwater Management in New Development and Redevelopment – Training shall include information regarding the requirement to obtain a NJPDES construction activity stormwater permit (see Part I, Section A.5.a and A.5.b of this permit) and requirements for Post-Construction Stormwater Management in New Development and Redevelopment (See Part I, Section F.3 of this permit) for the permittee’s own construction activities and projects that disturb one acre or more.

b. Measurable Goal - Tier A Municipalities must certify annually the date of the annual employee training.

c. Implementation – Training shall begin 12 months from the effective date of permit authorization.



## 10. Construction Site Stormwater Runoff Control

- a. Pursuant to N.J.A.C. 7:14A-25.6(b)2 and 25.7(b), the Department is responsible for developing, implementing, and enforcing a NJPDES permit program to reduce pollutants in stormwater runoff to small MS4s from construction activities. The Tier A Municipality is not required to include this SBR in its stormwater program or discuss this SBR in its SPPP.

## G. Additional Measures and Optional Measures

### 1. Additional Measures

- a. Additional Measures (AMs) are non-numeric or numeric effluent limitations that are expressly required to be included in the stormwater program by an adopted areawide or Statewide Water Quality Management Plan (WQM plan). AMs may modify or be in addition to SBRs. AMs may be required by a TMDL approved or established by USEPA, a regional stormwater management plan, or other elements of adopted areawide or Statewide WQM plans.
- b. The Department will provide written notice of the adoption of an AM to each Tier A Municipality whose stormwater program will be affected, and will list each adopted AM in the permit by making a minor modification to the permit. The AMs, other than numeric effluent limitations, will specify the BMPs that must be implemented and the measurable goals for each BMP. The AMs will also specify time periods for implementation.

### 2. Optional Measures

- a. At the Tier A Municipality's discretion, the stormwater program may also include Optional Measures (OMs), which are BMPs that are not implemented for SBRs or AMs but that prevent or reduce the pollution of the waters of the State.

## H. Deadlines and Certifications

### 1. Stormwater Pollution Prevention Plan

- a. Within twelve (12) months from the effective date of permit authorization, the Tier A Municipality shall prepare an SPPP.
- b. The SPPP shall include, at a minimum, all of the information and items identified in Attachment A. The SPPP shall be signed, dated and retained by the Tier A Municipality.

### 2. Statewide Basic Requirements

- a. Each SBR contained in Part I, Section F of the permit has a specific implementation schedule based on the effective date of permit authorization. Each SBR shall be implemented in accordance with that schedule. Tier A Municipalities shall certify in the Annual Report and Certification the status of the implementation of each SBR and the date implementation was completed, as appropriate.
  - i. The Department may grant a six-month extension to the deadlines contained in an implementation schedule for any of the SBRs if the Tier A Municipality submits a written request for such extension, at least 30 days prior to the deadline, establishing to the Department's satisfaction that the Federal,

State and local permits and approvals necessary for the construction of best management practices could not with due diligence be obtained within the time period set forth in Section F above. The written request shall be submitted to:

NJDEP  
 Division of Water Quality  
 Bureau of Nonpoint Pollution Control  
 Municipal Stormwater Regulation Program  
 P.O. Box 029  
 Trenton, NJ 08625-0029

### 3. Annual Report and Certification

- a. Tier A Municipalities shall complete an Annual Report (on a form provided by the Department) summarizing the status of compliance with this permit including measurable goals and the status of the implementation of each SBR contained in Part I, Section F of the permit. This report shall include a certification that the municipality is in compliance with its stormwater program, SPPP and this permit, except for any incidents of noncompliance. Any incidents of noncompliance with permit conditions shall be identified in the Annual Report and Certification. A copy of each Annual Report and Certification shall be kept at a central location and shall be made available to the Department for inspection.
  - i. If there are incidents of noncompliance, the report shall identify the steps being taken to remedy the noncompliance and to prevent such incidents from recurring.
  - ii. The Annual Report and Certification shall be signed and dated by the Tier A Municipality, and shall be maintained for a period of at least five years. This period may be extended by written request of the Department at any time.
- b. The Annual Report and Certification shall be submitted to the Department pursuant to the following submittal schedule:
  - i. Submit an Annual Report and Certification: on or before May 2, 2005 and every 12 months thereafter.

### I. Standard Conditions

**1. The following general conditions are incorporated by reference. The Tier A Municipality is required to comply with the regulations, which were in effect as of March 2, 2004.**

- a. General Permits N.J.A.C. 7:14A-6.13
- b. Penalties for Violations N.J.A.C. 7:14-8.1 et seq.
- c. Incorporation by Reference N.J.A.C. 7:14A-2.3
- d. Toxic Pollutants N.J.A.C. 7:14A-6.2(a)4i
- e. Duty to Comply N.J.A.C. 7:14A-6.2(a)1 & 4
- f. Duty to Mitigate N.J.A.C. 7:14A-6.2(a)5 & 11
- g. Inspection and Entry N.J.A.C. 7:14A-2.11(e)
- h. Enforcement Action N.J.A.C. 7:14A-2.9
- i. Duty to Reapply N.J.A.C. 7:14A-4.2(e)3
- j. Signatory Requirements for Applications and Reports N.J.A.C. 7:14A-4.9



- k. Effect of Permit/Other Laws N.J.A.C. 7:14A-6.2(a)6 & 7 & 2.9(c)
- l. Severability N.J.A.C. 7:14A-2.2
- m. Administrative Continuation of Permits N.J.A.C. 7:14A-2.8
- n. Permit Actions N.J.A.C. 7:14A-2.7(c)
- o. Reopener Clause N.J.A.C. 7:14A-6.2(a)10, 16.4(b) & 25.7(b)
- p. Permit Duration and Renewal N.J.A.C. 7:14A-2.7(a) & (b)
- q. Consolidation of Permit Process N.J.A.C. 7:14A-15.5
- r. Confidentiality N.J.A.C. 7:14A-18.2 & 2.11(g)
- s. Fee Schedule N.J.A.C. 7:14A-3.1
- t. UIC Corrective Action N.J.A.C. 7:14A-8.4
- u. Additional Conditions Applicable to UIC Permits N.J.A.C. 7:14A-8.9
- v. UIC Operating Criteria N.J.A.C. 7:14A-8.16

## 2. Operation And Maintenance

- a. Need to Halt or Reduce not a Defense N.J.A.C. 7:14A-2.9(b)
- b. Proper Operation and Maintenance N.J.A.C. 7:14A-6.12

## 3. Monitoring And Records

- a. Monitoring N.J.A.C. 7:14A-6.5
- b. Recordkeeping N.J.A.C. 7:14A-6.6
- c. Signatory Requirements for Monitoring Reports N.J.A.C. 7:14A-6.9

## 4. Reporting Requirements

- a. Planned Changes N.J.A.C. 7:14A-6.7
- b. Reporting of Monitoring Results N.J.A.C. 7:14A-6.8
- c. Noncompliance Reporting N.J.A.C. 7:14A-6.10 & 6.8(h)
- d. Hotline/Two Hour & Twenty-four Hour Reporting N.J.A.C. 7:14A-6.10(c) & (d)
- e. Written Reporting N.J.A.C. 7:14A-6.10(e) & (f) & 6.8(h)
- f. Duty to Provide Information N.J.A.C. 7:14A-2.11, 6.2(a)14 & 18.1
- g. Compliance Schedules N.J.A.C. 7:14A-6.4
- h. Transfer N.J.A.C. 7:14A-6.2(a)8 & 16.2

5. Copies of the NJPDES rules may be purchased by contacting West Group, St. Paul, Minnesota, 1-800-808-WEST.

## J. Additional Conditions

### 1. Agency and Public Review

- a. The Tier A Municipality shall make the SPPP available upon request to an authorized representative of the Department and to the owner of and operating entity for any municipal separate storm sewer system that receives discharges from the Tier A Municipality's small MS4.
- b. Upon review by an authorized representative, the Department may notify the Tier A Municipality at any time that the SPPP does not meet one or more of the minimum requirements. Within 30 days after receiving such notification (unless otherwise specified by the Department), the SPPP shall be amended to adequately address all deficiencies, and written certification of such amendments shall be submitted to the Department.
- c. Tier A Municipalities shall make records required by this permit, including its



SPPP, available to the public at reasonable times during regular business hours (see N.J.A.C. 7:14A-18 for confidentiality provisions).

## **2. Other Laws**

a. In accordance with N.J.A.C. 7:14A-6.2(a)7, this permit does not authorize any infringement of State or local law or regulations, including, but not limited to the Pinelands rules (N.J.A.C. 7:50), N.J.A.C. 7:1E (Department rules entitled "Discharges of Petroleum and other Hazardous Substances"), the New Jersey Register of Historic Places Rules (N.J.A.C. 7:4), and all other Department rules. No discharge of hazardous substances (as defined in N.J.A.C. 7:1E-1.6) resulting from an onsite spill shall be deemed to be "pursuant to and in compliance with [this] permit" within the meaning of the Spill Compensation and Control Act at N.J.S.A. 58:10-23.11c.

## **3. Operations and Maintenance Manual**

a. In accordance with N.J.A.C. 7:14A-6.12(c), for a discharge authorized by this permit, the Tier A Municipality is exempt from the requirement to prepare an operations and maintenance manual.

## Attachment A

### CONTENTS OF THE STORMWATER POLLUTION PREVENTION PLAN

#### A. SPPP Team

1. The Stormwater Pollution Prevention Plan (SPPP) shall identify the person or persons responsible for implementing or coordinating the SPPP activities (including at the Tier A Municipality's discretion, OMs).

#### B. Description of Required Best Management Practices

1. The SPPP shall identify and discuss each Statewide Basic Requirement (SBR) and best management practice (BMP) required by the Tier A Municipal Stormwater General Permit.

2. The SPPP shall identify and discuss each Additional Measure (AM), if any, required by the Tier A Municipal Stormwater General Permit.

3. The SPPP shall identify and discuss any Optional Measures (OMs) the Tier A Municipality chooses to include in its stormwater program.

4. For each SBR, AM, or OM included in the Tier A Municipality's stormwater program, the SPPP shall:

- a. Describe the method of implementation;
- b. Include detailed record keeping, as appropriate or as required;
- c. Include an implementation schedule consistent with permit requirements, including interim milestones;
- d. Include any special diagrams required by the permit (i.e., Storm Drain Inlet Labeling and Illicit Connection Elimination and MS4 Outfall Pipe Mapping);
- e. Sharing responsibilities (If the Tier A Municipality wants to share responsibilities for implementing one or more control measures (other than OMs) with one or more other entities pursuant to N.J.A.C. 7:14A-25.7(a), the SPPP must describe which measure(s) the Tier A Municipality will implement, and identify the entity(ies) that will implement the other measure(s));
- f. Include maintenance schedules, as appropriate; and
- g. Include inspection schedules, as appropriate.

#### C. Identifying Areas Served by Combined Sewer

1. Tier A Municipalities that want to exclude any "combined sewer area" from the stormwater program must include a map showing the boundaries of the combined sewer area. A "combined sewer area" is an area that is excluded because all stormwater from that area (and operated by the municipality) is discharged to combined (or sanitary) sewer systems.



## Attachment B

### PROCEDURES FOR DETECTING, INVESTIGATING, AND ELIMINATING ILLICIT CONNECTIONS

#### Detection

An illicit connection for the purposes of this permit, is any physical or non-physical connection that discharges domestic sewage, non-contact cooling water, process wastewater, or other industrial waste (other than stormwater) to the Tier A Municipality's small MS4, unless that discharge is authorized under a NJPDES permit other than this Tier A Municipal Stormwater General Permit (non-physical connections may include, but are not limited to, leaks, flows, or overflows into the municipal separate storm sewer system). An illicit connection is also any category of non-stormwater discharges that a Tier A Municipality identifies as a source or significant contributor of pollutants pursuant to 40 C.F.R. 122.34(b)(3)(iii).

MS4 outfall pipes, for the most part, should not be discharging during substantial dry periods (72 hours after a rain event). Such flow is frequently referred to as "dry weather flow", which may be the result of an illicit connection. All dry weather flows are generally non-stormwater discharges, however not all dry weather flows are illicit connections. Some non-stormwater flows result from the improper disposal of waste (e.g., radiator flushing, engine degreasing, improper disposal of oil) and some may be the result of allowable discharges such as residential car washing, irrigation runoff, permitted (NJPDES) discharges and natural waters (e.g., spring water and groundwater infiltration). By using the Department's Illicit Connection Inspection Report form and making physical observations, a Tier A Municipality will compile information that will help determine if the dry weather flow is an illicit connection and the most likely source of the illicit connection. After making these physical observations, additional chemical field testing will enable a Tier A Municipality to further narrow the potential source(s) of the illicit connection.

The first physical observation is to observe if there is a dry weather flow. Some dry weather discharges are continuously flowing and some are intermittent. Observations will allow the Tier A Municipality to establish with reasonable certainty if there is an intermittent flow. If there are indications of intermittent flows (staining, odors, deterioration of outfall structure) follow-up investigations are required (see Investigation section). An estimate of the flow rate of the discharge shall also be noted (flow rate can be estimated by various methods, including timing how long it takes to fill a container of a known size). Additional physical observations and measurements shall be made for odor, color, turbidity, floatable matter, temperature, deposits and stains, vegetation and algal growth and condition of outfall structure (see Illicit Connection Inspection Report form). Information compiled from physical observations and field monitoring should be used to help identify potential sources. These observations are very important since they are the simplest method of identifying grossly contaminated dry weather flows. If physical observations alone are sufficient to warrant further investigation, then field testing is not required.

If a dry weather flow exists, and after making all physical observations (unless physical observations are enough to warrant further investigation), the Tier Municipality shall field test for surfactants (detergents). If these flows contain surfactants in excess of the detection limit, Tier A Municipalities shall field test for ammonia (as N) and potassium to help distinguish sanitary wastewater sources from other non-stormwater flows that contain detergents. Non-stormwater



discharges that are absent of surfactants shall be tested for fluoride to help distinguish potable from non-potable sources. Municipalities should refer to the Tier A Stormwater General Permit Guidance Manual for assistance and interpretation of field testing results.

All of the tests for the tracing of illicit connections may be performed in the field by employees of the Tier A Municipality or may be contracted out. Lab certification for those parameters is **not** required, however all person(s) responsible for calibrating, maintaining, and taking field samples shall be trained in the use of the equipment and appropriate field testing protocol.

#### Investigation

Any storm sewer outfall pipe found during the initial inspection or on any subsequent inspection to have a non-stormwater discharge or indications of an intermittent non-stormwater discharge requires further investigation by the Tier A Municipality to identify and locate the specific source. Non-stormwater discharges suspected of being sanitary sewage and/or significantly contaminated shall be prioritized and investigated first. Investigations of non-stormwater discharges suspected of being cooling water, washwater, or natural flows may be delayed until after all suspected sanitary sewage and/or significantly contaminated discharges have been investigated, eliminated and/or resolved.

Dry weather flows believed to be an immediate threat to human health or the environment shall be reported immediately to the Department's Action Hotline at 1-877-WARNDEP (1-877-927-6337).

Physical observations and field testing can help narrow the identification of potential sources of a non-stormwater discharge. However it is unlikely that either will pinpoint the exact source. Therefore, Tier A Municipalities will need to perform investigations "upstream" to identify illicit connections to systems with identified problem outfalls.

All non-stormwater discharges, whether continuous or intermittent must be investigated by the Tier A Municipality. All investigations must be resolved. If the source is found to be a non-stormwater discharge authorized under Part I, Section A.2.c of the permit, no further action is required. If a non-stormwater discharge is found but no source is able to be located within six (6) months of beginning the investigation, then the Tier A Municipality shall submit to the Department a Closeout Investigation form to close out the investigation. The Tier A Municipality must document that a good faith effort was made to find the source of the dry weather discharge and document each phase of the investigation. If the observed discharge is intermittent the Tier A Municipality must document, in the Illicit Connection Inspection Report form, that a minimum three (3) separate investigations were made to observe the discharge when it is flowing. If these attempts are unsuccessful, the Tier A Municipality shall submit to the Department the Closeout Investigation form noted above. However, since this is an ongoing program, the Tier A municipality should periodically recheck these suspected intermittent discharges.

#### Elimination

Non-stormwater discharges traced to their source and found to be illicit connections subject to the ordinance prohibiting illicit connections shall be eliminated. At the time the illicit connection is detected the responsible party shall be cited for violation of the municipal ordinance prohibiting

illicit connections and given thirty (30) days to cease the non-stormwater discharge. The responsible party may apply for a NJPDES permit for the discharge, but the discharge shall be ceased until a valid NJPDES permit has been issued by the Department. Tier A Municipalities are required to verify that the illicit discharge was eliminated by the responsible party within the specified timeframe and ensure that measures taken to eliminate the discharge are permanent and are not done in such a manner that would allow easy reconnection to the MS4.

When a responsible party fails to eliminate the discharge, Tier A Municipalities shall take the necessary steps to enforce their ordinance, including court action. In such instances the Department shall be notified by written correspondence so it is aware of any pending action and is able to provide assistance if needed.

If an illicit connection cannot be located or is found to emanate from another public entity, Tier A Municipalities must submit to the Department a written explanation detailing the results of the investigation and notify that public entity.



## **Attachment C**

### **DESIGN STANDARD - STORM DRAIN INLETS**

This standard applies to storm drain inlets installed as part of new development and redevelopment projects (public or private) that disturb one acre or more. In addition, retrofitting of existing storm drain inlets to this standard is required where such inlets are in direct contact with repaving, repairing (excluding repair of individual potholes), reconstruction or alterations of facilities owned or operated by the Tier A Municipality. For exemptions to this standard see "Exemptions" below.

#### Grates in Pavement or Other Ground Surfaces

Design engineers shall use either of the following grates whenever they use a grate in pavement or another ground surface to collect stormwater from that surface into a storm drain or surface water body under that grate:

1. The New Jersey Department of Transportation (NJDOT) bicycle safe grate, which is described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines (April 1996).
2. A different grate, if each individual clear space in that grate has an area of no more than seven (7.0) square inches, or is no greater than 0.5 inches across the smallest dimension.

(In regard to whether the different grate must also be bicycle safe, the Residential Site Improvement Standards include requirements for bicycle-safe grates.)

Examples of grates subject to this standard include grates in grate inlets, the grate portion (non-curb-opening portion) of combination inlets, grates on storm sewer manholes, ditch grates, trench grates, and grates of spacer bars in slotted drains. Examples of ground surfaces include surfaces of roads (including bridges), driveways, parking areas, bikeways, plazas, sidewalks, lawns, fields, open channels, and stormwater basin floors.

#### Curb-Opening Inlets (Including Curb-Opening Inlets in Combination Inlets)

Whenever design engineers use a curb-opening inlet, the clear space in that curb opening (or each individual clear space, if the curb opening has two or more clear spaces) shall have an area of no more than seven (7.0) square inches, or be no greater than two (2.0) inches across the smallest dimension.

#### Exemptions

##### *Retrofitting Exemptions*

1. Repaving, repairing, reconstruction or alterations projects that began construction prior to March 3, 2004, and projects that were awarded bid prior to March 3, 2004, are exempted from the storm drain inlet design standard.
2. Existing curb-opening inlets do not need to be retrofitted to meet the design standard if each individual clear space in the curb opening has an area of no more than nine (9.0) square inches.



*Hydraulic Performance Exemptions*

1. New Development and Redevelopment Projects - Where the review agency determines that this standard would cause inadequate hydraulic performance that could not practicably be overcome by using additional or larger storm drain inlets that meet these standards.
2. Retrofitting of existing storm drain inlets - Where the review agency determines that this standard would cause inadequate hydraulic performance.

*Alternative Device Exemptions*

1. Where flows from the water quality design storm as specified in N.J.A.C. 7:8 are conveyed through any device (e.g., end of pipe netting facility, manufactured treatment device, or a catch basin hood) that is designed, at a minimum, to prevent delivery of all solid and floatable materials that could not pass through one of the following:
  - a. A rectangular space four and five-eighths inches long and one and one-half inches wide (this option does not apply for outfall netting facilities); or
  - b. A bar screen having a bar spacing of 0.5 inches.
2. Where flows are conveyed through a trash rack that has parallel bars with one-inch (1") spacing between the bars, to the elevation of the water quality design storm as specified in N.J.A.C. 7:8.

Note - The preceding exemptions do not authorize any infringement of requirements in the Residential Site Improvement Standards for bicycle-safe grates in new residential development (N.J.A.C. 5:21-4.18(b)2 and 7.4(a)).

*Historic Places Exemption*

Where the Department determines, pursuant to the New Jersey Register of Historic Places Rules at N.J.A.C. 7:4-7.2(c), that action to meet this standard is an undertaking that constitutes an encroachment or will damage or destroy the New Jersey Register listed historic property.

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

A. The following BMPs must be implemented at maintenance yards including maintenance activities at ancillary operations (for example, impound yards, solid waste transfer stations, mobile fueling), where applicable, operated by Tier A Municipalities:

**1. Inventory Requirements for Municipal Maintenance Yard Operations (including Ancillary Operations)**

a. Tier A Municipalities shall include for municipal maintenance yard operations an inventory that includes the following:

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

**2. Fueling**

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

b. Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels. A trained employee must always be present to supervise during bulk fuel transfer.

c. Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

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

**3. Vehicle Maintenance**

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



#### 4. General Good Housekeeping

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

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

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



## 6. Inspections

- a. Inspections of all Municipal Maintenance Yard Operations shall be conducted regularly.
- b. Discharge of Stormwater from Secondary Containment
  - i. The discharge pipe/outfall from a secondary containment area must have a valve and the valve must remain closed at all times except as described below. A municipality may discharge stormwater that accumulated in the secondary containment area if a visual inspection is performed to ensure that the contents of aboveground storage tank have not come in contact with the stormwater to be discharged. Visual inspections are only effective when dealing with materials that can be observed, like petroleum. If the contents of the tank are not visible in stormwater, the municipality must 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.

**Appendix C – Annual Certification Form**

# Annual Report and Certification Tier A Municipal Stormwater General Permit

Municipality  
Information

Municipality: ?? County ??

NJPDES # : NJG0141852 PI ID #: 50577

Team Member: *(Stormwater Program Coordinator)*

Date 3/30/05 Effective Date of Permit Authorization (EDPA): 4/1/04

## Stormwater Pollution Prevention Plan

Have you prepared a Stormwater Pollution Prevention Plan that describes your Stormwater Program?  
Y (  ) N (  )

Does the SPPP include all of the information and items required by the permit (including Attachment A)?  
Y (  ) N (  )

Is the SPPP signed and dated? Y (  ) N (  ) Date SPPP signed: 3/30/05

Is the SPPP retained by your Municipal Stormwater Program Coordinator? Y (  ) N (  )

Was the SPPP amended since the last annual report? Y (  ) N (  )

If so, in general terms, what was amended? *Not applicable -- first SPPP*

## Public Notice

Are you complying with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program?  
Y (  ) N (  )



# Annual Report and Certification

Tier A Municipal Stormwater General Permit

Municipality  
Information

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

NJPDES # : NJG0141852 PI ID #: 50577

Team Member: (Stormwater Program Coordinator)

Date 3/30/05 Effective Date of Permit Authorization (EDPA): 4/1/04

## Post-Construction Stormwater Management in New Development and Redevelopment

Are you ensuring that any residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management comply with those standards? Y (  ) N (  )

Are you ensuring adequate long-term operation and maintenance of BMPs on property that you own or operate? Y (  ) N (  )

For storm drain inlets that you install, are you complying with the standards set forth in Attachment C of the permit to control passage of solid and floatable materials? Y (  ) N (  )

Have you forwarded a copy of the proposed municipal stormwater management plan required by the permit to the county planning board at least 20 days prior to the date of your public hearing on that plan? Y (  ) N (  )

Date forwarded: 2/05

*[for purposes of this annual report, "municipal stormwater management plan" means a new municipal stormwater management plan, as well as amendments to an existing municipal stormwater management plan]*

Have you adopted a municipal stormwater management plan in accordance with N.J.A.C. 7:8-4? Y (  ) N (  )

Date adopted: 3/05

Status of this plan (if not adopted):

Have you transmitted, within 30 days after adoption, a copy of your adopted municipal stormwater management plan to the county planning board for its information and files? Y (  ) N (  )

Date transmitted: 4/05

Have you forwarded a copy of the proposed municipal stormwater control ordinance(s) required by the permit to the county planning board at least 10 days prior to the date of your public hearing on the ordinance(s)? Y (  ) N (  )

Date forwarded: n/a-- due 2006

Have you adopted a municipal stormwater control ordinance(s) in accordance with N.J.A.C. 7:8-4?  
Y (  ) N (  )

Date adopted: n/a -- due 2006

Status of this ordinance(s) (if not adopted):

Have you submitted your adopted municipal stormwater management plan and stormwater control ordinance(s) to the appropriate county review agency for approval? Y (  ) N (  )

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

Are your adopted municipal stormwater management plan and stormwater control ordinance(s) approved and in effect? Y (  ) N (  )

Effective date: \_\_\_\_\_

Ordinance number(s): \_\_\_\_\_

Status of adopted plan and ordinance(s) (if not in effect): due 2006

Have you:

Placed your approved municipal stormwater management plan and stormwater control ordinance(s) on your website, and notified the Department, the Soil Conservation District and State Soil Conservation Committee? Y (  ) N (  ) N/A (  )

Date you notified the Department: \_\_\_\_\_

**OR**

Submitted your approved municipal stormwater management plan and stormwater control ordinance(s) to the Department, and provided notice to the Soil Conservation District and State Soil Conservation Committee? Y (  ) N (  ) N/A (  )

Date submitted to the Department: n/a -- due 2006

Are you enforcing your approved municipal stormwater control ordinance(s)? Y (  ) N (  )

Have you granted any variances or exemptions from the design and performance standards for stormwater management measures set forth in your approved municipal stormwater management plan and stormwater control ordinance(s)? Y (  ) N (  )

If yes, does your approved municipal stormwater management plan include a mitigation plan in accordance with N.J.A.C. 7:8-4.2(c)11? Y (  ) N (  )

Did you submit a written report to the county review agency and the Department describing the variance or exemption and the required mitigation? Y (  ) N (  )

Date(s) report(s) submitted to the Department: n/a

For storm drain inlets not installed by you, are you enforcing compliance with the standards set forth in Attachment C of the permit to control passage of solid and floatable materials? Y (  ) N (  )

If yes, specify whether such compliance is enforced through your stormwater control ordinance(s) or through a separate ordinance (and provide the separate ordinance number):

Are you ensuring adequate long-term operation and maintenance of BMPs on property that you do not own or operate? Y (  ) N (  )

If yes, briefly indicate how this being accomplished (e.g., ordinance requiring operation and maintenance by private entity; operation and maintenance by you or other governmental entity):

Have you reexamined your approved municipal stormwater management plan at each reexamination of your master plan in accordance with N.J.A.C. 7:8-4? Y (  ) N (  )

Date reexamination report adopted: \_\_\_\_\_



# Annual Report and Certification

Tier A Municipal Stormwater General Permit

Municipality  
Information

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

NJPDES # : NJG0141852 PI ID #: 50577

Team Member: (Stormwater Program Coordinator)

Date 3/30/05 Effective Date of Permit Authorization (EDPA): 4/1/04

## Local Public Education

### Local Public Education Program

Have you developed a Local Public Education Program? Y (  ) N (  )

Date development of program completed: 3/30/05

Date of Annual Distribution of Educational Brochure: pending

Method of Distribution: mailing

Date of Annual Event: pending

Description of Event:

### Storm Drain Inlet Labeling

Have you established a storm drain inlet labeling program? Y (  ) N (  )

Have you divided your municipality into two sectors for the purpose of storm drain inlet labeling?  
Y (  ) N (  )

If "yes," indicate the number of sectors labeled to date:  0  1  2

If "no," please check approximate percentage of storm drain inlets labeled to date:

25%  50%  75%  100%  other (specify) \_\_\_\_\_%

Have you developed a long term maintenance plan for the storm drain inlet labels? Y (  ) N (  )

Are you implementing your long-term maintenance plan? Y (  ) N (  )

# Annual Report and Certification

Tier A Municipal Stormwater General Permit

Municipality  
Information

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

NJPDES # :NJG0141852 PI ID #: 50577

Team Member: *(Stormwater Program Coordinator)*

Date 3/30/04 Effective Date of Permit Authorization (EDPA): 4/1/04

## Improper Disposal of Waste

Have you adopted and are you enforcing a:

Pet Waste Ordinance	Y ( <input type="checkbox"/> ) N ( <input checked="" type="checkbox"/> )	Date adopted: <i>pending</i>
Litter Ordinance	Y ( <input type="checkbox"/> ) N ( <input checked="" type="checkbox"/> ) N/A ( <input type="checkbox"/> )	Date adopted: <i>pending</i>
State Litter Statute	Y ( <input type="checkbox"/> ) N ( <input checked="" type="checkbox"/> ) N/A ( <input type="checkbox"/> )	
Improper Disposal of Waste Ordinance	Y ( <input type="checkbox"/> ) N ( <input checked="" type="checkbox"/> )	Date adopted: <i>pending</i>
Wildlife Feeding Ordinance	Y ( <input type="checkbox"/> ) N ( <input checked="" type="checkbox"/> )	Date adopted: <i>pending</i>
Containerized Yard Waste Ordinance	Y ( <input type="checkbox"/> ) N ( <input type="checkbox"/> ) N/A ( <input type="checkbox"/> )	Date adopted: _____
Yard Waste Collection Program Ordinance	Y ( <input type="checkbox"/> ) N ( <input checked="" type="checkbox"/> ) N/A ( <input type="checkbox"/> )	Date adopted: <i>pending</i>
Illicit Connection Ordinance	Y ( <input type="checkbox"/> ) N ( <input checked="" type="checkbox"/> )	Date adopted: <i>pending</i>

Status of these ordinances (if not adopted): *pending (by October, 2005)*

Method(s) of enforcement (e.g., summons, warnings, additional signs, etc.): *warning, fines*

Are you distributing the Pet Waste Information Sheets with pet licenses? Y (  ) N (  )

## Yard Waste Collection Program

Have you developed a yard waste collection program? Y (  ) N (  ) N/A (  )

Collection Dates:

October  November  December  Spring Cleanup (*April*)

# Annual Report and Certification

Tier A Municipal Stormwater General Permit

Municipality Information

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

NJPDES # : NJG0141852 PI ID #: 50577

Team Member: *(Stormwater Program Coordinator)*

Date 3/30/05 Effective Date of Permit Authorization (EDPA): 4/1/04

## Illicit Connection Elimination and MS4 Outfall Pipe Mapping

### Outfall Pipe Mapping

Number of sectors with MS4 outfall pipes mapped to date (please check):  0       1       2

Date first sector completed: \_\_\_\_\_ Date second sector completed: \_\_\_\_\_

### Illicit Connection Elimination Program

Have you developed an Illicit Connection Elimination program? Y (  ) N (  )

Date development of program completed: 3/30/05

Have you begun the initial physical inspection of all outfall pipes using the Department's Illicit Connection Inspection Report form? Y (  ) N (  )

Number of outfalls physically inspected since May 2<sup>nd</sup> of previous year: 0

Number of outfalls found to have dry weather flows during that period: 0

Number of outfalls found to have an illicit connection during that period: 0

Number of illicit connections found during that period: 0

Number of illicit connections eliminated during that period: 0

(For any outfalls found to have dry weather flows, a copy of the inspection report shall be submitted with this Annual Report and Certification.)

**Provide the following information for each outfall found to have an illicit connection since May 2nd of previous year.**

Outfall Identifier	Source of Illicit Connection	Date Eliminated



# Annual Report and Certification

Tier A Municipal Stormwater General Permit

Municipality  
Information

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

NJPDES # :NJG0141852 PI ID #: 50577

Team Member: *(Stormwater Program Coordinator)*

Date: 3/30/05 Effective Date of Permit Authorization (EDPA): 4/1/04

## Street Sweeping Program

Have you developed a Street Sweeping Program? Y (  ) N (  )

Were all required streets swept? Y (  ) N (  )

Did you sweep more than the required streets? Y (  ) N (  )

What was the total number of miles swept? 0 miles.

Please list the total amount of materials collected for each month since May 2nd of previous year:

May \_\_\_\_\_

June \_\_\_\_\_

July \_\_\_\_\_

August \_\_\_\_\_

September \_\_\_\_\_

October \_\_\_\_\_

November \_\_\_\_\_

December \_\_\_\_\_

January \_\_\_\_\_

February \_\_\_\_\_

March \_\_\_\_\_

April \_\_\_\_\_

If street sweeping was not completed for any of these months, please explain: *Began 4/1/05*



# Annual Report and Certification

Tier A Municipal Stormwater General Permit

Municipality  
Information

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

NJPDES # :NJG0141852 PI ID #: 50577

Team Member: *(Stormwater Program Coordinator)*

Date: 3/30/05 Effective Date of Permit Authorization (EDPA): 4/1/04

## Stormwater Facility Maintenance

Have you developed a Stormwater Facility Maintenance Program? Y (  ) N (  )

Date development of program completed: 3/30/05

### Catch Basins:

Total number of catch basins that you operate: \_\_\_\_\_

Were all catch basins inspected and/or cleaned? Y (  ) N (  )

Total number of catch basins cleaned: 0

Amount of materials removed from catch basins, if available: not available SELECT UNIT

### Other Stormwater Facilities:

Were all stormwater facilities (e.g., detention basins, filter strips, riparian buffers, infiltration trenches, sand filters, constructed wetlands, wet basins, bioretention systems, low flow bypasses, and stormwater conveyances) that you operate inspected? Y (  ) N (  )

Were any found to be in need of cleaning or repair in order to function properly? Y (  ) N (  )

Was the cleaning performed? Y (  ) N (  ) Were repairs made? Y (  ) N (  )

Describe repair(s) or schedule for repair(s). Attach additional pages as necessary. none

## Road Erosion Control Maintenance

Have you developed a Roadside Erosion Control Program? Y (  ) N (  )

Date development of program completed: 3/30/05

Were any areas of road erosion identified? Y (  ) N (  )

Attach a sheet identifying the locations of road erosion and whether repairs have been made.



# Annual Report and Certification

Tier A Municipal Stormwater General Permit

Municipality  
Information

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

NJPDES # : NJG0141852 PI ID #: 50577

Team Member: (Stormwater Program Coordinator)

Date: 3/30/05 Effective Date of Permit Authorization (EDPA): 4/1/04

## De-icing Material and Sand Storage

Are you currently using an existing permanent structure for de-icing material storage?

Y (  ) N (  ) N/A (  )

If a permanent structure is not yet built, is seasonal tarping being used? Y (  ) N (  ) N/A (  )

If you answered N/A to the above questions, please explain:

If sand is being stored outside, is it set back 50 feet from storm sewer inlets, ditches or other stormwater conveyance channels, and surface water bodies? Y (  ) N (  ) N/A (  )

## Fueling Operations

Are you implementing Standard Operating Procedures for vehicle fueling and receiving of bulk fuel deliveries at maintenance yard operations? Y (  ) N (  ) Date SOP in effect: 3/30/05

## Vehicle Maintenance

Are you implementing Standard Operating Procedures for vehicle maintenance and repair activities at maintenance yard operations? Y (  ) N (  ) Date SOP in effect: 3/30/05

## Good Housekeeping Practices

Are you implementing Good Housekeeping Practices for all materials or machinery listed in the Inventory Requirements for Municipal Maintenance Yard Operations (including maintenance activities and ancillary operations)? Y (  ) N (  ) Date practices are in effect: 3/30/05

# Annual Report and Certification

Tier A Municipal Stormwater General Permit

Municipality Information

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

NJPDES # :NJG0141852 PI ID #: 50577

Date: 3/30/05 Effective Date of Permit Authorization (EDPA): 4/1/04

## Sharing of Responsibilities

For each of the following, indicate if you are relying on another entity to satisfy all or part of any permit requirements. For those you checked "yes," please give additional information on or with the appropriate Annual Report and Certification form (attach sheet if needed).

Statewide Basic Requirement	Relying on another entity?	
	"yes"	"no"
Public Notice	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ensure compliance with RSIS for stormwater management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Municipal stormwater management plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Municipal stormwater control ordinance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Long term operation and maintenance of BMPs (post-construction)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Storm drain inlet design standard (post-construction)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local Public Education Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Storm Drain Inlet Labeling Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pet waste ordinance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Litter ordinance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Improper disposal of waste ordinance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wildlife feeding ordinance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Yard waste collection program (including ordinance)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outfall pipe mapping	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Illicit connection ordinance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Illicit connection elimination program	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Street sweeping	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Storm drain inlet retrofitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maintenance of municipally operated stormwater facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Road erosion control	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outfall pipe stream scouring	<input type="checkbox"/>	<input checked="" type="checkbox"/>
De-icing and sand storage	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fueling operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vehicle maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Good housekeeping	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employee Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# Annual Report and Certification

Tier A Municipal Stormwater General Permit

Municipality  
Information

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

NJPDES # : NJG0141852 PI ID #: 50577

Team Member: (Stormwater Program Coordinator)

Date: 3/30/05 Effective Date of Permit Authorization (EDPA): 4/1/04

## Incidents of Noncompliance

For any incidents of noncompliance, identify the steps being taken to remedy the noncompliance and to prevent such incidents from recurring.

*None.*



# Annual Report and Certification

Tier A Municipal Stormwater General Permit

Municipality  
Information

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

NJPDES # : NJG0141852 PI ID #: 50577

Team Member: (Stormwater Program Coordinator)

Date 3/30/05 Effective Date of Permit Authorization (EDPA): 4/1/04

## Annual Certification

"I certify under penalty of law that this Annual Report and Certification and all attached documents were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate this information. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering this information, the information in this Annual Report and Certification and all attached documents is, to the best of my knowledge and belief, true, accurate and complete.

"I certify that the municipality is in compliance with its stormwater program, Stormwater Pollution Prevention Plan (SPPP) and the NJPDES Tier A Municipal Stormwater General Permit No. NJ0141852 except for any incidents of noncompliance which are identified herein. For any incidents of noncompliance, the Annual Report identifies the steps being taken to remedy the noncompliance and to prevent such incidents from recurring.

"I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information."

Signature



Date \_\_\_\_\_

Print or Type Name \_\_\_\_\_

Print or Type Title Stormwater Program Coordinator

## WHO MUST SIGN?

Either a principal executive officer or a ranking elected official; or duly authorized representative.

A principal executive officer or ranking elected official of the municipality may assign his or her signatory authority for this Certification to a duly authorized representative, which is a named individual or a title of a position having overall responsibility for the operation of municipal stormwater facilities or municipal environmental matters, by submitting a letter to the Bureau of Permit Management stating said authority and naming the individual or position. The duly authorized representative is the Municipal Stormwater Program Coordinator only if the Coordinator has overall responsibility for the operation of municipal stormwater facilities or municipal environmental matters.

**Appendix D – Public Education Program**



# Solutions to Stormwater Pollution

## *Easy Things You Can Do Every Day To Protect Our Water*

### **A Guide to Healthy Habits for Cleaner Water**

**P**ollution on streets, parking lots and lawns is washed by rain into storm drains, then directly to our drinking water supplies and the ocean and lakes our children play in. Fertilizer, oil, pesticides, detergents, pet waste, grass clippings: You name it and it ends up in our water.

Stormwater pollution is one of New Jersey's greatest threats to clean and plentiful water, and that's why we're all doing something about it.

By sharing the responsibility and making small, easy changes in our daily lives, we can keep common pollutants out of stormwater. It all adds up to cleaner water, and it saves the high cost of cleaning up once it's dirty.

As part of New Jersey's initiative to keep our water clean and plentiful and to meet federal requirements, many municipalities and other public agencies including colleges and military bases must adopt ordinances or other rules prohibiting various activities that contribute to stormwater pollution. Breaking these rules can result in fines or other penalties.



**As a resident, business, or other member of the New Jersey community, it is important to know these easy things you can do every day to protect our water.**

### **Limit your use of fertilizers and pesticides**

- Do a soil test to see if you need a fertilizer.
- Do not apply fertilizers if heavy rain is predicted.
- Look into alternatives for pesticides.
- Maintain a small lawn and keep the rest of your property or yard in a natural state with trees and other native vegetation that requires little or no fertilizer.
- If you use fertilizers and pesticides, follow the instructions on the label on how to correctly apply it.



Make sure you properly store or discard any unused portions.

### **Properly use and dispose of hazardous products**

- Hazardous products include some household or commercial cleaning products, lawn and garden care products, motor oil, antifreeze, and paints.
- Do not pour any hazardous products down a storm drain because storm drains are usually connected to local waterbodies and the water is not treated.



- If you have hazardous products in your home or workplace, make sure you store or dispose of them properly. Read the label for guidance.

- Use natural or less toxic alternatives when possible.

- Recycle used motor oil.

- Contact your municipality, county or facility management office for the locations of hazardous-waste disposal facilities.



### **Keep pollution out of storm drains**

- Municipalities and many other public agencies are required to mark certain storm drain inlets with messages reminding people that storm drains are connected to local waterbodies.

- Do not let sewage or other wastes flow into a stormwater system.

### **Clean up after your pet**

- Many municipalities and public agencies must enact and enforce local pet-waste rules.

- An example is requiring pet owners or their keepers to pick up and properly dispose of pet waste dropped on public or other people's property.

- Make sure you know your town's or agency's requirements and comply with them. It's the law. And remember to:

- Use newspaper, bags or pooper-scoopers to pick up wastes.

- Dispose of the wrapped pet waste in the trash or un-wrapped in a toilet.

- Never discard pet waste in a storm drain.

### **Don't feed wildlife**

- Do not feed wildlife, such as ducks and geese, in public areas.

- Many municipalities and other public agencies must enact and enforce a rule that prohibits wildlife feeding in these areas.



### **Don't litter**

- Place litter in trash receptacles.

- Recycle. Recycle. Recycle.

- Participate in community cleanups.

### **Dispose of yard waste properly**

- Keep leaves and grass out of storm drains.

- If your municipality or agency has yard waste collection rules, follow them.

- Use leaves and grass clippings as a resource for compost.

- Use a mulching mower that recycles grass clippings into the lawn.



### **Contact information**

For more information on stormwater related topics, visit [www.njstormwater.org](http://www.njstormwater.org) or [www.nonpointsource.org](http://www.nonpointsource.org)

Additional information is also available at U. S. Environmental Protection Agency Web sites [www.epa.gov/npdes/stormwater](http://www.epa.gov/npdes/stormwater) or [www.epa.gov/nps](http://www.epa.gov/nps)

New Jersey Department of Environmental Protection  
Division of Water Quality  
Bureau of Nonpoint Pollution Control  
Municipal Stormwater Regulation Program  
(609) 633-7021





**Appendix E – Pet Waste Handout**

# Pet Waste Pollutes Our Waters

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## *What You Can Do To Help Protect Our Water*

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Clean and plentiful water is important to our families, our environment, our economy and our quality of life.

Did you know that animal waste from pets can pollute our waters? When left on the ground, pet waste is washed by rain and melting snow and ice into storm drains that carry it to our rivers, lakes, the ocean and drinking water.

Animal waste contains a high concentration of nutrients as well as bacteria and disease-causing microorganisms that can cause problems.

### **What you can do**

Pet owners or anyone who takes your pet for walks must properly dispose of the waste by picking it up, wrapping it and either placing it in the trash or flushing it unwrapped down the toilet.

Your municipality is required to adopt and enforce local pet-waste laws. At a minimum, your community must require that pet owners or their keepers **immediately** and **properly** dispose of their pet's solid waste deposited on **any public or private property not owned or possessed by that person**. People with assistance animals such as Seeing Eye dogs are exempt.

Make sure you know what your municipality requires – and follow it.

Thank you for doing your part to keep New Jersey's waters clean.

#### **For more information, please contact the following:**

New Jersey Department of Environmental Protection  
Division of Water Quality  
Bureau of Nonpoint Pollution Control  
Municipal Stormwater Regulation Program  
(609) 633-7021



Visit [www.njstormwater.org](http://www.njstormwater.org) or [www.nonpointsource.org](http://www.nonpointsource.org)

Additional information is also available at U. S.  
Environmental Protection Agency Web sites  
[www.epa.gov/npdes/stormwater](http://www.epa.gov/npdes/stormwater) or [www.epa.gov/nps](http://www.epa.gov/nps)

