

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution

Prevention Team Members

Completed by: *Michael J. Rohal, P.E.,P.P.*

Title: *Borough of Glen Ridge Municipal Engineer*

Date: *January 15, 2018*

Municipality: *Borough of Glen Ridge*

County: *Essex County*

NJPDES #: *NJG0151254*

PI ID #: *197978*

Stormwater Program Coordinator:

Title: *Borough of Glen Ridge Administrator/Municipal Engineer*

Office Phone #: *973-748-8400 ext. 226*

Emergency Phone #: *973-748-5400*

Public Notice Coordinator: *Michael J. Rohal*

Title: *Borough of Glen Ridge Municipal Clerk*

Office Phone #: *973-748-8400 ext. 226*

Emergency Phone #: *973-748-5400*

Post-Construction Stormwater Management Coordinator: *Michael J. Rohal, P.E., P.P.*

Title: *Borough Engineer*

Office Phone #: *973-748-8400 ext. 226*

Emergency Phone #: *973-748-5400*

Local Public Education Coordinator: *Michael J. Rohal*

Title: *Borough of Glen Ridge Administrator*

Phone #: *973-748-8400 ext. 226*

Emergency Phone #: *973-748-5400*

Ordinance Coordinator: *Michael J. Rohal, R.M.C.*

Title: *Municipal Clerk*

Office Phone #: *973-748-8400 ext. 226*

Emergency Phone #: *973-748-5400*

Public Works Coordinator: *William Bartlett*

Title: *Superintendent of Public Works*

Office Phone #: *973-748-8400 ext. 223*

Emergency Phone #: *973-748-5400*

Employee Training Coordinator: *William Bartlett*

Title: *Superintendent of Public Works*

Office Phone #: *973-748-8400 ext. 223*

Emergency Phone #: *973-748-5400*

SPPP Form 2 - Public Notice

Municipality: *Borough of Glen Ridge* County: *Essex County*

NJPDES #: NJG0151254 PI ID #: 197978

Team Member>Title: *Michael J. Rohal, Borough of Glen Ridge Municipal Clerk*

Effective Date of Permit Authorization (EDPA): *January 1, 2018*

Date of Completion: *March 14, 2005*

Date of most recent update: *January 15, 2018*

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.), Borough of Glen Ridge provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Borough of Glen Ridge provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. plus notices on the borough's webpage. 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.), Borough of Glen Ridge complies with those requirements.

SPPP Form 3 – New Development and Redevelopment Program

Municipality: *Borough of Glen Ridge* County: *Essex County*

NJPDES #: NJG0151254 PI ID #: 197978

Team Member/Title: *Michael J. Rohal, Planning Board Chairman*

Effective Date of Permit Authorization (EDPA): *January 1, 2018*

Date of Original Completion: *March 14, 2005*

Date of most recent update: *January 15, 2018*

To control stormwater from new development and redevelopment projects throughout Borough of Glen Ridge (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, N.J.A.C. 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. Additionally, all development must conform to our grading and drainage ordinance. All site work is impacted by Borough personnel. Since the EDPA, Borough of Glen Ridge has not constructed any new development or redevelopment projects on Borough property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will ensure adequate long-term operation and maintenance of BMPs for any project which we determine to be appropriate for such requirements 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 the Attachment 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 standard for such inlets. 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, and has drafted a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model. The plan and ordinance has been adopted by our Planning Board and Borough Council, respectively, by the deadlines specified in the permit, and has been submitted to the county planning agency for approval. The ordinances, which will be administered by our Planning and Zoning Boards and Code Enforcement Officer, will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the municipal stormwater management plan; the approved ordinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards. For any BMP that is installed in order to comply with the requirements of our post-construction program, Borough of Glen Ridge 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, Borough of Glen Ridge intends to do this by adopting and enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply.

If, for example, the private entity does not perform the required maintenance; the Borough can perform the maintenance and charge the private entity. Borough of Glen Ridge will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in the Attachment of our permit to control passage of solid and floatable materials through storm drains inlets. Borough of Glen Ridge 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 NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

SPPP Form 4 - Local Public Education Program

Municipality: *Borough of Glen Ridge* County: *Essex County*

NJPDES #: NJG0151254 PI ID #: 197978

Team Member/Title: *Michael J. Rohal, Borough of Glen Ridge Administrator*

Effective Date of Permit Authorization (EDPA): *January 1, 2018*

Date of Original Completion: *March 14, 2005*

Date of most recent update: *January 15, 2018*

Local Public Education Program

For our annual distribution, we will have informational brochures available at our town library and at our municipal building. Our annual event will be held each year in coordination with the High School Environmental Club's exhibit at the annual ART FEST. We will make the brochure and other educational materials available at our table. We will also distribute information and decals with environmental messages related to the required BMP topics. In addition, we will invite our local watershed group and other environmental groups to use the Environmental Club's booth during this event.

The Borough's Public Works website includes a section dedicated to the storm water program.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality: *Borough of Glen Ridge* County: *Essex County*

NJPDES #: NJG0151254 PI ID #: 197978

Team Member/Title: *Michael J. Rohal, Borough of Glen Ridge Administrator*

Effective Date of Permit Authorization (EDPA): *January 1, 2018*

Date of Original Completion: *April 30, 2005*

Date of most recent update: *January 15, 2018*

Storm Drain Inlet Labeling

For our storm drain inlet labeling program we plan on coordinating with our Boy Scout Troop 55 and Department of Public Works. Where it is practical, volunteers did the labeling for the borough. In areas where it is not safe for the volunteer groups, our Public Works department performed the labeling. The borough labeled 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 Borough of Glen Ridge. The borough used plastic labels with adhesive that will read "No dumping - Drains to Waterway" with a picture of a fish next to it.

There are 215 Borough and 98 County inlets in the borough. Labels were installed as part of an Eric Olson's Eagle Scout project and completed by April 2007. 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. Since 2009, the borough uses factory imprinted drain labels for all replacement catch basin grates.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality: *Borough of Glen Ridge* County: *Essex County*

NJPDES #: NJG0151254 PI ID #: 197978

Team Member/Title: *Michael J. Rohal, P.E., P.P., Borough Engineer*

Effective Date of Permit Authorization (EDPA): *January 1, 2018*

Date of Original Completion: *March 14, 2005*

Date of most recent update: *January 15, 2018*

Borough of Glen Ridge currently has on file storm drainage maps for the entire Borough which also indicates open water outfalls. These maps are at a scale of 1" equals 100 feet and utilize the Borough tax maps as a base map. These maps also show all existing storm water inlets.

**SPPP Form 7 – Illicit Connection Elimination
Program**

Municipality: *Borough of Glen Ridge* County: *Essex County*
NJPDES #: NJG0151254 PI ID #: 197978

Team Member>Title: *William Bartlett, Public Works Superintendent*

Effective Date of Permit Authorization (EDPA): *January 1, 2018*

Date of Original Completion: *March 14, 2005*

Date of most recent update: *January 15, 2018*

We will continue to conduct a physical inspection of all of our outfall pipes. We will develop an 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 Borough of Glen Ridge) 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, Borough of Glen Ridge will report the illicit connection to the Department. Borough of Glen Ridge currently reports spills and illegal dumping to Nutley HAZMAT. Borough residents may report illicit connections to the Department of Public Works or Police Department.

SPPP Form 8 – Illicit Connection Records

Municipality: *Borough of Glen Ridge County: Essex County*

NJPDES #: NJG0151254 PI ID #: 197978

Team Member/Title: *William Bartlett, Public Works Superintendent*

Effective Date of Permit Authorization (EDPA): *January 1, 2018*

Date of Original Completion: *March 14, 2005*

Date of most recent update: *January 15, 2018*

May 2, 2014 – May 1, 2015

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 - 4

Number of outfalls found to have a dry weather flow - 0

Number of outfalls found to have an illicit connection 0

Number of illicit connections eliminated - 0

Illicit connections remaining - 0

May 2, 2015 – May 1, 2016

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 - 4

Number of outfalls found to have a dry weather flow -0

Number of outfalls found to have an illicit connection - 0

Illicit connections eliminated -0

Illicit connections remaining - 0

May 2, 20016 – May 1, 2017

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 - 4

Number of outfalls found to have a dry weather flow - 0

Number of outfalls found to have an illicit connection -0

Illicit connections eliminated - 0

Illicit connections remaining - 0

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality: *Borough of Glen Ridge County: Essex County*

NJPDES #: NJG0151254 PI ID #: 197978

Team Member/Title: William Bartlett, *Public Works Superintendent*

Effective Date of Permit Authorization (EDPA): *January 1, 2018*

Date of Original Completion: *April 26, 2005*

Date of most recent update: *January 15, 2018*

Borough residents are not permitted to place leaves curbside. Leaves must be bagged for collection. The collection period by the DPW begins October 1st through the middle of December. The DPW begins collection as soon as curbside deposits are made until all leaves have been picked up after the last day deposits are permitted.

This collection process assures that each resident's bagged leaves are collected street at least ten (10) times and each street is cleaned at least three (3) times. Efforts are always made to make additional street cleanings on streets which receive higher activity. Homeowners are permitted to add grass clippings to the leaves. During the remainder of the year, grass cuttings are required to be placed with household garbage which is picked up bi-weekly by DPW.

Other yard waste, such as branches or garden vegetation waste may be placed curbside in containers or bundles for bi-weekly pickup by the DPW throughout the year. These regulations are outlined in the Borough ordinance and recycling guide. The Borough recycling guide is mailed to homeowners and is available in Town Hall as well as the web page. The Borough web page also reiterates regulations for yard waste collection during the appropriate seasons.

Borough residents always have the option of bringing yard waste to the Borough's recycling yard. The recycling yard provides separate bins and areas for vegetative material including leaves and woody material.

The Borough's current programs meet the requirements of curbside collections within seven (7) days requiring the placement of yard waste no closer than 10 feet of any storm sewer inlet unless such materials are bagged or placed in containers.

SPPP Form 10 - Ordinances

Municipality: *Borough of Glen Ridge County: Essex County*

NJPDES #: NJG0151254 PI ID #: 197978

Team Member>Title: *Michael J. Rohal, Borough Clerk*

Effective Date of Permit Authorization (EDPA): *January 1, 2018*

Date of Original Completion: *August 9, 2005*

Date of most recent update: *April 15, 2005*

Improper Waste Disposal: *Ordinance 1428 was adopted on June 14, 2005 June 14, 2005 .*

Yard Waste: *Ordinance 1424 was adopted on April 26, 2005*

Pet Waste: *Ordinance 1429 was adopted on June 14, 2005.*

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

Litter: *1991 (existing) & Ordinance 1430 was adopted on June 14, 2005.*

Illicit Connections: *Ordinance 1433 was adopted on August 9, 2005.*

How will these ordinances be enforced?

Our code enforcement officers 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

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality: *Borough of Glen Ridge* County: *Essex County*

NJPDES #: NJG0151254 PI ID #: 197978

Team Member/Title: *William Bartlett, Public Works Superintendent & Michael J. Rohal, Municipal Engineer*

Effective Date of Permit Authorization (EDPA): *January 1, 2018*

Date of Original Completion: *March 14, 2005*

Date of most recent update: *January 15, 2018*

For most projects Borough of Glen Ridge will use the NJDOT bicycle safe grate style and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

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

Borough of Glen Ridge does not operate any alternative devices within the municipality. At this time we do not plan on installing any such devices for street sealcoating or minor alteration projects. We also do not plan on claiming any historic place exemptions at this time.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality: *Borough of Glen Ridge* County: *Essex County*

NJPDES #: NJG0151254 PI ID #: 197978

Team Member/Title: *William Bartlett, Public Works Superintendent*

Effective Date of Permit Authorization (EDPA): *January 1, 2018*

Date of Original Completion: *March 14, 2005*

Date of most recent update: *January 15, 2018*

Street Sweeping

Borough of Glen Ridge has evaluated all of its streets to determine which areas will need to be swept monthly. These areas have been grouped together into two (2) separate groups, and each group will be assigned a different week each month. The Borough of Glen Ridge intends on maintaining its existing street sweeping program for all other streets (generally residential), which includes sweeping all streets least four times a year. All streets are also swept after the final leaf collection and de-icing application. Our street sweeping log is attached.

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)

Borough of Glen Ridge will use the Public Works Department to monitor all their roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to William Bartlett, the Public Works Department Superintendent. During quarterly SPPP Team meetings, identified areas of erosion will be discussed and repairs prioritized. All maintenance personnel will then be assigned to the areas of concern, and the areas identified to have road erosion problems will be repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All maintenance personnel will maintain an inspection log, and William Bartlett will maintain a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality: *Borough of Glen Ridge* County: *Essex County*

NJPDES #: NJG0151254 PI ID #: 197978

Team Member/Title *William Bartlett, Public Works Superintendent*

Effective Date of Permit Authorization (EDPA): *January 1, 2018*

Date of Original Completion: *March 14, 2005*

Date of most recent update: *January 15, 2018*

Borough of Glen Ridge has implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year. 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. 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 is already in effect. The map of the catch basins is the same as the stormwater outfall map. This map consists of 44 sheets.

Borough of Glen Ridge will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Borough function properly.

Borough of Glen Ridge operates the following:

- catch basins
- storm drains
- buffer strips
- swales

These stormwater facilities are and will be inspected annually to insure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail. Logs are voluminous and are on file with the Dept. of Public Works.

**SPPP Form 14 - Outfall Pipe Stream Scouring
Remediation**

Municipality: *Borough of Glen Ridge County: Essex County*
NJPDES #: NJG0151254 PI ID #: 197978

Team Member>Title: *William Bartlett, Public Works Superintendent & Michael J. Rohal, Municipal Engineer*

Effective Date of Permit Authorization (EDPA): *January 1, 2018*

Date of Original Completion: *March 14, 2005*

Date of most recent update: *January 15, 2018*

When we are doing the illicit connection part of this program, we will be checking all of our outfall pipes for signs of scouring. All sites will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first.

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

Attached is 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 and Sand Storage

Municipality: *Borough of Glen Ridge* County: *Essex County*

NJPDES #: NJG0151254 PI ID #: 197978

Team Member/Title: *William Bartlett, Public Works Superintendent*

Effective Date of Permit Authorization (EDPA): *January 1, 2018*

Date of Original Completion: *March 14, 2005*

Date of most recent update: *January 15, 2018*

De-icing Material and Sand Storage

Currently Borough of Glen Ridge stores all de-icing materials in a stock pile located in a three sided structure at the Borough's Public Works Yard. A door will be constructed on the structure. All sand is stored at least 125 feet from any storm sewers or bodies of water, etc. The Public Works Yard is constantly swept and kept clean of any extraneous de-icing materials.

Attachment A – Measurable Goals and Implementation Schedule for Existing Permittees

General

The following table specifies the Measurable Goals and Implementation Schedule of this Tier A MS4 NJPDES Permit for Existing Permittees. Each Measurable Goal and Implementation Schedule is associated with a permit citation and a summary of the associated Minimum Standard. The summary of Minimum Standard column represents a paraphrase of permit conditions. Actual Minimum Standards are found in Part IV of the permit.

An indication of whether the cited Minimum Standard is a new requirement is provided in the last column. Where a requirement is not new and not modified (and for some that are modified), the Existing Permittee is expected to be in compliance on the Effective Date of Permit Authorization (EDPA). For most new requirements (and for some modified requirements), additional time is provided for achieving compliance.

See below for specific Measurable Goals that shall be documented in the SPPP. **The SPPP shall be updated as required by Part IV.F.1.c, above.** The Implementation Schedule refers to the date that a Minimum Standard must be incorporated into the Tier A Municipality's stormwater program, along with any ongoing requirements. In addition to the requirements of Part IV.F.1 above, the SPPP shall identify and discuss the Minimum Standard of each Statewide Basic Requirement (Part IV.B, above) and Other Control Measures (Part IV.C, above) where the following information is required for each item:

- Describe the method of implementation;
- Include required recordkeeping;
- Include an implementation schedule, consistent with permit requirements, including interim milestones;
- Include any special diagrams required by the permit (e.g., stormwater facilities map); and
- Include inspection and maintenance schedules, as appropriate.

This table does not include Measurable Goals and an Implementation Schedule for the Notes and Definitions Part IV, Part IV.A (Permit Overview), Part IV.D (Additional Measures), IV.E (Optional Measures), IV.F (SPPP), and IV.G (Annual Report and Certification) because these are not Statewide Basic Requirements or Other Control Measures (see N.J.A.C. 7:14A-25.6). While not included in this table, Notes and Definitions Part IV, Part IV.A, D, E, F, and G are permit requirements and compliance is required.

Measurable Goals for Statewide Basic Requirements and Other Conditions of this Permit for Existing Permits					
Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?	
Provide for public notice under the Open Public Meetings Act, statutory procedures for enactment of ordinances, and Municipal Land Use Law when providing for public participation in the development and implementation of a stormwater program, and maintain records necessary to demonstrate compliance.	IV.B.1.a & d	Certify in each annual report that all public notice requirements have been met and relevant records kept. Reference in the SPPP the location of associated municipal records.	EDPA	No	
Provide the current SPPP to the public upon request.	IV.B.1.b.i	Certify in each annual report that the SPPP was made available to the public.	EDPA	No	
Post the current SPPP on the municipality's website.	IV.B.1.b.ii	Certify in each annual report that the SPPP has been posted on the municipality's website (to the extent required by Part IV.F.1.f) and that the posted SPPP is current.	EDPA + 90 days	Yes	
Post the current Municipal Stormwater Management Plan (MSWMP) and related ordinances on the municipality's website.	IV.B.1.b.iii	Certify in each annual report that the MSWMP and related ordinances have been posted on the municipality's website and that the posted documents are current.	EDPA + 90 days	Yes	
Local Public Education and Outreach					
Implementation of a Public Education and Outreach Program by conducting activities that total a minimum of 12 points on an annual basis.	IV.B.2.a	Certify in each annual report that the minimum point value has been met and report point totals in the Annual Report. Maintain records of materials and activities from Attachment B, including dates of activities and any other relevant documentation (e.g. brochures, pictures, sign-in sheets, press clippings).	EDPA	Modified	
Label storm drain inlets, maintain the legibility of those labels, and replace labels that are missing or not legible along sidewalks that are adjacent to municipal streets; and within plazas, parking areas or maintenance yards operated by the municipality.	IV.B.2.b	Certify in each annual report that storm drains have been properly labeled and/or maintained. Records tracking storm drain inlet label status shall be kept with the SPPP.	EDPA	No	

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
Advertise public involvement program(s) pertaining to education and outreach activities.	IV.B.2.c	Certify in each annual report that public involvement program(s) have been properly advertised on the website, through a mailing, through newspaper advertisement, or other similar means. Public advertisement records shall be kept with the SPPP.	EDPA + 12 months	Yes
Post Construction Stormwater Management in New Development and Redevelopment				
Develop, update, implement and enforce its post construction stormwater management program in new development and redevelopment to ensure compliance with the Stormwater Management rules (N.J.A.C. 7:8).	IV.B.4.a, b, c, d, e, f, g, h, i, j, l	Certify in each annual report that the Tier A Municipality has developed, and is implementing and enforcing a program to address stormwater runoff from new development and redevelopment projects. Records demonstrating compliance with Part IV.B.4 shall be kept, or their location shall be referenced, in the SPPP.	EDPA	No
For each structural and non-structural stormwater measure (e.g. basins), for which an application is made to the municipality after EDPA, the municipality shall complete, update, finalize and maintain a Major Development Stormwater Summary.	IV.B.4.k	Certify in each annual report that Major Development Stormwater Summaries (Attachment D) have been completed and records have been maintained by the Tier A municipality. Records demonstrating compliance with Part IV.B.4 shall be kept, or their location shall be referenced, in the SPPP.	EDPA	Yes
Pollution Prevention/Good Housekeeping - Community Wide Ordinances				
Adopt and enforce a pet waste ordinance. Distribute pet waste ordinance information with pet licenses.	IV.B.5.a.i	Certify in each annual report the date the ordinance was adopted, that it is being enforced and that pet waste ordinance information is distributed with pet licenses. A log of enforcement actions and information distribution dates shall be kept in the SPPP.	EDPA	No
Adopt and enforce a wildlife feeding ordinance.	IV.B.5.a.ii	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP.	EDPA	No

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
Adopt and enforce a litter control ordinance.	IV.B.5.a.iii	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP.	EDPA	No
Adopt and enforce an improper disposal of waste ordinance.	IV.B.5.a.iv	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP.	EDPA	No
Adopt and enforce a containerized yard waste / yard waste collection program ordinance.	IV.B.5.a.v	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP.	EDPA	No
Adopt and enforce a private storm drain inlet retrofitting ordinance	IV.B.5.a.vi	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP.	EDPA	No
Pollution Prevention/Good Housekeeping - Community Wide Measures				
Develop and continue to implement street sweeping measures as specified at Part IV.B.5.b.i.	IV.B.5.b.i	Certify in each annual report that a street sweeping schedule is being maintained as well as records including the date and areas swept, number of miles of streets swept, and the total amount of materials collected in wet tons. Include totals in the Annual Report and keep records in the SPPP.	EDPA	No
Develop and continue to implement catch basin and storm drain inlet inspection and cleaning measures as specified at Part IV.B.5.b.ii.	IV.B.5.b.ii	Certify in each annual report that a catch basin and storm drain inlet inspection and cleaning schedule is being maintained, and a log indicating the number of municipally owned and operated catch basins and inlets within the municipality, the number of catch basins and inlets inspected, and the number cleaned is being maintained. Maintain records documenting the amount of materials collected in wet tons during cleaning activities in the SPPP. Include totals in the Annual Report.	EDPA	Modified

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
Develop and continue to implement storm drain inlet retrofit measures as specified at Part IV.B.5.b.iii.	IV.B.5.b.iii	Certify in each annual report that a record of the number and location of storm drain inlets retrofitted as well as the number and location of storm drain inlets exempted is being maintained. Include totals in the Annual Report and keep records in the SPPP.	EDPA	No
Pollution Prevention/Good Housekeeping - Municipal Maintenance Yards and Other Ancillary Operations				
Implement the BMP's found in Attachment E, including the Inventory of Materials and Machinery, and Inspections and Good Housekeeping practices, at Municipal Maintenance Yards and Other Ancillary Operations.	IV.B.5.c	Certify in each annual report that the SPPP includes all applicable requirements and that the requirements (including maintenance of inspection logs and tracking forms) of Attachment E have been met. Keep records required by Attachment E in the SPPP.	EDPA	No
BMPs shall be implemented for fueling operations.	IV.B.5.c.i	Certify in each annual report that BMPs in Attachment E have been implemented for fueling operations.	EDPA	No
BMPs shall be implemented for discharge of stormwater from secondary containment.	IV.B.5.c.ii	Certify in each annual report that BMPs in Attachment E have been implemented for discharge of stormwater from secondary containment.	EDPA	No
BMPs shall be implemented for vehicle maintenance.	IV.B.5.c.iii	Certify in each annual report that BMPs in Attachment E have been implemented for vehicle maintenance.	EDPA	No
BMPs shall be implemented for on-site equipment and vehicle washing and wash wastewater containment.	IV.B.5.c.iv	Certify in each annual report that BMPs in Attachment E have been implemented for on-site equipment and vehicle washing and wash wastewater containment.	EDPA	Modified
BMPs shall be implemented for salt and de-icing material storage and handling.	IV.B.5.c.v	Certify in each annual report that BMPs in Attachment E have been implemented for salt and de-icing material storage and handling.	EDPA	No
BMPs shall be implemented for aggregate material and construction debris storage.	IV.B.5.c.vi	Certify in each annual report that BMPs in Attachment E have been implemented for aggregate material and construction debris storage.	EDPA + 12 months	Yes

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
BMPs shall be implemented for street sweepings and catch basin clean-out material storage.	IV.B.5.c.vii	Certify in each annual report that BMPs in Attachment E have been implemented for street sweeping and catch basin clean-out material storage.	EDPA + 12 months	Yes
BMPs shall be implemented for yard trimmings and wood waste management sites.	IV.B.5.c.viii	Certify in each annual report that BMPs in Attachment E have been implemented for yard trimmings and wood waste management sites.	EDPA + 12 months	Yes
BMPs shall be implemented for roadside vegetation management.	IV.B.5.c.ix	Certify in each annual report that BMPs in Attachment E have been implemented for roadside vegetation management.	EDPA + 12 months	Yes
Pollution Prevention/Good Housekeeping - Training Program				
Provide training to municipal employees within 3 months of commencement of duties, and at least once every two years thereafter, to address all required components. The exceptions are Part IV.B.5.d.v, viii, and x which require annual training instead of once every two years.	IV.B.5.d	Certify in each annual report that employee training has been conducted, and maintain records including sign in sheet(s), date(s) of training, and training agenda(s). These records shall be kept in the SPPP.	EDPA + 12 months	Modified
Ensure that individuals that review development and redevelopment projects for compliance with N.J.A.C. 7:8 on behalf of the municipality complete Department approved training once every five years.	IV.B.5.e	Certify in each annual report that individuals reviewing projects have completed the required training, and maintain a list of the names and dates that individuals received training. This list shall be kept in the SPPP.	EDPA + 12 months	Yes
Ensure that current Municipal Board and Governing Body Members that review and approve applications for development and redevelopment projects complete the “Training Tool” on or before EDPA + 6 months, and by new members within 6 months of commencement of duties. Once per term of service thereafter, Municipal Board and Governing Body Members must review at least one of the tools offered under the Post-Construction Stormwater Management website.	IV.B.5.f	Certify in each annual report that municipal board and governing body members have completed the necessary training, and maintain a list of the names and dates that individuals completed training. This list shall be kept in the SPPP.	EDPA + 6 months	Yes

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
MS4 Outfall Pipe Mapping and Illicit Discharge and Scouring Detection and Control				
Develop, update and maintain an MS4 Outfall Pipe Map showing the location of the end of all outfall pipe which discharge to a surface water body.	IV.B.6.a.i	Certify in each annual report that the outfall pipe map is current at the end of the calendar year.	EDPA	No
Show the location (and name where known) of all surface water bodies receiving discharges from those outfall pipes.	IV.B.6.a.ii	Certify in each annual report that the surface water bodies associated with each outfall pipe end is located on the map.	EDPA	No
Include Outfall Pipe map in the SPPP	IV.B.6.a.iii	Certify in each annual report following the implementation deadline that the Outfall Pipe Map is included in the SPPP.	EDPA +12 months	Yes
Provide Outfall Pipe Map to the Department	IV.B.6.a.iv	Certify in each annual report following the implementation deadline that the Outfall Pipe Map and any new data points subsequently added to the map have been provided to the Department.	EDPA +12 months	Yes
Submitted the Outfall Pipe Map information to the Department electronically by December 21, 2020	IV.B.6.a.v	Submit the Outfall Pipe Map information to the Department using Department's designated electronic submission service by December 21, 2020.	12/21/2020	Yes
Develop, update and implement a program to detect, investigate and control localized stream scouring from stormwater outfall pipes.	IV.B.6.b	Certify in each annual report that municipally owned outfall pipes have received the required visual inspection at least once every five years and maintain a log indicating the number and location of outfall pipes inspected, repairs prioritized, and repairs scheduled or performed. Certify in the annual report that a repair schedule has been prepared for those that have not been completed. Keep records required by Part IV.B.6.b in the SPPP.	EDPA + 12 months	Modified

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
Develop, update, implement and enforce an ongoing Illicit Discharge Detection and Elimination Program.	IV.B.6.c	Certify in each annual report that the municipality has developed a program to detect and eliminate illicit discharges and has conducted inspections required at Part IV.B.6.c at least once every five years. Document all investigations and actions taken on the Department's Illicit Connection Inspection Report Form. Keep records required by Part IV.B.6.c in the SPPP.	EDPA	Modified
Adopt and enforce an ordinance that prohibits illicit connections to the MS4 operated by the Tier A Municipality.	IV.B.6.d	Certify in each annual report that the ordinance is being maintained and the date it was adopted. A log of enforcement actions shall be kept in the SPPP.	EDPA	No
Stormwater Facilities Maintenance				
Develop, update and implement a program to ensure adequate long-term cleaning, operation and maintenance of all stormwater facilities owned or operated by the Tier A Municipality.	IV.C.1.a	Certify in each annual report that the municipality has developed, updated and implemented a program to ensure adequate long-term cleaning, operation and maintenance of all municipally owned stormwater facilities.	EDPA	Modified
Inspect and maintain stormwater facilities pursuant to any maintenance plans, or more frequently as needed, to ensure proper function and operation of each stormwater facility.	IV.C.1.a.i	Records required by Part IV.C.1.a, a.i, a.ii, a.iii and a.iv shall be kept, or their location shall be referenced, in the SPPP.	EDPA	Modified

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
Maintain a log sufficient to demonstrate compliance with this section; including but not limited a list of inspections and preventative and corrective maintenance performed, and a schedule for repairs to be made.	IV.C.1.a.ii	Certify in each annual report that a maintenance log is kept that, at a minimum, records the stormwater facility inspected, location information of the facility inspected (location information must be specific enough to locate and identify the stormwater facility in the field; e.g. geographic coordinates), name of inspector, date of inspection, findings, and any preventative and corrective maintenance performed.	EDPA	Modified
Certify annually that municipally owned or operated stormwater facilities are properly functioning.	IV.C.1.a.iii	Certify in each annual report that all municipally owned or operated stormwater facilities are properly functioning.	EDPA	No
If stormwater facilities were found not to be functioning properly and repairs not made, then necessary preventative and corrective maintenance shall be documented and prioritized and a schedule for maintenance shall be maintained.	IV.C.1.a.iv	Certify in each annual report that a prioritized schedule of necessary preventive and corrective maintenance exists for stormwater facilities inspected and found not to be functioning properly. The municipality shall prioritize this schedule as specified in Part IV.C.1.iv.	EDPA	Modified
Develop, update, implement and enforce a program to ensure adequate long-term cleaning, operation and maintenance of stormwater facilities not owned or operated by the Tier A Municipality, not subject to the conditions of another NJPDES stormwater permit and constructed after February 7, 1984.	IV.C.1.b	Certify in each annual report that the municipality has developed, updated, implemented and enforced a program to ensure adequate long-term cleaning, operation and maintenance of stormwater facilities not owned and operated by the municipality, not subject to the conditions of another NJPDES stormwater permit and constructed after February 7, 1984. Records required by Part IV.C.1.b, b.i and b.ii shall be kept, or their location shall be referenced, in the SPPP.	EDPA + 12 months	Modified

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
Ensure that stormwater facility inspection and maintenance is performed pursuant to any maintenance plans, or more frequently as needed to ensure proper function and operation of each stormwater facility.	IV.C.1.b.i	Certify in each annual report that maintenance was performed pursuant to any maintenance plans, or more frequently, to ensure proper function and operation of stormwater facilities not owned and operated by the municipality.	EDPA + 12 months	Modified
Maintain a log sufficient to demonstrate compliance with this section; including but not limited actions taken by the municipality to enforce compliance with the long-term cleaning, operation and maintenance program.	IV.C.1.b.ii	Certify in each annual report that a log is being kept that, at a minimum, records the actions taken by the municipality to enforce compliance with the long-term cleaning, operation and maintenance program; the stormwater facility that was the subject of the action; location information of the facility that was the subject of the action (location information must be specific enough to locate and identify the stormwater facility in the field; e.g. geographic coordinates); the name of person taking the action; the date of the action; and the findings.	EDPA + 12 months	Modified
Maintain copies of all maintenance plans for stormwater facilities approved by the municipality, and make them available to the Department upon request.	IV.C.1.c	Certify in each annual report that copies of all maintenance plans are kept on file. Records required by Part IV.C.1.c shall be kept, or their location shall be referenced, in the SPPP.	EDPA + 12 months	Yes
Total Maximum Daily Load (TMDL) Info.				
Annually review approved or adopted TMDL reports to identify stormwater related pollutants listed therein and associated with any segment of surface water wholly or partially within or bordering the Tier A Municipality.	IV.C.2.a.i	Certify in each annual report that approved or adopted TMDLs have been identified and reviewed and stormwater related pollutants identified. Records required by Part IV.C.2.a.i, a.ii and a.iii shall be kept in the SPPP.	EDPA + 12 months	Yes

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
Use TMDL information identified in compliance with Part IV.C.2.a.i to: (1) assist in the prioritization of stormwater facility maintenance including schedules for repairs related to Stream Scouring and Stormwater Facilities Maintenance; and (2) identify and develop strategies to address specific sources of stormwater related pollutants contributing to discharges authorized under this Tier A MS4 NJPDES permit.	IV.C.2.a.ii	Certify in each annual report that the municipality has used information identified in compliance with Part VI.C.2.a.i to (1) assist in the prioritization of repairs as required at Part IV.B.6.b.iv (Stream Scouring) and IV.C.31.a.iv (Stormwater Facilities Maintenance); and (2) identify and develop strategies to address specific sources of stormwater related pollutants contributing to discharges authorized under this Tier A MS4 NJPDES permit.	EDPA + 12 months	Yes
Update SPPP to list information identified in Part VI.C.2.a.i and ii.	IV.C.2.a.iii	Certify in each annual report that the municipality has updated its SPPP to list information identified in Part VI.C.2.a.i and ii.	EDPA + 12 months	Yes
Incorporate any strategies identified in Part VI.C.2.a.ii(2) as an Optional Measure	IV.C.2.a.iv	Certify in each annual report that the municipality has incorporated any strategies identified in Part VI.C.2.a.ii(2) as an Optional Measure.	EDPA + 12 months	Yes

Attachment A-1 – Measurable Goals and Implementation Schedule for New Permittees

General

The following table specifies the Measurable Goals and Implementation Schedule of this Tier A MS4 NJPDES Permit for New Permittees. Each Measurable Goal and Implementation Schedule is associated with a permit citation and a summary of the associated Minimum Standard. The summary of Minimum Standard column represents a paraphrase of permit conditions. Actual Minimum Standards are found in Part IV of the permit.

See below for specific Measurable Goals that shall be documented in the SPPP. **The SPPP shall be created by EDP + 12 months and updated on annual basis thereafter as required by Part IV.F.** The Implementation Schedule refers to the date that a Minimum Standard must be incorporated into the Tier A Municipality's stormwater program, along with any ongoing requirements. In addition to the requirements of Part IV.F above, the SPPP shall identify and discuss the Minimum Standard of each Statewide Basic Requirement (Part IV.B, above) and Other Control Measures (Part IV.C, above) where the following information is required for each item:

- Describe the method of implementation;
- Include required recordkeeping;
- Include an implementation schedule, consistent with permit requirements, including interim milestones;
- Include any special diagrams required by the permit (e.g., stormwater facilities map); and
- Include inspection and maintenance schedules, as appropriate.

This table does not include Measurable Goals and an Implementation Schedule for the Notes and Definitions Part IV, Part IV.A (Permit Overview), Part IV.D (Additional Measures), IV.E (Optional Measures), IV.F (SPPP), and IV.G (Annual Report and Certification) because these are not Statewide Basic Requirements or Other Control Measures (see N.J.A.C. 7:14A-25.6). While not included in this table, Notes and Definitions Part IV, Part IV.A, D, E, F, and G are permit requirements and compliance is required.

Measurable Goals for Statewide Basic Requirements and Other Conditions of this Permit for New Permittees			
Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule
Public Involvement and Participation Including Public Notice			
Provide for public notice under the Open Public Meetings Act, statutory procedures for enactment of ordinances, and Municipal Land Use Law when providing for public participation in the development and implementation of a stormwater program, and maintain records necessary to demonstrate compliance.	IV.B.1.a & d	Certify in each annual report that all public notice requirements have been met and relevant records kept. Reference in the SPPP the location of associated municipal records.	EDPA
Provide the current SPPP to the public upon request.	IV.B.1.b.i	Certify in each annual report that the SPPP was made available to the public.	EDPA + 12 months
Post the current SPPP on the municipality's website.	IV.B.1.b.ii	Certify in each annual report that the SPPP has been posted on the municipality's website (to the extent required by Part IV.F.1.f) and that the posted SPPP is current.	EDPA + 12 months
Post the current Municipal Stormwater Management Plan (MSWMP) and related ordinances on the municipality's website.	IV.B.1.b.iii	Certify in each annual report that the MSWMP and related ordinances have been posted on the municipality's website and that the posted documents are current.	EDPA + 90 days
Local Public Education and Outreach			
Implementation of a Public Education and Outreach Program by conducting activities that total a minimum of 12 points on an annual basis.	IV.B.2.a	Certify in each annual report that the minimum point value has been met and report point totals in the Annual Report. Maintain records of materials and activities from Attachment B, including dates of activities and any other relevant documentation (e.g. brochures, pictures, sign-in sheets, press clippings).	EDPA

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule
Label storm drain inlets, maintain the legibility of those labels, and replace labels that are missing or not legible along sidewalks that are adjacent to municipal streets; and within plazas, parking areas or maintenance yards operated by the municipality.	IV.B.2.b	Certify in each annual report that storm drains have been properly labeled and/or maintained. Records tracking storm drain inlet label status shall be kept with the SPPP.	EDPA
Advertise public involvement program(s) pertaining to education and outreach activities.	IV.B.2.c	Certify in each annual report that public involvement program(s) have been properly advertised on the website, through a mailing, through newspaper advertisement, or other similar means. Public advertisement records shall be kept with the SPPP.	EDPA + 12 months
Post Construction Stormwater Management in New Development and Redevelopment			
Develop, update, implement and enforce its post construction stormwater management program in new development and redevelopment to ensure compliance with the Stormwater Management rules (N.J.A.C. 7:8).	IV.B.4.a, b, c, d, e, f, g, h, i, j, l	Certify in each annual report that the Tier A Municipality has developed, and is implementing and enforcing a program to address stormwater runoff from new development and redevelopment projects. Records demonstrating compliance with Part IV.B.4 shall be kept, or their location shall be referenced, in the SPPP.	EDPA
For each structural and non-structural stormwater measure (basins), for which an application is made to the municipality after EDPA, the municipality shall complete, update, finalize and maintain a Major Development Stormwater Summary.	IV.B.4.k	Certify in each annual report that Major Development Stormwater Summaries (Attachment D) have been completed and records have been maintained by the Tier A municipality. Records demonstrating compliance with Part IV.B.4 shall be kept, or their location shall be referenced, in the SPPP.	EDPA

Pollution Prevention/Good Housekeeping - Community Wide Ordinances			
Adopt and enforce a pet waste ordinance. Distribute pet waste ordinance information with pet licenses.	IV.B.5.a.i	Certify in each annual report the date the ordinance was adopted, that it is being enforced and that pet waste ordinance information is distributed with pet licenses. A log of enforcement actions and information distribution dates shall be kept in the SPPP.	EDPA + 12 months
Adopt and enforce a wildlife feeding ordinance.	IV.B.5.a.ii	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP.	EDPA + 12 months
Adopt and enforce a litter control ordinance.	IV.B.5.a.iii	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP.	EDPA + 12 months
Adopt and enforce an improper disposal of waste ordinance.	IV.B.5.a.iv	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP.	EDPA + 12 months
Adopt and enforce a containerized yard waste / yard waste collection program ordinance.	IV.B.5.a.v	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP.	EDPA + 12 months
Adopt and enforce a private storm drain inlet retrofitting ordinance	IV.B.5.a.vi	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP.	EDPA + 12 months
Pollution Prevention/Good Housekeeping - Community Wide Measures			
Develop and continue to implement street sweeping measures as specified at Part IV.B.5.b.i.	IV.B.5.b.i	Certify in each annual report that a street sweeping schedule is being maintained as well as records including the date and areas swept, number of miles of streets swept, and the total amount of materials collected in wet tons. Include totals in the Annual Report and keep records in the SPPP.	EDPA + 24 months

Develop and continue to implement catch basin and storm drain inlet inspection and cleaning measures as specified at Part IV.B.5.b.ii.	IV.B.5.b.ii	Certify in each annual report that a catch basin and storm drain inlet inspection and cleaning schedule is being maintained, and a log indicating the number of municipally owned and operated catch basins and inlets within the municipality, the number of catch basins and inlets inspected, and the number cleaned is being maintained. Maintain records documenting the amount of materials collected in wet tons during cleaning activities in the SPPP. Include totals in the Annual Report.	EDPA + 24 months
Develop and continue to implement storm drain inlet retrofit measures as specified at Part IV.B.5.b.iii.	IV.B.5.b.iii	Certify in each annual report that a record of the number and location of storm drain inlets retrofitted as well as the number and location of storm drain inlets exempted is being maintained. Include totals in the Annual Report and keep records in the SPPP.	EDPA + 12 months
Pollution Prevention/Good Housekeeping - Municipal Maintenance Yards and Other Ancillary Operations			
Implement the BMP's found in Attachment E, including the Inventory of Materials and Machinery, and Inspections and Good Housekeeping practices, at Municipal Maintenance Yards and Other Ancillary Operations.	IV.B.5.c	Certify in each annual report that the SPPP includes all applicable requirements and that the requirements (including maintenance of inspection logs and tracking forms) of Attachment E have been met. Keep records required by Attachment E in the SPPP.	EDPA + 12 months
BMPs shall be implemented for fueling operations.	IV.B.5.c.i	Certify in each annual report that BMPs in Attachment E have been implemented for fueling operations.	EDPA + 12 months
BMPs shall be implemented for discharge of stormwater from secondary containment.	IV.B.5.c.ii	Certify in each annual report that BMPs in Attachment E have been implemented for discharge of stormwater from secondary containment.	EDPA + 12 months
BMPs shall be implemented for vehicle maintenance.	IV.B.5.c.iii	Certify in each annual report that BMPs in Attachment E have been implemented for vehicle maintenance.	EDPA + 12 months

BMPs shall be implemented for on-site equipment and vehicle washing and wash wastewater containment.	IV.B.5.c.iv	Certify in each annual report that BMPs in Attachment E have been implemented for on-site equipment and vehicle washing and wash wastewater containment.	EDPA + 60 months
BMPs shall be implemented for salt and de-icing material storage and handling.	IV.B.5.c.v	Certify in each annual report that BMPs in Attachment E have been implemented for salt and de-icing material storage and handling.	EDPA + 60 months
BMPs shall be implemented for aggregate material and construction debris storage.	IV.B.5.c.vi	Certify in each annual report that BMPs in Attachment E have been implemented for aggregate material and construction debris storage.	EDPA + 18 months
BMPs shall be implemented for street sweepings and catch basin clean-out material storage.	IV.B.5.c.vii	Certify in each annual report that BMPs in Attachment E have been implemented for street sweepings and catch basin clean-out material storage.	EDPA + 18 months
BMPs shall be implemented for yard trimmings and wood waste management sites.	IV.B.5.c.viii	Certify in each annual report that BMPs in Attachment E have been implemented for yard trimmings and wood waste management sites.	EDPA + 18 months
BMPs shall be implemented for roadside vegetation management.	IV.B.5.c.ix	Certify in each annual report that BMPs in Attachment E have been implemented for roadside vegetation management.	EDPA + 18 months
Pollution Prevention/Good Housekeeping - Training Program			
Provide training to municipal employees within 3 months of commencement of duties, and at least once every two years thereafter, to address all required components. The exceptions are Part IV.B.5.d.v, viii, and x which require annual training instead of once every two years.	IV.B.5.d	Certify in each annual report that employee training has been conducted, and maintain records including sign in sheet(s), date(s) of training, and training agenda(s). These records shall be kept in the SPPP.	EDPA + 12 months
Ensure that individuals that review development and redevelopment projects for compliance with N.J.A.C. 7:8 on behalf of the municipality complete Department approved training once every five years.	IV.B.5.e	Certify in each annual report that individuals reviewing projects have completed the required training, and maintain a list of the names and dates that individuals received training. This list shall be kept in the SPPP.	EDPA + 12 months

MS4 Outfall Pipe Mapping and Illicit Discharge and Scouring Detection and Control			
Ensure that current Municipal Board and Governing Body Members that review and approve applications for development and redevelopment projects complete the “Training Tool” on or before EDPA + 6 months, and by new members within 6 months of commencement of duties. Once per term of service thereafter, Municipal Board and Governing Body Members must review at least one of the tools offered under the Post-Construction Stormwater Management website.	IV.B.5.f	Certify in each annual report that municipal board and governing body members have completed the necessary training, and maintain a list of the names and dates that individuals completed training. This list shall be kept in the SPPP.	EDPA + 6 months
Develop, update and maintain an MS4 Outfall Pipe Map showing the location of the end of all outfall pipe which discharge to a surface water body.	IV.B.6.a.i	Certify in each annual report following the implementation deadline that the outfall pipe map is current at the end of the calendar year.	EDPA + 36 months
Show the location (and name where known) of all surface water bodies receiving discharges from those outfall pipes.	IV.B.6.a.ii	Certify in each annual report following the implementation deadline that the surface water bodies associated with each outfall pipe end is located on the map.	EDPA + 36 months
Include Outfall Pipe map in the SPPP	IV.B.6.a.iii	Certify in each annual report following the implementation deadline that the Outfall Pipe Map is included in the SPPP.	EDPA + 36 months
Provide Outfall Pipe Map to the Department	IV.B.6.a.iv	Certify in each annual report following the implementation deadline that the Outfall Pipe Map and any new data points subsequently added to the map have been provided to the Department.	EDPA + 36 months
Submitted the Outfall Pipe Map information to the Department electronically by December 21, 2020	IV.B.6.a.v	Submit the Outfall Pipe Map information to the Department using Department’s designated electronic submission service by December 21, 2020.	12/21/2020

<p>Develop, update and implement a program to detect, investigate and control localized stream scouring from stormwater outfall pipes.</p>	<p>IV.B.6.b</p> <p>Develop, update, implement and enforce an ongoing Illicit Discharge Detection and Elimination Program.</p>	<p>Certify in each annual report that municipally owned outfall pipes have received the required visual inspection at least once every five years and maintain a log indicating the number and location of outfall pipes inspected, repairs prioritized, and repairs scheduled or performed. Certify in the annual report that a repair schedule has been prepared for those that have not been completed. Keep records required by Part IV.B.6.b in the SPPP.</p>	<p>EDPA + 60 months</p>
	<p>IV.B.6.c</p>	<p>Certify in each annual report that the municipality has developed a program to detect and eliminate illicit discharges and has conducted inspections required at Part IV.B.6.c at least once every five years. Document all investigations and actions taken on the Department's Illicit Connection Inspection Report Form. Keep records required by Part IV.B.6.c in the SPPP.</p>	<p>EDPA + 60 months</p>
	<p>IV.B.6.d</p>	<p>Certify in each annual report that the ordinance is being maintained and the date it was adopted. A log of enforcement actions shall be kept in the SPPP.</p>	<p>EDPA + 12 months</p>
<p>Stormwater Facilities Maintenance</p>	<p>IV.C.1.a</p>	<p>Certify in each annual report that the municipality has developed, updated and implemented a program to ensure adequate long-term cleaning, operation and maintenance of all municipally owned stormwater facilities.</p> <p>Records required by Part IV.C.1.a, a.i, a.ii, a.iii and a.iv shall be kept, or their location shall be referenced, in the SPPP.</p>	<p>EDPA + 18 months</p>

Inspect and maintain stormwater facilities pursuant to any maintenance plans, or more frequently as needed, to ensure proper function and operation of each stormwater facility.	IV.C.1.a.i	Certify in each annual report that inspections and maintenance was performed pursuant to any maintenance plans, or more frequently as needed, to ensure proper function and operation of stormwater facilities.	EDPA + 18 months
Maintain a log sufficient to demonstrate compliance with this section; including but not limited a list of inspections and preventative and corrective maintenance performed, and a schedule for repairs to be made.	IV.C.1.a.ii	Certify in each annual report that a maintenance log is kept that, at a minimum, records the stormwater facility inspected, location information of the facility inspected (location information must be specific enough to locate and identify the stormwater facility in the field; e.g. geographic coordinates), name of inspector, date of inspection, findings, and any preventative and corrective maintenance performed.	EDPA + 18 months
Certify annually that municipally owned or operated stormwater facilities are properly functioning.	IV.C.1.a.iii	Certify in each annual report that all municipally owned or operated stormwater facilities are properly functioning.	EDPA + 18 months
If stormwater facilities were found not to be functioning properly and repairs not made, then necessary preventative and corrective maintenance shall be documented and prioritized and a schedule for maintenance shall be maintained.	IV.C.1.a.iv	Certify in each annual report that a prioritized schedule of necessary preventative and corrective maintenance exists for stormwater facilities inspected and found not to be functioning properly. The municipality shall prioritize this schedule as specified in Part IV.C.1.iv.	EDPA + 18 months
Develop, update, implement and enforce a program to ensure adequate long-term cleaning, operation and maintenance of stormwater facilities not owned or operated by the Tier A Municipality, not subject to the conditions of another NJPDES stormwater permit and constructed after February 7, 1984.	IV.C.1.b	Certify in each annual report that the municipality has developed, updated, implemented and enforced a program to ensure adequate long-term cleaning, operation and maintenance of stormwater facilities not owned and operated by the municipality, not subject to the conditions of another NJPDES stormwater permit and constructed after February 7, 1984. Records required by Part IV.C.1.b, b.i and b.ii shall be kept, or their location shall be referenced, in the SPPP.	EDPA + 18 months

Ensure that stormwater facility inspection and maintenance is performed pursuant to any maintenance plans, or more frequently as needed to ensure proper function and operation of each stormwater facility.	IV.C.1.b.i	Certify in each annual report that maintenance was performed pursuant to any maintenance plans, or more frequently, to ensure proper function and operation of stormwater facilities not owned and operated by the municipality.	EDPA + 18 months
Maintain a log sufficient to demonstrate compliance with this section; including but not limited actions taken by the municipality to enforce compliance with the long-term cleaning, operation and maintenance program.	IV.C.1.b.ii	Certify in each annual report that a log is being kept that, at a minimum, records the actions taken by the municipality to enforce compliance with the long-term cleaning, operation and maintenance program; the stormwater facility that was the subject of the action; location information of the facility that was the subject of the action (location information must be specific enough to locate and identify the stormwater facility in the field; e.g. geographic coordinates); the name of person taking the action; the date of the action; and the findings.	EDPA + 18 months
Maintain copies of all maintenance plans for stormwater facilities approved by the municipality, and make them available to the Department upon request.	IV.C.1.c	Certify in each annual report that copies of all maintenance plans are kept on file. Records required by Part IV.C.1.c shall be kept, or their location shall be referenced, in the SPPP.	EDPA + 12 months
Total Maximum Daily Load (TMDL) Info.			
Annually review approved or adopted TMDL reports to identify stormwater related pollutants listed therein and associated with any segment of surface water wholly or partially within or bordering the Tier A Municipality.	IV.C.2.a.i	Certify in each annual report that approved or adopted TMDLs have been identified and reviewed and stormwater related pollutants identified. Records required by Part IV.C.2.a.i, a.ii and a.iii shall be kept in the SPPP.	EDPA + 12 months

Use TMDL information identified in compliance with Part IV.C.2.a.i to: (1) assist in the prioritization of stormwater facility maintenance including schedules for repairs related to Stream Scouring and Stormwater Facilities Maintenance; and (2) identify and develop strategies to address specific sources of stormwater related pollutants contributing to discharges authorized under this Tier A MS4 NJPDES permit.	IV.C.2.a.ii	Certify in each annual report that the municipality has used information identified in compliance with Part VI.C.2.a.i to (1) assist in the prioritization of repairs as required at Part IV.B.6.b.iv (Stream Scouring) and IV.C.31.a.iv (Stormwater Facilities Maintenance); and (2) identify and develop strategies to address specific sources of stormwater related pollutants contributing to discharges authorized under this Tier A MS4 NJPDES permit.	EDPA + 12 months
Update SPPP to list information identified in Part VI.C.2.a.i and ii.	IV.C.2.a.iii	Certify in each annual report that the municipality has updated its SPPP to list information identified in Part VI.C.2.a.i and ii.	EDPA + 12 months
Incorporate any strategies identified in Part VI.C.2.a.ii(2) as an Optional Measure	IV.C.2.a.iv	Certify in each annual report that the municipality has incorporated any strategies identified in Part VI.C.2.a.ii(2) as an Optional Measure.	EDPA + 12 months

Attachment B – Points System for Public Education and Outreach Activities

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

The Tier A Municipality shall **annually** conduct educational activities that total at least **12 points** and include activities from at least three of the five categories found below. At a minimum, at least one of the activities shall involve educating businesses and the general public of hazards associated with illicit connections and improper disposal of waste. Each approved activity is listed below with an assigned point value. Additional information on how to conduct these Public Education and Outreach activities can be found under Notes and Definitions Part IV.A.3 and 4 of this Tier A MS4 NJPDES permit. Records shall be kept necessary to demonstrate compliance with this requirement, including date of activities and any other relevant documentation.

Category 1: General Public Outreach		
Activity	Description	Points
Website and Social Media	Maintain a stormwater related page on the municipal website or on a municipal social media site. The web page may include links to other stormwater related resources, including the NJDEP stormwater website (www.njstormwater.org).	1
Newspaper Ad	Use Department created and approved stormwater education materials available on www.cleanwatersnj.org to publish an ad in a newspaper or newsletter that serves the municipality.	1
Radio/Television	Broadcast a radio or television public service announcement from www.cleanwatersnj.org on a local radio or municipal public service channel.	1
Green Infrastructure Signage	Post signs at municipally-owned green infrastructure sites that describe the function and importance of the infrastructure, contact phone number, municipal identification number, and/or website for more information. *New signs receive 0.5 credits per sign. Existing signs that are maintained or upgraded receive 0.25 credits per sign. A maximum of 5 credits are allowed.	5*
Billboard/Sign	Produce and maintain (for credit in subsequent years) a billboard or sign which can be displayed on a bus, bus stop shelter, recreation field (outfield sign), or other similar public venue.	2
Mural	Produce and maintain (for credit in subsequent years) the planning and painting of a stormwater pollution themed mural, storm drain art or other artwork at a local downtown/commercial area or other similar public venue.	2
Stormwater Facility Signage	Post signs at municipally-owned stormwater management basins or other structural stormwater related facilities that describe the function and importance of the facility, contact phone number, municipal identification number, and/or website for more information. *New signs receive 0.5 credits per sign. Existing signs that are maintained or upgraded receive 0.25 credits per sign. A maximum of 5 credits are allowed.	5*

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

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

Category 4: Watershed/Regional Collaboration		
Activity	Description	Points
Regional Stormwater Collaboration	Participate in a regional stormwater, community collaborative or other watershed-based group on a regular basis to discuss impaired waterbodies, TMDLs, regional stormwater related issues, or watershed restoration plans that address those waterbodies. Evaluate, develop and implement remedies that resolve stormwater-related issues within the affected waterbody or watershed.	3
Green Infrastructure Workshop	Organize or participate in a rain barrel, rain garden or other green infrastructure workshop on a regional or watershed basis. This could be a partnership exercise with a local watershed organization, utility, university, school, youth/faith based group, and/or other organization.	3
Community Activity	Organize or participate in the organization of a regional or watershed based event to carry out stormwater activities such as stormwater facility maintenance or litter clean-up. The municipality may identify and enter into a partnership agreement with a local group such as a watershed organization, utility, university, school, youth/faith based group, and/or other organization to carry out these activities.	3

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

*Signs receive 0.5 credits per sign. A maximum of 5 credits are allowed.

Attachment C - Design Standards for Storm Drain Inlets

Application of Design Standard

The below design standard applies to the following types of storm drain inlet installation or retrofit projects unless a more stringent standard is specified by the municipality's stormwater control ordinance:

- Storm drain inlets installed as part of new development and redevelopment (public or private) that disturb one acre or more;
- Storm drain inlets installed as part of new development and redevelopment (public or private) that disturb less than one acre that are part of a larger common plan of development or sale (e.g. phased residential development) that ultimately disturbs one acre or more;
- Tier A Municipality owned or operated storm drain inlets must be retrofitted where the storm drains are (1) in direct contact with any repaving, repairing (excluding individual pothole repair), or resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot bitumen); or (2) in direct contact with any reconstruction or alteration of facilities; and
- Privately owned or operated storm drain inlets (e.g. condominium association) must be retrofitted where the storm drains are (1) in direct contact with any repaving, repairing (excluding individual pothole repair), or resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot bitumen); or (2) in direct contact with any reconstruction or alteration of facilities. This does not include single family homes.

Design Standard

Grates in pavement or other ground surfaces shall meet either of the following standards:

- The New Jersey Department of Transportation (NJDOT) bicycle safe grate standards described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines (see www.nj.gov/transportation/publicat/pdf/BikeComp/introtofac.pdf); or
- A grate where each individual clear space in that grate has an area of no more than seven (7.0) square inches, or is not greater than 0.5 inches across the smallest dimension. Note that the Residential Site Improvement Standards at N.J.A.C. 5:21 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 used to collect stormwater from the surface into a storm drain or surface water body.

For curb-openings inlets, including curb-opening inlets in combination inlets, the clear space in the 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 from the Design Standard

- Where each individual clear space in the curb opening in existing curb-opening inlets does not have an area of more than nine (9.0) square inches;
- Where the review agency determines that the standards would cause inadequate hydraulic performance that could not practicably be overcome by using additional or larger storm drain inlets;
- 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 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

A bar screen having a bar spacing of 0.5 inches;

Note that these 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(b)1).

- 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; or
- 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 the standard is an undertaking that constitutes an encroachment or will damage or destroy the New Jersey Register listed historic property.

Attachment D – Major Development Stormwater Summary

General Information			
1. Project Name:	County:	Block(s):	Lot(s):
2. Municipality:			
3. Site Location (State Plane Coordinates – NAD83):	E:	N:	
4. Date of Final Approval for Construction by Municipality: Date of Certificate of Occupancy:			
5. Project Type (circle all that apply): Residential Commercial Industrial Other (please specify) _____			
6. Soil Conservation District Project Number:			
7. Did project require NJDEP Land Use Permit? Yes No Land Use Permit #:			
8. Did project require the use of any mitigation measures? Yes No If yes, which standard was mitigated?			

Site Design Specifications			
1. Area of Disturbance (acres):	Area of Proposed Impervious (acres):		
2. List all Hydrologic Soil Groups:			
3. Please Identify the Amount of Each Best Management Practices (BMPs) Utilized in Design Below:			
Bioretention Systems <input type="checkbox"/>	Constructed Wetlands <input type="checkbox"/>	Dry Wells <input type="checkbox"/>	Extended Detention Basins <input type="checkbox"/>
Infiltration Basins <input type="checkbox"/>	Combination Infiltration/Detention Basins <input type="checkbox"/>	Manufactured Treatment Devices <input type="checkbox"/>	
Pervious Paving Systems <input type="checkbox"/>	Sand Filters <input type="checkbox"/>	Vegetative Filter Strips <input type="checkbox"/>	Wet Ponds <input type="checkbox"/>
Grass Swales <input type="checkbox"/>	Subsurface Gravel Wetlands <input type="checkbox"/>	Other <input type="checkbox"/>	

Storm Event Information			
Storm Event: Rainfall (inches and duration)	2 yr.: _____	10 yr.: _____	
	100 yr.: _____	WQ DS: _____	
Runoff Computation Method (circle one):			
NRCS: Dimensionless Unit Hydrograph	NRCS: Delmarva Unit Hydrograph	Rational	Modified Rational
Other: _____			

Basin Specifications (answer all that apply) *If more than one basin, attach multiple sheets*			
1. Type of Basin:	Surface/Subsurface (circle one)		
2. Owner (circle one): Public Private: If so, Name: _____	Phone number: _____		
3. Basin Construction Completion Date:			
4. Drain Down Time (hr.):			
5. Design Soil Permeability (in./hr.):			
6. Seasonal High Water Table Depth from Bottom of Basin (ft.):	Date Obtained: _____		
7. Groundwater Recharge Methodology (circle one):	2 Year Difference	NJGRS	Other
8. Groundwater Mounding Analysis (circle one):	Yes	No	If Yes Methodology Used: _____
9. Maintenance Plan Submitted: Yes	No	Is the Basin Deed Restricted: Yes	No

Comments: _____

Name of Person Filling Out This Form: _____ Signature: _____

Title: _____ Date: _____

Basin Specifications (answer all that apply)
If more than one basin, attach multiple sheets

10. Type of Basin:	Surface/Subsurface (circle one)		
11. Owner (circle one): Public Private: If so, Name:	Phone number:		
12. Basin Construction Completion Date:			
13. Drain Down Time (hr.):			
14. Design Soil Permeability (in./hr.):			
15. Seasonal High Water Table Depth from Bottom of Basin (ft.):	Date Obtained:		
16. Groundwater Recharge Methodology (circle one): 2 Year Difference	NJGRS	Other	NA
17. Groundwater Mounding Analysis (circle one): Yes No	If, Yes Methodology Used:		
18. Maintenance Plan Submitted: Yes No	Is the Basin Deed Restricted: Yes No		

Basin Specifications (answer all that apply)
If more than one basin, attach multiple sheets

19. Type of Basin:	Surface/Subsurface (circle one)		
20. Owner (circle one): Public Private: If so, Name:	Phone number:		
21. Basin Construction Completion Date:			
22. Drain Down Time (hr.):			
23. Design Soil Permeability (in./hr.):			
24. Seasonal High Water Table Depth from Bottom of Basin (ft.):	Date Obtained:		
25. Groundwater Recharge Methodology (circle one): 2 Year Difference	NJGRS	Other	NA
26. Groundwater Mounding Analysis (circle one): Yes No	If, Yes Methodology Used:		
27. Maintenance Plan Submitted: Yes No	Is the Basin Deed Restricted: Yes No		

Basin Specifications (answer all that apply)
If more than one basin, attach multiple sheets

28. Type of Basin:	Surface/Subsurface (circle one)		
29. Owner (circle one): Public Private: If so, Name:	Phone number:		
30. Basin Construction Completion Date:			
31. Drain Down Time (hr.):			
32. Design Soil Permeability (in./hr.):			
33. Seasonal High Water Table Depth from Bottom of Basin (ft.):	Date Obtained:		
34. Groundwater Recharge Methodology (circle one): 2 Year Difference	NJGRS	Other	NA
35. Groundwater Mounding Analysis (circle one): Yes No	If, Yes Methodology Used:		
36. Maintenance Plan Submitted: Yes No	Is the Basin Deed Restricted: Yes No		

Name of Person Filling Out This Form: _____

Signature: _____

Title: _____

Date: _____

SPPP Form 16 – Standard Operating Procedures

Municipality: *Borough of Glen Ridge* County: *Essex County*

NJPDES #: NJG0151254 PI ID #: 197978

Team Member/Title: *William Bartlett, Public Works Superintendent*

Effective Date of Permit Authorization (EDPA): *January 1, 2018*

Date of Original Completion: *March 14, 2005*

Date of most recent update: *January 15, 2018*

BMP Date SOP went into effect: *July 15, 2004*

Describe your inspection schedule

Fueling Operations

(including the required practices listed in Attachment E of the permit)

We have compiled a list of all fueling locations within our municipal facilities, which will be inspected once a month. We will also perform visual inspections before discharging

Vehicle Maintenance

(Including the required practices listed in Attachment E of the permit)

Monthly inspections will be held to ensure that the SOP is being met.

Good Housekeeping Practices

(Including the required practices listed in Attachment E of the permit)

Attach inventory list required by Attachment E of the permit.

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

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

Inventory of Materials and Machinery

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

Inspections and Good Housekeeping

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

Fueling Operations

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

Discharge of Stormwater from Secondary Containment

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

Vehicle Maintenance

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

On-Site Equipment and Vehicle Washing and Wash Wastewater Containment

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

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

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

Salt and De-icing Material Storage and Handling

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

Aggregate Material and Construction Debris Storage

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

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

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

Yard Trimmings and Wood Waste Management Sites

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

Roadside Vegetation Management

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

**ENGINEERS CERTIFICATION OF ANNUAL INSPECTION OF EQUIPMENT
AND VEHICLE WASH WASTEWATER CONTAINMENT STRUCTURE**
(Complete a separate form for each vehicle wash wastewater containment structure)

Permittee: _____ NJPDES Permit No: _____

Containment Structure Location: _____

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

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

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

Acceptable _____

Unacceptable _____

Conditionally Acceptable _____

List necessary repairs and other conditions: _____

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

Name (print): _____ Seal: _____

Signature: _____

Date: _____

Underground Vehicle Wash Water Storage Tank Use Log

Name and Address of Facility _____
Facility Permit Number _____

Tank ID Number _____
Tank Volume _____ gallons
95% Volume _____ gallons
Tank Location _____ inches
Tank Height _____ inches
95% Volume _____ inches

Tank Location _____ inches
Tank Height _____ inches
95% Volume _____ inches

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

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

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

Underground Vehicle Wash Water Storage Tank Pump Out Log

Name and Address of Facility _____
Facility Permit Number _____

Tank ID Number _____
Tank Volume _____ gallons

Tank Location

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