

**Buena Borough
Stormwater Pollution Prevention
(SPPP) Plan**

**March, 2005
Revised May, 2013**

Prepared By:

A handwritten signature in cursive script, appearing to read "Terence Vogt", is positioned above a horizontal line.

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Buena Borough

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Buena Borough Stormwater Pollution Prevention (SPPP) Plan

I. Executive Summary

Remington, Vernick & Walberg Engineers was authorized by Buena Borough to provide Year 1 (2005) services for the Borough's compliance with the New Jersey Municipal Separate Storm Sewer System (MS4) regulations, as well as provide (2013) updates of its Stormwater Pollution Prevention Plan (SPPP) .

As part of our (2005) services, we performed an audit of the facility, including interviews with Borough personnel. Using this information, and data obtained from the facility, the enclosed Stormwater Pollution Prevention Plan (SPPP) was prepared (**Appendix A of report**). The SPPP plan was prepared using forms prepared by the NJDEP and contained in the NJDEP's "Tier A Stormwater Guidance Document", published April, 2004. These forms were updated (2013) per applicable (current) requirements.

In accordance with the Borough's 2009 permit renewal, the following amendments were made to the Borough's SPPP:

- Permit revisions and compliance with various milestones contained within the original MS4 Permit.
- Updates to the Local Education program.
- Updates to Stormdrain inlet labeling.
- Updates to Illicit connections investigations.
- Updates to ordinance requirements (refuse containers, private storm drain retrofits).
- Updates to municipal storm drain retrofits.
- Updates to street sweeping and road erosion maintenance.
- Updates to outfall pipe stream scouring remediation.
- Updates to employee training.

It is important to note that Buena Borough has complied with all of its original requirements and timetables as required per its initial (2004-2008) Tier A MS4 permit.

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

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

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

II. Municipal Audit

The following information was provided from a February, 2005 interview of Bill Nimohay, Road Superintendent, and updated (2013) per information from the Borough's 2012 annual report, the NJDEP's January 14, 2013 Inspection summary report and communications with Borough Officials:

A. Storm Drain Inlet Labelling

The Borough will labeled all inlets before April, 2009.

B. Outfall Mapping

The Borough completed outfall mapping before April, 2009.

C. Illicit Connections

All Borough-owned outfalls were inspected, beginning October, 2005 (18 months from the Effective Date of Permit Authorization, EDPA) for evidence of illicit connections (i.e., for pipe discharges after dry weather events). Dry weather is defined as no significant rain for at least 3 days. Some discharges (sump pumps, street cleaning, residential car washing, etc.). Initial inspections No illicit connections have been found in initial (2006) or subsequent inspections.

D. Yard Waste Collection

The Borough adopted the NJDEP-model yard waste collection program ordinance in November, 2005.

E. Street Sweeping

Since April, 2005, the Borough has met its requirement for monthly sweeping of select Borough Streets, weather and street surfaces permitting, which meet all of the following criteria:

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

With the exception of South Boulevard (from Central Avenue to Route 40), all of the roads meeting the above referenced requirements are County or State-owned, and not the Borough's responsibility.

F. Stormwater Facility Maintenance

Since April, 2005, all facilities have been annually inspected, maintained and/or repaired as necessary (e.g., cleaned or repaired as necessary to maintain functioning of systems). The "System" **only** includes stormwater infrastructure **owned and maintained** by municipality.

Buena meets the minimum standard.

G. Outfall Pipe Remediation

The Borough mapped and inspected all of its outfalls discharging into waterways per its initial MS4 compliance timetables. No areas in need of erosion were identified to date (2013). Where repairs are necessary (e.g., for downstream erosion), the Borough will prioritize, schedule repairs.

H. De-icing material storage

The Borough uses a fully-enclosed salt storage building located at its DPW complex.

I. Standard Operating Procedures (SOP's)

1. Fuel tanks

The Borough Garage Facility has a 500 gallon gasoline AST. The Borough implemented applicable SOP's beginning April, 2005.

2. DPW Garage (vehicle maintenance, good housekeeping)

The existing Borough Garage facility has a building (where minor vehicle maintenance is done) and a vehicle storage/supplies facility. All vehicle maintenance (fluid changes, minor repairs) done indoors. Spills, if any, are cleaned up using absorbent materials, and disposed legally.

3. Good Housekeeping

Applicable Good Housekeeping practices will be implemented April, 2005.

J. Employee Training Requirements

The Borough conducts annual Employee Training per its MS4 obligations.

Appendix A – Stormwater Pollution Prevention Plan Forms, Sample Logs

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Terence Vogt, PE

Title: Consulting Engineer, Remington & Vernick

Date: May, 2013

Municipality: Buena Borough

County: Atlantic

NJPDES #: NJG0149314(Tier A)

PI ID #: 171494

Stormwater Program Coordinator: Bill Nimohay

Title: Road Superintendent

Office Phone #: (856) 697-0280

Emergency Phone #: (856) 207-6447

Public Notice Coordinator: Bill Nimohay

Title: Road Superintendent

Office Phone #: (856) 697-0280

Emergency Phone #: (856) 207-6447

Post-Construction Stormwater Management Coordinator: Robert Smith

Title: Borough Engineer

Office Phone #: (609) 645-7110

Emergency Phone #: (609) 645-7110

Local Public Education Coordinator: Bill Nimohay

Title: Road Superintendent

Office Phone #: (856) 697-0280

Emergency Phone #: (856) 207-6447

Ordinance Coordinator: Robert Smith

Title: Borough Engineer

Office Phone #: (609) 645-7110

Emergency Phone #: (609) 645-7110

Public Works Coordinator: Bill Nimohay

Title: Road Superintendent

Office Phone #: (856) 697-0280

Emergency Phone #: (856) 207-6447

Employee Training Coordinator: Bill Nimohay

Title: Road Superintendent

Office Phone #: (856) 697-0280

Emergency Phone #: (856) 207-6447

Other: Terence Vogt, PE

Title: Consulting Engineer

Office Phone #: 732-955-8000

Emergency Phone #: 856-795-9595

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Buena Borough

County: Atlantic

NJPDES # : NJG0149314(Tier A)

PI ID #: 171494

Team Member/Title: Bill Nimohay, Road Superintendent

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

Date of Completion: February, 2005 Date of most recent update: May, 2013

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.), Buena Borough provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Buena Borough provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et. seq. In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), Buena Borough complies with those requirements.

SPPP Form 3 – New Development and Redevelopment Program

Municipality
Information

Municipality: Buena Borough

County: Atlantic

NJPDES # : NJG0149314(Tier A)

PI ID #: 171494

Team Member/Title: Robert Smith, Borough Engineer

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

Date of Completion: February, 2005 Date of most recent update: May, 2013

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

To control stormwater from new development and redevelopment projects throughout Buena Borough, (including projects we operate), we do the following:

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

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

SEE CONTINUATION SHEET.

SPPP Form 3 (continued)
New Development and Redevelopment Program

Our stormwater control ordinance, which is administered by our planning and zoning boards and code enforcement officer, is used to control stormwater from all development and redevelopment projects

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

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

SPPP Form 4- Local Public Education Program

Municipality
Information

Municipality: Buena Borough County Atlantic

NJPDES # : 0149314 (Tier A) PI ID #: 171494

Team Member/Title: Bill Nimohay, Road Superintendent

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

Date of Completion: February, 2005 Date of most recent update: May 2013

Local Public Education Program

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

Subsequent to the 2009 Permit revisions and Public Education Requirements, Buena Borough meets or exceeds the 10-point public education minimum including providing distribution of the following information:

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

An annual local event (Buena Day, other) is held each year. We make the DEP brochure and other educational materials available at our table in conjunction with recycling information from the Atlantic County Utility Authority.

At least one school stormwater presentation per year.

Stormwater training of elected municipal officials

Use of Department materials

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: Buena Borough County Atlantic

NJPDES # : 0149314 (Tier A) PI ID #: 171494

Team Member/Title: Bill Nimohay, Road Superintendent

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

Date of Completion: February, 2005 Date of most recent update: May, 2013

Storm Drain Inlet Labeling

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

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

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

We use an appropriate method of labeling inlets (e.g., NO DUMPING - DRAINS TO WATERWAY", other) with a picture of a fish next to it.

The Borough has labelled all of its inlets.

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

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Buena Borough County Atlantic

NJPDES #: NJG 0149314 (Tier A) PI ID #: 171494

Team Member/Title: Bill Nimohay, Road Superintendent

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

Date of Completion: February, 2005 Date of most recent update: May, 2013

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

Buena Borough mapped out the location of all outfall pipes operated by Buena Borough.

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

SPPP Form 7 – Illicit Connection Elimination Program

Municipality
Information

Municipality: Buena Borough County Atlantic

NJPDES # : NJG 0149314 (Tier A) PI ID #: 171494

Team Member/Title: Bill Nimohay, Road Superintendent

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

Date of Completion: February, 2005 Date of most recent update: May, 2013

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

The Borough conducted an initial physical inspection of all of our outfall pipes during the mapping process. We used the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms are kept with our SPPP records. No evidence of illicit connections was found at any of the Borough-owned outfalls.

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Buena Borough County Atlantic

NJPDES # : NJG 0149314 (Tier A) PI ID #: 121494

Team Member/Title: Bill Nimohay, Road Superintendent

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

Date of Completion: February, 2005 Date of most recent update: May, 2013

Prior to May 2, 2006

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

Total number of inspections performed this year? 6

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

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? n/a

May 2, 2006 – May 1, 2007

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

Total number of inspections performed this year? _____

Number of outfalls found to have a dry weather flow? _____

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

May 2, 2007 – May 1, 2008

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

Total number of inspections performed this year? _____

Number of outfalls found to have a dry weather flow? _____

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

May 2, 2008 – May 1, 2009

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

Total number of inspections performed this year? _____

Number of outfalls found to have a dry weather flow? _____

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality
Information

Municipality: Buena Borough County Atlantic

NJPDES # : NJG 0149314 (Tier A) PI ID #: 171494

Team Member/Title: Bill Nimohay, Road Superintendent

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

Date of Completion: February, 2005 Date of most recent update: May, 2013

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

Buena Borough has an existing yard waste collection and disposal program.

The Borough currently has weekly curbside leaf collection during the fall (October through December) and three times during the spring.

There is an MS4 requirement, beginning October, 2005, to either pass an ordinance prohibiting (deliberately) placing non-containerized leaves and yard waste, OR collect monthly October, November, December, and once in spring. The Borough already exceeds this criteria.

Buena Borough adopted and enforces a yard waste ordinance (see SPPP Form 10) prohibits all yard wastes from being placed at the curb or along the street more than seven days prior to our scheduled collections, unless they are bagged or otherwise containerized. The ordinance prohibits the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: Buena Borough County Atlantic

NJPDES # : NJG 0149314 (Tier A) PI ID #: 171494

Team Member/Title: Matthew Ecker, Borough Engineer

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

Date of Completion: February, 2005 Date of most recent update: May, 2013

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

Pet Waste October 15, 2006

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

Litter June 6, 2008

Improper Waste Disposal September 26, 2005 AND refuse container 4/23/12

Wildlife Feeding September 26, 2005

Yard Waste November 12, 2005

Illicit Connections September 26, 2005 AND private storm drain 4/23/12

How will these ordinances be enforced?

The Road Department enforces these ordinances. If someone is found to be in violation of an ordinance, they are issued a written warning for first time offenses, and penalties are issued for subsequent offenses.

Municipality Information	Municipality: <u>Buena Borough County Atlantic</u>				
	NJPDES # : <u>NJG 0149314 (Tier A)</u> PI ID #: <u>171494</u>				
	Team Member/Title: <u>Bill Nimohay, Road Superintendent</u>				
	Effective Date of Permit Authorization (EDPA): <u>4/1/04</u>				
	Date of Completion: <u>February, 2005</u> Date of most recent update: <u>May, 2013</u>				
	What type of storm drain inlet design will generally be used for retrofitting?				
<i>For most projects, Buena Borough uses the NJDOT bicycle safe grate style and (if needed) a curb opening with a clear space no bigger than two (2) inches across the smallest dimension.</i>					
Repaving, repairing,reconstruction or alteration project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions

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

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

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality
Information

Municipality: Buena Borough County: Atlantic

NJPDES # .NJG 0149314 (Tier A) PI ID #: 171494

Team Member/Title: Bill Nimohay, Road Superintendent

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

Date of Completion: February, 2005 Date of most recent update: May, 2013

Street Sweeping

Please describe the street sweeping schedule that you will maintain.

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

Buena Borough has evaluated all of its streets to determine which areas will need to be swept monthly. Per review of the Borough roadways, the only road that must be swept is South Boulevard (between Central Avenue and Route 40).

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

Road Erosion Control Maintenance

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

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

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

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: Buena Borough County: Atlantic

NJPDES #: NJG 0149314 (Tier A) PI ID #: 171494

Team Member/Title: Bill Nimohay, Road Superintendent

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

Date of Completion: February, 2005 Date of most recent update: May, 2013

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

Buena Borough implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins are inspected once each year and maintained, if necessary, by DPW personnel and/or procured services. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin is cleaned. All catch basins are inspected yearly, even if they were found to be "clean" the previous year.

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

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

Buena Borough implemented a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Borough function properly. Buena operates the following:

-catch basins

-storm drains

-infiltration retention basins

These stormwater facilities are inspected annually by DPW personnel to insure that they are functioning properly. In high risk areas, preventative maintenance is performed on all stormwater facilities to ensure that they do not begin to fail.

At the time of cleaning, the catch basins are inspected for proper function. Maintenance is scheduled for those catch basins that are in disrepair.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality
Information

Municipality: Buena Borough County: Atlantic

NJPDES #: NJG 0149314 (Tier A) PI ID #: 171494

Team Member/Title: Bill Nimohay, Road Superintendent

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

Date of Completion: February, 2005 Date of most recent update: May, 2013

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

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

In 2006, concurrent with illicit connection investigations, outfalls will initially inspected for signs of stream erosion and scouring. No erosion in need of repair has been found to date (2013).

If any in the future, sites will be prioritized, and repairs will be scheduled and performed in accordance with Atlantic County and NJDEP standards.

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

SPPP Form 15 – De-icing Material Storage

Municipality
Information

Municipality: Buena Borough County Atlantic

NJPDES # : NJG 0149314 (Tier A) PI ID #: 171494

Team Member/Title: Bill Nemohay, Road Superintendent

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

Date of Completion: February, 2005 Date of most recent update: May, 2013

De-icing Material Storage

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

Buena Borough stores its de-icing salt at the Borough's fully-enclosed salt storage building located at the Public Works facility, located on Summer Avenue.

SPPP Form 67 – Standard Operating Procedures

Municipality Information	Municipality: <u>Buena Borough</u> County <u>Atlantic</u>		
	NJPDES # : <u>NJG 0149314 (Tier A)</u> PI ID #: <u>171494</u>		
	Team Member/Title: <u>Bill Nemohay, Road Superintendent</u>		
	Effective Date of Permit Authorization (EDPA): <u>4/1/04</u>		
	Date of Completion: <u>February, 2005</u> Date of most recent update: <u>May, 2013</u>		
	BMP	Date SOP went into effect	Describe your inspection schedule
	Fueling Operations (including the required practices listed in Attachment D of the permit)	April, 2005	Fueling facilities at Borough Garage - monthly.
	Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	April, 2005	N/A - Minor vehicle maintenance is performed indoors. Major repairs are performed by a private vendor.
	Good Housekeeping Practices (including the required practices listed in Attachment D of the permit)	April, 2005	Monthly inspections of all municipal maintenance yards and ancillary operations are performed.
	Attach inventory list required by Attachment D of the permit.		

SPPP Form 17 – Employee Training

Municipality
Information

Municipality: Buena Borough County Atlantic

NJPDES # : NJG 014314 (Tier A) PI ID #: 171494

Team Member/Title: Bill Nimohay, Road Superintendent

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

Date of Completion: February, 2005 Date of most recent update: May, 2013

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

SEE CONTINUATION SHEET.

SPPP Form 17 – Employee Training (continuation)

The following topics are covered annually:

Course:

Who will attend:

Waste Disposal Education

hotline operators and
Environmental Commission Members

Municipal Ordinances

code enforcement and local police
departments, public works employees

Yard Waste Collection Program

public works employees

Street Sweeping

public works employees

Stormwater Facility Maintenance

public works employees

Road Erosion Control

public works employees

Outfall Pipe Stream Scouring
Remediation

public works employees

Construction Activity/Post Construction
Stormwater Management in New
Development and Redevelopment
(for municipally-owned projects)

public works employees

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

Course:

Who will attend:

Illicit Connection Elimination and
Outfall Pipe Mapping

public works employees, hotline operator

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

Maintenance Yard Operations
(including Ancillary Operations)

public works employees

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

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

BUENA BOROUGH

Standard Operating Procedure

Good Housekeeping

Buena Borough

Good Housekeeping Goals

- Proper Recycling
- Proper Waste Disposal
- Pollution Prevention

Introduction and Purpose

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

Scope

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Buena Borough..

Standards and Specifications (General)

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

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

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

**Spill Response
and Reporting**

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the Buena Borough Police Department Spill Response Team at 911.

**Maintenance
and Inspection**

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

BUENA BOROUGH

Standard Operating Procedures

Vehicle and Equipment Fueling

Buena Borough
Borough Garage
With Fueling Operations

Introduction and

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

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

Standards and Specifications (for vehicle and equipment fueling)

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

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

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

Spill Response

- Conduct cleanups of any fuel spills immediately after discovery.
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly.
- Contact the Buena Borough Police Department Spill Response Team at 911.

**Maintenance
and Inspection**

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

BUENA BOROUGH
Sample Inventory Log

Facility Name: Buena Borough – Public Works Facility
Prepared By Remington, Vernick & Walberg Engineers
Date May, 2013

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

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

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

The following materials are stored at Buena Borough's Public Works Facility:

- | | |
|--------------------|--------------------------------------|
| • Diesel Fuel | N/A |
| • Gasoline | 500 gallon above ground storage tank |
| • Lubricants | N/A |
| • Solvents | N/A |
| • Detergent | N/A |
| • Machinery (Type) | grader, dump truck, snow plow |
| • Waste Oil | N/A |

BUENA BOROUGH
Sample Street Sweeping Log

Prepared By _____
Title _____
Date _____

<u>Month (date)</u>	<u>Area/Road(s) swept</u>	<u>#Miles swept</u>	<u>Materials Collected (CY)</u>
---------------------	---------------------------	---------------------	---------------------------------

April

May

June

July

August

September

October

November

December

January

February

March

BUENA BOROUGH
Stormwater Facility Maintenance Log

Year _____
 Prepared By _____
 Date _____

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

BUENA BOROUGH
Sample Road Erosion Repair Log

Year _____
Prepared By _____
Date _____

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

Appendix B – MS4 Tier A Permit

PART I

NARRATIVE REQUIREMENTS

Tier A Municipal Stormwater General Permit

Final - NJPDES Permit Renewal - Existing Permittee

A. Authorization Under this Permit

1. Permit Area

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

2. Eligibility

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

- ix. Flows from rinsing of the following equipment with clean water:
 - Beach maintenance equipment immediately following their use for their intended purposes; and
 - Equipment used in the application of salt and de-icing materials immediately following salt and de-icing material applications. Prior to rinsing with clean water, all residual salt and de-icing materials must be removed from equipment and vehicles to the maximum extent practicable using dry cleaning methods (e.g., shoveling and sweeping). - Recovered materials are to be returned to storage for reuse or properly discarded.
 - Rinsing of equipment in the above situations is limited to exterior, undercarriage, and exposed parts and does not apply to engines or other enclosed machinery.
- d. If any of the discharges listed in 2.c above are identified by the municipality as a significant contributor of pollutants to or from the MS4, the Tier A Municipality must address the discharge as an illicit connection or as an improper disposal of waste as specified in Part I, Section F of this permit

3. Authorization

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

4. Automatic Renewal of Authorization

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

5. Stormwater Discharges Not Authorized

- a. This permit does not authorize "stormwater discharge associated with industrial activity" as defined in N.J.A.C. 7:14A-1.2. Types of facilities that a Tier A Municipality may operate and that are considered to be engaging in "industrial activity" include but are not limited to certain landfills and recycling facilities, certain transportation facilities (including certain local passenger transit and air transportation facilities), certain facilities handling domestic sewage or sewage sludge, steam electric power generating facilities, and construction activity that disturbs five acres or more (see N.J.A.C. 7:14A-1.2 for the full definition of "stormwater discharge associated with industrial activity"). Any municipality that operates an industrial facility with such a discharge must submit a separate request for authorization (RFA) or individual permit application for that discharge. An RFA submitted for the Tier A Municipal Stormwater General Permit does not qualify as an RFA for such a discharge.
- i. Deadlines to apply for a NJPDES permit for "stormwater discharge associated with industrial activity" are set forth in N.J.A.C. 7:14A-24.4(a)1. If such a discharge is from a facility (other than an airport, powerplant, or uncontrolled sanitary landfill) that is owned or operated by a municipality with a population of less than 100,000, the municipality shall submit the RFA or individual permit application by March 3, 2004. If such a discharge is from any other industrial facility, N.J.A.C. 7:14A-24.4(a)1 specifies earlier deadlines to apply.
- b. This permit does not authorize "stormwater discharge associated with small construction activity" as defined in N.J.A.C. 7:14A-1.2. In general, this is the discharge to surface water of stormwater from construction activity that disturbs at least one but less than five acres (see N.J.A.C. 7:14A-1.2 for the full definition). Any municipality that operates a construction site with such a discharge must submit a separate RFA or individual permit application for that discharge. An RFA submitted for the Tier A Municipal Stormwater General Permit does not qualify as an RFA for such a discharge.
- c. This permit does not authorize any stormwater discharge that is authorized under another NJPDES permit. A municipality does not have to implement measures contained in this NJPDES permit for stormwater discharges at facilities owned or operated by that municipality that are regulated under a separate NJPDES stormwater permit authorizing those discharges.
- d. This permit does not authorize stormwater discharges from projects or activities that conflict with an adopted areawide or Statewide WQM plan.

B. Requests for Authorization Requirements

1. Deadline for Requesting Authorization for an Existing Discharge

- a. An RFA for the existing discharges from the small MS4 owned or operated by a Tier A Municipality must have been submitted to the Department on or before March 3, 2004, except as provided below.
 - i. If a municipality receives notice from the Department that it has been reassigned from Tier B to Tier A, or that a special designation is made under N.J.A.C. 7:14A-25.2(a)4, the deadline to submit an RFA is 180 days after the receipt of that notice, unless the Department approves a later date.
 - ii. The Department may, in its discretion, accept an RFA submitted after the foregoing deadline; however, the municipality may still be held liable for violating the deadline to apply in accordance with N.J.A.C. 7:14A-25.4 and for discharging pollutants without a valid NJPDES permit in accordance with N.J.A.C. 7:14A-2.1(d).

2. Deadline for Requesting Authorization for a New Discharge

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

3. Requesting Authorization

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

4. Contents of the Request for Authorization

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

5. Where to Submit

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

C. Definitions

1. The following definitions apply to this permit.

- a. "Catch Basin" means a cistern, vault, chamber or well that is usually built along a street as part of the storm sewer system to capture sediment, debris, and pollutants.
- b. "EDPA" or "Effective Date of Permit Authorization" means the date the permittee's authorization to discharge under the Tier A Municipal Stormwater General Permit becomes effective. This date may be found on the permittee's Authorization to Discharge.

- c. "Existing Permittee" means a municipality that was authorized to discharge under the Tier A Municipal Stormwater General Permit on February 28, 2009.
- d. "Illicit connection" means any physical or non-physical connection that discharges the following to a municipal separate storm sewer system, unless that discharge is authorized under a NJPDES permit other than the NJPDES permit for discharges from that system (non-physical connections may include, but are not limited to, leaks, flows, or overflows into the municipal separate storm sewer system):
 - i. Domestic sewage;
 - ii. Non-contact cooling water, process wastewater, or other industrial waste (other than stormwater); or
 - iii. Any category of non-stormwater discharges that the Tier A Municipality identifies as a source or significant contributor of pollutants pursuant to 40 C.F.R. 122.34(b)(3)(iii).
- e. "MS4" means a municipal separate storm sewer system.
- f. "Municipality" means a "municipality" as defined in the Municipal Land Use Law at N.J.S.A. 40:55D-5, that is, any city, borough, town, township, or village.
- g. "Municipal separate storm sewer" means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains):
 - i. Owned or operated by the United States, an interstate agency, a State, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe organization, or a designated and approved management agency under section 208 of the CWA that discharges to surface water or groundwater;
 - ii. Designed and used for collecting or conveying stormwater;
 - iii. Which is not a combined sewer;
 - iv. Which is not part of a POTW; and
 - v. Which is not either of the following:
 - A separate storm sewer(s) that is at an industrial facility, and that collects or conveys stormwater discharges associated with industrial activity that occurs at that facility; or
 - A separate storm sewer(s) that is at a construction site, and that collects or conveys stormwater discharges associated with small construction activity that occurs at that site.
- h. "New Permittee" means a municipality that obtains its first authorization to discharge under the Tier A Municipal Stormwater General Permit after February 28, 2009.
- i. "Original EDPA" means the initial date of the permittee's authorization to discharge under the Tier A (or, for purposes of F.4. below, Tier A or Tier B) Municipal Stormwater General Permit issued on February 2, 2004.

- j. "Permanent structure" means a permanent building or permanent structure that is anchored to a permanent foundation with an impermeable floor, and that is completely roofed and walled (a door is recommended, but not required). A fabric frame structure is a permanent structure if it meets the following specifications:
- i. structure must be designed to withstand at least 110 mph winds;
 - ii. structure must be covered by a PVC or other similar fire rated material with a minimum twenty (20) year warranty;
 - iii. concrete blocks, jersey barriers or other similar material must be placed around the interior of the structure to protect the side walls during loading and unloading de-icing materials;
 - iv. the design must prevent stormwater run-on and run through;
 - v. structure must be erected on an impermeable slab;
 - vi. structure cannot be open sided; and
 - vii. must have a roll up door or other means of sealing the access way from wind driven rainfall.
- k. "Small municipal separate storm sewer system" or "small MS4" means all municipal separate storm sewers (other than "large" or "medium" municipal separate storm sewer systems as defined in N.J.A.C. 7:14A-1.2) that are:
- i. Owned or operated by municipalities described under N.J.A.C. 7:14A-25.1(b);
 - ii. Owned or operated by county, State, interstate, or Federal agencies, and located at public complexes as described under N.J.A.C. 7:14A-25.2(a)2; or
 - iii. Owned or operated by county, State, interstate, or Federal agencies, and located at highways and other thoroughfares as described under N.J.A.C. 7:14A-25.2(a)3; or
 - iv. Owned or operated by county, State, interstate, Federal, or other agencies, and receive special designation under N.J.A.C. 7:14A-25.2(a)4.
- l. "Solid and floatable materials" means sediment, debris, trash, and other floating, suspended, or settleable solids.
- m. "Stormwater" means water resulting from precipitation (including rain and snow) that runs off the land's surface, is transmitted to the subsurface, is captured by separate storm sewers or other sewerage or drainage facilities, or is conveyed by snow removal equipment.
- n. "Stormwater facility" includes, but is not limited to: catch basins, detention basins, filter strips, riparian buffers, infiltration trenches, sand filters, constructed wetlands, wet basins, bioretention systems, low flow bypasses, and stormwater conveyances.
- o. "Yard waste" means loose leaves and grass clippings.

D. Special Conditions

1. Sharing of Responsibilities

- a. A Tier A Municipality may rely on another governmental, private, or nonprofit entity (for example, a watershed association) to satisfy the municipality's NJPDES permit obligations to implement one or more control measures (or components (s) thereof) pursuant to N.J.A.C. 7:14A-25.7(a) if:

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

E. Stormwater Program and Stormwater Pollution Prevention Plan

1. Stormwater Program

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

2. Stormwater Pollution Prevention Plan (SPPP)

- a. Tier A Municipalities have prepared and implemented a written Stormwater Pollution Prevention Plan (SPPP) that describes the Tier A Municipality's stormwater program and serves as the mechanism for the implementation of the Statewide Basic Requirements. The SPPP must address stormwater quality issues related to new development, redevelopment and existing development. The SPPP shall include, at a minimum, all of the information and items identified in Attachment A.
 - i. Tier A Municipalities shall revise their SPPP on or before June 1, 2009 to incorporate additional Statewide Basic Requirements, best management practices and other changes required by the renewal of the Tier A Permit.
- b. The SPPP shall be signed, dated and retained by the Municipal Stormwater Program Coordinator.
- c. For any projects or activities which the municipality contracts out to private contractors after the EDPA, the awarded contract must contain conditions that the contractor must conduct such projects or activities in such a manner that is in compliance with the municipality's SPPP and this permit's conditions. The municipality is responsible for any violations of this permit resulting from a contractor's noncompliance.
- d. SPPPs may be amended so long as they continue to meet the requirements of this permit. Any amended SPPPs shall be signed, dated, implemented, retained, and otherwise treated in the same manner as the original SPPP. The Tier A Municipality shall retain each previous SPPP for a period of at least five years from the date of that previous SPPP. This period may be extended by written request of the Department at any time.

F. Statewide Basic Requirements (SBRs)

1. **Stormwater quality issues related to new development, redevelopment and existing development are to be addressed through the implementation of the following Statewide Basic Requirements (SBRs). The permit specifies the BMPs that will be implemented for those SBRs. These SBRs and related BMPs are to be detailed in the municipality's SPPP.**
 - a. Additional information is provided and each of the SBRs and related BMPs are described in more detail in the Department's Tier A Municipal Stormwater Permit Guidance Document.
2. **Public Notice**
 - a. Minimum Standard - Tier A Municipalities shall comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of the Tier A Municipality's stormwater program.
 - b. Measurable Goal - Tier A Municipalities shall certify annually that all applicable State and local public notice requirements were followed.
 - c. Implementation - On March 1, 2009 and thereafter.
3. **Post-Construction Stormwater Management in New Development and Redevelopment**
 - a. Minimum Standard - To prevent or minimize water quality impacts, the Tier A Municipality shall implement, and enforce a program to address stormwater runoff from new development and redevelopment projects (including projects operated by the municipality itself) that disturb one acre or more, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into the municipality's small MS4. The municipality shall in its post-construction program:
 - i. Adopt and reexamine a municipal stormwater management plan (or adopt amendments to an existing municipal stormwater management plan) in accordance with N.J.A.C. 7:8-4.
 - ii. Adopt and implement a municipal stormwater control ordinance or ordinances in accordance with N.J.A.C. 7:8-4. The ordinance(s) will control stormwater from non-residential development and redevelopment projects.
 - iii. Ensure that any residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (N.J.A.C. 5:21-7) comply with those standards (including any exception, waiver, or special area standard that was approved under N.J.A.C. 5:21-3).
 - iv. Where necessary to implement the municipal stormwater management plan, the municipal stormwater control ordinance(s) will also:
 - Control aspects of residential development and redevelopment projects that are not pre-empted by the Residential Site Improvement Standards; and
 - Set forth special area standards approved by the Site Improvement Advisory Board for residential development or redevelopment projects under N.J.A.C. 5:21-3.5.
 - v. Ensure adequate long-term operation and maintenance of BMPs.
 - vi. Enforce, through the stormwater control ordinance(s) or a separate ordinance, compliance with standards set forth in Attachment C of the permit to control passage of solid and floatable materials through storm drain inlets.

- vii. This post-construction program shall also require compliance with the applicable design and performance standards established under N.J.A.C. 7:8 for major development, unless:
 - Those standards do not apply because of a variance or exemption granted under N.J.A.C. 7:8; or
 - Alternative standards are applicable under an areawide or Statewide Water Quality Management Plan adopted in accordance with N.J.A.C. 7:15.
- b. Measurable Goal - Tier A Municipalities shall certify annually that that they have developed, implemented, and are actively enforcing a program to address stormwater runoff from new development and redevelopment projects that discharge into the Tier A Municipality's small MS4 in accordance with the minimum standard.
- c. Implementation - On March 1, 2009 and thereafter, Tier A Municipalities shall:
 - i. Enforce stormwater control ordinance(s), prepared in accordance with N.J.A.C. 7:8-4, when approved by the county review agency (and, where N.J.A.C. 7:50-3 is applicable, certified by the Pinelands Commission) or shall enforce stormwater control ordinance(s) when conditionally approved by the county review agency upon adoption by the municipality of the amendments specified by the county review agency (and, where N.J.A.C. 7:50-3 is applicable, certified by the Pinelands Commission).
 - ii. Ensure that any residential new development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (N.J.A.C. 5:21-7) comply with those standards (including any exception, waiver, or special area standard that was approved under N.J.A.C. 5:21-3).
 - iii. Ensure adequate long-term operation and maintenance of BMPs on property owned or operated by the municipality.
 - iv. Ensure adequate long-term operation and maintenance of BMPs on property not owned or operated by the municipality
 - v. Enforce, through the stormwater control ordinance(s) or a separate ordinance compliance with the standards set forth in Attachment C of the permit to control passage of solid and floatable materials through storm drain inlets for storm drain inlets not installed by the Tier A Municipality.
 - vi. Comply with the standards set forth in Attachment C of the permit to control passage of solid and floatable materials through storm drain inlets for storm drain inlets the municipality installs within the Tier A Municipality's small MS4.
- 4. Local Public Education
 - a. Local Public Education Program - Tier A Municipalities shall implement a Local Public Education Program that focuses on providing the public with information on the impact of stormwater discharges to surface and ground waters of the State and steps that the public can take to reduce pollutants in stormwater runoff. Appropriate information to be covered during these educational activities shall include, but is not limited to, local stormwater related municipal ordinances [Pet Waste Ordinance, Litter Ordinance, Improper Disposal of Waste Ordinance, Wildlife Feeding Ordinance, Illicit Connection Ordinance, Refuse Container / Dumpster Ordinance, Private Storm Drain Inlet Retrofitting, and Fertilizer Management Ordinance (if applicable)]; proper application, storage and disposal of fertilizer and pesticides; home composting and yard waste recycling; use of native or well-adapted vegetation; local stream and/or shoreline restoration activities; watershed education; and general nonpoint source education.

- i. Minimum Standard - Tier A Municipalities shall annually conduct educational activities that total a minimum of 10 points. Each approved activity is listed and has been assigned a point value in Attachment E of the permit.
 - ii. Measurable Goal - Tier A Municipalities shall certify annually that they have accumulated the number of points required to meet the Local Public Education Program minimum standard. Exact dates (e.g., month, day, year) and details of each educational activity (e.g., photos of the mural) shall be reported to the Department in the Annual Report.
 - iii. Implementation - On March 1, 2009 and thereafter, Tier A Municipalities shall develop and begin implementing the Local Public Education Program minimum standard.
- b. Storm Drain Inlet Labeling and Maintenance
- i. Minimum Standard - Tier A Municipalities shall label all storm drain inlets along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by the municipality, and maintain the legibility of those labels.
 - ii. Measurable Goal - Tier A Municipalities shall certify annually that a storm drain inlet labeling program has been developed and is being implemented.
 - iii. Implementation - Within 60 months from the original EDPA and thereafter, Tier A Municipalities shall ensure, for the storm drains identified in the minimum standard, that all storm drain inlets have been labeled and that the labels are being maintained.

5. Improper Disposal of Waste

a. Pet Waste Ordinance

- i. Minimum Standard - Tier A Municipalities shall have adopted and shall enforce an ordinance that requires pet owners or their keepers to immediately and properly dispose of their pet's solid waste deposited on any property, public or private, not owned or possessed by that person. Information on the Pet Waste Ordinance and the benefits of proper disposal of pet solid waste shall be distributed with pet licenses.
- ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Pet Waste Ordinance minimum standard.
- iii. Implementation - On March 1, 2009 and thereafter, Tier A Municipalities shall implement the Pet Waste Ordinance minimum standard.

b. Litter Ordinance

- i. Minimum Standard - Tier A Municipalities shall have adopted and shall enforce a litter ordinance or enforce the existing State litter statute (N.J.S.A. 13:1E-99.3).
- ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Litter Ordinance minimum standard.
- iii. Implementation - On March 1, 2009 and thereafter, Tier A Municipalities shall implement the Litter Ordinance minimum standard.

c. Improper Disposal of Waste Ordinance

- i. Minimum Standard - Tier A Municipalities shall have adopted and shall enforce an ordinance prohibiting the improper spilling, dumping, or disposal of materials other than stormwater into the small MS4 (excluding those authorized in Part I, Section A.2.c).

- ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Improper Waste Disposal Ordinance minimum standard.
 - iii. Implementation - On March 1, 2009 and thereafter, Tier A Municipalities shall implement the Improper Disposal of Waste Ordinance minimum standard.
- d. Wildlife Feeding Ordinance
 - i. Minimum Standard - Tier A Municipalities shall have adopted and shall enforce an ordinance that prohibits the feeding in any public park or on any other property owned or operated by the Tier A Municipality of any wildlife (excluding confined animals, for example, wildlife confined in zoos, parks, or rehabilitation centers or unconfined wildlife at environmental education centers, or feral cats as part of an approved Trap-Neuter-Release (TNR) program).
 - ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Wildlife Feeding Ordinance minimum standard.
 - iii. Implementation - On March 1, 2009 and thereafter, Tier A Municipalities shall implement the Wildlife Feeding Ordinance minimum standard.
- e. Yard Waste Ordinance / Collection Program
 - i. Minimum Standard - Tier A Municipalities shall have adopted and shall enforce an ordinance that prohibits placing non-containerized yard wastes in the cartway of the street or shall have developed and implemented a yard waste collection and disposal program. A yard waste collection program shall include the adoption and enforcement of an ordinance prohibiting the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized. The frequency of pickups shall be determined at the discretion of the Tier A Municipality but must be part of a set yard waste collection schedule which is noticed to all municipal residents and businesses. Any area, which the municipality determines to have no yard waste, will be exempt from the collections.
 - ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Yard Waste minimum standard. Tier A Municipalities that have chosen to implement the yard waste collection program must include the collection schedule dates in the annual report.
 - iii. Implementation - On March 1, 2009 and thereafter, Tier A Municipalities shall implement the Yard Waste Ordinance / Collection Program minimum standard.
- f. Refuse Container / Dumpster Ordinance
 - i. Minimum Standard - Tier A Municipalities shall adopt and enforce an ordinance requiring dumpsters and other refuse containers that are outdoors or exposed to stormwater to be covered at all times and which prohibits the spilling, dumping, leaking, or otherwise discharge of liquids, semi-liquids or solids from the containers [excluding permitted temporary demolition containers, refuse containers at industrial facilities authorized to discharge stormwater under a valid NJPDES permit, litter receptacles, individual homeowner trash and recycling containers, and containers that hold large bulky items (e.g., furniture, bound carpet and padding) only].
 - ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Refuse Container Ordinance minimum standard.
 - iii. Implementation - Tier A Municipalities shall have adopted and begin enforcing the Refuse Container / Dumpster Ordinance minimum standard on or before September 1, 2010.
- g. Fertilizer Management Ordinance

- i. Minimum Standard - Tier A Municipalities identified in the adopted Non-Tidal Passaic River Basin Addressing Phosphorus Impairments TMDL shall adopt and enforce a fertilizer management ordinance, consistent with the model ordinance provided by the Department's Division of Watershed Management. (The list of municipalities required to adopt the ordinance is found in the adopted Non-Tidal Passaic River Basin Addressing Phosphorus Impairments TMDL and in Attachment F of this permit).
 - ii. Measurable Goal - Tier A Municipalities, identified in the adopted Non-Tidal Passaic River Basin Addressing Phosphorus Impairments TMDL and Attachment F of this permit, shall certify annually that they have met the Fertilizer Management Ordinance minimum standard.
 - iii. Implementation - Tier A Municipalities, identified in the adopted Non-Tidal Passaic River Basin Addressing Phosphorus Impairments TMDL and Attachment F of this permit, shall have fully implemented the Fertilizer Management Ordinance minimum standard on or before September 1, 2009.
- h. Private Storm Drain Inlet Retrofitting Ordinance
 - i. Minimum Standard - Tier A Municipalities shall adopt and enforce an ordinance requiring the retrofitting of existing storm drain inlets to meet the standard in Attachment C of the permit which are in direct contact with repaving, repairing (excluding repair of individual potholes), reconstruction, resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot bitumen), or alterations of facilities on property not owned or operated by the municipality (except individual single family homes).
 - ii. Measureable Goal - Tier A Municipalities shall certify annually that they have met the Private Storm Drain Inlet Retrofitting Ordinance minimum standard.
 - iii. Implementation - Tier A Municipalities shall have adopted and begun enforcing the Private Storm Drain Inlet Retrofitting Ordinance minimum standard by September 1, 2010.
- 6. Illicit Connection Elimination and MS4 Outfall Pipe Mapping
 - a. Minimum Standard
 - i. Storm Sewer Outfall Pipe Mapping - Tier A Municipalities shall complete and maintain an outfall pipe map showing the location of the end of all MS4 outfall pipes owned and operated by the Tier A Municipality which discharge to a surface water body (e.g., a lake, ocean, or stream including an intermittent stream).
 - ii. Ordinance Prohibiting Illicit Connections - Each Tier A Municipality shall have adopted and shall enforce through appropriate enforcement procedures and actions an ordinance prohibiting illicit connections to the Tier A Municipality's small MS4.
 - iii. Illicit Connection Elimination Program - Tier A Municipalities must complete an initial physical inspection of all its outfall pipes and maintain an ongoing program to detect and eliminate illicit connections in accordance with the procedures found in Attachment B of the permit. The ongoing program will respond to complaints and reports of illicit connections, including those from operating entities of interconnected small MS4s, and continue to investigate dry weather flows discovered during routine inspections and maintenance of the small MS4.
 - b. Measurable Goal
 - i. Storm Sewer Outfall Pipe Mapping - Tier A Municipalities shall certify annually that an outfall pipe map has been completed in accordance with permit conditions, report the number of outfall pipes mapped within the reporting year, and the total number of outfall pipes mapped to date.

- ii. Tier A Municipalities shall certify in the annual report that an ordinance prohibiting illicit connections is in place and is being actively enforced.
 - iii. Tier A Municipalities shall certify annually that an illicit connection elimination program has been developed in accordance with permit conditions to detect and eliminate illicit connections into the Tier A Municipalities' small MS4. Annual certifications shall also include the number of outfalls physically inspected, the number of outfalls found to have dry weather flow, the number of illicit connections found and the number of illicit connections eliminated. Copies of inspection reports shall be submitted with the annual certification for those outfalls found to have dry weather flow.
- c. Implementation
- i. Storm Sewer Outfall Pipe Mapping - 60 months from the original EDPA, Tier A Municipalities shall have mapped the location of, and performed an initial physical inspection of, all outfall pipes subject to the minimum standard.
 - ii. Ordinance Prohibiting Illicit Connections - On March 1, 2009 and thereafter, Tier A Municipalities shall an ordinance prohibiting illicit connections to the Tier A Municipality's small MS4.
 - iii. Illicit Connection Elimination Program - 60 months from the original EDPA and thereafter, Tier A Municipalities shall continue to implement a program to detect and eliminate illicit connections into the Tier A Municipality's small MS4.

7. Solids and Floatable Controls

a. Monthly Sweeping of Certain Streets in Predominantly Commercial Areas

- i. Minimum Standard - Tier A Municipalities shall sweep, at a minimum of once per month (weather and street surface conditions permitting) all streets (including roads or highways) that meet all of the following criteria:
 - the street is owned or operated by the municipality;
 - the street is curbed and has storm drains;
 - the street has a posted speed limit of 35 mph or less;
 - the street is not an entrance or exit ramp; and
 - the street is in a predominantly commercial area.
- ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Street Sweeping minimum standard. Tier A Municipalities must maintain records including the date and areas swept, number of miles of streets swept and the total amount of materials collected. Information shall be reported to the Department in the annual report and certification.
- iii. Implementation - On March 1, 2009 and thereafter, Tier A Municipalities shall implement a street sweeping program that meets the minimum standard above.

b. Storm Drain Inlet Retrofitting

- i. Minimum Standard - Retrofitting of existing storm drain inlets to meet the standard contained in Attachment C of the permit is required when such inlets are owned or operated by the Tier A Municipality and are in direct contact with repaving, repairing (excluding repair of individual potholes), reconstruction, resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot bitumen), or alterations of facilities owned or operated by the Tier A Municipality.

For exemptions to this standard, refer to "Exemptions" in Attachment C.

- ii. Measurable Goal - Tier A Municipalities shall certify annually that such storm drain inlets have been retrofitted to meet the minimum standard contained in Attachment C, unless otherwise exempted. Tier A Municipalities must maintain records including the number and location of storm drain inlets retrofitted and number and location of storm drain inlets exempted. Information shall be reported to the Department in the annual report and certification.
- iii. Implementation - On March 1, 2009 and thereafter, Tier A Municipalities shall retrofit all such storm drain inlets in accordance with the Storm Drain Inlet Retrofitting minimum standard.
- c. Stormwater Facility Maintenance
 - i. Minimum Standard - Tier A Municipalities shall continue to implement a stormwater facility maintenance program for cleaning and maintenance of all municipally owned and operated stormwater facilities. Stormwater facilities include, but are not limited to: catch basins, detention basins, filter strips, riparian buffers, infiltration trenches, sand filters, constructed wetlands, wet basins, bioretention systems, low flow bypasses, and stormwater conveyances. The stormwater facility maintenance must be performed as required to ensure the proper function and operation of the stormwater facility.
 - ii. Measurable Goal - Tier A Municipalities shall certify annually that all municipally owned and operated stormwater facilities are properly functioning in accordance with the minimum standard. If stormwater facilities were found not to be functioning properly and repairs were not made, a schedule for such repairs shall be included in the annual report and certification. Tier A Municipalities shall also maintain records including the date(s) of inspections, maintenance, and description of repairs that were performed. This information shall be included with the annual report and certification.
 - iii. Implementation - On March 1, 2009 and thereafter, Tier A Municipalities shall continue to implement a stormwater facility maintenance program in accordance with the minimum standard.
- d. Catch Basin Inspection and Cleaning
 - i. Minimum Standard - Tier A Municipalities shall inspect all municipally owned and operated catch basins for accumulated sediment, trash, and debris; and clean those basins to remove sediment, trash, or debris (if any observed during inspection). Tier A Municipalities with:
 - less than 5,000 municipally owned and operated catch basins shall annually inspect and (to the extent noted above) clean at least 1,000 catch basins, or as many catch basins as the municipality owns and operates.
 - 5,000 or more municipally owned and operated catch basins shall inspect and (to the extent noted above) clean all catch basins by February 28, 2014.
 - ii. Measurable Goal - Tier A Municipalities shall certify annually that all municipally owned and operated catch basins have been inspected and cleaned, as necessary. Tier A Municipalities shall maintain records including the number of municipally owned and operated catch basins within the municipality, the number of catch basins inspected, the number of catch basins cleaned, and the amount of materials collected during catch basin cleaning activities. This information shall be reported in the annual report and certification.
 - iii. Implementation - On March 1, 2009 and thereafter, Tier A Municipalities shall inspect and clean all catch basins in accordance with the Catch Basin Inspection and Cleaning minimum standard.
- e. Outfall Pipe Stream Scouring Remediation

- i. **Minimum Standard** - Tier A Municipalities shall maintain a stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control localized stream and stream bank scouring in the vicinity of outfall pipes operated by the municipality. This program shall identify all areas where localized stream and bank scouring occurs as a result of stormwater discharges from the Tier A Municipality's MS4. These areas shall then be prioritized and repairs shall be scheduled and completed. Repairs shall be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey at N.J.A.C. 2:90-1 (e.g., Conduit Outlet Protection 12-1).
 - ii. **Measurable Goal** - Tier A Municipalities shall certify annually that they have met the Outfall Pipe Stream Scouring Remediation minimum standard. In addition, the Tier A Municipality shall list the location of outfall scouring identified, the dates control measures are to begin, and the dates any control measures were completed.
 - iii. **Implementation** - On March 1, 2009 and thereafter, Tier A Municipalities shall continue to implement an outfall pipe stream scouring detection, remediation and maintenance program.
- 8. Maintenance Yard Operations (including maintenance activities at Ancillary Operations)**
- a. **De-icing Material Storage**
 - i. **Minimum Standard** - Tier A Municipalities shall store salt, and other de-icing materials in a permanent structure. Tier A Municipalities shall perform regular maintenance and inspections of both the permanent structure and the surrounding area (see Good Housekeeping in Appendix D). Sand may be stored outside and uncovered if a 50-foot setback is maintained from storm sewer inlets, ditches or other stormwater conveyance channels, and surface water bodies.
 - ii. **Measurable Goal** - Tier A Municipalities shall certify annually that they have met the De-icing Material Storage minimum standard.
 - iii. **Implementation** - On March 1, 2009 and thereafter, Tier A Municipalities shall store salt, and other de-icing materials in accordance with the De-icing Material Storage minimum standard.
 - b. **Equipment and Vehicle Washing**
 - i. **Minimum Standard** - Tier A Municipalities shall manage any equipment and vehicle washing activities so that there are no unpermitted discharges of wash wastewater to the surface or ground waters of the State.
Tier A Municipalities shall maintain a record of where and when equipment and vehicle washing occurs to document proper management of wash water discharge.
 - ii. **Measurable Goal** - Tier A Municipalities shall certify annually that there is no unpermitted discharge from vehicle and equipment washing activities and describe the BMP implemented at each of the locations where vehicle and equipment washing activities occur.
 - iii. **Implementation** - On March 1, 2009 and thereafter, Tier A Municipalities shall manage any equipment and vehicle washing activities so that there are no unpermitted discharges of wash wastewater to the surface or ground waters of the State.
 - c. **Standard Operating Procedures**

- i. Minimum Standard - Tier A Municipalities shall implement standard operating procedures, which include the required practices listed in Attachment D, for each of the following activities:
 - Vehicle fueling and receiving of bulk fuel deliveries;
 - Vehicle maintenance and repair activities; and
 - Good housekeeping practices for all materials or machinery listed in the Inventory Requirements for Municipal Maintenance Yard Operations prepared in accordance with Attachment D.
- ii. Measurable Goal - Tier A Municipalities must certify annually that there are standard operating procedures in place for vehicle fueling, vehicle maintenance, and good housekeeping practices.
- iii. Implementation - On March 1, 2009 and thereafter, Tier A Municipalities shall implement the required standard operating procedures.

9. Employee Training

- a. Minimum Standard - Tier A Municipalities shall conduct annual employee training to educate all municipal employees on those stormwater topics which are applicable to their job and title. At a minimum, annual employee training will include the following topics:
 - i. Waste Disposal Education - Training shall include how to respond to inquiries regarding proper waste disposal.
 - ii. Municipal Ordinances - Training shall include an overview of the Pet Waste Ordinance, Litter Ordinance, Illicit Connection Ordinance, Improper Waste Disposal Ordinance, Wildlife Feeding Ordinance, Refuse Container Ordinance, Yard Waste Ordinance (if applicable), Fertilizer Management Ordinance (if applicable), and the Private Storm Drain Inlet Retrofitting Ordinance, their requirements, enforcement policy, and hazards associated with improper waste disposal.
 - iii. Yard Waste Collection Program (if applicable) - Training shall include frequency of yard waste pickups and schedule, policy for when yard waste can be placed curbside, and alternatives such as composting and recycling.
 - iv. Illicit Connection Elimination and Outfall Pipe Mapping - Training shall include information regarding the hazards associated with illicit connections and details of the program including investigation techniques, physical observations, field sampling, and mapping procedures.
 - v. Monthly Sweeping of Certain Streets in Predominantly Commercial Areas - Training shall include sweeping schedules and record keeping requirements.
 - vi. Stormwater Facility Maintenance - Training shall include catch basin cleaning schedules and record keeping requirements.
 - vii. Outfall Pipe Stream Scouring Remediation - Training shall include identifying outfall pipe scouring and repairs.
 - viii. Maintenance Yard Operations (including Ancillary Operations) - Training shall include de-icing material storage, fueling, vehicle maintenance, equipment/vehicle washing and good housekeeping SOPs.
 - ix. Construction Activity / Post-Construction Stormwater Management in New Development and Redevelopment - Training shall include information regarding the requirement to obtain a NJPDDES construction activity stormwater permit (see Part I, Section A.5.a and A.5.b of this permit) and requirements for Post-Construction Stormwater Management in New Development and Redevelopment (See Part I, Section F.3 of this permit) for the permittee's own construction activities and projects that disturb one acre or more.

- b. Measurable Goal - Tier A Municipalities must certify annually that employee training has been conducted and include the date(s) of the annual employee training(s) in the annual report and certification.
- c. Implementation - On March 1, 2009 and thereafter, Tier A Municipalities shall conduct an annual employee training program in accordance with the minimum standard.

10. Construction Site Stormwater Runoff Control

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

G. Additional Measures and Optional Measures

1. Additional Measures

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

2. Optional Measures

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

H. Deadlines and Certifications

1. Stormwater Pollution Prevention Plan

- a. On or before June 1, 2009, the Tier A Municipality shall revise their SPPP to incorporate changes required by the renewal of the Tier A Permit.
 - i. The SPPP shall include, at a minimum, all of the information and items identified in Attachment A. The SPPP shall be signed, dated and retained by the Tier A Municipality.

2. Statewide Basic Requirements

- a. Each SBR contained in Part I, Section F of the permit has a specific implementation schedule. Each SBR shall be implemented in accordance with that schedule. Tier A Municipalities shall certify in the Annual Report and Certification the status of the implementation of each SBR and the date implementation was completed, as appropriate.

- i. The Department may grant a six-month extension to the deadlines contained in an implementation schedule for any of the SBRs if the Tier A Municipality submits a written request for such extension, at least 30 days prior to the deadline, establishing to the Department's satisfaction that the Federal, State and local permits and approvals necessary for the construction of best management practices could not with due diligence be obtained within the time period set forth in Section F above. The written request shall be submitted to:

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

3. Annual Report and Certification

- a. Tier A Municipalities shall complete an Annual Report (on a form provided by the Department) summarizing the status of compliance with this permit including measurable goals and the status of the implementation of each SBR contained in Part I, Section F of the permit. This report shall include a certification that the municipality is in compliance with its stormwater program, SPPP and this permit, except for any incidents of noncompliance. Any incidents of noncompliance with permit conditions shall be identified in the Annual Report and Certification. A copy of each Annual Report and Certification shall be kept at a central location and shall be made available to the Department for inspection.
 - i. If there are incidents of noncompliance, the report shall identify the steps being taken to remedy the noncompliance and to prevent such incidents from recurring.
 - ii. The Annual Report and Certification shall be signed and dated by the Tier A Municipality, and shall be maintained for a period of at least five years. This period may be extended by written request of the Department at any time.
- b. The Annual Report and Certification shall be submitted to the Department pursuant to the following submittal schedule:
 - i. Submit an Annual Report and Certification: on or before May 2nd annually.
 - ii. The Annual Report and Certification shall include information for activities and projects conducted by the municipality between January 1 and December 31 of each reporting year.

I. Standard Conditions

1. General Conditions Incorporated by Reference.

- a. The following general conditions are incorporated by reference. The Tier A Municipality is required to comply with the regulations, which were in effect as of March 1, 2009.
 - i. General Permits N.J.A.C. 7:14A-6.13
 - ii. Penalties for Violations N.J.A.C. 7:14-8.1 et seq.
 - iii. Incorporation by Reference N.J.A.C. 7:14A-2.3
 - iv. Toxic Pollutants N.J.A.C. 7:14A-6.2(a)4i
 - v. Duty to Comply N.J.A.C. 7:14A-6.2(a)1 & 4

- vi. Duty to Mitigate N.J.A.C. 7:14A-6.2(a)5 & 11
- vii. Inspection and Entry N.J.A.C. 7:14A-2.11(e)
- viii. Enforcement Action N.J.A.C. 7:14A-2.9
- ix. Duty to Reapply N.J.A.C. 7:14A-4.2(e)3
- x. Signatory Requirements for Applications and Reports N.J.A.C. 7:14A-4.9
- xi. Effect of Permit/Other Laws N.J.A.C. 7:14A-6.2(a)6 & 7 & 2.9(c)
- xii. Severability N.J.A.C. 7:14A-2.2
- xiii. Administrative Continuation of Permits N.J.A.C. 7:14A-2.8
- xiv. Permit Actions N.J.A.C. 7:14A-2.7(c)
- xv. Reopener Clause N.J.A.C. 7:14A-6.2(a)10, 16.4(b) & 25.7(b)
- xvi. Permit Duration and Renewal N.J.A.C. 7:14A-2.7(a) & (b)
- xvii. Consolidation of Permit Process N.J.A.C. 7:14A-15.5
- xviii. Confidentiality N.J.A.C. 7:14A-18.2 & 2.11(g)
- xix. Fee Schedule N.J.A.C. 7:14A-3.1
- xx. UIC Corrective Action N.J.A.C. 7:14A-8.4
- xxi. Additional Conditions Applicable to UIC Permits N.J.A.C. 7:14A-8.9
- xxii. UIC Operating Criteria N.J.A.C. 7:14A-8.16
- b. Operation and Maintenance
 - i. Need to Halt or Reduce not a Defense N.J.A.C. 7:14A-2.9(b)
 - ii. Proper Operation and Maintenance N.J.A.C. 7:14A-6.12
- c. Monitoring and Records
 - i. Monitoring N.J.A.C. 7:14A-6.5
 - ii. Recordkeeping N.J.A.C. 7:14A-6.6
 - iii. Signatory Requirements for Monitoring Reports N.J.A.C. 7:14A-6.9
- d. Reporting Requirements
 - i. Planned Changes N.J.A.C. 7:14A-6.7
 - ii. Reporting of Monitoring Results N.J.A.C. 7:14A-6.8
 - iii. Noncompliance Reporting N.J.A.C. 7:14A-6.10 & 6.8(h)

- iv. Hotline/Two Hour & Twenty-four Hour Reporting N.J.A.C. 7:14A-6.10(c) & (d)
- v. Written Reporting N.J.A.C. 7:14A-6.10(e) & (f) & 6.8(h)
- vi. Duty to Provide Information N.J.A.C. 7:14A-2.11, 6.2(a)14 & 18.1
- vii. Compliance Schedules N.J.A.C. 7:14A-6.4
- viii. Transfer N.J.A.C. 7:14A-6.2(a)8 & 16.2
- e. Copies of the NJPDES rules may be purchased by contacting Lexis Nexis - Customer Service at (800) 223-1940, or go to the Lexis Nexis bookstore on the internet at www.lexisnexis.com/bookstore.

J. Additional Conditions

1. Agency and Public Review

- a. The Tier A Municipality shall make the SPPP available upon request to an authorized representative of the Department and to the owner of and operating entity for any municipal separate storm sewer system that receives discharges from the Tier A Municipality's small MS4.
- b. Upon review by an authorized representative, the Department may notify the Tier A Municipality at any time that the SPPP does not meet one or more of the minimum requirements. Within 30 days after receiving such notification (unless otherwise specified by the Department), the SPPP shall be amended to adequately address all deficiencies, and written certification of such amendments shall be submitted to the Department.
- c. Tier A Municipalities shall make records required by this permit, including its SPPP, available to the public at reasonable times during regular business hours (see N.J.A.C. 7:14A-18 for confidentiality provisions).

2. Other Laws

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

3. Operations and Maintenance Manual

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

Attachment A

Contents of the Stormwater Pollution Prevention Plan

A. SPPP Team

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

B. Description of Required Best Management Practices

1. The SPPP shall identify and discuss each Statewide Basic Requirement (SBR) and best management practice (BMP) required by the Tier A Municipal Stormwater General Permit.
2. The SPPP shall identify and discuss each Additional Measure (AM), if any, required by the Tier A Municipal Stormwater General Permit.
3. The SPPP shall identify and discuss any Optional Measures (OMs) the Tier A Municipality chooses to include in its stormwater program.
4. For each SBR, AM, or OM included in the Tier A Municipality's stormwater program, the SPPP shall:
 - a. Describe the method of implementation;
 - b. Include detailed record keeping, as appropriate or as required;
 - c. Include an implementation schedule consistent with permit requirements, including interim milestones;
 - d. Include any special diagrams required by the permit (i.e., Storm Drain Inlet Labeling and Illicit Connection Elimination and MS4 Outfall Pipe Mapping);
 - e. Sharing responsibilities (If the Tier A Municipality wants to share responsibilities for implementing one or more control measures (other than OMs) with one or more other entities pursuant to N.J.A.C. 7:14A-25.7(a), the SPPP must describe which measure(s) the Tier A Municipality will implement, and identify the entity(ies) that will implement the other measure(s));
 - f. Include maintenance schedules, as appropriate; and
 - g. Include inspection schedules, as appropriate.
5. Identifying Areas Served by Combined Sewer
 - a. Tier A Municipalities that want to exclude any "combined sewer area" from the stormwater program must include a map showing the boundaries of the combined sewer area. A "combined sewer area" is an area that is excluded because all stormwater from that area (and operated by the municipality) is discharged to combined (or sanitary) sewer systems.

Attachment B

Procedures for Detecting, Investigating, and Eliminating Illicit Connections

Detection

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

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

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

If a dry weather flow exists, and after making all physical observations (unless physical observations are enough to warrant further investigation), the Tier A Municipality shall field test for surfactants (detergents). If these flows contain surfactants in excess of the detection limit, Tier A Municipalities shall field test for ammonia (as N) and potassium to help distinguish sanitary wastewater sources from other non-stormwater flows that contain detergents. Non-stormwater discharges that are absent of surfactants shall be tested for fluoride to help distinguish potable from non-potable sources. Municipalities should refer to the Tier A Stormwater General Permit Guidance Manual for assistance and interpretation of field testing results.

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

Investigation

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

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

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

All non-stormwater discharges, whether continuous or intermittent must be investigated by the Tier A Municipality. All investigations must be resolved. If the source is found to be a non-stormwater discharge authorized under Part I, Section A.2.c of the permit, no further action is required. If a non-stormwater discharge is found but no source is able to be located within six (6) months of beginning the investigation, then the Tier A Municipality shall submit to the Department a Closeout Investigation form to close out the investigation. The Tier A Municipality must document that a good faith effort was made to find the source of the dry weather discharge and document each phase of the investigation. If the observed discharge is intermittent the Tier A Municipality must document, in the Illicit Connection Inspection Report form, that a minimum three (3)

separate investigations were made to observe the discharge when it is flowing. If these attempts are unsuccessful, the Tier A Municipality shall submit to the Department the Closeout Investigation form noted above. However, since this is an ongoing program, the Tier A municipality should periodically recheck these suspected intermittent discharges.

Elimination

Non-stormwater discharges traced to their source and found to be illicit connections subject to the ordinance prohibiting illicit connections shall be eliminated. At the time the illicit connection is detected the responsible party shall be cited for violation of the municipal ordinance prohibiting illicit connections and given thirty (30) days to cease the non-stormwater discharge. The responsible party may apply for a NJPDES permit for the discharge, but the discharge shall be ceased until a valid NJPDES permit has been issued by the Department. Tier A Municipalities are required to verify that the illicit discharge was eliminated by the responsible party within the specified timeframe and ensure that measures taken to eliminate the discharge are permanent and are not done in such a manner that would allow easy reconnection to the MS4.

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

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

Attachment C

Design Standard - Storm Drain Inlets

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

Grates in Pavement or Other Ground Surfaces

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

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

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

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

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

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

Exemptions

Retrofitting Exemptions

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

Hydraulic Performance Exemptions

1. New Development and Redevelopment Projects - Where the review agency determines that this standard would cause inadequate hydraulic performance that

could not practicably be overcome by using additional or larger storm drain inlets that meet these standards.

2. Retrofitting of existing storm drain inlets - Where the review agency determines that this standard would cause inadequate hydraulic performance.

Alternative Device Exemptions

1. Where flows from the water quality design storm as specified in N.J.A.C. 7:8 are conveyed through any device (e.g., end of pipe netting facility, manufactured treatment device, or a catch basin hood) that is designed, at a minimum, to prevent delivery of all solid and floatable materials that could not pass through one of the following:

- a. A rectangular space four and five-eighths inches long and one and one-half inches wide (this option does not apply for outfall netting facilities); or

- b. A bar screen having a bar spacing of 0.5 inches.

2. Where flows are conveyed through a trash rack that has parallel bars with one-inch (1") spacing between the bars, to the elevation of the water quality design storm as specified in N.J.A.C. 7:8.

Note - The preceding exemptions do not authorize any infringement of requirements in the Residential Site Improvement Standards for bicycle-safe grates in new residential development (N.J.A.C. 5:21-4.18(b)2 and 7.4(b)1).

Historic Places Exemption

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

Attachment D
Required Practices for Fueling Operations, Vehicle Maintenance, and Good Housekeeping SBRs

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

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

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

B. Fueling

1. No topping off vehicles, mobile fuel tanks, and storage tanks. Drip pans must be used under all hose and pipe connections and other leak-prone areas during bulk transfer of fuels.
2. Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels. A trained employee must always be present to supervise during bulk fuel transfer.
3. Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.
4. Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must immediately be repaired or replaced.

C. Vehicle Maintenance

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

D. General Good Housekeeping

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

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

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

- c. The implementing of a regular inspection, sweeping and housekeeping program to ensure that the material is maintained and stored in a proper manner.

F. Inspections

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

2. Discharge of Stormwater from Secondary Containment

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

Attachment E
Local Public Education Approved Activities and Point Totals

A. Tier A Municipalities shall conduct educational activities that total a minimum of 10 points annually. Each approved activity is listed below with an assigned point value.

1. **School Presentations** - Present educational classes/assemblies to local elementary, middle, and/or high school classes. (1 point per visit / maximum of 5 points per year)
2. **Website** – Maintain a stormwater related page on the municipal website and include a link to www.cleanwaternj.org. (1 point)
3. **Stormwater Display** – Present a stormwater related display and materials at any municipal event (e.g., Earth Day, town picnic) or maintain a display at the municipal building (2 points)
4. **Giveaway** – Distribute an item with a stormwater related message (e.g., refrigerator magnets, temporary tattoos, bookmarks, coloring books, and pens or pencils). Municipality must purchase a minimum number of the item equal to 10% of the municipal population. (2 points)
5. **Citizen Stormwater Advisory Committee** – Establish a subcommittee to the Environmental Commission to identify, coordinate and implement stormwater related programs. (2 points)
6. **Utilize Department Materials** - Use Department created stormwater education materials, which can be found on www.cleanwaternj.org to publish an ad in a newspaper that serves the municipality; broadcast a radio or television commercial on a local radio or municipal public service channel; produce a billboard or sign which can be displayed on a bus, bus stop shelter, or at a recreation field (outfield sign). (2 points each / maximum of 4 points per year)
7. **Poster Contest** – Organize a poster contest with a local school district. Poster themes shall have an appropriate stormwater message. Posters are to be displayed at buildings within the municipality such as at the town hall, library, or school. (2 points)
8. **Stormwater Training for Elected Municipal Officials** – Conduct a program for all elected municipal officials which educates them on the Stormwater Management Rules (N.J.A.C. 7:8), Tier A Permit and what steps the municipality has already taken to minimize stormwater pollution. (3 points)
9. **Mural** – Facilitate the planning and painting of a stormwater pollution themed mural at a local downtown/commercial area. (3 points)
10. **Mailing** – Distribute any of the Department's educational brochures, tip cards, or a municipally produced equivalent (e.g, calendar, recycling schedule), to every resident and business in the municipality. (3 points)
11. **Partnership Agreement / Local Event** - Identify and enter into a partnership

agreement with a local group such as a watershed organization, Riverkeeper, school, youth/faith based group and/or other nonprofit to carry out a minimum of two (2) watershed stewardship/education activities (e.g., litter march, stream/beach cleanup). (3 points)

12. Ordinance Education – Distribute a letter from the mayor to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Litter, Improper Disposal of Waste, Wildlife Feeding, Yard Waste, Illicit Connection, Refuse Container, and Private Storm Drain Inlet Retrofitting Ordinances. This letter/article must also reference a page on the municipal website (if applicable) to which residents can go to read these ordinances. (5 points)

* Posting these ordinances does not constitute the development of a website referenced above.

Appendix C – Public Education Program

Solutions to Stormwater Pollution

Easy Things You Can Do Every Day To Protect Our Water

A Guide to Healthy Habits for Cleaner Water

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

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

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

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



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

Limit your use of fertilizers and pesticides

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



Make sure you properly store or discard any unused portions.

Properly use and dispose of hazardous products

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

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

- Use natural or less toxic alternatives when possible.

- Recycle used motor oil.

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



Keep pollution out of storm drains

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

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

Clean up after your pet

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

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

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

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

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

- Never discard pet waste in a storm drain.



Don't litter

- Place litter in trash receptacles.

- Recycle. Recycle. Recycle.

- Participate in community cleanups.

Dispose of yard waste properly

- Keep leaves and grass out of storm drains.

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

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

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



Contact information

For more information on stormwater related topics, visit www.njstormwater.org or www.nonpointsource.org

Additional information is also available at U. S. Environmental Protection Agency Web sites www.epa.gov/npdcs/stormwater or www.epa.gov/nps

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



www.cleanwaternj.org



Appendix D – Pet Waste Handout

Pet Waste Pollutes Our Waters

What You Can Do To Help Protect Our Water

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

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

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

What you can do

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

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

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

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

For more information, please contact the following:

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

Visit www.njstormwater.org or www.nonpointsource.org

Additional information is also available at U. S.
Environmental Protection Agency Web sites
www.epa.gov/npdes/stormwater or www.epa.gov/nps



Jon S. Corzine, Governor
Lisa P. Jackson, Commissioner



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.cleanwater.nj.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.cleanwater.nj.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	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 . *Presentations receive 1 credit per presentation, with a maximum of 5 credits allowed.	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 <u>AmeriCorps NJ Watershed Ambassador Program</u> or review <u>USEPA National Directory of Volunteer Monitoring Programs</u> .	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. *Signs receive 0.5 credits per sign. A maximum of 5 credits are allowed.	5*

BOROUGH OF BUENA
STORM WATER
OUTFALLS
#1 - #6

