



Stormwater Pollution Prevention Plan

Flemington Borough

Hunterdon County

NJPDES #: NJDG0150908

Last Revision Date: March, 2019

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SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Michael Campion, Director of Public Works
Office Phone # and eMail	mcampion@historicflemington.com 908-531-4395
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Betsy Driver, Mayor
Print/Type Name and Title	Michael Harris, Council President
Print/Type Name and Title	Chris Runion, Councilman
Print/Type Name and Title	Robert Martucci, PE Borough Engineer
Print/Type Name and Title	Jeff Klein, Construction/Zoning Official
Other SPPP Team Members	
Print/Type Name and Title	Todd Cook, Planning Board Chairman
Print/Type Name and Title	Susan Englehart, Planning Board Vice President
Print/Type Name and Title	Robert J. Clerico, PE Board Engineer Chairman
Print/Type Name and Title	
Print/Type Name and Title	

SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	9/15/05	R.M.	Yes	Initial.
2.	3/11/19	R.M.	Yes	Revised per Stormwater Management rule change.
3.				
4.				
5.				
6.				
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16.				
17.				
18.				
19.				
20.				

SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	http://www.historicflemington.com/Departments/sewer-and-water
2. Date of most current SPPP:	2019
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	http://www.historicflemington.com/Departments/sewer-and-water
4. Date of most current MSWMP:	2019
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	http://www.historicflemington.com/Meetings
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
<p>For meetings that require public notice, the Borough of Flemington will comply fully with the Open Public Meetings Act (“Sunshine Law,” N.J.S.A. 10:4-6 et seq.), Flemington Borough will provide public notice in accordance with requirements of N.J.S.A. 40:49-1 et seq and the notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 let seq).</p>	

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.

Public education and outreach programs posted on website at <http://www.historicflemington.com/Departments/sewer-and-water>, and sewer and water bills to residents.

2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.

Residents are notified that illicit connections such as sewer or washing machine gray water must be connected to appropriate conveyance through Borough ordinance and notices.

3. Indicate where public education and outreach records are maintained.

Records can be found at the stormwater program coordinator's office.

SPPP Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program

All records must be available upon request by NJDEP.

1. How does the municipality define 'major development'?	Major development shall mean any development that provides for ultimately disturbing one (1) or more acres of land or would create one-quarter (1/4) acre or more of new impervious surface.
2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?	No, both residential and non-residential projects must comply with the Residential Site Improvement Standards for stormwater management and N.J.A.C. 7:8 concurrently.
3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?	The applicant's site development project shall be reviewed as a part of the subdivision or site plan review process by the municipal board or official from which municipal approval is sought (the review agency). That review agency shall consult the engineer retained by the Planning and/or Zoning Board (as appropriate) to determine if all of the checklist requirements have been satisfied and to determine if the project meets the standards set forth in this chapter. (Ord. No. 2006-1 § 9)
4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.	Borough engineer or board engineer shall review major development in accordance with NJDEP Stormwater Management Review guidelines.

<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>Yes, mitigation shall mean an action by an applicant providing compensation or offset actions for on-site stormwater management requirements where the applicant has demonstrated the inability or impracticality of strict compliance with the stormwater management requirements set forth in N.J.A.C. 7:8, in an adopted regional stormwater management plan, or in this local ordinance, and has received a waiver from strict compliance from the municipality. Mitigation, for the purposes of this chapter, includes both the mitigation plan detailing how the project's failure to strictly comply will be compensated, and the implementation of the approved mitigation plan within the same HUC-14 within which the subject project is proposed (if possible and practical), or a contribution of funding toward a regional stormwater control project, or provision for equivalent treatment at an alternate location, or other equivalent water quality benefit.</p>
<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p>	<p>Chimney Rock Inn Site Plan Chic-Fil-A Site Plan D & D Developers Shoppes of Flemington</p>

SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	2012	http://clerkshq.com/Content/Flemington-nj/books/code/Flemingtonc06.htm	Yes.	Borough of Flemington Police.
2. Wildlife Feeding permit cite IV.B5.a.ii	2005	http://clerkshq.com/Content/Flemington-nj/books/code/Flemingtonc29.htm	Yes.	Borough of Flemington Police.
3. Litter Control permit cite IV.B5.a.iii	2005	http://clerkshq.com/Content/Flemington-nj/books/code/Flemingtonc03.htm	Yes.	Borough of Flemington Police.
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	2005	http://clerkshq.com/Content/Flemington-nj/books/code/Flemingtonc30.htm	Yes.	Borough of Flemington Police.
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	2011	http://clerkshq.com/Content/Flemington-nj/books/code/Flemingtonc24.htm	Yes.	Borough of Flemington Police.
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	2015	http://clerkshq.com/Content/Flemington-nj/books/code/Flemingtonc09a.htm	Yes.	Borough of Flemington Police.
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	2005	http://clerkshq.com/Content/Flemington-nj/books/code/Flemingtonc21.htm	Yes.	Borough of Flemington Police.
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	2005	https://www.nj.gov/dep/dwq/tier_a_model_ord.htm	Yes.	Borough of Flemington Police.
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	2005	http://clerkshq.com/Content/Flemington-nj/books/land/Flemingtonld26.htm	Yes.	Borough of Flemington Police.

Indicate the location of records associated with ordinances and related enforcement actions:

Records can be found at the stormwater program coordinator's office and online at <http://clerkshq.com/Content/Flemington-nj/books/code/Flemingtonc01.htm>.

SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
<p>Streets will be swept at the beginning of each month except during winter conditions. There are times when some streets will be marked “NO PARKING” to enable us to do a better job.</p> <p>Streets to be swept: Main St., North Main St., E Main St., Mine St., Broad St., Park Ave, and Walter E Foran Blvd.</p>
2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
All other Borough Streets.
3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.
No.
4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.
Sweeping records on file at the stormwater program coordinator’s office.

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1.	Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
	Catch basin inspection records on file at the stormwater program coordinator and sewer superintendent's office.
2.	List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
	Catch basin inspection records on file at the stormwater program coordinator and sewer superintendent's office.
3.	Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
	Measures on file.
4.	Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.
	Schedule on file.
5.	Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.
	See files.

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1.	Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.
The Borough of Flemington will be using NJDOT approved bicycle safety grate style inlets. The inlets shall comply will all SWMP regulations. During overlay projects all existing inlets will be retrofitted and/or brought into compliance with a restrictor guard to eliminate debris into the inlet.	
2.	Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
Visual inspection, measurement and compare with casting catalog.	
3.	Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
No person in control of private property (except a residential lot with a one single-family house) shall authorize the repaving, repairing (excluding the repair of individual potholes), resurfacing (including top coating or chip sealing with asphalt emulsion or a think base of hot bitumen), reconstructing or altering of any surface that is in direct contact with an existing storm drain inlet on that property unless the storm drain inlet either meets the design standard to control passage of solid and floatable materials through storm drain inlets or is retrofitted or replaced to meet the standard in ordinance subsection 9A-10.4 prior to the completion of the project.	
4.	Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
The section shall be enforced by the Borough Police Department and/or the Construction Official of the Borough of Flemington. (Ord. No. 2015-20)	
Any person(s) who is found to be in violation of the provisions of this section shall be subject to a fine not exceeding \$2,000., imprisonment for a period not exceeding ninety (90) days and/or a period of community service not exceeding ninety (90) days for each storm drain inlet that is not retrofitted to meet the design standard. (Ord. No. 2015-20)	

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

Complete separate forms for each municipal yard or ancillary operation location.

Address of municipal yard or ancillary operation:

List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge:

Raw materials –

Intermediate products –

Final products –

Waste materials –

By-products –

Machinery –

Fuel –

Lubricants –

Solvents –

Detergents related to municipal maintenance yard or ancillary operations –

Other –

For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.

Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

1. Fueling Operations

Vehicles and equipment is fueled off site.

2. Vehicle Maintenance

No vehicle maintenance is done on Borough Property.

3. On-Site Equipment and Vehicle Washing

See permit attachment E for certification and log forms for Underground Storage Tanks.

No equipment and vehicle washing is done on Borough Property.

4. Discharge of Stormwater from Secondary Containment

None.

<p>5. Salt and De-Icing Material Storage and Handling</p>
<p>Salt is stored in an enclosed building with a secure doorway. Deliveries are made within the building and any observed spillage is swept clean.</p>
<p>6. Aggregate Material and Construction Debris Storage</p>
<p>Construction debris is not stored on Borough Property. Any material that is stockpiled during emergency repairs is removed at the next available shift. All aggregate is stored in enclosed storage bins.</p>
<p>7. Street Sweepings, Catch Basin Clean Out and Other Material Storage</p>
<p>Street sweepings are collected and stored in a water tight container. All other material is either stored indoors or tarped.</p>
<p>8. Yard Trimmings and Wood Waste Management Sites</p>
<p>Borough does not collect yard trimmings. Wood collected is chipped and given away as mulch to residents.</p>
<p>9. Roadside Vegetation Management</p>
<p>Vegetation is trimmed during Spring-Fall as needed.</p>

SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p>A. Municipal Employee Training: Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	Michael Campion
2. Stormwater Facility Maintenance	Every year	Michael Campion
3. SPPP Training & Recordkeeping	Every year	Michael Campion
4. Yard Waste Collection Program	Every 2 years	Michael Campion
5. Street Sweeping	Every 2 years	Michael Campion
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Michael Campion
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Michael Campion
8. Waste Disposal Education	Every 2 years	Michael Campion
9. Municipal Ordinances	Every 2 years	Michael Campion
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Michael Campion
<p>B. Municipal Board and Governing Body Members Training: Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.</p> <p>Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p>		
<p>C. Stormwater Management Design Reviewer Training: All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer.</p>		

SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

1. **Mapping:** Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year.

The Borough's outfall pipe map is attached to the SPPP (at the end of the report). Electronic maps are also available on the Borough of Flemington's website:
<http://www.historicflemington.com/Departments/sewer-and-water>

Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see http://www.nj.gov/dep/dwq/msrp_map_aid.htm.

2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

Schedule on file at the stormwater program coordinator and sewer superintendent's office.

3. **Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

Program on file at the stormwater program coordinator and sewer superintendent's office.

4. **Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfall pipes. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form (www.nj.gov/dep/dwq/tier_a_forms.htm) and indicate the location of these forms and related illicit discharge records.

Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to DEP with the annual report.

On file at the stormwater program coordinator and sewer superintendent's office.

SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.
Borough does not own any stormwater facilities.
2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.
Program consists of notifying all properties having a stormwater facility and requesting records of all maintenance schedules and reports in accordance with their stormwater management maintenance schedule and/or NJDEP regulations
3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.
One file at the stormwater program coordinator's office.
Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at http://www.nj.gov/dep/stormwater/maintenance_guidance.htm (select specific logs from choices listed in the Field Manuals section).
<i>Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see https://hydro.rutgers.edu. To download data in an Excel format, see https://hydro.rutgers.edu/public_data/.</i>

SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

1. Using the Total Maximum Daily Load (TMDL) reports provided on www.nj.gov/dep/dwq/msrp-tmdl-rh.htm, list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.

1. Fecal coliform – 2003: Neshanic River and S Br Raritan River, Assiscong Ck
2. Mercury – 2010: Raritan R SB (Three Bridges-Prescott Bk)
3. Total Phosphorus – 2016: First Neshanic River and Raritan R SB (Three Bridges-Prescott Bk)
4. Total suspended solids – 2016: First Neshanic River and Raritan R SB (Three Bridges-Prescott Bk)

2. Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.

Given the TMDL information, the municipality will aim to increase the educational efforts on the proper use of fertilizer, increase ordinances that will affect water bodies, and increase the cleaning of catch basins that drain to the impaired streams listed above. Stronger illicit connection detections may be increased depending on the levels of contamination.

SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.
None.
2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?
Yes.

Attachment D – Major Development Stormwater Summary

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

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

Storm Event Information			
Storm Event - Rainfall (inches and duration):	2 yr.: _____	10 yr.: _____	
	100 yr.: _____	WQDS: _____	
Runoff Computation Method:			
NRCS: Dimensionless Unit Hydrograph <input type="checkbox"/>	NRCS: Delmarva Unit Hydrograph <input type="checkbox"/>	Rational <input type="checkbox"/>	Modified Rational <input type="checkbox"/>
Other: _____			

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

Comments:

Name of Person Filling Out This Form: _____

Signature: _____

Title: _____

Date: _____

2/2/2018

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

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

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

Name of Person Filling Out This Form: _____

Signature: _____

Title: _____

Date: _____

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

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

Inventory of Materials and Machinery

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

Inspections and Good Housekeeping

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

Fueling Operations

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

Discharge of Stormwater from Secondary Containment

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

Vehicle Maintenance

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

On-Site Equipment and Vehicle Washing and Wash Wastewater Containment

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

certification may be waived for self-contained systems on a case-by-case basis. Any such waiver would be issued in writing by the Department.

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

Salt and De-icing Material Storage and Handling

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

Aggregate Material and Construction Debris Storage

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

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

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

Yard Trimmings and Wood Waste Management Sites

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

Roadside Vegetation Management

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

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

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

Permittee: _____ NJPDES Permit No: _____

Containment Structure Location: _____

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

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

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

Acceptable _____

Unacceptable _____

Conditionally Acceptable _____

List necessary repairs and other conditions: _____

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

Name (print): _____ Seal:

Signature: _____

Date: _____

Underground Vehicle Wash Water Storage Tank Pump Out Log

Name and Address of Facility _____
 Facility Permit Number _____

Tank ID Number _____ Tank Location _____
 Tank Volume _____ gallons

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

* The Permittee must maintain copies of all hauling and disposal records and make them available for inspection.
 Tier A Municipal Stormwater General Permit – Attachment E

Illicit Connection Inspection Report Form

Municipality
Information

Municipality: Borough of _____ County Hunterdon _____

NJPDES # : NJDG015090E _____ PI ID #: _____

Team Member: _____

Date 03/11/2019 _____ Effective Date of Permit Authorization (EDPA): _____

Outfall #: _____ Location: _____

Receiving Waterbody: _____

1. Is there a dry weather flow? Y () N ()

2. If "YES", what is the outfall flow estimate? _____ gpm
(flow sample should be kept for further testing, and this form will need to be submitted with the Annual Report and Certification)

3. Are there any indications of an intermittent flow? Y () N ()

4. If you answered "NO" to BOTH questions #1 and #3, there is probably not an illicit connection and you can skip to question #7.

(NOTE: This form **does not** need to be submitted to the Department, but should be kept with your SPPP.)

If you answered "YES" to either question, please continue on to question #5.

(NOTE: This form will need to be submitted to the Department with the Annual Report and Certification.)

5. PHYSICAL OBSERVATIONS:

(a) ODOR: Oil

(b) COLOR: Yellow

(c) TURBIDITY: Cloudy

(d) FLOATABLES: Petroleum

(e) DEPOSITS/STAINS: Sediment

(f) VEGETATION CONDITIONS: Excessive Gr

(g) DAMAGE TO OUTFALL STRUCTURES:

IDENTIFY STRUCTURE: _____

DAMAGE: Metal Corrosion

6. ANALYSES OF OUTFALL FLOW SAMPLE:

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

(a) DETERGENTS: _____ mg/L

(if sample is greater than 0.06 mg/L, the sample is contaminated with detergents [which may be from sanitary wastewater or other sources]. Further testing is required and this outfall should be given the highest priority.)

(if the sample is not greater than 0.06 mg/L and it does not show physical characteristics of sanitary wastewater [e.g., odor, floatables, and/or color] it is unlikely that it is from sanitary wastewater sources, yet there may still be an illicit connection of industrial wastewater, rinse water, backwash or cooling water.

Skip to question #6c.)

(b) **AMMONIA (as N) TO POTASSIUM RATIO:** 112

(if the Ammonia to Potassium Ratio is greater than 0.6:1, then it is likely that the pollutant is sanitary sewage)

(if the Ammonia to Potassium Ratio is less than or equal to 0.6:1, then the pollutant is from another washwater source.)

(c) **FLUORIDE:** 123 mg/L

(if the fluoride levels are between 1.0 and 2.5 mg/L, then the flow is most likely from fluoride treated potable water.)

(if the sample tests below a detection limit of 0.1 mg/L for fluoride, it is likely to be from groundwater infiltration, springs or streams. In some cases, however, it is possible that the discharge could originate from an onsite well used for industrial cooling water, which will test non-detect for both detergents and fluoride. To differentiate between these cooling water discharges and groundwater infiltration, you will have to rely on temperature.)

(d) **TEMPERATURE:** _____ °F

(if the temperature of the sample is over 70°F, it is most likely cooling water)

(if the temperature of the sample is under 70°F, it is most likely from ground water infiltration)

7. Is there a suspected illicit connection? Y () N ()

If "YES", what is the suspected source? 12

If "NO", skip to signature block on the bottom of this form.

8. Has the investigation of the suspected illicit connection been completed?

Y () N ()

If "YES", proceed to question #9.

If "NO", skip to signature block on the bottom of this form.

9. Was the source of the illicit connection found? Y () N ()

If "YES", identify the source. asofasofasof

What plan of action will follow to eliminate the illicit connection?

Resolution:

If "NO", complete the Closeout Investigation Form and attach it to this Illicit Connection Inspection Report Form.

Inspector's Name: _____

Title: _____

Signature: _____

Date: _____

If there is a dry weather flow or evidence of an intermittent flow, be sure to include this form with your Annual Report and Certification.

If there is not a dry weather flow or evidence of an intermittent flow, this form should be retained with your SPPP.

