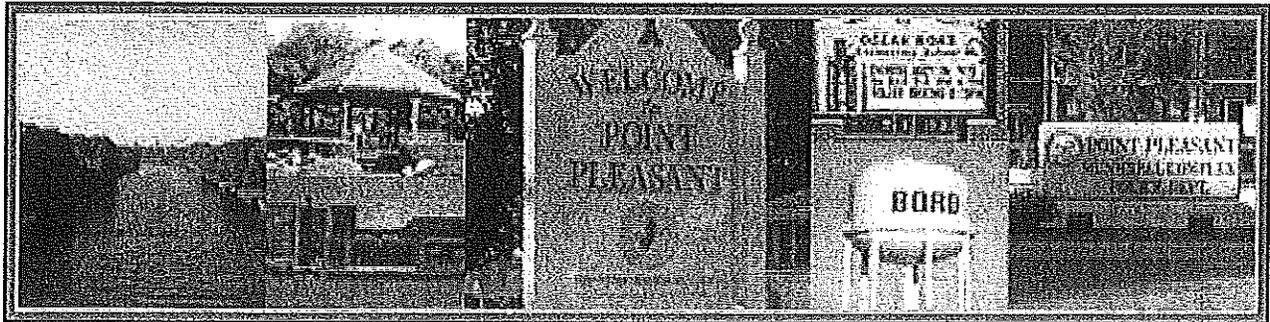


STORMWATER POLLUTION PREVENTION PLAN CERTIFICATION

THE BOROUGH OF POINT PLEASANT
NJPDES GENERAL PERMIT # NJ0141852
PROGRAM INTEREST ID # 50577



Robert D. Forsyth
Stormwater Coordinator (Print or Type)

Robert D. Forsyth

Signature

May 1, 2018

Date

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Bob Forsyth

Title: Sup't of Department of Public Works

Date: 5/1/18

Municipality: Point Pleasant Borough

County: Ocean County

NJPDES #: NJ0141852

PI ID #: 50577

Stormwater Program Coordinator: Bob Forsyth

Title: Sup't. of Department of Public Works

Office Phone #: (732) 892-1287

Emergency Phone #: (732) 892-0060

Public Notice Coordinator: Frank Pannucci

Title: Borough Administrator

Office Phone #: (732) 892-3434

Emergency Phone #: (732) 892-0060

Post-Construction Stormwater Management Coordinator: Bob Forsyth

Title: DPW Sup't./Principal Engineer

Office Phone #: (732) 892-1287

Emergency Phone #: (848) 223-2358

Local Public Education Coordinator: Bob Forsyth

Title: Sup't. of Department of Public Works

Office Phone #: (732) 892-1287

Emergency Phone #: (732) 892-0060

Ordinance Coordinator: Frank Pannucci

Title: Borough Administrator

Office Phone #: (732) 892-3434

Emergency Phone #: (732) 892-0060

Public Works Coordinator: Bob Forsyth

Title: Sup't. of Department of Public Works

Office Phone #: (732) 892-1287

Emergency Phone #: (732) 892-0060

Employee Training Coordinator: Bob Forsyth

Title: Supt. of Department of Public Works

Office Phone #: (732) 892-1287

Emergency Phone #: (732) 892-0060

Other: Kevin Burke

Title: Code Enforcement Officer

Office Phone #: (732) 892-7129

Emergency Phone #: (732) 892-0060

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Point Pleasant Borough

County: Ocean County

NJPDES #: NJ0141852

PI ID #: 50577

Team Member/Title: Frank Pannucci – Borough Administrator

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

Date of Completion: 5/1/18

Date of most recent update: _____

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.

Compliance with Public Notice Requirements:

For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.) Point Pleasant Borough provides public notice in a manner that complies with the requirements of that Act.

In regard to the passage of ordinances, Point Pleasant Borough provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq.

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.), Point Pleasant Borough complies with those requirements.

Public notices are typically advertised in the following publications:

- Asbury Park Press
- Ocean Star

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Point Pleasant Borough

County: Ocean County

NJPDES #: NJ0141852

PI ID #: 50577

Team Member/Title: Bob Forsyth – Borough Engineer

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

Date of Completion: 5/1/18

Date of most recent update: _____

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

To control stormwater from new development and redevelopment projects throughout Point Pleasant Borough including projects the Borough operates) the following action items will be implemented:

Compliance with Residential Site Improvement Standards (RSIS):

Point Pleasant Borough is already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, reference in those standards) are in compliance with those standards. The Borough's planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

Operation and Maintenance of Best Management Practices (BMPs):

Since the EDPA, Point Pleasant has not constructed any new development or redevelopment projects on Borough property. If the Borough decides to construct such a project before the municipal stormwater control ordinance takes effect, adequate long-term operation and maintenance of BMPs for that project will be ensured by requiring a project maintenance plan similar to the maintenance plan described in the draft of that ordinance.

For any BMP that is installed in order to comply with the requirements of the post-construction program, Point Pleasant Borough will ensure adequate long-term operation and maintenance as well as preventative and corrective maintenance (including replacement) of BMPs.

Storm Drain Inlet Design:

Any storm drain inlets installed will also be required to comply with the design standard in Attachment C of the Borough's General Stormwater Permit. Once the stormwater control ordinance takes effect, Point Pleasant will ensure such operation and maintenance by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets installed for such projects will comply with that ordinance's standards for such inlets.

Stormwater Management and Stormwater Control Ordinance:

The municipal engineer and attorney are reviewing the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual, and will be drafting a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model.

Once approved, the ordinance, which will be administered by Point Pleasant's code enforcement officer, will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the stormwater management plan, the approved ordinance will also control aspects of residential development projects that are not subject to the Residential Site Improvement Standards.

Point Pleasant will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of the permit to control passage of solid and floatable materials through storm drain inlets. Point Pleasant Borough expects that for most projects, such compliance will be achieved by installation of the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two (2) inches across the smallest diameter.

SPPP Form 4- Local Public Education Program

Municipality Information

Municipality: Point Pleasant Borough

County: Ocean County

NJPDES #: NJG0154555

PI ID #: 224236

Team Member/Title: Bob Forsyth; Sup't. of Department of Public Works

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

Date of Completion: 5/1/18

Date of most recent update: _____

Local Public Education Program

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

Annual Event Requirement:

To fulfill the distribution requirement of the local public education program, Point Pleasant Borough will continue to provide literature as listed below at all Public Buildings and at our DPW booth at all annual Borough events, including, but not limited to: Earth Day, Summerfest, National Night Out, Music Festivals, Octoberfest and at the Christmas tree lighting ceremony. Borough employees also attend various functions at the local schools such as Career Day and hand out literature regarding recycling programs and protection of our surrounding water bodies.

Annual Mailing Requirement:

The Borough no longer sends out detailed water/sewer bills in envelopes and instead uses a postcard bill. While the above brochures are not mailed directly to each resident on an annual basis, the Borough Planner, which will contain information on Recycling and Clean Water issues, is mailed to each resident annually.

Attachments:

- ❖ Attachment III – NJDEP "Solutions to Stormwater Pollution" Brochure
- ❖ Attachment IV – Optional Educational Materials
 - NJDEP "Pet Waste Pollutes Our Waters" Handout
 - NJDEP "Clean Water Raingers Coloring Book"
 - Rutgers Cooperative Extension Fact Sheets
 - Home Composting
 - Yard Trimmings Management Strategies
 - Using Leaf Composting
 - Minimizing Waste Disposal: Grass Clippings
 - Backyard Leaf Composting

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: Point Pleasant Borough

County: Ocean County

NJPDES #: NJ0141852

PI ID #: 50577

Team Member/Title: Bob Forsyth; Sup't. of Department of Public Works

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

Date of Completion: 5/1/18

Date of most recent update: _____

Storm Drain Inlet Labeling

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

Storm Drain Inlet Labeling Program and Schedule:

All storm drain inlets that are along municipal streets with sidewalks, and all drain inlets within plazas, parking areas or maintenance yards that are operated by Point Pleasant Borough have been labeled. The Borough's Public Works Department implemented and maintains the storm drain labeling program.

During the annual catch basin cleaning program, the Borough will continue to check these labels to ensure they are still visible. Labels that are not visible will be replaced immediately.

Description of Labels:

Plastic labels depicting a fish, and reading "ONLY RAIN IN THE DRAIN – FLOWS TO BARNEGAT BAY" was provided by the Barnegat Bay National Estuary Program. Any areas where the application of the plastic marker was not feasible was labeled utilizing stencil and marking paint which depicts a similar statement.



Attachment:

- ❖ Attachment V – Storm Drain Inlet Labeling Guidelines

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Point Pleasant Borough

County: Ocean County

NJPDES #: NJ0141852

PI ID #: 50577

Team Member/Title: Bob Forsyth; Sup't. of Department of Public Works

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

Date of Completion: 5/1/18

Date of most recent update: _____

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

Current Outfall Maps:

Outfall mapping has been previously completed by Bay Pointe Engineering under a grant provided by the Sewage Infrastructure Improvement Act.

Updating Outfall Maps:

The Borough will ensure that existing outfall maps are updated as new development or redevelopment changes the current storm sewer system through the creation of additional outfalls.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information

Municipality: Point Pleasant Borough

County: Ocean County

NJPDES #: NJ0141852

PI ID #: 55077

Team Member/Title: Bob Forsyth-Sup't. of Department of Public Works

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

Date of Completion: 5/1/18

Date of most recent update: _____

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

Initial Physical Inspection:

Point Pleasant Borough Department of Public Works conducted an initial physical inspection of all municipal outfall pipes between 2005 and 2006. Inspections were conducted using the DEP Illicit Connection Inspection Report Form.

Illicit Connection Elimination Program:

Going forward, any outfall pipes that are found to have dry weather flow or evidence of an intermittent non-stormwater flow will be investigated to locate the illicit connection. If the Borough is able to locate the illicit connection (and the connection is within Point Pleasant) the responsible party will be notified immediately, and a citation will be issued if the connection is not corrected within six (6) months of discovery.

If, after the appropriate amount of investigation, Point Pleasant is unable to locate the source of the illicit connection, the Closeout Investigation Form will be submitted with the Annual Inspection and Recertification.

If an illicit connection is found to originate from another public entity, Point Pleasant Borough will report the connection to the Department, and also notify the municipality from which it appears to originate.

The Borough will, at minimum, continue to inspect for illicit connections at least once per five (5) year permit cycle. In addition, the Borough will investigate possible illicit connections reported by residents. Inspections will also be conducted while completing investigations for the Outfall Pipe Stream Scouring Detection, Remediation and Maintenance Program (see Form 14), if the inspection is preceded by a 72 hour dry weather period.

Reporting Illicit Connections:

Residents can report illicit connections to the Borough by contacting the local police department at (732) 892-0060.

❖ The following NJDEP forms have been included:

- Illicit Connection Inspection Report Form, to be completed for each municipal outfall
- Closeout Investigation Form, to be completed and submitted when appropriate

If dry weather flow is encountered, the Illicit Connection Inspection Report Form and the Closeout Investigation Form must be submitted to NJDEP with the Annual Certification Report. Otherwise the Illicit Connection Inspection Report should be kept with the SPPP for NJDEP review

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Point Pleasant Borough County: Ocean County
 NJPDES #: NJ0141852 PI ID #: 50577
 Team Member/Title: Bob Forsyth- Sup't. of Department of Public Works
 Effective Date of Permit Authorization (EDPA): January 1, 2018
 Date of Completion: 5/1/18 Date of most recent update: _____

Prior to May 1, 2018

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? Program began April 2005.

Number of outfalls found to have a dry weather flow? None Found

Number of outfalls found to have an illicit connection? None

How many illicit connections were eliminated? N/A

Of the illicit connections found, how many remain? N/A

May 2, 2018 – May 1, 2019

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, 2019 – May 1, 2020

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, 2020 – May 1, 2021

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: Point Pleasant Borough

County: Ocean County

NJPDES #: NJ0141852

PI ID #: 50577

Team Member/Title: Bob Forsyth of Department of Public Works

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

Date of Completion: 5/1/18

Date of most recent update: _____

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

Yard Waste Ordinance:

Section 12-4.5 of the Borough Code outlines the requirements for the placement and collection of yard wastes.

Yard Waste Collection:

The Borough has been divided into five (5) sectors for scheduling purposes. Collection of leaves in each of the districts will take place once in November, once in December, and once in the spring. Our street sweeper follows the leaf collection crew on each of the above events to thoroughly clean all streets. The Borough also collects brush once per month by appointment. The schedule for leaf pickups is located on the Borough's Website and in the Town Planner sent to each residence on an annual basis.

- ❖ A map of Borough's districts has been included.

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: Point Pleasant Borough

County: Ocean County

NJPDES #: NJ0141852

PI ID #: 50577

Team Member/Title: Frank Pannucci – Borough Administrator

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

Date of Completion: 5/1/18

Date of most recent update: _____

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

Ordinances:

Pet Waste: Ordinance was adopted in 2005

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

Litter: Ordinance was adopted in 2005

Improper Waste Disposal: Ordinance was adopted in 2005 and readopted in 2015

Wildlife Feeding: Ordinance was adopted in 2005

Yard Waste: Section 12-4.5 of the Borough Code

Illicit Connections: Adopted in 2005

How will these ordinances be enforced?

Point Pleasant code enforcement officers and local police officers will enforce these ordinances with support from the Department of Public Works. If someone is found to be in violation of an ordinance, they will be penalized according to the consequences contained in that ordinance.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information	Municipality: <u>Point Pleasant Borough</u>	County: <u>Ocean County</u>
	NJPDES #: <u>NJ0141852</u>	PI ID #: <u>50577</u>
	Team Member/Title: <u>Bob Forsyth- Sup't. of Department of Public Works</u>	
	Effective Date of Permit Authorization (EDPA): <u>January 1, 2018</u>	
	Date of Completion: <u>5/1/18</u>	Date of most recent update: <u>4/17/19</u> _____

What type of storm drain inlet design will generally be used for retrofitting?
 For most projects, Point Pleasant Borough will use the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

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
The Borough of Point Pleasant has retrofitted 100% of their stormwater basins with the appropriate head pieces to prevent floatables from entering the stormwater collection system.					
Approximately 50% of the Borough's stormwater basins have been retrofitted with bicycle safe grates. We have budgeted funds each year to continue the program until 100% compliance is achieved.					

The Borough is not currently claiming any alternative device or historic place exemptions.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information	Municipality: <u>Point Pleasant Borough</u>	County: <u>Ocean County</u>
	NJPDES #: <u>NJ0141852</u>	PI ID #: <u>55077</u>
	Team Member/Title: <u>Bob Forsyth-Sup't. of Department of Public Works</u>	
	Effective Date of Permit Authorization (EDPA): <u>January 1, 2018</u>	
	Date of Completion: <u>5/1/18</u>	Date of most recent update: _____

Street Sweeping

*Please describe the street sweeping schedule that you will maintain.
(NOTE: Attach a street sweeping log containing the following information: date and area swept, # of miles swept and the total amount of materials collected.)*

Street Sweeping Schedule:

The Borough of Point Pleasant currently does not own or operate any streets that meet the criteria for monthly sweeping (i.e. predominantly commercial). Any such roads are owned and maintained by either the County of Ocean or the N.J. Department of Transportation.

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 Program:

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

- ❖ A road erosion control maintenance log has been included.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: Point Pleasant Borough

County: Ocean County

NJPDES #: NJ0141852

PI ID #: 50577

Team Member/Title: Sup't. of Department of Public Works

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

Date of Completion: 5/1/18

Date of most recent update: _____

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

Catch Basin Cleaning Program:

Point Pleasant Borough Department of Public Works has implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, that catch basin will not be cleaned. All catch basins will be inspected annually, even if they were found to be "clean" the previous year. At the time of the cleaning, catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair.

The annual catch basin cleaning program began in April 2005.

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.)

Stormwater Facility Maintenance Program:

Point Pleasant Borough Department of Public Works has implemented a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Borough function properly. Point Pleasant Borough operates the following:

- Catch basins
- Storm drains

These stormwater facilities will be inspected annually to ensure they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.

- ❖ A stormwater facility maintenance log has been included.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality Information

Municipality: Point Pleasant Borough

County: Ocean County

NJPDES #: NJ0141852

PI ID #: 50577

Team Member/Title: Bob Forsyth-Sup't. of Department of Public Works

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

Date of Completion: 5/1/18

Date of most recent update: _____

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

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

Outfall Pipe Stream Scouring Detection, Remediation and Maintenance Program:

Point Pleasant Borough Department of Public Works will continue to check all the outfall pipes for signs of scouring when completing the illicit connection part of this program. All sites will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits may be completed first.

Those outfall pipes in which scouring had been detected and addressed in the past should be inspected annually thereafter to ensure the associated stabilization projects were successful. Once it is determined that the scouring repairs have adequately mitigated any subsequent scouring, those outfalls will again be inspected only once during each five-year permit cycle, along with all outfalls found to be in satisfactory condition.

- ❖ An outfall pipe stream and stream bank scouring maintenance log has been included.

SPPP Form 15 – De-icing Material Storage

Municipality
Information

Municipality: Point Pleasant Borough

County: Ocean County

NJPDES #: NJ0141852

PI ID #: 50577

Team Member/Title: Dennis Sears – Director of Department of Public Works

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

Date of Completion: 5/1/18

Date of most recent update: _____

De-icing Material Storage

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

De-icing Material Storage:

Point Pleasant Borough has implemented a permanent storage structure for the de-icing material stored at the Public Works Department. This area will be inspected monthly to ensure the material is maintained and stored properly.

- An inspection log has been included.

The following standard operating procedures for good housekeeping of salt and de-icing material handling will be implemented to ensure minimal environmental impact:

- Prevent and/or minimize the spillage of salt and de-icing materials during loading and unloading activities.
- 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 disposed of.
- 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.
- Minimize the distance salt and de-icing materials are transported during loading/unloading activities.

SPPP Form 16 – Standard Operating Procedures

Municipality Information	Municipality: <u>Point Pleasant Borough</u>	County: <u>Ocean County</u>
	NJPDES #: <u>NJ0141852</u>	PI ID #: <u>50577</u>
	Team Member/Title: <u>Bob Forsyth-Sup't of Department of Public Works</u>	
	Effective Date of Permit Authorization (EDPA): <u>January 1, 2018</u>	
	Date of Completion: <u>5/1/18</u>	Date of most recent update: _____

BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	April 1, 2005	All fueling locations within the Borough's municipal maintenance yards will be inspected monthly. <ul style="list-style-type: none"> ▪ Fueling SOPs have been included.
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	April 1, 2005	Monthly inspections will be held to ensure that the SOP is being met. <ul style="list-style-type: none"> ▪ Vehicle Maintenance SOPs have been included. ▪ Letter from Ocean County Utilities Authority regarding Vehicle Washing discharge.
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit.	April 1, 2005	Monthly inspections of all municipal maintenance yards and ancillary operations will be held. The following items have been included: <ul style="list-style-type: none"> ▪ Good Housekeeping SOPs ▪ Source Material Inventory

SPPP Form 17 – Employee Training

Municipality Information

Municipality: Point Pleasant Borough

County: Ocean County

NJPDES #: NJ0141852

PI ID #: 50577

Team Member/Title: Bob Forsyth-Sup't of Department of Public Works

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

Date of Completion: 5/1/18

Date of most recent update: _____

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

Employee Training Program

Course Topic	Who will attend:
Waste Disposal Education	Public works employees
Municipal Ordinances	Code enforcement and local police departments, public works employees
Illicit Connection Elimination and Outfall Pipe Mapping	Public works employees
Street Sweeping	Public works employees
Stormwater Facility Maintenance	Public works employees
Road Erosion Control and Outfall Pipe Stream Scouring Remediation	Public works employees
Maintenance Yard Operations	Public works employees
Construction Activity / Post-Construction Stormwater Management in New Development	Public works employees

- Illicit Connection Elimination and Outfall Pipe Mapping field training will include procedures to properly conduct illicit connection detections, investigations and eliminations.
- Maintenance Yard Operations field training will include SOPs for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping fore de-icing materials storage.

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

PART IV

SPECIFIC REQUIREMENTS: NARRATIVE

Notes and Definitions

A. Footnotes

1. Acronyms

a. Stormwater acronyms included in this permit are as follows:

- i. "BMP" - Best Management Practice
- ii. "CFR" - Code of Federal Regulations
- iii. "EDPA" - Effective Date of Permit Authorization
- iv. "MS4" - Municipal Separate Storm Sewer System
- v. "MSWMP" - Municipal Stormwater Management Plan
- vi. "MSRP" - Municipal Stormwater Regulation Program
- vii. "MTD" - Manufactured Treatment Device
- viii. "N.J.A.C." - New Jersey Administrative Code
- ix. "NJPDES" - New Jersey Pollutant Discharge Elimination System
- x. "N.J.S.A." - New Jersey Statutes Annotated
- xi. "RSIS" - Residential Site Improvement Standards
- xii. "SPPP" - Stormwater Pollution Prevention Plan
- xiii. "TMDL" - Total Maximum Daily Load

2. Internal Cross References

- a. For the purposes of this permit:
- i. References to Part IV Notes and Definitions are preceded with the words "Notes and Definitions" (e.g. Notes and Definitions Part IV.A.1 refers to Acronyms).
 - ii. References to Part IV Tier A MS4 NJPDES Permit are not preceded by descriptive text (e.g. Part IV.A.1 refers to Overview of the Tier A MS4 NJPDES Permit).

3. Department Resources for Guidance Relating to MS4 Issues

- a. MS4 main website and related links: www.nj.gov/dep/dwq/msrp_home.htm
- b. MS4 Tier A Guidance document: www.nj.gov/dep/dwq/tier_a_guidance.htm

Notes and Definitions

- c. Construction Site Stormwater Runoff: www.nj.gov/dep/dwq/5g3.htm
 - d. Snow Removal and Disposal Policy: www.nj.gov/dep/dwq/bnpc_home.htm
 - e. Green Infrastructure and related links: www.nj.gov/dep/gi/
 - f. Stormwater management information and training tools: www.nj.gov/dep/stormwater/
 - g. Public education for stormwater pollution: www.cleanwater.nj.org
 - h. Clean Communities, a statewide litter abatement program: www.njclean.org
 - i. Total Maximum Daily Load (TMDL) information: www.nj.gov/dep/dwq/msrp-tmdl-rh.htm
4. EPA Resources for Guidance Relating to MS4 Issues
- a. EPA's MS4 website and related links:
www.epa.gov/npdes/stormwater-discharges-municipal-sources
 - b. EPA's National Menu of Stormwater Best Management Practices:
www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater
 - c. EPA's guidance for Green Infrastructure:
<http://water.epa.gov/infrastructure/greeninfrastructure/index.cfm>
 - d. Guidance from EPA Region 3 for municipalities that wish to improve their municipal stormwater programs: www.epa.gov/npdes/pubs/region3_factsheet_swmp.pdf
 - e. EPA's Trash Free Waters resource page: www.epa.gov/trash-free-waters
 - f. Illicit Discharge Detection and Elimination Guidance
www3.epa.gov/npdes/pubs/idde_manualwithappendices.pdf

B. Definitions

1. Definitions

- a. All words and terms used in this permit shall have meanings as defined in the "Regulations Concerning the New Jersey Pollutant Discharge Elimination System" (N.J.A.C. 7:14A), unless otherwise stated or unless the context clearly requires a different meaning.
- b. "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.
- c. "Effective Date of Permit Authorization" means the date the permittee's authorization to discharge under this Tier A MS4 NJPDES permit becomes effective. This date may be found on the permittee's Authorization to Discharge.
- d. "Existing permittee" means a municipality that held an authorization to discharge under the Tier A MS4 NJPDES permit on or before December 31, 2017.
- e. "Green infrastructure" means methods of stormwater management that reduce wet weather/stormwater volume, flow, or changes the characteristics of the flow into combined or separate sanitary or storm sewers, or surface waters, by allowing the stormwater to infiltrate, to be treated by vegetation or by soils, or to be stored for reuse. Green infrastructure includes, but is not limited to, pervious paving, bioretention basins, vegetated swales, and cisterns.

- f. "Illicit connection" means any physical or non-physical (i.e. leak, flow, or overflow into the municipal separate storm sewer system) connection that discharges the following to a municipal separate storm sewer system (unless that discharge is authorized under a NJPDES permit other than this Tier A MS4 NJPDES permit);
- 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 a permittee for the MS4 identifies as a source or significant contributor of pollutants pursuant to 40 C.F.R. 122.34(b)(3)(iii).
- g. "Maintenance plan" means a maintenance plan pursuant to N.J.A.C. 7:8-5.2(b) and 5.8 prepared by the design engineer for the stormwater management measures incorporated into the design of a major development.
- h. "Major development" means any development that provides for ultimately disturbing one or more acres of land and any additional development defined as "major development" by a municipality's stormwater control ordinance. Disturbance is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of vegetation. Projects undertaken by any government agency which otherwise meet the definition of "major development" but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered "major development."
- i. "Manufactured treatment device" means a pre-fabricated stormwater treatment structure utilizing settling, filtration, absorptive/adsorptive materials, vortex separation, vegetative components, and/or other appropriate technology to remove pollutants from stormwater runoff.
- j. "Municipal separate storm sewer" means a municipal separate storm sewer as defined in N.J.A.C. 7:14A-1.2.
- k. "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.
- l. "New permittee" means a municipality that obtains its first authorization to discharge under the Tier A MS4 NJPDES permit on or after January 1, 2018.
- m. "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. Concrete blocks, jersey barriers or other similar material shall be placed around the interior of the structure to protect the side walls during loading and unloading of de-icing materials;
 - ii. The design shall prevent stormwater run-on and run through and the fabric cannot leak;
 - iii. The structure shall be erected on an impermeable slab;
 - iv. The structure cannot be open sided; and
 - v. The structure shall have a roll up door or other means of sealing the access way from wind driven rainfall.

- n. "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;
 - 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.
 - v. Note that all MS4s covered under the Tier A MS4 NJPDES permit are "small MS4s".
- o. "Solids and floatable materials" means sediment, debris, trash, and other floating, suspended, or settleable solids as defined at N.J.A.C. 7:14A-25.6(b)3iii.
- p. "Storm drain inlet" means the point of entry into the storm drain system and is, where a catch basin is present, the uppermost portion (or cover) of a catch basin.
- q. "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.
- r. "Stormwater facility" includes, but is not limited to: catch basins, detention basins, retention basins, filter strips, riparian buffers, infiltration trenches, sand filters, constructed wetlands, wet basins, bioretention systems, low flow bypasses, and stormwater conveyances. Stormwater facilities include structural stormwater management measures.
- s. "Stormwater management basin" means an excavation or embankment and related areas designed to retain stormwater runoff. A stormwater management basin may either be normally dry (that is, a detention basin or infiltration basin), retain water in a permanent pool (a retention basin or wet pond), or be planted mainly with wetland vegetation (most constructed stormwater wetlands).
- t. "Stormwater management measure" means any structural or nonstructural strategy, practice, technology, process, program, or other method intended to control or reduce stormwater runoff and associated pollutants, or to induce or control the infiltration or groundwater recharge of stormwater or to eliminate illicit or illegal non-stormwater discharges into stormwater conveyances. Stormwater management measures include stormwater facilities.
- u. "Stream scouring" means the erosion or removal of streambed or bank material by the physical action of flowing water and the sediment that it carries.
- v. "Subsurface infiltration/detention system" means a vault, perforated pipe, and/or stone bed that is located entirely below the ground surface and that temporarily stores and attenuates stormwater runoff."
- w. "Tier A Municipality's MS4" means an MS4 owned and operated by a Tier A Municipality.
- x. "Wood waste" means source separated whole trees, tree trunks, tree parts, tree stumps, brush and leaves provided that they are not composted, and lumber (non-chemically treated and unpainted);
- y. "Yard trimmings" means grass clippings, leaves, wood chips from tree parts, and brush.

- z. "Yard waste" means loose leaves and grass clippings.

Tier A Municipal Stormwater General Permit

A. Permit Overview

1. Overview of the Tier A MS4 NJPDES Permit

- a. The Tier A Municipality (i.e. the permittee) is required to develop, update, implement and enforce an MS4 stormwater program. A primary objective of the MS4 stormwater program is to implement best management practices and other measures that are designed to achieve the permit's requirement to reduce the discharge of pollutants from the Tier A Municipality's MS4, municipal maintenance yards and other ancillary operations, to the maximum extent practicable pursuant to N.J.A.C. 7:14A-25.6(a)1 and 40 CFR 122.34(a), to protect water quality, and to satisfy the applicable water quality requirements of the Clean Water Act.

2. Primary Plans Required by the Tier A MS4 NJPDES Permit

- a. The Stormwater Pollution Prevention Plan (SPPP) documents the Tier A Municipality's stormwater program and describes the measures necessary for compliance with the Statewide Basic Requirements as well as any Other Control Measures, Additional Measures and/or Optional Measures (if deemed appropriate). See Part IV.F (SPPP) and Attachment A (Measurable Goals and Implementation Schedule for Existing Permittees) and Attachment A-1 (Measurable Goals and Implementation Schedule for New Permittees).
- b. A significant component of the SPPP is the Municipal Stormwater Management Plan (MSWMP). The MSWMP is also a component of the municipal master plan (N.J.S.A. 40:55D-94). The MSWMP describes the municipality's strategy, structure and process for addressing stormwater runoff from new development and redevelopment to ensure compliance with the Stormwater Management rules (N.J.A.C. 7:8 et seq.). This strategy, structure and process also constitutes much of the post construction stormwater management program in this permit. See Part IV.B.4 (Post Construction). Any MSWMP that complies with N.J.A.C. 7:8 also complies with this condition and Part IV.B.4.f (MSWMP).

3. Summary of Tier A MS4 NJPDES Permit Requirements

- a. The Tier A Municipality shall develop, update, implement and enforce a stormwater program as documented in an SPPP to ensure compliance with:
 - i. The Statewide Basic Requirements. See Part IV.B;
 - ii. Other Control Measures. See Part IV.C;
 - iii. Additional Measures. See Part IV.D; and
 - iv. Optional Measures, if deemed appropriate See Part IV.E.
- b. The Tier A Municipality shall develop, update, implement and maintain a written SPPP in conformance with Attachment A (Measurable Goals and Implementation Schedule for Existing Permittees) and Attachment A-1 (Measurable Goals and Implementation Schedule for New Permittees). See Part IV.A.2.a and IV.F (SPPP).
- c. The Tier A Municipality shall submit an Annual Report and Certification summarizing the status of compliance with this permit. See Part IV.G (Annual Report and Certification).
- d. The Tier A Municipality shall adopt, amend and implement a written MSWMP. See Part IV.A.2.b and B.4.f (MSWMP).

Tier A Municipal Stormwater General Permit

- e. The Tier A Municipality shall modify and update its stormwater program (including applicable plans and ordinances) to conform with applicable new legislation; or new or amended regulations. Such modification shall be completed and effective within 12 months of written notification by the Department of the need for modification.

B. Statewide Basic Requirements and Associated Conditions

1. Minimum Standards for Public Involvement and Participation Including Public Notice

- a. Tier A Municipalities shall comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program. Requirements include but are not limited to:
 - i. The Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.);
 - ii. Statutory procedures for the enactment of ordinances (N.J.S.A. 40:49-2), including the municipal stormwater control ordinance and other ordinances adopted to comply with Part IV of this permit; and
 - iii. The Municipal Land Use Law concerning the adoption or amendment of the MSWMP (N.J.S.A. 40:55D-13, 28 and 94), and the review of applications for development (N.J.S.A. 40:55D-12). The Tier A Municipality shall also ensure that applicants for development meet the notice requirements of N.J.S.A. 40:55D-12.
- b. Tier A Municipalities shall make elements of its MS4 stormwater program available to the public:
 - i. Provide the current SPPP upon request as required by Part IV.F.1.g (SPPP);
 - ii. Post the current SPPP on its website to the extent required by Part IV.F.1.f (SPPP); and
 - iii. Post the current MSWMP and all ordinances required by this permit on its website or otherwise comply with the notification requirements of N.J.A.C. 7:8-4.4(e). See Part IV.B.4.f (MSWMP), 4.g (Stormwater Control Ordinance), 5.a (Community Wide Ordinances).
- c. The Tier A Municipality may involve another entity (e.g. a watershed association) to satisfy one or more of the Tier A Municipality's NJPDES permit condition(s) (or component thereof) through the implementation of one or more best management practices or control measures. See Part IV.F.4 (Implementation of SPPP Conditions through Shared or Contracted Services).
- d. The Tier A Municipality shall maintain records necessary to demonstrate compliance with the public participation requirements of a, above.
- e. Existing Permittee: An existing permittee shall meet the minimum standards of this permit, and the measurable goals (including any recordkeeping) and implementation schedules for Public Involvement and Participation specified in Attachment A for Existing Permittees (Measurable Goals and Implementation Schedule).

2. Minimum Standards for Local Public Education and Outreach

- a. 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 and mitigating flow. The Tier A Municipality shall annually conduct activities that total at least 12 points and include activities from at least three of the five categories as set forth in Attachment B (Points System for Public Education and Outreach Activities). 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. Records shall be kept necessary to demonstrate compliance with this requirement, including date of activities and any other relevant documentation.
- b. The Tier A Municipality shall label all storm drain inlets for those drains that do not have permanent wording cast into the structure of the inlet. The Tier A Municipality shall also maintain the legibility of those labels and replace any labels that are missing or not legible. See the Tier A Municipal Guidance document (www.nj.gov/dep/dwq/tier_a_guidance.htm) for specific measures. This requirement shall include the following:
 - i. All storm drain inlets along sidewalks that are adjacent to municipal streets;
 - ii. All storm drain inlets within plazas, parking areas or maintenance yards that are operated by the municipality.
- c. The Tier A Municipality shall advertise public involvement program(s) pertaining to education and outreach activities on the municipality's website, through a mailing, through newspaper advertisement, or other similar means.
- d. Existing Permittee: An existing permittee shall meet the minimum standards of this permit, and the measurable goals (including any recordkeeping) and implementation schedules for Local Public Education and Outreach specified in Attachment A for Existing Permittees (Measurable Goals and Implementation Schedule).

3. Minimum Standards for Construction Site Stormwater Runoff

- a. Construction site stormwater runoff activities are authorized under a separate NJPDES permit, generally the Construction Activity Stormwater General Permit No. NJ0088323 pursuant to N.J.A.C. 7:14A-25.6(b)2 (or an individual permit pursuant to N.J.A.C. 7:14A-24.7(a)2). See Part II.C.3.b and www.nj.gov/dep/dwq/5g3.htm. Pursuant to N.J.A.C. 7:14A-25.7(b), the Tier A Municipality is not required to reference construction site stormwater runoff control in its SPPP.

4. Minimum Standards for Post Construction Stormwater Management in New Development and Redevelopment

- a. The Tier A Municipality shall develop, update, implement and enforce its stormwater management program to address post construction stormwater runoff in new development and redevelopment and to ensure compliance with the Stormwater Management rules at N.J.A.C. 7:8 et seq. In general, the regulations at N.J.A.C. 7:8:
 - i. Contain requirements for stormwater management plans and stormwater control ordinances;
 - ii. Provide information for the adoption and implementation of municipal stormwater management plans and regional stormwater management plans; and
 - iii. Establish design, performance and maintenance standards for stormwater management measures and establish safety standards for stormwater management basins.

- b. The post construction stormwater management program established by the Tier A Municipality shall address stormwater runoff from the following types of major development unless any additional development is defined as "major development" by a municipality's stormwater control ordinance:
 - i. New development and redevelopment projects that disturb one acre or more and are not operated by the municipality (e.g. retail stores, residential complexes);
 - ii. New development and redevelopment projects that disturb one acre or more and are operated by the municipality itself (e.g. town complex); and
 - iii. All new development and redevelopment projects that disturb less than one acre and are part of a larger common plan of development or sale (e.g. phased residential development) that ultimately disturbs one acre or more.
- c. The post construction stormwater management program established by the Tier A Municipality shall require compliance with the applicable design, performance and maintenance standards established under N.J.A.C. 7:8 et seq. for major development as defined in this permit.
- d. The Tier A Municipality shall review and analyze development applications for compliance with Part IV.B.4 (Post Construction) of this permit even if a separate permit is required by the Department for the same or similar activity (e.g. a Land Use permit).
- e. The post construction stormwater management program established by the Tier A Municipality shall ensure that any residential development and redevelopment projects that are subject to the Residential Site Improvement Standards (RSIS) 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 et seq.
- f. The Tier A Municipality shall adopt, amend and implement a written Municipal Stormwater Management Plan (MSWMP), pursuant to N.J.A.C. 7:8 et seq., to describe the framework of the Tier A Municipality's strategy, structure and process for its post construction stormwater management program.
 - i. The Tier A Municipality shall submit the adopted plan for approval to the County review agency in accordance with N.J.A.C. 7:8-4;
 - ii. The Tier A Municipality shall notify the Department and post the approved plan and any amendments on its website (or otherwise comply with the notification requirements of N.J.A.C. 7:8-4.4(e)) within thirty days of the effective date of the plan. See Part IV.B.1.b.iii (Public Involvement and Participation);
 - iii. The Tier A Municipality shall review and update its MSWMP as necessary, and as a part of the reexamination of its municipal master plan in accordance with N.J.A.C. 7:8-4.3(c) and (d).
- g. In order to implement the post construction stormwater management program, the Tier A Municipality shall adopt, amend, implement and enforce a municipal stormwater control ordinance. The Tier A Municipality shall develop and adopt the contents of the ordinance in accordance with N.J.A.C. 7:8 et seq. A sample stormwater ordinance consistent with the requirements of the Stormwater Management Rules is posted at www.nj.gov/dep/stormwater/bmp_manual2.htm and a sample stormwater ordinance applicable to Pinelands Area Municipalities is posted at www.nj.gov/dep/stormwater/pinelands.htm. The municipal stormwater control ordinance shall include, at a minimum, the following elements:

- i. Control aspects of residential development and redevelopment projects that are not pre-empted by the RSIS;
 - ii. Control stormwater from non-residential development and redevelopment projects, in accordance with the requirements at N.J.A.C. 7:8 et seq.; and
 - iii. 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.
- h. The Tier A Municipality shall only grant a variance or exemption from the design and performance standards for stormwater management measures if the municipality has a mitigation plan which meets the following requirements:
- i. A mitigation plan must be included in an approved MSWMP and stormwater control ordinance(s). The mitigation plan shall identify measures that are necessary to offset the deficit created by granting the variance or exemption, and can be provided through a menu of design and performance standards with corresponding mitigation projects for different drainage areas within the municipality. See Chapter 3 of the NJ Stormwater BMP Manual at www.nj.gov/dep/stormwater/ for guidance; and
 - ii. The municipality submits, within 30 days after the grant of a variance or exemption, a written report to the county review agency and the Department describing the variance or exemption and the required mitigation. Submit the written report to the Department at:
NJDEP-DWQ-BNPC
Mail Code 401-02B
PO Box 420
Trenton, NJ 08625-0420
- i. The Tier A Municipality shall:
- i. Enforce, through the stormwater control ordinance(s) or a separate ordinance, compliance with the standards set forth in Attachment C (Design Standards for Storm Drain Inlets) of this permit to control passage of solid and floatable materials through storm drain inlets not installed by the Tier A Municipality; and
 - ii. Comply with the standards set forth in Attachment C (Design Standards for Storm Drain Inlets) of this permit to control passage of solid and floatable materials through storm drain inlets installed by the municipality.
- j. The Tier A Municipality shall ensure adequate long-term cleaning, operation and maintenance of stormwater management measures:
- i. Pursuant to Part IV.C.1.a (Stormwater Facilities Maintenance), owned or operated by the Tier A Municipality; and
 - ii. Pursuant to Part IV.C.1.b (Stormwater Facilities Maintenance), not owned or operated by the Tier A Municipality.
- k. For each structural and non-structural stormwater measure (e.g. stormwater management basin, subsurface infiltration/detention system, manufactured treatment device, green infrastructure), the Tier A Municipality shall:
- i. Complete a Major Development Stormwater Summary (as posted on the Department's website at www.nj.gov/dep/dwq/tier_a_forms.htm; courtesy copy provided as Attachment D of this permit) when an application is made to the Tier A Municipality after EDPA;

- ii. Update the Major Development Stormwater Summary while stormwater measures are being installed;
 - iii. Finalize the Major Development Stormwater Summary once certificate of occupancy is issued; and
 - iv. Maintain a completed Major Development Stormwater Summary and make it available to the Department upon request.
- l. The Stormwater Management rules (N.J.A.C. 7:8) and the Residential Site Improvement Standards for stormwater management (N.J.A.C. 5:21-7), independently and as implemented in this permit, apply to all areas of the Tier A Municipality.
 - m. Existing Permittee: An existing permittee shall meet the minimum standards of this permit, and the measurable goals (including any recordkeeping) and implementation schedules for Post Construction Stormwater Management in New Development and Redevelopment specified in Attachment A for Existing Permittees (Measurable Goals and Implementation Schedule).

5. Minimum Standards for Pollution Prevention / Good Housekeeping for Municipal Operators

- a. Community Wide Ordinances: The Tier A Municipality shall adopt and enforce the following community wide ordinances to address improper disposal of waste:
 - i. Pet Waste Ordinance: Adopt and enforce an ordinance that requires pet owners or their keepers to immediately and properly dispose of their pet's solid waste deposited on any property, public or private, not owned or possessed by that person. Information on the Pet Waste Ordinance and the benefits of proper disposal of pet solid waste shall be distributed with pet licenses. See the Tier A Municipal Guidance document (www.nj.gov/dep/dwq/tier_a_guidance.htm) for a sample ordinance.
 - ii. Wildlife Feeding Ordinance: Adopt and enforce an ordinance that prohibits the feeding of any wildlife (e.g. Canada Geese) in any public park or on any other property owned or operated by the Tier A Municipality. Exclusions include wildlife confined in zoos, parks, or rehabilitation centers as well the following unconfined animals: (1) wildlife at environmental education centers; (2) feral cats as part of an approved Trap-Neuter-Release program; and (3) other kinds of unconfined animals, if any, that the ordinance specifically lists and excludes for reasons set forth in the ordinance. See the Tier A Municipal Guidance document (www.nj.gov/dep/dwq/tier_a_guidance.htm) for a sample ordinance.
 - iii. Litter Control Ordinance: Adopt and enforce a litter ordinance or enforce the existing State litter statute at N.J.S.A 13:1E-99.3. See the Tier A Municipal Guidance document (www.nj.gov/dep/dwq/tier_a_guidance.htm) for a sample ordinance.
 - iv. Improper Disposal of Waste Ordinance: Adopt and enforce an ordinance prohibiting the improper spilling, dumping, or disposal of materials other than stormwater into the MS4 system excluding those discharges as allowable under Part II.C.2.b. See the Tier A Municipal Guidance document (www.nj.gov/dep/dwq/tier_a_guidance.htm) for a sample ordinance.

- v. Containerized Yard Waste/Yard Waste Collection Program Ordinances: (1) Adopt and enforce an ordinance that prohibits placing non-containerized yard wastes (defined as leaves and/or grass clippings) into the street; or (2) develop and implement a non-containerized yard waste collection and disposal program that includes adoption and enforcement of an ordinance that prohibits placing non-containerized yard waste at the curb or along the street within 10 feet of any storm drain inlet and at any time other than a set yard waste collection schedule. The frequency of yard waste pickups shall be determined at the discretion of the Tier A Municipality but shall 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. See the Tier A Municipal Guidance document (www.nj.gov/dep/dwq/tier_a_guidance.htm) for sample ordinances.
 - vi. Private Storm Drain Inlet Retrofitting Ordinance: Adopt and enforce an ordinance requiring the retrofitting of existing storm drain inlets on private property to meet the standard in Attachment C (Design Standard for Storm Drain Inlets). Specifically, this ordinance: 1) shall apply to storm drain inlets, on property not owned or operated by the Tier A Municipality (e.g. condominium associations), that are in direct contact (i.e. contiguous) to repaving; repairing (excluding individual pothole repair); resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot bitumen); and reconstruction or alteration of facilities; and 2) shall not apply to a residential lot with one single family house. For a sample ordinance see www.nj.gov/dep/dwq/tier_a.htm.
 - vii. Additional ordinance requirements of this permit are found at Part IV.B.4.g (Stormwater Control Ordinance) above and Part IV.B.6.d (Illicit Connection Ordinance) below.
- b. Community Wide Measures: The Tier A Municipality shall develop and continue to implement the following community wide pollution prevention/good housekeeping measures to control solids and floatables:
- i. Street Sweeping: 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: (1) the street is owned or operated by the municipality; (2) the street is curbed and has storm drains; (3) the street has a posted speed limit of 35 miles per hour or less; (4) the street is not an entrance or exit ramp; and (5) the street is in a predominantly commercial area.
 - ii. Catch Basin and Storm Drain Inlet Inspection and Cleaning: The Tier A Municipality shall inspect storm drain inlets and any associated catch basins that it owns or operates and remove sediment, trash, or debris when present. Each catch basin and inlet shall be inspected at least once every five years. The Tier A Municipality shall clean any municipally owned or operated storm drain inlet or catch basin as frequently as necessary to eliminate recurring problems and restore proper function.
 - iii. Tier A Municipality Storm Drain Inlet Retrofit: The Tier A Municipality shall retrofit existing Tier A Municipality owned or operated storm drain inlets that are: (1) in direct contact with any repaving, repairing (excluding individual pothole repair), or resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot bitumen); or (2) in direct contact with any reconstruction or alteration of facilities. Storm drain inlet retrofits shall meet the standard in Attachment C (Design Standards for Storm Drain Inlets).

- c. **Municipal Maintenance Yards and Other Ancillary Operations:** The Tier A Municipality shall implement the best management practices described in Attachment E (Best Management Practices for Municipal Maintenance Yards and Other Ancillary Operations) for municipal maintenance yards and other ancillary operations owned or operated by the Tier A Municipality. Ancillary operations include but are not limited to impound yards, permanent and mobile fueling locations, and yard trimmings and wood waste management sites. The Inventory of Material and Machinery, and Inspections and Good Housekeeping practices specified in Attachment E shall be conducted at all municipal maintenance yards and other ancillary operations. Best Management Practices shall be implemented for the following activities, whenever such activities occur:
- i. Fueling Operations;
 - ii. Discharge of Stormwater from Secondary Containment;
 - iii. Vehicle Maintenance;
 - iv. On-Site Equipment and Vehicle Washing and Wash Wastewater Containment;
 - v. Salt and De-icing Material Storage and Handling;
 - vi. Aggregate Material and Construction Debris Storage;
 - vii. Street Sweepings, Catch Basin Clean Out, and Other Material Storage;
 - viii. Yard Trimmings and Wood Waste Management Sites that are owned and operated by the Tier A Municipality; and
 - ix. Roadside Vegetation Management.
- d. **Employee Training:** The Tier A Municipality shall develop, update and implement an employee training program to address Tier A MS4 NJPDES permit components and SPPP requirements. All municipal employees shall receive training on those stormwater topics applicable to their title and duties within 3 months of commencement of duties. Records including sign in sheet(s), date(s) of training, and training agenda(s) shall be kept in the SPPP. Training shall occur at least once every two years, unless otherwise specified below:
- i. **Yard Waste Collection Program (if applicable)** – Provide training on frequency of yard waste pickups and schedule; and policy for how and when yard waste can be placed curbside. See Part IV.B.5.a.v (Yard Waste Ordinance).
 - ii. **Monthly Sweeping of Certain Streets in Predominantly Commercial Areas** - Provide training on sweeping schedules and proper management of materials collected. See Part IV.B.5.b.i (Street Sweeping).
 - iii. **Illicit Connection Elimination and Outfall Pipe Mapping** - Provide training on the impacts associated with illicit connections and details of the program including investigation techniques, physical observations, field sampling, and mapping procedures. See Part IV.B.6 (MS4 Outfall Pipe Mapping, and Illicit Discharge) and the National Menu of Stormwater Best Management Practices at www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater.
 - iv. **Outfall Pipe Stream Scouring Detection and Control** - Provide training on how to identify outfall pipe stream scouring and contributing factors. See Part IV.B.6.b (Stream Scouring).

- v. Maintenance Yard Operations (including Ancillary Operations) - Provide training annually on inventory of materials and machinery, inspections and good housekeeping; fueling operations; discharge of stormwater from secondary containment; vehicle maintenance; on-site equipment and vehicle washing and wash wastewater containment; salt and de-icing material storage and handling; aggregate material and construction debris storage; street sweeping, catch basin clean out, and other material storage; yard trimmings and wood waste management sites. See Part IV.B.5.c (Municipal Maintenance Yards and Other Ancillary Operations).
 - vi. Waste Disposal Education - Provide training on the impacts associated with improper waste disposal, how to respond to inquiries regarding improper waste disposal, and appropriate enforcement authority.
 - vii. Municipal Ordinances - Provide training on the following ordinances: Pet Waste Ordinance; Wildlife Feeding Ordinance; Litter Control Ordinance; Improper Disposal of Waste Ordinance; Containerized Yard Waste/Yard Waste Collection Ordinance; and the Private Storm Drain Inlet Ordinance. Training shall include an overview of these ordinance requirements, enforcement policies and the repercussions of non-compliance with these ordinances. See Part IV.B.5.a (Community Wide Ordinances).
 - viii. Stormwater Facility Maintenance – Provide training annually on maintenance of stormwater facilities, and catch basin and inlet cleaning methods. See Part IV.C.1 (Stormwater Facilities Maintenance), and Part IV.B.5.b.ii (Catch Basin and Storm Drain Inlets).
 - ix. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment - Provide general training on the permitting requirements for construction activity and Post-Construction Stormwater Management in New Development and Redevelopment. See Part IV.B.3 (Construction Site Runoff) and B.4 (Post Construction).
 - x. Provide general training annually on the Tier A Municipality's SPPP, applicable recordkeeping requirements, and detailed training on any component applicable to an employee's title and duties. See Part IV.F (SPPP).
 - xi. Training may also be conducted on stormwater-related topics that serve an educational purpose for employees.
- e. Stormwater Management Design Review Training: The Tier A Municipality shall ensure that all design engineers, municipal engineers and other individuals that review the stormwater management design for development and redevelopment projects on behalf of the municipality, complete the Department approved Stormwater Management Design Review Course (see www.nj.gov/dep/stormwater/training.htm) once every five years. This includes those individuals that review any projects that are subject to the Tier A Municipality's municipal stormwater management plan and control ordinance as described in Part IV.B.4 (Post Construction). Individuals that will review stormwater management design and have not completed this course within the past five years must attend the next scheduled course offering. If unable to attend, the Tier A Municipality must notify the Department in writing no later than thirty days after the missed course offering explaining why attendance was not possible and what alternate arrangements are being made. Training completed within five calendar years prior to EDPA qualifies towards this requirement. The Tier A Municipality is required to maintain a list of the dates and names of training program participants in its SPPP.

- f. **Municipal Board and Governing Body Member Related Training:** The Tier A Municipality shall ensure that municipal board and governing body members that review and approve applications for development and redevelopment projects, complete the "Asking the Right Questions in Stormwater Review Training Tool" posted at www.nj.gov/dep/stormwater/training.htm. This includes those individuals that review any projects for compliance with Part IV.B.4 (Post Construction) of this permit. Training must be completed by current municipal board and governing body members on or before EDPA + 6 months and by new members within six months of commencing duties. Once per term of service thereafter, municipal board and governing body members must review at least one of the tools offered under Post-Construction Stormwater Management found at the website above. The Tier A Municipality is required to maintain a list of the dates and names of training program participants in its SPPP.
- g. **Existing Permittee:** An existing permittee shall meet the minimum standards of this permit, and the measurable goals (including any recordkeeping) and implementation schedules for Pollution Prevention / Good Housekeeping for Municipal Operators specified in Attachment A for Existing Permittees (Measurable Goals and Implementation Schedule).

6. Minimum Standards for MS4 Outfall Pipe Mapping, and Illicit Discharge and Scouring Detection and Control

- a. **Outfall Pipe Mapping:** Tier A Municipalities shall develop, update and maintain an outfall pipe map showing the location of the end of all MS4 outfall pipes (tidal and non-tidal) owned or operated by the Tier A Municipality which discharge to a surface water body. The outfall pipe map shall:
 - i. Be current at the end of each calendar year;
 - ii. Show the location (and name, where known to the municipality) of all surface water bodies receiving discharges from those outfall pipes;
 - iii. Be included in the SPPP;
 - iv. Be provided to the Department by Existing Permittees on or before EDPA + 12 months and by New Permittees on or before EDPA + 36 months. New data points subsequently added to the map shall be provided to the Department annually thereafter; and
 - v. Be submitted electronically by December 21, 2020 via the Department's designated electronic submission service.
- b. **Stream Scouring:** Tier A Municipalities shall develop, update and implement a program to detect, investigate and control any localized stream scouring from stormwater outfall pipes owned or operated by the municipality. See the Tier A Municipal Guidance document (www.nj.gov/dep/dwq/tier_a_guidance.htm) for specific measures. The Tier A Municipality shall, at a minimum:
 - i. Inspect each outfall pipe which discharges to a stream for localized stream scouring in the vicinity of the outfall pipe. Each outfall pipe shall be inspected at least once every five years;
 - ii. Inspect any outfall pipes newly identified in compliance with Part IV.B.6.a for localized stream scouring in the vicinity of the outfall pipe;

- iii. When localized stream scouring is detected, document sources of stormwater that contribute to the outfall pipes identified in i and ii, above. Each identified source shall be investigated; and (1) where identified sources are located on property owned or operated by the Tier A Municipality, corrective action to reduce stormwater rate or volume shall be taken by the municipality when feasible, or (2) where identified sources are within the jurisdiction of but not located on property owned or operated by the Tier A Municipality, the municipality shall ensure proper operation and maintenance of stormwater facilities located thereon pursuant to Part IV.C.1.b (Stormwater Facilities Maintenance), below;
 - iv. Prioritize, schedule and complete remediation of identified localized stream scouring and take action based upon the requirements of Part IV.B.6.b.iii(1) and (2), above. If not completed, a schedule for completion shall be maintained as required in Part IV.C.1.a.iv (Stormwater Facilities Maintenance); and
 - v. All stream scouring restoration 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) and the requirements for bank stabilization and channel restoration found at N.J.A.C. 7:13 et seq. All associated maintenance or repairs to stormwater facilities shall be made in accordance N.J.A.C 7:8.
- c. Illicit Discharge Detection and Elimination: The Tier A Municipality shall develop, update, implement and enforce an ongoing Illicit Discharge Detection and Elimination Program in accordance with this permit. This program shall be documented in the written SPPP, as required in Part IV.F.1.a.iii (SPPP). See the Tier A Municipal Guidance document (www.nj.gov/dep/dwq/tier_a_guidance.htm) for specific measures. See also USEPA Guidance at www3.epa.gov/npdes/pubs/idde_manualwithappendices.pdf. The Tier A Municipality shall, at a minimum:
- i. Conduct visual dry weather inspection of all outfall pipes owned or operated by the municipality at least once every five years to determine if dry weather flow or other evidence of illicit discharge is present. Dry weather flow is flow occurring 72 hours after a rain event.
 - ii. Investigate the source if evidence of illicit discharge is found;
 - iii. Eliminate non-stormwater discharges that are traced to their source and found to be illicit connections;
 - iv. Document investigations and actions taken using the Department's Illicit Connection Inspection Report Form. See www.nj.gov/dep/dwq/tier_a_forms.htm;
 - v. Inspect any outfall pipes newly identified in compliance with Part IV.B.6.a for illicit discharges;
 - vi. Investigate dry weather flows discovered during routine inspection and maintenance of other elements of the MS4; and
 - vii. Investigate, within three months of receipt, complaints and reports of illicit connections, including those from operating entities of interconnected MS4s.
- d. The Tier A Municipality shall adopt and enforce an ordinance that prohibits illicit connections to the municipal separate storm sewer system operated by the Tier A Municipality. See the Tier A Municipal Guidance document (www.nj.gov/dep/dwq/tier_a_guidance.htm) for a sample ordinance.

- e. Existing Permittee: An existing permittee shall meet the minimum standards of this permit, and the measurable goals (including any recordkeeping) and implementation schedules for MS4 Outfall Pipe Mapping, and Illicit Discharge and Scouring Detection and Control specified in Attachment A for Existing Permittees (Measurable Goals and Implementation Schedule).

C. Other Control Measures

1. Minimum Standards for Stormwater Facilities Maintenance

- a. The Tier A Municipality shall develop, update and implement a program to ensure adequate long-term cleaning, operation and maintenance of all municipally owned or operated stormwater facilities.
 - i. Stormwater facility inspection and maintenance must be performed pursuant to any maintenance plans, or more frequently as needed, to ensure the proper function and operation of the stormwater facility. See www.nj.gov/dep/stormwater/maintenance_guidance.htm.
 - ii. The Tier A Municipality shall maintain a log sufficient to demonstrate compliance with this section; including but not limited to the stormwater facility inspected, location information of the facility inspected (location information must be specific enough to locate and identify the stormwater facility in the field; e.g. geographic coordinates), name of inspector, date of inspection, findings, and any preventative and corrective maintenance performed. Example Maintenance Logs and Inspection Records forms which are sufficient to demonstrate compliance with this section are available at www.nj.gov/dep/stormwater/maintenance_guidance.htm.
 - iii. The Tier A Municipality shall certify annually that municipally owned or operated stormwater facilities are properly functioning.
 - iv. If stormwater facilities were found not to be functioning properly and repairs were not made, then necessary preventive and corrective maintenance shall be documented and prioritized, and a schedule for such repairs shall be maintained. The Tier A Municipality shall prioritize this schedule based upon but not limited to: (1) environmental, health and safety concerns; (2) the findings of catch basin and storm drain inlet inspections performed pursuant to Part IV.B.5.b.ii, above; (3) the findings of stream scouring inspections performed pursuant to Part IV.B.6.b, above; and (4) to incorporate the findings pursuant to Part IV.C.2 (TMDL Information), below.
- b. The Tier A Municipality shall develop, update, implement and enforce a program to ensure adequate long-term cleaning, operation and maintenance of stormwater facilities not owned or operated by the Tier A Municipality, not subject to the conditions of another NJPDES stormwater permit and constructed after February 7, 1984.
 - i. The Tier A Municipality shall ensure that stormwater facility maintenance is performed pursuant to any maintenance plans, or more frequently as needed to ensure the proper function and operation of the stormwater facility. See www.nj.gov/dep/stormwater/maintenance_guidance.htm.

- ii. The Tier A Municipality shall maintain a log sufficient to demonstrate compliance with this section; including but not limited to the actions taken by the municipality to enforce compliance with the long-term cleaning, operation and maintenance program; the stormwater facility that was the subject of the action; location information of the facility that was the subject of the action (location information must be specific enough to locate and identify the stormwater facility in the field; e.g. geographic coordinates); the name of person taking the action; the date of the action; and the findings. Example Maintenance Logs and Inspection Records forms which are sufficient to demonstrate compliance with this section are available at www.nj.gov/dep/stormwater/maintenance_guidance.htm.
 - c. The Tier A Municipality shall maintain copies of all maintenance plans, as defined in Notes and Definitions Part IV.B.1.g of this permit, for stormwater facilities approved by the municipality. The Tier A municipality shall make copies of these maintenance plans available to the Department upon request.
 - d. Existing Permittee: An existing permittee shall meet the minimum standards of this permit, and the measurable goals (including any recordkeeping) and implementation schedules for Stormwater Facilities Maintenance specified in Attachment A for Existing Permittees (Measurable Goals and Implementation Schedule).
- 2. Minimum Standards for Total Maximum Daily Load (TMDL) Information**
- a. Incorporation of TMDL Information Into the SPPP
 - i. The Tier A Municipality shall annually review approved or adopted TMDL reports to identify stormwater related pollutants listed therein and associated with any segment of surface water wholly or partially within or bordering the Tier A Municipality. This information may be accessed at www.nj.gov/dep/dwq/msrp-tmdl-rh.htm;
 - ii. The Tier A Municipality shall use TMDL information identified in i, above to, at a minimum, (1) assist in the prioritization of stormwater facility maintenance including schedules for repairs required at Part IV.B.6.b.iv (Stream Scouring) and IV.C.1.a.iv (Stormwater Facilities Maintenance), above; and (2) identify and develop strategies to address specific sources of stormwater related pollutants contributing to discharges authorized under this Tier A MS4 NJPDES permit. Strategies may include but are not limited to those found in the implementation section of approved or adopted TMDL reports (for examples see "Total Maximum Daily Load (TMDL) Guidance for Tier A MS4 Permittees" found at www.nj.gov/dep/dwq/msrp-tmdl-rh.htm); and
 - iii. The Tier A Municipality shall annually update its SPPP to list information identified in i and ii, above; and
 - iv. The Tier A Municipality shall incorporate any strategies identified in ii(2), above as an Optional Measure. See Part IV.E (Optional Measures) and Part IV.F.1.c (SPPP), below.
 - b. Existing Permittee: An existing permittee shall meet the minimum standards of this permit, and the measurable goals (including any recordkeeping) and implementation schedules for Total Maximum Daily Load (TMDL) Information specified in Attachment A for Existing Permittees (Measurable Goals and Implementation Schedule).

D. Additional Measures

1. Incorporation of Additional Measures

- a. Additional Measures are non-numeric (e.g., best management practices) or numeric effluent limitations that are expressly required to be included in a Tier A Municipality's stormwater program by a TMDL; a regional stormwater management plan; other elements of an adopted areawide Water Quality Management Plan; or the adopted Statewide Water Quality Management Plan.
- b. The Department will provide written notice of the adoption of any Additional Measure(s) to any affected Tier A Municipality. The Department will list each adopted Additional Measure in a minor modification to the Tier A MS4 NJPDES permit. For any required Additional Measure(s) other than numeric effluent limitations, the required Additional Measure(s) will specify the best management practices that shall be implemented and the measurable goals. The required Additional Measure(s) will also specify the implementation schedule.

E. Optional Measures

1. Incorporation of Optional Measures

- a. Optional Measures are BMPs, developed by the Tier A Municipality, that extend beyond the requirements of the Tier A MS4 NJPDES permit and that prevent or reduce pollution to waters of the State.
- b. The Tier A Municipality may, at its own discretion, incorporate Optional Measures into its MS4 stormwater program. Such BMPs shall be identified in the SPPP as Optional Measures.
- c. Failure to implement an Optional Measure identified in the SPPP shall not be considered a violation of the NJPDES permit.

2. Refuse Container / Dumpster Ordinance

- a. Tier A Municipalities have the option of adopting and enforcing an ordinance requiring dumpsters and other refuse containers that are outdoors or exposed to stormwater to be covered at all times. This ordinance serves to prevent the spilling, dumping, leaking, or otherwise discharge of liquids, semi-liquids or solids from the containers. This ordinance is not intended for litter receptacles; individual homeowner trash and recycling containers; containers that hold large bulky items (e.g., furniture, bound carpet and padding); permitted temporary demolition containers; and refuse containers at industrial facilities authorized to discharge stormwater under a valid NJPDES permit. For a sample ordinance see www.nj.gov/dep/dwq/tier_a.htm.

F. Stormwater Pollution Prevention Plan (SPPP)

1. SPPP Requirements

- a. The Tier A Municipality shall develop, update, implement, and maintain a written SPPP (see the Tier A Municipal Guidance document www.nj.gov/dep/dwq/tier_a_guidance.htm) that:
 - i. Identifies the person designated as the Municipal Stormwater Program Coordinator (Stormwater Coordinator) per Part IV.F.2, below and the members of the SPPP Team.
 - ii. Documents the municipality's Tier A MS4 Stormwater Program including a description of shared or contracted services as allowed under Part IV.F.4, below.
 - iii. Describes the measures necessary for compliance with all components of the Tier A MS4 NJPDES permit including all measures described in Part IV.B, C, D and E above.

- iv. Reflects the measurable goals, implementation schedules, record keeping and other requirements in Attachment A for Existing Permittees and Attachment A-1 for New Permittees (Measurable Goals and Implementation Schedule).
 - b. The Tier A Municipality's Stormwater Coordinator shall sign and date the SPPP per Part IV.F.3, below.
 - c. The Tier A Municipality shall review the SPPP at least annually and update it as often as necessary to reflect changes related to the municipality's Tier A MS4 Stormwater Program. Any amendments to the SPPP:
 - i. Shall continue to meet the requirements of this permit;
 - ii. Shall be signed and dated by the Stormwater Coordinator; and
 - iii. Shall be retained for a period of at least five years from the date of amendment unless the Department issues a written notice to extend the retention period.
 - d. The SPPP shall include any records required by this Tier A MS4 NJPDES permit. See Attachment A for Existing Permittees and Attachment A-1 for New Permittees (Measurable Goals and Implementation Schedule) for additional detail.
 - e. 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 thirty (30) days after receiving such notification unless otherwise specified by the Department, the Tier A Municipality shall amend the SPPP to adequately address all deficiencies, and written certification of such amendments shall be submitted to the Department.
 - f. The current SPPP shall be posted on the Tier A Municipality's website no later than EDPA + 90 days with updates posted annually thereafter. The version posted on the website can exclude:
 - i. Inspection logs and other required record keeping; and
 - ii. The names of SPPP Team members but must include the name of the Stormwater Coordinator.
 - g. The SPPP shall be made available to the Department and public upon request pursuant to N.J.A.C. 7:14A-25.6(j)2.
- 2. Designation of the Municipal Stormwater Program Coordinator (Stormwater Coordinator)**
- a. Each Tier A Municipality shall designate a Stormwater Coordinator.
 - b. The Stormwater Coordinator shall be either a principal executive officer or a ranking elected official as required at N.J.A.C. 7:14A-4.9(a)3;
 - c. A principal executive officer or ranking elected official of the Tier A Municipality may assign this responsibility, as allowed at N.J.A.C. 7:14A-4.9(b), to a duly authorized representative who has overall responsibility for the operation of municipal stormwater facilities or municipal environmental matters;
 - d. If an assignment under b or c, above changes, then a new assignment of responsibility shall be submitted to the Department. This is accomplished through completion of the online MSRP Annual Report (see Part IV.G Annual Report and Certification below) or the Stormwater Program Coordinator Information Update Sheet posted at www.nj.gov/dep/dwq/pdf/msrp_update_form.pdf. This information shall be submitted to the Department within 30 days of such change taking place.

3. **Responsibilities of the Municipal Stormwater Program Coordinator (Stormwater Coordinator)**
 - a. The Tier A Municipality shall designate a Municipal Stormwater Program Coordinator (Stormwater Coordinator). The Stormwater Coordinator is responsible for:
 - i. Coordinating the permittee's implementation of the SPPP and Tier A MS4 NJPDES permit conditions;
 - ii. Signing and dating the SPPP;
 - iii. Coordinating the completion and submittal of the Annual Report and Certification; and
 - iv. Certifying, signing and dating the Annual Report.
4. **Implementation of SPPP Conditions through Shared or Contracted Services**
 - a. The Tier A Municipality may rely on another governmental, private, or nonprofit entity to satisfy one or more of the Tier A Municipality's MS4 NJPDES permit conditions, or component thereof, through the implementation of best management practices or control measures. This is only allowable provided the following conditions are met:
 - i. The other entity implements the best management practice(s) or control measure(s);
 - ii. The particular best management practice(s) or control measure(s), or component(s) thereof, is at least as stringent or as frequent 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, in such a manner that is in compliance with the Tier A MS4 NJPDES permit on the Tier A Municipality's behalf; and
 - iv. The Tier A Municipality specifies in its SPPP (1) which NJPDES permit conditions will be implemented by another entity and (2) the name of the responsible entity.
 - b. For any projects or activities which the Tier A Municipality assigns to another entity which is a private contractor, the awarded contract shall require the contractor to conduct such projects or activities in such a manner that is in compliance with the Tier A MS4 NJPDES permit.
 - c. The Tier A Municipality is responsible for compliance with this permit if the other entity fails to implement the measure(s) or component(s), thereof.

G. Annual Report and Certification

1. Reporting Requirements

- a. The Tier A Municipality shall complete an Annual Report, including any Supplemental Questions, using the electronic format provided by the Department via the MSRP Annual Report service accessed through the Regulatory Services Portal (www.njdeponline.com). The Annual Report shall summarize the status of compliance with the conditions of this permit. Specifically, this includes compliance for the subject year between January 1 and December 31 with the Statewide Basic Requirements (Part IV.B), Other Control Measures (Part IV.C), Additional Measures (Part IV.D), Optional Measures (Part IV.E), Stormwater Pollution Prevention Plan (Part IV.F), and any other Tier A MS4 NJPDES permit conditions listed on the Annual Report form, including Supplemental Questions.

- b. The Stormwater Coordinator shall certify, sign and date the Annual Report.
- c. Submit an Annual Report and Certification: on or before May 1st annually to the Department through the Regulatory Services Portal (instructions at www.nj.gov/dep/dwq/tier_a.htm).
- d. 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.
- e. The Tier A Municipality shall retain the Annual Report and Certification as well as any records required to be kept by this permit for a period of at least five years.
- f. The Tier A Municipality shall document in the Annual Report (1) if it relies on another entity to satisfy one or more of the Tier A Municipality's MS4 NJPDES permit conditions as described in Part IV.F.4.a (Implementation of SPPP Conditions through Shared or Contracted Services), above; (2) which NJPDES permit conditions will be satisfied by another entity; and (3) the name of the governmental, private, or nonprofit entity.