

# **STORMWATER POLLUTION PREVENTION PLAN**

## **Tier A Municipal Stormwater General Permit**

**Borough of Dunellen  
Middlesex County  
NJPDES #: NJG0150649  
PI ID #: 201968**

**Effective Date of Permit Authorization (EDPA): April 1, 2004  
Last Amended: June 1, 2019**



**Consulting & Municipal  
ENGINEERS**

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## SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	<b>Ron Safar, Supervisor of Department of Public Works</b>
Office Phone # and eMail	<b>732-968-5455 / rsafar@dunellenborough.com</b>
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	<b>John Morris, CME Associates</b>
Print/Type Name and Title	<b>Justine Fox, CME Associates</b>
Print/Type Name and Title	<b>Shane Bonczak, CME Associates</b>
Print/Type Name and Title	
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	<b>William Robins, Borough Administrator / Municipal Clerk / Registrar</b>
Print/Type Name and Title	<b>George Deene, Code Enforcer</b>
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	

## SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	<b>04-01-2005</b>		<b>Forms 1-17</b>	<b>Completion of SPPP</b>
2.	<b>05-29-2009</b>		<b>Forms 1-17</b>	<b>Permit renewal requirements update</b>
3.	<b>06-01-2019</b>		<b>Forms 1-15</b>	<b>Permit renewal requirements update</b>
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# SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	<a href="http://www.dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177">http://www.dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177</a>
2. Date of most current SPPP:	June 1, 2019
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	<a href="http://www.dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177">http://www.dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177</a>
4. Date of most current MSWMP:	October 2005
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	<p><b>Public Notices:</b>  <a href="http://www.dunellen-nj.gov/government/public_notices/index.php#.XMmW4knGUI">http://www.dunellen-nj.gov/government/public_notices/index.php#.XMmW4knGUI</a></p> <p><b>Council Agendas and Minutes:</b>  <a href="http://www.dunellen-nj.gov/council_agenda_and_minutes/index.php#.XMmXB UqnGUI">http://www.dunellen-nj.gov/council_agenda_and_minutes/index.php#.XMmXB UqnGUI</a></p>
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
<p><b>For meetings where public notice is required under the Open Public Meetings Act (“Sunshine Law,” N.J.S.A. 10:4-6 et seq.), the Borough of Dunellen provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, the Borough of Dunellen provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-2. In addition, for municipal actions subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-13, 28 and 94), the Borough of Dunellen complies with those requirements (e.g., adoption or amendment of the Municipal Stormwater Management Plan). The Borough also requires that applicants for development meet the notice requirements of N.J.S.A. 40:55D-12.</b></p> <p><b>The SPPP is located at the Dunellen Public Works Department office, and is available to the New Jersey Department of Environmental Protection (NJDEP), Borough employees, and the public upon request.</b></p> <p><b>All ordinances required by this permit are provided on the Borough’s website.</b></p>	

## SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

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

**The Borough conducts educational and outreach activities that total 12 points annually from three out of the five categories set forth in Attachment B of the Borough's Tier A Municipal Stormwater General Permit. The activities are advertised as follows:**

**For annual distribution to all residents and businesses within the Borough, Dunellen will mail the educational brochure provided by the NJDEP within the recycling brochure mailing. The educational brochure will also be available at the semi-annual event, *Dunellen Street Fair*. A booth will be setup, with either the merchants or the general information section where all necessary information will be made available to the public. The semi-annual event, including other public events and programs, are advertised through the local paper, Borough website, and local public notice bulletins at Washington Park and Borough Hall.**

**The Borough's official website:**

**([http://dunellen-nj.gov/government/forms\\_center/index.php#revize document center rz177](http://dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177)) will provide the educational brochure and other supplemental educational information provided by the NJDEP ([https://www.nj.gov/dep/dwq/tier\\_b/education.htm](https://www.nj.gov/dep/dwq/tier_b/education.htm)).**

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

**The Borough conducts a public forum during a council meeting that informs the public on the hazards associated with illicit connections and improper disposal of waste. The latest council meeting that held the public forum took place on May 7, 2018. The meeting minutes can be viewed on the Borough's website.**

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

**The Borough's Municipal Clerk's Office maintains records of mailing dates and public event information.**

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

All records must be available upon request by NJDEP.

1. How does the municipality define 'major development'?

**“Major Development” as defined in the Stormwater Regulation Ordinance (Ord. No. 2006-10) means any “development” that provides for ultimately disturbing one or more acres of land, or increases the impervious area by more than one-quarter (1/4) acre. Disturbance for the purpose of this rule is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting or removing of vegetation.**

**“Development” as defined in the Stormwater Regulation Ordinance (Ord. No. 2006-10) includes construction and reconstruction amongst other types of parcel and site modifications.**

2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?

**For residential projects, the Borough reviews the design and observes the construction of development and redevelopment projects for conformance to the Residential Site Improvement Standards (RSIS) for stormwater management (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards).**

**For non-residential and commercial projects, the Borough reviews the design and observes the construction of development and redevelopment projects for conformance to the Borough’s Stormwater Regulation Ordinance (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in the ordinance).**

**The Borough’s planning and zoning boards review for such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law even if a separate permit is required by the Department for the same or similar activity (e.g. a Land Use permit).**

**Compliance with Attachment C of the Stormwater General Permit Renewal (Design Standards for Storm Drain Inlets) for residential and non-residential projects are outlined on Form 9. Long-term cleaning, operation and maintenance of stormwater management measures for residential and non-residential projects are outlined on Form 13.**

3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?

**Borough owned projects are designed in accordance with the Borough’s Stormwater Regulation Ordinance and N.J.A.C. 7:8. The Borough performs construction inspection and administration to ensure that projects are constructed as per the bid plans and specifications as well.**

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

All records must be available upon request by NJDEP.

<p>4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.</p>	
<p><b>The Borough reviews major development project applications for compliance with the Borough's Stormwater Management and Control Ordinance and/or the RSIS as part of the land use board approval process. For all major development project applications, the Borough reviews the applications for conformance to the applicable requirements in N.J.A.C. 7:8.</b></p>	
<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p><b>The MSWMP details the Borough's mitigation plans.</b></p>
<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p>	<p><b>The Borough's Construction Office maintains all approved applications for major development projects, Major Development Summary Sheets, and mitigation plans.</b></p>



## SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance <i>permit cite IV.B.1.b.iii</i>	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste <i>permit cite IV.B.5.a.i</i>	03-04-1985	<a href="http://dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177">http://dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177</a>	Yes, with minor edits	Code Enforcement Officer and Borough Police
2. Wildlife Feeding <i>permit cite IV.B5.a.ii</i>	03-01-2006	<a href="http://dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177">http://dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177</a>	Yes, with minor edits	Code Enforcement Officer and Borough Police
3. Litter Control <i>permit cite IV.B5.a.iii</i>	03-01-1989	<a href="http://dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177">http://dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177</a>	Yes, with minor edits	Code Enforcement Officer and Borough Police
4. Improper Disposal of Waste <i>permit cite IV.B.5.a.iv</i>	03-01-2006	<a href="http://dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177">http://dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177</a>	Yes, with minor edits	Code Enforcement Officer and Borough Police
5. Containerized Yard Waste/ Yard Waste Collection Program <i>permit cite IV.B.5.a.v</i>	07-29-1987	<a href="http://dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177">http://dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177</a>	No	Code Enforcement Officer and Borough Police
6. Private Storm Drain Inlet Retrofitting <i>permit cite IV.B.5.a.vi</i>	06-21-2010	<a href="http://dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177">http://dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177</a>	Yes, with minor edits	Code Enforcement Officer and Borough Police
7. Stormwater Control Ordinance <i>permit cite IV.B.4.g and IV.B.5.a.vii</i>	06-14-2005	<a href="http://dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177">http://dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177</a>	Yes, with minor edits	Code Enforcement Officer and Borough Police
8. Illicit Connection Ordinance <i>permit cite IV.B.5.a.vii and IV.B.6.d</i>	03-01-2006	<a href="http://dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177">http://dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177</a>	Yes, with minor edits	Code Enforcement Officer and Borough Police
9. Optional: Refuse Container/ Dumpster Ordinance <i>permit cite IV.E.2</i>	06-21-2010	<a href="http://dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177">http://dunellen-nj.gov/government/forms_center/index.php#revize_document_center_rz177</a>	Yes, with minor edits	Code Enforcement Officer and Borough Police

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

**Records associated with ordinances and related enforcement actions are kept either in the Borough's Construction Office, Code Enforcement Office, or the Municipal Clerk's Office. At this time, the Borough does not have any enforcement actions.**

**The code enforcement officer and the Borough of Dunellen Police Department will enforce these ordinances upon adoption. If someone is found to be in violation of an ordinance, they will be issued a written warning for first time offenses; penalties will be issued for subsequent offenses. Any complaints received by the Department of Public Works with an apparent ordinance violation will be investigated and forwarded to the Borough of Dunellen Police Department. Informational sheets provided by the NJDEP regarding pet waste will be distributed during the issuance of pet licenses.**

## **SPPP Form 6 – Ordinances**

All records must be available upon request by NJDEP.

### **Yard Waste Collection Program**

**The Borough has an established yard waste collection system with procedures that comply with the requirements of the Municipal Stormwater General Permit.**

**Leaves are collected weekly from October through December; then April through May. Leaves must be bagged in biodegradable, paper leaf bags that are provided by the Borough, and then place at curbside for collection. The Borough will not accept any other types of bags. Paper leaf bags are available at the Recycling Center located on Hall Street during normal business hours (8 a.m. – 2 p.m.) from October 1 – November 31 only. The Borough has prohibited paper leaf bags from being used as a collection method for grass clippings. The Borough website, as well as the County website also indicates that paper leaf bags must not be used to collect grass clippings.**

**Brush will be collected during the months of March, April, and September. Limbs should be no more than six (6) inches in diameter and should be in bundles no greater than four (4) feet in length. Limbs, logs, and roots can be dropped off at the Recycling Center. Roots must be free of dirt.**

**Clippings, yard waste, and grass must be brought to the Recycling Center located on Hall Street and must be bagged in paper or plastic bags. Residents are responsible for emptying the bags into the specific dumpsters at the Recycling Center.**

## SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

**The Borough has evaluated all Borough owned and/or operated streets to determine which meet the street sweeping requirements stated within the General Permit. North Avenue is the only street within the Borough that will require street sweeping maintenance on a monthly basis; however, North Avenue falls under the jurisdiction of the NJDOT. Although North Avenue is under NJDOT jurisdiction, the roadway is swept monthly by the Borough.**

2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

**The Borough of Dunellen has an established street sweeping program, in which all streets are swept four (4) times per year. The Borough does not sweep county roads. No streets are swept through a shared service arrangement.**

3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.

**The Borough does not provide street sweeping services for other municipalities.**

4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.

**The Borough maintains all associated street sweeping records at the Department of Public Works office.**

## SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.

**The Borough of Dunellen has an established catch basin maintenance program. Catch Basin inspection/cleaning is divided into two zones within the Borough. Beginning in early spring and again in the fall, inlets are visually inspected for proper function and structural condition. If problems are observed, corrective actions are performed such as cleaning and structural repairs. Stencils and labels will be refreshed on an as needed basis.**

2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.

**There are no catch basins or storm drain inlets with recurring problems.**

3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.

**No measures have been taken since there are no catch basins or storm drain inlets with recurring problems.**

4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.

**For the storm drain inlet labeling program, the Borough of Dunellen will use a standardized plastic disc fastened by an adhesive to the inlet casting. The plastic disc will read “NO DUMPING – DRAINS TO WATERWAY.”**

**All storm drain inlets along municipal streets with sidewalks and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by the Borough of Dunellen have been labeled.**

**To ensure long-term maintenance, inspections of all storm drain inlet labels will be conducted during the Borough’s catch basin maintenance program. Upon the completion of each catch basin inspection/cleaning, the storm drain inlet label will be inspected for wear and repaired, if necessary.**

5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.

**Records of catch basin and storm drain inlet inspections are located at the Public Works Department office.**

## SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.

**For both current and upcoming projects, Dunellen Borough will use the NJDOT compliant inlets, bicycle-safe grates, and curb pieces in accordance with the standards in Attachment C of the Stormwater General Permit.**

2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.

**The Borough inspects and verifies that municipally owned storm drain inlets have been retrofitted for all development and improvement projects as required during construction.**

3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.

**The Borough of Dunellen enforces, through the Stormwater Regulation ordinance and Private Storm Drain Inlet Retrofitting ordinance, compliance with the design standards in Attachment C of the Stormwater General Permit to control passage of solid and floatable materials through storm drain inlets. The Borough of Dunellen expects for most projects, that such compliance will be achieved either by installation of the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no more than seven (7.0) square inches or no more than two (2.0) inches across the smallest dimension, or by conveying flows through a trash rack as described in the “Exemptions from the Design Standard” in Attachment C of the Stormwater General Permit Renewal.**

4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.

**The private storm drain inlet retrofitting ordinance is enforced by the Borough through site construction observations.**

# SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

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

Address of municipal yard or ancillary operation:

**235 Hall Street, Dunellen, NJ 08812**

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

Raw materials – **Leaf bags, sweepings, salt, and sand**

Intermediate products – **None**

Final products – **None**

Waste materials – **1 yard garbage dumpster**

By-products – **None**

Machinery – **Backhoes and vehicles**

Fuel – **None**

Lubricants – **None**

Solvents – **None**

Detergents related to municipal maintenance yard or ancillary operations – **None**

Other – **None**

# SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

<p>For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.</p> <p>Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.</p>
<p>1. Fueling Operations</p>
<p><b>Fueling operations are carried out in conjunction with Middlesex Borough. All operations are carried out within Middlesex Borough DPW Yard.</b></p> <p><b>Tracking forms are located at the Department of Public Works office.</b></p>
<p>2. Vehicle Maintenance</p>
<p><b>Monthly inspections will be held to ensure that the standard operating procedures are being met.</b></p> <p><b>Inspection logs and tracking forms are located at the Department of Public Works office. Attachment E of the Stormwater General Permit Renewal is attached that details the standard operating procedures of which the Borough complies with.</b></p>
<p>3. On-Site Equipment and Vehicle Washing</p>
<p><i>See permit attachment E for certification and log forms for Underground Storage Tanks.</i></p>
<p><b>As of February 28, 2009, all equipment and vehicle washing shall be performed in the Borough of Middlesex utilizing their existing wash rack.</b></p> <p><b>Tracking forms are located at the Department of Public Works office.</b></p>
<p>4. Discharge of Stormwater from Secondary Containment</p>
<p><b>There are no secondary containment areas at this facility.</b></p>

# SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

5. Salt and De-Icing Material Storage and Handling
<p><b>The Borough of Dunellen is in compliance with the requirements concerning the storage of de-icing materials as set forth in the General Permit. The existing de-icing storage structure is approximately twenty-six (26) feet by twenty-six (26) feet. The structure is on an impermeable slab and can house approximately fifty (50) tons of salt.</b></p> <p><b>Inspection logs and tracking forms are located at the Department of Public Works office. Attachment E of the Stormwater General Permit Renewal is attached that details the standard operating procedures of which the Borough complies with.</b></p>
6. Aggregate Material and Construction Debris Storage
<p><b>The Borough, or contractor, transports the material off site to a proper facility.</b></p> <p><b>Inspection logs and tracking forms are located at the Department of Public Works office. Attachment E of the Stormwater General Permit Renewal is attached that details the standard operating procedures of which the Borough complies with.</b></p>
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
<p><b>The Borough transports the material off site to the Middlesex County Landfill in East Brunswick, NJ.</b></p> <p><b>Inspection logs and tracking forms are located at the Department of Public Works office. Attachment E of the Stormwater General Permit Renewal is attached that details the standard operating procedures of which the Borough complies with.</b></p>
8. Yard Trimmings and Wood Waste Management Sites
<p><b>A Nature's Choice contractor for Middlesex County removes the material from the Department of Public Works yard every 60 days.</b></p> <p><b>Inspection logs and tracking forms are located at the Department of Public Works office. Attachment E of the Stormwater General Permit Renewal is attached that details the standard operating procedures of which the Borough complies with.</b></p>
9. Roadside Vegetation Management
<p><b>The Borough's Department of Public Works routinely trims (weed whack and cut) vegetation along roadways.</b></p> <p><b>Inspection logs and tracking forms are located at the Department of Public Works office. Attachment E of the Stormwater General Permit Renewal is attached that details the standard operating procedures of which the Borough complies with.</b></p>



## SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p><b>A. Municipal Employee Training:</b> Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	<b>Every year</b>	<b>DPW Supervisor; Records located at the DPW office</b>
2. Stormwater Facility Maintenance	<b>Every year</b>	<b>DPW Supervisor; Records located at the DPW office</b>
3. SPPP Training & Recordkeeping	<b>Every year</b>	<b>DPW Supervisor; Records located at the DPW office</b>
4. Yard Waste Collection Program	<b>Every 2 years</b>	<b>DPW Supervisor; Records located at the DPW office</b>
5. Street Sweeping	<b>Every 2 years</b>	<b>DPW Supervisor; Records located at the DPW office</b>
6. Illicit Connection Elimination and Outfall Pipe Mapping	<b>Every 2 years</b>	<b>DPW Supervisor; Records located at the DPW office</b>
7. Outfall Pipe Stream Scouring Detection and Control	<b>Every 2 years</b>	<b>DPW Supervisor; Records located at the DPW office</b>
8. Waste Disposal Education	<b>Every 2 years</b>	<b>DPW Supervisor; Records located at the DPW office</b>
9. Municipal Ordinances	<b>Every 2 years</b>	<b>Borough Administrator; Records located at the Municipal Building</b>
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	<b>Every 2 years</b>	<b>DPW Supervisor; Records located at the DPW office</b>
<p><b>B. Municipal Board and Governing Body Members Training:</b> Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>.</p> <p>Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p> <p><b>The Borough will ensure that all applicable municipal board and governing body members watch, “Asking the Right Questions in Stormwater Review Training Tool (2015)” video. Additionally, the Borough will ensure that once per term of service thereafter, members review at least one of the tools offered under Post-Construction Stormwater Management found at the website above. Records for the above training will be maintained either at the Municipal Clerk’s Office or Department of Public Work office.</b></p>		

## SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

C. **Stormwater Management Design Reviewer Training:** All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at [www.nj.gov/dep/stormwater/training.htm](http://www.nj.gov/dep/stormwater/training.htm). Indicate the location of the DEP certificate of completion for each reviewer.

**Three (3) employees from the Borough Engineers Office listed on Form 1 of the SPPP have attended the two-day training course conducted by DEP staff. Each employee has provided their names, as well as the dates that they attended the course to DEP for their records.**

## SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

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

*Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see [http://www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](http://www.nj.gov/dep/dwq/msrp_map_aid.htm).*

**The Borough has located and mapped all known MS4 outfall pipes. An alphanumeric identifier has been assigned to all MS4 outfall pipe downstream end locations, and all water bodies receiving MS4 outfall pipe discharges are also identified on this map.**

**A copy of the outfall pipe map is provided with Form 12. A GIS database has also been prepared that georeferenced all outfall pipe downstream end locations, and has been submitted to the NJDEP via their electronic submission service.**

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

**The Borough inspects all MS4 outfall pipes once a month, as well as before and after large storm events.**

**The Borough maintains inspection logs at the Department of Public Works office.**

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

**The Borough inspects all MS4 outfall pipes for scouring once per month, as well as before and after large storm events.**

**Necessary repairs are placed on a prioritized list. Repairs will be made in accordance with the New Jersey Standards for Soil Erosion and Sediment Control.**

**A prioritized list of all sites exhibiting outfall scouring will be prepared; the dates of repair or anticipated repair and method of repair. The Supervisor of Department of Public Works will contact the Borough Engineer to determine if NJDEP permits are required. If NJDEP permits are required, necessary steps will be taken to obtain the permit. MS4 outfall pipe repairs that do not require NJDEP permits will be considered first priority.**

**The Borough maintains inspection logs at the Department of Public Works office.**

## SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

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

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

**The Borough inspects all MS4 outfall pipes for dry weather flows once per month, as well as before and after large storm events.**

**The Borough utilizes the NJDEP Illicit Connection Inspection Report Form to conduct these inspections. The forms will be kept with this section of the SPPP. The Borough will respond to complaints and reports of illicit connections within three (3) months of receipt, and continue to investigate dry weather flows discovered during routine inspections and maintenance of the MS4.**

**MS4 outfall pipes found to have dry weather flow (72 hours following a rainfall event) or evidence of an intermittent non-stormwater flow will be inspected and, if necessary, re-inspected to locate the source of the illicit connection. The inspection and re-inspection process will be performed in strict compliance with the General Permit requirements. If the source of the illicit connection is located and verified (and the connection is within the Borough of Dunellen), we will cite the responsible party for being in violation of the Illicit Connection Ordinance. The Borough will order the responsible party to eliminate the illicit connection within six (6) months of its discovery. If, after the appropriate amount of investigation, the source of the illicit connection cannot be located, the Borough will submit the Closeout Investigation Form with the Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Borough of Dunellen will report the illicit connection to the Department.**

**The Borough of Dunellen Police Department will be responsible for emergency contacts for reporting spills and illegal dumping.**

**The Borough maintains inspection logs at the Department of Public Works office.**

# SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.

**At this time, the Borough of Dunellen does not own or operate any stormwater management facilities.**

**For all BMPs installed, The Borough of Dunellen ensures adequate long-term cleaning, operation, and preventative and corrective maintenance (including replacement) of BMPs through the Stormwater Regulation Ordinance.**

2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.

**At this time, the Borough of Dunellen is not aware of any stormwater management facilities that are privately owned or operated.**

**For BMPs on private property that we do not own or operate, Borough of Dunellen has adopted a provision in the ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Borough can perform the maintenance and charge the private entity.**

3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.

**The Borough currently does not own or operate stormwater management facilities, nor is the Borough aware of any privately owned stormwater management facilities, therefore there are no stormwater facilities inspection and maintenance logs that are being maintained. However, any new inspection and maintenance logs, or logs indicating enforcement actions taken towards stormwater management facilities not owned or operated by the Borough will be maintained at the Department of Public Works office.**

**Copies of maintenance plans approved by the Borough will be maintained at the Department of Public Works office.**

Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at [http://www.nj.gov/dep/stormwater/maintenance\\_guidance.htm](http://www.nj.gov/dep/stormwater/maintenance_guidance.htm) (select specific logs from choices listed in the Field Manuals section).

*Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see <https://hydro.rutgers.edu>. To download data in an Excel format, see [https://hydro.rutgers.edu/public\\_data/](https://hydro.rutgers.edu/public_data/).*

## SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

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

**The Borough of Dunellen has reports for four (4) applicable stream TMDLs, as follows:**

- **Total Maximum Daily Loads for Fecal Coliform to Address 48 Streams in the Raritan Water Region**
  - **Fecal Coliform - 2003 : Green Brook, Bound Brook**
- **Total Maximum Daily Load for Mercury Impairments Based on Concentration in Fish Tissue Caused Mainly by Air Deposition to Address 122 HUC 14s Statewide**
  - **Mercury - 2010 : Bound Brook (below fork at 74d 25m 15s)**
- **Total Maximum Daily Load Report For the Non-Tidal Raritan River Basin Addressing Total Phosphorus, Dissolved Oxygen, pH and Total Suspended Solids Impairments**
  - **Total Suspended Solids - 2016 : Bound Brook (below fork at 74d 25m 15s)**
- **Total Maximum Daily Load Report For the Non-Tidal Raritan River Basin Addressing Total Phosphorus, Dissolved Oxygen, pH and Total Suspended Solids Impairments**
  - **Total Suspended Solids - 2016 : Green Bk (Bound Bk to N Plainfield gage)**

The reports can be viewed in further detail using the provided link (<https://www.nj.gov/dep/dwg/tmdl/1203.html>). The Borough of Dunellen does not have TMDL reports for applicable lakes and shellfish provided in the TMDL Look-Up Tool.

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

**The Borough of Dunellen will utilize the TMDL information as necessary to prioritize stormwater facilities maintenance projects, address specific sources of stormwater pollutants if found, and to educate the public on impaired waterbodies.**

## SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.

**None.**

2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?

**A refuse container/dumpster ordinance was adopted on June 21, 2010 as indicated on Form 6.**

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

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

### Inventory of Materials and Machinery

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

### Inspections and Good Housekeeping

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



## Fueling Operations

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

## Discharge of Stormwater from Secondary Containment

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

## Vehicle Maintenance

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

## On-Site Equipment and Vehicle Washing and Wash Wastewater Containment

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

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

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

### **Salt and De-icing Material Storage and Handling**

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

### Aggregate Material and Construction Debris Storage

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

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

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

## Yard Trimmings and Wood Waste Management Sites

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

## Roadside Vegetation Management

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

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

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

Permittee: \_\_\_\_\_ NJPDES Permit No: \_\_\_\_\_

Containment Structure Location: \_\_\_\_\_

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

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

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

Acceptable \_\_\_\_\_

Unacceptable \_\_\_\_\_

Conditionally Acceptable \_\_\_\_\_

List necessary repairs and other conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Name (print): \_\_\_\_\_ Seal: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Underground Vehicle Wash Water Storage Tank Use Log**

Name and Address of Facility \_\_\_\_\_

Facility Permit Number \_\_\_\_\_

Tank ID Number \_\_\_\_\_

Tank Location \_\_\_\_\_

Tank Volume \_\_\_\_\_ gallons

Tank Height \_\_\_\_\_ inches

95% Volume \_\_\_\_\_ gallons

95% Volume \_\_\_\_\_ inches

<u>Date and Time</u>	<u>Inspector</u>	<u>Height of Product Before Introducing Liquid (inches)</u>	<u>Is Tank Less Than 95% Full? (Y/N)</u>	<u>Visual Inspection Pass? (Y/N)</u>	<u>Comments</u>

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

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

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

**Underground Vehicle Wash Water Storage Tank Pump Out Log**

Name and Address of Facility \_\_\_\_\_

Facility Permit Number \_\_\_\_\_

Tank ID Number \_\_\_\_\_

Tank Location \_\_\_\_\_

Tank Volume \_\_\_\_\_ gallons

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

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