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

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

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

Attachment F

MUNICIPALITIES AFFECTED BY THE TMDL FOR THE "NON-TIDAL PASSAIC RIVER BASIN ADDRESSING PHOSPHORUS IMPAIRMENTS"

Bergen County

Elmwood Park Borough	Fair Lawn Borough	Franklin Lakes Borough
Garfield City	Glen Rock Borough	Mahwah Township
Midland Park Borough	Oakland Borough	Ramsey Borough
Ridgewood Village	Waldwick Borough	Wycoff Township

Essex County

Caldwell Borough	Cedar Grove Township	Essex Fells Borough
Fairfield Township	Livingston Township	Millburn Township
Montclair Township	North Caldwell Borough	Roseland Borough
Verona Township	West Caldwell Township	West Orange Township

Morris County

Butler Borough	Boonton Town	Boonton Township
Denville Township	Chatham Borough	Chatham Township
Hanover Township	East Hanover Township	Florham Park Borough
Long Hill Township	Kinnelon Borough	Lincoln Park Borough
Mendham Township	Madison Borough	Mendham Borough
Morris Township	Montville Township	Morris Plains Borough
Parsippany-Troy Hills	Morristown Town	Mountain Lakes Borough
Riverdale Borough	Pequannock Township	Randolph Township

Passaic County

Bloomingdale Borough	Clifton City	Haledon Borough
Hawthorne Borough	Little Falls Township	North Haledon Borough
Paterson City	Pompton Lakes Borough	Prospect Park Borough
Ringwood Borough	Totowa Borough	Wanaque Borough
Wayne Township	West Milford Township	West Paterson Borough

Somerset County

Bernards Township	Bernardsville Borough	Bridgewater Township
Warren Township		

Union County

Berkeley Heights Twp.	New Providence Borough	Summit City

NEW JERSEY POLLUTANT DISCHARGE ELIMINATION SYSTEM

Permit Number: NJ0141852
P.I. ID #50577

Final: Tier A Municipal Stormwater Master General Permit

Permittee:
Division Of Water Quality
401 E State Street
Trenton, New Jersey 08625

Co-Permittee:

Property Owner:

Location Of Activity:
NJPDES Master General Permit Program
Interest
401 E State Street
Trenton, New Jersey 08625

Authorization(s) Covered Under This Approval	Issuance Date	Effective Date	Expiration Date
R9 -Tier A Municipal Stormwater General Permit	02/02/2004	03/03/2004	02/28/2009

By Authority of:

Commissioner's Office

DEP AUTHORIZATION
Barry Chalofsky, P.P., Chief
Bureau of Nonpoint Pollution Control
Division of Water Quality

(Terms, conditions and provisions attached hereto)

Tier A Municipal Stormwater General Permit
(NJ0141852)

PART I
NARRATIVE REQUIREMENTS:

A. Authorization Under this Permit

1. Permit Area

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

2. Eligibility

a. This permit may authorize all new and existing stormwater discharges to surface water and groundwater from small municipal separate storm sewer systems (MS4s) owned or operated by municipalities assigned to Tier A under N.J.A.C. 7:14A-25.3(a)1 (Tier A Municipalities), except as provided in A.5 below.

b. On a case-by-case basis, the Department may use this permit to authorize new and existing stormwater discharges to surface water and groundwater from small MS4s (or portions of small MS4s) owned or operated by Tier B Municipalities. As used in this permit, the term "Tier A Municipality" includes Tier B Municipalities that seek or obtain authorization pursuant to this provision of this permit.

c. After the Effective Date of Permit Authorization (EDPA), the permit authorizes the following new and existing non-stormwater discharges from small MS4s owned or operated by Tier A Municipalities:

i. Water line flushing and discharges from potable water sources

ii. Uncontaminated ground water (e.g., infiltration, crawl space or basement sump pumps, foundation or footing drains, rising ground waters)

iii. Air conditioning condensate (excluding contact and non-contact cooling water)

iv. Irrigation water (including landscape and lawn watering runoff)

v. Flows from springs, riparian habitats and wetlands, water reservoir discharges and diverted stream flows

vi. Residential car washing water, and residential swimming pool discharges

vii. Sidewalk, driveway and street wash water

viii. Flows from fire fighting activities

ix. Flows from rinsing of the following equipment with clean water:

- Beach maintenance equipment immediately following their use for their intended purposes; and
- Equipment used in the application of salt and de-icing materials immediately following salt and de-icing material applications. Prior to

rinsing with clean water, all residual salt and de-icing materials must be removed from equipment and vehicles to the maximum extent practicable using dry cleaning methods (e.g., shoveling and sweeping). Recovered materials are to be returned to storage for reuse or properly discarded.

Rinsing of equipment in the above situations is limited to exterior, undercarriage, and exposed parts and does not apply to engines or other enclosed machinery.

d. If any of the discharges listed in 2.c above are identified by the municipality as a significant contributor of pollutants to or from the MS4, the Tier A Municipality must address the discharge as an illicit connection or as an improper disposal of waste as specified in Part I, Section F of this permit

3. Authorization

a. In order to obtain authorization under this permit (except for automatic renewal of authorization under A.4 below) a complete Request for Authorization (RFA) shall be submitted in accordance with the requirements of this permit. Upon review of the RFA, the Department may, in accordance with N.J.A.C. 7:14A-6.13, either:

i. Issue notification of authorization under this permit, in which case, authorization is deemed effective the first day of the following month of the date of the notification of authorization;

ii. Deny authorization under this permit and require submittal of an application for an individual permit; or

iii. Deny authorization under this permit and require submittal of an RFA for another general permit.

b. For discharges from a small MS4 authorized by this permit, the Tier A Municipality is exempt from N.J.A.C. 7:14A-6.2(a)2. This exemption means that the discharge of any pollutant not specifically regulated in the NJPDES permit or listed and quantified in the NJPDES application or RFA shall not constitute a violation of the permit.

c. Authorization under this permit shall cease to be effective under N.J.A.C. 7:14A-6.13(f), (h), (j) and (o), where applicable.

4. Automatic Renewal of Authorization

a. Authorization under this permit will be automatically renewed when this general permit is reissued as provided by N.J.A.C. 7:14A-6.13(d)9 and 25.4(a)3 so long as the discharge authorized under the general permit continues to be eligible. The Department shall issue a notice of renewed authorization to the Tier A Municipality.

b. If the Tier A Municipality is aware of any information in the most recently submitted RFA that is no longer true, accurate, and/or complete, the Tier A Municipality shall provide the correct information to the Department within 90 days of the effective renewal authorization notice.

5. Stormwater Discharges Not Authorized

a. This permit does not authorize "stormwater discharge associated with industrial

activity" as defined in N.J.A.C. 7:14A-1.2. Types of facilities that a Tier A Municipality may operate and that are considered to be engaging in "industrial activity" include but are not limited to certain landfills and recycling facilities, certain transportation facilities (including certain local passenger transit and air transportation facilities), certain facilities handling domestic sewage or sewage sludge, steam electric power generating facilities, and construction activity that disturbs five acres or more (see N.J.A.C. 7:14A-1.2 for the full definition of "stormwater discharge associated with industrial activity"). Any municipality that operates an industrial facility with such a discharge must submit a separate request for authorization (RFA) or individual permit application for that discharge. An RFA submitted for the Tier A Municipal Stormwater General Permit does not qualify as an RFA for such a discharge.

i. Deadlines to apply for a NJPDES permit for "stormwater discharge associated with industrial activity" are set forth in N.J.A.C. 7:14A-24.4(a)1. If such a discharge is from a facility (other than an airport, powerplant, or uncontrolled sanitary landfill) that is owned or operated by a municipality with a population of less than 100,000, the municipality shall submit the RFA or individual permit application by March 3, 2004. If such a discharge is from any other industrial facility, N.J.A.C. 7:14A-24.4(a)1 specifies earlier deadlines to apply.

b. This permit does not authorize "stormwater discharge associated with small construction activity" as defined in N.J.A.C. 7:14A-1.2. In general, this is the discharge to surface water of stormwater from construction activity that disturbs at least one but less than five acres (see N.J.A.C. 7:14A-1.2 for the full definition). Any municipality that operates a construction site with such a discharge must submit a separate RFA or individual permit application for that discharge. An RFA submitted for the Tier A Municipal Stormwater General Permit does not qualify as an RFA for such a discharge.

c. This permit does not authorize any stormwater discharge that is authorized under another NJPDES permit. A municipality does not have to implement measures contained in this NJPDES permit for stormwater discharges at facilities owned or operated by that municipality that are regulated under a separate NJPDES stormwater permit authorizing those discharges.

d. This permit does not authorize stormwater discharges from projects or activities that conflict with an adopted areawide or Statewide WQM plan.

B. Requests for Authorization Requirements

1. Deadline for Requesting Authorization for an Existing Discharge

a. An RFA for the existing discharges from the small MS4 owned or operated by a Tier A Municipality must be submitted to the Department on or before March 3, 2004, except as provided below.

i. If a municipality receives notice from the Department that it has been reassigned from Tier B to Tier A, or that a special designation is made under N.J.A.C. 7:14A-25.2(a)4, the deadline to submit an RFA is 180 days after the receipt of that notice, unless the Department approves a later date.

ii. The Department may, in its discretion, accept an RFA submitted after the

foregoing deadline; however, the municipality may still be held liable for violating the deadline to apply in accordance with N.J.A.C. 7:14A-25.4 and for discharging pollutants without a valid NJPDES permit in accordance with N.J.A.C. 7:14A-2.1(d).

2. Deadline for Requesting Authorization for a New Discharge

a. An RFA for discharges from a new small MS4 owned or operated by a Tier A Municipality must be submitted to the Department at least ninety (90) days prior to the operation of the new MS4 system.

i. A Tier A Municipality that already has authorization to discharge from a small MS4 under the Tier A Municipal Stormwater Permit does not need to submit an additional RFA for the expansion of an existing small MS4.

ii. A new small MS4 is a small MS4 that did not exist on March 3, 2004 and results in a new discharge to surface or ground waters of the State.

3. Requesting Authorization

a. A separate RFA shall be submitted by each Tier A Municipality applying for authorization under this permit.

b. A single RFA is required for the entire stormwater discharge from the small MS4 owned or operated by and located within a single municipality. Multiple RFAs are not required for multiple municipal operations (e.g., municipally owned and operated maintenance facilities, garages, and/or offices).

4. Contents of the Request for Authorization

a. A completed RFA shall include all of the following information regarding the Tier A Municipality and shall be completed using the Department's RFA form:

i. The name of the municipality that operates the small MS4, county it is located in, and the address of the main municipal office (e.g., city hall, town hall, or municipal building).

ii. The name and mailing address of the Municipal Stormwater Program Coordinator who will submit any reports or certifications required by the permit and to whom the Department shall send all correspondence concerning the permit.

iii. A certification acknowledging the best management practices and measurable goals specified in the permit.

iv. Additional information may be required by the Department to be included as part of the RFA if the Department determines that such additional information (including other data, reports, specifications, plans, permits, or other information) is reasonably necessary to determine whether to authorize the discharge under this permit.

5. Where to Submit

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

C. Definitions

1. The following definitions apply to this permit.

a. "EDPA" means Effective Date of Permit Authorization.

b. "Illicit connection" means any physical or non-physical connection that discharges the following to a municipal separate storm sewer system, unless that discharge is authorized under a NJPDES permit other than the NJPDES permit for discharges from that system (non-physical connections may include, but are not limited to, leaks, flows, or overflows into the municipal separate storm sewer system):

i. Domestic sewage;

ii. Non-contact cooling water, process wastewater, or other industrial waste (other than stormwater); or

iii. Any category of non-stormwater discharges that the Tier A Municipality identifies as a source or significant contributor of pollutants pursuant to 40 C.F.R. 122.34(b)(3)(iii).

c. "MS4" means a municipal separate storm sewer system.

d. "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.

e. "Municipal separate storm sewer" means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains):

i. Owned or operated by the United States, an interstate agency, a State, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe organization, or a designated and approved management agency under section 208 of the CWA that discharges to surface water or groundwater;

ii. Designed and used for collecting or conveying stormwater;

iii. Which is not a combined sewer;

iv. Which is not part of a POTW; and

v. Which is not either of the following:

- A separate storm sewer(s) that is at an industrial facility, and that collects or conveys stormwater discharges associated with industrial activity that occurs at that facility; or

- A separate storm sewer(s) that is at a construction site, and that collects or conveys stormwater discharges associated with small construction activity that occurs at that site.

f. "Small municipal separate storm sewer system" or "small MS4" means all municipal separate storm sewers (other than "large" or "medium" municipal separate storm sewer systems as defined in N.J.A.C. 7:14A-1.2) that are:

i. Owned or operated by municipalities described under N.J.A.C. 7:14A-25.1(b);

ii. Owned or operated by county, State, interstate, or Federal agencies, and located at public complexes as described under N.J.A.C. 7:14A-25.2(a)2; or

iii. Owned or operated by county, State, interstate, or Federal agencies, and located at highways and other thoroughfares as described under N.J.A.C. 7:14A-25.2(a)3; or

iv. Owned or operated by county, State, interstate, Federal, or other agencies, and receive special designation under N.J.A.C. 7:14A-25.2(a)4.

g. "Solid and floatable materials" means sediment, debris, trash, and other floating, suspended, or settleable solids.

h. "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.

D. Special Conditions

1. Sharing of Responsibilities

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

i. The other entity, in fact, implements the measure(s), or component(s) thereof;

ii. The particular measure(s), or component(s) thereof, is at least as stringent as the corresponding NJPDES permit requirement;

iii. The other entity agrees in writing (or is required by law) to implement the measure(s), or component(s) thereof, on the Tier A Municipality's behalf. The municipality is responsible for compliance with this permit if the other entity fails to implement the measure(s), or component(s) thereof. In the annual reports the municipality must submit under Part I, Section H.3, the municipality shall specify that it is relying on another entity to satisfy some of the Tier A Municipality's NJPDES permit obligations.

iv. If the municipality is relying on another entity regulated under the NJPDES permit program to satisfy all of that Tier A Municipality's NJPDES permit obligations, including that municipality's obligation to file these annual reports, the municipality shall notify the Department of this reliance in writing, and shall also note this reliance in the municipality's SPPP.

E. Stormwater Program and Stormwater Pollution Prevention Plan

1. Stormwater Program

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

2. Stormwater Pollution Prevention Plan (SPPP)

a. Tier A Municipalities shall prepare and implement a written Stormwater Pollution Prevention Plan (SPPP) that describes the Tier A Municipality's stormwater program and serves as the mechanism for the implementation of the Statewide Basic Requirements. The SPPP must address stormwater quality issues related to new development, redevelopment and existing development. The SPPP shall be prepared and implemented in accordance with the deadlines specified in Part I, Section H. The SPPP shall include, at a minimum, all of the information and items identified in Attachment A.

i. The SPPP shall be signed, dated and retained by the Municipal Stormwater Program Coordinator.

b. For any projects or activities which the municipality contracts out to private contractors after the EDPA, the awarded contract must contain conditions that the contractor must conduct such projects or activities in such a manner that is in compliance with the municipality's SPPP and this permit's conditions. The municipality is responsible for any violations of this permit resulting from a contractor's noncompliance.

c. SPPPs may be amended so long as they continue to meet the requirements of this permit. Any amended SPPPs shall be signed, dated, implemented, retained, and otherwise treated in the same manner as the original SPPP. The Tier A Municipality shall retain each previous SPPP for a period of at least five years from the date of that previous SPPP. This period may be extended by written request of the Department at any time.

F. Statewide Basic Requirements (SBRs)

1. Stormwater quality issues related to new development, redevelopment and existing development are to be addressed through the implementation of the following Statewide Basic Requirements (SBRs). The permit specifies the BMPs that will be implemented for those SBRs. These SBRs and related BMPs are to be detailed in the municipality's SPPP.

a. Additional information is provided and each of the SBRs and related BMPs are described in more detail in the Department's Tier A Municipal Stormwater Permit Guidance Document.

2. Public Notice

a. Minimum Standard - Tier A Municipalities shall comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of the Tier A Municipality's stormwater program.

b. Measurable Goal - Tier A Municipalities shall certify annually that all applicable State and local public notice requirements were followed.

c. Implementation – Upon the effective date of permit authorization (EDPA).

3. Post-Construction Stormwater Management in New Development and Redevelopment

a. Minimum Standard - To prevent or minimize water quality impacts, the Tier A Municipality shall develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects (including projects operated by the municipality itself) that disturb one acre or more, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into the municipality's small MS4. The municipality shall in its post-construction program:

i. Adopt and reexamine a municipal stormwater management plan (or adopt amendments to an existing municipal stormwater management plan) in accordance with N.J.A.C. 7:8-4.

ii. Adopt and implement a municipal stormwater control ordinance or ordinances in accordance with N.J.A.C. 7:8-4. The ordinance(s) will control stormwater from non-residential development and redevelopment projects.

iii. Ensure that any residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (N.J.A.C. 5:21-7) comply with those standards (including any exception, waiver, or special area standard that was approved under N.J.A.C. 5:21-3).

iv. Where necessary to implement the municipal stormwater management plan, the municipal stormwater control ordinance(s) will also:

- Control aspects of residential development and redevelopment projects that are not pre-empted by the Residential Site Improvement Standards; and

- Set forth special area standards approved by the Site Improvement Advisory Board for residential development or redevelopment projects under N.J.A.C. 5:21-3.5.

v. Ensure adequate long-term operation and maintenance of BMPs.

vi. Enforce, through the stormwater control ordinance(s) or a separate ordinance, compliance with standards set forth in Attachment C of the permit to control passage of solid and floatable materials through storm drain inlets.

vii. This post-construction program shall also require compliance with the applicable design and performance standards established under N.J.A.C. 7:8 for major development, unless:

- Those standards do not apply because of a variance or exemption granted under N.J.A.C. 7:8; or
- Alternative standards are applicable under an areawide or Statewide Water Quality Management Plan adopted in accordance with N.J.A.C. 7:15.

b. Measurable Goal – Tier A Municipalities shall certify annually that that they have developed, implemented, and are actively enforcing a program to address stormwater runoff from new development and redevelopment projects that discharge into the Tier A Municipality's small MS4 in accordance with the minimum standard.

c. Implementation

i. Upon the effective date of permit authorization, Tier A Municipalities shall for new development and redevelopment projects:

- Ensure that any residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (N.J.A.C. 5:21-7) comply with those standards (including any exception, waiver, or special area standard that was approved under N.J.A.C. 5:21-3).
- Ensure adequate long-term operation and maintenance of BMPs on property owned or operated by the municipality.

ii. Within 12 months from the effective date of permit authorization, Tier A Municipalities shall:

- Adopt a municipal stormwater management plan (or adopt amendments to an existing municipal stormwater management plan) pursuant to the Stormwater Management Rules (N.J.A.C. 7:8-4);
- Comply with the standards set forth in Attachment C of the permit to control passage of solid and floatable materials through storm drain inlets for storm drain inlets the municipality installs within the Tier A Municipality's small MS4.

iii. Within 12 months from the adoption of the municipal stormwater management plan, Tier A Municipalities shall adopt a stormwater control ordinance(s) to implement that plan, and shall submit the adopted municipal stormwater management plan and ordinance(s) to the appropriate county review agency for approval.

iv. Tier A Municipalities shall enforce stormwater control ordinance(s) when approved in accordance with N.J.A.C. 7:8-4.

v. Within 24 months from the effective date of permit authorization Tier A Municipalities shall:

- Ensure adequate long-term operation and maintenance of BMPs on property not owned or operated by the municipality;

- Enforce, through the stormwater control ordinance(s) or a separate ordinance compliance with the standards set forth in Attachment C of the permit to control passage of solid and floatable materials through storm drain inlets for storm drain inlets not installed by the Tier A Municipality.

4. Local Public Education

a. Local Public Education Program

i. Minimum Standard – The Local Public Education Program shall describe how the Tier A Municipality will distribute educational information and specifics on how educational activities, including the educational event, will be conducted to satisfy this minimum standard. The following SBR and/or BMP topics shall be included in the Local Public Education Program:

- Stormwater/Nonpoint Source Education – impact of stormwater discharges on surface and ground waters of the State and steps that the public can take to reduce pollutants in stormwater runoff.
- Storm Drain Inlet Labeling – hazards of dumping materials into the storm drain, and fact that storm drains are usually connected to water bodies and do not receive treatment.
- Fertilizer/Pesticide Education –proper application, storage and disposal of pesticides and fertilizers, and the benefits of using native or well adapted vegetation that requires little or no fertilization.
- Waste Disposal Education – identification, proper handling and proper disposal of wastes (including the locations of hazardous waste collection facilities in the area) and the hazards associated with illicit connections and improper disposal of waste.
- Pet Waste Ordinance – information regarding the pet waste ordinance and the benefits of proper disposal of pet waste.
- Litter Ordinance - information regarding litter control and fines associated with littering
- Improper Disposal of Waste Ordinance - information regarding this ordinance.
- Wildlife Feeding Ordinance - information regarding the wildlife feeding prohibition.
- Yard Waste - information regarding home composting and yard waste recycling.

Tier A Municipalities shall provide for the duplication and annual mailing (or other means of delivery) to all residents and businesses within the municipality of the informational brochure provided by the Department. The informational

brochure covers all the topics above. The Department may periodically provide the Tier A Municipality with an updated brochure for duplication and distribution.

As part of this program, Tier A Municipalities shall also conduct each year, at minimum, one education effort in the form of an "event." An event may be an activity established primarily to satisfy this requirement or may be part of a bigger existing event such as municipal festivals, county fairs, or an Earth Day, Arbor Day or 4th of July celebration. During this event, the informational brochure shall also be made available to the public.

ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Local Public Education Program minimum standard and shall provide the date(s) of the annual mailing (or other means of delivery) and annual event (including a description of the event).

iii. Implementation - Within 12 months from the effective date of permit authorization, Tier A Municipalities shall have developed and begun implementing the Local Public Education Program minimum standard.

b. Storm Drain Inlet Labeling

i. Minimum Standard - Tier A Municipalities shall establish a storm drain inlet labeling program and label all storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by the municipality. The program shall establish a schedule for labeling, develop a long term maintenance plan, and when possible, coordinate efforts with watershed groups and volunteer organizations.

ii. Measurable Goal - Tier A Municipalities shall certify annually that a storm drain inlet labeling program has been developed or is being implemented, and shall identify the number of storm drain inlets labeled within each year.

iii. Implementation - Within 12 months from the effective date of permit authorization, Tier A Municipalities shall develop an inlet labeling program for the storm drains identified in the minimum standard. Tier A Municipalities must either:

- Label a minimum of 50% of the storm drain inlets within 36 months from the EDPA; and label all remaining storm drain inlets on or before 60 months from EDPA; or

- Divide the municipality into two sectors for the purposes of storm drain inlet labeling and include a map of the two sectors in the SPPP. Label the storm drain inlets in one sector within 36 months from the EDPA; and label all remaining storm drain inlets on or before 60 months from EDPA.

5. Improper Disposal of Waste

a. Pet Waste Ordinance

i. Minimum Standard - Tier A Municipalities shall 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.

ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Pet Waste Ordinance minimum standard.

iii. Implementation - Within 18 months from the effective date of permit authorization, Tier A Municipalities shall have fully implemented the Pet Waste Ordinance minimum standard.

b. Litter Ordinance

i. Minimum Standard - Tier A Municipalities shall adopt and enforce a litter ordinance or enforce the existing State litter statute (N.J.S.A 13:1E-99.3).

ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Litter Ordinance minimum standard.

iii. Implementation - Within 18 months from the effective date of permit authorization, Tier A Municipalities shall have fully implemented the Litter Ordinance minimum standard.

c. Improper Disposal of Waste Ordinance

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

ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Improper Waste Disposal Ordinance minimum standard.

iii. Implementation - Within 18 months from the effective date of permit authorization, Tier A Municipalities shall have fully implemented the Improper Disposal of Waste Ordinance minimum standard.

d. Wildlife Feeding Ordinance

i. Minimum Standard - Tier A Municipalities shall adopt and enforce an ordinance that prohibits the feeding in any public park or on any other property owned or operated by the Tier A Municipality of any wildlife (excluding confined animals, for example, wildlife confined in zoos, parks, or rehabilitation centers or unconfined wildlife at environmental education centers).

ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Wildlife Feeding Ordinance minimum standard.

iii. Implementation - Within 18 months from the effective date of permit

authorization, Tier A Municipalities shall have fully implemented the Wildlife Feeding Ordinance minimum standard.

e. Yard Waste Ordinance / Collection Program

i. Minimum Standard - Tier A Municipalities shall either adopt and enforce an ordinance that prohibits placing non-containerized yard wastes in the street or shall develop a yard waste collection and disposal program. The yard waste collection program shall include monthly yard waste pickups from October through December, once in the spring ("spring clean-up"), and on an "as needed" basis for the rest of the year. The frequency of the "as needed" pickups shall be determined at the discretion of the Tier A Municipality. Any area, which the municipality determines to have no yard waste, will be exempt from the collections. The yard waste collection program shall also include the adoption and enforcement of an ordinance prohibiting all yard wastes from being placed at the curb or along the street more than seven (7) days prior to scheduled collection or the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.

ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Yard Waste minimum standard.

iii. Implementation – Within 18 months from the effective date of permit authorization, Tier A Municipalities shall have either developed and begun implementing a Yard Waste Collection Program or have fully implemented the Yard Waste Ordinance in accordance with the Yard Waste Ordinance / Collection Program minimum standard.

6. Illicit Connection Elimination and MS4 Outfall Pipe Mapping

a. Minimum Standard

i. Storm Sewer Outfall Pipe Mapping – Tier A Municipalities must develop a map showing the location of the end of all MS4 outfall pipes that are operated by the Tier A Municipality, and that discharge within the Tier A Municipality's jurisdiction to a surface water body (e.g., a lake, ocean, or stream including an intermittent stream). This map shall also show the location (and name, where known to the Tier A Municipality) of all surface water bodies receiving discharges from those outfall pipes. Each outfall pipe mapped shall be given an individual alphanumeric identifier, which shall be noted on the map. The outfall pipes shall be mapped on either a tax map prepared in accordance with Title 18, Chapter 23A of the New Jersey Administrative Code or on another map drawn to equal or larger (more detailed) scale. A municipality regulated under the Sewage Infrastructure Improvement Act (SIIA) regulations (N.J.A.C. 7:22A) may use a preliminary or final map prepared pursuant to those regulations. The Tier A Municipality shall submit a copy of its outfall pipe map to the Department upon request.

ii. Ordinance Prohibiting Illicit Connections - Each Tier A Municipality shall, to the extent allowable under State law, effectively prohibit through

ordinance, illicit connections to the Tier A Municipality's small MS4, and implement appropriate enforcement procedures and actions.

iii. Illicit Connection Elimination Program - Each Tier A Municipality must develop and implement a program to detect and eliminate illicit connections into the Tier A Municipality's small MS4. The program, at minimum, must include an initial physical inspection of all its outfall pipes. All outfall pipes that are found to have dry weather flow are to be further investigated.

The inspections of outfall pipes and investigations of dry weather flows are to be conducted in accordance with the procedures for detecting, investigating, and eliminating illicit connections contained in Attachment B of the permit. Results of the inspections of outfall pipes and dry weather flows are to be recorded on the Department's Illicit Connection Inspection Report form. Inspection reports for dry weather flows discovered as a result of initial physical inspections or as part of the ongoing program must be submitted to the Department with the annual certification. If the dry weather flow is intermittent the Tier A Municipality must perform, at minimum, three (3) additional investigations in an attempt to locate the illicit connection. If an illicit connection cannot be located or is found to emanate from another public entity, Tier A Municipalities must submit to the Department a written explanation detailing the results of the investigation and notify that public entity. The Department will determine if such measures were adequate and will notify the Tier A Municipality of the determination. All illicit connections found and subject to the ordinance prohibiting illicit connections must be eliminated within six (6) months of the discovery.

After the completion of the initial physical inspection of all outfall pipes, Tier A Municipalities must maintain an ongoing program to detect and eliminate illicit connections. The ongoing program will respond to complaints and reports of illicit connections, including those from operating entities of interconnected small MS4s, and continue to investigate dry weather flows discovered during routine inspections and maintenance of the small MS4.

b. Measurable Goal

i. Tier A Municipalities shall certify annually that an outfall pipe map has been completed or is being prepared in accordance with permit conditions and shall report the number of outfall pipes mapped within the year being reported and the total number of outfall pipes mapped to date.

ii. Tier A Municipalities shall submit an annual certification to the Department certifying that an ordinance prohibiting illicit connections is in place and is being actively enforced.

iii. Tier A Municipalities shall certify annually that an illicit connection elimination program has been developed in accordance with permit conditions to detect and eliminate illicit connections into the Tier A Municipalities' small MS4. Annual certifications shall also include the number of outfalls physically inspected, the number of outfalls found to have dry weather flow, the number of

illicit connections found and the number of illicit connections eliminated. Copies of inspection reports shall be submitted with the annual certification for those outfalls found to have dry weather flow.

c. Implementation

i. Storm Sewer Outfall Pipe Mapping – Tier A Municipalities shall divide the municipality into two (2) sectors for the purposes of outfall mapping. A diagram of the municipality showing the two (2) sectors shall be part of the Tier A Municipality's SPPP. Tier A Municipalities shall map the location of the end of small MS4 outfall pipes in one sector 36 months from the EDPA; and map the location of the end of all small MS4 outfall pipes on or before 60 months from the EDPA.

ii. Ordinance Prohibiting Illicit Connections - Within 18 months from the EDPA, Tier A Municipalities shall effectively prohibit through ordinance, illicit connections to the Tier A Municipality's small MS4, and implement appropriate enforcement procedures and actions.

iii. Illicit Connection Elimination Program - Within 18 months from the effective date of permit authorization, Tier A Municipalities shall have developed and begun implementing a program to detect and eliminate illicit connections into the Tier A Municipality's small MS4. Tier A Municipalities shall perform an initial physical inspection of all outfall pipes using the Department's Illicit Connection Inspection Report form within 60 months from the EDPA.

7. Solids and Floatable Controls

a. Street Sweeping

i. Minimum Standard - Tier A Municipalities shall sweep all municipally owned or operated curbed streets (including roads or highways) with storm drains that have a posted speed limit of 35 mph or less (excluding all entrance and exit ramps) in predominantly commercial areas at a minimum of once per month, weather and street surface conditions permitting.

ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Street Sweeping minimum standard. Tier A Municipalities must maintain records including the date and areas swept, number of miles of streets swept and the total amount of materials collected. Information shall be reported to the Department in the annual report and certification.

iii. Implementation - Beginning 12 months after the effective date of permit authorization Tier A Municipalities shall have developed and begun implementing a street sweeping program that meets the minimum standard above.

b. Storm Drain Inlets

i. Minimum Standard - Retrofitting of existing storm drain inlets to meet the standard contained in Attachment C of the permit is required where such inlets are in direct contact with repaving, repairing (excluding repair of

individual potholes), reconstruction or alterations of facilities owned or operated by the Tier A Municipality. For exemptions to this standard, refer to "Exemptions" in Attachment C.

ii. Measurable Goal – Tier A Municipalities shall certify annually that such storm drain inlets have been retrofitted to meet the minimum standard contained in Attachment C, unless otherwise exempted.

iii. Implementation - Within 12 months of effective date of permit authorization and thereafter, Tier A Municipalities shall retrofit all such storm drain inlets in accordance with the Storm Drainage Inlets minimum standard.

c. Stormwater Facility Maintenance

i. Minimum Standard - Tier A Municipalities shall develop and implement a stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the Tier A Municipality. Stormwater facilities include, but are not limited to: catch basins, detention basins, filter strips, riparian buffers, infiltration trenches, sand filters, constructed wetlands, wet basins, bioretention systems, low flow bypasses, and stormwater conveyances. The stormwater facility maintenance must be performed as required to ensure the proper function and operation of the stormwater facility. Tier A Municipalities shall also clean all catch basins annually to remove accumulated sediment, trash and debris.

ii. Measurable Goal - Tier A Municipalities shall certify annually that all stormwater facilities are properly functioning and that all catch basins have been cleaned in accordance with the minimum standard. If stormwater facilities were found not to be functioning properly and repairs were not made, a schedule for such repairs shall be included in the annual report and certification. Tier A Municipalities shall also maintain records of inspections, maintenance and repairs that were performed which shall be reported in the annual report and certification.

iii. Implementation - Within 12 months from the effective date of permit authorization, Tier A Municipalities shall have developed and begun implementing a stormwater facility maintenance program in accordance with the minimum standard.

d. Road Erosion Control Maintenance

i. Minimum Standard - Tier A Municipalities shall develop a roadside erosion control maintenance program to identify and repair erosion along streets (including roads or highways) operated by the municipality. Tier A Municipalities are also required to regularly inspect and maintain the stability of shoulders, embankments, ditches and soils along these streets to ensure that they are not eroding and contributing to sedimentation of receiving waters. Repairs shall be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey (N.J.A.C. 2:90-1).

ii. Measurable Goal - Tier A Municipalities shall certify annually that they have developed and are implementing a Roadside Erosion Control Maintenance

program. The certification shall also indicate the locations of all problem areas corrected and any maintenance done during that year. The dates of all inspections and employee training sessions shall also be reported in the annual report and certification.

iii. Implementation - Within 18 months from the effective date of permit authorization, Tier A Municipalities shall have developed and begun implementing a roadside erosion control maintenance program in accordance with the minimum standard.

e. Outfall Pipe Stream Scouring Remediation

i. Minimum Standard - Tier A Municipalities shall develop and implement a stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control localized stream and stream bank scouring in the vicinity of outfall pipes operated by the municipality. This program shall identify all areas where localized stream and bank scouring occurs as a result of stormwater discharges from the Tier A Municipality's MS4. These areas shall then be prioritized and repairs shall be scheduled and completed. Repairs shall be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey at N.J.A.C. 2:90-1 (e.g., Conduit Outlet Protection 12-1).

ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the Outfall Pipe Stream Scouring Remediation minimum standard. In addition, the Tier A Municipality shall list the location of outfall scouring identified, the dates control measures are to begin, and the dates any control measures were completed.

iii. Implementation - Within 18 months of the effective date of permit authorization, Tier A Municipalities shall have developed and begun implementing an outfall pipe stream scouring detection, remediation and maintenance program. This program shall identify and prioritize all stormwater outfall pipes needing repairs, and then schedule and complete the repairs.

8. Maintenance Yard Operations (including maintenance activities at Ancillary Operations)

a. De-icing Material Storage

i. Minimum Standard - Tier A Municipalities must construct a permanent structure (a permanent building or permanent structure that is anchored to a permanent foundation with an impermeable floor, and that is completely roofed and walled) for the storage of salt, and other de-icing materials. Once completed, Tier A Municipalities shall perform regular maintenance and inspections of the permanent structure. Seasonal tarping shall be used as an interim BMP until the permanent structure is completed. Sand may be stored outside and uncovered if a 50-foot setback is maintained from storm sewer inlets, ditches or other stormwater conveyance channels, and surface water bodies.

ii. Measurable Goal - Tier A Municipalities shall certify annually that they have met the De-icing Material Storage minimum standard.

iii. Implementation - Within 12 months from the effective date of permit authorization, Tier A Municipalities shall implement the interim seasonal tarping BMP. Within 12 months of the effective date of permit authorization, Tier A Municipalities will comply with the 50-foot buffer requirement for the outside storage of sand. Within 36 months from the effective date of permit authorization Tier A Municipalities shall store all salt and de-icing materials in a permanent structure.

b. Fueling Operations

i. Minimum Standard - Tier A Municipalities must develop and implement standard operating procedures for vehicle fueling, and receiving of bulk fuel deliveries at maintenance yard operations. The standard operating procedures shall incorporate the required practices listed in Attachment D.

ii. Measurable Goal - Tier A Municipalities must certify annually that there is a vehicle fueling and bulk receiving standard operating procedures in place.

iii. Implementation - Within 12 months of the effective date of permit authorization, Tier A Municipalities shall have developed and begun implementing the required standard operating procedures for fueling operations.

c. Vehicle Maintenance

i. Minimum Standard - Tier A Municipalities shall develop and implement a standard operating procedure (SOP) for vehicle maintenance and repair activities that occur at municipal maintenance yard operations. The SOP shall include the required practices listed in Attachment D. The SOP shall include regular inspections of all maintenance areas and activities.

ii. Measurable Goal - Tier A Municipalities must certify annually that there is a vehicle maintenance standard operating procedure in place and that regular inspections and maintenance are being performed.

iii. Implementation - Within 12 months of the effective date of permit authorization, Tier A Municipalities shall have developed and begun implementing the required standard operating procedures for Vehicle Maintenance.

d. Good Housekeeping Practices

i. Minimum Standard - Tier A Municipalities must implement good housekeeping procedures for all materials or machinery listed in the Inventory Requirements for Municipal Maintenance Yard Operations prepared in accordance with Attachment D. These good housekeeping procedures include, but not limited to, the required practices listed in Attachment D at all municipal maintenance yard operations (including maintenance operations at ancillary operations).

ii. Measurable Goal - Tier A Municipalities must certify annually that they have met the Good Housekeeping Practices minimum standard.

iii. Implementation - Within 12 months of the effective date of permit authorization, Tier A Municipalities shall have developed and begun

implementing the required standard operating procedures for Good Housekeeping.

9. Employee Training

a. Minimum Standard - Tier A Municipalities shall develop and conduct an annual employee training program for appropriate employees on appropriate topics. At a minimum, annual employee training will include the following topics:

i. Waste Disposal Education –Training shall include how to respond to inquires regarding proper waste disposal.

ii. Municipal Ordinances – Training shall include an overview of the Pet Waste Ordinance, Litter Ordinance, Illicit Connection Ordinance and Improper Waste Disposal Ordinance, Wildlife Feeding Ordinance, and Yard Waste Ordinance (if applicable), their requirements, enforcement policy, and hazards associated with improper waste disposal.

iii. Yard Waste Collection Program (if applicable) – Training shall include frequency of yard waste pickups and schedule, policy for when yard waste can be placed curbside, and alternatives such as composting and recycling.

iv. Illicit Connection Elimination and Outfall Pipe Mapping – Training shall include information regarding the hazards associated with illicit connections and details of the program including investigation techniques, physical observations, field sampling, and mapping procedures.

v. Street Sweeping – Training shall include sweeping schedules and record keeping requirements.

vi. Stormwater Facility Maintenance - Training shall include catch basin cleaning schedules and record keeping requirements.

vii. Road Erosion Control and Outfall Pipe Stream Scouring Remediation – Training shall include identifying road erosion and outfall pipe scouring and repairs.

viii. Maintenance Yard Operations (including Ancillary Operations) – Training shall include de-icing material storage, fueling, vehicle maintenance, equipment/vehicle washing and good housekeeping SOPs.

ix. Construction Activity / Post-Construction Stormwater Management in New Development and Redevelopment – Training shall include information regarding the requirement to obtain a NJPDES construction activity stormwater permit (see Part I, Section A.5.a and A.5.b of this permit) and requirements for Post-Construction Stormwater Management in New Development and Redevelopment (See Part I, Section F.3 of this permit) for the permittee's own construction activities and projects that disturb one acre or more.

b. Measurable Goal - Tier A Municipalities must certify annually the date of the annual employee training.

c. Implementation – Training shall begin 12 months from the effective date of permit authorization.

10. Construction Site Stormwater Runoff Control

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

G. Additional Measures and Optional Measures

1. Additional Measures

a. Additional Measures (AMs) are non-numeric or numeric effluent limitations that are expressly required to be included in the stormwater program by an adopted areawide or Statewide Water Quality Management Plan (WQM plan). AMs may modify or be in addition to SBRs. AMs may be required by a TMDL approved or established by USEPA, a regional stormwater management plan, or other elements of adopted areawide or Statewide WQM plans.

b. The Department will provide written notice of the adoption of an AM to each Tier A Municipality whose stormwater program will be affected, and will list each adopted AM in the permit by making a minor modification to the permit. The AMs, other than numeric effluent limitations, will specify the BMPs that must be implemented and the measurable goals for each BMP. The AMs will also specify time periods for implementation.

2. Optional Measures

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

H. Deadlines and Certifications

1. Stormwater Pollution Prevention Plan

a. Within twelve (12) months from the effective date of permit authorization, the Tier A Municipality shall prepare an SPPP.

b. The SPPP shall include, at a minimum, all of the information and items identified in Attachment A. The SPPP shall be signed, dated and retained by the Tier A Municipality.

2. Statewide Basic Requirements

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

i. The Department may grant a six-month extension to the deadlines contained in an implementation schedule for any of the SBRs if the Tier A Municipality submits a written request for such extension, at least 30 days prior to the deadline, establishing to the Department's satisfaction that the Federal,

State and local permits and approvals necessary for the construction of best management practices could not with due diligence be obtained within the time period set forth in Section F above. The written request shall be submitted to:

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

3. Annual Report and Certification

a. Tier A Municipalities shall complete an Annual Report (on a form provided by the Department) summarizing the status of compliance with this permit including measurable goals and the status of the implementation of each SBR contained in Part I, Section F of the permit. This report shall include a certification that the municipality is in compliance with its stormwater program, SPPP and this permit, except for any incidents of noncompliance. Any incidents of noncompliance with permit conditions shall be identified in the Annual Report and Certification. A copy of each Annual Report and Certification shall be kept at a central location and shall be made available to the Department for inspection.

i. If there are incidents of noncompliance, the report shall identify the steps being taken to remedy the noncompliance and to prevent such incidents from recurring.

ii. The Annual Report and Certification shall be signed and dated by the Tier A Municipality, and shall be maintained for a period of at least five years. This period may be extended by written request of the Department at any time.

b. The Annual Report and Certification shall be submitted to the Department pursuant to the following submittal schedule:

i. Submit an Annual Report and Certification: on or before May 2, 2005 and every 12 months thereafter.

I. Standard Conditions

1. The following general conditions are incorporated by reference. The Tier A Municipality is required to comply with the regulations, which were in effect as of March 2, 2004.

a. General Permits N.J.A.C. 7:14A-6.13
b. Penalties for Violations N.J.A.C. 7:14-8.1 et seq.
c. Incorporation by Reference N.J.A.C. 7:14A-2.3
d. Toxic Pollutants N.J.A.C. 7:14A-6.2(a)4i
e. Duty to Comply N.J.A.C. 7:14A-6.2(a)1 & 4
f. Duty to Mitigate N.J.A.C. 7:14A-6.2(a)5 & 11
g. Inspection and Entry N.J.A.C. 7:14A-2.11(e)
h. Enforcement Action N.J.A.C. 7:14A-2.9
i. Duty to Reapply N.J.A.C. 7:14A-4.2(e)3
j. Signatory Requirements for Applications and Reports N.J.A.C. 7:14A-4.9

k. Effect of Permit/Other Laws N.J.A.C. 7:14A-6.2(a)6 & 7 & 2.9(c)
l. Severability N.J.A.C. 7:14A-2.2
m. Administrative Continuation of Permits N.J.A.C. 7:14A-2.8
n. Permit Actions N.J.A.C. 7:14A-2.7(c)
o. Reopener Clause N.J.A.C. 7:14A-6.2(a)10, 16.4(b) & 25.7(b)
p. Permit Duration and Renewal N.J.A.C. 7:14A-2.7(a) & (b)
q. Consolidation of Permit Process N.J.A.C. 7:14A-15.5
r. Confidentiality N.J.A.C. 7:14A-18.2 & 2.11(g)
s. Fee Schedule N.J.A.C. 7:14A-3.1
t. UIC Corrective Action N.J.A.C. 7:14A-8.4
u. Additional Conditions Applicable to UIC Permits N.J.A.C. 7:14A-8.9
v. UIC Operating Criteria N.J.A.C. 7:14A-8.16

2. Operation And Maintenance

a. Need to Halt or Reduce not a Defense N.J.A.C. 7:14A-2.9(b)
b. Proper Operation and Maintenance N.J.A.C. 7:14A-6.12

3. Monitoring And Records

a. Monitoring N.J.A.C. 7:14A-6.5
b. Recordkeeping N.J.A.C. 7:14A-6.6
c. Signatory Requirements for Monitoring Reports N.J.A.C. 7:14A-6.9

4. Reporting Requirements

a. Planned Changes N.J.A.C. 7:14A-6.7
b. Reporting of Monitoring Results N.J.A.C. 7:14A-6.8
c. Noncompliance Reporting N.J.A.C. 7:14A-6.10 & 6.8(h)
d. Hotline/Two Hour & Twenty-four Hour Reporting N.J.A.C. 7:14A-6.10(c) & (d)
e. Written Reporting N.J.A.C. 7:14A-6.10(e) &(f) & 6.8(h)
f. Duty to Provide Information N.J.A.C. 7:14A-2.11, 6.2(a)14 & 18.1
g. Compliance Schedules N.J.A.C. 7:14A-6.4
h. Transfer N.J.A.C. 7:14A-6.2(a)8 & 16.2

5. Copies of the NJPDES rules may be purchased by contacting West Group, St. Paul, Minnesota, 1-800-808-WEST.

J. Additional Conditions

1. Agency and Public Review

a. The Tier A Municipality shall make the SPPP available upon request to an authorized representative of the Department and to the owner of and operating entity for any municipal separate storm sewer system that receives discharges from the Tier A Municipality's small MS4.

b. Upon review by an authorized representative, the Department may notify the Tier A Municipality at any time that the SPPP does not meet one or more of the minimum requirements. Within 30 days after receiving such notification (unless otherwise specified by the Department), the SPPP shall be amended to adequately address all deficiencies, and written certification of such amendments shall be submitted to the Department.

c. Tier A Municipalities shall make records required by this permit, including its

SPPP, available to the public at reasonable times during regular business hours (see N.J.A.C. 7:14A-18 for confidentiality provisions).

2. Other Laws

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

3. Operations and Maintenance Manual

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

Attachment A
CONTENTS OF THE STORMWATER POLLUTION PREVENTION PLAN

A. SPPP Team

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

B. Description of Required Best Management Practices

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

C. Identifying Areas Served by Combined Sewer

1. Tier A Municipalities that want to exclude any "combined sewer area" from the stormwater program must include a map showing the boundaries of the combined sewer area. A "combined sewer area" is an area that is excluded because all stormwater from that area (and operated by the municipality) is discharged to combined (or sanitary) sewer systems.

Attachment B
PROCEDURES FOR DETECTING, INVESTIGATING, AND ELIMINATING ILLICIT CONNECTIONS

Detection

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

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

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

If a dry weather flow exists, and after making all physical observations (unless physical observations are enough to warrant further investigation), the Tier Municipality shall field test for surfactants (detergents). If these flows contain surfactants in excess of the detection limit, Tier A Municipalities shall field test for ammonia (as N) and potassium to help distinguish sanitary wastewater sources from other non-stormwater flows that contain detergents. Non-stormwater

discharges that are absent of surfactants shall be tested for fluoride to help distinguish potable from non-potable sources. Municipalities should refer to the Tier A Stormwater General Permit Guidance Manual for assistance and interpretation of field testing results.

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

Investigation

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

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

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

All non-stormwater discharges, whether continuous or intermittent must be investigated by the Tier A Municipality. All investigations must be resolved. If the source is found to be a non-stormwater discharge authorized under Part I, Section A.2.c of the permit, no further action is required. If a non-stormwater discharge is found but no source is able to be located within six (6) months of beginning the investigation, then the Tier A Municipality shall submit to the Department a Closeout Investigation form to close out the investigation. The Tier A Municipality must document that a good faith effort was made to find the source of the dry weather discharge and document each phase of the investigation. If the observed discharge is intermittent the Tier A Municipality must document, in the Illicit Connection Inspection Report form, that a minimum three (3) separate investigations were made to observe the discharge when it is flowing. If these attempts are unsuccessful, the Tier A Municipality shall submit to the Department the Closeout Investigation form noted above. However, since this is an ongoing program, the Tier A municipality should periodically recheck these suspected intermittent discharges.

Elimination

Non-stormwater discharges traced to their source and found to be illicit connections subject to the ordinance prohibiting illicit connections shall be eliminated. At the time the illicit connection is detected the responsible party shall be cited for violation of the municipal ordinance prohibiting

illicit connections and given thirty (30) days to cease the non-stormwater discharge. The responsible party may apply for a NJPDES permit for the discharge, but the discharge shall be ceased until a valid NJPDES permit has been issued by the Department. Tier A Municipalities are required to verify that the illicit discharge was eliminated by the responsible party within the specified timeframe and ensure that measures taken to eliminate the discharge are permanent and are not done in such a manner that would allow easy reconnection to the MS4.

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

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

Attachment C
DESIGN STANDARD - STORM DRAIN INLETS

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

Grates in Pavement or Other Ground Surfaces

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

1. The New Jersey Department of Transportation (NJDOT) bicycle safe grate, which is described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines (April 1996).

2. A different grate, if each individual clear space in that grate has an area of no more than seven (7.0) square inches, or is no greater than 0.5 inches across the smallest dimension.

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

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

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

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

Exemptions

Retrofitting Exemptions

1. Repaving, repairing, reconstruction or alterations projects that began construction prior to March 3, 2004, and projects that were awarded bid prior to March 3, 2004, are exempted from the storm drain inlet design standard.

2. Existing curb-opening inlets do not need to be retrofitted to meet the design standard if each individual clear space in the curb opening has an area of no more than nine (9.0) square inches.

Hydraulic Performance Exemptions

1. New Development and Redevelopment Projects - Where the review agency determines that this standard would cause inadequate hydraulic performance that could not practicably be overcome by using additional or larger storm drain inlets that meet these standards.

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

Alternative Device Exemptions

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

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

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

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

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

Historic Places Exemption

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

Attachment D
REQUIRED PRACTICES FOR FUELING OPERATIONS, VEHICLE MAINTENANCE, AND GOOD HOUSEKEEPING SBRs

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

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

a. Tier A Municipalities shall include for municipal maintenance yard operations an inventory that includes the following:

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

2. Fueling

a. No topping off vehicles, mobile fuel tanks, and storage tanks. Drip pans must be used under all hose and pipe connections and other leak-prone areas during bulk transfer of fuels.

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 are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels. A trained employee must always be present to supervise during bulk fuel transfer.

c. Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

d. Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must immediately be repaired or replaced.

3. Vehicle Maintenance

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

4. General Good Housekeeping

a. Properly mark or label all containers. Labels must be kept clean and visible. All containers must be kept in good condition and tightly closed when not in use. When practical, containers must be stored indoors. If indoor storage is not practical, containers may be stored outside as long as they are covered and placed on spill platforms. An area that is graded and/or bermed that prevents run-through of stormwater may be used in place of spill platforms. Outdoor storage locations must be regularly maintained.

b. Conduct cleanups of any spills or liquids or dry materials immediately after discovery. Clean all maintenance areas with dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (i.e., kitty litter, sawdust, etc.) and the rest of the area is to be swept. Collected waste is to be disposed of properly. Clean-up materials, spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.

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

a. The SPPP for De-icing Material Storage shall include the following required practices to ensure that Municipal Maintenance Yard Operations prevent or minimize the exposure of salt and de-icing materials to stormwater runoff from storage, loading and unloading areas and activities:

i. Prevent and/or minimize the spillage of salt and de-icing materials during loading and unloading activities.

ii. At the completion of loading and unloading activities, spilled salt and de-icing materials shall be removed using dry cleaning methods and either reused or properly discarded.

iii. 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.

iv. Tracking of materials from storage and loading/unloading areas shall be minimized.

v. Minimize the distance salt and de-icing materials are transported during loading/unloading activities.

b. Interim Seasonal Tarping - All Tier A Municipalities must tarp all de-icing materials until a permanent structure is built. Interim storage measures must include, but are not limited to the following:

i. Tarping materials that are not actively being used.

ii. The storage of de-icing materials (salt and de-icing products) outside is limited to October 15th through April 30th. All salt and de-icing materials must be removed from the site prior to May 1st and may not be stored outside again until October 15th.

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

6. Inspections

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

b. Discharge of Stormwater from Secondary Containment

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

Appendix B

Maintenance Inspection Checklist for Collection and Conveyance Systems
Maintenance Log for Collection and Conveyance Systems
Maintenance Inspection Checklist for Infiltration/Extended Detention Basins
Maintenance Log for Infiltration/Extended Detention Basins

MAINTENANCE INSPECTION CHECKLIST
FOR COLLECTION AND CONVEYANCE SYSTEMS

PUBLIC STORMWATER MANAGEMENT INFRASTRUCTURE
LOWER TOWNSHIP, CAPE MAY COUNTY, NEW JERSEY

LOCATION: _____

Yes	No	Maintenance Evaluation	Action(s) Required if Answer "Yes"
☐	☐	Is there a buildup of sediment, trash, debris or any other stormwater pollution?	Remove sediment and evaluate upstream systems. Dispose debris in accordance with local, County, State and Federal requirements.
☐	☐	Is there standing water in the inlet or within the pipe system?	Evaluate downstream systems and pipe inverts for clogging, sedimentation, or trash sediment buildup. Remove blockage.
☐	☐	Is there any evidence root intrusion or any other vegetation within the pipe system or inlets?	Remove roots and dispose vegetation in accordance with local, County, State and Federal requirements.
☐	☐	Is there any structural failure in the inlets?	Consult engineer for system evaluation and repairs.
☐	☐	Are there visible signs of cracking, subsidence, spalling, erosion, or deterioration of any of the storm conveyance systems?	Consult engineer for system evaluation and repairs.
☐	☐	Are ladder rungs in inlets or manholes damaged, missing or misaligned?	Repair or replace.
☐	☐	Are grates or covers missing, damaged or only partially in place at any inlet or manhole?	Repair, reset, or replace.
☐	☐	Are the inlet curb pieces damaged or misaligned?	Repair, reset, or replace.
☐	☐	Is the conduit outlet protection, including riprap aprons and preformed scour hole, intact and stable?	Repair conduit outlet protection with additional riprap stone.
☐	☐	Does the existing maintenance program need to be amended to provide a more effective maintenance program?	Address suggested changes to the responsible party for the stormwater maintenance facility.

NOTE: INSPECTIONS SHALL BE PERFORMED AFTER THE CONVEYANCE SYSTEM HAS DRAINED AND DURING A PERIOD OF DRY WEATHER.

MAINTENANCE LOG
FOR COLLECTION AND CONVEYANCE SYSTEMS

PUBLIC STORMWATER MANAGEMENT INFRASTRUCTURE
LOWER TOWNSHIP, CAPE MAY COUNTY, NEW JERSEY

INSTRUCTIONS: THE MAINTENANCE LOG SHALL BE UPDATED TO INCLUDE ALL MAINTENANCE ACTIONS PERFORMED FOR EACH SPECIFIC STORMWATER MANAGEMENT MEASURE.

LOCATION:_____

DATE OF MAINTENANCE	PERSON WHO PERFORMED MAINTENANCE	SCOPE OF MAINTENANCE	PROBLEM(S) ENCOUNTERED	MAINTENANCE ACTION(S)

MAINTENANCE INSPECTION CHECKLIST
FOR INFILTRATION/EXTENDED DETENTION BASINS

PUBLIC STORMWATER MANAGEMENT INFRASTRUCTURE
LOWER TOWNSHIP, CAPE MAY COUNTY, NEW JERSEY

LOCATION:_____

Yes	No	Maintenance Evaluation	Action(s) Required if Answer "Yes"
☐	☐	Is there a buildup of sediment in a localized area of the basin?	Remove and dispose of sediment in accordance with local, County, State and Federal requirements.
☐	☐	Is there an excessive buildup of sediment that threatens the storage volume of the basin?	Remove and dispose of sediment in accordance with local, County, State and Federal requirements.
☐	☐	Is there an excessive amount of contamination of the sand layer basin bottom?	Remove and replace contaminated sand with clean sand layer.
☐	☐	Is there a buildup of trash, debris or any other stormwater pollution?	Remove disposal of sediment in accordance with local, County, State and Federal requirements.
☐	☐	Are there any areas of settlement or rutting creating a condition of ponding water?	Regrade areas to remove the depressions or fill depressions and then reestablish vegetation.
☐	☐	Are there any areas of settlement, scouring, cracking, sloughing, seepage, or rutting on the embankments?	Consult engineer for system evaluation and repairs.
☐	☐	Are there any areas of erosion or scouring at the conveyance system outfalls?	Repair conduit outlet protection with additional riprap stone.
☐	☐	Are there any areas of erosion or scouring at the basin outfall headwall?	Consult engineer for system evaluation and repairs.
☐	☐	Is there a buildup of sediment, trash, debris, or any other stormwater pollution in the outlet structure?	Evaluate downstream systems and pipe inverts for clogging, sedimentation, or trash sediment buildup. Remove blockage.
☐	☐	Is there any structural failure in the outlet structure?	Consult engineer for system evaluation and repairs.
☐	☐	Are there visible signs of cracking, subsidence, erosion, spalling, or deterioration of the basin discharge pipe?	Consult engineer for system evaluation and repairs.
Yes	**No**	**Maintenance Evaluation**	**Action(s) Required if Answer "Yes"**
☐	☐	Is there any evidence root intrusion or any other vegetation within the outlet structure?	Remove roots and dispose vegetation in accordance with local, County, State and Federal requirements.
☐	☐	Are ladder rungs in the outlet structure damaged, missing, or misaligned?	Repair or replace.
☐	☐	Are all locks and hinges at the outlet	Repair or replace.

		structure intact and operating correctly?	
☐	☐	Are trash racks missing, damaged, or only partially in place at the outlet structure?	Repair or replace.
☐	☐	Are there any areas with damaged vegetation or a lack of vegetation?	Evaluate causes of vegetation damage and reestablish vegetation.
☐	☐	Is the basin stone access drive able to be traversed and utilized?	Regrade, repair, or install additional stone.
☐	☐	Is there evidence of burrowing vermin activity in or along the basin embankment?	Remove burrowing vermin.
☐	☐	Have trees and/or large shrubs grown on the basin embankments or earthen emergency spillway?	Remove trees and large shrubs from basin embankments and emergency spillway, including large roots, and then regrade & establish turf stabilization.
☐	☐	Is the vegetation neglected and does the vegetation require mowing?	Evaluate if proper maintenance procedures are being followed. Mow grass/vegetation if necessary.
☐	☐	Does the existing maintenance program need to be amended to provide a more effective maintenance program?	Address suggested changes to the responsible party for the stormwater maintenance facility.

NOTE: INSPECTIONS SHALL BE PERFORMED AFTER THE CONVEYANCE SYSTEM HAS DRAINED AND DURING A PERIOD OF DRY WEATHER.

MAINTENANCE LOG
FOR INFILTRATION/EXTENDED DETENTION BASINS

PUBLIC STORMWATER MANAGEMENT INFRASTRUCTURE
LOWER TOWNSHIP, CAPE MAY COUNTY, NEW JERSEY

INSTRUCTIONS: THE MAINTENANCE LOG SHALL BE UPDATED TO INCLUDE ALL MAINTENANCE ACTIONS PERFORMED FOR EACH SPECIFIC STORMWATER MANAGEMENT MEASURE.

LOCATION:_____

DATE OF MAINTENANCE	PERSON WHO PERFORMED MAINTENANCE	SCOPE OF MAINTENANCE	PROBLEM(S) ENCOUNTERED	MAINTENANCE ACTION(S)

Appendix C

Standard Operating Procedures for Vehicle and Equipment Fueling
Standard Operating Procedure for Vehicle Maintenance
Standard Operating Procedure for Good Housekeeping
Inventory Log

LOWER TOWNSHIP

Standard Operating Procedures
Vehicle and Equipment Fueling

Lower Township
Maintenance yard with fueling operations
Public Works Facility (771 Seashore Road)

Introduction and Purpose:

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

Scope:

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

Standards and Specifications (for vehicle and equipment fueling):

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

Standards and Specifications (for bulk fueling):

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

Spill Response:

- Conduct clean-ups of any fuel spills immediately after discovery.
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly.
- Contact the Cape May County Emergency Management Office at (609) 463 6570.

Maintenance and Inspection:

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

LOWER TOWNSHIP

Standard Operating Procedure
Vehicle Maintenance

Lower Township
BMP Objectives
Public Works Facility (771 Seashore Road)

-Waste Management
-Spill Prevention, Containment and Countermeasures
-Pollution Control

Introduction and Purpose:

This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations in Lower Township. The purpose of this SOP is to provide a set of guidelines for the Lower Township vehicle maintenance yards including maintenance activities at ancillary operations.

Scope:

This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Township of Lower.

Standards and Specifications:

- Conduct vehicle maintenance operation only in designated areas.
- When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
- Always use drip pans.
- Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
- Maintenance areas shall be protected from stormwater run-on and runoff and shall be located at least 50 feet downstream drainage facilities and watercourses.
- Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.
- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

Spill Response and Reporting:

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct clean-ups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the Cape May County Emergency Management Office at (609) 963 6570.

Maintenance and Inspection:

- Periodically check for leaks and damaged equipment and make repairs as necessary.

LOWER TOWNSHIP

Standard Operating Procedure
Good Housekeeping

Lower Township
Good Housekeeping Goals

-Proper Recycling

-Proper Waste Disposal

-Pollution Prevention

Introduction and Purpose:

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

Scope:

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Lower Township.

Standards and Specifications (General):

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

Standards and Specifications (Salt and De-icing Material Handling):

- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
- Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.

- Minimize the tracking of materials from storage and loading/unloading areas.
- Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
- Any materials that are stored outside must be tarped when not actively being used.
- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15th through April 30th.

Spill Response and Reporting:

- Conduct clean-up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the Cape May County Emergency Management Office at (609) 463 6570.

Maintenance and Inspection:

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

LOWER TOWNSHIP

Sample Inventory Log

Facility Name: Lower Township DPW

Prepared By: Gary Douglass, CPWM

Date: 05/04/2020

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

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

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

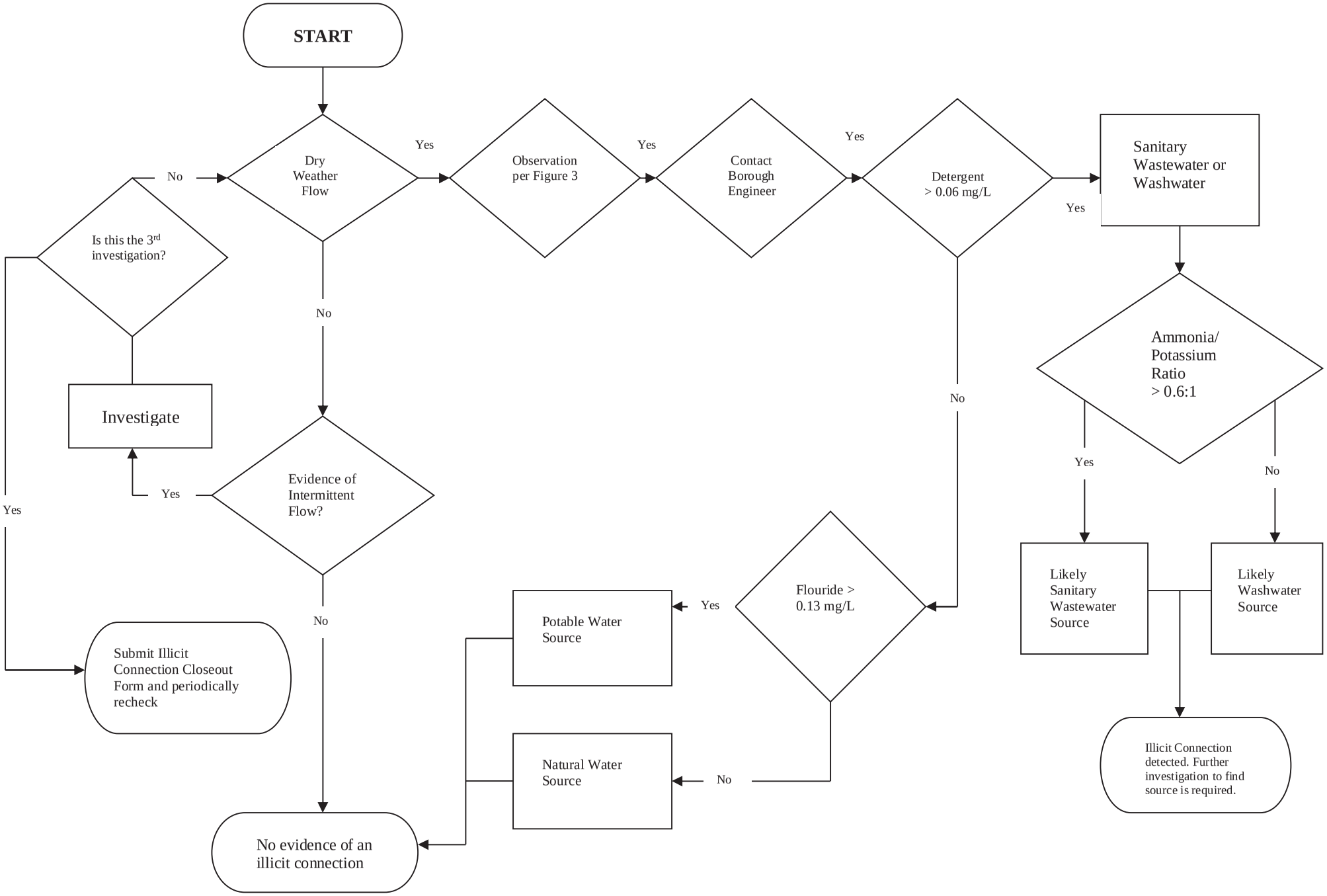
The following materials are stored at Lower Township's Public Works Facility:

- Diesel Fuel — Yes -- Dispensed from AST
- Gasoline (if applicable) — Yes -- Dispensed from AST
- Lubricants — Yes -- Waste Oil, antifreeze containers stored outside (enclosed on outside)
- Solvents — Yes — Stored Inside & not used outside.
- Detergent -- Yes — Stored Inside & not used outside.
- Machinery (type) — Yes — Trucks stored outside. Other machinery stored outside & inside.

Appendix D

Flow Chart for Identifying an Illicit Connection
Illicit Connection Inspection Report Form
Illicit Connection Closeout Investigation Form

Flow Chart for Identifying an Illicit Connection



Illicit Connection Inspection Report Form

Municipality Information

Municipality: Township of Lower County: Cape May

NJPDES # : NJG0151092 PI ID #: 220318

Team Member: _____

Date_____ Effective Date of Permit Authorization (EDPA):_____

Outfall #:_____ Location:_____

Receiving Waterbody: _____

1. Is there a dry weather flow? Y ( ) N ( )
2. If "YES", what is the outfall flow estimate?_____gpm
   (flow sample should be kept for further testing, and this form will need to be submitted with the Annual Report and Certification)
3. Are there any indications of an intermittent flow? Y ( ) N ( )
4. If you answered "**NO**" to BOTH questions #1 and #3, there is probably not an illicit connection and you can skip to question #7.
   (NOTE: This form **does not** need to be submitted to the Department, but should be kept with your SPPP.)

   If you answered "**YES**" to either question, please continue on to question #5.
   (NOTE: This form will need to be submitted to the Department with the Annual Report and Certification.)

5. **PHYSICAL OBSERVATIONS**:

(a) **ODOR**:

(b) **COLOR**:

(c) **TURBIDITY**:

(d) **FLOATABLES**:

(e) **DEPOSITS/STAINS**:

(f) **VEGETATION CONDITIONS**:

(g) **DAMAGE TO OUTFALL STRUCTURES**:

IDENTIFY STRUCTURE: _____

DAMAGE:

6. **ANALYSES OF OUTFALL FLOW SAMPLE:**

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

(a) **DETERGENTS**:_____mg/L

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

(if the sample is not greater than 0.06 mg/L and it does not show physical characteristics of sanitary wastewater [e.g., odor, floatables, and/or color] it is unlikely that it is from sanitary wastewater sources, yet there may still be an illicit connection of industrial wastewater, rinse water, backwash or cooling water. Skip to question #6c.)

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

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

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

(c) **FLUORIDE**:_____mg/L

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

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

(d) **TEMPERATURE**:_____°F

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

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

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

If "**YES**", what is the suspected source? ____

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

Has the investigation of the suspected illicit connection been completed?
Y ( ) N ( )

If "**YES**", proceed to question #9.
If "**NO**", skip to signature block on the bottom of this form.

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

If "**YES**", identify the source. ____

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

Resolution:

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

Inspector's Name: _____ Title: _____

Signature_____

Date: _____

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

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

Illicit Connection Closeout Investigation Form

Municipality Information	
	Municipality: Township of Lower County Cape May
	NJPDES # : NJG0151092 PI ID #: 220318
	Team Member / Title: _____

Outfall #:_____ Location:_____

Receiving Waterbody: _____

Basis for Submittal:

(☐) A non-stormwater discharge was found, but no source was located within six months.

(☐) An intermittent non-stormwater discharge was observed, and three unsuccessful investigations were conducted to investigate the discharge while it was flowing.

Describe each phase of your investigation, including dates. Attach additional pages as necessary:

Inspector's Name: _____ Title: _____

Signature: _____

Date: _____

Complete and attach this form to the appropriate Illicit Connection Inspection Report Form and submit with the Annual Report and Certification.

Appendix E

Mandatory Training Certificates and Sign-In Sheets

NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Certificate of Course Completion

THIS CERTIFIES THAT

Shawn Carr

New Jersey Professional Engineer Lic. No. 24GE04842400

Has completed 9.5 Professional Development Hours (PDHs)
or 0.95 Continuing Education Units (CEUs) for the

STORMWATER MANAGEMENT DESIGN REVIEW COURSE

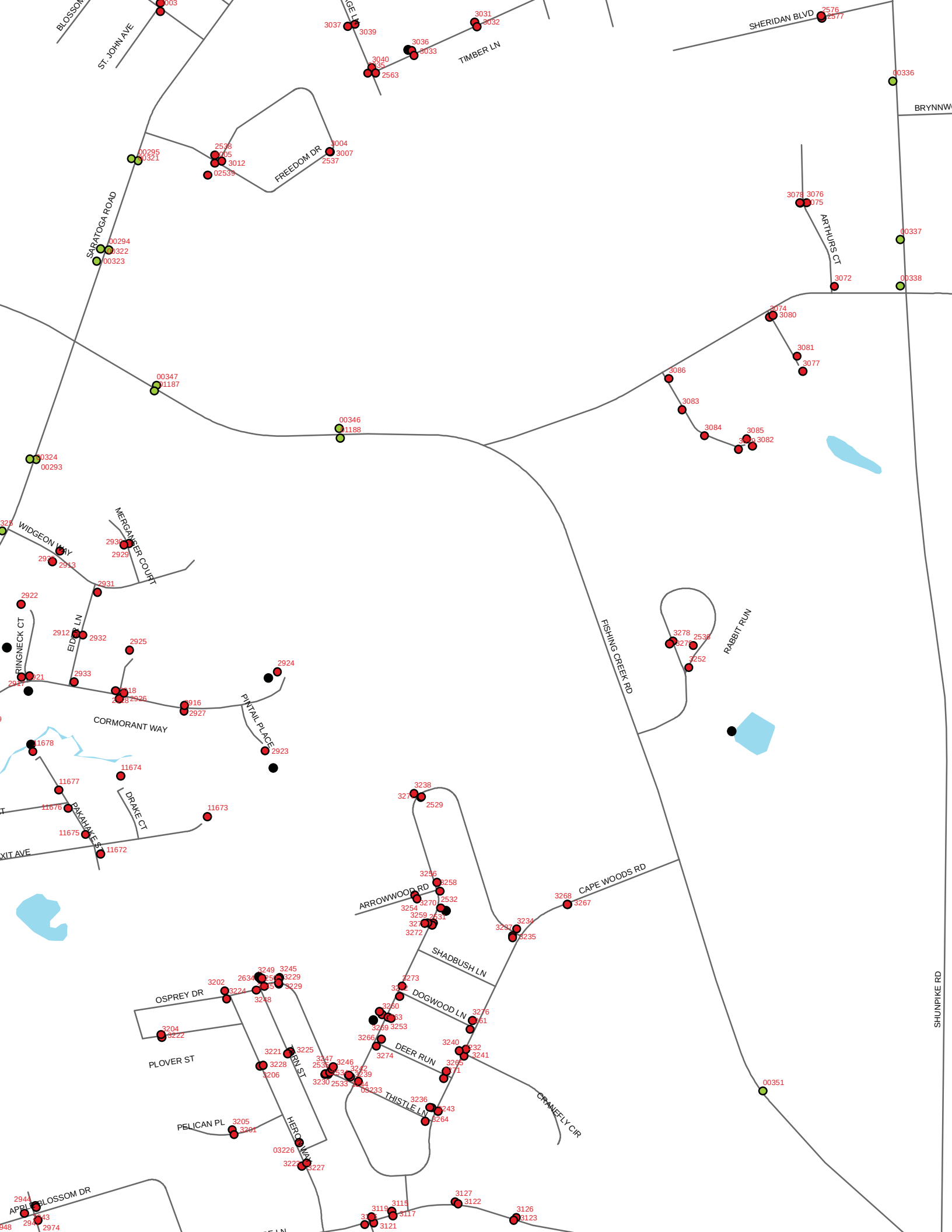
JULY 31 & AUGUST 1, 2018

Gabriel Mahon

GABRIEL MAHON AUGUST 17, 2018

Appendix F

MS4 Outfall Map


BLOSSOM
ST. JOHN AVE
TIMBER LN
SHERIDAN BLVD
BRYNNW
FREEDOM DR
SARATOGA ROAD
ARTHURS CT
WIDGEON WAY
MERGANSER COURT
RINGNECK CT
ELDER LN
CORMORANT WAY
PINTAIL PLACE
FISHING CREEK RD
RABBIT RUN
DRAKE CT
PAKAHAKE ST
XIT AVE
ARROWWOOD RD
CAPE WOODS RD
SHADBUSH LN
OSPREY DR
DOGWOOD LN
PLOVER ST
TURN ST
DEER RUN
THISTLE LN
CRANEFLY CIR
PELICAN PL
HERON WAY
APPLEBLOSSOM DR
SHUNPIKE RD