

# Stormwater Pollution Prevention Plan

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**SPPP Form 1 – SPPP Team Members**

<b>Stormwater Program Coordinator (SPC)</b>	
Print Name and Title	
Office Phone # and e-Mail	
Signature/Date	
<p><b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b></p> <p>Please see training requirements for stormwater management reviewers on Form 9.</p>	
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
<b>Other SPPP Team Members</b>	
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	

### SPPP Form 2 – Revision History

	<b>Revision Date</b>	<b>SPC Initials</b>	<b>SPPP Form Changed</b>	<b>Reason for Revision</b>
1.				
2.				
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**SPPP Form 3 – Public Involvement and Participation Including Public Notice**

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	
2. Physical location and/or website URL where records of public notices, meeting dates, minutes, etc. are kept:	
3. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of its MS4 stormwater program:	

## **SPPP Form 4 – Public Education and Outreach**

This is only required for colleges, universities, and military bases with dependents living on base.

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

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

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

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

2. Describe the process for reviewing and approving major development project applications for compliance with the stormwater management rules at N.J.A.C. 7:8 et seq. Attach a flow chart if available. If applicable, provide the physical location of the mitigation plan required to grant a variance or exemption from the design and performance standards for stormwater management measures.

3. Indicate the physical location of approved applications for major development projects and Major Development Summary Sheets (permit Attachment D)?

### SPPP Form 6 – Regulatory Mechanisms

Regulatory Mechanism	Date of Adoption	Website URL	DEP model regulatory mechanism adopted w/o change?	Entity responsible for enforcement
1. <b>Pet Waste</b> permit cite IV.B.5.a.i.				
2. <b>Wildlife Feeding</b> permit cite IV.B.5.a.ii.				
3. <b>Litter Control</b> permit cite IV.B.5.a.iii.				
4. <b>Improper Disposal of Waste</b> permit cite IV.B.5.a.iv.				
5. <b>Residential Yard Waste Collection</b> <i>(for residences located within permittee property)</i> permit cite IV.B.5.a.v.				
6. <b>Illicit Connection Prohibition</b> permit cite IV.B.5.a.vii.				

Indicate the location of records associated with the regulatory mechanisms above and related enforcement actions:



### **SPPP Form 7 – Street Sweeping**

<p>1. Provide a map or describe the location of all streets and paved parking lots that are owned or operated by the permittee. Indicate which of these streets and parking lots have storm drain inlets that direct stormwater runoff into an MS4 or discharge directly to surface water.</p>
<p>2. Describe the sweeping schedule for all streets and paved parking lots that are owned or operated by the permittee.</p>
<p>3. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of materials collected each month.</p>

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

<p>1. Describe the schedule for inspections, cleaning, and maintenance of catch basins and storm drain inlets that are owned or operated by the permittee.</p>
<p>2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc. For each, describe what measures are taken to address the problems and explain how such work is prioritized.</p>
<p>3. Describe the inspection and label maintenance plan on storm drain inlets that do not have permanent wording cast into the design.</p>
<p>4. Indicate the location of records that include catch basin and storm drain inlet inspections, and the amount of materials collected during catch basin and storm drain inlet cleanings.</p>
<p>5. Describe how the permittee ensures that storm drain inlets within the Public Complex are retrofitted.</p>

## SPPP Form 9 – Employee Training

**A. Permittee Employee Training:** Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.

Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard/Ancillary Operations	Every year	
2. Stormwater Facility Maintenance	Every year	
3. SPPP Training & Recordkeeping	Every year	
<i>For Public Complexes with residents only</i> 4. Residential Yard Waste Collection	Every 2 years	
5. Street Sweeping	Every 2 years	
6. Illicit Connections & Outfall Mapping	Every 2 years	
7. Outfall Stream Scouring	Every 2 years	
8. Waste Disposal Education	Every 2 years	
9. Regulatory Mechanisms	Every 2 years	
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	

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

Indicate the location of the permittee’s list of the names and dates of individuals that received the Department approved training: \_\_\_\_\_

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

Complete separate forms for each location.

1. Address of maintenance yard or ancillary operation (complete one form per location):
2. List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutants in a stormwater discharge.
Raw materials –
Intermediate products –
Final products –
Waste materials –
By-products –
Machinery –
Fuel –
Lubricants –
Solvents –
Detergents related to maintenance yard or ancillary operations –
Other –

3. Indicate the location of monthly inspection logs documenting inspections of this location:

4. Describe the procedures for cleaning spills and disposing of clean-up waste. Indicate the location of materials used for cleaning, e.g., kitty litter, sawdust, etc.

5. List all containers stored at this location, including the content, and location. For containers that are stored outside, indicate if they are covered, what they are placed upon, and if the area is graded or contained by berms.

6. For each category below, describe the best management practices in place to ensure compliance with all requirements in the permit. Indicate the location of inspection logs and tracking forms associated with this maintenance yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

a. Fueling Operations

b. Discharge of Stormwater from Secondary Containment

c. Vehicle Maintenance

d. On-Site Equipment and Vehicle Washing  
*See permit for certification and log forms for Underground Storage Tanks.*

e. Salt and De-Icing Material Storage and Handling

f. Aggregate Material and Construction Debris Storage

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

h. Yard Trimmings and Wood Waste Management

Note that leaves, grass clippings, woodchips, and brush are considered yard trimmings and trees, stumps, and untreated lumber are considered wood waste.

## SPPP Form 11 – Mapping Outfall Pipes and Stormwater Facilities

Visit [https://www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](https://www.nj.gov/dep/dwq/msrp_map_aid.htm) for the NJ DEP free mapping application.

- 1. Mapping Outfall Pipes:** Attach an image or provide a link to a map of the outfall pipes located on the Public Complex property, showing the location of the end of all MS4 outfall pipes (in tidal and non-tidal receiving waters) owned or operated by the Public Complex which discharge to a surface water body. Include the location and name of all surface water bodies receiving discharges from those outfall pipes.

*Note that the permittee must submit the outfall pipe map to NJ DEP by January 1, 2020. Updates to the outfall pipe map shall be submitted annually to include new or newly identified outfall pipes. Outfall pipes may be included on the map of stormwater facilities and submitted with the Annual Report and Certification (see #2 below).*

- 2. Mapping Stormwater Facilities:** Attach an image or provide a link to a map of the stormwater facilities located on the Public Complex property. Include the property boundaries of the Public Complex, location of each stormwater facility, e.g., outfalls, inlets, basins, subsurface infiltration/detention systems, culverts, MTDs, green infrastructure, etc.

*Note that the permittee must submit the stormwater facilities map to NJ DEP by January 1, 2020. Updates to the stormwater facilities map shall be submitted annually to include new or newly identified stormwater facilities as an attachment to the Annual Report and Certification.*



## SPPP Form 12 – Outfall Pipe Inspections

<p><b>1. Inspections:</b> Describe the program in place to inspect the outfall pipes located on Public Complex property. Records must include the location, inspection date, inspector name, findings, preventative and corrective maintenance performed. Indicate the location of records.</p>
<p><b>2. Stream Scouring:</b> Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.</p>
<p><b>3. Illicit Discharges:</b> Describe the program in place for conducting visual dry weather inspections of permittee-owned or operated outfall pipes. Record results of investigations and actions taken using NJDEP’s form at <a href="https://www.nj.gov/dep/dwq/public_complex/pdf/PC_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf">https://www.nj.gov/dep/dwq/public_complex/pdf/PC_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf</a>.</p> <p>Indicate the location of these forms and related illicit discharge records. Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to NJ DEP as an attachment to the Annual Report and Certification.</p>

**SPPP Form 13 –Stormwater Facilities Inspection and Maintenance**

**1. Inspections:** Describe the program in place to inspect, clean, and maintain the stormwater facilities located on Public Complex property. Records must include the type of stormwater facility, location, inspection date, inspector name, findings, preventative and corrective maintenance performed. Indicate the location of records.

**2. Maintenance:** Indicate the location of maintenance plans related to maintenance of stormwater facilities on Public Complex property.

*NJDEP provides materials to assist permittees with this requirement at [https://www.nj.gov/dep/stormwater/maintenance\\_guidance.htm](https://www.nj.gov/dep/stormwater/maintenance_guidance.htm).*

## SPPP Form 14 – Total Maximum Daily Load Information

1. List the names of the adopted Total Maximum Daily Loads (TMDLs), parameters addressed, and the affected water bodies associated with any segment of surface water wholly or partially within or bordering the Public Complex.

Refer to the list of TMDL reports provided at <http://www.nj.gov/dep/wms/bears/tmdls.html>.

Utilize the TMDL look-up tool at <https://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm> to identify impaired water bodies bordering the Public Complex.

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

For guidance on TMDLs, visit <https://www.nj.gov/dep/dwq/pdf/10-21-16-tmdl-tool-box.pdf>.

**SPPP Form 15 – Additional Measures and Optional Measures**

1. Additional Measures: Describe any Best Management Practice(s) and the related measurable goal or numeric effluent limitations that are expressly required by the Department to be included in the permittee's stormwater program by a TMDL.

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2. Optional Measures: Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Public Complex MS4 NJPDES permit that prevents or reduces water pollution.

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## SPPP Form 16 – Shared Services

1. List the permit conditions that are satisfied through a shared or contracted service where an entity other than the permittee is implementing BMP(s) or control measure(s) on the permittee’s behalf. Include the name of the entity responsible for satisfying each applicable permit condition.

Note that the permittee is responsible for ensuring that the BMP(s)/control measure(s) are at least as stringent or as frequent as the corresponding permit requirement. The permittee is responsible for compliance with the permit if the other entity fails to implement the measure(s) or component(s).

The permittee is responsible for maintaining the appropriate documentation related to permit conditions, including those satisfied through shared services, in the SPPP and on the Annual Report and Certification.

2. For each permit condition that is satisfied through a shared or contracted service, describe the arrangements in place. Indicate the physical location of any written agreements and records.