Stormwater Pollution Prevention Plan

TOWN OF DOVER

MORRIS COUNTY

NJPDES#: NJG0141852

MAY 19, 2021

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SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Jeff Guevara
Office Phone # and eMail	973-366-2200, JGuevara@dover.nj.us
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Drew DiSessa, Planner
Print/Type Name and Title	Stephen Hoyt, Planner
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	Bruce Koch, Town Engineer
Print/Type Name and Title	William Isselin, Chief Code Enforcement Officer
Print/Type Name and Title	John Bennett, Municipal Administrator
Print/Type Name and Title	

SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	03/03/2004	MA	ALL	Adoption of SPPP
2.	05/19/2021	JG	ALL	Revision of SPPP
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SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	http://www.dover.nj.us/cn/webpage.cfm?tpid=17493
2. Date of most current SPPP:	May 19, 2021
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	http://www.dover.nj.us/cn/webpage.cfm?tpid=17493
4. Date of most current MSWMP:	Apr 4, 2005
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	Town Clerk's Office

6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:

For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), the Town of Dover provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, the Town of Dover provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), the Town of Dover complies with those requirements.

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.
Dover will post the educational brochure provided by the NJDEP with its newsletter on the Town website.
2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.
Dover has posted educational information about illicit connections and improper disposal of waste on the Town website.
3. Indicate where public education and outreach records are maintained.
Town Clerk's Office

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

All records must be available upon request by NJDEP.

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

Major Development means an individual "development," as well as multiple developments that individually or collectively result in the disturbance of one or more acres of land since February 2, 2004.

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

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

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

For any BMP that is installed in order to comply with the requirements of our post-construction program, the Town of Dover will ensure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, the Town of Dover intends to do this by adopting and enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Town can perform the maintenance and charge the private entity.

The Town of Dover will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. The Town of Dover expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternative Device Exemptions," or (for flows not conveyed through such a trash rack), by installation of the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.	
We are already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. Our planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law. Since the EDPA,the Town of Dover has not constructed any new development or redevelopment projects on Town property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will ensure adequate long-term operation and maintenance of BMPs for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft of that ordinance, and by requiring and funding the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. Once that ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets. We are currently reviewing the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual, and will contract with a Consultant to assist us in drafting a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model. We will meet with the staff of the Morris County Planning Department to discuss the draft plan and ordinance. The plan and ordinance will be adopted by the Town of Dover Planning Board and Mayor & Board of Aldermen by the deadlines specified in the permits, and will be submitted to the Morris County Planning Department for approval. Once approved, the ordinance, which will be administered by our Planning Board, Board of Adjustment, Town Engineer and Code Enforcement Department, will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the Town of DOver's Stormwater Management Plan, the approved otdinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards. For any BMP that is installed in order to comply with the requirements of our post-construction program, the Town of Dover will ensure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, the Town of Dover intends to do this by adopting and enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Town can perform the maintenance and charge the private entity. The Town of Dover will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. The Town of Dover expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternative Device Exemptions," or (for flows not conveyed through such a trash rack), by installation of the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.	
5. Does the Municipal Stormwater Management Plan include a mitigation plan?	Yes
6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?	Town Clerks Office

SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	07/26/05	http://dover.nj.us/cn/webpage.cfm?tpid=17493	YES	CODE ENFORCEMENT
2. Wildlife Feeding permit cite IV.B5.a.ii	07/20/05	http://dover.nj.us/cn/webpage.cfm?tpid=17493	YES	CODE ENFORCEMENT
3. Litter Control permit cite IV.B5.a.iii	07/26/05	http://dover.nj.us/cn/webpage.cfm?tpid=17493	YES	CODE ENFORCEMENT
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	07/26/05	http://dover.nj.us/cn/webpage.cfm?tpid=17493	YES	CODE ENFORCEMENT
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	07/26/2005	http://dover.nj.us/cn/webpage.cfm?tpid=17493	YES	CODE ENFORCEMENT
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	12/14/2010	http://dover.nj.us/cn/webpage.cfm?tpid=17493	YES	CODE ENFORCEMENT
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	03/28/2006	http://dover.nj.us/cn/webpage.cfm?tpid=17493	YES	CODE ENFORCEMENT
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	07/26/2005	http://dover.nj.us/cn/webpage.cfm?tpid=17493	YES	CODE ENFORCEMENT
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	12/14/2010	http://dover.nj.us/cn/webpage.cfm?tpid=17493	YES	CODE ENFORCEMENT

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

Town Clerks Office

SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
WEATHER CONDITIONS PERMITTING, ALL TOWN MAINTAINED STREETS ARE SWEPT ACCORDING TO A ROTATING SCHEDULE
2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
N/A
3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.
NO
4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.
DEPARTMENT OF PUBLIC WORKS

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
Catch basins are inspected once a year and are cleaned and repaired as necessary.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
Annual maintenance and upgrading of storm drain inlet castings, heads and grates are done in conjunction with scheduled road improvement programs by the municipality.
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
The catch basins and inlets would be cleaned and jetted, inspected for structural integrity and a downstream analysis would be done by Public Works or the Engineering Department to determine what the cause is and a corrective action plan would be implemented.
4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.
Annual maintenance and upgrading of storm drain inlet castings, heads and grates are done in conjunction with scheduled road improvement programs by the municipality and in accordance with the Storm Drain Labeling Guidelines for New Jersey.
5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.
DEPARTMENT OF PUBLIC WORKS

Storm Drain Labeling Guidelines for New Jersey

Prepared by
the New Jersey Department of
Environmental Protection
Division of Watershed Management
P.O. Box 418
Trenton, NJ 08625
(609) 984-0058

May 2004

Storm Drain Labeling Guidelines for New Jersey

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ACKNOWLEDGEMENTS

This guide is a compilation of several guides and other materials that are already in existence. Many thanks to the following organizations:

Partnership for the Delaware Estuary
Whippany River Watershed Partnership
United States Environmental Protection Agency

Storm Drain Labeling Guidelines for New Jersey

WHY LABEL STORM DRAINS?

Storm drain labeling is a great way to make people in your community more aware of nonpoint source pollution and polluted runoff. Nonpoint Source Pollution, or people pollution, is a contamination of our ground water, waterways, and ocean that results from everyday activities such as fertilizing the lawn, walking pets, changing motor oil and littering. With each rainfall, pollutants generated by these activities are washed into storm drains that flow into our waterways and ocean. Polluted runoff is stormwater contaminated by nonpoint source pollution. It harms local waterways, which we rely on for recreation and drinking water.

Residents may not be aware that most storm drains empty directly into local waterways, without treatment. Some individuals may view storm drains as trash receptacles for trash, used motor oil, leftover paint, pet waste or other pollutants. Storm drain labeling serves as an educational tool to remind people about the connection between strom drains and local waterbodies.

By labeling storm drains we can make everyone more aware of the nonpoint source pollution and polluted runoff. This is one step in educating people so that they can change their attitudes and behaviors that contribute to the problem.

Storm drain inlet labeling is also a requirement of New Jersey's new municipal stormwater permitting program. Both Tier A and Tier B municipalities are required to establish a storm drain inlet labeling program and label all storm drains inlets that are along municipal streets with sidewalks, and all storm drains within plazas, parking areas, or maintenance yards operated by the municipality. This program establishes a schedule for labeling, develops a long term maintenance plan and when possible coordinates the efforts with watershed groups and volunteer organizations. On an annual basis, these Tier A municipalities must identify the number of storm drains labeled. For more information on this program, visit www.njstormwater.org or call (609) 633-7021.

A key factor in the success of a storm drain labeling program is visibility. Publicity in the local media about the event and volunteer participation in the event greatly increases the value of the labeling program as an educational tool. Municipalities are not required to use volunteers or seek media attention, but these activities do greatly improve the overall value of the program. Municipalities may opt to label the strom drains themselves or organize the storm drain labeling activities of local volunteers.

TYPES OF LABELING

There are two types of storm drain labeling that can be done, stenciling with paint or glueing storm drain markers. Stenciling involves using a stencil and paint to label the drain. This type of marking has been used since the early 1990s. The paint generally lasts up to 2 years, depending on the weather and traffic conditions. Marking involves glueing a purchased marker to the storm drain. This method may last up to 10 years.

In determining which type of labeling to use, consider the cost of materials and how long they will last. Stenciling cost less initially and lasts a shorter time than markers which cost more initially but last longer. Another consideration is the educational value of the actual labeling process for the participants and residents. Since stenciling is done more frequently, it provides a more frequent reminder about polluted runoff.

HOW TO LABEL STORM DRAINS

Below we have outlined the various tasks necessary to conduct a successful labeling event. At each event there are uniques circumstances that come up and must be addressed by the organizers. A coordinator should be designated to oversee the event.

PREPARATION BEFORE THE EVENT

❶ Form an organizing committee and designate tasks.

❷ Determine whether or not your will use stencils or markers. Determine what your stencils or markers will say and whether or not you want to include a graphic such as a fish, turtle, heron or crab. Some suggested messages are: "NO DUMPING - DRAINS TO RIVER," "ONLY RAIN DOWN THE STORM DRAIN," and "DUMP NO WASTE - DRAINS TO LOCAL WATERWAY." These messages can be customized to include the names of local waterbodies. In addition, you may wish to print the message in other languages depending on the community. Spanish is included as a standard on some markers.

❸ Determine whether you will be purchasing materials or looking for donations. Include time to manufacture the markers or stencils in your timeline.

❹ Identify your targeted area for labeling. Survey the area to locate the storm drains and determine how many there are. This information will determine how many labels you will need to buy and how many people will be involved in the event.

❺ Select a date and a rain date for the event. Select the time and meeting location for the event.

a. Find out if there are any other events planned for that time period that might conflict or compliment your labeling event. A litter clean-up by the local environmental commission or flower planting by the garden club would compliment your labeling.

b. The pavement or storm drain structure must be over 50 degrees for marking so that the adhesives will work properly. The surface must be dry for either stencils or markers.

❻ Obtain written permission from your county or municipality to conduct the labeling. Call your county or municipality to find out the appropriate person or department to obtain permission from, usually the public works, highway or sewage authority. Ask them for a map of storm drains that you have permission to label.

❼ In order to involve more volunteers, call various groups in your school and neighborhood to find out if they would be interested in participating. Consider involving your local AmeriCorps New Jersey Watershed Ambassador (See Resources Available at NJDEP section).

❽ Prepare a promotional flyer to distribute to potential volunteers. You may want to invite friends, family, school clubs, youth groups, community organizations and neighbors. It may be beneficial to call these groups and/or make a presentation at one of their meetings.

❾ Request support from local businesses to provide refreshments either before or after the event. Local businesses may also wish to contribute to stenciling supplies (garbage bags, paint, brushes, gloves, etc.).

❿ Invite community leaders including elected officials to participate in the event.

⓫ Acquire or prepare an informational flyer to hand out during the event. Many materials are available for no or low cost from government agencies such as the New Jersey Department of Environmental Protection, local government groups or watershed associations (See Resource Section at the back of this booklet).

⓬ Prepare a press alert at least two weeks prior to the event and send it to the local media. Follow-up by calling the reporters and editors before the event.

⓭ Survey the area before the event to familiarize yourself with it. Note any safety concerns.

WEEK BEFORE THE EVENT

❶ Make sure all materials are on hand. Prepare packets of supplies and information for each of your teams. Include a map of their area to label. Prepare sign-in sheets, name tags, and copies.

❷ Make follow-up phone calls to confirm volunteers. Advise them of who to call in case of inclement weather. Make sure they know the time and location for the event.

❸ Confirm refreshments if you are providing them.

❹ Make follow-up phone calls to the news media and local officials.

DAY OF THE EVENT

❶ Plan to arrive early to allow time to set-up before volunteers arrive.

❷ Register volunteers. Allow about 30 minutes for registration and refreshments.

❸ Give an overview of the day and why their work is important.

❹ Divide the volunteers into teams. Assign a team leader. Teams should be composed of 4 to 6 people. Make sure they have enough supplies for the area they will cover. Go over safety considerations.

❺ Give volunteers a lesson on how to label the storm drain.

❻ Send teams out to different areas, making sure that each team is clear on what area they are to stencil. Give them a specific time to return.

❼ Take photographs of the event in order to document it and/or use them in a post-event press release.

❽ When they return, collect leftover supplies. Dispose of any collected trash and recyclables properly.

❾ Ask volunteers for feedback on the event. Provide refreshments if appropriate.

FOLLOW-UP AFTER THE EVENT

❶ Send thank you letters to volunteers, businesses, supporters and any others that assisted you in the project.

❷ Send a post-event press release to the local media. Include photographs of the actual event. Be sure to mention volunteer groups, sponsors and community leaders that were involved in the event.

❸ Put together a summary of the event and provide it to your municipality.

LABELING TIPS

All surfaces must be dry for either stenciling or marking.

Remember while working in or near the street, there is inherent risk. Be very cautious of passing cars, especially if you are working with children. Consider wearing brightly-colored safety vests, using traffic cones to protect your team and assigning a team member to serve as look-out for traffic.

STORM DRAIN STENCILING TIPS

Supplies you will need:

- **Stencils**
- **Latex paint**
- **Foam brushes**
- **Safety vests**
- **Educational flyers**
- **Gloves***
- **Paint stirrer**
- **Wire brushes or brooms**
- **Dustpans**
- **Newspapers or rags**
- **Trash bags**

Remember:

- A little paint goes a long way!! Using too much blurs the stencil image.
- Try to stencil in an area where cars will not be driving directly on the paint. This greatly shortens the life of the paint.

How to stencil:

- Use a wire brush or broom to clear away any loose debris from the spot where the stencil will be placed. Pull weeds if necessary. Put debris in garbage bags and dispose of it properly. Keep recyclables separate and recycle any items that can be recycled.
- Designate one team member as the safety person to look out for vehicles.
- Have two team members hold down the stencil firmly on the street in front of or behind the storm drain. A third team member can gently sponge or brush paint onto the stencil. You do not need to soak the brush. The less paint you use the more control you will have in painting a clearly legible message. When using the foam brush, press straight up and down on the street to apply the paint. Wiping side to side will cause the paint to get trapped under the stencil blurring the message. All three of these team members should wear gloves.
- Once painting is completed, lift the stencil straight up to prevent smearing.
- While some team members are stenciling, others may hand out educational flyers to people passing by or to nearby businesses in the vicinity of the stenciled areas.

** **Please note that many people have allergic reactions to latex gloves. Check with your team members before distributing them if you use latex gloves.***

STORM DRAIN MARKING TIPS

Supplies you will need:

- **Markers**
- **Adhesive**
- **Safety vests**
- **Educational flyers**
- **Gloves***
- **Wire brushes or brooms**
- **Dustpans**
- **Newspapers or rags**
- **Trash bags**

Remember:

- Try to place the marker in an area where cars will not be driving directly on it. This can greatly shorten the life of the marker.
- Surface temperatures must be over 50 degrees for most of the adhesives used to seal properly.

How to stencil:

- Use a wire brush or broom to clear away any loose debris from the spot where the marker will be placed. Pull weeds if necessary. Put debris in garbage bags and dispose of it properly. Keep recyclables separate and recycle any items that can be recycled.
- Designate one team member as the safety person to look out for vehicles.
- Have two team members apply the adhesive in a spiral pattern on the back of the marker. Be sure to wear gloves.
- Apply the marker to the cleaned area. Press down hard to insure a proper seal with the adhesive under the entire surface of the marker.
- While some team members are applying markers, others may hand out educational flyers to people passing by or to nearby businesses in the vicinity of the labeled areas.

** **Please note that many people have allergic reactions to latex gloves. Check with your team members before distributing them if you use latex gloves.***

Storm drain markers are available from two sources:
(This information does not constitute an endorsement by the NJDEP of either of these manufacturers.)

ACP International
1010 Oakmead
Arlington, Texas 76011
(817) 640-0992
www.acpinternational.com

Almetek Industries, Inc.
2 Joy Drive
Hackettstown, New Jersey 07840
(908) 850-9700
(800) 248-2080
www.almetek.com or www.drainmarkers.com

das Manufacturing
3610 Cinnamon Trace Drive
Valrico, Florida 33594
(800) 549-6024
www.dasmanufacturing.com

For storm drain stencils, you may purchase stencil materials locally and create your own OR purchase pre-cut or custom stencils from:

Earthwater Stencils
Rochester, Washington
(360) 956-3774
www.earthwater-stencils.com

In addition, check with watershed association and environmental groups listed in the ADDITIONAL RESOURCES section. They may have customized labels or markers for your watershed.

NONPOINT SOURCE POLLUTION TIPS

Information in this section can be used in preparation of an educational flyer to distribute while labeling. Check with your local watershed association or environmental group listed in the* ADDITIONAL RESOURCES *section for local educational materials.

Nonpoint Source Pollution is the contamination of our ground water, waterways, and ocean that results from everyday activities such as fertilizing the lawn, walking pets, changing motor oil and littering. With each rainfall, pollutants generated by these activities are washed into storm drains that flow into our waterways and ocean. They also can soak into the ground contaminating the ground water below.

Each one of us, whether we know it or not, contributes to nonpoint source pollution through our daily activities. As a result, nonpoint source pollution is the BIGGEST threat to many of our ponds, creeks, lakes, wells, streams, rivers and bays, our ground water and the ocean.

The collective impact of nonpoint source pollution threatens aquatic and marine life, recreational water activities, the fishing industry, tourism and our precious drinking water resources. Ultimately, the cost becomes the burden of every New Jersey resident.

But there's good news - in our everyday activities we can stop nonpoint source pollution and keep our environment clean. Simple changes in YOUR daily lifestyle can make a tremendous difference in the quality of New Jersey's water resources. Here are just a few ways you can reduce nonpoint source pollution.

LITTER: Place litter, including cigarette butts and fast food containers, in trash receptacles. Never throw litter in the streets or down storm drains. Recycle as much as possible.

FERTILIZERS: Fertilizers contain nitrates and phosphates that, in abundance, cause blooms of algae that can lead to fish kills. Avoid the overuse of fertilizers and do not apply them before a heavy rainfall.

PESTICIDES: Many household products made to exterminate pests also are toxic to humans, animals, aquatic organisms and plants. Use alternatives whenever possible. If you do use a pesticide, follow the label directions carefully.

HOUSEHOLD HAZARDOUS PRODUCTS: Many common household products (paint thinners, moth balls, drain and oven cleaners, to name a few) contain toxic ingredients. When improperly used or discarded, these products are a threat to public health and the environment. Do no discard with the regular household trash. Use natural and less toxic alternatives whenever possible. Contact your County Solid Waste Management Office for information regarding household hazardous waste collection in your area.

MOTOR OIL: Used motor oil contains toxic chemicals that are harmful to animals, humans and fish. Do not dump used motor oil down storm drains or on the ground. Recycle all used motor oil by taking it to a local public or private recycling center.

CAR WASHING: Wash your car only when necessary. Consider using a commercial car wash that recycles its wash water. Like fertilizers, many car detergents contain phosphate. If you wash your car at home, use a non-phosphate detergent.

PET WASTE: Animal wastes contain bacteria and viruses that can contaminate shellfish and cause the closing of bathing beaches. Pet owners should use newspaper, bags or scoopers to pick up after pets and dispose of wastes in the garbage or toilet.

SEPTIC SYSTEMS: An improperly working septic system can contaminate ground water and create public health problems. Avoid addin unnecessary grease, household hazardous products and solids to your septic system. Inspect your tank annually and pump it out every three to five years depending on its use.

BOAT DISCHARGES: Dumping boat sewage overboard introduces bacteria and viruses into the water. Boat owners should always use marine sanitation devices and pump-out facilities at marinas.

As you can see, these suggestions are simple and easy to apply to your daily lifestyle. Making your commitment to change at least one habit can result in benefits that will be shared by all of us and add to the health and beauty of New Jersey's water resources.

RESOURCES AVAILABLE AT NJDEP

These resources are available through the NJDEP Division of Watershed Management and are provided for low or no cost. Please call (609) 292-2113 or visit www.nj.gov/dep/watershedmgt

The New Jersey Watershed Ambassadors Program

The New Jersey Watershed Ambassadors Program is a community-oriented AmeriCorps environmental program designed to raise awareness about water issues in New Jersey. Through this program, AmeriCorps members are placed across the state to serve their local communities. Watershed Ambassadors monitor the rivers of New Jersey through River Assessment and Biological Assessment volunteer monitoring protocols. Watershed Ambassadors also make interactive presentations to community organizations and schools. They also organize and participate in stewardship projects such as storm drain stenciling, litter clean-ups and restoration projects.

Project WET (Water Education for Teachers)

Project WET is a nationally renowned program that offers teachers a better understanding about the world's water resources through hands-on, multi-disciplinary lessons. Project WET is the only program that teaches about the importance and value of water in our every day life with formal and non-formal educators while offering specialized programs about New Jersey's water resources and watersheds. NJ Project WET is a well-rounded program that focuses on water supply, water quality, water conservation, watershed management, land use planning and wetlands. Project WET provides educators with accurate insight into critical water issues while offering a large selection of creative teaching strategies.

In addition to workshops, NJ Project WET reaches another 5,000 students annually and an estimated 12,000 parents, volunteers, educators and administrators through its Water Festival Grant Program. A Water Festival is a one-day celebration of water with a focus on a school's watershed. Students participate in a series of learning stations that examine water use over time, water's role in shaping our country, what a watershed is, how water is cleaned and used again, how a molecule travels through the water cycle and much more. The festivals involve the community and attract positive media attention that reaches thousands of people across the state.

NJ Project WET offers a unique learning opportunity for high school students and teachers through its Watershed Stewards Program. This program focuses on a weekend leadership workshop for a high school team of four to five students. They are provided instruction and training in watershed topics and team-building experiences that prepare them to focus on a watershed service project that will address an environmental concern. Each Watershed Steward Team must work with three community organizations and solicit another 20 volunteers to assist with the project. Participants receive a small grant to conduct a Watershed Steward Project.

Harbor Watershed / Urban Fishing Program

The goal of the Urban Fishing Program is to educate young students living in the Newark Bay Complex about the hazards of eating contaminated fish and help them to discover the beauty of the great natural resource. Students who participate in the program sample recreational opportunities that the bay has to offer while learning how to be responsible citizens in the estuary. The students experience four days of intense yet enjoyable instruction related to the Newark Bay Complex. Throughout the four days students are given hands-on experiences such as fishing, water monitoring, eco-cruising and community clean-ups which wil endure with them over a lifetime. The program also includes a storm drain marking program that can help municipalities fulfill their stormwater permitting requirements.

Clean Water Raingers Program

This program offers educators a number of teaching materials for their students as well as background information on watersheds and nonpoint source pollution. Educators who participate in the Clean Water Raingers Program are provided with free booklets and associated materials for their elementary school age students. The *Clean Water Raingers Coloring Book*, *How to be a Clean Water Rainger Booklet* and the *Clean Water Raingers stickers* are also popular giveaways at family oriented events and festivals. These publications are also available online on the Department's environmental education web page.

Volunteer Monitoring Program - Watershed Watch

The Division has begun to implement a Volunteer Monitoring Program over the last several years. Volunteers are being encouraged to assess their local waterways using visual surveys or benthic macroinvertebrate studies. The Watershed Watch Network, comprised of volunteer monitors from across the state, works with the Department to better coordinate and improve the data collected by volunteers.

Publications

The DWM produces a number of stormwater related publications that are available for free distribution to municipalities, watershed associations, environmental groups or other organizations. These include *What's A Watershed?* Brochure, *New Jersey's Watersheds* Poster, and *Watershed Focus* Newsletter.

ADDITIONAL RESOURCES

There are many government agencies, environmental groups, and watershed associations that have resources to help you. They can help you organize an event, provide volunteers, or provide educational resources. Please contact organizations in your area.

New Jersey Department of Environmental Protection
Division of Watershed Management
P.O. Box 418
Trenton, NJ 08625-0418
(609) 292-2113
www.nj.gov/dep/watershedmgt

Alliance for a Living Ocean
2007 Long Beach Boulevard
North Beach Haven, NJ 08008
(609) 492-0222
livingoceanalo@comcast.net
www.livingocean.org

Clean Ocean Action
18 Hartshorn Drive
P.O. Box 505
Highlands, NJ 07732
(732) 872-0111
sandyhook@cleanoceanaction.org
www.cleanoceanaction.org

Great Swamp Watershed Association
P.O. Box 300
New Vernon, NJ 07976
(973) 966-1900
everything@greatswamp.org
www.greatswamp.org

Jacques Cousteau National Estuarine Research Reserve
Jacques Cousteau Coastal Education Center
130 Great Bay Boulevard
Tuckerton, NJ 08087
(609) 812-0649
weiss@imcs.rutgers.edu - Lisa Weiss
www.jcnerr.org

Monmouth Coastal Watersheds Partnership
c/o Monmouth County Planning Board
One East Main Street
Freehold, NJ 07728
(732) 431-7460
Turner Shell
www.visitmonmouth.com/area12/

North Jersey Resource Conservation and Development Council
54 Old Highway 22
Clinton, NJ
(908) 735-0733
chall@northjerseyrcd.org - Christine Hall
www.northjerseyrcd.org

Partnership for the Delaware Estuary
1009 Philadelphia Pike
Wilmington, DE 19809
(800) 445-4935
partners@udel.edu
www.delawareestuary.org

Passaic River Coalition
246 Madisonville Road
Basking Ridge, NJ 07920
(908) 766-7550
prcwater@aol.com - Ella Filippone
www.passaicriver.org

Pequannock River Coalition
P.O. Box 392
Newfoundland, NJ 07435
(973) 492-3212
pequannockguy@aol.com - Ross Kushner

Pohatcong Creek Watershed Association
256 Creek Road
Phillipsburg, NJ 08865
(908) 213-1550
Dawn Areia

Pompeston Creek Watershed Association
551 New Albany, NJ 08057
(856) 235-9204
dlord@aol.com - Debbie Lord

Rockaway River Watershed Cabinet
c/o Morris 2000
2 Ridgedale Avenue
Cedar Knolls, NJ 07927
(973) 984-2000

South Branch Watershed Association
Lechner House, Echo Hill Environmental Education Area,
41 Lilac Drive
Flemington, NJ 08822
(908) 782-0422
sbwa@eclipse.net
www.sbwa.org

Stony Brook Millstone Watershed Association
31 Titus Mill Road
Pennington, NJ 08534
(609) 737-3735
creed@thewatershed.org
www.thewatershed.org

Sussex County Municipal Utilities Authorities
34 Route 94 South
Lafayette, NJ 07848
(973) 579-6998
scmua@nac.net - Nathaniel Sajdak
www.wallkillriver.org

Ten Towns Great Swamp Watershed Management Committee
c/o Morris 2000
2 Ridgedale Avenue
Cedar Knolls, NJ 07927
(973) 984-2000
www.tentowns.org

Watershed Management Area 3 Public Advisory Committee
holzapfeg@waynetownship.com - George Hozapfel

Watershed Management Area 4 Public Advisory Committee
mandegruber@hotmail.com - Ellen Gruber

Watershed Management Area 5 Public Advisory Committee
Bergen County Department of Health Services
327 East Ridgewood Avenue
Paramus, NJ 07652
(201) 634-2600
avernick@aol.com - Arnold Vernick
tdecandia@co.bergen.nj.us - Anthony DeCandia

Watershed Management Area 19 Public Advisory Committee
Burlington County Office of Land Use Planning
P.O. Box 600
Mt. Holly, NJ 08060
Gina Berg

Wreck Pond Watershed Association
809 Central Avenue
Spring Lake Heights, NJ 07762
(732) 449-8764
wreckpond@hotmail.com

CLEAN COMMUNITIES PROGRAM

Sandy Huber, Executive Director
Clean Communities Council
479 West State Street
Trenton, NJ 08618
(609) 989-5900
info@njclean.org
www.njclean.org

The Clean Communities Council works with the state Departments of Environmental Protection and Treasury to oversee the implementation of litter abatement programs in 556 municipalities and 21 counties. The Council provides a clearinghouse for information about litter abatement, forums for the free exchange of ideas, and a voice for its constituents.

The Council also will ask towns and counties to report how Clean Communities grant money is spent - the number of clean-ups held, number of volunteers who participated, the amount and type of litter and recyclables picked up, and the number and type of educational programs offered to schools and community groups. This information will be compiled in the Annual Report to the Governor and Legislature.

Storm drain labeling is one of the allowable costs under this entitlement program. If you are planning a storm drain labeling event, please contact your local Clean Communities Coordinator to see if funding is available.

USEFUL WEBSITES

In addition, there are many valuable websites that can give you background information on nonpoint source pollution, polluted runoff, watershed and storm drain marking. They are listed below.

New Jersey Department of Environmental Protection

www.nj.gov/dep

features information on the Department's clean water initiatives, educational materials and regulatory programs

United States Environmental Protection Agency

www.epa.gov/owow/nps

features basic information at the national level on nonpoint source pollution

The Watershed Institute

www.thewatershedinstitute.org

features information about watershed associations from across the state

Watershed Partnership for New Jersey

www.wpnj.org

features information on watershed educational resources in New Jersey

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.
Annual maintenance and upgrading of storm drain inlet castings, heads and grates are done in conjunction with scheduled road improvement programs by the municipality.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
Annual maintenance and upgrading of storm drain inlet castings, heads and grates are done in conjunction with scheduled road improvement programs by the municipality.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
The review engineer reviews the proposed drainage design and ensures castings and heads are retrofitted per the current DOT standards if they are being connected to.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
Following any permitted construction, the improvements are inspected to confirm any retrofits are in compliance with current NJDOT standards.

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

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

Address of municipal yard or ancillary operation:
~211 N Sussex St Dover NJ 07801

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

Raw materials – Street sweepings ,Salt , Asphalt and concrete

Intermediate products –

Final products –

Waste materials – Single stream recycling dumpsters, Steel

By-products –

Machinery –

Fuel – Above ground fuel tanks

Lubricants –

Solvents –

Detergents related to municipal maintenance yard or ancillary operations –

Other –

For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs. Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.
1. Fueling Operations
Dpw main office
2. Vehicle Maintenance
Dpw mechanic office
3. On-Site Equipment and Vehicle Washing *See permit attachment E for certification and log forms for Underground Storage Tanks.*
n/a
4. Discharge of Stormwater from Secondary Containment
n/a

5. Salt and De-Icing Material Storage and Handling
Salt Shed , and 2 - 4 thousand gallon tanks De- Icing Material Storage
6. Aggregate Material and Construction Debris Storage
Concete and asphalt bins
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
Street sweepings
8. Yard Trimmings and Wood Waste Management Sites
Taken daily to compost site
9. Roadside Vegetation Management
5 day pick up with 30 yard garbage truck

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

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

Inventory of Materials and Machinery

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

Inspections and Good Housekeeping

1. Inspect the entire site, including the site periphery, monthly (under both dry and wet conditions, when possible). Identify conditions that would contribute to stormwater contamination, illicit discharges or negative impacts to the Tier A Municipality's MS4. Maintain an inspection log detailing conditions requiring attention and remedial actions taken for all activities occurring at Municipal Maintenance Yards and Other Ancillary Operations. This log must contain, at a minimum, a record of inspections of all operations listed in Part IV.B.5.c. of this permit including dates and times of the inspections, and the name of the person conducting the inspection and relevant findings. This log must be kept on-site with the SPPP and made available to the Department upon request. See the Tier A Municipal Guidance document (www.nj.gov/dep/dwq/tier_a_guidance.htm) for additional information.

2. Conduct cleanups of spills of liquids or dry materials immediately after discovery. All spills shall be cleaned using dry cleaning methods only. Clean up spills with a dry, absorbent material (i.e., kitty litter, sawdust, etc.) and sweep the rest of the area. Dispose of collected waste properly. Store clean-up materials, spill kits and drip pans near all liquid transfer areas, protected from rainfall.

3. Properly label all containers. Labels shall be legible, clean and visible. Keep containers in good condition, protected from damage and spillage, and tightly closed when not in use. When practical, store containers indoors. If indoor storage is not practical, containers may be stored outside if covered and placed on spill platforms or clean pallets. An area that is graded and/or bermed to prevent run-through of stormwater may be used in place of spill platforms or clean pallets. Outdoor storage locations shall be regularly maintained.

Fueling Operations

1. Establish, maintain and implement standard operating procedures to address vehicle fueling; receipt of bulk fuel deliveries; and inspection and maintenance of storage tanks, including the associated piping and fuel pumps.

    a. Place drip pans under all hose and pipe connections and other leak-prone areas during bulk transfer of fuels.

    b. Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms or booms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel shall be within the temporarily bermed or boomed area during the loading/unloading of bulk fuels. A trained employee shall be present to supervise the bulk transfer of fuel.

    c. Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment. Include all of the following:
        - "Topping off of vehicles, mobile fuel tanks, and storage tanks is strictly prohibited"
        - "Stay in view of fueling nozzle during dispensing"
        - Contact information for the person(s) responsible for spill response.

    d. Immediately repair or replace any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair.

Discharge of Stormwater from Secondary Containment

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

Vehicle Maintenance

1. Operate and maintain equipment to prevent the exposure of pollutants to stormwater.

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

On-Site Equipment and Vehicle Washing and Wash Wastewater Containment

1. Manage any equipment and vehicle washing activities so that there are no unpermitted discharges of wash wastewater to storm sewer inlets or to waters of the State.

2. Tier A Municipalities which cannot discharge wash wastewater to a sanitary sewer or which cannot otherwise comply with 1, above, may temporarily contain wash wastewater prior to proper disposal under the following conditions:

   a. Containment structures shall not leak. Any underground tanks and associated piping shall be tested for integrity every 3 years using appropriate methods determined by "*The List of Leak Detection Evaluations for Storage Tank Systems"* created by the National Work Group on Leak Detection Evaluations (NWGLDE) or as determined appropriate and certified by a professional engineer for the site specific containment structure(s)**.**

   b. For any cathodically protected containment system, provide a passing cathodic protection survey every three years.

   c. Operate containment structures to prevent overfilling resulting from normal or abnormal operations, overfilling, malfunctions of equipment, and human error. Overfill prevention shall include manual sticking/gauging of the tank before each use unless system design prevents such measurement. Tank shall no longer accept wash wastewater when determined to be at 95% capacity. Record each measurement to the nearest ½ inch.

   d. Before each use, perform inspections of all visible portions of containment structures to ensure that they are structurally sound, and to detect deterioration of the wash pad, catch basin, sump, tank, piping, risers, walls, floors, joints, seams, pumps and pipe connections or other containment devices. The wash pad, catch basin, sump and associated drains should be kept free of debris before each use. Log dates of inspection; inspector's name, and conditions. This inspection is not required if system design prevents such inspection.

   e. Containment structures shall be emptied and taken out of service immediately upon detection of a leak. Complete all necessary repairs to ensure structural integrity prior to placing the containment structure back into service. Any spills or suspected release of hazardous substances shall be immediately reported to the NJDEP Hotline (1-877-927-6337) followed by a site investigation in accordance with N.J.A.C. 7:26C and N.J.A.C 7:26E if the discharge is confirmed.

   f. All equipment and vehicle wash wastewater placed into storage must be disposed of in a legally permitted manner (e.g. pumped out and delivered to a duly permitted and/or approved wastewater treatment facility).

   g. Maintain a log of equipment and vehicle wash wastewater containment structure clean-outs including date and method of removal, mode of transportation (including name of hauler if applicable) and the location of disposal. See Underground Vehicle Wash Water Storage Tank Use Log at end of this attachment.

   h. Containment structures shall be inspected annually by a NJ licensed professional engineer. The engineer shall certify the condition of all structures including: wash pad, catch basin, sump, tank, piping, risers to detect deterioration in the, walls, floors, joints, seams, pumps and pipe connections or other containment devices using the attached Engineer's Certification of Annual Inspection of Equipment and Vehicle Wash Wastewater Containment Structure. This

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

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

Salt and De-icing Material Storage and Handling

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

Aggregate Material and Construction Debris Storage

1. Store materials such as sand, gravel, stone, top soil, road millings, waste concrete, asphalt, brick, block and asphalt based roofing scrap and processed aggregate in such a manner as to minimize stormwater run-on and aggregate run-off via surface grading, dikes and/or berms (which may include sand bags, hay bales and curbing, among others) or three sided storage bays. Where possible the open side of storage bays shall be situated on the upslope. The area in front of storage bays and adjacent to storage areas shall be swept clean after loading/unloading.

2. Sand, top soil, road millings and processed aggregate may only be stored outside and uncovered if in compliance with item 1 above and a 50-foot setback is maintained from surface water bodies, storm sewer inlets, and/or ditches or other stormwater conveyance channels.

3. Road millings must be managed in conformance with the "Recycled Asphalt Pavement and Asphalt Millings (RAP) Reuse Guidance" (see www.nj.gov/dep/dshw/rrtp/asphaltguidance.pdf) or properly disposed of as solid waste pursuant to N.J.A.C. 7:26-1 et seq.

4. The stockpiling of materials and construction of storage bays on certain land (including but not limited to coastal areas, wetlands and floodplains) may be subject to regulation by the Division of Land Use Regulation (see www.nj.gov/dep/landuse/ for more information).

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

1. For the purposes of this permit, this BMP is intended for road cleanup materials as well as other similar materials. Road cleanup materials may include but are not limited to street sweepings, storm sewer clean out materials, stormwater basin clean out materials and other similar materials that may be collected during road cleanup operations. These BMPs do not cover materials such as liquids, wastes which are removed from municipal sanitary sewer systems or material which constitutes hazardous waste in accordance with N.J.A.C. 7:26G-1.1 et seq.

2. Road cleanup materials must be ultimately disposed of in accordance with N.J.A.C. 7:26-1.1 et seq. See the "Guidance Document for the Management of Street Sweepings and Other Road Cleanup Materials" (www.nj.gov/dep/dshw/rrtp/sweeping.htm).

3. Road cleanup materials placed into storage must be, at a minimum:

    a. Stored in leak-proof containers or on an impervious surface that is contained (e.g. bermed) to control leachate and litter; and

    b. Removed for disposal (in accordance with 2, above) within six (6) months of placement into storage.

Yard Trimmings and Wood Waste Management Sites

1. These practices are applicable to any yard trimmings or wood waste management site:

   a. Owned and operated by the Tier A Municipality;
      i. For staging, storing, composting or otherwise managing yard trimmings, or
      ii. For staging, storing or otherwise managing wood waste, and

   b. Operated in compliance with the Recycling Rules found at N.J.A.C. 7:26A.

2. Yard trimmings or wood waste management sites must be operated in a manner that:

   a. Diverts stormwater away from yard trimmings and wood waste management operations; and
   b. Minimizes or eliminates the exposure of yard trimmings, wood waste and related materials to stormwater.

3. Yard trimmings and wood waste management site specific practices:

   a. Construct windrows, staging and storage piles:
      i. In such a manner that materials contained in the windrows, staging and storage piles (processed and unprocessed) do not enter waterways of the State;
      ii. On ground which is not susceptible to seasonal flooding;
      iii. In such a manner that prevents stormwater run-on and leachate run-off (e.g. use of covered areas, diversion swales, ditches or other designs to divert stormwater from contacting yard trimmings and wood waste).

   b. Maintain perimeter controls such as curbs, berms, hay bales, silt fences, jersey barriers or setbacks, to eliminate the discharge of stormwater runoff carrying leachate or litter from the site to storm sewer inlets or to surface waters of the State.

   c. Prevent on-site storm drain inlets from siltation using controls such as hay bales, silt fences, or filter fabric inlet protection.

   d. Dry weather run-off that reaches a municipal stormwater sewer system is an illicit discharge. Possible sources of dry weather run-off include wetting of piles by the site operator; uncontrolled pile leachate or uncontrolled leachate from other materials stored at the site.

   e. Remove trash from yard trimmings and wood waste upon receipt.

   f. Monitor site for trash on a routine basis.

   g. Store trash in leak-proof containers or on an impervious surface that is contained (e.g. bermed) to control leachate and litter;

   h. Dispose of collected trash at a permitted solid waste facility.

   i. Employ preventative tracking measures, such as gravel, quarry blend, or rumble strips at exits.

Roadside Vegetation Management

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

SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

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

Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	Town of Dpw
2. Stormwater Facility Maintenance	Every year	Dpw superintendent
3. SPPP Training & Recordkeeping	Every year	Dpw superintendent
4. Yard Waste Collection Program	Every 2 years	Recycling director
5. Street Sweeping	Every 2 years	Dpw superintendent
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Dpw superintendent
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Dpw superintendent
8. Waste Disposal Education	Every 2 years	Dpw superintendent
9. Municipal Ordinances	Every 2 years	Adminstration
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Dover Engineering Dept.

B. **Municipal Board and Governing Body Members Training:** Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.

Within 6 months of commencing duties, watch *Asking the Right Questions in Stormwater Review Training Tool*. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.

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

SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

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

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

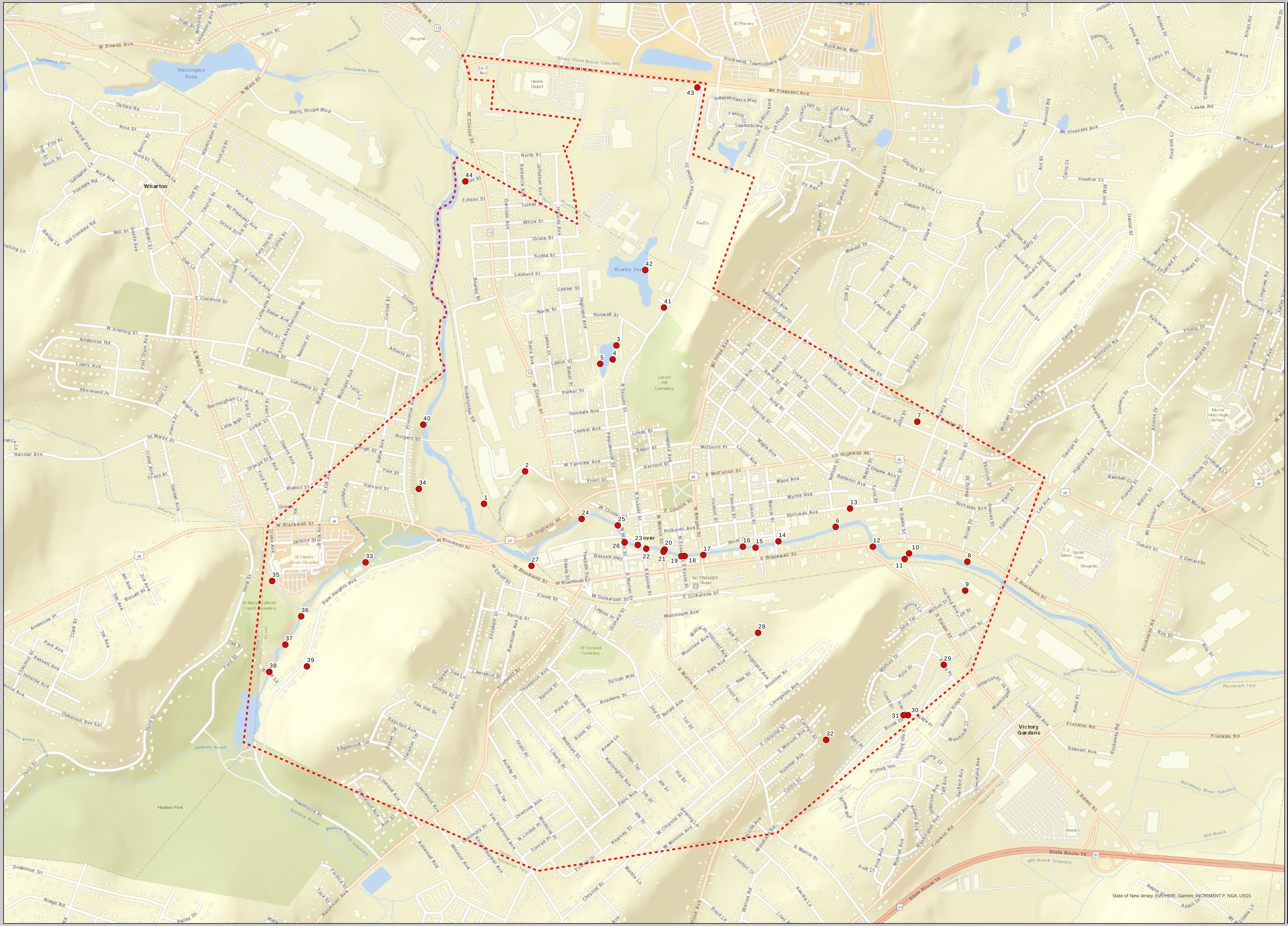
2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

Dover will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Town function properly. The Public Works Department will maintain a record of inventory, including location, condition and maintenance history for each outfall operated by the Town An identifier will be assigned to each outfall pipe and catch basin. The stormwater facilities will be inspected annually to insure they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure they do not begin to fail.

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

Dover will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Town function properly. The Public Works Department will maintain a record of inventory, including location, condition and maintenance history for each outfall operated by the Town. An identifier will be assigned to each outfall pipe and catch basin. The stormwater facilities will be inspected annually to insure they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure they do not begin to fail.

Storm Outfall Map



LEGEND

- Outfalls
- Dover Township Boundary

Outfall ID	Easting	Northing
1	473660.7442	747991.3091
2	474242.4806	748450.5748
3	475534.8727	750232.6899
4	475481.6262	750034.4945
5	475304.1378	749972.3736
6	478635.7797	747665.446
7	479790.3116	749153.3364
8	480499.0586	747171.5116
9	480468.2201	746762.9012
10	479674.1282	747289.7259
11	479612.4511	747210.0597
12	479162.7227	747384.8114
13	478838.9182	747924.4855
14	477825.5218	747460.3458
15	477502.7381	747371.4897
16	477324.1191	747385.0901
17	476764.0658	747267.3453
18	476500.4408	747251.9286
19	476452.6492	747250.387
20	476216.7742	747344.4286
21	476201.3575	747313.5953
22	475955.6696	747355.4457
23	475836.5962	747409.2734
24	475042.2302	747777.9114
25	475554.4087	747686.5675
26	475650.5825	747446.6308
27	474332.7474	747113.2818
28	477538.8322	746166.5881
29	480165.4855	745712.8231
30	479660.3684	745000.8859
31	479595.3143	744999.6928
32	478501.3776	744650.8626
33	471986.0349	747162.8975
34	472739.0119	748202.6015
35	470664.1895	746899.0913
36	471075.366	746398.9527
37	470851.188	745998.5243
38	470623.9178	745613.5566
39	471155.7609	745690.8593
40	472801.0394	749111.7199
41	476206.9985	750768.8099
42	475942.2952	751299.2005
43	476679.8838	753883.3491
44	473397.2647	752554.0034

STORM OUTFALL MAP

Town of Dover

MORRIS COUNTY
NEW JERSEY

CONSULTING & MUNICIPAL ENGINEERS
3141 BORDENTOWN AVENUE, PARLIN, N.J. 08859
1460 ROUTE 9 SOUTH HOWELL, N.J. 07731
3759 ROUTE 1 SOUTH SUITE 100, MONMOUTH JUNCTION, NJ 08852
849 WEST BAY AVENUE, BARNEGAT, NJ 08005
1 MARKET STREET, CAMDEN, NJ 08102
821 N. MAIN STREET, PLEASANTVILLE, NJ 08232
WWW.CMEUSA1.COM

DATE	SCALE			CREATED BY
2/1/2021	1" = 600'			JEC

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

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

Public Works will conduct an initial physical inspection of all outfall pipes annually. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked to locate the illicit connection. If we are able to locate the illicit connection, and the connection is within the Town of Dover, we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the connection eliminated immediately. If, after a reasonable amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Town will report the illicit connection to the Department.

SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.
Dover will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Borough function properly. The Public Works Department will maintain a record of inventory, including location, condition and maintenance history for each outfall operated by the Town An identifier will be assigned to each outfall pipe and catch basin. The stormwater facilities will be inspected annually to insure they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure they do not begin to fail.
2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.
The owner of the privately maintained stormwater facility will have to, upon approval of a site or subdivision plan, record a maintenance manual for the stormwater facility, which will be reviewed and approved by the review engineer and kept on file for annual submittal by the private entity.
3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.
Located at the Department of Public Works
Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at http://www.nj.gov/dep/stormwater/maintenance_guidance.htm (select specific logs from choices listed in the Field Manuals section). *Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see https://hydro.rutgers.edu. To download data in an Excel format, see https://hydro.rutgers.edu/public_data/.*

SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

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

Fecal Coliform - 2003 : Rockaway R at Longwood Valley & Blackwell St. :
Mercury - 2010 : Rockaway R (74d 33m 30s to Stephens Bk) :
Mercury - 2010 : Rockaway R (BM 534 brdg to 74d 33m 30s) :
Total Phosphorus - 2008 : Green Pond Brook (below Burnt Meadow Bk) :
Total Phosphorus - 2008 : Rockaway R (74d 33m 30s to Stephens Bk) :
Total Maximum Daily Load Report for the Non-Tidal Passaic River Basin Addressing Phosphorus Impairments
Total Phosphorus - 2008 : Rockaway R (BM 534 brdg to 74d 33m 30s) :

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

Dover will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Town function properly. The Public Works Department will maintain a record of inventory, including location, condition and maintenance history for each outfall operated by the Town.

SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.
2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?
Article IIIA, Covering and Leaking of Refuse Containers/Dumpsters [Added 12-14-2010 by Ord. No. 21-2010]