

# SEASIDE HEIGHTS BOROUGH

## STORMWATER POLLUTION PREVENTION PLAN

PERMIT NO. NJG0150827  
PI ID NO. 214046



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# SPPP Form 1 – SPPP Team Members

All records must be made available upon request by NJDEP

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Brian Hoffnagle
Office Phone # and Email	732-793-9100 <a href="mailto:bhoffnagle@seaside-heightsnj.org">bhoffnagle@seaside-heightsnj.org</a>
Signature	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Doug Klee, Planning Board Engineer
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	Christopher Vaz, Borough Administrator
Print/Type Name and Title	William Rumbolo, Department of Public Works Superintendent
Print/Type Name and Title	
Print/Type Name and Title	

## SPPP Form 2 – Revision History

All records must be made available upon request by NJDEP

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.				
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# SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be made available upon request by NJDEP

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	<a href="http://www.seaside-heightsnj.org">www.seaside-heightsnj.org</a>
2. Date of most current SPPP:	June 2019
3. Website URL where the Stormwater Management Program is posted online:	<a href="http://www.seaside-heightsnj.org">www.seaside-heightsnj.org</a>
4. Physical location and/or website URL where associated records of public notices, meeting dates, minutes, etc. are kept:	<a href="http://www.seaside-heightsnj.org/agendacenter">www.seaside-heightsnj.org/agendacenter</a>
5. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
<p>Seaside Heights provides public notice in a manner that complies with the requirements of the Open Public Meetings Act (Sunshine Law), N.J.S.A. 10:4-6 et seq.</p> <p>The Borough Clerk will prepare all Public Notice(s) required by this program, which are typically published in the Asbury Park Press. In addition, requests for public participation will be posted on the Borough's website.</p>	

## SPPP Form 4 – Public Education and Outreach

All records must be made 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.

Public education and outreach events will be advertised on the Borough's website ([www.seasideheightsnj.org](http://www.seasideheightsnj.org)) and through advertisements published in the local newspaper.

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.

Businesses and the general public are educated about the hazards associated with illicit connections and improper disposal of waste through public outreach events and the enforcement of related ordinances.

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

Public Education and outreach materials are maintained by the Borough Clerk at Borough Hall.

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

All records must be made available upon request by NJDEP

1. How does the municipality define “major development”?	
<p>“Major Development” is defined in <u>Article I. Minimum Stormwater Management Requirements and Controls for Major Development §199-5 Word usage; definitions</u> as “Any development that provides for ultimately disturbing one or more acres of land or increasing impervious coverage by ¼ acre or more “Disturbance”, for the purpose of this rule, is the placement of impervious surface or exposure and/or movement of soils or bedrock, or clearing, cutting or removing of vegetation. A project undertaken by any government agency which otherwise meets the definition of ‘major development,’ but which does not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq, is major development for purposes of this chapter.”</p>	
2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?	
All projects are reviewed by the Borough’s Zoning and Planning Boards for approval.	
3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?	
<p>Municipal projects are planned to meet the requirements of the Stormwater Control Ordinance. The Major Development Stormwater Summary will be completed for municipal projects and maintained with this SPPP.</p> <p>The Seaside Heights Department of Planning and Zoning will be responsible for completing the Major Development Stormwater Summary and forwarding summary sheets to the Public Works Department for documentation.</p>	
4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.	
<p>The Borough’s Planning and Zoning Boards ensure compliance with the Stormwater Control Ordinance and Residential Site Improvement Standards by reviewing site plans before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.</p> <p>The Stormwater Control Ordinance is administered by the Borough’s Planning and Zoning Boards and Code Enforcement Officer and will control stormwater from non-residential development and redevelopment projects.</p>	
5. Does the Municipal Stormwater Management Plan include a mitigation plan?	No.
6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?	Approved applications for major development projects and Major Development Summary Sheets will be maintained by the Borough Clerk.

## SPPP Form 6 – Ordinances

All records must be made 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	February 19, 1997	<a href="https://ecode360.com/SE1678">https://ecode360.com/SE1678</a>	Yes	Police / Code Enforcement
2. Wildlife Feeding Permit cite IV.B.5.a.ii	December 19, 2007	<a href="https://ecode360.com/SE1678">https://ecode360.com/SE1678</a>	Yes	Police / Code Enforcement
3. Litter Control Permit cite IV.B.5.a.iii	February 19, 1997	<a href="https://ecode360.com/SE1678">https://ecode360.com/SE1678</a>	No	Police / Code Enforcement
4. Improper Disposal of Waste Permit cite IV.B.5.a.iv	February 19, 1997	<a href="https://ecode360.com/SE1678">https://ecode360.com/SE1678</a>	Yes	Police / Code Enforcement
5. Containerized Yard Waste/Yard Waste Collection Program Permit cite IV.B.5.a.v	February 19, 1997	<a href="https://ecode360.com/SE1678">https://ecode360.com/SE1678</a>	Yes	Police / Code Enforcement
6. Private Storm Drain Inlet Retrofitting Permit cite IV.B.5.a.vi	May 18, 2016	<a href="https://ecode360.com/SE1678">https://ecode360.com/SE1678</a>	Yes	Police / Code Enforcement
7. Stormwater Control Ordinance Permit cite IV.B.4.g. and IV.B.5.a.vii	November 19, 2008	<a href="https://ecode360.com/SE1678">https://ecode360.com/SE1678</a>	Yes	Police / Code Enforcement
8. Illicit Connection Ordinance Permit cite IV.B.5.a.vii and IV.B.6.d	February 19, 1997	<a href="https://ecode360.com/SE1678">https://ecode360.com/SE1678</a>	Yes	Police / Code Enforcement
9. Option: Refuse Container/Dumpster Ordinance Permit cite IV.E.2	N/A	N/A	N/A	N/A

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

Code Enforcement and local Police officers are responsible for enforcing Borough ordinances. If someone is found to be in violation of an ordinance, they will be issued a written warning and/or penalties depending on the offense.

Records associated with ordinances and related enforcement actions are maintained by the Borough Clerk and local enforcement officials.

## SPPP Form 7 – Street Sweeping

All records must be made available upon request by NJDEP

1. Provide a written description or attached 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 services agreement.

The Borough of Seaside Heights currently does not own or operate any streets that meet the criteria for monthly sweeping (i.e., predominantly commercial). All predominantly commercial roads within the Borough are operated by either Ocean County or the State of New Jersey.

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 agreement.

Street sweeping is conducted as necessary throughout the Borough when staff and equipment allows. Ocean County sweeps county roads in accordance with their Highway Agency Stormwater Permit.

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

Seaside Heights does not provide street sweeping services for other municipalities.

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

All street sweeping records will be maintained at the Department of Public Works. The amount of materials collected will be documented in cubic yards and converted to wet tons for annual reporting, if necessary.



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

All records must be made available upon request by NJDEP

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
<p>Catch basins and storm drain inlets will be inspected at least once per permit cycle (every five years). More frequent inspections may occur if personnel are available. Documentation of inspections will include the inlet location, date of inspection, observations of structural integrity, and if maintenance and/or repairs are necessary.</p> <p>Catch basins and inlets will be cleaned based on the results of the annual inspection. Cleaning may occur at the time of inspection, or at a later date, depending on the availability of personnel and equipment. Sediment, trash and debris will be removed from inlets and catch basins as necessary, to prevent litter and debris from entering the waters of New Jersey.</p>
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
<p>Catch basins and storm drain inlets with recurring problems will be identified on the record keeping log maintained by the Public Works Department.</p>
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
<p>Catch basins and storm drain inlets identified to have recurring problems will be inspected on a more frequent basis and prioritized for repair. The Borough will continue inspections to ensure that problem areas are functioning properly.</p>
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.
<p>Seaside Heights will identify proper labeling of storm drains in conjunction with the annual storm drain inlet inspection program. Labels that are no longer legible will be identified and replaced as necessary.</p>
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.
<p>All catch basin cleaning and storm drain inlet inspection records will be maintained at the Seaside Heights Public Works Department.</p>

## SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be made available upon request by NJDEP

<b>1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.</b>
<p>Seaside Heights will use the NJDOT bicycle safe grate style and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.</p>
<b>2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.</b>
<p>Following any repaving, repairing, or resurfacing project, the Department of Public Works will document the completion of the project and inspect the area for compliance with the retrofitting requirements of the Tier A Stormwater Permit.</p> <p>For reconstruction and/or alteration projects, the retrofitting or replacement of storm drain inlets to meet the required design standard will be included during project planning.</p>
<b>3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.</b>
<p>Seaside Heights will ensure that privately owned storm drain inlets are retrofitted through enforcement of the Private Storm Drain Inlet Retrofitting Ordinance.</p>
<b>4. Describe the inspection process to verify that appropriate retrofits are complete on privately owned storm drain inlets.</b>
<p>Code Enforcement Officers will ensure that retrofitting has been completed on privately owned storm drain inlets following resurfacing, reconstructing or altering of surfaces in direct contact with inlets.</p>

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

All records must be made available upon request by NJDEP

<i>Complete separate forms for each municipal yard or ancillary operation location.</i>	
Address of municipal yard or ancillary operation: Department of Public Works and Water Treatment Plant 328 Grant Avenue, Seaside Heights, NJ	
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 Sweeping and Catch Basin Cleaning Materials
Intermediate Products	N/A
Final Products	N/A
Waste Materials	Drums, Lead Acid Batteries, Used Tires, Waste Paint
By-Products	N/A
Machinery	Spare/Scrap Vehicle and Equipment Parts
Fuel	<ul style="list-style-type: none"> <li>○ 275 gallon Diesel AST – Police Department</li> <li>○ 1000 gallon Diesel AST – DPW</li> <li>○ 1000 gallon Gasoline AST – DPW</li> <li>○ 275 gallon Diesel AST – DPW</li> <li>○ 275 gallon Waste Oil AST – DPW</li> <li>○ 275 gallon Diesel AST – Water Plant</li> <li>○ 275 gallon Diesel AST – Water Plant</li> <li>○ 275 gallon Diesel AST – Well #5</li> <li>○ 275 gallon Diesel AST - Playground</li> </ul>
Lubricants	N/A
Solvents	N/A
Detergents related to municipal maintenance yard or ancillary operations	N/A
Other	Dumpsters
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.	
<b>1. Fueling Operations</b>	
Best Management Practices are detailed in the appropriate Standard Operating Procedure (SOP), attached in this SPPP for reference. All documentation associated with inspections, identified problems and corrective actions will be maintained by the Public Works Department.	
<b>2. Vehicle Maintenance</b>	
Best Management Practices are detailed in the appropriate Standard Operating Procedure (SOP), attached in this SPPP for reference. All documentation associated with inspections, identified problems and corrective actions will be maintained by the Public Works Department.	
<b>3. On-Site Equipment and Vehicle</b>	
<i>See permit attachment E for certification and log forms for Underground Storage Tanks</i>	
Equipment and vehicle wash waters are discharged to the sanitary sewer. There is no underground tank associated with washing.	

4. Discharge of Stormwater from Secondary Containment
N/A – Secondary containment structures are not present at the Public Works Department.
5. Salt and De-icing Material Storage and Handling
N/A – Salt and De-icing materials are not stored onsite.
6. Aggregate Material and Construction Debris Storage
Best Management Practices are detailed in the appropriate Standard Operating Procedure (SOP), attached in this SPPP for reference. All documentation associated with inspections, identified problems and corrective actions will be maintained by the Public Works Department.
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
Best Management Practices are detailed in the appropriate Standard Operating Procedure (SOP), attached in this SPPP for reference. All documentation associated with inspections, identified problems and corrective actions will be maintained by the Public Works Department.
8. Yard Trimmings and Wood Waste Management Sites
Best Management Practices are detailed in the appropriate Standard Operating Procedure (SOP), attached in this SPPP for reference. All documentation associated with inspections, identified problems and corrective actions will be maintained by the Public Works Department.
9. Roadside Vegetation Management
Best Management Practices are detailed in the appropriate Standard Operating Procedure (SOP), attached in this SPPP for reference. All documentation associated with inspections, identified problems and corrective actions will be maintained by the Public Works Department.

## SEASIDE HEIGHTS BOROUGH SOURCE MATERIAL INVENTORY

Source Material and Source Operations	Recommendation
Drums	<ul style="list-style-type: none"> <li>• Properly label all drums.</li> <li>• Dispose of empty/unused drums.</li> <li>• Store drums covered and on spill pallets.</li> </ul>
Dumpsters	<ul style="list-style-type: none"> <li>• Construct/purchase cover for dumpsters.</li> <li>• Where applicable, keep lids closed when not in use.</li> </ul>
Lead Acid Batteries	<ul style="list-style-type: none"> <li>• Store indoors or construct a shed to keep materials covered.</li> </ul>
Used Tires	<ul style="list-style-type: none"> <li>• Store tires in an enclosed container dedicated to scrap tire storage.</li> </ul>
Waste Oil Storage	<ul style="list-style-type: none"> <li>• Practice good housekeeping and maintenance.</li> </ul>
Spare/Scrap Vehicle and Equipment Parts	<ul style="list-style-type: none"> <li>• Store all spare parts indoors whenever possible.</li> <li>• Dispose of all unnecessary scrap parts properly.</li> <li>• If stored outdoors, all spare and scrap parts should be covered from precipitation and stored on spill pallets.</li> </ul>
Vehicle Fueling Area	<ul style="list-style-type: none"> <li>• Keep spill kit nearby in case of spills in the fueling area or during fuel delivery.</li> </ul>
Vehicle Washing	<ul style="list-style-type: none"> <li>• Ceased vehicle washing onsite.</li> <li>• Contract vehicle washing offsite or construct a wash bay with drains discharging to the POTW.</li> </ul>
Street Sweepings	<ul style="list-style-type: none"> <li>• All sweeping material stored onsite should be covered from precipitation and kept on an impervious surface.</li> </ul>
Catch Basin Cleaning Materials	<ul style="list-style-type: none"> <li>• All sweeping material stored onsite should be covered from precipitation and kept on an impervious surface.</li> <li>• Waters resulting from catch basin cleaning materials should be managed as a wastewater. This water should be disposed of into the sanitary sewer or through a licensed wastewater disposal contractor.</li> </ul>
Aboveground Storage Tanks (ASTs)	<ul style="list-style-type: none"> <li>• Regularly inspect for drips and spills.</li> </ul>

# SEASIDE HEIGHTS BOROUGH

## GOOD HOUSEKEEPING PRACTICES

### STANDARD OPERATING PROCEDURES

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#### **Introduction**

This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations in the Borough of Seaside Heights.

#### **Scope**

This SOP is applicable to all Borough personnel and contractors who work at any maintenance yards or other areas where maintenance is performed in the Borough of Seaside Heights.

#### **Standards and Specifications**

##### **General Storage**

1. Store batteries indoors whenever possible. If outdoors, batteries should be placed on an elevated surface and covered.
2. Keep tires indoors and covered to prevent contact with rainwater.
3. Keep storage areas clean and well organized.
4. Place trash, dirt and other debris in dumpster.
5. Inspect dumpsters and other waste containers periodically. Repair or replace leaky dumpsters and containers.

##### **All Containers and Drums**

1. All containers should be **properly labeled and marked**, and the labels must remain clean and visible.
2. All containers must be kept in good condition and **tightly closed** when not in use.
3. When practical, chemicals, fluids and supplies should be kept **indoors**.
4. Store materials such as grease, cleaners, and paints in appropriate, labeled containers.
5. Keep a **spill kit** on hand at the following locations:
  - a. Maintenance Garage
  - b. Vehicle Fueling Area
6. Have available and make use of **drip pans** during liquid transfers.
7. **Absorbent spill clean-up materials** must be made available in maintenance areas and shall be disposed of properly after use.
8. Collect waste fluids in properly labeled containers and dispose of them properly.

##### **Containers and Drums Stored Outside**

1. All drums and containers must be **covered** and placed on **spill platforms**.

##### **Spare/Scrap Vehicle and Equipment Parts**

1. Whenever possible, store all spare parts inside.
2. Dispose of all unnecessary scrap parts properly.
3. If stored outdoors, all spare and scrap parts should be covered from precipitation
4. Parts and scrap stored outdoors should also be stored on spill pallets.

### **Street Sweepings**

1. All sweeping material stored on-site should be covered from precipitation and kept on an impervious surface.

### **Catch Basin Cleaning Materials**

1. All catch basin cleaning materials stored on-site should be covered from precipitation and kept on an impervious surface.
2. Waters resulting from catch basin cleaning materials should be managed as wastewater. This water should be disposed of into the sanitary sewer or through a licensed wastewater disposal contractor.

### **Spill Response and Reporting**

1. Provide spill containment dikes or other secondary containment around stored oils and other fluid storage containers.
2. Conduct cleanups of any spills of fuels, oils, lubricants, antifreeze and other hazardous materials immediately after discovery.
3. Spills are to be cleaned up using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g. kitty litter, sawdust, etc.) and the absorbent materials shall be swept up as soon as possible after the spilled material has been absorbed.
4. Spill cleanup waste material is to be disposed of properly.
5. In the event of a spill, contact:
  - a. Local Police at 732-793-1800
  - b. NJDEP Spill Hotline at 1-877-WARNDEP
  - c. EJIF Hotline at 1-800-289-6681

### **Maintenance and Inspection**

1. At least monthly, check for leaks and damaged equipment and make repairs as necessary.
2. Perform monthly inspections of all source material storage locations.

# SEASIDE HEIGHTS BOROUGH

## VEHICLE MAINTENANCE

### STANDARD OPERATING PROCEDURES

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#### Introduction

This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations in the Borough of Seaside Heights.

#### Scope

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in the Borough of Seaside Heights.

#### Standards and Specifications

##### General Vehicle Maintenance Guidelines

1. Conduct vehicle maintenance and operation only in designated areas.
2. When possible, perform all vehicle and equipment maintenance at an **indoor location with a paved floor**.
3. Always **use drip pans**.
4. Ensure that absorbent spill clean-up materials or spill kits are available in the vehicle maintenance area.
5. Use **portable tents or construct a roofing device** over long-term maintenance areas and for projects that must be performed outdoors.
6. Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream from drainage facilities and watercourses.

##### Fluid and Battery Disposal

1. All waste **lead-acid batteries** should be stored indoors. If stored outdoors, all lead acid batteries should be under cover and elevated.
2. All waste liquids should be under cover and elevated.
3. All containers storing liquids should be **clearly labeled**.
4. All drips and spills should be addressed using **dry-cleaning methods** (use absorbent material and broom sweep up).
5. Properly dispose of or recycle batteries, fuels, oils, grease, lubricants, antifreeze and other hazardous materials. **Do not dump any of these materials on the ground or into a storm drain or watercourse**. Collect waste fluids in properly labeled containers and dispose of properly.

##### Tires

1. **Scrap tires** should be stored indoors or in a container dedicated to scrap tire storage.

##### Washing Practices

1. The washing of all vehicles should be conducted at a commercial wash station whenever possible.
2. If Seaside Heights performs washing activities on Borough property, the wash waters should be either collected or disposed of into the sanitary sewer (with appropriate POTW permission).
3. All collected wash waters should be managed properly as wastewater.



# SEASIDE HEIGHTS BOROUGH

## VEHICLE MAINTENANCE

### STANDARD OPERATING PROCEDURES

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#### **Spill Prevention, Response and Reporting**

1. Provide spill containment dikes or other secondary containment around stored oils and other fluid storage containers.
2. Conduct cleanups of any spills of fuels, oils, lubricants, antifreeze and other hazardous materials immediately after discovery.
3. Conduct cleanups of any spills of fuels, oils, lubricants, antifreeze and other hazardous materials immediately after discovery.
4. Spills are to be cleaned up using dry cleaning methods only. Spill shall be cleaned up with a dry, absorbent material (e.g. kitty litter, sawdust, etc.) and the absorbent materials shall be swept up as soon as possible after the spilled material has been absorbed.
5. Spill cleanup waste material is to be disposed of properly.
6. In the event of a spill, contact:
  - a. Local Police at 732-793-1800
  - b. NJDEP Spill Hotline at 1-877-WARNDEP
  - c. EJIF Hotline at 1-800-289-6681

#### **Maintenance and Inspection**

1. **Monthly** check for leaks and damaged equipment and make repairs as necessary.

# SEASIDE HEIGHTS BOROUGH

## VEHICLE AND EQUIPMENT FUELING

### STANDARD OPERATING PROCEDURES

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#### Introduction

Vehicle and equipment fueling procedures and practices are designed to minimize pollution of surface or ground waters. Understanding the procedure for delivering fuel into vehicles, mobile fuel tanks, and storage tanks, as well as waste oil removal, is critical for this purpose.

#### Scope

This SOP applies to all maintenance yards include maintenance activities at ancillary operations in Seaside Heights. Seaside Heights currently owns/operates the following storage tanks located in the Borough:

- 275 gallon Diesel AST – Police Department
- 1000 gallon Diesel AST – DPW
- 1000 gallon Gasoline AST – DPW
- 275 gallon Diesel AST – DPW
- 275 gallon Used Oil AST – DPW
- 275 gallon Diesel AST – Water Plant
- 275 gallon Diesel AST – Water Plant
- 275 gallon Diesel AST – Well #5
- 275 gallon Diesel AST - Playground

#### Standards and Specifications

##### Equipment and Vehicle Fueling

1. Shut the engine off on the vehicle or equipment to be fueled.
2. Ensure that the fuel is the **proper type of fuel**.
3. Absorbent spill clean-up materials and **spill kits** shall be available in fueling areas and on the mobile fueling vehicles and shall be disposed of properly after use.
4. Nozzles used in vehicle and equipment fueling shall be equipped with an **automatic shutoff valve** to prevent overfill.
5. Fuel tanks shall not be “topped off”
6. Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.
7. 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.

# SEASIDE HEIGHTS BOROUGH

## VEHICLE AND EQUIPMENT FUELING

### STANDARD OPERATING PROCEDURES

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#### **Bulk Fuel Deliveries**

1. **Drip pans** or absorbent pads shall be used under all hose and pipe connections, and other leak-prone areas during bulk fueling.
2. **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.
3. Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
4. A trained employee must always be present to supervise during bulk transfer.

#### **Spill Response and Reporting**

1. In the event of a spill, contact the Seaside Heights Police Department at 732-793-1800.
2. Conduct cleanups of any fuel spills immediately after discovery.
3. 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 as soon as possible after the spilled fuel has been absorbed.
4. Collected waste is to be disposed of properly.
5. Notify the NJDEP Hotline (1-877-WARNDEP), in the event spills impact soils and/or waters of the State.
6. Contact the EJIF hotline at 1-800-289-6681.

#### **Maintenance and Inspection**

1. Fueling areas and storage tanks shall be inspected **monthly**.
2. Keep an ample supply of spill cleanup material near the site of vehicle and equipment fueling and bulk fuel transfer operations.
3. Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.
4. The valves on the discharge pipes from any secondary containments for aboveground fuel storage tanks shall remain closed at all times except as described below. Visual inspections shall be performed before discharging stormwater through the valve to ensure that fuel from the tank has not come into contact with the stormwater to be discharged.

# SEASIDE HEIGHTS BOROUGH

## SALT AND DE-ICING MATERIAL STORAGE AND HANDLING

### STANDARD OPERATING PROCEDURES

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#### **Introduction**

The storage of salt and de-icing materials must be managed appropriately to prevent contaminated runoff from reaching the stormwater collection system, or local waterways on campus.

#### **Scope**

These procedures are to be implemented during the storage and handling of all de-icing materials at the Seaside Heights Public Works Department, or its ancillary storage sites.

#### **Standards and Specifications**

1. Store material in a permanent structure.
2. Perform regular inspections and maintenance of storage structure and surrounding areas.
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 vehicles.
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 the Borough's Aggregate Material and Construction Debris Storage Practices Standard Operating Procedure.

# SEASIDE HEIGHTS BOROUGH

## AGGREGATE MATERIAL AND CONSTRUCTION DEBRIS STORAGE

### STANDARD OPERATING PROCEDURES

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#### **Introduction**

The storage of aggregate materials and construction debris must be managed appropriately to prevent contaminated runoff from reaching the stormwater collection system, or local waterways on campus.

#### **Scope**

These procedures are to be implemented during the storage and handling of all aggregate materials and construction debris at Seaside Heights Public Works, or its ancillary storage sites.

#### **Standards and Specifications**

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, topsoil, 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/rntp/ashpaltguidance.pdf](http://www.nj.gov/dep/dshw/rntp/ashpaltguidance.pdf)) or properly dispose of as solid waste pursuant to N.J.A.C. 7:26-1 et seq.
4. The stockpiling of materials and construction of storage bays on certain land (including but not limited to coastal areas, wetlands and floodplains) may be subject to regulation by the Division of Land Use Regulation (see [www.nj.gov/dep/landuse](http://www.nj.gov/dep/landuse) for more information).

# SEASIDE HEIGHTS BOROUGH

## YARD TRIMMINGS AND WOOD WASTE MANAGEMENT

### STANDARD OPERATING PROCEDURES

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#### **Introduction**

Yard trimmings and wood waste management sites must be operated in a manner that diverts stormwater away from operations, minimizes or eliminates exposure of materials to stormwater, and eliminates the discharge of stormwater that comes in contact with source materials to storm sewer inlets or surface waters.

#### **Scope**

These procedures are to be implemented during the yard trimmings and wood waste management operations at Public Works Facility, or its ancillary storage sites.

#### **Standards and Specifications**

1. Construct windrows, staging and storage piles:
  - a. In such a manner that materials contained in the windrows, staging and storage piles do not enter waterways of the State;
  - b. On ground which is not susceptible to seasonal flooding;
  - c. In such a manner that prevents stormwater run-on and leachate run-off
2. 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 the surface waters of the State.
3. Prevent on-site storm drain inlets from siltation using controls such as hay bales, silt fences, or filter fabric inlet protection.
4. Dry weather run-off that reaches a stormwater sewer system is an illicit discharge. Possible sources of dry weather run-off include wetting of piles by the operator; uncontrolled pile leachate or uncontrolled leachate from other materials stored at the site.
5. Remove trash from yard trimmings and wood waste upon receipt.
6. Monitor site for trash on a routine basis.
7. Store trash in leak-proof containers or on an impervious surface that is contained to control leachate and litter/
8. Dispose of collected trash at a permitted solid waste facility.
9. Employ preventative tracking measures, such as gravel, quarry blend, or rumble strips at exits.

# SEASIDE HEIGHTS BOROUGH

## STREET SWEEPINGS, CATCH BASIN CLEAN OUT, AND OTHER MATERIAL STORAGE

### STANDARD OPERATING PROCEDURES

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#### **Introduction**

Material storage must be managed appropriately to prevent contaminated runoff from reaching the stormwater collection system, or local waterways on campus.

#### **Scope**

These procedures are to be implemented during the storage and handling of designated materials at Public Works Facility, or its ancillary storage sites. This SOP is intended for road cleanup materials, as well as other similar materials.

#### **Standards and Specifications**

1. Road cleanup materials may include, but are not limited to, street sweepings, storm sewer cleanout materials, stormwater basin clean out materials, and other similar materials that may be collected during road cleanup operations. This does not include materials such as liquids, wastes which are removed from 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/rctp/sweeping.htm](http://www.nj.gov/dep/dshw/rctp/sweeping.htm)).
3. Road cleanup materials placed into temporary storage must be, at minimum:
  - a. Stored in leak-proof containers or on an impervious surface and covered with a waterproof material (i.e., tarpaulin or 10-mil plastic sheeting) that is contained (e.g. bermed) to control leachate and stormwater run-on or run through; and
  - b. Removed for disposal (in accordance with 2, above) within six (6) months of placement into storage.

## SPPP Form 11 – Employee Training

All records must be made available upon request by NJDEP

<p><b>A. Municipal Employee Training:</b> Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Training Records
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	Documentation of employee training will be maintained within this plan. Training may be conducted by Borough personnel or may be contracted to an outside party as needed.
2. Stormwater Facility Maintenance	Every year	
3. SPPP Training & Recordkeeping	Every year	
4. Yard Waste Collection Program	Every 2 years	
5. Street Sweeping	Every 2 years	
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	
8. Waste Disposal Education	Every 2 years	
9. Municipal Ordinances	Every 2 years	
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	
<p><b>B. Municipal Board and Governing Body Members Training:</b> Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at: <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a></p> <p>Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p>		
<p><b>C. Stormwater Management Design Reviewer Training:</b> 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 <a href="http://www.nj.gov/dep/stormwater/training.html">www.nj.gov/dep/stormwater/training.html</a>. Indicated the location of the DEP certificate of completion for each reviewer.</p>		



## SPPP Form 12 – Outfall Pipes

All records must be made 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 services. For details, see [http://www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](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.

Outfall pipe inspections will be conducted a minimum of once per permit cycle (every five years) in conjunction with the Illicit Connection Inspection Program. Records of inspection will be maintained with the facility's Stormwater Pollution Prevention Plan, at the Seaside Heights Public Works Department.

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.

Seaside Heights will inspect its outfalls annually for stream scouring in conjunction with the Illicit Connection Inspection Program. If remediation is necessary, repairs will be conducted in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. The Borough will ensure that all required local, state and/or federal permits are obtained prior to starting any repairs or remediation.

Records of inspection will be maintained with the facility's Stormwater Pollution Prevention Plan, at the Borough's Public Works Department.

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

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

Seaside Heights will conduct visual dry weather flow inspections of all outfall pipes owned/operated at least once per year to determine if dry weather flow (flow occurring 72 hours after a rain event) or other evidence of an illicit discharge is present. In addition to annual inspections, the Borough will investigate any possible illicit connections reported by residents. Inspections will be documented on NJDEP's Illicit Connection Inspection Report Form. Documentation will be maintained in the SPPP and submitted to NJDEP as necessary. If an illicit connection is identified, and determined to be emanating from the Borough, any necessary corrections to eliminate the discharge will be made in coordination with the Department of Public Works, as appropriate. If the connection is found to originate from another responsible party, Seaside Heights will report the illicit connection in writing to the NJDEP and notify the responsible entity, where appropriate.

# Illicit Connection Inspection Report Form

Municipality Information

Municipality: \_\_\_\_\_ County: \_\_\_\_\_

NJPDES #: \_\_\_\_\_ PI ID #: \_\_\_\_\_

Team Member: \_\_\_\_\_

Date: \_\_\_\_\_ Effective Date of Permit Authorization (EDPA) \_\_\_\_\_

Outfall #: \_\_\_\_\_ Location: \_\_\_\_\_

Receiving Waterbody: \_\_\_\_\_

1. Is there 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 intermittent flow? Y () N ()
4. If you answered "NO" to BOTH question #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 questions #5.  
(Note: This form will need to be submitted to the Department with the Annual Report and Certification.)

## 5. PHYSICAL OBSERVATIONS:

(a) ODOR: none  sewage  sulfide  gas  rancid/sour  other : \_\_\_\_\_

(b) COLOR: none  yellow  brown  green  red  gray  other : \_\_\_\_\_

(c) TURBIDITY: none  cloudy  opaque

(d) FLOATABLES: none  petroleum  sheen  sewage  other : \_\_\_\_\_

(e) DEPOSITS/STAINS: none  sediment  oily  other : \_\_\_\_\_

(f) VEGETATION CONDITIONS: normal  excessive growth  inhibited growth

(g) DAMAGE TO OUTFALL STRUCTURES:

IDENTIFY STRUCTURE: \_\_\_\_\_

DAMAGE: none  concrete spalling/cracking  peeling paint

Metal corrosion  other 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 ground water 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.)

7. 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.
8. 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.
9. Was the source of the illicit connection found? Y () N ()  
 If "YES", identify the source (including whether the source is from the Public Complex or another entity). \_\_\_\_\_  
 What plan of action will follow to eliminate the illicit connection or report the illicit connection to the NJDEP?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 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 intermittent flow, this form should be retained with your SPPP.**

## SPPP Form 13 – Stormwater Facilities Maintenance

All records must be made 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.

Seaside Heights will inspect all municipally owned stormwater facilities annually to ensure they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.

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.

Seaside Heights adopted a Stormwater Control Ordinance and enforces a provision that requires the private entity to perform appropriate operations and maintenance of stormwater facilities.

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.

Inspection and maintenance logs will be maintained in the Office of the Public Works Department.

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

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

## SPPP Form 14 – Total Maximum Daily Load Information

All records must be made 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](http://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.

Seaside Heights has reviewed the TMDL reports identified utilizing the NJDEP TMDL Lookup Tool. The following TMDLs have been identified for the Borough of Seaside Heights:

### Applicable Stream TMDLs

- None

### Applicable Lake TMDLs

- None

### Applicable Shellfish TMDLs

- Total Coliform: Barnegat Bay-M

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

TMDL information obtained annually through review of this plan may be utilized to prioritize projects onsite. Reference to implementation of TMDL mitigation projects are addressed as Optional Measures in this plan.

## SPPP Form 15 – Optional Measures

All records must be made 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.

### Optional Measures

To address Fecal Coliform TMDL:

- Potential Sources: Human Sources (inadequate disposal systems, improperly maintained stormwater facilities, malfunctioning sewer systems); Domestic/Captive Animal Sources (pets, livestock, agricultural practices); Wildlife (nuisance concentrations, e.g. resident Canada geese and indigenous wildlife)
- Implementation: Implement proper stormwater facilities maintenance, identify malfunctioning disposal and sewer systems, adopt and enforce pet waste and wildlife feeding policies, develop conservation management plans.

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

Seaside Heights has chosen to not adopt a Refuse Container/Dumpster Ordinance at this time.

**Seaside Heights Borough  
Local Public Education Program**

Annually, the Borough of Seaside Heights will complete a minimum of 12 points, including activities from at least 3 of the 5 categories below. At least one of the activities will involve educating the businesses and the general public of hazards associated with illicit connections and improper disposal of waste. Seaside Heights may choose to complete the highlighted options below, or any other combination to obtain the minimum points required.

**CATEGORY 1: GENERAL PUBLIC OUTREACH**

Activity	Description	Points
<b>Website and Social Media</b>	Maintain a stormwater related page on the permittee's website or on permittee's social media site. The web page may include links to other stormwater related resources, including the NJDEP stormwater website ( <a href="http://www.njstormwater.org">www.njstormwater.org</a> ).	1
<b>Newspaper Ad</b>	Use Department created and approved stormwater education materials available on <a href="http://www.cleanwaternj.org">www.cleanwaternj.org</a> to publish an ad in a newspaper or newsletter that serves the permittee.	1
<b>Radio/Television</b>	Broadcast a radio or television public service announcement from <a href="http://www.cleanwaternj.org">www.cleanwaternj.org</a> on a local radio or permittee's public service channel.	1
<b>Green Infrastructure Signage</b>	Post signs at green infrastructure sites owned or operated by the permittee at the Public Complex that describe the function and importance of the infrastructure, contact phone number, identification number, and/or website for more information.  *New signs receive 0.5 credits per sign. Existing signs that are maintained or upgraded receive 0.25 credits per sign. A maximum of 5 credits are allowed.	5*
<b>Billboard/Sign</b>	Produce and maintain (for credit in subsequent years) a billboard or sign which can be displayed on a bus, bus stop shelter, recreation field (outfield sign), or other similar public venue.	2
<b>Mural</b>	Produce and maintain (for credit in subsequent years) the planning and painting of a stormwater pollution themed mural, storm drain art or other artwork at a general access area at the Public Complex or other similar public venue.	2
<b>Stormwater Facility Signage</b>	Post signs at stormwater management basins or other structural stormwater related facilities owned or operated by the permittee at the Public Complex that describe the function and importance of the facility, contact phone number, identification number, and/or website for more information.  *New signs receive 0.5 credits per sign. Existing signs that are maintained or upgraded receive 0.25 credits per sign. A maximum of 5 credits are allowed.	5*

**CATEGORY 2: TARGETED AUDIENCES OUTREACH**

<b>Activity</b>	<b>Description</b>	<b>Points</b>
<b>Stormwater Display</b>	Present a stormwater related display or materials at any municipal event (e.g., Earth Day, town picnic), at the municipal building or other similar public venue.	1
<b>Promotional Item</b>	Distribute an item or items with a stormwater related message (e.g., refrigerator magnets, temporary tattoos, key chains, bookmarks, pet waste bag dispensers, coloring books, and pens or pencils). Municipality must initially have available a minimum number of the items equal to 10% of the municipal population.	2
<b>Mailing or e-Mailing Campaign</b>	Provide information to all known owners of stormwater facilities not owned or operated by the municipality (i.e., privately owned) highlighting the importance of proper maintenance of stormwater measures. For assistance see information at <a href="http://www.nj.gov/dep/stormwater/maintenance_guidance.htm">www.nj.gov/dep/stormwater/maintenance_guidance.htm</a> .	3
<b>Mailing or e-Mailing Campaign</b>	Distribute any of the Department's educational brochures, tip cards, or a municipally produced equivalent (e.g., community calendar, newsletter, or recycling schedule) via a mailing to every resident and business in the municipality.	2
<b>Ordinance Education</b>	Distribute a letter or e-mail from the mayor or municipal official to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Wildlife Feeding, Litter Control, Improper Disposal of Waste, Containerized Waste/Yard Waste Collection, Private Storm Drain Inlet Retrofitting and Illicit Connection controls. Provide a link to the municipal website where subject ordinances are posted.	3

**CATEGORY 3: SCHOOL/YOUTH EDUCATION AND ACTIVITIES**

<b>Activity</b>	<b>Description</b>	<b>Points</b>
<b>School Presentations</b>	Provide water-related educational presentation(s) and/or activities to local preschool, elementary, middle/high school classes using staff or local partner organizations. Topics could include stormwater, nonpoint source pollution, watersheds, water conservation and water quality. For ideas, see information at <a href="http://www.nj.gov/dep/seeds">www.nj.gov/dep/seeds</a> .  *Presentations receive 1 credit per presentation, with a maximum of 5 credits allowed.	5*
<b>Water Education Workshops</b>	Provide water-related professional development workshops for local teachers from a registered NJ Department of Education Professional Development Provider.	2
<b>Storm Drain Labeling</b>	Organize a project to label and/or maintain storm drain labels (that are not already precast with a message) with a scout troop, local school district, or faith based group, or other community youth group for a minimum of 40 labels. This project could also include stenciling over precast labels to improve legibility.	3
<b>Educational Contest for Schools</b>	Organize an educational contest with a local school district or a local community organization to design a poster, magnet, rain stick, rain barrel or other craft/art object. Contest themes shall have an appropriate stormwater message. Winning entries are to be displayed at publicly accessible locations within the public complex. The winning design should be shown on the public complex's website or social media site, if practical.	3
<b>AmeriCorps Event</b>	Coordinate an event (e.g. volunteer stream monitoring, educational presentations, or stormwater awareness project) through AmeriCorps NJ Watershed Ambassador Program.	4
<b>Clean-Up</b>	Sponsor or organize a litter clean up for a scout troop, local school district, faith-based group or other community group from the public complex along a local waterway, public park, stormwater facility, or in an area with storm drains that discharge to a local lake or waterway.	3





**CATEGORY 4: WATERSHED/REGIONAL COLLABORATION**

<b>Activity</b>	<b>Description</b>	<b>Points</b>
<b>Regional Stormwater Collaboration</b>	Participate in a regional stormwater, community collaborative or other watershed-based group on a regular basis to discuss impaired waterbodies, TMDLs, regional stormwater related issues, or watershed restoration plans that address those waterbodies. Evaluate, develop and implement remedies that resolve stormwater related issues within the affected waterbody or watershed.	3
<b>Green Infrastructure Workshop</b>	Organize or participate in a rain barrel, rain garden or other green infrastructure workshop on a regional or watershed basis. This could be a partnership exercise with a local watershed organization, utility, university, school, youth/faith-based group, and/or other organization.	3
<b>Community Activity</b>	Organize or participate in the organization of a regional or watershed-based event to carry out stormwater activities such as stormwater facility maintenance or litter clean-up. The permittee may identify and enter into a partnership agreement with a local group such as a watershed organization, utility, university, school, youth/faith-based group, and/or other organization to carry out these activities.	3

**CATEGORY 5: COMMUNITY INVOLVEMENT ACTIVITIES**

<b>Activity</b>	<b>Description</b>	<b>Points</b>
<b>Volunteer Stormwater Assessment or Stream Monitoring</b>	Establish a volunteer stormwater facility assessment (inspection, inventory and/or mapping) or stream monitoring program for a waterbody within the municipality in order to gauge the health of the waterway through chemical, biological or visual monitoring protocols. Contact NJDEP's <a href="#">AmeriCorps NJ Watershed Ambassador Program</a> or review <a href="#">USEPA National Directory of Volunteer Monitoring Programs</a> .	3
<b>Rain Barrel Workshop</b>	Organize or participate in a rain barrel workshop. This could be a partnership exercise with a local watershed organization, university, school, youth/faith based group, and/or other nonprofit.	3
<b>Rain Garden Workshop</b>	Organize or participate in a rain garden training or installation workshop. This could be a partnership exercise with a local watershed organization, university, school, youth/faith based group, and/or other nonprofit.	3
<b>Community Event</b>	Organize or participate in the organization of a community event to carry out stormwater activities such as stormwater measure maintenance or a stream buffer restoration. The municipality may identify and enter into a partnership agreement with a local group such as a watershed organization, university, utility, school, youth/faith based group, and/or other nonprofit to carry out these activities.	3
<b>Community Involvement</b>	Organize a project with a local organization to create and post signs at either green and/or gray stormwater infrastructure sites or facilities that describe the function and importance of the facility, contact phone number, municipal identification number, and/or website for more information.  *Signs receive 0.5 credits per sign. A maximum of 5 credits are allowed.	5*