Stormwater Pollution Prevention Plan

Rowan College of South Jersey, Cumberland Campus
(Formerly Cumberland County College)

3322 College Drive, Vineland, NJ 08362-0517

NJG0150355

December 16, 2025

SPPP Table of Contents

SPPP Form 1 – SPPP Team Members

Stormwater Program Coordinator (SPC)	
Print Name and Title	Stephanie Shelton, Operations Coordinator, Facilities Department
Office Phone # and e-Mail	Phone #: (856) 691-8600 x4644 Email: sshelton@theauthoritynj.com
Signature/Date	Stephanie Shelton 12-10-2025
Individual(s) Responsible for Major Development Project Stormwater Management Review Please see training requirements for stormwater management reviewers on Form 9.	
Print Name/ Title/Affiliation	Stephanie Shelton, Facilities Coordinator, Facilities Department
Print Name/ Title/Affiliation	Joe Grieff, Operations Manager, Facilities Department
Print Name/ Title/Affiliation	Beatrice Hughes, Director Operations, RCSJ
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
Other SPPP Team Members	
Print Name/ Title/Affiliation	Brandon Chudzinski, Facilities Department
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	

SPPP Form 2 – Revision History

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	04/01/04			Initial SPPP
2.	05/18/05			Adoption of Pet Waste Control, Litter Control, Improper Waste Disposal, Wildlife Feeding, and Illicit Connection regulations,
3.	06/16/11			Adoption of Refuse Container/Dumpster Control regulations.
4.	04/13/17			Review/updates to all SPPP form sheets
5.	06/17/22			Updates to all SPPP form sheets and Stormwater Facilities Map (Attachment 1). Inclusion of
6.				Maintenance Plan and Inspection forms (Attachment 3)
7.	12/16/25			Updated SPPP Forms, Maintenance Plan, Inspection Forms
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SPPP Form 3 – Public Involvement and Participation Including Public Notice

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	https://www.rcsj.edu/CollegeOverview-site/Documents/Cumberland-SPPP_RCSJ-CC_2025-12.pdf
2. Physical location and/or website URL where records of public notices, meeting dates, minutes, etc. are kept:	Facilities Department, Rowan College of South Jersey 3322 College Drive, Vineland, NJ 08362-0517
3. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of its MS4 stormwater program:	
For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law", N.J.S.A. 10:4-6 et seq.), Rowan College of South Jersey (Formerly Cumberland County College) provides public notice in a manner that is compliant with the requirements of the Act. A Local Public Education Program was developed, which included development of educational brochures and annual education events open to the public.	

SPPP Form 4 – Public Education and Outreach

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

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

Public education includes placing educational brochures at the Information Desk in the most populated building and keeping an electronic copy available on the campus website (https://www.rcsj.edu/CollegeOverview-site/Documents/Solutions-to-Stormwater-Pollution.pdf#search=stormwater%20pollution). Faculty members are actively encouraged to share the brochure with their students (Attachment 2).

Annual Education Events are advertised prior to being held, including through campus-wide email. The events are held on campus (during the COVID public health emergency, a Zoom meeting was held instead) and open to any interested members of the public.

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

Public education and outreach records are maintained at the following address:

Facilities Department, Rowan College of South Jersey (Cumberland Campus)
3322 College Road
Vineland, NJ 08362-0517

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

1. How does the permittee define 'major development'?
A major development is defined as any new development consisting of building construction, facility reconfiguration, or facility expansion.
2. Describe the process for reviewing and approving major development project applications for compliance with the stormwater management rules at N.J.A.C. 7:8 et seq. Attach a flow chart if available. If applicable, provide the physical location of the mitigation plan required to grant a variance or exemption from the design and performance standards for stormwater management measures.
Major development project applications are designed by a Professional Engineer licensed to practice in New Jersey, to ensure that all improvements conform to the current codes, standards, regulations, statutes, and best management practices. In addition, all major development project plans are submitted to the municipal planning and zoning boards for review and approval. Once projects are completed, new items are entered into the site CAD drawing for record keeping purposes. Rowan College of South Jersey will conduct inspections, correct deficiencies, and ensure that BMPs are functioning as designed or implemented. Issues identified that recur will be addressed or mitigated accordingly.
3. Indicate the physical location of approved applications for major development projects and Major Development Summary Sheets (permit Attachment D)?
Approved applications for major development projects and summary sheets are maintained at the following address: Facilities Department, Rowan College of South Jersey 3322 College Road Vineland, NJ 08362-0517

SPPP Form 6 – Regulatory Mechanisms

Regulatory Mechanism	Date of Adoption	Website URL	DEP model regulatory mechanism adopted w/o change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i.	**05/18/05**	https://www.rcsj.edu/	Yes	Facilities Department
2. Wildlife Feeding permit cite IV.B.5.a.ii.	**05/18/05**	https://www.rcsj.edu/	Yes	Facilities Department
3. Litter Control permit cite IV.B.5.a.iii.	**05/18/05**	https://www.rcsj.edu/	Yes	Facilities Department
4. Improper Disposal of Waste permit cite IV.B.5.a.iv.	**05/18/05**	https://www.rcsj.edu/	Yes	Facilities Department
5. Residential Yard Waste Collection *(for residences located within permittee property)* permit cite IV.B.5.a.v.	**06/30/08**	https://www.rcsj.edu/CollegePoli	Yes	Facilities Department
6. Illicit Connection Prohibition permit cite IV.B.5.a.vii.	**05/18/05**	https://www.rcsj.edu/CollegePoli	Yes	Facilities Department

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

Records associated with the regulatory mechanisms listed above and related enforcement actions can be found at the following address:

Facilities Department, Rowan College of South Jersey
3322 College Road
Vineland, NJ 08362-0517

SPPP Form 7 – Street Sweeping

1. Provide a map or describe the location of all streets and paved parking lots that are owned or operated by the permittee. Indicate which of these streets and parking lots have storm drain inlets that direct stormwater runoff into an MS4 or discharge directly to surface water.
Please see attached Stormwater Facilities Map (Attachment 1), dated December 16, 2025. Location of paved parking lots owned/operated by the permittee are located within the parcel boundaries. Stormwater features, including storm drain inlets, are depicted on the Map.
2. Describe the sweeping schedule for all streets and paved parking lots that are owned or operated by the permittee.
The streets and paved parking lots owned/operated at the complex are swept on a once-per-month basis, unless there is a need to increase sweeping operations on a temporary basis, such as before and after extended duration or intense rainfall.
3. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of materials collected each month.
Street sweeping records and a copy of the updated Stormwater Facilities Map can be found at the following address: Facilities Department, Rowan College of South Jersey 3322 College Road Vineland, NJ 08362-0517

SPPP Form 8 – Catch Basins and Storm Drain Inlets

1. Describe the schedule for inspections, cleaning, and maintenance of catch basins and storm drain inlets that are owned or operated by the permittee.
On an annual basis, all catch basins within the facility will be physically inspected. All catch basins will be subject to inspection, regardless of condition in the previous year's inspection. Catch basins will be inspected for presence of trash, debris, and sediment, as well as damage or improper function. As needed, catch basins will be cleaned and restored to proper function and maintenance will be scheduled.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc. For each, describe what measures are taken to address the problems and explain how such work is prioritized.
At this time, there are no catch basins which, to date, have exhibited recurring problems.
3. Describe the inspection and label maintenance plan on storm drain inlets that do not have permanent wording cast into the design.
In past practice, plastic placards were obtained and adhered to each drainage inlet covers. However, during inspections, it was noted that placards were disappearing from the inlet covers. To meet label requirements, a stencil is being created to paint inlet information on the drainage covers. During annual inspections, labeling needs will be evaluated, and placement of new labels will occur on an as-needed basis.
4. Indicate the location of records that include catch basin and storm drain inlet inspections, and the amount of materials collected during catch basin and storm drain inlet cleanings.
Facilities Department, Rowan College of South Jersey 3322 College Road Vineland, NJ 08362-0517
5. Describe how the permittee ensures that storm drain inlets within the Public Complex are retrofitted.
During major development work, a Professional Engineer licensed to practice in New Jersey is engaged, to ensure compliance with all current standards, regulations, statutes, and best management practices. Therein, storm drain inlets requiring retrofitting will be identified. With respect to repaving, repairing, reconstruction, or alteration work to roadways, a site inspection is carried out by Facilities to identify retrofitting needs prior to commencement of work. Where retrofitting is indicated

SPPP Form 9 – Employee Training

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

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

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

Indicate the location of the permittee's list of the names and dates of individuals that received the Department approved training: Facilities Department, Rowan College of South Jersey

SPPP Form 10 – Maintenance Yards and Other Ancillary Operations

Complete separate forms for each location.

1. Address of maintenance yard or ancillary operation (complete one form per location):

Facilities Department, Rowan College of South Jersey, 3322 College Road
Vineland, NJ 08362-0517

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

Raw materials –	Sand, aggregate materials (storage bays)
Intermediate products –	N/A
Final products –	N/A
Waste materials –	N/A
By-products –	N/A
Machinery –	Loader/skidsteer/truck attachments, tractor, mowers, manlifts
Fuel –	Stored Diesel Fuel (Generators, Maint. Bldg. & Performing
Lubricants –	Hydraulic Fluid (machinery stored/used outdoors)
Solvents –	N/A
Detergents related to maintenance yard or ancillary operations –	N/A
Other –	N/A

(SPPP Form 10 continued)

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

Facilities Department, Rowan College of South Jersey, 3322 College Road
Vineland, NJ 08362-0517

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

Spills are cleaned up using the following procedures:
1.) Where necessary, any receiving storm sewer inlets or conveyance features are bermed or blocked.
2.) Absorbent material is spread on the spill for dry-method cleanup. Absorbent material is stored inside the Service Building.
3.) The area is swept to collect the absorbed materials and excess absorbent.
4.) The sweepings are containerized and/or disposed as regulated waste in permitted facilities.

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

Outside Containers:
3-Sided Storage Bays - Vicinity of Maintenance Building; Stores sand and aggregate materials; sand material covered with tarpaulins, bays constructed with concrete foundation/base
Dumpsters (municipal waste/recylcing) - Vicinity of Maintenance Building, covers integrated into receptacles, placed on asphalt parking lot
Waste/Recycling Receptacles - Throughout campus
Containers Inside Maintenance Shed (enclosed buliding):
Flammables Cabinets (fuel products), used oil container
Containers Inside Maintenance and Service Building (enclosed building):
Paint, solvents, adhesives, HVAC bulk chemicals (brominating tabs, anti-scale/corrosion chemicals, etc.), tetrafluoroethane gas cylinders
Containers Inside Storage Shed:
Cleaning solvents (bathroom cleaners, disinfectants, stain removers), paint stripper/thinner

(SPPP Form 10 continued)

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

a. Fueling Operations

There is no motor vehicle fueling dispenser onsite for fueling operations.

b. Discharge of Stormwater from Secondary Containment

Under normal condition, secondary containment release valve / cap remains in closed position. After any storm event, the release valve/cap is opened to drain the accumulated stormwater if there is no visible sign of leak / spill and/or presence of sheen/process chemicals (cooling system).

c. Vehicle Maintenance

Periodically check for leaks and damaged equipment and make repairs as necessary. Vehicle maintenance activities are performed inside the covered maintenance building. Waste oil is stored inside a UL certified aboveground storage tank for offsite disposal. Any used absorbent pads are containerized for offsite disposal in permitted facilities.

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

Not Applicable - vehicles not washed or maintained on site.

(SPPP Form 10 continued)
e. Salt and De-Icing Material Storage and Handling
Salt and de-icing materials for roadway application not stored on-site. An arrangement with the Cumberland County Improvement Authority is established to obtain materials from them in preparation of a winter event. At the end of the storm event, the unused material is returned to the Authority.
f. Aggregate Material and Construction Debris Storage
Best management practices include storage of loose materials within three-sided material storage bays and covered with tarpaulins. Addtional information included in the Maintenance Plan.
g. Street Sweepings, Catch Basin Clean Out and Other Material Storage
Best management practices include placement of street sweepings, basin cleanouts, and other materials into leak-proof containers or stored on an impervious surface, covered with a waterproof material (tarpaulin). Street sweepings, basin clean-outs, and other similar materials are removed from the facility as soon as possible, in any case not exceeding six (6) months following their generation. See Maintenance Plan.
h. Yard Trimmings and Wood Waste Management Note that leaves, grass clippings, woodchips, and brush are considered yard trimmings and trees, stumps, and untreated lumber are considered wood waste.
Best management practices include limiting temporary storage of yard trimmings and other vegetative waste on-site, using stormwater controls at temporary storage piles, such as placement on an impervious surface and covering with tarpaulins or plastic sheeting. Vegetative waste is relocated as soon as feasible to the nearby solid waste complex for disposal. Additional information included in the Maintenance Plan.

SPPP Form 11 – Mapping Outfall Pipes and Stormwater Facilities

Visit https://www.nj.gov/dep/dwq/msrp_map_aid.htm for the NJ DEP free mapping application.

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

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

No outfall pipe at the facility directly discharges to a surface water body. As shown on the attached Stormwater Facilities Map, one (1) outfall pipe from Basin-1 is identified on the Map. Discharge from this outfall pipe leaves the site as surface runoff / concentrated flow to an offsite headwall pipe crossing State Route 55.

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

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

Please see attached Stormwater Facilities Map (Attachment 1), which includes the facility's property boundaries, locations of outfalls, inlets, basins, rain gardens, culverts, and subsurface infiltration/detention systems, etc.

SPPP Form 12 – Outfall Pipe Inspections

1. **Inspections:** Describe the program in place to inspect the outfall pipes located on Public Complex property. Records must include the location, inspection date, inspector name, findings, preventative and corrective maintenance performed. Indicate the location of records.
Outfall pipes are inspected annually and/or after any major storm events. Any debris and/or silt deposition identified during the inspection events are removed immediately. Restoration of the outfalls for any erosion and / or replacement of rip-rap are implemented immediately on as needed basis. Outfall pipe inspection and maintenance records are found in the Facilities Department at the Rowan College of South Jersey. A copy of the form is included in the Maintenance Plan.
2. **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.
There is no on-site stream. During the inspection events, outfall pipes are checked for evident of scouring. If scouring is noted, the outfall pipe will be noted for immediate maintenance or repair. Upon completion of the repair, the outfall pipe will be re-inspected annually to evaluate any further scouring.
3. **Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of permittee-owned or operated outfall pipes. Record results of investigations and actions taken using NJDEP's form at https://www.nj.gov/dep/dwq/public_complex/pdf/PC_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf. Indicate the location of these forms and related illicit discharge records. Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to NJ DEP as an attachment to the Annual Report and Certification.
On an annual basis, during updates to the SPPP map, a physical inspection to identify illicit connections will be carried out. Outfall pipes found to have a dry-weather flow or intermittent non-stormwater flow will be checked again to locate the illicit connection. If able to locate the illicit connection, the responsible party will be cited for violating the Illicit Connection ordinance, and the connection will be immediately terminated. If the source of the illicit connection cannot be determined, Rowan College of South Jersey will submit the Closeout Investigation Form with the Annual Recertification and Inspection. If an illicit connection is found to originate from another entity, Rowan College of South Jersey will report the connection to the NJDEP.

SPPP Form 13 –Stormwater Facilities Inspection and Maintenance

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

At a minimum, on an annual basis, all stormwater features are inspected for evidence of sedimentation, collection of trash or debris, and damage, to evaluate their function and identify where repairs or improvements need to be made. Repairs and improvements are scheduled during or shortly after the annual inspection, and re-inspections occur on an as-needed basis. Street sweeping, considered part of the maintenance program, are completed on a minimum monthly basis.

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

   NJDEP provides materials to assist permittees with this requirement at https://www.nj.gov/dep/stormwater/maintenance_guidance.htm.

Maintenance Plans (Attachment 2) can be found at the Facilities Department at Rowan College of South Jersey, Cumberland Campus.

SPPP Form 14 – Total Maximum Daily Load Information

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

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

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

Following a review of TMDL documents using the lookup tool, accessed on June 15, 2022, no impaired water bodies were identified which either border or exist within the Public Complex.

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

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

Not applicable.

SPPP Form 15 – Additional Measures and Optional Measures

1. Additional Measures: Describe any Best Management Practice(s) and the related measurable goal or numeric effluent limitations that are expressly required by the Department to be included in the permittee's stormwater program by a TMDL.
Not Applicable.
2. Optional Measures: Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Public Complex MS4 NJPDES permit that prevents or reduces water pollution.
See Maintenance Plan for further information.

SPPP Form 16 – Shared Services

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

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

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

Implementation of the SPPP and related maintenance work is the responsibility of The Authority (formerly the Cumberland County Improvement Authority) and performed on the behalf of the College, facilitated by a shared services agreement

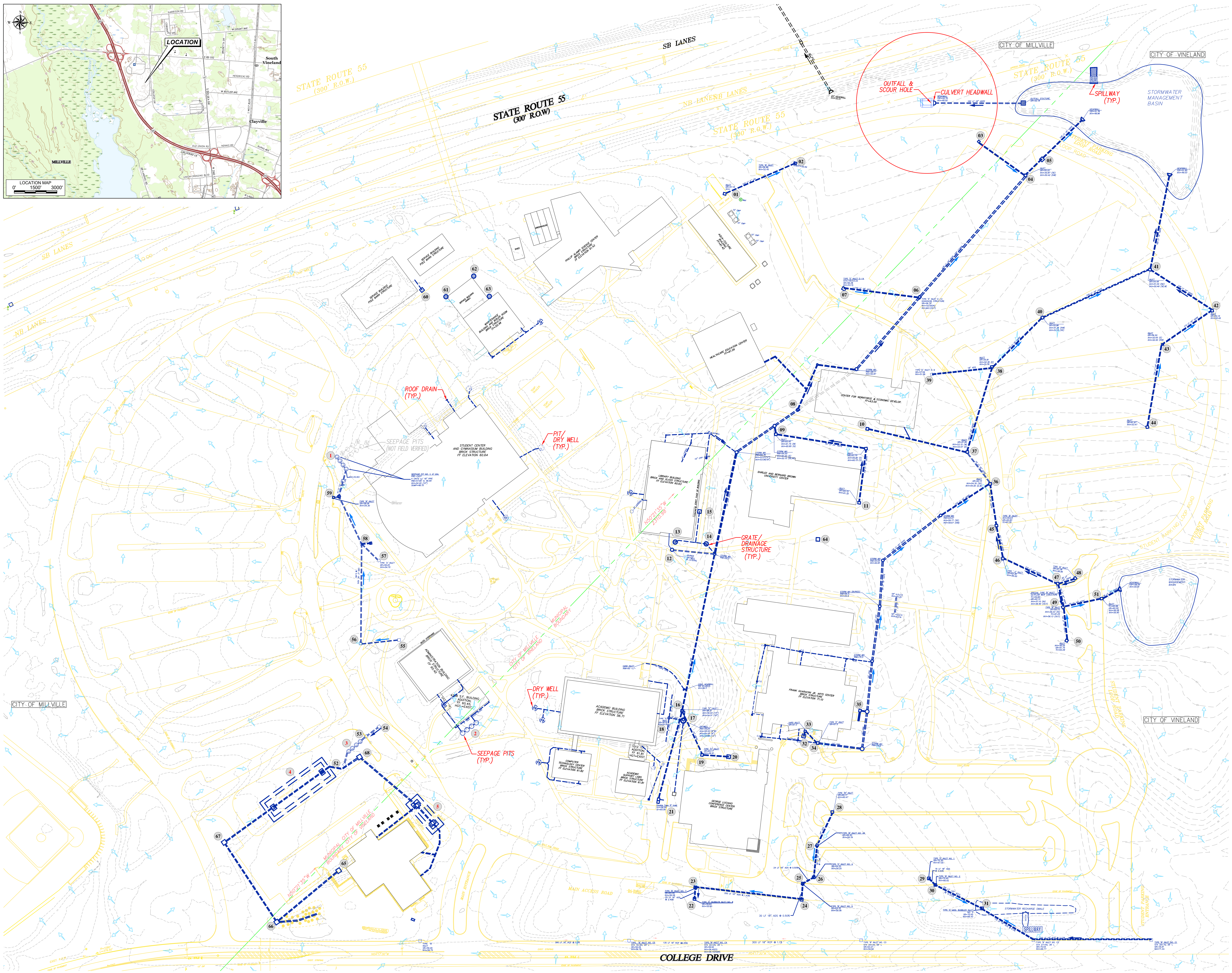
2. For each permit condition that is satisfied through a shared or contracted service, describe the arrangements in place. Indicate the physical location of any written agreements and records.

Records pertaining to the shared services agreement are kept in the following location:

Facilities Department, Rowan College of South Jersey
3322 College Road
Vineland, NJ 08362-0517

ATTACHMENT 1

STORMWATER FACILITIES MAP



NOTES

- MAP DISPLAYS APPROXIMATE LOCATIONS OF STORMWATER FEATURES AS SHOWN ON EXISTING INFRASTRUCTURE PLAN (UNDATED), PROVIDED BY CUMBERLAND COUNTY IMPROVEMENT AUTHORITY (CCIA), AND FIELD-VERIFIED LOCATIONS FROM APRIL 6, 2022 INSPECTION CONDUCTED BY CME ASSOCATES.
- STORMWATER FACILTIES NOT SURVEYED BY LICENSED SURVEYOR DURING 2022 INSPECTION (LOCATIONS ARE APPROXIMATE).
- TOPOGRAPHY BASED ON DRAWING REFERENCES 6 AND 7.

DRAWING REFERENCES

1. GOOGLE EARTH, NJGIN, USGS 2019 TOPO & AERIAL IMAGERY DATED BETWEEN 2007-2021.NJGIN GIS PARCELS
2. EXISTING INFRASTUCTURE PLAN, UNDATED.
3. EXISTING CAMPUS MAP, UNDATED.
4. GRID PLAN WITH STORMWATER MANAGEMENT SYSTEM, UNDATED.
5. "INFRASTUCTURE & STORMWATER MANAGEMENT MAP" BY FEDERICI & AKIN, PA CONSULTANT ENGINEERS (F&ACE), DATED 3/17/2005.
6. "EXISTING CONDITIONS PLAN (DRAFT)" BY F&ACE, DATED 2008.
7. "CONSTRUCTION PHASING PLAN" BY T&M ASSOCIATES, LAST REVISED 6/25/2014.

LEGEND

PARCEL BOUNDARY
MUNICIPAL BOUNDARY
STORMWATER SYSTEM (CATCH BASINS, INLETS, MANHOLES, ETC.) (APPROX. LOCATIONS BASED ON EXISTING INFRASTRUCTURE MAP & 4/6/2022 INSPECTION)
STORMWATER SEEPAGE PITS/ DRY WELL
OUTLET STRUCTURE
SPILLWAY
STORMWATER BASIN OUTLINE
22 CATCH BASIN/DRAINAGE INLET NUMBER
1 RECHARGE PIT NUMBER
STORMWATER SURFACE RUNOFF FLOW DIRECTION
STORMWATER PIPE FLOW DIRECTION

GRAPHIC SCALE
80' 40' 0 80' 160'
1" = 80'

MOHAMMAD R. ZAMAN, PhD, P.E., L.S.R.P., B.C.E.E.
NEW JERSEY PROFESSIONAL ENGINEER
N.J. LIC. 24GE04798000
DATE 02/05/2026

CME ASSOCIATES
CONSULTING AND MUNICIPAL ENGINEERS
(732) 727 8000 — 1 TOWER CENTER BOULEVARD, 20th FLOOR, EAST BRUNSWICK, NEW JERSEY 08816 — (732) 462 7400

JOHN H. ALLGAIR P.E. & P.P. (1983 - 2001)	DAVID J. SAMUEL P.E. & P.P. NJ PE LIC NO. 25838 NJ PP LIC NO. 2455	JOHN J. STEFANI P.E. L.S. & P.P. NJ PE & LS LIC NO. 24271 NJ PP LIC NO. 2089
JAY B. CORNELL P.E. & P.P. NJ PE LIC NO. 32962 NJ PP LIC NO. 3874	MICHAEL J. McCLELLAND P.E. & P.P. NJ PE LIC NO. 32468 NJ PP LIC NO. 3770	GREGORY R. VALESI P.E. & P.P. NJ PE LIC NO. 34458 NJ PP LIC NO. 4361

12-16-2025
REVISIONS

FIGURE 1
STORMWATER FACILTIES MAP
ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS (FORMERLY CUMBERLAND COMMUNITY COLLEGE)
3322 COLLEGE DRIVE, VILELAND, NEW JERSEY 08360
PREPARED FOR
CUMBERLAND COUNTY IMPROVEMENT AUTHORITY

DATE:	FEBRUARY 2026
SCALE:	1" = 80'
DRAWN BY:	BM
CHECKED BY:	MZ
PROJ. No.:	115.CI00340.I26

1 OF 1

ATTACHMENT 2

EDUCATIONAL BROCHURES

Solutions to Stormwater Pollution

Easy Things You Can Do Every Day To Protect Our Water

A Guide to Healthy Habits for Cleaner Water

Pollution on streets, parking lots and lawns is washed by rain into storm drains, then directly to our drinking water supplies and the ocean and lakes our children play in. Fertilizer, oil, pesticides, detergents, pet waste, grass clippings: You name it and it ends up in our water.

Stormwater pollution is one of New Jersey's greatest threats to clean and plentiful water, and that's why we're all doing something about it.

By sharing the responsibility and making small, easy changes in our daily lives, we can keep common pollutants out of stormwater. It all adds up to cleaner water, and it saves the high cost of cleaning up once it's dirty.

As part of New Jersey's initiative to keep our water clean and plentiful and to meet federal requirements, many municipalities and other public agencies including colleges and military bases must adopt ordinances or other rules prohibiting various activities that contribute to stormwater pollution. Breaking these rules can result in fines or other penalties.

As a resident, business, or other member of the New Jersey community, it is important to know these easy things you can do every day to protect our water.

Limit your use of fertilizers and pesticides

- Do a soil test to see if you need a fertilizer.
- Do not apply fertilizers if heavy rain is predicted.
- Look into alternatives for pesticides.
- Maintain a small lawn and keep the rest of your property or yard in a natural state with trees and other native vegetation that requires little or no fertilizer.
- If you use fertilizers and pesticides, follow the instructions on the label on how to correctly apply it.

Make sure you properly store or discard any unused portions.

Properly use and dispose of hazardous products

- Hazardous products include some household or commercial cleaning products, lawn and garden care products, motor oil, antifreeze, and paints.
- Do not pour any hazardous products down a storm drain because storm drains are usually connected to local waterbodies and the water is not treated.

- If you have hazardous products in your home or workplace, make sure you store or dispose of them properly. Read the label for guidance.
- Use natural or less toxic alternatives when possible.
- Recycle used motor oil.
- Contact your municipality, county or facility management office for the locations of hazardous-waste disposal facilities.

Keep pollution out of storm drains

- Municipalities and many other public agencies are required to mark certain storm drain inlets with messages reminding people that storm drains are connected to local waterbodies.
- Do not let sewage or other wastes flow into a stormwater system.

Clean up after your pet

- Many municipalities and public agencies must enact and enforce local pet-waste rules.
- An example is requiring pet owners or their keepers to pick up and properly dispose of pet waste dropped on public or other people's property.
- Make sure you know your town's or agency's requirements and comply with them. It's the law. And remember to:
  - Use newspaper, bags or pooper-scoopers to pick up wastes.
  - Dispose of the wrapped pet waste in the trash or un-wrapped in a toilet.
  - Never discard pet waste in a storm drain.

Don't feed wildlife

- Do not feed wildlife, such as ducks and geese, in public areas.
- Many municipalities and other public agencies must enact and enforce a rule that prohibits wildlife feeding in these areas.

Don't litter

- Place litter in trash receptacles.
- Recycle. Recycle. Recycle.
- Participate in community cleanups.

Dispose of yard waste properly

- Keep leaves and grass out of storm drains.
- If your municipality or agency has yard waste collection rules, follow them.
- Use leaves and grass clippings as a resource for compost.
- Use a mulching mower that recycles grass clippings into the lawn.

Contact information

For more information on stormwater related topics, visit www.njstormwater.org or www.nonpointsource.org

Additional information is also available at U. S. Environmental Protection Agency Web sites www.epa.gov/npdes/stormwater or www.epa.gov/nps

New Jersey Department of Environmental Protection
Division of Water Quality
Bureau of Nonpoint Pollution Control
Municipal Stormwater Regulation Program
(609) 633-7021

www.cleanwaternj.org

CLEAN WATER
It's Up to You New Jersey

(INSERT MUNICIPALITY NAME HERE)

PET WASTE AND WATER POLLUTION

[insert municipality] has adopted and enforces an ordinance that requires immediate and proper disposal of solid pet waste deposited on any property not owned or possessed by the pet owner or keeper. [insert municipality page/hotlink] [Township can insert any other specific requirement to their ordinance].

Pet waste is carried by rain, melting snow, and ice to storm drains that empty into rivers, lakes, and the ocean. It also reaches reservoirs which supply much of the drinking water in New Jersey.

Pollution due to pet waste negatively impacts swimming, boating and fishing in these water bodies.

Pet waste contains microorganisms that can cause bacterial diseases, roundworms and parasitic infections.

In addition, pet waste contains harmful levels of nutrients which promote excessive algae and plant growth. This can rob the waterbody of oxygen, potentially killing all aquatic life in the area. Such nutrient pollution also causes waters to become cloudy and green.

Proper Pet Waste Disposal

Flush it down the toilet.

But do not flush bags, debris, or nonbiodegradable items

OR

Put it in the trash.

THANK YOU FOR DOING YOUR PART TO KEEP NEW JERSEY'S WATERS CLEAN

For More Info

- See the Pet Waste Ordinance [insert municipal page/hotlink]
- NJDEP Municipal Stormwater Regulation https://www.nj.gov/dep/dwq/msrp_home.htm
- EPA- Polluted Runoff: Nonpoint Source Pollution https://www.epa.gov/nps

ATTACHMENT 3
MAINTENANCE PLAN AND INSPECTION FORMS

MAINTENANCE PLAN

FOR

STORMWATER POLLUTION PREVENTION

NJPDES PERMIT NJG0150355

ROWAN COLLEGE OF SOUTH JERSEY, CUMBERLAND CAMPUS
(FORMERLY CUMBERLAND COUNTY COLLEGE)
3322 COLLEGE DRIVE
VINELAND, NEW JERSEY 08362

PREPARED FOR

THE AUTHORITY
(FORMERLY CUMBERLAND COUNTY IMPROVEMENT AUTHORITY)
745 **LEBANON ROAD**
MILLVILLE, NEW JERSEY 08332

DECEMBER 2025

Maintenance Plan for Stormwater Pollution Prevention Rowan College of South Jersey, Cumberland Campus

TABLE OF CONTENTS

DESCRIPTION **PAGE**

TABLE OF CONTENTS

ATTACHMENTS:

I. INTRODUCTION

The Rowan College of South Jersey Cumberland Campus (RCSJ-CC), formerly known as Cumberland County College, is a regional college in operation since 1966. In 2019, Cumberland County College merged with Rowan College at Gloucester County to create the current regional college, through a partnership with Rowan University. RCSJ-CC consists of an approximately 97 acre facility across the two municipalities, Vineland and Millville, New Jersey, and has an enrollment of approximately 4,000 students.

The RCSJ-CC facility currently holds a Public Complex Stormwater General Permit, NJPDES No. NJG0150355, issued by the New Jersey Department of Environmental Protection (NJDEP) Water Pollution Management Element's Bureau of Nonpoint Pollution Control. As part of the permit requirements, a Stormwater Pollution Prevention Plan (SPPP) was prepared and submitted to NJDEP. As required by NJDEP, the SPPP is updated on an annual basis based on the results of annual inspection and maintenance activities. As part of the SPPP, this facility Maintenance Plan has been prepared to provide further guidance on current stormwater facilities, preventative and corrective maintenance practices, implementation of the facility's SPPP, and a summary of training and information required for the SPPP implementation team.

Through a shared services agreement with The Authority (formerly known as the Cumberland County Improvement Authority, or CCIA), maintenance services on the campus are provided by Authority staff members. This includes the implementation of the SPPP. This Maintenance Plan serves to add additional information to the SPPP field with the NJDEP.

II. STORMWATER POLLUTION PREVENTION TEAM

Stormwater Program Coordinator

Leader: Stephanie Shelton, Operations Coordinator, Facilities Department
Office Phone # (856) 691-8600, ext. 4644
sshelton@theauthoritynj.com

Responsibilities: Coordinate plan development and implementation. Propose, select and implement Best Management Practices (BMPs). Oversee good housekeeping and preventative maintenance procedures.

Members:

Member: Joe Grieff, Operations Manager, Facilities Department
Office Phone # (732) 431-7305,
geoffrey.perselay@co.monmouth.nj.us

Responsibilities: Coordinate plan development and implementation. Propose, select and implement Best Management Practices (BMPs). Oversee good housekeeping and preventative maintenance procedures.

III. LIST OF STORMWATER MANAGEMENT MEASURES

Stormwater management features are included in Attachment A (Stormwater Facilities Map), and are summarized as follows:

- Drainage Inlets/Catch Basins: 72 inlets
- Basins/Recharge Swales: Three (3) (Basin-1, Basin-2, and Recharge Swale)
- Outfalls located onsite: One (1) outfall from Basin-1 named as "Outfall and Scour Hole" that ultimately discharges to offsite headwall / culvert crossing State Route 55.
- Basin Inlets: Two (2) basin inlets located inside Basin-1 and one (1) basin inlet located inside Basin-2.
- Basin-1 Outlet Structure.
- Basin-1 and Basin-2 Emergency Overflow Spillways.
- Recharge Pits: Five (5) pits
- One (1) Rain Garden
- Other Stormwater Features located on site: Multiple dry wells located around the building structures and parking lots.

The stormwater management features are provided in the inspection logs included as attachments to this plan.

IV. LOCATION MAP

A copy of the Stormwater Facilities Map is included as **Attachment A**. The Stormwater Facilities Map includes a map of the existing stormwater management system, including drainage inlets/catch basins, stormwater basins, outlet structures, outfall locations, rain garden, recharge pits, and other facilities located on the Site. The Stormwater Facilities Map was updated in November 2025 using information provided on previous stormwater management plans, existing facility maps, GIS information, and the inspection completed in October 2025.

V. STANDARD OPERATION PROCEDURES

The following Standard Operating Procedures are included in details as Attachment B:

- Vehicle Maintenance
- Vehicle and Equipment Fueling
- Vegetative Waste Collection
- Good Housekeeping

VI. DESCRIPTION OF MAINTENANCE ACTIVITIES

A. Preventative Maintenance Actions

The following table provides a summary of preventative maintenance actions to be completed at the features identified on the Stormwater Facilities Map. Each action should be completed at the indicated frequency at a minimum. Preventative maintenance may be implemented on an asneeded basis, should conditions warrant particularly before and after major storm events.

Table 1: Preventive Maintenance Action

Frequency	Preventative Maintenance Actions	Stormwater Facilities
Monthly	1. Vegetation mowing and removal in growing season 2. Street Sweeping	Outfalls, outlet structures, catch basins/drainage inlets
Quarterly	Quarterly inspection	Basins, recharge swales, catch basins/drainage inlets, rain garden, drywells
Annual	1. Annual inspection including basin structural inspection. 2. Sediment removal, depending on the type of measure.	Basins, recharge swales, catch/basins/drainage inlets, recharge pits, drywells
Biennial	Sand layer replacement for sand filter and infiltration basins only.	Basins only
Every 5 years	1. Inspection of recharge pits 2. Sediment removal, stone replenishment, as needed	Recharge Pits only
Unscheduled	Quick inspection after major storm events	Catch basins/drainage inlets, basins, recharge swales, outlet structures

Inspection forms related to preventative maintenance and routine inspections are included as follows:

- Attachment C – Stormwater Basin Inspection Form
- Attachment D – Source Materials Inspection Form
- Attachment E – Catch Basin/Drainage Inlet Inspection Form
- Attachment F – Street Sweeping Log
- Attachment G – Recharge Pits Inspection Form

- Attachment H – Rain Garden Inspection Form

B. Corrective Maintenance Actions

The following Table provides a summary of corrective maintenance actions to be completed at the features identified on the Stormwater Facilities Map.

Table 2: Corrective Maintenance Action

Potential Corrective Maintenance Actions	Stormwater Management Measures/No.
Labelling of Storm Drain Inlets	Catch basins/drainage inlets
Replacing filter fabric / stone	Recharge pits
Cleaning out trash/debris and excess sediment	Catch Basins/Drainage Inlets, recharge pits, dry wells
Structural repairs at drainage structures	Outfalls, basins, catch basins/drainage inlets, recharge pits
Reestablishment of plantings	Rain Garden

Corrective Maintenance actions that are scheduled or completed are to be recorded on the corresponding inspection sheet, and descriptions are to be provided for all corrective maintenance activities.

VII. TRAINING REQUIREMENTS – MAINTENANCE PERSONNEL

In accordance with the NJPDES permit, all maintenance personnel responsible for conducting, overseeing, or managing stormwater maintenance activities and general maintenance that could impact stormwater quality must meet training requirements. Training modules are to be carried out on either an annual or biennial basis, as specified by the permit, and must be conducted by a qualified trainer.

The following training modules are required to be conducted on an annual basis, for all maintenance employees:

1. Maintenance of Stormwater Features
2. Maintenance Yard Operations and Ancillary Operations

The following training modules are required to be conducted once every two years, for all maintenance employees:

1. Street Sweeping and Sweeping Schedules
2. Illicit Connection Elimination and Outfall Pipe Mapping
3. Regulatory Mechanisms
4. Yard Waste Collection Program (if applicable)
5. Outfall Pipe Stream Scouring Detection and Control
6. Waste Disposal Education
7. Construction Activity/Post-Construction Activity Stormwater Management in New Development and Re-development

The NJPDES permit requires that training records be kept on file and be available for inspection. Training tracking forms are included as **Attachment I** – Training Summary Log and **Attachment J** – Training Attendance Sheet.

VIII. CONFINED SPACE ENTRY

OSHA defines a confined space as a space that is large enough and so configured that an employee can bodily enter and perform assigned work, has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy. A confined space is determined to be a permit-required confined space if it contains or has a potential to contain a hazardous atmosphere, contains a material that has the potential for engulfing an entrant, has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section, or contains any other recognized serious safety or health hazard. Any stormwater structure that meets the above conditions, is identified as a permit required confined space.

Confined Space Entry protocol applies to all subsurface stormwater recharge pits, deep catch basins, and underground outlet structures. These are classified as Permit-Required Confined Spaces.

Entry Authorization Policy
RCSJ employees are prohibited from entering confined spaces. Only qualified contractors under CCIA oversight may enter.

Contractor Entry Requirements
Contractors must provide written OSHA-compliant confined space programs, training records, rescue plans, and completed permits.

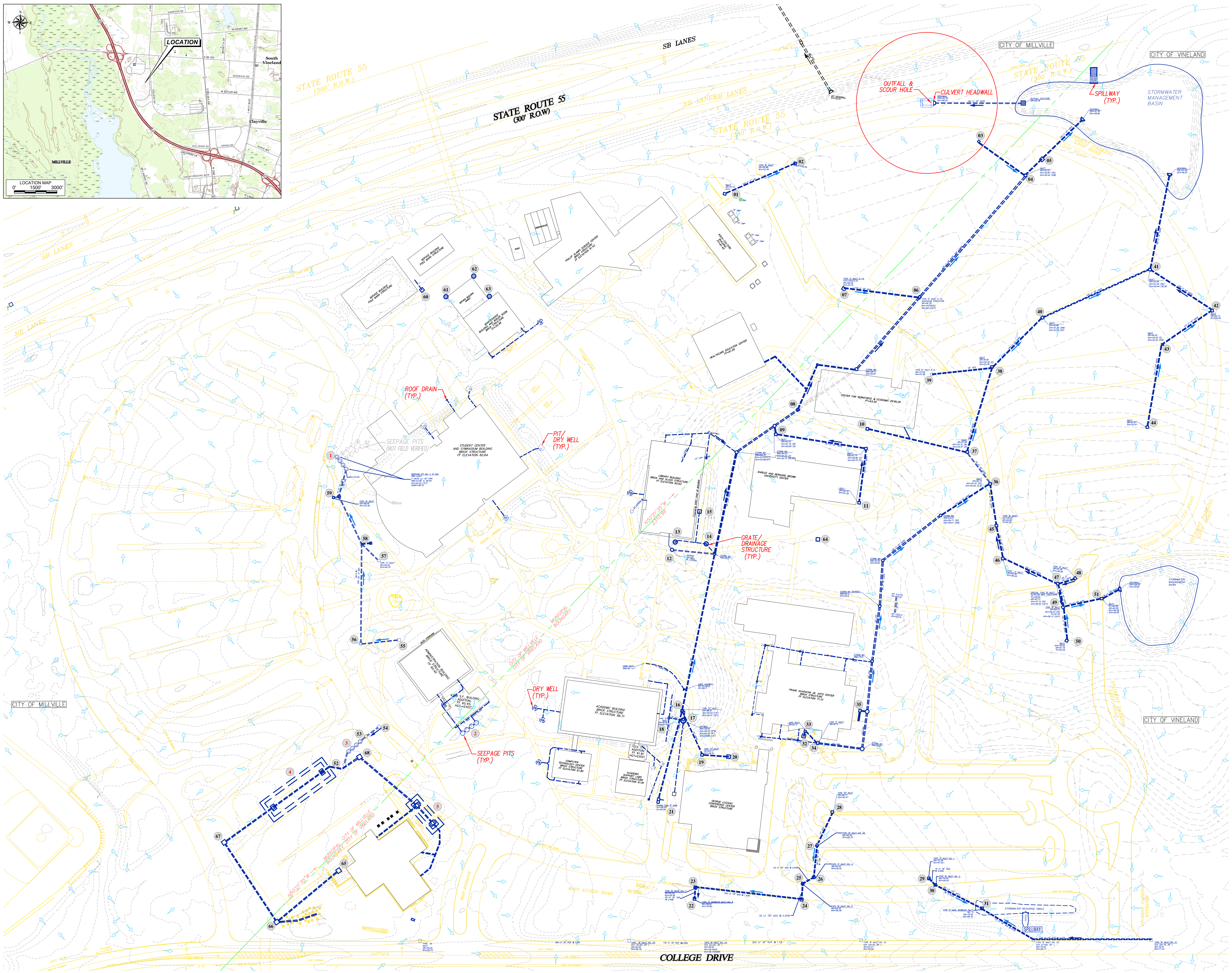
Emergency & Rescue
Non-entry rescue only using tripod and retrieval systems. 911 shall be activated for emergencies.

Attachment K includes the required forms to issue the permit and contractor's compliance checklist to execute any Confined Space Entry task.

NOTE: It is the policy of CCIA that no CCIA employees will enter any permit required confined space unless that space can be rendered into a non-permit space by elimination of those hazards that made it a permit required space.

ATTACHMENT A

STORMWATER FACILITIES MAP



NOTES

- MAP DISPLAYS APPROXIMATE LOCATIONS OF STORMWATER FEATURES AS SHOWN ON EXISTING INFRASTRUCTURE PLAN (UNDATED), PROVIDED BY CUMBERLAND COUNTY IMPROVEMENT AUTHORITY (CCIA), AND FIELD-VERIFIED LOCATIONS FROM APRIL 6, 2022 INSPECTION CONDUCTED BY CME ASSOCATES.
- STORMWATER FACILTIES NOT SURVEYED BY LICENSED SURVEYOR DURING 2022 INSPECTION (LOCATIONS ARE APPROXIMATE).
- TOPOGRAPHY BASED ON DRAWING REFERENCES 6 AND 7.

DRAWING REFERENCES

1. GOOGLE EARTH, NJGIN, USGS 2019 TOPO & AERIAL IMAGERY DATED BETWEEN 2007-2021.NJGIN GIS PARCELS
2. EXISTING INFRASTUCTURE PLAN, UNDATED.
3. EXISTING CAMPUS MAP, UNDATED.
4. GRID PLAN WITH STORMWATER MANAGEMENT SYSTEM, UNDATED.
5. "INFRASTUCTURE & STORMWATER MANAGEMENT MAP" BY FEDERICI & AKIN, PA CONSULTANT ENGINEERS (F&ACE), DATED 3/17/2005.
6. "EXISTING CONDITIONS PLAN (DRAFT)" BY F&ACE, DATED 2008.
7. "CONSTRUCTION PHASING PLAN" BY T&M ASSOCIATES, LAST REVISED 6/25/2014.

LEGEND

- PARCEL BOUNDARY
- MUNICIPAL BOUNDARY
- STORMWATER SYSTEM (CATCH BASINS, INLETS, MANHOLES, ETC.) (APPROX. LOCATIONS BASED ON EXISTING INFRASTRUCTURE MAP & 4/6/2022 INSPECTION)
- STORMWATER SEEPAGE PITS/ DRY WELL
- OUTLET STRUCTURE
- SPILLWAY
- STORMWATER BASIN OUTLINE
- 22 CATCH BASIN/DRAINAGE INLET NUMBER
- 1 RECHARGE PIT NUMBER
- STORMWATER SURFACE RUNOFF FLOW DIRECTION
- STORMWATER PIPE FLOW DIRECTION

GRAPHIC SCALE

80' 40' 0 80' 160'

1" = 80'

MOHAMMAD R. ZAMAN, PhD, P.E., L.S.R.P., B.C.E.E.
NEW JERSEY PROFESSIONAL ENGINEER N.J. LIC. 24GE04798000
DATE 02/05/2026

CME ASSOCIATES
CONSULTING AND MUNICIPAL ENGINEERS
(732) 727 8000 (732) 462 7400
1 TOWER CENTER BOULEVARD, 20th FLOOR, EAST BRUNSWICK, NEW JERSEY 08816

JOHN H. ALLGAIR P.E. & P.P. (1983 - 2001)	DAVID J. SAMUEL P.E. & P.P. NJ PE LIC NO. 25838 NJ PP LIC NO. 2455	JOHN J. STEFANI P.E. L.S. & P.P. NJ PE & LS LIC NO. 24271 NJ PP LIC NO. 2089
JAY B. CORNELL P.E. & P.P. NJ PE LIC NO. 32962 NJ PP LIC NO. 3874	MICHAEL J. McCLELLAND P.E. & P.P. NJ PE LIC NO. 32468 NJ PP LIC NO. 3770	GREGORY R. VALESI P.E. & P.P. NJ PE LIC NO. 34458 NJ PP LIC NO. 4361

12-16-2025

REVISIONS

FIGURE 1
STORMWATER FACILTIES MAP

ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS (FORMERLY CUMBERLAND COMMUNITY COLLEGE)
3322 COLLEGE DRIVE, VILELAND, NEW JERSEY 08360
PREPARED FOR
CUMBERLAND COUNTY IMPROVEMENT AUTHORITY

DATE:	FEBRUARY 2026
SCALE:	1" = 80'
DRAWN BY:	BM
CHECKED BY:	MZ
PROJ. No.:	115.CI00340.I26

ATTACHMENT B
STANDARD OPERATING PROCEDURES

ROWAN COLLEGE OF SOUTH JERSEY

(Formerly CUMBERLAND COUNTY COLLEGE)

Standard Operating Procedures

Vehicle Maintenance

Effective Date: April 1, 2005

Introduction and Purpose

This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards, including maintenance activities at ancillary operations, at Cumberland County College. The purpose of this SOP is to provide a set of guidelines to the Cumberland County College vehicle maintenance yards, including maintenance activities at ancillary operations, that take into account waste management, spill prevention, containment and countermeasures, and pollution control.

Standards and Specifications

- Extinguisher must be present prior to beginning any vehicle maintenance operation, and for the duration of any vehicle maintenance operation. No vehicle maintenance operation may take place without a fire extinguisher present
- Conduct vehicle maintenance operation only in designated areas,
- Whenever possible, perform all vehicle and equipment maintenance activities at an indoor location with a paved floor,
- Always use drip pans,
- Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
- Maintenance areas shall be protected from stormwater run-on and runoff and shall be located at least 50 feet from downstream drainage facilities and. watercourses.
- Use portable tents or constiuct a roofing-device over long-terrn maintenance areas and for projects that must be performed outdoors.
- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze, and other toxic fluids into a stom drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose of properly.
- All oil containers, hydraulic fluids, and other chemical or petroleum product containers must be stored on designated spill racks.

Spill Response and Reporting

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.

- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected Waste is to be disposed of properly.

Maintenance and Inspection

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

ROWAN COLLEGE OF SOUTH JERSEY

(Formerly CUMBERLAND COUNTY COLLEGE)

Fueling Spill Response Form

Date of Spill: _____ Time of Spill: _____

Estimated Amount of Spill (in gallons): _____

Name of Employee Who Called DEP: _____

Name of DEP Personnel Contacted: _____

Briefly Describe Incident:

_____

_____

_____

_____

_____

_____

Signature

_____

Printed Name and Title

This form is to be completed immediately when a fueling spill occurs by the employee supervising the fueling operation. Immediately upon completion, it is to be turned in to the Assistant Superintendent of Facilities and Grounds.

ROWAN COLLEGE OF SOUTH JERSEY

(Formerly CUMBERLAND COUNTY COLLEGE)

Standard Operating Procedures

Vehicle and Equipment Fueling

Effective Date: April 1, 2005

Introduction and Purpose

Vehicle and equipment fueling procedures and practices are designed to minimize pollution of surface or ground waters, Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this pmpose. Safety is always the priority. These procedures are to be implemented at all maintenance yards with fueling, including mobile fueling operations.

Standards and Specifications (for vehicle and equipment fueling)

- Fire extinguisher must be present prior to beginning any fueling operation, and for the duration of any fueling operation. No fueling operation may take place without a fire extinguisher present.
- Shut the engine off
- Ensure that the fuel is the proper type of fuel.
- Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
- Fuel tanks shall not be "topped off".
- Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.
- Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact illfmmation for the person(s) responsible for spill response.

Standards and Specifications (for bulk fueling)

- Fire extinguisher must be present prior to beginning any fueling operation, and for the duration of any fueling operation. No fueling operation may take place without a fire extinguisher present.
- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.

- Sweeping of the loading area should be conducted often during deicing activities to get rid of dirt and other debris. Sweeping of the loading area should also be conducted immediately following loading/unloading activities, when practical
- Minimize the tracking of materials from storage and loading/unloading areas.
- Minimize the distance that salt and de-icing materials are fransported during loading/unloading activities.
- Any materials that are stored outside must be tmped when not actively being used.
- If interim seasonal tarping is being implemented, deicing materials may be stored outdoors only between October 15 through April 30.

Spill Response and Reporting

- Conduct clean-up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only,

Maintenance and Inspection.

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

ROWAN COLLEGE OF SOUTH JERSEY

(Formerly CUMBERLAND COUNTY COLLEGE)

Standard Operating Procedures

Vegetative Waste Collection

Effective Date: April 1, 2005

Introduction and Purpose

This SOP contains the basic practices ofvegetative waste collection to be implemented at Cumberland County College. The pumose of this SOP is to provide a set of guidelines for the employees of Cumberland County College for Vegetative Waste Collection on the campus and any other ancillary operations, that take into account proper recyclings proper waste disposal, and pollution prevention.

Scope

This SOP applies to all campuses, including any ancillary operations, at Cumberland County College.

Standards and Specifications

- All lawns and grass areas mowed by Facilities and Grounds personnel will have the grass clippings bagged, raked, 01' otherwise collected.
- All lawns and grass areas cared for by Facilities and Grounds personnel will have grass clippings, leaves* and other vegetative waste collected.
- All vegetative waste collected is to be located to an area on campus to be recycled as mulch. This area will not be within 10 feet of any stonn water inlet.
- No vegetative waste will be collected and stored for any period of time within 1 0 feet of any storm water inlet.

ROWAN COLLEGE OF SOUTH JERSEY

(Formerly CUMBERLAND COUNTY COLLEGE)

Standard Operating Procedures

Good Housekeeping

Effective Date: April l, 2005

Introduction and Purpose

This SOP contains the basic practice? of good housekeeping to be implemented at maintenance yards, including maintenance activities at ancillary operations, at Cumberland County College. The purpose of this SOP is to provide a set of guidelines for the employees of Cumberland County College for Good Housekeeping Practices at their maintenance yards, . including maintenance yards at ancillary operations, that take into account proper waste disposal and pollution prevention.

Scope

This SOP applies to all maintenance yards, including maintenance activities at ancillary operations at Cumberland County College,

Standards and Specifications (General)

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

Standards and Specifications (Salt and Deicing Material Handling)

- During loading and unloading of salt md deicing materials, prevent and/or minimize spills, If salt or deicing materials are spilled, remove the materials using chy cleaning methods. All collected materials shall be either reused or properly discarded.

ROWAN COLLEGE OF SOUTH JERSEY

(Formerly CUMBERLAND COUNTY COLLEGE)

Standard Operating Procedures

Good Housekeeping

Effective Date: April l, 2005

Introduction and Purpose

This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards, including maintenance activities at ancillary operations, at Cumberland County College, The purpose of this SOP is to provide a set of guidelines for the employees of Cumberland County College for Good Housekeeping Practices at their maintenance yards, . including maintenance yards at ancillary operations, that take into account proper waste disposal and pollution prevention.

Scope

This SOP applies to all maintenance yards, including maintenance activities at ancillary operations, at Cumberland County College.

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

Standards and Specifications (Salt and Deicing Material I-landling)

- During loading and unloading of salt and deicing materials, prevent and/or minimize spills. If salt or deicing materials are spilled, remove the materials using cleaning methods. All collected materials shall be either reused or properly discarded.

ROWAN COLLEGE OF SOUTH JERSEY

(Formerly CUMBERLAND COUNTY COLLEGE)

Standard Operating Procedures

Vegetative Waste Collection Effective

Date: April 1, 2005

Introduction and Purpose

This SOP contains the basic practices of vegetative waste collection to be implemented at Cumberland County College. The purpose of this SOP is to provide a set of guidelines for the employees of Cumberland County College for Vegetative Waste Collection on-the campus and any other ancillary operations, that take into account proper recycling, proper waste disposal, and pollution prevention.

Scope

This SOP applies to all campuses, including any ancillary operations, at Cumberland County College,

Standards and Specifications

- All lawns and grass areas mowed by Facilities and Grounds personnel will have the grass clippings bagged, raked, or otherwise collected.
- All lawns and grass areas cared for by Facilities and Grounds personnel will have grass clippings, leaves, and other vegetative waste collected,
- All vegetative waste collected is to be located to an area on campus to be recycled as . mulch. This area will not be within 10 feet of any st01m water inlet.
- No vegetative waste will be collected and stored for any period of time within 10 feet of any storm water inlet.

ATTACHMENT C

STORMWATER BASIN INSPECTION FORM

INSPECTION OF BASINS AND OUTFALLS						
Name of Personnel Conducting Inspection:						
Date of Inspection:						
Place a mark (x) in the box with the corresponding condition. If the condition is not observed, leave the box blank. For any observed conditions, place a descriptive box in the corresponding box.						
Name of Feature	**Evidence of vegetation overgrowth**	**Presence of silt/sediment in the basin or structure**	**Presence of debris or trash in structure**	**Evidence of damage to structure**	**Presence of odor or staining in structure**	**Notes/Observations**
Basin-1 Inlets						
Basin-1 Outlet Structure						
Basin-1 Side-slopes						
Basin-1 Emergency Overflow Spillway						
Basin-1 Outfall & Scour Hole						
Basin-2 Inlet						
Basin-2 Side-slopes						
Basin-2 Emergency Overflow Spillway						

Descriptions/Notes/Observations: Include descriptions of preventative maintenance and/or corrective maintenance undertaken or scheduled.

ATTACHMENT D
SOURCE MATERIALS INSPECTION FORM

INSPECTION OF SOURCE MATERIALS

Name of Personnel Conducting Inspection:

Date of Inspection:

Place a mark (x) in the box with the corresponding condition. If the condition is not observed, leave the box blank. For any observed conditions, place a descriptive box in the corresponding box.

INSPECTION OF RAW MATERIALS AND AGGREGATES

Feature	Evidence of Growth of Vegetation	Evidence to Damage of Bay Storage	Presence of Standing or Ponded Water	Evidence of Erosion around Piles	Presence of Odor, Sheen, or Runoff	Miscellaneous
Sand						
Stone Aggregate						
Soil						

Notes/Descriptions/Observations:

(Include descriptions of preventative maintenance and/or corrective maintenance undertaken or scheduled)

INSPECTION OF SOURCE MATERIALS						
Name of Personnel Conducting Inspection:						
Date of Inspection:						
Place a mark (x) in the box with the corresponding condition. If the condition is not observed, leave the box blank. For any observed conditions, place a descriptive box in the corresponding box.						
INSPECTION OF SOURCE MATERIALS AT MAINTENANCE FACILITIES						
Condition	**Service Building**	**Maintenance Building**	**Storage Shed**	**Equipment Shed**	**Stockpile Area**	**Laydown Area**
Presence of staining or ponded water						
Presence of Odor, Sheen, Stain, Fuel, or Petroleum Product or other evidence of leak or spill						
Chemical Storage Containers – Labels Missing, Incomplete, or Damaged						
Chemical Storage Containers – Secondary Containment not provided						
Chemical Storage Containers – Secondary Containment full of liquid or solid debris						
Chemical Storage Containers – temporary storage (i.e. drums) not placed within a structure or under cover						

Condition	Service Building	Maintenance Building	Storage Shed	Equipment Shed	Stockpile Area	Laydown Area
Chemical Storage Containers – temporary storage (i.e. drums) corroded, deformed, or otherwise damaged						
Building floor drains directly discharging into the stormwater system, or other known illegal connections						
Fuel Storage – evidence of damage to existing tanks or evidence of past/active spills						
Fuel Storage – absence of spill kits in vicinity of fuel storage tanks						
General Housekeeping – poor storage of equipment, materials, chemicals, trash, debris, or other items						
Other issue observed (include comment below)						

Notes/Descriptions/Observations:

(Include descriptions of preventative maintenance and/or corrective maintenance undertaken or scheduled)

ATTACHMENT E

CATCH BASIN/DRAINAGE INLET INSPECTION FORM

INSPECTION OF CATCH BASINS/DRAINAGE INLETS

Name of Personnel Conducting Inspection:

Date of Inspection:

Place a mark (x) in the box with the corresponding condition. If the condition is not observed, leave the box blank. For any observed conditions, place a description in the "Description" box.

INSPECTION OF CATCH BASINS & DRAINAGE INLETS

Feature	Presence of Silt or Sediment	Presence of Trash or Debris	Damage to Grate or Structures	Presence of Standing Water	Basin Not Labelled	Description
CB-1						
CB-2						
CB-3						
CB-4						
CB-5						
CB-6						
CB-7						
CB-8						
CB-9						
CB-10						
CB-11						
CB-12						
CB-13						
CB-14						
CB-15						
CB-16						

Feature	Presence of Silt or Sediment	Presence of Trash or Debris	Damage to Grate or Structures	Presence of Standing Water	Basin Not Labelled	Description
CB-17						
CB-18						
CB-19						
CB-20						
CB-21						
CB-22						
CB-23						
CB-24						
CB-25						
CB-26						
CB-27						
CB-28						
CB-29						
CB-30						
CB-31						
CB-32						
CB-33						
CB-34						
CB-35						
CB-36						
CB-37						
CB-38						

Feature	Presence of Silt or Sediment	Presence of Trash or Debris	Damage to Grate or Structures	Presence of Standing Water	Basin Not Labelled	Description
CB-39						
CB-40						
CB-41						
CB-42						
CB-43						
CB-44						
CB-45						
CB-46						
CB-47						
CB-48						
CB-49						
CB-50						
CB-51						
CB-52						
CB-53						
CB-54						
CB-55						
CB-56						
CB-57						
CB-58						
CB-59						
CB-60						

Feature	Presence of Silt or Sediment	Presence of Trash or Debris	Damage to Grate or Structures	Presence of Standing Water	Basin Not Labelled	Description
CB-61						
CB-62						
CB-63						
CB-64						
CB-65						
CB-66						
CB-67						
CB-68						
CB-69						
CB-70						
CB-71						
CB-72						
(Include descriptions of preventative maintenance and/or corrective maintenance undertaken or scheduled.)						

ATTACHMENT F

STREET SWEEPING LOG

STREET SWEEPING LOG						
Name of Personnel Conducting Maintenance:						
Date of Maintenance:						
Please fill out the boxes for each of the catch basins listed below.						
CLEANING OF CATCH BASINS & DRAINAGE INLETS						
Feature	**Amount of Silt or Sediment Removed**	**Corrective Maintenance Performed**	**Routine Maintenance Performed**	**Location of Silt or Sediment Final Disposal**	**Date Materials Removed from the facility**	**Miscellaneous**
CB-1						
CB-2						
CB-3						
CB-4						
CB-5						
CB-6						
CB-7						
CB-8						
CB-9						
CB-10						
CB-11						
CB-12						
CB-13						
CB-14						
CB-15						
CB-16						
CB-17						

Feature	Amount of Silt or Sediment Removed	Corrective Maintenance Performed	Routine Maintenance Performed	Location of Silt or Sediment Final Disposal	Date Materials Removed from the facility	Miscellaneous
CB-18						
CB-19						
CB-20						
CB-21						
CB-22						
CB-23						
CB-24						
CB-25						
CB-26						
CB-27						
CB-28						
CB-29						
CB-30						
CB-31						
CB-32						
CB-33						
CB-34						
CB-35						
CB-36						
CB-37						
CB-38						
CB-39						

Feature	Amount of Silt or Sediment Removed	Corrective Maintenance Performed	Routine Maintenance Performed	Location of Silt or Sediment Final Disposal	Date Materials Removed from the facility	Miscellaneous
CB-40						
CB-41						
CB-42						
CB-43						
CB-44						
CB-45						
CB-46						
CB-47						
CB-48						
CB-49						
CB-50						
CB-51						
CB-52						
CB-53						
CB-54						
CB-55						
CB-56						
CB-57						
CB-58						
CB-59						
CB-60						
CB-61						

Feature	Amount of Silt or Sediment Removed	Corrective Maintenance Performed	Routine Maintenance Performed	Location of Silt or Sediment Final Disposal	Date Materials Removed from the facility	Miscellaneous
CB-62						
CB-63						
CB-64						
CB-65						
CB-66						
CB-67						
CB-68						
CB-69						
CB-70						
CB-71						
CB-72						
Notes/Observations						

ATTACHMENT G
RECHARGE PITS INSPECTION FORM

RECHARGE PITS INSPECTION FORM

Name of Personnel Conducting Maintenance:

Date of Maintenance:

Please fill out the boxes for each of the recharge pit listed below.

CLEANING OF RECHARGE PITS

Feature	Siltation Present (Yes/No)	Corrective Maintenance Performed	Routine Maintenance Performed	Amount of Stone Material Replenished	Miscellaneous
RP-1					
RP-2					
RP-3					
RP-4					
RP-5					

Notes/Observations:

ATTACHMENT H
RAIN GARDEN INSPECTION FORM

RAIN GARGEN INSPECTION FORM			
Name of Personnel Conducting Maintenance:			
Date of Maintenance:			
Please fill out the boxes listed below.			
I. GENERAL SITE CONDITIONS			
Item	**Yes**	**No**	**Comments/ Actions Needed**
Evidence of recent flooding in or around rain garden			
Standing water present >48 hours after storm event			
Trash, debris, or sediment accumulation			
II. VEGETATION INSPECTION			
Plants healthy and thriving			
Sediment buildup observed			
Invasive species present			
Bare spots needing replanting			
Dead or diseased plants present			
III. OUTLET STRUCTURE			
Outlet is free-flowing and unobstructed			
Erosion at outlet			
Other Notes/Observations:			

ATTACHMENT I
TRAINING SUMMARY LOG

TRAINING SUMMARY SHEET								
Name of Personnel Completing Checklist:								
Date of Certification:								
Certifying Signature:								
For each trainee, place the date of training in the box corresponding to each training module.								
Name	**Maint. of Stormwater Features (Annual)**	**Maint. Yard Ops (Annual)**	**Sweeping Schedules (Biennial)**	**Reg. Mechs. (Biennial)**	**Waste Disposal Education**	**Outfall Pipe / Stream Scouring Detection and Control**	**Illicit Conn. Elim. and Outfall Pipe Mapping**	**Const. Act./ Post-Const SWM**

ATTACHMENT J

TRAINING ATTENDANCE SHEET

TRAINING ATTENDANCE SHEET		
Title of Training:		
Name/Title of Trainer:		
Trainer Signature:		
Please write your name, date of training, and signature below, indicating your attendance at the training event.		
NAME:	**DATE:**	**SIGNATURE:**

ATTACHMENT K

CONFINED SPACE ENTRY FORMS

Permit-Required Confined Space Entry Permit
Facility: Rowan College of South Jersey – Cumberland Campus

Location of Entry:

_____

Type of Structure: ☐ Catch Basin ☐ Seepage Pit ☐ Dry Well ☐ Other _____

Date: _____

Atmospheric Testing
O_2: _____ LEL: _____ Toxic Gas: _____

Personnel
Entry Supervisor: _____

Attendant: _____

Authorized Entrants: _____

Authorization
Supervisor Signature: _____ Date: _____

Contractor Confined Space Compliance Checklist

Facility: Rowan College of South Jersey – Cumberland Campus

Contractor Name: _____ Date: _____

Documentation Requirements

☐ OSHA Confined Space Program

☐ Training Certifications

☐ Rescue Plan

☐ Gas Monitor Calibration

Equipment on Site

☐ Gas Monitor

☐ Tripod and Retrieval Winch

☐ Harness

☐ Ventilation Equipment

Certification

Supervisor Signature: _____ Date: _____