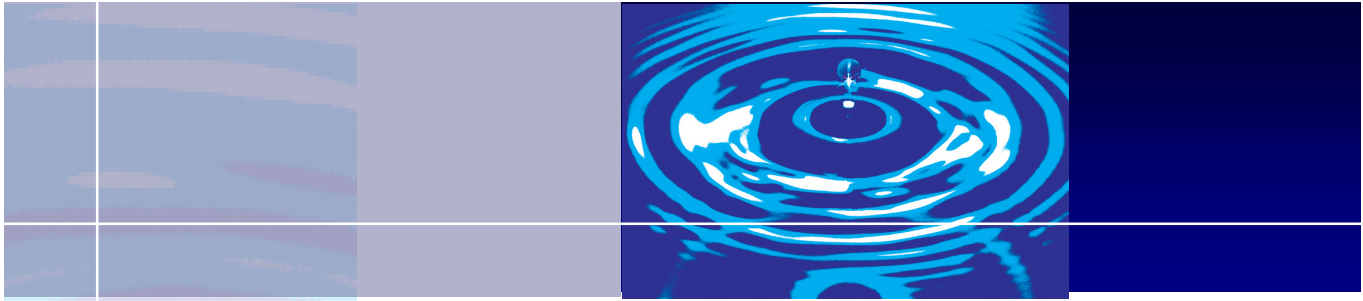


# Stormwater Pollution Prevention Plan

**REVISED: December 13, 2022**


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**FORM 1**  
**STORMWATER POLLUTION**  
**PREVENTION TEAM**  
**MEMBERS**

**SPPP Form 1 – SPPP Team Members**

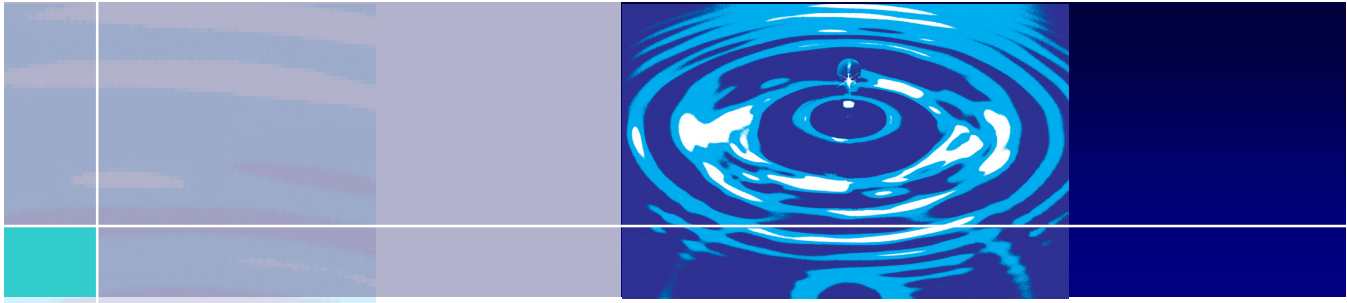
<b>Stormwater Program Coordinator (SPC)</b>	
Print Name and Title	Matthew Wyatt, Grounds Facilities Coordinator
Office Phone # and e-Mail	856-468-5000 x 5210; mwyatt@rcsj.edu
Signature/Date	 12/13/22
<p><b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b></p> <p>Please see training requirements for stormwater management reviewers on Form 9.</p>	
Print Name/ Title/Affiliation	Wayne Roorda Jr., PE, PP, CME - Professional Engineer
Print Name/ Title/Affiliation	Edward F. Farrell III, PE, CME - Professional Engineer
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
<b>Other SPPP Team Members</b>	
Print Name/ Title/Affiliation	Brad Blubaugh
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	

**FORM 2**  
**REVISION HISTORY**



### SPPP Form 2 – Revision History

	<b>Revision Date</b>	<b>SPC Initials</b>	<b>SPPP Form Changed</b>	<b>Reason for Revision</b>
1.				
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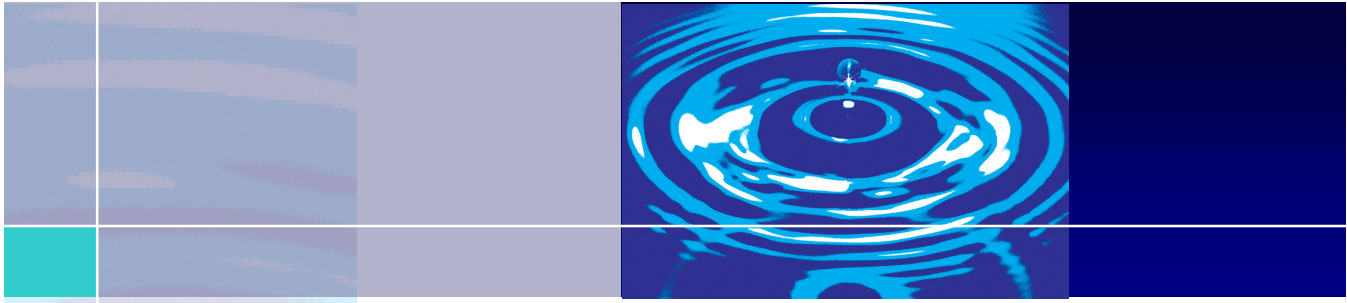
**FORM 3**  
**PUBLIC INVOLVEMENT AND  
PARTICIPATION  
INCLUDING PUBLIC NOTICE**

**FORM 3**

**SPPP Form 3 – Public Involvement and Participation Including Public Notice**

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





# **FORM 4**

## **PUBLIC EDUCATION AND OUTREACH**

**This Section Contains:**

- **Educational Materials**
- **Point System for Public Education & Outreach SOP/Checklist**

**FORM 4**

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

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

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

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

# Solutions to Stormwater Pollution

## *Easy Things You Can Do Every Day To Protect Our Water*

### **A Guide to Healthy Habits for Cleaner Water**

**P**ollution 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 unwrapped 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](http://www.njstormwater.org) or [www.nonpointsource.org](http://www.nonpointsource.org)

Additional information is also available at U. S. Environmental Protection Agency Web sites [www.epa.gov/npdes/stormwater](http://www.epa.gov/npdes/stormwater) or [www.epa.gov/nps](http://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



April 2004

<b>Category 1: General Public Outreach</b>			
<b>Activity</b>	<b>Description</b>	<b>Points</b>	<b>Executed</b>
Website and Social Media	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	<input type="checkbox"/>
Newspaper Ad	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	<input type="checkbox"/>
Radio/Television	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	<input type="checkbox"/>
Green Infrastructure Signage	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*	<input type="checkbox"/>
Billboard/Sign	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	<input type="checkbox"/>
Mural	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	<input type="checkbox"/>
Stormwater Facility Signage	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*	<input type="checkbox"/>

<b>Category 2: Targeted Audiences Outreach</b>			
<b>Activity</b>	<b>Description</b>	<b>Points</b>	<b>Executed</b>
Stormwater Display	Present a stormwater related display or materials at any event (e.g., Earth Day, local picnic) held by the permittee at the public complex location or other similar public venue.	1	<input type="checkbox"/>
Promotional Item	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).	2	<input type="checkbox"/>
Mailing or Emailing Campaign	Distribute any of the Department's educational brochures, tip cards, or equivalent one produced by the permittee (e.g., community calendar, newsletter, or recycling schedule) via a mailing to every resident and business in the public complex.	2	<input type="checkbox"/>
Regulatory Mechanisms Education	Distribute a letter or email from the head of the public complex to every resident, employee and business within the public complex 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 permittee's website where regulatory mechanisms are posted.	3	<input type="checkbox"/>

<b>Category 3: School / Youth Education and Activities</b>			
<b>Activity</b>	<b>Description</b>	<b>Points</b>	<b>Executed</b>
School Presentations	Provide water-related educational presentation(s) and/or activities to college/university students or to preschool, elementary, middle/high school student classes present on a military base using staff from the public complex or local partner organizations. Topics could include stormwater, non-point 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*	<input type="checkbox"/>
Water Education Workshops	Provide water-related professional development workshops for college/university faculty, or preschool, elementary, middle/high school teachers of military bases from a registered NJ Department of Education Professional Development Provider.	2	<input type="checkbox"/>
Storm Drain Labeling	Organize a project to label and/or maintain storm drain labels (that are not already precast with a message) with college/university students, local school district, or faith-based group, or other community group from the public complex for a minimum of 40 labels. This project could also include stenciling over precast labels to improve legibility.	3	<input type="checkbox"/>
Educational Contest for Schools	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	<input type="checkbox"/>
AmeriCorps Event	Coordinate an event (e.g. volunteer stream monitoring, educational presentations, or stormwater awareness project) through <a href="#">AmeriCorps NJ Watershed Ambassador Program</a> .	4	<input type="checkbox"/>
Clean-up	Sponsor or organize a litter clean-up for a college/university, 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	<input type="checkbox"/>

<b>Category 4: Watershed/Regional Collaboration</b>			
<b>Activity</b>	<b>Description</b>	<b>Points</b>	<b>Executed</b>
Regional Stormwater Collaboration	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	<input type="checkbox"/>
Green Infrastructure Workshop	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, an/or other organization.	3	<input type="checkbox"/>
Community Activity	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 watershed organization, utility, university, school, youth/faith-based group, and/or other organization to carry out these activities.	3	<input type="checkbox"/>



**FORM 5**  
**POST-CONSTRUCTION  
STORMWATER  
MANAGEMENT IN  
NEW/REDEVELOPMENT  
PROGRAM**

**This Section Contains:**

- **New Development Project Summary**
- **Post-Construction Program Design Checklist for Individual Projects**

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

1. How does the permittee define 'major development'?
2. Describe the process for reviewing and approving major development project applications for compliance with the stormwater management rules at N.J.A.C. 7:8 et seq. Attach a flow chart if available. If applicable, provide the physical location of the mitigation plan required to grant a variance or exemption from the design and performance standards for stormwater management measures.
3. Indicate the physical location of approved applications for major development projects and Major Development Summary Sheets (permit Attachment D)?



**New Development Project Summary**

Provide the following information for each new development or redevelopment project that is regulated by the Public Complex Permit, and not exempted under N.J.A.C. 7:8-1.6(b). After a project is listed in an annual report as completely constructed, do not include that project in subsequent annual reports.

Project Name Municipality/County <sup>1</sup>	Description (e.g., new library, prison housing, etc.)	Acres of Disturbance <sup>2</sup>	Acres of Add'l Imperv. Surface <sup>2</sup>	LURP Permit Required? (Y, P, N) <sup>3</sup>	Design Checklist for Individual Projects Completed? (Y/N)	Waiver Claimed Under N.J.A.C. 7:8-5.2(e)? (Y/N)	Approved for Construction? (Y/N)	Construction Completed? (Y/N)
Allied Health Center, Deptford, Gloucester County	New Building, parking and SWM	4.6	3.2	N	Y	N	Y	N

<sup>1</sup>Omit county if the Public Complex is located in only one New Jersey county

<sup>2</sup>Add "(est.)" after number of acres, if number of acres is estimated, approximate, or preliminary

<sup>3</sup>LURP Permit Required" means that an NJDEP Land Use Regulation Program permit (stream encroachment permit; freshwater wetlands permit or transition area waiver; CAFRA, coastal wetlands, or waterfront development permit) has been or must be secured for the project.

Y = entire project requires a LURP Permit P = part of the project requires a LURP Permit N = none of the project requires a LURP Permit

# Public Complex Stormwater General Permit Post-Construction Program Design Checklist for Individual Projects

For each question, attach additional sheets as necessary

Public Complex  
Information

Public Complex: \_\_\_\_\_

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

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

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

## 1. Location of Project

- a. Project Name \_\_\_\_\_
- b. Public Complex Project Number (if applicable): \_\_\_\_\_
- c. Municipality(ies): \_\_\_\_\_
- d. County(ies): \_\_\_\_\_

## 2. Description (type of project)

- a. Briefly describe (1) the purpose and intended use of the project, and (2) any pavement and/or structures to be erected or expanded: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Area of proposed disturbance: \_\_\_\_\_ acres
- c. Area of proposed additional impervious surface: \_\_\_\_\_ acres
- d. Discharges to (identify surface water body(ies)): \_\_\_\_\_

### 3. Related NJDEP Permits

How much (if any) of the project requires at least one NJDEP permit (stream encroachment permit; freshwater wetlands permit or transition area waiver; CAFRA, coastal wetlands, or waterfront development permit) granted under the following statutes?

Flood Hazard Area Control Act, N.J.S.A. 58:16A-50 et seq.  
Freshwater Wetlands Protection Act, N.J.S.A. 13:9B-1 et seq.  
Coastal Area Facility Review Act, N.J.S.A. 13:19-1 et seq.  
Waterfront and Harbor Facilities Act, N.J.S.A. 12:5-3

Application Number (if available)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Answer (circle one):      The entire project      Part of the project      None of the project

### 4. Compliance with NJDEP Design and Performance Standards (N.J.A.C. 7:8)

#### a. Nonstructural stormwater management strategies

To the maximum extent practicable, does the project meet the applicable erosion control, groundwater recharge, and stormwater runoff quantity and quality standards at N.J.A.C. 7:8-5.4 and 5.5 by incorporating nonstructural stormwater management strategies at N.J.A.C. 7:8-5.3 into the design? Y ( ) N ( )

Also see question #4.j in regard to the Low Impact Development Checklist.

#### b. Threatened and endangered species

Are the project's stormwater management measures designed to avoid adverse impacts of concentrated flow on habitat for threatened and endangered species as documented in the Natural Heritage Database established under N.J.S.A. 13:1B-15.147 through 15.150, particularly *Helonias bullata* (swamp pink) and/or *Clemmys muhlenbergi* (bog turtle)? Y ( ) N ( )

#### c. Exemption for certain utility line and public pedestrian access projects

How much (if any) of the project is exempt under N.J.A.C. 7:8-5.2(d) from the groundwater recharge and stormwater runoff quantity and quality requirements at N.J.A.C. 7:8-5.4 and 5.5? Y ( ) N ( ) If "yes," circle whichever of the following are applicable:

The entire project      Part of the project      None of the project

If you circled "The entire project" or "Part of the project," circle whichever of the following are applicable:

Underground utility line      Aboveground utility line      Public pedestrian access

If you circled "The entire project," skip questions #4.d, #4.f, #4.g, and #4.h.

#### d. Waiver for certain roadway, railroad, and public pedestrian access projects

Are you claiming, for the enlargement (widening) of an existing public roadway or railroad or the construction or enlargement of a public pedestrian access, a waiver under N.J.A.C. 7:8-5.2(e) from strict compliance with the groundwater recharge and stormwater runoff quantity and quality requirements at N.J.A.C. 7:8-5.4 and 5.5? Y ( ) N ( ) If "yes":

- Circle whichever of the following are applicable:

Enlargement of existing public roadway or railroad      Public pedestrian access

- Attach written documentation making the demonstration required under N.J.A.C. 7:8-5.2(e), unless “The entire project” or “Part of the project” is circled under question #3, and you have submitted or will submit this documentation to the NJDEP to obtain the related NJDEP permit(s).

- Circle whether the waiver is for:

The entire project      Part of the project      None of the project

If you circled “The entire project,” skip questions #4.f, #4.g, and #4.h.

**e. Erosion control**

Is the project in its post-construction condition designed to meet the erosion control standards established under the Soil Erosion and Sediment Control Act, N.J.S.A. 4:24-39 et seq. And implementing rules? Y ( ) N ( )

Does the project have a soil erosion and sediment control plan certified under that Act and those rules? Y ( ) N ( ) If “no,” please explain: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**f. Groundwater recharge**

Under N.J.A.C. 7:8-5.4(a)2ii, how much (if any) of the project is outside the scope of the groundwater recharge requirement at N.J.A.C. 7:8-5.4(a)2i?

Answer (circle one):      The entire project      Part of the project      None of the project

If you circled “The entire project” or “Part of the project,” circle whichever of the following are applicable:

Urban redevelopment area      High pollutant loading area      Industrial “source material”

If you circled “Part of the project” or “None of the project,” is the project designed to meet the groundwater recharge requirement at N.J.A.C. 7:8-5.4(a)2i? Y ( ) N ( ) Also see question 4.j.

Will there be recharge of any stormwater from high pollutant loading areas, or of industrial stormwater exposed to “source material”? Y ( ) N ( )

Is the project designed to avoid adverse hydraulic impacts on the groundwater table? Y ( ) N ( )

**g. Stormwater runoff quantity**

Will the post-construction stormwater runoff flow only into tidal waters where the increased volume of stormwater runoff will not increase flood damages below the point of discharge? Y ( ) N ( )

If “no,” is the project designed to meet the stormwater runoff quantity standard at N.J.A.C. 7:8-5.4(a)3? Y ( ) N ( ) Also see question 4.j.

**h. Stormwater runoff quality**

Is the project subject to the requirement at N.J.A.C. 7:8-5.5(a) for 80 percent total suspended solids (TSS) reduction? Y ( ) N ( )

If “yes,” is the project designed to meet this requirement? Y ( ) N ( ) Also see question 4.j.

If “no,” circle whichever of the following are applicable:

Less than ¼ acre of additional impervious surface      NJPDES-based exemption

Is the project designed to meet the nutrient reduction standard at N.J.A.C. 7:8-5.5(e)? Y ( ) N ( )

Are the project's stormwater management measures designed to prevent any increase in stormwater runoff to waters classified as FW1? Y ( ) N ( ) N/A ( ) (N/A if there is no stormwater runoff from the project to FW1 waters)

Does the project propose any encroachment within a special water resources protection area established under N.J.A.C. 7:8-5.5(h) to protect Category One waters? Y ( ) N ( ) Also see question 4.j.

If "yes," has the NJDEP approved the proposed encroachment? Y ( ) N ( ) Please explain if the NJDEP has not approved the proposed encroachment: \_\_\_\_\_

\_\_\_\_\_

**i. Other special circumstances**

Are there special circumstances besides those noted above (e.g., alternative design and performance standards recognized under N.J.A.C. 7:8-5.1(b), and hardship waivers under N.J.A.C. 7:13-4.8) that result in one or more of the design and performance standards at N.J.A.C. 7:8-5 not being applicable to all or part of the project? Y ( ) N ( )

If "yes," describe the circumstances and identify the standard(s) that are not applicable: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**j. Calculations and stormwater engineering report**

Was stormwater runoff calculated in accordance with N.J.A.C. 7:8-5.6? Y (X) N ( )

Attach a stormwater engineering report that includes the following information (unless the Exception below applies):

- A copy of Parts 1, 3, and 4 of the Low Impact Development Checklist (see Appendix A of the New Jersey Stormwater Best Management Practices Manual)
- A copy of a USGS topographical map(s), 7.5 minute quadrangle series, showing the project location and its HUC-14 watershed(s), and indicating any special water resources protection area(s) established under N.J.A.C. 7:8-5.5(h)
- Proof that the applicable groundwater recharge and stormwater runoff quantity and quality standards at N.J.A.C. 7:8-5.4 and 5.5 (or applicable alternative standards recognized under N.J.A.C. 7:8-5.1(b)) are met. This proof shall include complete printouts of all calculations (including detention, retention, and infiltration calculations for all basins), and shall compare existing and proposed recharge and discharge rates. The proof shall clearly explain how the attached calculations demonstrate compliance with the applicable standards. If the requirement at N.J.A.C. 7:8-5.5(a) for 80 percent TSS reduction is applicable, the proof shall detail how TSS reduction is achieved.

Exception: If "The entire project" is circled under question #3, have you submitted or will you submit the above information to the NJDEP to obtain the related NJDEP permit(s)? Y ( ) N ( )

If "yes," it is not necessary to attach a stormwater engineering report.

**k. Structural stormwater management**

Is the project designed to meet the applicable standards for structural stormwater management measures at N.J.A.C. 7:8-5.7? Y ( ) N ( )

**I. Maintenance**

Has the design engineer prepared for the project the maintenance plan required by N.J.A.C. 7:8-5.8?  
Y ( ) N ( )

If “yes,” attach the maintenance plan unless “The entire project” or “Part of the project” is circled under question #3, and you have submitted or will submit the maintenance plan for the entire project to the NJDEP to obtain the related NJDEP permit(s).

**5. Compliance with NJDEP Design Standard for Storm Drain Inlets**

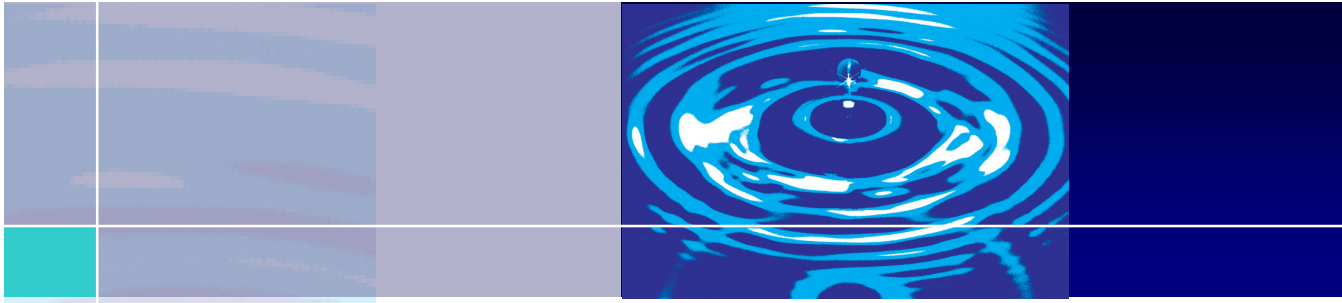
Does the project include installation of any storm drain inlets? Y ( ) N ( )

If “yes,” is the project designed to comply with the standard set forth in Attachment C of the permit to control passage of solid and floatable materials? Y ( ) N ( )

Attach a list of any storm drain inlets in the project that have hydraulic performance exemptions.

Are you claiming any alternative device exemptions or historic place exemptions for any of the storm drain inlets in this project? Y ( ) N ( ) If “yes,” please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# FORM 6 Regulatory Mechanisms



### SPPP Form 6 – Regulatory Mechanisms

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

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





# **FORM 7** **STREET SWEEPING**

**This Section Contains:**

- **2021 Street Sweeping Log**

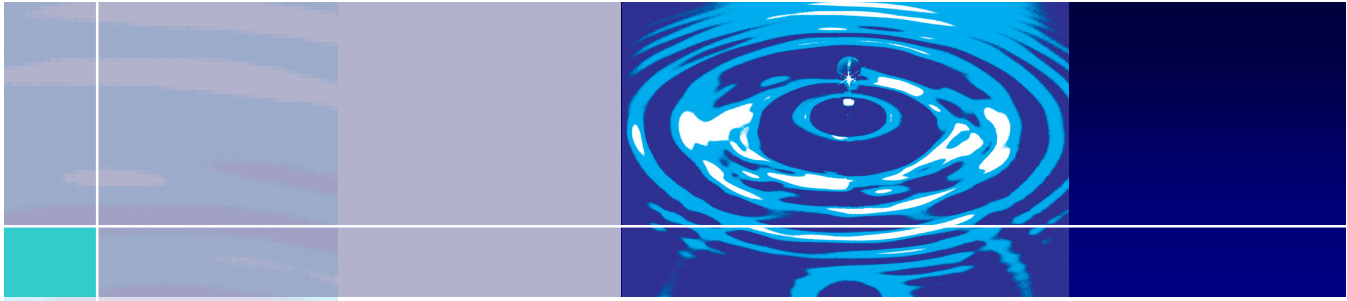
### **SPPP Form 7 – Street Sweeping**

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

## 2021 Street Sweeping log.

January -	17 lbs -	0.01003	
February -	19 lbs .	0.01121	
March -	18 lbs.	0.01062	
April -	16 lbs.	0.00944	
May -	20 lbs.	0.0118	
June -	23 lbs.	0.01357	
July -	20 lbs.	0.0118	
August -	19 lbs	0.01121	
September -	8 lbs	0.00472	
October -	8 lbs.	0.00472	
November -	17 lbs	<del>0.1003</del>	0.0103
December -	19 lbs.	0.01121	

Total cubic yard = ~~0.21063~~ 0.12063



**FORM 8**  
**CATCH BASINS AND STORM  
DRAIN INLETS**

**This Section Contains:**

- **Storm Drain Labeling**
- **Annual Stormwater Facility  
Cleaning Log**

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

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

GLOUCESTER COUNTY COLLEGE  
STORM DRAIN LABELING

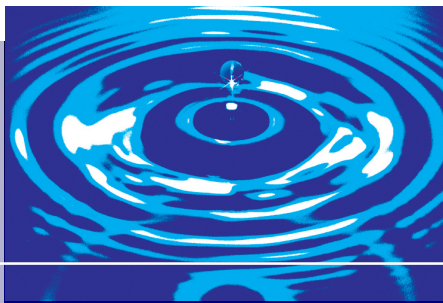


Sector	Storm Drain Number	Location of Storm Drain	Will this Storm Drain need to be labeled?	Date Label was Applied	What type of label was used?
A	CHECKED AND LABELED ALL DRAINS 9/10/21				METAL LABEL
B					

NOTES

Notes section with horizontal lines for writing.





# FORM 9 EMPLOYEE TRAINING

## **This Section Contains:**

- **2021 Storm Water Permit Compliance Training Attendance**
- **Staff Listing - Facilities/Maintenance**



## SPPP Form 9 – Employee Training

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

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

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

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

# Rowan College South Jersey

[www.nimel.org/stormwater.html](http://www.nimel.org/stormwater.html)

Fall 2021

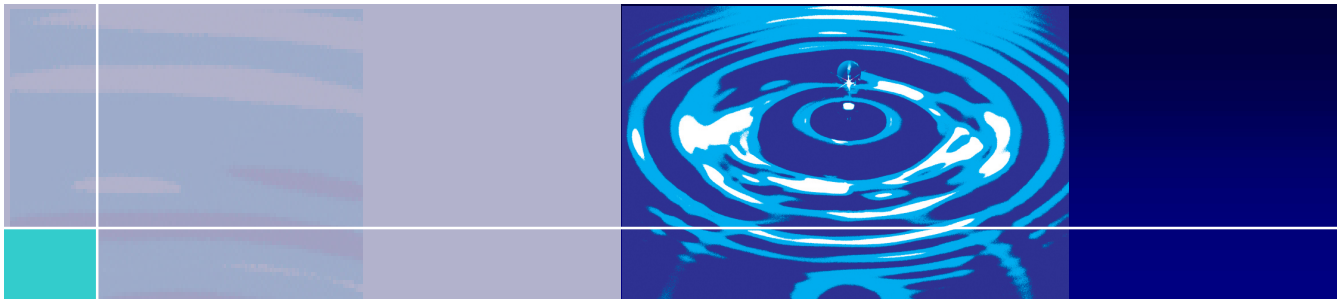
## 2021 Storm Water Permint Compliance Training

- 1- An Introduction
- 2- ImProper Disposal
- 3- Solid and Floatable Controls

Parts Completed	Last Name	First Name	DEPT	Position Description	Signature/ Date Completed
1,2,3	MacFerren	Joshua	Maintenance	Manager, Maintenance and New Construction	
1,2,3	Smith	Steve	Maintenance	Maintenance Coordinator	Steve Smith 11/10/21
1,2,3	Ashler	Scott	Maintenance	Maintenance/ Fireman	Scott Ashler 10/26/2021
1,2,3	Gaines	George	Maintenance	Maintenance/ Fireman	George Gaines 11-15-21
1,2,3	Getsinger	Mike	Maintenance	Maintenance/ Fireman	Mike Getsinger 11-17-2021
1,2,3	Mecke	Derek	Maintenance	Maintenance/ Fireman	Derek Mecke 11/10/2021
1,2,3	Weaver	Mike	Maintenance	Maintenance/ Fireman	

Staff Listing - Facilities/Maintenance

ALSCHER, Scott	70010-6191	Sgt a desk
BALLINGER, James	70010-6191	James Ballinger
BRIODY, Terry	70010-6191	Tan Purn
CARR, Linda	70010-6191	Linda C
CAULLEY, Jason	70010-6191	OUT
DePIANO, Ronald	70010-6191	Ronald DePiano
GAINES, George	70010-6191	George Gaines
GETSINGER, Michael	70010-6191	
GILLIES, Edward	72010-6191	Edward Gillies
HILL, Clayton	70010-6191	Clayton Hill
JAEP, Timothy	70010-6191	OUT
JONES, Jordan	70010-6191	Jordan Jones
KELLY, George-Anna	70010-6191	George Kelly
LESTER, Bryan	70010-6191	Bryan Lester
LLOYD, Jacqueline	70010-6191	Jacqueline Lloyd
LUBONSKI, Gina	70010-6191	Gina M. Lubonski
LUBONSKI, Thomas	72010-6191	Thomas Lubonski
MacFERREN, Josh	70010-6191	
McCANN, Raymond A. Jr.	72010-6191	Raymond McCann
McGORRY, William	70010-6191	William McGorry
McVEIGH, Stephanie	70010-6191	Stephanie McVeigh
MECKE, Derek	70010-6191	
MITCHAM, Timothy	70010-6191	Tim Mitcham
PILIGNO, Nicholas	70010-6191	Nicholas Piligno
RIVELL, Graig	70010-6191	Graig Rivell
RIVELL, Kenneth	70010-6191	Kenneth Rivell
RUSSO, Domenick	70010-6191	Domenick Russo
SCAPPA, Michael	70010-6191	Michael Scappa
SCARPINATO, Wendy	70010-6191	Wendy Scarpinato
SMITH, Steve	70010-6191	
THOMPSON, Dorothy	70010-6191	OUT
VOGEL, David	72010-6191	OUT
WEAVER, Michael	70010-6191	OUT
WILCOX, Ronald	70010-6191	Ronald Wilcox
WRIGHT, Ivey	70010-6191	Ivey Wright
WYATT, Jacqueline	70010-6191	Jacqueline Wyatt
WYATT, Matt	70010-6191	Matt Wyatt



**FORM 10**  
**MAINTENANCE YARDS AND  
OTHER ANCILLARY  
OPERATIONS**

**This Section Contains:**

- **Source Material Inventory**
- **Good Housekeeping Practices SOP**
- **Vehicle Fueling SOP**
- **Vehicle Maintenance SOP**

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

Complete separate forms for each location.

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

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

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

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

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

a. Fueling Operations

b. Discharge of Stormwater from Secondary Containment

c. Vehicle Maintenance

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

e. Salt and De-Icing Material Storage and Handling

f. Aggregate Material and Construction Debris Storage

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

h. Yard Trimmings and Wood Waste Management

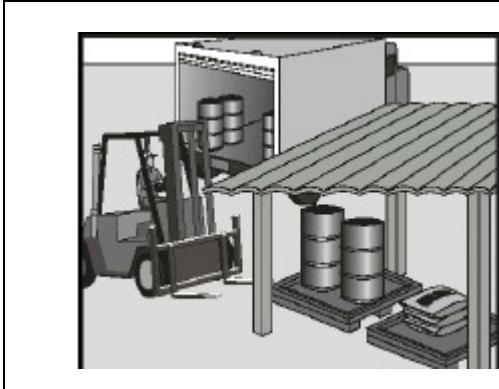
Note that leaves, grass clippings, woodchips, and brush are considered yard trimmings and trees, stumps, and untreated lumber are considered wood waste.



**Rowan College South Jersey  
Source Material Inventory**

<b>Potential Source Material &amp; Source Operations</b>	<b>Recommendation</b>	<b>Addressed in Which SOP?</b>
Drums	<ul style="list-style-type: none"> <li>• Properly label</li> <li>• Dispose of empty/unused drums</li> <li>• Correctly store drums, covered on spill platforms</li> </ul>	Good Housekeeping
Dumpsters	<ul style="list-style-type: none"> <li>• Construct/purchase cover for dumpsters</li> <li>• Where appropriate, keep lids closed when not in use</li> </ul>	Good Housekeeping
Lead Acid Batteries Used Tires	<ul style="list-style-type: none"> <li>• Store indoors or construct a shed to keep materials covered</li> </ul>	Vehicle Maintenance; Good Housekeeping
Waste Oil Storage	<ul style="list-style-type: none"> <li>• Practice good housekeeping and maintenance</li> </ul>	Good Housekeeping Vehicle Maintenance
Spare & Scrap Vehicle & Equipment Parts	<ul style="list-style-type: none"> <li>• When ever possible store all spare parts indoors.</li> <li>• Dispose of all unnecessary scrap parts properly.</li> <li>• If stored outdoors, all spare and scrap parts should be covered from precipitation.</li> <li>• Parts &amp; scrap stored outdoors should also be stored on spill pallets.</li> </ul>	Good Housekeeping
Street Sweepings	<ul style="list-style-type: none"> <li>• All sweeping material stored on-site should be covered from precipitation and kept on an impervious surface.</li> </ul>	Good Housekeeping
Catch Basin Cleaning Materials	<ul style="list-style-type: none"> <li>• All sweeping material stored on-site 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 waste water. This water should be disposed of into the sanitary sewer or through a licensed waste water disposal contractor.</li> </ul>	Good Housekeeping
Sand Storage	<ul style="list-style-type: none"> <li>• Store at least 50' from all storm drain inlets &amp; water bodies.</li> </ul>	Good Housekeeping
Vehicle Fueling Area	<ul style="list-style-type: none"> <li>• Keep spill kit nearby in case of spills during fuel delivery or fueling area.</li> </ul>	Vehicle Fueling
Vehicle Washing	<ul style="list-style-type: none"> <li>• Prevent vehicle/equipment wash-waters from entering the environment.</li> <li>• Rowan College South Jersey washes their vehicles off campus</li> </ul>	Good Housekeeping & Vehicle Maintenance
Aboveground Storage Tanks (ASTs)	<ul style="list-style-type: none"> <li>• Practice good housekeeping</li> <li>• Regularly inspect for drips &amp; spills</li> <li>• Rowan College South Jersey does not currently have any above ground tanks onsite</li> </ul>	Good Housekeeping & Vehicle Fueling
Underground Storage Tanks (USTs)	<ul style="list-style-type: none"> <li>• Perform sump and spill bucket inspections</li> <li>• Install audible/visual alarm</li> <li>• Check dispensers for sumps</li> </ul>	Good Housekeeping & Vehicle Fueling

# Rowan College South Jersey Municipal Stormwater Regulation Program Good Housekeeping Practices Standard Operating Procedure



Rowan College South Jersey



Good Housekeeping Practices

## Introduction and Purpose

This SOP contains the basic practices of good housekeeping to be implemented during typical day-to-day maintenance activities at Rowan College South Jersey. The purpose of this SOP is to provide a set of guidelines for the employees of the College for good housekeeping practices at their facility maintenance areas.

## Scope

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

## Standards and Specifications

(Container & Drum Handling)

<p><b>All Containers &amp; Drums</b> (Every container on campus, storing liquids or solids)</p>	<ul style="list-style-type: none"> <li>• All containers should be <b>properly labeled and marked</b>, and the labels must remain clean and visible.</li> <li>• All containers must be kept in good condition and <b>tightly closed</b> when not in use.</li> <li>• When practical, chemicals, fluids and supplies should be kept <b>indoors</b>.</li> <li>• Keep a <b>spill kit</b> on hand at the following locations:             <ul style="list-style-type: none"> <li>○ Maintenance garage</li> <li>○ Vehicle Fueling area</li> </ul> </li> <li>• Have available &amp; make use of use <b>drip pans</b> during liquid transfers.</li> <li>• <b>Absorbent spill clean-up materials</b> must be available in maintenance areas and shall be disposed of properly after use.</li> <li>• Collect waste fluids in properly labeled containers and dispose of them properly.</li> </ul>
<p><b>Containers and Drums stored Outside</b></p>	<ul style="list-style-type: none"> <li>• All drums &amp; containers be <b>covered</b> and placed on <b>spill platforms</b>.</li> </ul>

### Standards and Specifications

(Source Material)

<b>Spare &amp; Scrap Vehicle &amp; Equipment Parts</b>	<ul style="list-style-type: none"><li>• When ever possible store all spare parts indoors.</li><li>• Dispose of all unnecessary scrap parts properly.</li><li>• If stored outdoors, all spare and scrap parts should be covered from precipitation.</li><li>• Parts &amp; scrap stored outdoors should also be stored on spill pallets.</li></ul>
<b>Street Sweepings</b>	<ul style="list-style-type: none"><li>• All sweeping material stored on-site should be covered from precipitation and kept on an impervious surface.</li></ul>
<b>Catch Basin Cleaning Materials</b>	<ul style="list-style-type: none"><li>• All catch basin cleaning materials stored on-site 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 waste water. This water should be disposed of into the sanitary sewer or through a licensed waste water disposal contractor.</li></ul>
<b>Vehicle Washing</b>	<ul style="list-style-type: none"><li>• The wash waters from facility vehicles cannot impact the storm sewer system or a surface water body.</li><li>• Conduct washing activities at a commercial facility, reclaim wash water, install oil/water separator and associated grey water holding tank, install a wash water reclamation system, or construct a wash bay with drains discharging to the POTW.</li></ul>

### Standards and Specifications

(Spill Response & Inspections)

<b>Spill Response and Reporting</b>	<ul style="list-style-type: none"><li>• Conduct clean up of any spill(s) immediately after discovery.</li><li>• Spills are to be cleaned using dry cleaning methods only.</li><li>• Notify Rowan College South Jersey Security at 856-464-5207</li><li>• Spill emergencies should be reported to the NJDEP at 1-877-WARNDEP</li><li>• Dial 911 in case of emergency.</li></ul>
<b>Maintenance and Inspection</b>	<ul style="list-style-type: none"><li>• <b>Monthly check for leaks and damaged equipment</b> and make repairs as necessary.</li><li>• Perform <b>monthly inspections</b> of all (indoor and outdoor) storage locations</li></ul>

### Standards and Specifications

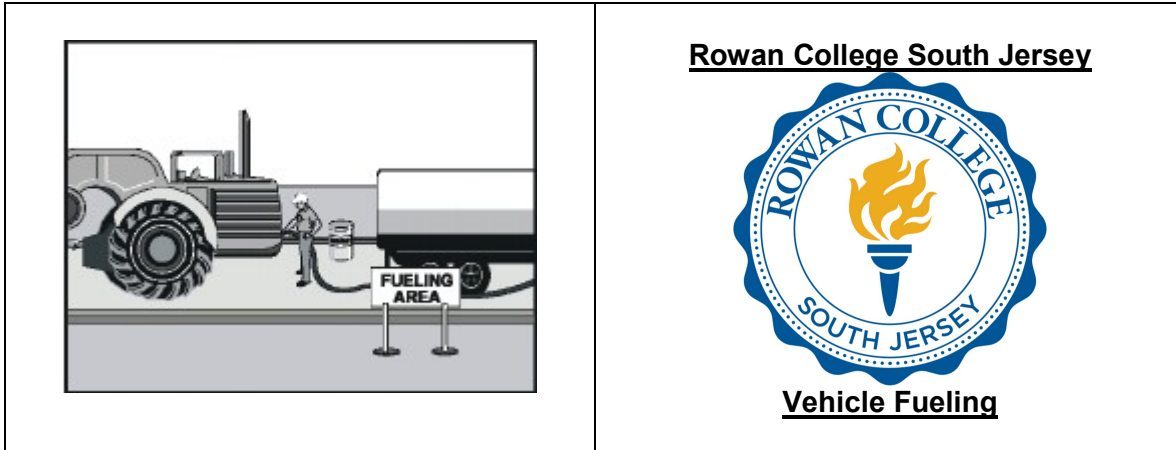
(Salt and Deicing Material Handling)

<b>Salt Handling and Deliveries</b>	<ul style="list-style-type: none"><li>• Currently RCSJ uses 50-lb. bags of salt, stored indoors, for all salt applications. At this time no bulk storage is utilized.</li><li>• The salt storage area should be kept clean, any broken bags should be swept up and re-used appropriately.</li><li>• If and when the College begins to utilize bulk salt storage on-site, appropriate storage and handling measures will be implemented.</li></ul>
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### Monthly Good Housekeeping SOP Compliance Inspections

MONTH	Include dates of inspection, problems observed, and corrections
April	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
May	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
June	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
July	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
August	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
September	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
October	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
November	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
December	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
January	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
February	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
March	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>

# Rowan College South Jersey Municipal Stormwater Regulation Program Vehicle & Equipment Fueling Standard Operating Procedure



## **Introduction and Purpose**

Standard vehicle and equipment fueling operating procedures and practices are designed to minimize the potential of petroleum spills from impacting surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

## **Scope**

These procedures are to be implemented during all fueling operations conducted at Rowan College South Jersey.

This SOP will apply to the following petroleum storage tanks:

- **1,500 Gallon Gasoline UST**
- **1,000 Gallon Diesel UST**
- **20,000 gallon # 2 Fuel Oil UST**
- **Emergency Generator Belly Tank (Diesel) AST**
- **200 Gallon Waste Cooking Oil AST**

**Standards and Specifications**  
(Vehicle and Equipment fueling)

<p><b>Equipment &amp; Vehicle Fueling</b></p>	<ul style="list-style-type: none"><li>• Shut the <b>engine off</b>.</li><li>• Ensure that the fuel is the <b>proper type of fuel</b>.</li><li>• Absorbent spill clean-up materials and <b>spill kits</b> shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.</li><li>• Nozzles used in vehicle and equipment fueling shall be equipped with an <b>automatic shut-off</b> to prevent overfill.</li><li>• Fuel tanks shall not be “topped off”.</li><li>• Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.</li><li>• Clearly post, in a prominent area of the facility, <b>instructions for safe operation of fueling equipment</b>, and appropriate contact information for the person(s) responsible for spill response.</li></ul>
---	--

**Standards and Specifications**  
(Bulk fueling)

<p><b>Bulk Fuel Deliveries</b></p>	<ul style="list-style-type: none"><li>• <b>Drip pans</b> or absorbent pads shall be used under all hose and <b>pipe connections</b> and other leak-prone areas during bulk fueling.</li><li>• <b>Block storm sewer inlets</b>, 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.</li><li>• Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.</li><li>• A trained <b>employee must always be present</b> to supervise during bulk transfer.</li></ul>
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Rowan College South Jersey  
Vehicle Fueling SOP

**Standards and Specifications**  
(Spills)

<p><b>Spill Response</b></p>	<ul style="list-style-type: none"><li>• Conduct cleanups of any fuel spills immediately after discovery.</li><li>• 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.</li><li>• Collected waste is to be disposed of properly.</li><li>• Contact Rowan College South Jersey Security at 856-464-5207</li><li>• Dial 911 in case of emergency</li><li>• Notify NJDEP Spill Hotline in case of spill at 1-877-WARNDEP</li></ul>
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**Standards and Specifications**  
(Maintenance)

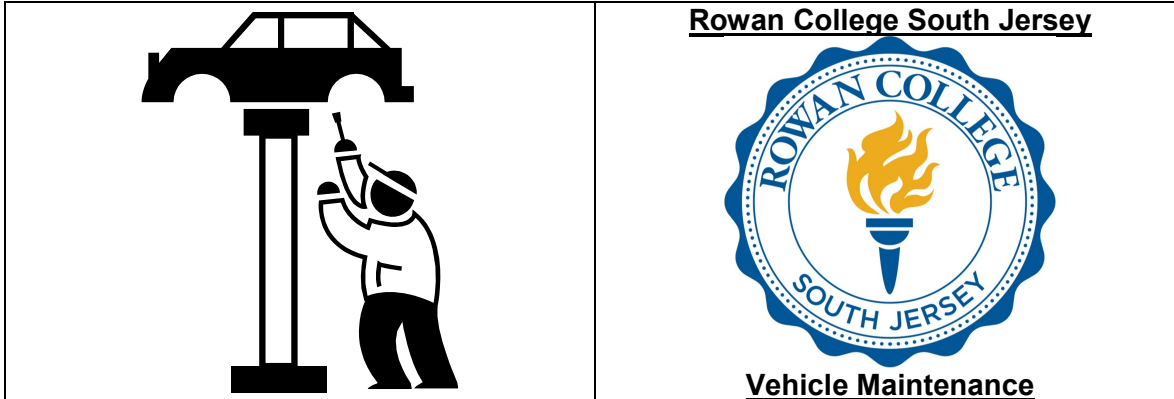
<p><b>Maintenance and Inspection</b></p>	<ul style="list-style-type: none"><li>• <b>Fueling areas and storage tanks shall be inspected monthly.</b></li><li>• Keep an ample supply of spill cleanup material on the site.</li><li>• Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.</li></ul>
--	--

**Monthly Vehicle Fueling SOP Compliance Inspections**

<b>MONTH</b>	<b>Include dates of inspection, problems observed, and corrections</b>
<b>April</b>	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
<b>May</b>	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
<b>June</b>	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
<b>July</b>	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
<b>August</b>	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
<b>September</b>	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
<b>October</b>	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
<b>November</b>	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
<b>December</b>	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
<b>January</b>	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
<b>February</b>	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
<b>March</b>	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>



# Rowan College South Jersey Municipal Stormwater Regulation Program Vehicle Maintenance Standard Operating Procedure



## Introduction and Purpose

This SOP contains the basic practices of vehicle maintenance to be implemented at Rowan College South Jersey. The purpose of this SOP is to provide a set of guidelines for developing safe, responsible vehicle maintenance practices which protect the quality of stormwater generated at the College.

Currently RCSJ has all their vehicle maintenance performed by an outside agency.

## Scope

This SOP applies to all vehicle maintenance activities performed at Rowan College South Jersey.

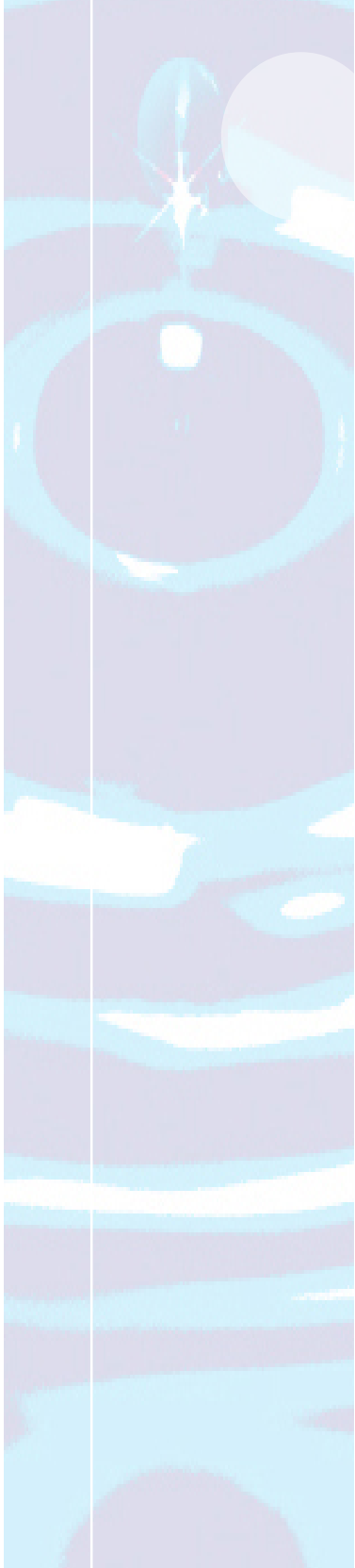
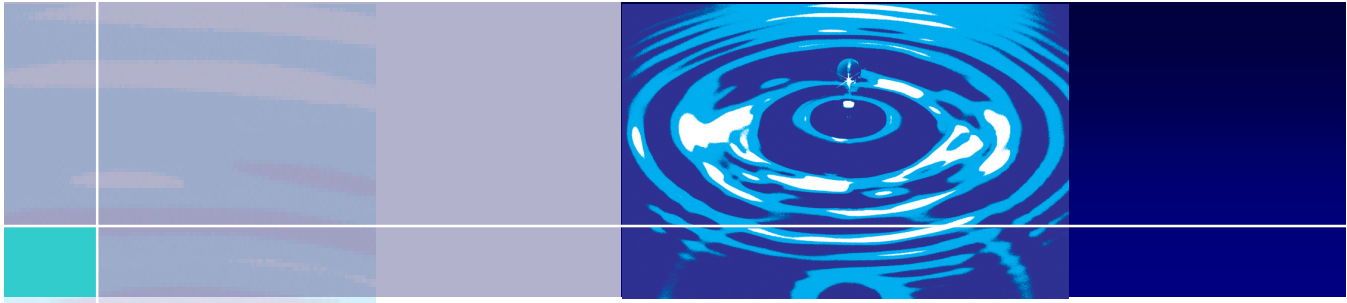
## Standards and Specification

(General)

<p>General Vehicle Maintenance Guidelines</p>	<ul style="list-style-type: none"> <li>• Conduct vehicle maintenance operation only in designated areas.</li> <li>• When possible, perform all vehicle and equipment maintenance at an <b>indoor location with a paved floor</b>.</li> <li>• Always <b>use drip pans</b>.</li> <li>• Use <b>portable tents or construct a roofing-device</b> over long-term maintenance areas and for projects that must be performed outdoors.</li> </ul>
<p>Fluid &amp; Battery Disposal</p>	<ul style="list-style-type: none"> <li>• All waste <b>lead-acid batteries</b> should be stored indoors. If stored outdoors, all batteries should be under cover and elevated.</li> <li>• All waste liquids should be collected and disposed of properly.</li> <li>• All containers storing liquids should be <b>clearly labeled</b>.</li> <li>• All drips &amp; spills should be addressed using <b>dry-cleaning methods</b>. (absorbent material use &amp; broom sweep up)</li> </ul>
<p>Tires</p>	<ul style="list-style-type: none"> <li>• <b>Scrap tires</b> should be stored indoors or in a container dedicated to scrap tire storage.</li> </ul>
<p>Maintenance and Inspection</p>	<ul style="list-style-type: none"> <li>• <b>Monthly</b> check for leaks and damaged equipment and make repairs as necessary.</li> </ul>

### Monthly Vehicle Maintenance SOP Compliance Inspections

MONTH	Include dates of inspection, problems observed, and corrections
April	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
May	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
June	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
July	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
August	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
September	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
October	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
November	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
December	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
January	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
February	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>
March	<ul style="list-style-type: none"><li>• Date:</li><li>• Problems?:</li><li>• Corrections:</li></ul>



**FORM 11**  
**MAPPING OUTFALL PIPES  
AND STORMWATER  
FACILITIES**

**FORM 11**

**This Section Contains:**

- **Stormwater Management Facilities Map**

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

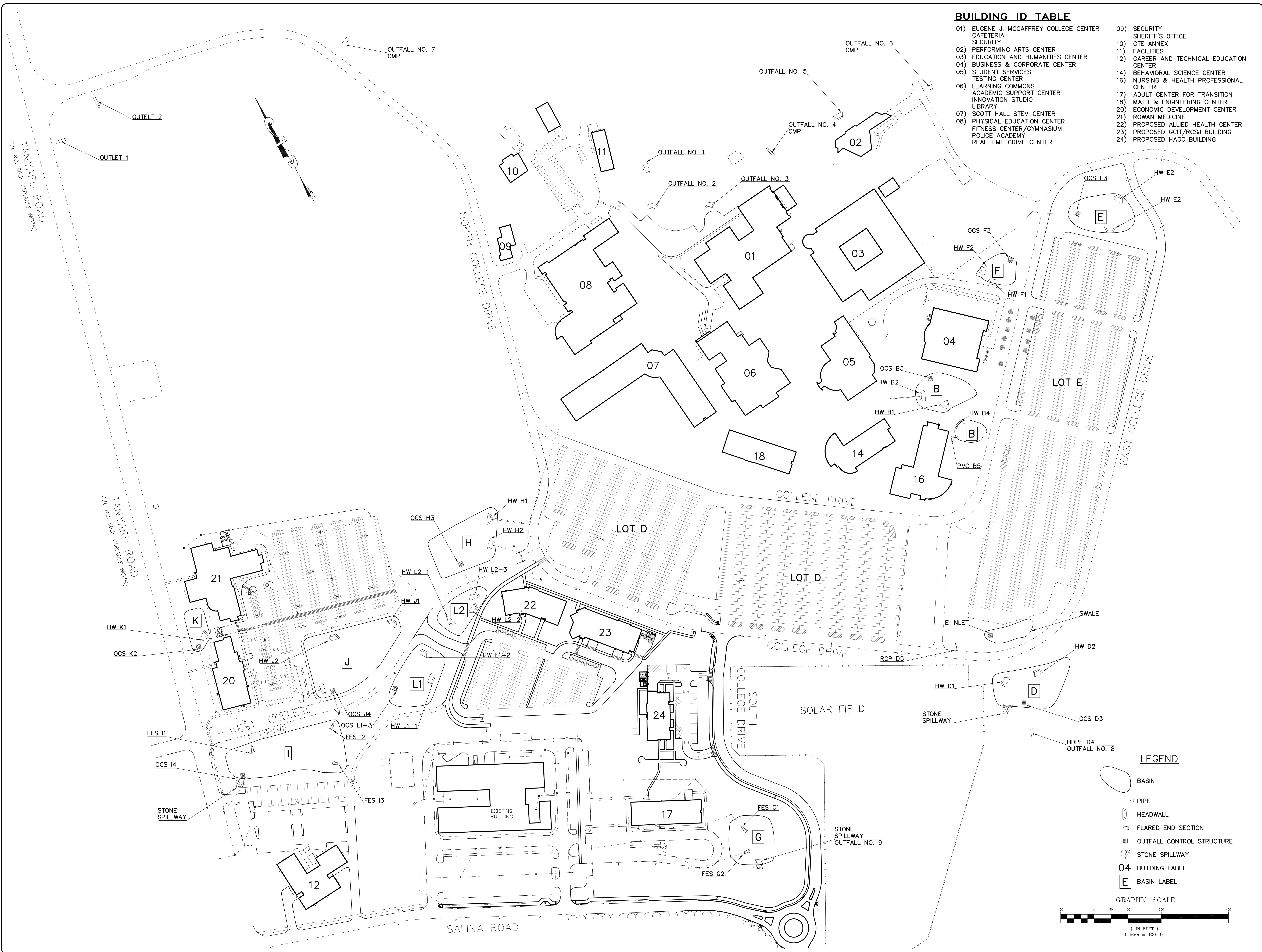
Visit [https://www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](https://www.nj.gov/dep/dwq/msrp_map_aid.htm) for the NJ DEP free mapping application.

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

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

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

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



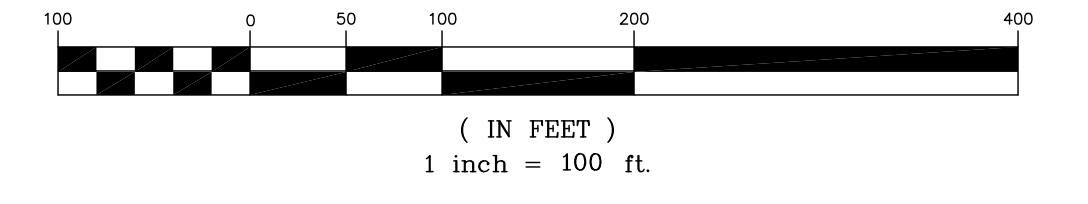
**BUILDING ID TABLE**

- |   |  |
|---|--|
| 01) EUGENE J. MCCAFFREY COLLEGE CENTER<br>CAFETERIA                             | 09) SECURITY<br>SHERIFF'S OFFICE             |
| 02) PERFORMING ARTS CENTER  | 10) CTE ANNEX                                |
| 03) EDUCATION AND HUMANITIES CENTER   | 11) FACILITIES                               |
| 04) BUSINESS & CORPORATE CENTER   | 12) CAREER AND TECHNICAL EDUCATION<br>CENTER |
| 05) STUDENT SERVICES<br>TESTING CENTER  | 14) BEHAVIORAL SCIENCE CENTER                |
| 06) LEARNING COMMONS<br>ACADEMIC SUPPORT CENTER<br>INNOVATION STUDIO<br>LIBRARY | 16) NURSING & HEALTH PROFESSIONAL<br>CENTER  |
| 07) SCOTT HALL STEM CENTER  | 17) ADULT CENTER FOR TRANSITION              |
| 08) PHYSICAL EDUCATION CENTER<br>FITNESS CENTER/GYMNASIUM                       | 18) MATH & ENGINEERING CENTER                |
| 09) POLICE ACADEMY  | 20) ECONOMIC DEVELOPMENT CENTER              |
| 10) REAL TIME CRIME CENTER  | 21) ROWAN MEDICINE                           |
|   | 22) PROPOSED ALLIED HEALTH CENTER            |
|   | 23) PROPOSED GCIT/RCSJ BUILDING              |
|   | 24) PROPOSED HAGC BUILDING                   |

**LEGEND**

- BASIN
- PIPE
- HEADWALL
- FLARED END SECTION
- OUTFALL CONTROL STRUCTURE
- STONE SPILLWAY
- BUILDING LABEL
- BASIN LABEL

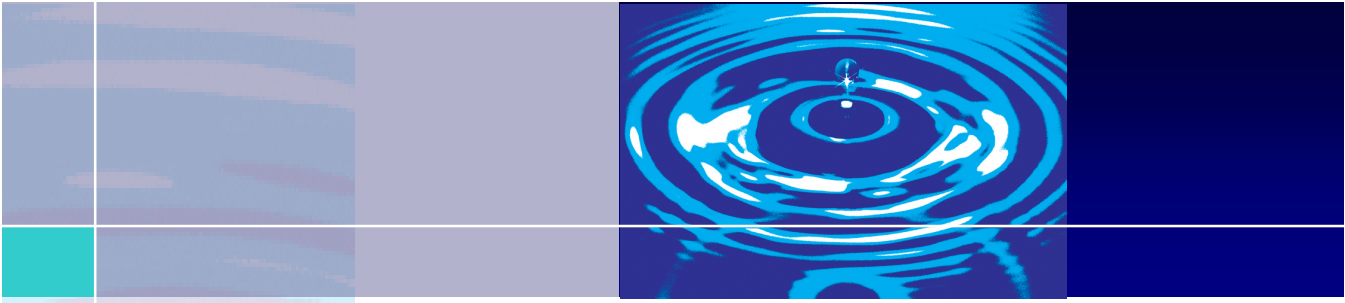
**GRAPHIC SCALE**



NO.	DATE	REVISIONS	BY	CHECKED BY

**ROWAN COLLEGE OF SOUTH JERSEY**  
**STORMWATER MANAGEMENT**  
**FACILITIES MAP**  
 1400 TANYARD ROAD  
 SEWELL, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY

**BRYSON & YATES**  
**CONSULTING ENGINEERS, LLC**  
 307 Greentree Road, Sewell, New Jersey 08080  
 Phone: (856) 897-1600 Fax: (856) 582-7776



**FORM 12**  
**OUTFALL PIPE**  
**INSPECTIONS**

**This Section Contains:**

- **Outfall Pipe and Stream Bank Scouring Log**

## SPPP Form 12 – Outfall Pipe Inspections

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

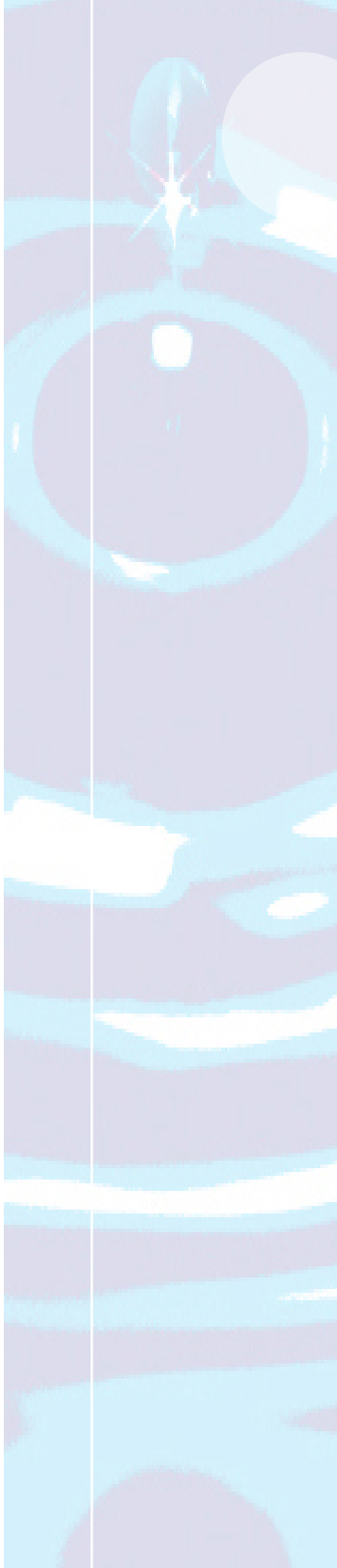
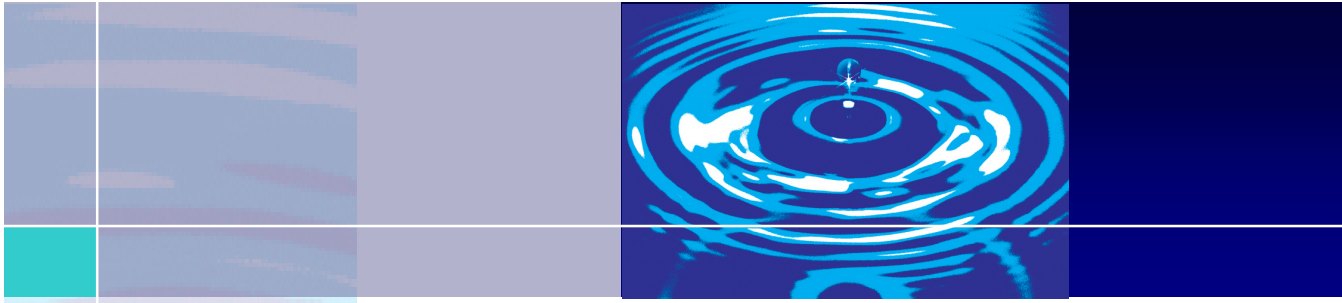


# Gloucester County College Outfall Pipe and Stream Bank Scouring Log



Scouring Location	Date of Inspection	Repairs Necessary to Address Damage	Date Completed
#1	9-15-21	Clear Grounds To Clean/Remove Growth For Access	10-15-21
#2	9-15-21	Clear Ground To Clean/Remove Growth For Access	10-15-21
#3	9-15-21	Clear Growth For Access	10-15-21
#4	9-15-21	Clear Growth For Access	
#5	9-9-21	Repair Headwall Replace Rock	10-7-21
#6	9-17-21	SOME WEEDS	10-27-21
#7	9-15-21	Clear WEEDS	10-27-21
#8	9-15-21	Clear WEED	10-28-21
#9			
#10	9-16-21	Clear Some Weed For Access	working
#11	9-15-21	REPLACE STONE CLEARED GRASS	9-28-21
#12	9-15-21	REPLACED STONE CLEARED GRASS	9-28-21
<b>NOTES</b>			
#13	9-15-21	TRYING TO CLEAR WEEDS	working
#14 (Solar Field)	9-15-21	GROUND CLEARING BRUSH FROM SIDE BANKS STARTED 10-1-21	STILL working
#15 ALT	9-15-21	STILL working on it on 10-26-21 CLEAR	9-15-21





**FORM 13**  
**STORMWATER FACILITIES  
INSPECTION AND  
MAINTENANCE**

**This Section Contains:**

- **Inspection Checklist /  
Maintenance Recommendations;  
Surface Infiltration and/or  
Extended Detention Basins,  
Outfalls**
- **Preventative Maintenance Record**

## SPPP Form 13 –Stormwater Facilities Inspection and Maintenance

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

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

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

**Inspection Checklist / Maintenance Recommendations  
Surface Infiltration and/or Extended Detention Basins, Outfalls**

Checklist (circle one): Quarterly / Annual / Monthly / Special Event Inspection

Basin and/or Outfall No. \_\_\_\_\_ Inspection Date: \_\_\_\_\_

Date of most recent rain event: \_\_\_\_\_

**Rain Condition** (circle one):

Drizzle / Shower / Downpour / Other \_\_\_\_\_

**Ground Condition** (circle one):

Dry / Moist / Ponding / Submerged / Snow accumulation

The following inspection items and preventative/corrective maintenance actions listed below represent general requirements. The design engineer and/or responsible party shall adjust the items and actions to better meet the conditions of the site, the specific design targets, and the requirements of regulatory authorities.

		Field Inspection		Corrective Maintenance	
Component No. Component Name	Inspection Item and Inspection Item No.	Result	Maintenance Actions Performed		
<b>A</b> Infiltration Bed	1	Standing water is present?  The observed drain time is approximately _____ hours <i>(Annual Inspection)</i>	Y__  N__	<input type="checkbox"/> Recheck to determine if there is standing water after 72 hours. If standing water is present longer than 5 days, report to mosquito commission.  <input type="checkbox"/> Remove any sediment buildup  <input type="checkbox"/> Repair/Replace the sand layer	
	2	Excessive sediment, silt, or trash accumulation on basin bed	Y__  N__	<input type="checkbox"/> Clean inflow pipes & inlets  <input type="checkbox"/> Remove silt, sediment, and trash	
	3	Erosion or channelization is present	Y__  N__	<input type="checkbox"/> Check whether the flow path and/or collection inlet(s) clogged  <input type="checkbox"/> Re-grade the infiltration bed	
	4	Animal burrows/rodents are present	Y__  N__	<input type="checkbox"/> Pest control	
	5	Uneven bed (mounding/silting, rutting, etc.)	Y__  N__	<input type="checkbox"/> Use light equipment to resurface the bed	
	6	Evidence of sinkholes or subsidence	Y__  N__	<input type="checkbox"/> Monitor for sinkhole development	

Notes:

	Field Inspection		Corrective Maintenance
Component No. Component Name	Inspection Item and Inspection Item No.		Maintenance Actions Performed
<b>B</b> Vegetation	1	Large spot(s) showing bare soil	Y__ N__ <input type="checkbox"/> Vegetative cover must be maintained at 85%. Revegetate if 50% or more vegetation has been lost
	2	Overgrown vegetation and grass	Y__ N__ <input type="checkbox"/> Mow/trim the vegetation and grass
	3	Tree, reeds, brush growth in the basin	Y__ N__ <input type="checkbox"/> Clear, trim, or prune the trees according to the original Landscaping Plan <input type="checkbox"/> Remove reeds and brush from basin according to the original Landscaping Plan <input type="checkbox"/> Inspect to determine if the tree roots caused any structural damage
Notes:			

	Field Inspection		Corrective Maintenance
Component No. Component Name	Inspection Item and Inspection Item No.	Result	Maintenance Actions Performed
C Basin Embankment & Side Slopes	1 Signs of erosion: a. soil slide or bulges,  b. exposed stabilization matting fabric,  c. seeps and wet spots,  d. loss of vegetation, or  e. erosion on the basin slope including rutting.	Y__  N__	<input type="checkbox"/> Check for excessive overland runoff flow through the embankment.  <input type="checkbox"/> Check for any sink hole development  <input type="checkbox"/> Direct the overland runoff to the pretreatment area (if any) or controlled capture area (Ex. Inlet, lined swale, etc.)  <input type="checkbox"/> Re-stabilize the bank/side slope

Notes:

	Field Inspection		Corrective Maintenance
Component No. Component Name	Inspection Item and Inspection Item No.	Result	Maintenance Actions Performed
D Outlet Control Structure	1	Trash or debris accumulation more than 20%	Y__ N__  <input type="checkbox"/> Clean and remove  <input type="checkbox"/> Determine source of trash and address to reduce future maintenance costs or basin failure
	2	Trash rack is: a. damaged or rusted greater than 50%,  b. loose or missing parts	Y__ N__  <input type="checkbox"/> Repair or replace trash rack
	3	a. Outlet components (Ex. orifice plates or weir plate) skewed, misaligned, or missing  b. Outlet grate damaged, rusted greater than 50%  c. Outlet concrete/masonry structure cracked, spalled or brick exposed	Y__ N__  <input type="checkbox"/> Repair or replace component
	4	Discharge pipe rip-rap apron is eroded or scoured	Y__ N__  <input type="checkbox"/> Re-stabilize the discharge rip-rap apron
	5	Standing water is present in the outlet structure longer than 72 hours	Y__ N__  <input type="checkbox"/> Pump out the standing water, clean out remaining sediment and debris

Note:

	Field Inspection		Corrective Maintenance
Component No. Component Name	Inspection Item and Inspection Item No.	Result	Maintenance Actions Performed
<b>E</b> Inlets and Headwalls	1	a. Damaged structure (Ex. Grate, pipe, concrete, etc.) Y__ N__	<input type="checkbox"/> Repair and/or replace damaged components
		b. Erosion at the structure present N__	<input type="checkbox"/> Backfill eroded areas, re-stabilize
<b>F</b> Emergency Spillway	1	Trees or excessive vegetation present Y__ N__	<input type="checkbox"/> Remove trees and roots and any other vegetation, then restore berms if necessary
	2	Damaged structure (Ex. Stone, concrete) Y__ N__	<input type="checkbox"/> Repair and/or replace damaged components
	3	Silt and sediment build up including deadfall present Y__ N__	<input type="checkbox"/> Remove silt/sediment and other debris, re-establish spillway
<b>G</b> Miscellaneous	1	Fence: broken or eroded parts Y__ N__	<input type="checkbox"/> Repair or replace
	2	Gate: missing or broken gate or lock Y__ N__	<input type="checkbox"/> Repair or replace
	3	Sign/plate: tiled, missing, or faded Y__ N__	<input type="checkbox"/> Repair or replace
	4	Excessive or overgrown vegetation blocking access to the basin Y__ N__	<input type="checkbox"/> Clear, trim, or prune the vegetation to allow access for inspection and maintenance

Note:



**Follow Up Items (Basin, Outfall, Structure No. / Inspection Item No.):**

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**Inspector Name**

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**Signature**

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**Date**

**Report issues to the local authority and mosquito commission as required by local ordinances and regulatory authorities.**

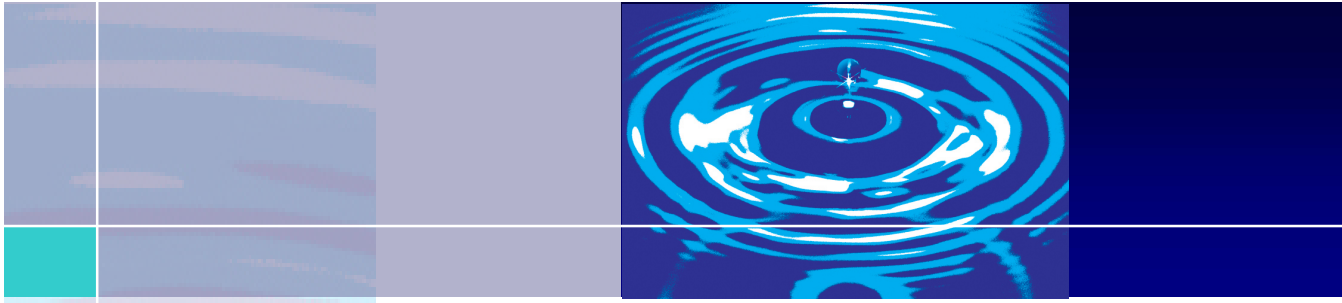
**File this checklist in the Maintenance Log after performing maintenance.**

## Preventative Maintenance Record

Basin and/or Outfall No.: \_\_\_\_\_, Maintenance Performance date: \_\_\_\_\_

The frequency of the preventative maintenance actions listed here is adopted from Chapter 9, BMP Manual of Structural Stormwater Management Measures. Representative engineer and responsible party should adjust the frequency of preventative maintenance actions according to the situations of the stormwater management measures in the development.

Frequency	Preventative Maintenance Actions	Stormwater BMP's
Monthly	<input type="checkbox"/> Vegetation mowing, pruning and removal in growing season <input type="checkbox"/> Fertilizing, de-thatching, pest control and soil conditioning as required <input type="checkbox"/> Re-seed and re-establish grass in damaged and/or bare areas as required <input type="checkbox"/> Removal of trash and debris from inlets, OCS's and trash racks, HW's and FES's to prevent damage to structures and vegetated areas <input type="checkbox"/> Removal of sediment from basins, HW's, FES's and OCS's to ensure unobstructed flow <input type="checkbox"/> Clear access to basin and its components, and to all Outfalls.	All Basins, swales and low areas, Outfalls
Quarterly	<input type="checkbox"/> Operate mechanical components <input type="checkbox"/> Removal of sediment from rip-rap aprons	All fence gates, locks, grates, access hatches, etc. All rip-rap aprons & spillways, Outfalls
Semiannual	<input type="checkbox"/> Raking or tilling of basin sand bottom (using lightweight equipment to maintain/improve permeability or infiltration capacity)	All Infiltration Basins
Annual	<input type="checkbox"/> Based on permeability inspection (basin sand bottom), repair sand layer. <input type="checkbox"/> Repair/replace broken/malfunctioning structural components– including cracking, spalling, rusting, etc.	All Basin structures including inlets and grates, HW's, FES's, OCS's, and Outfalls
Biennial	<input type="checkbox"/> Basin sand bottom replacement based on permeability inspection	All Infiltration Basins
Unscheduled	<input type="checkbox"/> Inspection after every storm exceeding 1-inch of rainfall	All Basins and structures (inlets, HW's FES's, OCS's, )
Other	<input type="checkbox"/>	



**FORM 14**  
**TOTAL MAXIMUM DAILY  
LOAD INFORMATION  
(TMDL)**

## SPPP Form 14 – Total Maximum Daily Load Information

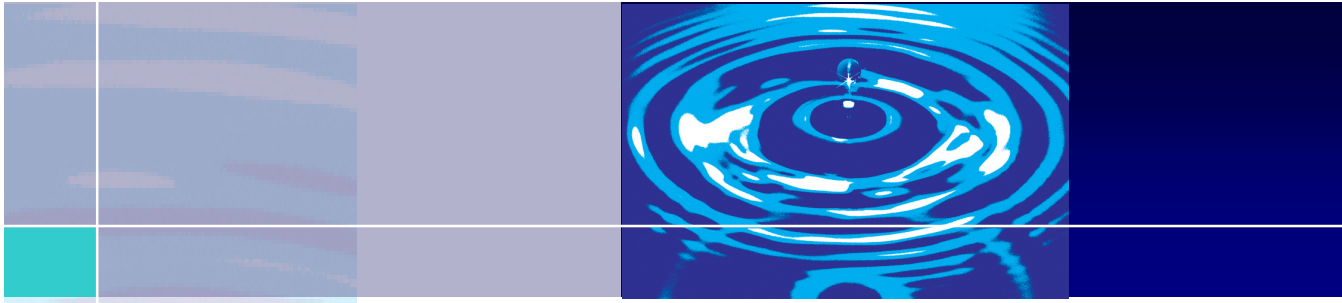
1. List the names of the adopted Total Maximum Daily Loads (TMDLs), parameters addressed, and the affected water bodies associated with any segment of surface water wholly or partially within or bordering the Public Complex.

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

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

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

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



**FORM 15**  
**ADDITIONAL MEASURES  
AND OPTIONAL  
MEASURES**



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

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

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

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**FORM 16**  
**SHARED SERVICES**

## SPPP Form 16 – Shared Services

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

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

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

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