

Stormwater Pollution Prevention Plan

City of Woodbury

Gloucester

NJPDES #0153699

7/20/2019

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SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Richard Leidy – Stormwater Coordinator
Office Phone # and eMail	856-853-0892 rleidy@woodbury.nj.us
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Wayne Roorda – Planning and Zoning
Print/Type Name and Title	Paul Breier – City Engineer
Print/Type Name and Title	John Leech – Construction Code Official
Print/Type Name and Title	Peg Sickel - Mayor
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	Cassidy Swanson – Municipal Clerk
Print/Type Name and Title	Timothy Scaffidi – City Solicitor
Print/Type Name and Title	Richard Leidy – PW Manager
Print/Type Name and Title	Michael McCaughey – Training Coordinator

SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	7/20/2019	RL		New template updated
2.		RL	1/15/2021	Updated Information
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SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	Woodbury.nj.us http://woodbury.nj.us/city-departments/public-works-department
2. Date of most current SPPP:	1/15/2021
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	http://woodbury.nj.us/wp-content/uploads/2021/02/Watershed-Based-Municipal-Stormwater-Management-Plan.pdf
4. Date of most current MSWMP:	2/1/2006
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	http://woodbury.nj.us/city-departments/planningzoning-board/combined-planning-zoning-board-agendas-minutes
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
<p>For meetings where public notice is required under the Open Public Meetings Act (“Sunshine Law”, N.J.S.A 10:4-6 et seq.), the City of Woodbury provides public notice in a manner that complies with the requirements of that act. Also, in regard to the passage of ordinances, the City of Woodbury provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) the City of Woodbury complies with those requirements.</p>	

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

<p>1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.</p>
<p>Woodbury.nj.us is the local website which contains all public education and outreach events advertisements.</p> <p>We have information materials located at city hall at 33 Delaware St., Woodbury, NJ 08096.</p>
<p>2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.</p>
<p>The City of Woodbury utilizes its annual water quality report that is mailed to all of our residents with information on stormwater control.</p>
<p>3. Indicate where public education and outreach records are maintained.</p>

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

All records must be available upon request by NJDEP.

<p>1. How does the municipality define ‘major development’?</p>
<p>Article X – Stormwater Control Major Development – Any development that provides for ultimately disturbing one or more acres of land.</p>
<p>2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?</p>
<p>No, all major development projects whether residential or non-residential that meets the outlined definition ultimately disturbing one or more acres of land are treated equally.</p>
<p>3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?</p>
<p>§ 170-6 Site Plan Review <u>B.</u> Site plan review requirements. All applications shall be accompanied by copies of a proposed site plan which may be a copy of a site plan prepared for submittal to the Gloucester County Planning Board which meets all requirements of the county relating to site plans, together with additional information required by this chapter. At the minimum, the following information shall be submitted, unless waived or modified by the Planning Board in accordance with Subsection <u>B(13)</u> hereof: <u>(1)</u> The location, boundaries, dimensions and ownership of the land to be included; the names of the owners of adjoining properties; and the zoning district in which located. <u>(2)</u> The location, use, dimensions and arrangement of existing and proposed buildings and structures, signs, streets, sidewalks, railroads, railroad sidings, or extensions thereof, and open spaces, including the height of all buildings; the location and capacity of all areas to be used for off-street parking, parking lot layout, loading and unloading; the location and dimensions for all entrances, exits, traffic flow patterns, and other provisions for accommodating traffic; and the location of all areas devoted to planting, landscaping or similar purposes. The plan shall also indicate the location and use of buildings on adjoining lots, with dimensions from the applicant’s property line. <u>(3)</u> Provisions made for pedestrian circulation. <u>(4)</u> The total gross floor area of all buildings, including basement. <u>(5)</u> The physical features of the tract, including existing topography and proposed grading contours. <u>(6)</u> The provisions made for all utilities, refuse disposal, stormwater drainage, exterior lighting and the location of exterior air-conditioning equipment. All such improvements shall comply with the standards established in Subsection <u>D</u> hereof, with Chapter <u>92</u>, Flood Damage Prevention, the State Soil Erosion and Sediment Control Act and with such other applicable environmental standards as may be promulgated by federal, state and county agencies.</p>

4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.

Chapter 165 Stormwater Control

[A Stormwater Control Ordinance was adopted by the Mayor and Council of the City of Woodbury 7-24-2006 by Ord. No. 2033-06. That ordinance also repealed former Chapter 165, Stormwater Control, originally adopted as Ch. 171 (and renumbered for codification purposes) 3-28-2005 by Ord. No. 1986-05. A complete copy of the current ordinance is on file in the City's offices and available for inspection by the public during normal business hours.]

5. Does the Municipal Stormwater Management Plan include a mitigation plan?

6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?

Location of approved applications for major development projects is filed in Municipal Clerks office & Code Enforcement Office.

SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	03/28/2005	https://ecode360.com/WO0578/search?query=211-2&scope=all&sortOrder=relevance	No, some minor wording changes.	Police Dept. & Health Dept.
2. Wildlife Feeding permit cite IV.B.5.a.ii	03/28/2005	https://ecode360.com/WO0578/search?query=136-1&scope=all&sortOrder=relevance	No, some minor wording changes.	Police Dept. & Health Dept.
3. Litter Control permit cite IV.B.5.a.iii	03/28/2005	https://ecode360.com/WO0578/search?query=162-3&scope=all&sortOrder=relevance	No, some minor wording changes.	Police Dept. & Health Dept.
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	03/28/2005	https://ecode360.com/WO0578/search?query=162-17&scope=all&sortOrder=relevance	No, some minor wording changes.	Police Dept. & Health Dept.
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	03/28/2005	https://ecode360.com/WO0578/search?query=162-9&scope=all&sortOrder=relevance	No, some minor wording changes.	Public Works, Police Dept. and Health Dept.
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	06/27/2011	https://ecode360.com/WO0578/search?query=156-43&scope=all&sortOrder=relevance	No, some minor wording changes.	Public Works and Code Enforcement
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	07/24/2006	https://ecode360.com/11414523?highlight=165&searchId=6225323941555502#11414523	No, some minor wording changes.	Public Works, Code Enforcement and Planning and Zoning
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	03/28/2005	https://ecode360.com/WO0578/search?query=156-37&scope=all&sortOrder=relevance	No, some minor wording changes.	Public Works and Health Dept.
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	06/27/2011	https://ecode360.com/WO0578/search?query=81-3&scope=all&sortOrder=relevance	No, some minor wording changes.	Public Works, Police Dept. and Health Dept.

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

The city's municipal clerk's office and Code enforcement office.

SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

Park Ave., Deptford Ave., Edith Ave., Hess Ave., Chestnut St., Walnut S., Green St., Oak St., Cooper St., Delaware St., E. Centre St., Aberdeen Pl., Hopkins St., Courtland St., Penn St., Carpenter St., Nelson Ave. and Twells Ave.

Cooper St. and Delaware St. are swept by Gloucester county highway dept.

2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

The City of Woodbury intends on maintaining its existing street sweeping program for all other streets (i.e., those that are not required by the permit), which includes sweeping all other streets once a week. Cooper St., Delaware St., Redbank Ave. and Salem Ave. are maintained by another entity – Gloucester County Road Department.

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

No, we do not provide street sweeping services for other municipalities.

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

All records are located at the public works department.

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

<p>1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.</p>
<p>The City of Woodbury's maintenance procedures for cleaning clogged storm drains are as followed;</p> <ol style="list-style-type: none">1. Once clogged area is identified the staff is assigned a work order for remediation.2. All safety and necessary equipment is gathered.3. Safety signage and cones for work area are set up.4. Using vacuum truck water pressure hoses and vacuum piping clog is removed and debris is properly disposed of.5. Once clear and storm drain is flowing, a downstream drain is located and checked for residual water flow.
<p>2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.</p>
<p>S. Evergreen Ave. has a repeated flooding problem. The road is owned and maintained by the Gloucester County highway department.</p>
<p>3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.</p>
<p>4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.</p>
<p>5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.</p>

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

<p>1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.</p>
<p>§ 156-43Purpose. The purpose of this article is to require the retrofitting of existing storm drain inlets which are in direct contact with repaving, repairing, reconstruction, or resurfacing or alterations of facilities on private property, to prevent the discharge of solids and floatables (such as plastic bottles, cans, food wrappers and other litter) to the municipal separate storm sewer system(s) operated by the City of Woodbury so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.</p>
<p>2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.</p>
<p>A. Design engineers shall use either of the following grates whenever they use a grate in pavement or another ground surface to collect stormwater from that surface into a storm drain or surface water body under the grate.</p> <ol style="list-style-type: none">1. The NJDOT bicycle safe grate, which is described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines.
<p>3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.</p>
<p>§ 156-45Prohibited conduct. No person in control of private property (except a residential lot with one single-family house) shall authorize the repaving, repairing (excluding the repair of individual potholes), resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot bitumen), reconstructing or altering of any surface that is in direct contact with an existing storm drain inlet on that property, unless the storm drain inlet either:</p> <p>A. Already meets the design standard below to control passage of solid and floatable materials; or</p> <p>B. Is retrofitted or replaced to meet the standard in § 156-46 below prior to the completion of the project</p>
<p>4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.</p>
<p>§ 156-47Enforcement. This article shall be enforced by the Police Department and/or other municipal officials of the City of Woodbury.</p>

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

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

Address of municipal yard or ancillary operation:

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

Raw materials – None

Intermediate products – None

Final products – None

Waste materials – None

By-products – None

Machinery – Trucks, Loaders and other various pieces of equipment

Fuel – A fueling station is located at 651 S. Evergreen Ave., Woodbury, NJ 08096

Lubricants – None

Solvents – None

Detergents related to municipal maintenance yard or ancillary operations – None

Other – None

For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.

Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

1. Fueling Operations

The City of Woodbury has two (2) underground storage tanks. Each tank is labeled with what type of fuel and CAS numbering. There are signs posted (No topping off, stay in view of fueling nozzle & if spill – contact number). There are covered containers for wet oil rags. Located approx. 5 feet use for absorbing spilled products.

2. Vehicle Maintenance

All vehicle maintenance is done inside main garage. All proper safety measures are performed when working on vehicles. Records of Maintenance is kept at location. Vehicles are shut down or de-energized before work is started unless needed to run. If needed to run, Vehicle's exhaust pipe is vented to the outside of the building. All mechanics have on the proper PPE before working.

3. On-Site Equipment and Vehicle Washing

See permit attachment E for certification and log forms for Underground Storage Tanks.

There is no vehicle washing done at the public works yard. All washing is done off site at vehicle washing facilities.

4. Discharge of Stormwater from Secondary Containment

N/A

5. Salt and De-Icing Material Storage and Handling

Salt and de-icing material is stored off site at a county salt shed located in West Deptford, NJ.

6. Aggregate Material and Construction Debris Storage

Products are stored outside in separate bins. This debris is separated and hauled away to various jobs or landfill.

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

Product material is stored outside in a contained storage bin. After cleaning is done of catch basin or street Sweeping, the material is unloaded in outside bin to dry and be shipped to landfill.

8. Yard Trimmings and Wood Waste Management Sites

The yard and wood materials are stored in an outside bin. The debris is off loaded to farm to be made into mulch.

9. Roadside Vegetation Management

The City of Woodbury does grass cutting to prevent the buildup of roadside vegetation.

SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p>A. Municipal Employee Training: Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	Public Works
2. Stormwater Facility Maintenance	Every year	Public Works
3. SPPP Training & Recordkeeping	Every year	Public Works
4. Yard Waste Collection Program	Every 2 years	Public Works
5. Street Sweeping	Every 2 years	Public Works
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Public Works
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Public Works
8. Waste Disposal Education	Every 2 years	Public Works
9. Municipal Ordinances	Every 2 years	Planning & Zoning Board/Council
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Planning & Zoning/City Engineer/Council
<p>B. Municipal Board and Governing Body Members Training: Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.</p> <p>Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p>		
<p>C. Stormwater Management Design Reviewer Training: All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer.</p>		

SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

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

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

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

Seasonal outfall inspections are performed. Removal of debris, erosion repairs, grass cutting. Stone replacement, ect.

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

No stream scouring detected during last inspection.

If sites with stream scouring is found they are placed on a prioritized list and repairs to be made.

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

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

If dry weather flow is evident during field logging, the field crew will test outfalls for surfactants. If positive, the field crew will test for ammonia and potassium to determine if the source is potentially sanitary sewage. If surfactants are negative, the field crew will test for water treatment chemicals, such as, chlorine to determine if the source is potentially a broken water pipe.

[§ 156-38Definitions.](#)

For the purpose of this article, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this article clearly demonstrates a different meaning, When not inconsistent with the context, words used in the present tense include the future, words used in the plural number included the plural number. The word “shall” is always mandatory and not merely directory. The definitions below are the same as or based on corresponding definitions in the New Jersey Pollutant Discharge Elimination System (NJPDES) rules at N.J.A.C. 7:14A-1.2.

[DOMESTIC SEWAGE](#)

Waste and wastewater from humans or household operations.

[ILLCIT CONNECTION](#)

Any physical or nonphysical cooling water, process wastewater, or other industrial waste (other than stormwater) to the municipal separate storm sewer system operated by the City of Woodbury, unless that discharge is authorized under a NJPDES permit other than the Tier A Municipal Stormwater General Permit (NJPDES Permit Number NJ0141852). Nonphysical connections may include, but are not limited to, leaks, flows, or overflows into the municipal separate storm sewer system.

[§ 156-39Prohibited conduct.](#)

No person shall discharge or cause to be discharge through an illicit connection to the municipal separate storm sewer system operated by the City of Woodbury any domestic sewage, noncontact cooling water, process wastewater, or other industrial waste (other than stormwater).

[§ 156-40Enforcement.](#)

This article shall be enforced by the Police Department and/or other municipal officials of the City of Woodbury.

SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.
Annual outfall inspections are performed. Removal of debris, erosion repairs, grass cutting And stone repair.
2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.
Any facility not owned by municipality is required to do regular cleaning of stormwater facility or facilities on an as needed basis.
3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.
Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at http://www.nj.gov/dep/stormwater/maintenance_guidance.htm (select specific logs from choices listed in the Field Manuals section).
<i>Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see https://hydro.rutgers.edu. To download data in an Excel format, see https://hydro.rutgers.edu/public_data/.</i>

SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

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

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

SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.

None at this time.

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

Yes, June 27, 2011. Ordinance adopted. (§81-1 to §81-6)