

THE CITY OF LONG BRANCH

STORMWATER POLLUTION PREVENTION PLAN

PERMIT NO. NJG0150410
PI ID NO. 203145



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SPPP Form 1 – SPPP Team Members

All records must be made available upon request by NJDEP

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Stan Dziuba
Office Phone # and Email	732-571-6520 sdziuba@longbranch.org
Signature	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Nick Graviano, Planning and Zoning Director
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	Mauro Baldanza, Department of Public Works
Print/Type Name and Title	Kathy Schmelz, City Clerk
Print/Type Name and Title	
Print/Type Name and Title	

SPPP Form 2 – Revision History

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

All records must be made available upon request by NJDEP

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

SPPP Form 4 – Public Education and Outreach

All records must be made available upon request by NJDEP

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

Public education and outreach events will be advertised on the City's website (www.visitlongbranch.com) and through advertisements published in the local newspaper.

2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.

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

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

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

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

All records must be made available upon request by NJDEP

1. How does the municipality define “major development”?

“Major Development” is defined in Article II. Stormwater Management §300-24 Definitions as “Any development that provides for ultimately disturbing one or more acres of land. Disturbance for the purpose of this rule is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting or removing of vegetation.”

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

All projects are reviewed by the City’s Zoning and Planning Boards for approval.

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

Municipal projects are planned to meet the requirements of the Stormwater Control Ordinance. The Major Development Stormwater Summary will be completed for municipal projects and maintained with this SPPP.

Long Branch’s Department of Planning and Zoning will be responsible for completing the Major Development Stormwater Summary and forwarding summary sheets to the Public Works Department for documentation.

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.

The City’s Planning and Zoning Boards ensure compliance with the Stormwater Control Ordinance and Residential Site Improvement Standards by reviewing site plans before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

The Stormwater Control Ordinance is administered by the City’s Planning and Zoning Boards and Code Enforcement Officer and will control stormwater from non-residential development and redevelopment projects.

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

No.

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

Approved applications for major development projects and Major Development Summary Sheets will be maintained by the City Clerk.

SPPP Form 6 – Ordinances

All records must be made available upon request by NJDEP

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste Permit cite IV.B.5.a.i	March 27, 2007	https://ecode360.com/L01625	Yes	Police / Code Enforcement
2. Wildlife Feeding Permit cite IV.B.5.a.ii	July 10, 2007	https://ecode360.com/L01625	Yes	Police / Code Enforcement
3. Litter Control Permit cite IV.B.5.a.iii	January 26, 1971	https://ecode360.com/L01625	No	Police / Code Enforcement
4. Improper Disposal of Waste Permit cite IV.B.5.a.iv	March 27, 2007	https://ecode360.com/L01625	Yes	Police / Code Enforcement
5. Containerized Yard Waste/Yard Waste Collection Program Permit cite IV.B.5.a.v	June 1, 2010	https://ecode360.com/L01625	Yes	Police / Code Enforcement
6. Private Storm Drain Inlet Retrofitting Permit cite IV.B.5.a.vi	August 28, 2012	https://ecode360.com/L01625	Yes	Police / Code Enforcement
7. Stormwater Control Ordinance Permit cite IV.B.4.g. and IV.B.5.a.vii	May 12, 2009	https://ecode360.com/L01625	Yes	Police / Code Enforcement
8. Illicit Connection Ordinance Permit cite IV.B.5.a.vii and IV.B.6.d	March 27, 2007	https://ecode360.com/L01625	Yes	Police / Code Enforcement
9. Option: Refuse Container/Dumpster Ordinance Permit cite IV.E.2	June 1, 2010	https://ecode360.com/L01625	Yes	Police / Code Enforcement
Indicate the location of records associated with ordinances and related enforcement actions:				
<p>Code Enforcement and local Police officers are responsible for enforcing City ordinances. If someone is found to be in violation of an ordinance, they will be issued a written warning and/or penalties depending on the offense.</p> <p>Records associated with ordinances and related enforcement actions are maintained by the City Clerk and local enforcement officials.</p>				

SPPP Form 7 – Street Sweeping

All records must be made available upon request by NJDEP

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

The City of Long Branch will conduct monthly sweeping of all municipally owned or operated curbed streets (including roads or highway) with storm drains that have a posted speed limit of 35 mph or less (excluding all entrance and exit ramps) in predominantly commercial areas, weather and street surface conditions permitting.

The following streets are included in Long Branch's monthly street sweeping program:

- Broadway (between WLB Corp Line and Ocean Blvd)
- Brighton Avenue (between Ocean Boulevard and Railroad Tracks)
- Second Avenue (between Broadway and Chelsea Avenue)
- Second Avenue (between Pavilion Avenue and North Bath Avenue)
- Second Avenue (between West End Avenue and New Court)
- Montgomery Avenue (between Ocean Boulevard and Second Avenue)
- West End Court (between Ocean Avenue and Second Avenue)
- Liberty Street (between Broadway and Union Avenue)
- Memorial Parkway (between Broadway and Garfield Avenue)
- Third Avenue (between Union Avenue and Bath Avenue)
- Pier Village (Ocean Avenue, Chelsea Avenue, Landmark Place, Laird Street, Centennial Drive, Melrose Terrace)
- Ocean Avenue (between West End Avenue and Laird Street)
- Ocean Avenue (between Madison Avenue and Seaview Avenue)
- North Ocean Avenue (between Seaview Avenue and Atlantic Avenue)
- Atlantic Avenue (between Ocean Avenue and Church Street)
- Lincoln Avenue (between Lincoln Court and Lincoln Square)
- Lincoln Square (between Lincoln Avenue and Lincoln Court)

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

The street sweeping program developed by Long Branch currently only includes streets required to be swept by the City's Stormwater Permit.

When time and staffing allow, Long Branch will sweep other locations that are not required by this permit. Documentation will be maintained with street sweeping logs.

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

Long Branch does not provide street sweeping services for other municipalities.

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

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

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be made available upon request by NJDEP

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.

Catch basins and storm drain inlets will be inspected at least once per permit cycle (every five years). More frequent inspections may occur if personnel are available. Documentation of inspections will include the inlet location, date of inspection, observations of structural integrity, and if maintenance and/or repairs are necessary.

Catch basins and inlets will be cleaned based on the results of the annual inspection. Cleaning may occur at the time of inspection, or at a later date, depending on the availability of personnel and equipment. Sediment, trash and debris will be removed from inlets and catch basins as necessary, to prevent litter and debris from entering the waters of New Jersey.

2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.

Catch basins and storm drain inlets with recurring problems will be identified on the record keeping log maintained by the Public Works Department.

3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.

Catch basins and storm drain inlets identified to have recurring problems will be inspected on a more frequent basis and prioritized for repair. The City will continue inspections to ensure that problem areas are functioning properly.

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.

Long Branch will identify proper labeling of storm drains in conjunction with the annual storm drain inlet inspection program. Labels that are no longer legible will be identified and replaced as necessary.

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.

All catch basin cleaning and storm drain inlet inspection records will be maintained at the Long Branch Public Works Department.

SPPP Form 9 – Storm Drain Inlet Retrofiting

All records must be made available upon request by NJDEP

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.

Long Branch will use the NJDOT bicycle safe grate style and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.

Following any repaving, repairing, or resurfacing project, the Department of Public Works will document the completion of the project and inspect the area for compliance with the retrofitting requirements of the Tier A Stormwater Permit.

For reconstruction and/or alteration projects, the retrofitting or replacement of storm drain inlets to meet the required design standard will be included during project planning.

3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.

Long Branch will ensure that privately owned storm drain inlets are retrofitted through enforcement of the Private Storm Drain Inlet Retrofitting Ordinance.

4. Describe the inspection process to verify that appropriate retrofits are complete on privately owned storm drain inlets.

Code Enforcement Officers will ensure that retrofitting has been completed on privately owned storm drain inlets following resurfacing, reconstructing or altering of surfaces in direct contact with inlets.

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be made available upon request by NJDEP

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

Address of municipal yard or ancillary operation: 636 Joline Avenue, Long Branch, NJ. 07740

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	Sand Storage, Deicing Materials, Street Sweeping and Catch Basin Cleaning Materials
Intermediate Products	N/A
Final Products	N/A
Waste Materials	Drums, Lead Acid Batteries, Used Tires, Waste Paint
By-Products	N/A
Machinery	Spare/Scrap Vehicle and Equipment Parts
Fuel	<ul style="list-style-type: none"><input type="radio"/> 12,000 gallon Gasoline UST<input type="radio"/> 6,000 gallon Diesel UST<input type="radio"/> 275 gallon Motor Oil AST<input type="radio"/> 275 gallon Hydraulic Oil AST<input type="radio"/> Two (2) 275 gallon Waste Oil ASTs
Lubricants	N/A
Solvents	Refer to Right to Know Survey for listing
Detergents related to municipal maintenance yard or ancillary operations	N/A
Other	Dumpsters

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

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

1. Fueling Operations

Best Management Practices are detailed in the appropriate Standard Operating Procedure (SOP), attached in this SPPP for reference. All documentation associated with inspections, identified problems and corrective actions will be maintained by the Public Works Department.

2. Vehicle Maintenance

Best Management Practices are detailed in the appropriate Standard Operating Procedure (SOP), attached in this SPPP for reference. All documentation associated with inspections, identified problems and corrective actions will be maintained by the Public Works Department.

3. On-Site Equipment and Vehicle

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

N/A – Equipment and Vehicle Washing is not currently conducted onsite.

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

CITY OF LONG BRANCH SOURCE MATERIAL INVENTORY

Source Material and Source Operations	Recommendation
Drums	<ul style="list-style-type: none"> • Properly label all drums. • Dispose of empty/unused drums. • Store drums covered and on spill pallets.
Dumpsters	<ul style="list-style-type: none"> • Construct/purchase cover for dumpsters. • Where applicable, keep lids closed when not in use.
Lead Acid Batteries	<ul style="list-style-type: none"> • Store indoors or construct a shed to keep materials covered.
Used Tires	<ul style="list-style-type: none"> • Store tires in an enclosed container dedicated to scrap tire storage.
Waste Oil Storage	<ul style="list-style-type: none"> • Practice good housekeeping and maintenance.
Spare/Scrap Vehicle and Equipment Parts	<ul style="list-style-type: none"> • Store all spare parts indoors whenever possible. • Dispose of all unnecessary scrap parts properly. • If stored outdoors, all spare and scrap parts should be covered from precipitation and stored on spill pallets.
Vehicle Fueling Area	<ul style="list-style-type: none"> • Keep spill kit nearby in case of spills in the fueling area or during fuel delivery.
Vehicle Washing	<ul style="list-style-type: none"> • Ceased vehicle washing onsite. • Contract vehicle washing offsite or construct a wash bay with drains discharging to the POTW.
Sand Storage	<ul style="list-style-type: none"> • Store at least 50 feet from all storm drain inlets and waterbodies.
De-Icing Materials Storage	<ul style="list-style-type: none"> • Comply with Salt and De-Icing Material Storage and Handling SOP.
Street Sweepings	<ul style="list-style-type: none"> • All sweeping material stored onsite should be covered from precipitation and kept on an impervious surface.
Catch Basin Cleaning Materials	<ul style="list-style-type: none"> • All sweeping material stored onsite should be covered from precipitation and kept on an impervious surface. • Waters resulting from catch basin cleaning materials should be managed as a wastewater. This water should be disposed of into the sanitary sewer or through a licensed wastewater disposal contractor.
Aboveground Storage Tanks (ASTs)	<ul style="list-style-type: none"> • Regularly inspect for drips and spills.

CITY OF LONG BRANCH

GOOD HOUSEKEEPING PRACTICES

STANDARD OPERATING PROCEDURES

Introduction

This procedure provides the basic practices of good housekeeping to be implemented at maintenance yards or other areas where maintenance is performed in the City of Long Branch in a manner that ensures that proper consideration is given to spill prevention, containment and countermeasures, waste disposal and recycling, and pollution control, in order to minimize the impact of maintenance yard activities on the environment.

Scope

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

Standards and Specifications

All Containers and Drums

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

Containers and Drums Stored Outside

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

Spare/Scrap Vehicle and Equipment Parts

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

Street Sweepings

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

CITY OF LONG BRANCH

GOOD HOUSEKEEPING PRACTICES

STANDARD OPERATING PROCEDURES

Catch Basin Cleaning Materials

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

Spill Response and Reporting

1. Provide spill containment dikes or other secondary containment around stored oils and other fluid storage containers.
2. In the event of a spill, contact the City of Long Branch Office of Emergency Management at 732-222-7000.
3. Conduct cleanups of any spills of fuels, oils, lubricants, antifreeze and other hazardous materials immediately after discovery.
4. Spills are to be cleaned up using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g. kitty litter, sawdust, etc.) and the absorbent materials shall be swept up as soon as possible after the spilled material has been absorbed.
5. Spill cleanup waste material is to be disposed of properly.

Maintenance and Inspection

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

CITY OF LONG BRANCH

VEHICLE MAINTENANCE

STANDARD OPERATING PROCEDURES

Introduction

This procedure provides instructions for performing vehicle maintenance in a manner that ensures that proper consideration is given to spill prevention, containment and countermeasures, waste management, and pollution control, in order to minimize the impact of maintenance activities on the environment.

Scope

This SOP is applicable to all City personnel and contractors who participate in vehicle maintenance activities at the Joline Public Works Yard.

Standards and Specifications

General Vehicle Maintenance Guidelines

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

Fluid and Battery Disposal

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

Tires

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

Washing Practices

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

CITY OF LONG BRANCH

VEHICLE MAINTENANCE

STANDARD OPERATING PROCEDURES

Spill Prevention, Response and Reporting

1. Provide spill containment dikes or other secondary containment around stored oils and other fluid storage containers.
2. In the event of a spill, contact the City of Long Branch Emergency Management at 732-222-7000.
3. Conduct cleanups of any spills of fuels, oils, lubricants, antifreeze and other hazardous materials immediately after discovery.
4. Conduct cleanups of any spills of fuels, oils, lubricants, antifreeze and other hazardous materials immediately after discovery.
5. Spills are to be cleaned up using dry cleaning methods only. Spill shall be cleaned up with a dry, absorbent material (e.g. kitty litter, sawdust, etc.) and the absorbent materials shall be swept up as soon as possible after the spilled material has been absorbed.
6. Spill cleanup waste material is to be disposed of properly.

Maintenance and Inspection

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

CITY OF LONG BRANCH

VEHICLE AND EQUIPMENT FUELING

STANDARD OPERATING PROCEDURES

Introduction

This procedure provides instructions for delivering fuel into vehicles, equipment, mobile fuel tanks, and storage tanks in a manner that ensures the safety of City personnel and the public as well as minimizing any impact on surface or groundwater.

Scope

This procedure is applicable to all City personnel who participate in delivering fuel into vehicles, equipment, mobile fuel tanks, and storage tanks at any maintenance yards or mobile fueling operations in the City of Long Branch.

Fueling operations occur at the Joline Avenue Public Works Yard. Equipment may also be fueled in the field using a truck-mounted fuel tank.

These procedures are to be implemented during all fueling operations at the Long Branch City DPW.

The following petroleum storage is applicable to this SOP:

- 12,000 gallon Gasoline UST
- 6,000 gallon Diesel UST
- 275 gallon Motor Oil AST
- 275 gallon Hydraulic Oil AST
- Two (2) 275 gallon Waste Oil ASTs

Standards and Specifications

Equipment and Vehicle Fueling

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

CITY OF LONG BRANCH

VEHICLE AND EQUIPMENT FUELING

STANDARD OPERATING PROCEDURES

Bulk Fuel Deliveries

1. **Drip pans** or absorbent pads shall be used under all hose and pipe connections, and other leak-prone areas during bulk fueling.
2. **Block storm sewer inlets**, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
3. Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
4. A trained employee must always be present to supervise during bulk transfer.

Spill Response and Reporting

1. In the event of a spill, contact the City of Long Branch Office of Emergency Management at 732-222-7000.
2. Conduct cleanups of any fuel spills immediately after discovery.
3. Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g. kitty litter, sawdust, etc.) and absorbent materials shall be swept up as soon as possible after the spilled fuel has been absorbed.
4. Collected waste is to be disposed of properly.
5. Notify the NJDEP Hotline (1-877-WARNDEP), in the event spills impact soils and/or waters of the State.

Maintenance and Inspection

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

CITY OF LONG BRANCH

SALT AND DE-ICING MATERIAL STORAGE AND HANDLING

STANDARD OPERATING PROCEDURES

Introduction

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

Scope

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

Standards and Specifications

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

CITY OF LONG BRANCH

AGGREGATE MATERIAL AND CONSTRUCTION DEBRIS STORAGE

STANDARD OPERATING PROCEDURES

Introduction

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

Scope

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

Standards and Specifications

1. Store materials such as sand, gravel, stone, top soil, road millings, waste concrete, asphalt, brick, block and asphalt-based roofing scrap and processed aggregate in such a manner as to minimize stormwater run-on and aggregate run-off via surface grading, dikes and/or berms (which may include sand bags, hay bales and curbing, among others) or three-sided storage bays. Where possible the open side of storage bays shall be situated on the upslope. The area in front of storage bays and adjacent to storage areas shall be swept clean after loading/unloading.
2. Sand, top soil, road millings and processed aggregate may only be stored outside and uncovered if in compliance with item 1 above and a 50-foot setback is maintained from surface water bodies, storm sewer inlets, and/or ditches or other stormwater conveyance channels.
3. Road millings must be managed in conformance with the “Recycled Asphalt Pavement and Asphalt Millings (RAP) Reuse Guidance” (see www.nj.gov/dep/dshw/rrtp/ashpaltguidance.pdf) or properly dispose of as solid waste pursuant to N.J.A.C. 7:26-1 et seq.
4. The stockpiling of materials and construction of storage bays on certain land (including but not limited to coastal areas, wetlands and floodplains) may be subject to regulation by the Division of Land Use Regulation (see www.nj.gov/dep/landuse for more information).

CITY OF LONG BRANCH

YARD TRIMMINGS AND WOOD WASTE MANAGEMENT

STANDARD OPERATING PROCEDURES

Introduction

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

Scope

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

Standards and Specifications

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

CITY OF LONG BRANCH

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

STANDARD OPERATING PROCEDURES

Introduction

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

Scope

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

Standards and Specifications

1. Road cleanup materials may include, but are not limited to, street sweepings, storm sewer cleanout materials, stormwater basin clean out materials, and other similar materials that may be collected during road cleanup operations. This does not include materials such as liquids, wastes which are removed from sanitary sewer systems, or material which constitutes hazardous waste in accordance with N.J.A.C. 7:26G-1.1 et seq.
2. Road cleanup materials must be ultimately disposed of in accordance with N.J.A.C. 7:26-1.1 et seq. See the “Guidance Document for the Management of Street Sweepings and Other Road Cleanup Materials” (www.nj.gov/dep/dshw/rrtp/sweeping.htm).
3. Road cleanup materials placed into temporary storage must be, at minimum:
 - a. Stored in leak-proof containers or on an impervious surface and covered with a waterproof material (i.e., tarpaulin or 10-mil plastic sheeting) that is contained (e.g. bermed) to control leachate and stormwater run-on or run through; and
 - b. Removed for disposal (in accordance with 2, above) within six (6) months of placement into storage.

SPPP Form 11 – Employee Training

All records must be made available upon request by NJDEP

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

Topic	Frequency	Training Records
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	Documentation of employee training will be maintained within this plan. Training may be conducted by Long Branch City personnel or may be contracted to an outside party as needed.
2. Stormwater Facility Maintenance	Every year	
3. SPPP Training & Recordkeeping	Every year	
4. Yard Waste Collection Program	Every 2 years	
5. Street Sweeping	Every 2 years	
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	
8. Waste Disposal Education	Every 2 years	
9. Municipal Ordinances	Every 2 years	
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	

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

www.nj.gov/dep/stormwater/training.htm

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

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

SPPP Form 12 – Outfall Pipes

All records must be made available upon request by NJDEP

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

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

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

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

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

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

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

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

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

Long Branch will conduct visual dry weather flow inspections of all outfall pipes owned/operated at lease once per year to determine if dry weather flow (flow occurring 72 hours after a rain event) or other evidence of an illicit discharge is present. In addition to annual inspections, the City will investigate any possible illicit connections reported by residents.

Inspections will be documented on NJDEP's Illicit Connection Inspection Report Form. Documentation will be maintained in the SPPP and submitted to NJDEP as necessary.

If an illicit connection is identified, and determined to be emanating from the City, any necessary corrections to eliminate the discharge will be made in coordination with the Department of Public Works, as appropriate. If the connection is found to originate from another responsible party, Long Branch will report the illicit connection in writing to the NJDEP and notify the responsible entity, where appropriate.

Illicit Connection Inspection Report Form

Municipality Information	Municipality: _____	County: _____
	NJPDES #: _____	PI ID #: _____
	Team Member: _____	
	Date: _____ Effective Date of Permit Authorization (EDPA) _____	
Outfall #: _____ Location: _____		
Receiving Waterbody: _____		
<p>1. Is there dry weather flow? Y (<input type="checkbox"/>) N (<input type="checkbox"/>)</p> <p>2. If "YES", what is the outfall flow estimate? _____ gpm (flow sample should be kept for further testing, and this form will need to be submitted with the Annual Report and Certification)</p> <p>3. Are there any indications of intermittent flow? Y (<input type="checkbox"/>) N (<input type="checkbox"/>)</p> <p>4. If you answered "NO" to BOTH question #1 and #3, there is probably not an illicit connection and you can skip to question #7.</p> <p>(Note: This form does not need to be submitted to the Department, but should be kept with your SPPP.)</p> <p>If you answered "YES" to either question, please continue on to questions #5.</p> <p>(Note: This form will need to be submitted to the Department with the Annual Report and Certification.)</p>		
<p>5. PHYSICAL OBSERVATIONS:</p> <p>(a) ODOR: none <input type="checkbox"/> sewage <input type="checkbox"/> sulfide <input type="checkbox"/> gas <input type="checkbox"/> rancid/sour <input type="checkbox"/> other <input type="checkbox"/>: _____</p> <p>(b) COLOR: none <input type="checkbox"/> yellow <input type="checkbox"/> brown <input type="checkbox"/> green <input type="checkbox"/> red <input type="checkbox"/> gray <input type="checkbox"/> other <input type="checkbox"/>: _____</p> <p>(c) TURBIDITY: none <input type="checkbox"/> cloudy <input type="checkbox"/> opaque <input type="checkbox"/></p> <p>(d) FLOATABLES: none <input type="checkbox"/> petroleum <input type="checkbox"/> sheen <input type="checkbox"/> sewage <input type="checkbox"/> other <input type="checkbox"/>: _____</p> <p>(e) DEPOSITS/STAINS: none <input type="checkbox"/> sediment <input type="checkbox"/> oily <input type="checkbox"/> other <input type="checkbox"/>: _____</p> <p>(f) VEGETATION CONDITIONS: normal <input type="checkbox"/> excessive growth <input type="checkbox"/> inhibited growth <input type="checkbox"/></p> <p>(g) DAMAGE TO OUTFALL STRUCTURES:</p> <p style="margin-left: 20px;">IDENTIFY STRUCTURE: _____</p> <p style="margin-left: 20px;">DAMAGE: none <input type="checkbox"/> concrete spalling/cracking <input type="checkbox"/> peeling paint <input type="checkbox"/></p> <p style="margin-left: 20px;">Metal corrosion <input type="checkbox"/> other damage <input type="checkbox"/>: _____</p>		
<p>6. ANALYSES OF OUTFALL FLOW SAMPLE:</p> <p>*field calibrate instruments in accordance with manufacturer's instructions prior to testing.</p> <p>(a) DETERGENTS: _____ mg/L (if sample is greater than 0.06 mg/L, the sample is contaminated with detergents [which may be from sanitary wastewater or other sources]. Further testing is required and this outfall should be given the highest priority.)</p> <p>(if the sample is not greater than 0.06 mg/L and it does not show physical characteristics of sanitary wastewater [e.g.; odor, floatables, and/or color] it is unlikely that it is from sanitary wastewater sources, yet there may still be an illicit connection of industrial wastewater, rinse water, backwash or cooling water. Skip to question #6c.)</p>		

(b) AMMONIA (as N) TO POTASSIUM RATIO: _____
(if the Ammonia to Potassium Ratio is greater than 0.6:1, then it is likely that the pollutant is sanitary sewage.)
(if the Ammonia to Potassium Ratio is less than or equal to 0.6:1, then the pollutant is from another washwater source.)

(c) FLUORIDE: _____ mg/L
(if the fluoride levels are between 1.0 and 2.5 mg/L, then the flow is most likely from fluoride treated potable water.)
(if the sample tests below a detection limit of 0.1 mg/L for fluoride, it is likely to be from groundwater infiltration, springs or streams. In some cases, however, it is possible that the discharge could originate from an onsite well used for industrial cooling water which will test non-detect for both detergents and fluoride. To differentiate between these cooling water discharges and ground water infiltration, you will have to rely on temperature.)

(d) TEMPERATURE: _____ °F
(if the temperature of the sample is over 70°F, it is most likely cooling water.)
(if the temperature of the sample is under 70°F, it is most likely from ground water infiltration.)

7. Is there a suspected illicit connection? Y () N ()
If "YES", what is the suspected source? _____
If "NO", skip to signature block on the bottom of this form.

8. Has the investigation of the suspected illicit connection been completed? Y () N ()
If "YES", proceed to question #9.
If "NO", skip to signature block on the bottom of this form.

9. Was the source of the illicit connection found? Y () N ()
If "YES", identify the source (including whether the source is from the Public Complex or another entity). _____
What plan of action will follow to eliminate the illicit connection or report the illicit connection to the NJDEP?

Resolution:

If "NO", complete the Closeout Investigation Form and attach it to this Illicit Connection Inspection Report Form.

Inspector's Name: _____
Title: _____
Signature: _____
Date: _____

If there is a dry weather flow or evidence of an intermittent flow, be sure to include this form with your Annual Report and Certification.

If there is not a dry weather flow or evidence of intermittent flow, this form should be retained with your SPPP.

SPPP Form 13 – Stormwater Facilities Maintenance

All records must be made available upon request by NJDEP

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.

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

2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.

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

3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.

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

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

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

SPPP Form 14 – Total Maximum Daily Load Information

All records must be made available upon request by NJDEP

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

Long Branch has reviewed the TMDL reports identified utilizing the NJDEP TMDL Lookup Tool. The following TMDLs have been identified for the City of Long Branch:

Applicable Stream TMDLs

- Fecal Coliform: Whale Pond Brook

Applicable Lake TMDLs

- Total Phosphorous: Franklin Lake
- Fecal Coliform: Lake Takanassee

Applicable Shellfish TMDLs

- Total Coliform: Shrewsbury Estuary – A, Shrewsbury Estuary – B, Shrewsbury Estuary - C

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

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

SPPP Form 15 – Optional Measures

All records must be made available upon request by NJDEP

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

Optional Measures

To address Fecal Coliform TMDL:

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

To address Total Phosphorous TMDL:

- Potential Sources: Land Surface Runoff
- Implementation: Implement practices identified in the Lake Restoration Plan developed by the Department.

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

The City of Long Branch previously adopted a Refuse Container/Dumpster Ordinance on June 1, 2010. Ordinances associated with the Municipal Stormwater Permit are enforced by local Police and Code Enforcement.

**City of Long Branch
Local Public Education Program**

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

CATEGORY 1: GENERAL PUBLIC OUTREACH

Activity	Description	Points
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 (www.njstormwater.org).	1
Newspaper Ad	Use Department created and approved stormwater education materials available on www.cleanwaternj.org to publish an ad in a newspaper or newsletter that serves the permittee.	1
Radio/Television	Broadcast a radio or television public service announcement from www.cleanwaternj.org on a local radio or permittee's public service channel.	1
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*
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
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
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*

CATEGORY 2: TARGETED AUDIENCES OUTREACH

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

CATEGORY 3: SCHOOL/YOUTH EDUCATION AND ACTIVITIES

Activity	Description	Points
School Presentations	Provide water-related educational presentation(s) and/or activities to local preschool, elementary, middle/high school classes using staff or local partner organizations. Topics could include stormwater, nonpoint source pollution, watersheds, water conservation and water quality. For ideas, see information at www.nj.gov/dep/seeds . *Presentations receive 1 credit per presentation, with a maximum of 5 credits allowed.	5*
Water Education Workshops	Provide water-related professional development workshops for local teachers from a registered NJ Department of Education Professional Development Provider.	2
Storm Drain Labeling	Organize a project to label and/or maintain storm drain labels (that are not already precast with a message) with a scout troop, local school district, or faith based group, or other community youth group for a minimum of 40 labels. This project could also include stenciling over precast labels to improve legibility.	3
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
AmeriCorps Event	Coordinate an event (e.g. volunteer stream monitoring, educational presentations, or stormwater awareness project) through AmeriCorps NJ Watershed Ambassador Program.	4
Clean-Up	Sponsor or organize a litter clean up for a scout troop, local school district, faith-based group or other community group from the public complex along a local waterway, public park, stormwater facility, or in an area with storm drains that discharge to a local lake or waterway.	3

CATEGORY 4: WATERSHED/REGIONAL COLLABORATION

Activity	Description	Points
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
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, and/or other organization.	3
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 a watershed organization, utility, university, school, youth/faith-based group, and/or other organization to carry out these activities.	3

CATEGORY 5: COMMUNITY INVOLVEMENT ACTIVITIES

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