

Stormwater Pollution Prevention Plan

WashingtonTownship

Gloucester County

NJG 0153664

February 13, 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	Frank Altamuro, DPW Supervisor
Office Phone # and eMail	856-589-0523 faltamuro@twp.washington.nj.us
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Joseph Petrongolo, Planner
Print/Type Name and Title	
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	Leo Selb, Municipal Clerk/Public Notice Coordinator
Print/Type Name and Title	John DiStefano, Construction Official/Post Construction Stormwater Management Coordinator
Print/Type Name and Title	Adele Riiff, Public Works Supervisor/Local Public Education Coordinator
Print/Type Name and Title	Jason Gonter, Business Administrator/Ordinance Coordinator
Print/Type Name and Title	Brian McCaffery, Public Works Supervisor/Public Works Coordinator
Print/Type Name and Title	Adele Riiff, Public Works Supervisor/Employee 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.	02/01/17	FA	1	Change in Public Notice Coordinator
2.	02/13/19	FA	various	Respond to additional questions and incorporate into new SPPP format
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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:	www.twp.washington.nj.us.com
2. Date of most current SPPP:	February 13, 2019
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	www.twp.washington.nj.us
4. Date of most current MSWMP:	February 2006
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	523 Egg Harbor Road Sewell, NJ 08080 Municipal Clerk’s Office
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), Washington Township provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Washington Township 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 (eg. 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.), Washington Township 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>1. The County distributes NJDEP educational brochures annually 2. The County will be conducting the annual education event in conjunction with Washington Township</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>An annual event is held each year in coordination with our Washington Township Earth Day celebration.</p>
<p>3. Indicate where public education and outreach records are maintained.</p>
<p>The County will mail the DEP brochure to our residents in September of each year. Extra copies will be available at the Margaret E. Heggan Library and at our Municipal Building.</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>Any development that provides for ultimately disturbing one or more acres of land. Disturbance for the purpose of this chapter is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting or removing of vegetation.</p>
<p>2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?</p>
<p>No</p>
<p>3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?</p>
<p>Development applications are reviewed by the Planning Board or Zoning Board engineer and environmental engineers for compliance to the municipal ordinances.</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.

Development applications require Planning Board or Zoning Board approval. As part of the board review process, the board's engineer, environmental engineer and planner review the application for compliance to municipal ordinances and the residential site improvement standards. The board's professionals prepare reports to the board indicating their findings and comments regarding compliance.

Public hearings are held and the applications are considered and voted upon by either the Planning Board or Zoning Board.

<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>Yes</p>
<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p>	<p>Construction & Planning Offices 523 Egg Harbor Road Sewell, NJ 08080</p>

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	06/06/06			
2. Wildlife Feeding permit cite IV.B5.a.ii	06/06/06			
3. Litter Control permit cite IV.B5.a.iii	06/06/06			
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	06/06/06			
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	04/01/2004 04/25/2016 (amended)			Brian McCaffery
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	10/14/2009			
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	04/01/2004 04/25/2016 (amended)			Jason Gonter
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	04/01/2004 04/25/2016 (amended)			Frank Altamuro
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	10/14/2009			
Indicate the location of records associated with ordinances and related enforcement actions:				
Clerk's Office/Municipal Building 523 Egg Harbor Road Sewell, NJ 08080				

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.

Washington Township has evaluated all of its streets to determine which areas will need to be swept monthly.

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.

Washington Township intends on maintaining its existing street sweeping program for all streets that are not required by permit, which includes sweeping all streets once a year.

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

No

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.

Municipal Building/Public Works
523 Egg Harbor Road
Sewell, NJ 08080

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
Washington Township Public Works, when time allows, as needed or when a problem is reported, clean all catch basins and inspect storm inlets. This does not apply during leaf season or snow events. Problematic areas receive more attention prior to a rain event.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
<ul style="list-style-type: none">- Whitman Drive @ Jefferson Drove- 123 Whitman Drive- 6 Oak Ridge Drive- 12 Mackenzie Court- Ledden Lane @ Route 42- Lunar Court @ Aldeberran
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
Scheduled routine inspections and if necessary additional cleaning.
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.
Replace labels as needed during annual inspections/cleaning.
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.
Washington Township Public Works Office 523 Egg Harbor Road Sewell, NJ 08080

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.
All are included when a road is repaved unless a variance is sought.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
Yes
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
When site plans or permits are reviewed/inspected retrofits are verified.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
Inspected when permits or site plan approvals are sought and prior to bond release; permit closure issued.

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:

2 McClure Drive

Sewell, NJ 08080

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: N/A means materials stored indoors, in dumpsters or trailers and not subject to stormwater discharge.

Raw materials – N/A

Intermediate products – N/A

Final products – N/A

Waste materials – N/A

By-products – N/A

Machinery –some heavy equipment

Fuel – N/A

Lubricants – N/A

Solvents – N/A

Detergents related to municipal maintenance yard or ancillary operations – N/A

Other – N/A

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

We have one fueling location within our municipality which is inspected monthly. We also perform visual inspections before discharging stormwater that has accumulated in the secondary containment area of all aboveground fuel storage tanks. Washington Township utilizes electronic sudden leak detection devices on our fuel facility.

Logs located at 2 McClure Drive Sewell, NJ 08080

2. Vehicle Maintenance

Monthly inspections are held to ensure that the SOP is being met.

Logs located at 2 McClure Drive Sewell, NJ 08080

3. On-Site Equipment and Vehicle Washing

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

Logs located in Public Works office at 523 Egg Harbor Road Sewell, NJ 08080

4. Discharge of Stormwater from Secondary Containment

N/A

5. Salt and De-Icing Material Storage and Handling

Washington Township currently utilizes bulk salt and stores its de-icing salt in an enclosed salt garage with a 500 – 1000 ton capacity. In addition, at the completion of loading and unloading activities Washington Township will inspect for spilled salt.

Logs located at 2 McClure Drive Sewell, NJ 08080

6. Aggregate Material and Construction Debris Storage

If any it would be mulch, stone or topsoil at Washington Lake Park in Jersey Barrier contained areas.

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

Kept in a dumpster at 2 McClure Drive Sewell, NJ 08080

8. Yard Trimmings and Wood Waste Management Sites

Kept in a dumpster at 2 McClure Drive Sewell, NJ 08080

9. Roadside Vegetation Management

Moved on a schedule and left on site at each area.

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 Supervisor
2. Stormwater Facility Maintenance	Every year	Public Works Supervisor
3. SPPP Training & Recordkeeping	Every year	Public Works Supervisor
4. Yard Waste Collection Program	Every 2 years	Collection by third party
5. Street Sweeping	Every 2 years	Public Works Supervisor
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Public Works Supervisor
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Public Works Supervisor
8. Waste Disposal Education	Every 2 years	Public Works Supervisor
9. Municipal Ordinances	Every 2 years	Public Works Supervisor
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Township Engineer/Planner
<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 style="margin-left: 40px;">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.

- 100% inspected Winter 2017/2018
- 2019 forward anticipate 20% and annually inspected with focus each year on potential problem areas
- Records at Public Works 523 Egg Harbor Road Sewell, NJ 08080

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.

- 100% inspected Winter 2017/2018
- 2019 forward anticipate 20% and annually inspected with focus each year on potential problem areas
- Records at Public Works 523 Egg Harbor Road Sewell, NJ 08080

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.

Unfortunately post rain events some areas run water for extended periods due to underdrains or infiltration. However, Public Works is strongly familiar with the Township and stormwater flow and if flow is encountered in unexpected areas during dry weather Public Works Supervisor investigates.

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.

Washington Township has implemented a stormwater facility maintenance program to ensure all stormwater facilities operated by the Township function properly. Washington Township operates the following: catch basins, storm drains, infiltration basins, buffer strips and swales. These stormwater facilities will be inspected annually to ensure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure 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.

Township conducts annual visual inspections and reports any concerns to zoning offices to enforce.

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.

Public Works
523 Egg Harbor Road
Sewell, NJ 08080

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 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.

See attached list of reports

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

The TMDL information for Washington Township is vast. The Township uses other inspection, cleaning and enforcement measures already described throughout the SPPP holistically throughout the Township. Affected water bodies are already priorities and receive additional attention due to level of community and residential usage. In addition the Township responds expeditiously to concerns raised by residents and our very active environmental commission.

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.

Washington Township has a very active community and environmental commission. We welcome concerns raised and the Township Public Works and engineer weekly review concerns raised above and beyond the standard practices of the SPPP. In addition the Township records and tracks work orders to ensure conditions are resolved. Public Works Supervisors also encourage staff to be mindful during all work activities and report any concerns.

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

Yes