

# Stormwater Pollution Prevention Plan

Borough of Florham Park

Morris County

NJG0151335

April 2021

## **SPPP Table of Contents**

- Form 1 – SPPP Team Members (permit cite IV F 1)
- Form 2 – Revision History (permit cite IV F 1)
- Form 3 – Public Involvement and Participation Including Public Notice (permit cite IV B 1)
- Form 4 – Public Education and Outreach (permit cite IV B 2 and Attachment B)
- Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program (permit cite IV B 4 and Attachment D)
- Form 6 – Ordinances (permit cite IV B 5)
- Form 7 – Street Sweeping (permit cite IV B 5 b)
- Form 8 – Catch Basin and Storm Drain Inlets (permit cite IV B 2, IV B 5 b ii, and Attachment C)
- Form 9 – Storm Drain Inlet Retrofitting (permit cite IV B 5 b)
- Form 10 – Municipal Maintenance Yards and Other Ancillary Operations (permit cite IV B 5 c and Attachment E)
- Form 11 – Employee Training (permit cite IV B 5 d, e, f)
- Form 12 – Outfall Pipes (permit cite IV B 6 a, b, c)
- Form 13 – Stormwater Facilities Maintenance (permit cite IV C 1)
- Form 14 – Total Maximum Daily Load Information (permit cite IV C 2)
- Form 15 – Optional Measures (permit cite IV E 1 and IV E 2)

## SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

<b>Stormwater Program Coordinator (SPC)</b>	
Print/Type Name and Title	Michael Sgaramella, PE CME Borough Engineer
Office Phone # and eMail	973-410-5473 Msgaramella@fpboro.net
Signature/Date	
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>	
Print/Type Name and Title	Michael Sgaramella, PE CME Borough Engineer
<b>Other SPPP Team Members</b>	
Print/Type Name and Title	Kayla Kaplan, Engineering Assistant
Print/Type Name and Title	Michael Smith, DPW Director

## SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	<b>Revision Date</b>	<b>SPC Initials</b>	<b>SPPP Form Changed</b>	<b>Reason for Revision</b>
1.	4/18/2019	MS	1-15	Updating permit information
2.	4/28/2020	MS		Reviewed Permit
3.	4/30/2021	MS		Reviewed Permit
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

### 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:	<a href="http://www.fpboro.net/departments/engineering/">http://www.fpboro.net/departments/engineering/</a>
2. Date of most current SPPP:	April 18, 2019
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	<a href="http://www.fpboro.net/departments/engineering/">http://www.fpboro.net/departments/engineering/</a>
4. Date of most current MSWMP:	July 2008
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	<a href="http://www.fpboro.net/government/agendas-and-minutes/">http://www.fpboro.net/government/agendas-and-minutes/</a>
<p>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> <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.), Borough of Florham Park provides public notice in a manner that complies with the requirements of that act. In regards to the passage of ordinances, Borough of Florham Park provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, Borough of Florham Park complies with the requirements of public notice in the Municipal Land Use Law (N.J.S.A 40L55D-1 et seq.) for subjected municipal actions (e.g., adoption of the municipal stormwater management plan).</p>	

## SPPP Form 4 – Public Education and Outreach

All records must be 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.

The municipal building has copies of literature from Clean Water NJ for residents to review and take. Our annual event will be held each year in coordination with our 4<sup>th</sup> of July Celebration. We will also make DEP and other storm water documents available at our table. We also distribute pencils, magnets and key chains with environmental messages related to required BMP topics. In addition, we invite our high school environmental club, local water shed group and other environmental group to set up their booths during this event. We are also implementing a storm water poster competition for middle school students to be judged by the Borough Engineer. The top three posters will be displayed at Borough Hall.

An informational video from [www.cleanwaternj.org](http://www.cleanwaternj.org) is displayed on the Borough operated television channel. A flyer from [www.cleanwaternj.org](http://www.cleanwaternj.org) is distributed to all property owners in the Borough as part of an annual mailing. Under the Engineering section of the Borough's website there is a stormwater section with up to date practices and resources. Borough of Florham Park also participates in and advertises yearly road cleanups to help increase public stormwater awareness.

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.

For our annual distribution a flyer titled "Solutions to Stormwater Pollutions" to all Borough residents. Residents receive a flyer titled "Pet Waste and Water Pollution" with each pet registration. Also included on the all animal licenses is the Borough Code relating to the disposal of pet waste.

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

Public education and outreach documents are easily accessible at Borough Hall. The copies are monitored and copies are made as necessary. Borough stormwater information is also available on the Borough webpage under the Engineering section.

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

All records must be available upon request by NJDEP.

1. How does the municipality define ‘major development’?	
Major development is defined in Stormwater Control Ordinance No. 24-06 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 single-family residential projects are reviewed by the Engineering Department for zoning, tree removal and surface grading requirements.	
3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?	
All municipal projects are reviewed and regularly inspected by the Borough Engineer and designees to ensure compliance with the Stormwater Control Ordinance. A maintenance plan for BMPs and structural stormwater management measures as described in the Stormwater Control Ordinance is established to ensure adequate long-term operation and maintenance of required BMPs and structural stormwater management measures for any Borough projects or development.	
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 planning and zoning boards ensure compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law. The applicant must show compliance with the Stormwater Control Ordinance (SCO) as part of their submission, which is then reviewed by the Board Engineer. All checklist requirements in the ordinance are reviewed for compliance. Once the checklist requirements are met, the Board Engineer reviews for SCO compliance. All structural stormwater management measures and BMPs are reviewed for compliance with the operational and maintenance requirements in the ordinance and in the manufacturer’s literature.	
5. Does the Municipal Stormwater Management Plan include a mitigation plan?	Yes, it can be found on Page 20 of the Borough’s Municipal Stormwater Management Plan (MSWMP).

<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>Engineering Department 111 Ridgedale Avenue Florham Park NJ, 07932</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	10/18/2005	<a href="https://ecode360.com/FL0846">https://ecode360.com/FL0846</a>		Florham Park Police
2. Wildlife Feeding permit cite IV.B.5.a.ii	4/26/2005			Health Department, Animal Control and Florham Park Police
3. Litter Control permit cite IV.B.5.a.iii	4/18/2019			Florham Park Police
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	10/18/2005			Florham Park Police
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	10/18/2005			Florham Park Police
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	12/21/2010			Zoning Enforcement Officer
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	9/19/2006			Florham Park Police/Municipal Officials
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	9/19/2006			Florham Park Police/Municipal Officials
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	2/16/2010			Personnel appointed by Borough Council with Construction Official.

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

Clerk's Office  
111 Ridgedale Avenue  
Florham Park, NJ 07932

## 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.

Florham Park has evaluated all streets to determine which streets require monthly sweeping. The downtown area of the Borough is swept once a month. This area includes Vreeland Road, Fernwood Road, James Street, Park Street and Campus Drive. All Borough roads are swept annually in June or July. In addition to street sweeping, the Department of Public Works cleans stormwater basins and inlets on a regular basis to remove collected leaves and debris.

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 downtown business area is required to be swept according to the NJPDES permit. This area encompasses all roads from Brooklake Road to James Street off Ridgedale Ave and from Park Street to Hanover Road off Columbia Turnpike. The downtown is swept monthly by a third party contractor.

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

Borough of Florham Park 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 records of street sweeping are located with the Department of Public Works.

## 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.
DPW regularly inspects, cleans and maintains storm drain inlets throughout the Borough.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
Catch basins with reoccurring problems are located at Rockwood Road north of Riverside Drive, Edgewood Drive south of Afton Drive, Knapp Ave and the corner of Hillside Avenue and Lincoln Avenue.
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
A catch basin or storm drain inlet with reoccurring problems would undergo more frequent inspections. Inspections would also be timed with imminent precipitation events.
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.
Storm drain inlet labels are inspected during the annual cleaning and maintenance. They are also inspected during annual leaf pick up. Inlets noted to be missing labels are replaced with new labels with the statement, “Dump No Waste, Drains to Waterways” or similar verbiage.
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.
DPW keeps records of catch basins and storm drain inlet inspection and tonnage of materials collected during the cleanings.

## 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>Storm drain inlets are retrofitted during repaving, repairing, reconstruction or alteration to the roadway. Any new development is required to use the Campbell inlet Type B with a Type N Eco Curb Piece with bicycle safety grate including verbiage “dump no waste drains to river” or equal throughout roadways. This will be clearly indicated on the construction drawing and details. All Borough of Florham Park storm drain retrofitting is in compliance with Attachment C of the permit.</p>
<p>2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.</p>	
	<p>The Borough Engineer and staff regularly inspect and confirm that the inlets are retrofitted before closing the job and issuing final approval.</p>
<p>3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.</p>	
	<p>The retrofitting of existing storm drain inlets is required by Ordinance when private parking lots and roadways are repaved, reconstructed, or resurfaced. Retrofitting inlets be made part of the conditional approval of any updated site plans. Engineering permits will not be closed until the retrofitting is completed.</p>
<p>4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.</p>	
	<p>The Borough Engineer and staff will inspect and confirm that the inlets are retrofitted before closing any permits.</p>

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

All records must be available upon request by NJDEP.

<p>Address of municipal yard or ancillary operation located at:</p> <p>111 Ridgedale Avenue, Florham Park NJ 07903</p>
<p>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:</p> <p>Raw and waste materials – Any raw material stored within municipal yard of property are inspected and cleaned of potential contaminants. Materials are kept at a minimum of 50’ from stormwater structures or bodies of water. All materials are stored over 50’ from any stormwater structures or open bodies of water.</p> <p>Machinery – Loaders, back hoes and dump trucks may be periodically stored outside. The equipment is regularly inspected for potential stormwater pollutants. Oil, grease and other pollutants are wiped off and properly disposed of.</p> <p>Fuel – A fueling station is located in the municipal maintenance yard. The fuel tanks are underground and inspected monthly. The tanks are in compliance with all NJDEP underground storage tank regulations. The standard operating procedure with BMPs associated with fueling operations are in the following section.</p> <p>All BMPs are strictly enforced and followed to ensure that there are no pollutant discharges from the sources above.</p>
<p>1. Fueling Operations</p>
<p>There is one fueling station located in the municipal maintenance yard. Personnel are trained in the established standard operating procedure of deliveries, inspections and maintenance.</p> <p><b>Vehicle and Equipment Fueling</b></p> <p>Engines are to be turned off and the fuel type confirmed before beginning fueling. Absorbent Spill clean-up materials and spill kits are available in fueling areas and on mobile fueling vehicles and are properly disposed of after use. Nozzles used in fueling are equipped with an automatic shut-off to prevent overflow and fuel tanks shall not “topped off”. Engines are always turned off during fueling. There is a post with instructions for</p>

safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response. Mobile fueling is restricted and avoided when possible.

**Bulk Fueling**

Drip pans or absorbent pads are under all hose and pipe connections and other leak-prone areas during bulk fueling. Storm sewer inlets are blocked, 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, all hose connection points will be within temporary berms during the loading/unloading of bulk fuels. Fueling areas are protected with berms and/or dikes to prevent run-on and runoff while a trained employee is present to supervise the transfer.

**Spill Response**

Fuel spills and staining is investigated and cleaned immediately after discovery. Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material that is collected and properly disposed. The Florham Park Spill Response Team and NJDEP will be contacted when required. Clean-up materials, spill kits and drip pans near liquid transfer areas are all stored indoors and protected from rainfall.

**Maintenance and Inspection**

The fueling and storage areas are inspected monthly during dry and wet conditions. Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair is repaired or replaced immediately. A monthly inventory inspection takes place to ensure there is an adequate supply of spill cleanup material onsite at all times. All related document may be found with the Department of Public Works.

Monthly inspections are held to ensure that Best Management Practices (BMPs) listed in in Attachment E of the Permit are being executed. Associated records and inspection logs are with the DPW.

2. Vehicle Maintenance

Vehicle maintenance takes placed in an indoor garage with a paved floor and in designated areas only. All floor drains in the garage have been sealed and are regularly inspected. All maintenance areas are protected from stormwater run-on and runoff, and located at least 50 feet downstream drainage facilities and watercourses. Drip pans are used and any spills are immediately cleaned up by absorbent material and properly disposed.

Monthly inspections are held to ensure that the BMPs in Attachment E of the Permit are being executed. Associated records and inspection logs are with the DPW.

3. On-Site Equipment and Vehicle Washing

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

<p>Equipment and vehicles are not washed on Borough Property.</p>
<p>4. Discharge of Stormwater from Secondary Containment</p>
<p>The Borough of Florham Park does not use any secondary storage containment structures or vessels.</p>
<p>5. Salt and De-Icing Material Storage and Handling</p>
<p>All material is stored in a permanent structure that is regularly inspected and maintained. Loading and unloading is typically preformed in dry weather, with a minimal distance between vehicle and storage area to reduce loader travel distance. Any spills are kept to a minimum and the area is swept regularly, if tracked off site and after loading is completed. Any swept material will be reused or properly discarded. The Borough does not use any temporary outdoor storage for salt or de-icing materials.</p> <p>Monthly inspections are held to ensure that the BMPs in Attachment E of the Permit are being executed for Salt and De-Icing Material Storage and Handling. Associated records and inspection logs are with the DPW.</p>
<p>6. Aggregate Material and Construction Debris Storage</p>
<p>Aggregate material such as sand, gravel, top soil, stone, waste concrete, asphalt and any other aggregate are stored in a manner that minimizes stormwater run-on and aggregate run-off. Storage measurements include site specific grading, berms, containers and three sided storage bays. Storage bays are typically designed to have the opening on the up slope and swept after loading/unloading activities. All material is over 50 feet away from any surface water body, inlets and any stormwater conveyance channels. Road millings are not stored on Borough property.</p> <p>Monthly inspections are held to ensure that the BMPs in Attachment E of the Permit are being executed for Aggregate Material and Construction Debris Storage. Associated records and inspection logs are with the DPW.</p>
<p>7. Street Sweepings, Catch Basin Clean Out and Other Material Storage</p>
<p>Street sweepings, catch basin clean out and other materials are sorted and disposed of either in an onsite leak-proof dumpster or through the Borough’s Environmental Center. Leaf material will be composted and concrete, stone or asphalt will be placed in the necessary dumpster and recycled. All dumpsters are removed on a weekly basis. Road clean up materials are disposed of in accordance with N.J.A.C. 7:26-1.1.</p>

Monthly inspections are held to ensure that the BMPs in Attachment E of the Permit are being executed for Street Sweepings, Catch Basin Clean Out, and Other Material Storage. Associated records and inspection logs are with the DPW.

#### 8. Yard Trimmings and Wood Waste Management Sites

Yard Trimming and Wood Waste is managed through the Borough's Environmental Center Operated in compliance with the Recycling Rules found at N.J.A.C. 7:26A. The center is managed and graded to divert and minimize stormwater contact from yard trimmings and wood waste. Staging and storage piles are contained in an area not prone to flooding and in a manner so that they do not enter waters of the State via run off or leachate. Ditches, swales and berms are utilized to divert stormwater from contacting yard trimmings and wood waste. Perimeter controls are maintained around the Center to prevent any leachate from leaving the site. Trash is removed from yard trimmings are debris upon receipt, the entire yard is inspected for trash on a daily basis. All trash is stored in leak proof containers to control leachate and litter until it is disposed of at a permitted solid waste facility. Preventative tracking measures such as gravel pads are employed and maintained by DPW.

Monthly inspections are held to ensure that the BMPs in Attachment E of the Permit are being executed for Yard Trimmings and Wood Waste Management Sites. Associated records and inspection logs are with the DPW.

#### 9. Roadside Vegetation Management

Borough of Florham Park uses herbicides only where required within a 2 foot radius around structures where overgrowth presents a safety hazard and where it is unsafe to mow. Herbicide application is restricted along roadsides in order to prevent it from being washed by storm water into the waters of the State and to prevent erosion caused by de-vegetation. Herbicides are not applied on or adjacent to storm drain inlets, on steeply sloping ground, along curb lines, and along unobstructed shoulders. Proper herbicide application instruction is given to all users.

Monthly inspections are held to ensure that the BMPs in Attachment E of the Permit are being executed for Roadside Vegetation Management. Associated records and inspection logs are with the DPW.



## SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p><b>A. Municipal Employee Training:</b> 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	<b>Department Of Public Works</b>
2. Stormwater Facility Maintenance	Every year	<b>Department Of Public Works</b>
3. SPPP Training & Recordkeeping	Every year	<b>Engineering Department</b>
4. Yard Waste Collection Program	Every 2 years	<b>Department Of Public Works</b>
5. Street Sweeping	Every 2 years	<b>Department Of Public Works</b>
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	<b>Department Of Public Works</b>
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	<b>Department Of Public Works</b>
8. Waste Disposal Education	Every 2 years	<b>Department Of Public Works</b>
9. Municipal Ordinances	Every 2 years	<b>Engineering Department</b>
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	<b>Engineering Department</b>
<p><b>B. Municipal Board and Governing Body Members Training:</b> 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 <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>.</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>		

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](http://www.nj.gov/dep/stormwater/training.htm). Indicate the location of the DEP certificate of completion for each reviewer.

## 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.

The outfall pipe map is on the Borough Webpage in the Engineering section. The map may also be reviewed at Borough Hall.

*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](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.

Outfalls are inspected at a minimum of once per 5 years. However, if in the area DPW workers are instructed to inspect outfalls. Finding of the inspections are only reported if there is an issue or concern.

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.

Stream scouring will be documented during routine inspections. Stream scouring has not been detected in any stormwater outfall pipes. If stream scouring is identified it will be recorded with the inspection. Any stream scouring sites will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first. We will follow each repair up with an annual inspection of the site to ensure that the scouring has not resumed. When repairs are completed we will note the date of that repair on this form. Borough DPW workers have been trained to detect the presence of stream scouring.

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](http://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.*

During dry weather outfall inspections, we will also be inspecting for illicit connections and discharges. We will use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked again to locate the illicit connections. If we are able to locate the illicit connection (and the connection is within the Borough of Florham Park) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the collection eliminated immediately. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, Borough of Florham Park will report the illicit connection to the Department. Borough of Florham Park has a hotline that is currently used for reporting spills and illegal dumping. This hotline will also be made available for reporting illicit connections.

## 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.

Florham Park Borough will implement an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected yearly, even if they were found to be “clean” the previous year. At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair. The annual catch basin cleaning program has been in existence since 1995.

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.

The Borough is creating an inventory of all privately owned stormwater structures. Letters will be sent requesting a description of the facility’s stormwater structures and site specific maintenance plans, logs and any past or present issues or concerns. Once the inventory is complete the Borough will request these documents on a bi-annual basis from facilities with underground storage, detention basins, outfall structures, infiltration basins, filters etc.

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.

Stormwater Facilities Inspection and Maintenance Logs are stored and maintained by the DPW.

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](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/](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](http://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.

- Total Maximum Daily Loads for Fecal Coliform to Address 32 Streams in the Northeast Water Region

Fecal Coliform - 2003 : Passaic & Dead R nr Millington, Black Bk at Madison, Canoe Bk nr Summit, Passaic nr Catham

- Total Maximum Daily Load Report for the Non-Tidal Passaic River Basin Addressing Phosphorus Impairments

Total Phosphorus - 2008 Black Brook (Hanover), Canoe Brook, Passaic R Upr (Columbia Rd to 40d 45m) and Passaic R Upr (HanoverRR to ColumbiaRd)

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

TMDL information is used to prevent the specific stormwater pollutants from entering the nearby streams. Management strategies implemented for restricting Fecal Coliform and Phosphorus are as follows:

- Regular inspections for and elimination of any illicit connections
- Regular catch basin and inlet clean outs and inspection
- Regular street sweeping
- No Feeding of Wildlife Ordinance No. 10-05 is enacted and enforced
- Geese deterrents on public fields to reduce waste
- Pet waste Ordinance No. 35-05 is enacted and enforced
- Pet waste signage and plastic bag dispensaries in public areas
- Fertilizer Application Ordinance No. 10-11 is enacted and enforced
- Septic systems managed and inspected by Health Department

## 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.

A Standard Operating Procedure (SOP) of good housekeeping is implemented throughout all Borough yards and related operations. The purpose of this SOP is to provide a set of guidelines for the employees of Florham Park Borough for Good Housekeeping Practices during maintenance activities at ancillary operations.

Scope: This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Florham Park Borough.

Standards and Specifications (General):

- All containers should be properly labeled and marked, and the labels must remain clean and visible.
- All containers must be kept in good condition and tightly closed when not in use.
- When practical, chemicals, fluids and supplies should be kept indoors.
- If containers are stored outside, they must be covered and placed on spill platforms.
- Keep storage areas clean and well organized.
- Spill kits and drip pans must be kept near any liquid transfer areas, protected from rain fall.
- Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
- Place trash, dirt and other debris in the dumpster.
- Collect waste fluids in properly labeled containers and dispose of them properly.
- Establish and maintain a recycling program by disposing papers, cans, bottles and trash in designated bins.

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

Yes, Refuse Container/Dumpster Ordinance is addressed by Property Maintenance Regulation Ordinance No. 10-1 adopted February 16, 2010.