

Highway Agency Stormwater Pollution Prevention Plan

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SPPP Form 1 – SPPP Team Members

Stormwater Program Coordinator (SPC)	
Print Name and Title	
Office Phone # and Email	
Signature and Date	
Individual Responsible for Major Development Project Stormwater Management Review	
Please see training requirements for stormwater management reviewers on Form 13.	
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	
Other SPPP Team Members	
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	

SPPP Form 2 – Revision History

Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision

SPPP Form 3 – Public Involvement and Participation Including Public Notice

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

SPPP Form 4 – Public Education and Outreach

This is only required for Highway Agencies that own or operate rest areas and/or service areas.

5 Point System: Each year, Highway Agencies that own or operate rest areas and/or service areas must conduct activities related to educating the public on stormwater pollution prevention. Sample activities include posting stormwater information on their website or social media, running local ads, posting signs at green infrastructure sites, posting stormwater signs, billboards, or murals at rest/service areas, presenting a stormwater related display or materials at rest/service areas, and providing pet waste bags at rest/service areas.

Permittees must earn at least 5 points as described in Attachment B of the permit. Describe how you are meeting the minimum 5-point requirement.

Records: Indicate where public education and outreach records are maintained.

Major Development: How does the permittee define 'major development'?
Approval Process: Describe the process for reviewing and approving major development project applications for compliance with the stormwater management rules at N.J.A.C. 7:8 et seq. Attach a flow chart if available. Provide the location of the mitigation plan (if one exists) to allow for alternative locations or designs.
Records: Indicate the location of approved applications for major development projects.

SPPP Form 6 – Regulatory Mechanisms

Regulatory Mechanism	Date of Adoption	Website	Entity Responsible for Enforcement
1. Pet Waste Control Permit cite IV.B.5.a.i.			
2. Wildlife Feeding Control Permit cite IV.B.5.a.ii.			
3. Litter Control Permit cite IV.B.5.a.iii.			
4. Improper Disposal of Waste Permit cite IV.B.5.a.iv.			
5. Illicit Connection Prohibition Permit cite IV.B.5.a.vii.			

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

SPPP Form 7 – Litter Pick-Up Program

Roadside Clean-up: Describe the program and schedule for roadside clean-up of trash and debris.

Rest/Service Area Trash/Recycling Collection: For Highway Agencies that own or operate rest/service areas, describe the program and schedule for regular collection of trash from litter and recycling receptacles at those locations.

Records: Indicate the location of records, including the dates and amount of materials collected from roadside clean-ups.

SPPP Form 8 – Street Sweeping

Street Locations: Attach a map or describe the location of all streets and paved parking lots that are owned or operated by the permittee.

- a. Indicate which segments of limited-access roads have storm drain inlets or discharge directly to surface water.
- b. Indicate which segments of non-limited-access roads have storm drain inlets or discharge directly to surface water.
- c. Indicate which segments of roads do not have storm drain inlets or do not discharge directly to surface water.

Schedule: Describe the sweeping schedule for all streets and paved parking lots that are owned or operated by the permittee.

Records: Indicate the location of records, including sweeping dates, areas swept, number of miles swept, and total amount of materials collected each month.

SPPP Form 9 – Herbicide Application and Roadside Vegetative Waste Management

Herbicide Application Management: Describe the program for ensuring the proper application of herbicides. Include details about how the permittee ensures that herbicides are not washed into waters of the State and how they prevent erosion caused by de-vegetation.

Roadside Vegetative Waste Management: Describe the program for ensuring that wood waste and yard trimmings generated by the permittee are not blown or deposited into stormwater facilities, e.g., storm drain inlets and basins.

Wood waste and yard trimmings include the following: tree parts, brush, wood chips, leaves, untreated/unpainted lumber, and grass clippings.

SPPP Form 10 – Maintenance Yards and Other Ancillary Operations

Complete a separate Form 10 for each yard/location. This includes but is not limited to all maintenance yards, impound yards, fueling locations, and yard trimming/wood waste management sites.

1. Address of maintenance yard or ancillary operation.
2. List all materials that are exposed to stormwater which could be a source of pollutants in a stormwater discharge. Indicate what type of container the materials are in, if they are covered, what they are placed upon, and if the area is graded or contained by berms. This includes, but is not limited to, raw materials, intermediate products, final products, waste materials, by-products, fuels, lubricants, solvents, and detergents. For example, brine, fertilizer, used oil, refuse containers, etc.
3. List all machinery that is exposed to stormwater which could be a source of pollutants in a stormwater discharge.

<p>4. Describe the procedures for cleaning spills and disposing of clean-up waste. Indicate the location of materials used for cleaning, e.g., kitty litter, sawdust, etc.</p>
<p>5. For each category below, describe the best management practices in place to ensure compliance with all requirements in the permit.</p>
<p>a. Fueling Operations</p>
<p>b. Discharge of Stormwater from Secondary Containment</p>

c. Vehicle Maintenance
d. On-Site Equipment and Vehicle Washing/Wastewater Containment See permit for certification and log forms for Underground Storage Tanks.
e. Salt and De-icing Material Storage and Handling

f. Aggregate Material and Construction Debris Storage
g. Street Sweepings, Catch Basin Clean Out, and Other Material Storage
h. Yard Trimmings and Wood Waste Management
<p>Records: Indicate the location of inspection logs and tracking forms associated with this maintenance yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or planned. Documentation should include the date and time of inspection, the name of the person conducting the inspection, and relevant findings.</p>

SPPP Form 11 – Storm Drain Inlets

Storm drain inlets are the point of entry into the storm drain system.

Inspections: Describe the program and frequency of inspections, cleaning, and maintenance of storm drain inlets that are owned or operated by the permittee.

Design and Retrofitting: Describe how the permittee ensures that the current design standards for storm drain inlets (specified in permit Attachment C) are incorporated in development projects. Also describe how the permittee ensures that retrofitting of storm drain inlets is completed when required.

Labeling: Describe the inspection and label maintenance plan on storm drain inlets that do not have permanent wording cast into the design.

Records: Indicate the location of records that include storm drain inlet locations, inspection dates, observations, and maintenance/repairs performed, if applicable.

SPPP Form 12 – Catch Basins

Catch basins are the cistern, vault, chamber or well that is usually built along a street as part of the storm sewer system to capture sediment, debris and pollutants.

Inspections: Describe the program for inspections of catch basins that are owned or operated by the permittee.

Cleaning and Maintenance: Describe when a catch basin must be cleaned. The program must include procedures for cleaning, and shall be implemented as frequently as necessary to ensure, at a minimum, that sediment, trash, or other debris is removed as necessary to control it from entering the waters of the State, to eliminate recurring problems and maintain proper function.

Records: Indicate the location of records that include catch basin locations, inspection dates, observations, amount of materials collected in wet tons and maintenance/repairs performed, if applicable.

SPPP Form 13 – Employee Training

Employee Training: Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below.		
Topic	Frequency	Office/Entity Responsible for Training
1. Maintenance Yard/Ancillary Operations		
2. Stormwater Facility Maintenance		
3. SPPP Training & Recordkeeping		
4. Street Sweeping		
5. Illicit Connections & Outfall Mapping		
6. Outfall Stream Scouring		
7. Waste Disposal Education		
8. Regulatory Mechanisms		
9. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment		
Records: Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic for employee training.		
Stormwater Management Reviewer Training: Indicate the names of all individuals who review the stormwater management design for development and redevelopment projects on behalf of the permittee. Indicate the dates on which these individuals attended the required NJDEP training course.		

SPPP Form 14 – Mapping Outfall Pipes and Stormwater Facilities

Visit https://www.nj.gov/dep/dwq/msrp_map_aid.htm for the NJ DEP free mapping application. Outfall pipe maps and stormwater facilities maps may be combined. Updates to these maps shall be submitted annually to include new or newly identified outfall pipes and stormwater facilities.

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

Mapping Stormwater Facilities: Attach an image or provide a link to a map of the stormwater facilities owned or operated by the permittee. Include the property boundaries of the Highway Agency maintenance yards, ancillary operations, rest areas, and service areas as well as an annotated map of roadways and thoroughfares owned or operated by the permittee. The map shall include the location and type of each stormwater facility, e.g., outfalls, inlets (constructed after Jan 1, 2020), basins, subsurface infiltration/detention systems, MTDs, green infrastructure, etc.

SPPP Form 15 – Outfall Pipe Inspections

Inspection Schedule: Describe the frequency and the program in place for inspecting outfall pipes owned or operated by the permittee.

Stream Scouring: Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes.

Illicit Discharges: Describe the program in place for conducting visual dry weather inspections of outfall pipes that are owned or operated by the permittee.

Records: Indicate the location of all records related to outfall pipe inspection, including the location, inspection date, inspector name, findings, preventative and corrective maintenance performed.

If scouring is observed, records of stream scouring must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

If illicit discharge is observed, record results of illicit discharge investigations and actions taken using NJDEP's form at

https://www.nj.gov/dep/dwq/public_complex/pdf/PC_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf.

Illicit Connection Inspection Report Forms shall be submitted to the Department as an attachment to the Annual Report and Certification.

SPPP Form 16 – Stormwater Facilities Inspection and Maintenance

Inspections: Describe the program in place to inspect, clean, and maintain the stormwater facilities that are owned or operated by the permittee.

Records: Indicate the location of records related to stormwater facilities that are owned or operated by the permittee. Records must include the type of stormwater facility, location, inspection date, inspector name, findings, preventative and corrective maintenance performed.

Also indicate the location of maintenance plans related to maintenance of stormwater facilities that are owned or operated by the permittee. NJDEP provides materials to assist with this requirement at https://www.nj.gov/dep/stormwater/maintenance_guidance.htm.

SPPP Form 17 – Total Maximum Daily Load (TMDL) Information

Identification: List the names of the adopted TMDLs, parameters addressed, and the affected water bodies associated with any segment of surface water wholly or partially within or bordering all maintenance yards, rest areas, service area properties, and new major development projects as defined by the permittee's stormwater program.

Refer to the list of TMDL reports provided at <http://www.nj.gov/dep/wms/bears/tmdls.html>. Utilize the TMDL look-up tool at <https://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm> to identify impaired water bodies at locations described above.

Strategies: Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants. For guidance on TMDLs, visit <https://www.nj.gov/dep/dwq/pdf/10-21-16-tmdl-tool-box.pdf>.

SPPP Form 18 – Additional Measures and Optional Measures

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

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

SPPP Form 19 – Shared or Contracted Services

Arrangements: List the permit conditions that are satisfied through a shared or contracted service where an entity other than the permittee is implementing BMP(s) or control measure(s) on behalf of the permittee. Include the name of the responsible entity and describe the arrangements in place.

Records: The permittee is responsible for maintaining the appropriate documentation related to permit conditions, including those satisfied through shared services, in the SPPP and on the Annual Report and Certification. Indicate the physical location of the written agreements and records.