

# Stormwater Pollution Prevention Plan

*Permittee Name:* \_\_\_\_\_

*Facility Address:* \_\_\_\_\_

*Permit Number: NJG* \_\_\_\_\_

*Annual Review Date:* \_\_\_\_\_

Stormwater Program Coordinator: \_\_\_\_\_

## Table of Contents

<b>Form 1 – Team Members .....</b>	<b>3</b>
<b>Form 2 – Revision History .....</b>	<b>4</b>
<b>Form 3 – Public Announcements.....</b>	<b>5</b>
<b>Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment ...</b>	<b>6</b>
<b>Form 5 – Regulatory Mechanisms.....</b>	<b>7</b>
<b>Form 6 – Monthly Street Sweeping.....</b>	<b>8</b>
<b>Form 7 – MS4 Infrastructure .....</b>	<b>9</b>
<b>Form 8 – Good Housekeeping.....</b>	<b>12</b>
<b>Form 9 – Best Management Practices at Maintenance Yards &amp; Other Ancillary Operations .....</b>	<b>14</b>
<b>Form 10 – Training.....</b>	<b>18</b>
<b>Form 11 – MS4 Mapping .....</b>	<b>20</b>
<b>Form 12 – Watershed Improvement Plan .....</b>	<b>21</b>

## Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title			
Phone		Email	
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title			
Phone		Email	
Name and Title			
		Email	
Other Stormwater Team Members			
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	

## Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)

**Form 3 – Public Announcements**  
***Part IV.B. and C.***

1. Provide the link to the dedicated stormwater webpage for your Public Complex.
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
3. Only for colleges, universities, and military bases with dependents living on base: List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.

**Form 4 – Post-Construction Stormwater Management in New Development  
and Redevelopment**

***Part IV.E.***

1. How does the permittee define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.
2. 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.
3. Did the permittee request a variance from the design and performance standards for the stormwater measures? Describe the process of developing a mitigation plan.
4. Indicate the physical location of approved applications for major development projects and Major Development Summary Sheets.

**Form 5 – Regulatory Mechanisms**  
*Part IV.F.1.*

<b>Regulatory Mechanism</b>	<b>Date Adopted</b>	<b>Was the DEP model adopted without change? If not, explain how the Public Complex's Regulatory Mechanism is more stringent.</b>	<b>Entity Responsible for Enforcement</b>	<b>Fees &amp; Fines</b>
1. Pet Waste Control				
2. Wildlife Feeding Control				
3. Litter Control				
4. Improper Disposal of Waste				
5. Yard Waste				
List any additional stormwater-related regulations the permittee has adopted that address issues beyond the scope of the MS4 permit, if applicable. Include adoption date, entity responsible for enforcement, and related fees and fines.				
Indicate the location of records associated with regulations and related violations and enforcement actions below.				

## Form 6 – Monthly Street Sweeping

### *Part IV.F.2.c.*

1. Provide a written description and/or attach a map outlining all paved parking lots and streets on your property that have storm drain inlets that direct stormwater runoff into an MS4 or discharge directly to surface water.

*Note: Only asphalt and concrete roads need to be swept. Roads that do not have storm drain inlets and do not discharge to surface water do not need to be swept.*

2. Indicate if sweeping work is outsourced and if so, describe the arrangement.



**Form 7 – MS4 Infrastructure**  
*Part IV.F.2.d-f. and Part IV.F.3.*

**1. Storm Drain Inlets**

- a. Describe how inlets owned or operated by the permittee that do not have a permanent wording cast into the design have been properly labelled.
- b. Describe how you ensure that Public Complex owned storm drain inlets have been retrofitted.
- c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.
- d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.

**2. Catch Basins**

- a. Describe when and how you conduct inspections of catch basins.
- b. Describe the criteria used to determine when catch basins need to be cleaned. Include a description of the equipment and techniques used.

### **3. Conveyance System**

- a. Describe when and how inspections of MS4 conveyance systems are conducted.
- b. Describe the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.

### **4. Outfall Inspections**

- a. Structural Integrity – Describe the program in place to check the overall condition of stormwater outfalls. Include a description of the equipment and techniques used.
- b. Stream Scouring – Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used.
- c. Illicit Discharge Detection and Elimination – Describe the program in place for conducting visual dry weather inspections of Public Complex owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form from the Department's main stormwater webpage.

**5. Other Infrastructure**

List the types of MS4 infrastructure on the Public Complex property that requires inspection but are not noted above in items 1-4. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or cleaned.

**6. Infrastructure Records**

Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.

## Form 8 – Good Housekeeping

### *Part IV.F.2.g-l.*

<b>1. Herbicide Application Management</b> Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
<b>2. Excess De-icing Material Management</b> Describe your program for ensuring that excess piles of salt and de-icing/anti-icing materials are removed in a timely manner after storm events.
<b>3. Vegetative Waste Management</b> Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated at the Public Complex, such as trimming trees, mowing, etc.
<b>4. Tree Replacement Management</b> Describe your program for ensuring the proper removal and replacement of trees at your Public Complex.

<p><b>5. Roadside Erosion Control</b> Describe your program to detect and repair erosion along Public Complex owned driveways, streets, and parking areas.</p>
<p><b>6. Outdoor Refuse Containers and Dumpsters</b> Describe your program to ensure that outdoor dumpsters and refuse containers on Public Complex property are covered and not discharging pollutants to stormwater or surface water.</p>

# Form 9 – Best Management Practices at Maintenance Yards & Other Ancillary Operations

Part IV.F.4.

Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the Public Complex owns or operates: \_\_\_\_\_

<b>1. Site Name and Address</b>	
<b>2. Monthly Site Inspections</b> Describe the nature of inspections conducted at this site and the location of inspection logs.	
<b>3. Inventory List</b> List all materials and machinery that are potentially exposed to stormwater.	
<b>Materials</b>	<b>Machinery/Equipment</b>

<p><b>4. Discharge of Stormwater from Secondary Containment</b> Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>
<p><b>5. Fueling Operations</b> Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.</p>
<p><b>6. Vehicle/Equipment Maintenance and Repair</b> Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.</p>

<p><b>7. Wash Wastewater Containment</b></p> <p>Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.</p>
<p><b>8. Salt and Other Granular De-icing/Anti-icing Materials</b></p> <p>Do you store salt and other granular de-icing/anti-icing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p><b>9. Aggregate Material, Wood Chips, and Finished Leaf Compost</b></p> <p>Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p><b>10. Cold Patch Asphalt</b></p> <p>Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>



**11. Street Sweepings and Storm Sewer Clean-out Materials**

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

**12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings**

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

**13. Scrap Tires**

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

**14. Inoperable Vehicles and Equipment**

Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.

**Form 10 – Training**  
*Part IV.F.5-8.*

<b>Stormwater Program Coordinators</b>
Describe the training provided for the Stormwater Program Coordinator.

<b>Topic</b>	<b>Public Complex Employees</b> Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
Describe the training provided for staff.	
SPPP	
Construction Site Stormwater Runoff	
Post-Construction Stormwater Management in New and Redevelopment	
Regulatory Mechanisms	
Good Housekeeping	
Stormwater Facilities Maintenance	
Maintenance Yards and Other Ancillary Operations	

MS4 Mapping	
Outfall Stream Scouring	
Illicit Discharge Detection and Elimination	
Watershed Improvement Plan	

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs and any amendments to N.J.A.C. 7:8 if applicable.

Training Records
Indicate the location of training records for the above required training.

## Form 11 – MS4 Mapping

### *Part IV.G.1.*

1. Provide a link to the most current MS4 outfall/infrastructure map.	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	
c. MS4 interconnections	
d. MS4 storm drain inlets	
e. MS4 manholes	
f. Length of conveyance (channels, pipes, ditches, etc.)	
g. MS4 pump stations	
h. MS4 stormwater facilities (any that are not listed above)	
i. Maintenance yard(s) and other ancillary operations	
3. Describe how the Public Complex's outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
4. Describe how the Public Complex will create and update its MS4 Infrastructure Map.	

## Form 12 – Watershed Improvement Plan

### *Part IV.H.*

1. Describe how your Public Complex is developing or helping to develop a Watershed Improvement Plan.
2. Describe any regional projects or collaboration efforts with municipalities.
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.