

# Stormwater Pollution Prevention Plan

*Stormwater County Community College*

*123 Water Road, Stormwater NJ*

*NJG0123456*

*Annual Review Date: 26 March 2024*

*Stormwater Program Coordinator: Dean Scout*

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## Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		<i>Dean Scout, Health and Safety Specialist</i>	
Phone	555-555-5555	Email	<i>dscout@SWCCC.edu</i>
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		<i>Molly Michaels, Engineer</i>	
Phone	777-777-7777	Email	<i>mmichals@stormengineering.com</i>
Name and Title		<i>Kai Blackfoot, Assistant Engineer</i>	
Phone	777-777-7777	Email	<i>kblackfoot@stormengineering.com</i>
Other Stormwater Team Members			
Name and Title		<i>Bella Cooper, Grounds Crew</i>	
Phone	888-888-8888	Email	<i>bellacooper@SWCCC.edu</i>
Name and Title		<i>Luna Jett, Grounds Crew</i>	
Phone	888-888-8888	Email	<i>lunajett@SWCCC.edu</i>
Name and Title		<i>Roxy St. Milo, Administrative Asst.</i>	
Phone	999-999-9999	Email	<i>RStMilo@SWCCC.edu</i>
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	
<i>Simon Sweeping Services, LLC</i>	<i>Contracted to sweep Stormwater County Community College streets</i>	<i>5 year contract (2024-2028)</i>	

## Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
05 Jan 2024	1	SPC and staff changes
20 Nov 2024	3	Changed newspaper for public announcements

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

1. Provide the link to the dedicated stormwater webpage for your Public Complex.
<a href="http://www.SWCCC.edu/stormwaterwebpage">www.SWCCC.edu/stormwaterwebpage</a>
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
<i>Roxy St. Milo, Administrative Asst.</i>
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.
<i>Public Meetings: The News Bulletin and SWCCC newspaper Community based stormwater educational activities: SWCCC Facebook page and SWCCC webpage</i>

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

### Part IV.E.

<p>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.</p>
<p><i>We define “major development” as a disturbance of 0.75 acres of land. All other criteria match the updated definition from the March 2, 2021 Stormwater Management Rules at N.J.A.C. 7:8-1.2</i></p>
<p>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.</p>
<p><i>The Engineer is responsible for designing the projects and are reviewed and approved by a different certified engineer. The Plans are reviewed to ensure they are in compliance with the water quality, water quantity, groundwater recharge and green infrastructure design standards in accordance with N.J.A.C. 7:8.</i></p>
<p>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.</p>
<p><i>No variances have been requested; however, if they are, records will be submitted to NJDEP and the Stormwater County Planning Board upon approval and copies will be kept for reference.</i></p>
<p>4. Indicate the physical location of approved applications for major development projects and Major Development Summary Sheets.</p>
<p><i>The location of approved applications for major development projects and Major Development Summary Sheets are kept in the grounds Crew office in a binder dedicated to stormwater management.</i></p>

**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	<i>June 2004</i>	<i>Yes</i>	<i>Code Enforcement</i>	<i>\$___</i>
2. Wildlife Feeding Control	<i>2004</i>	<i>Yes</i>	<i>Code Enforcement</i>	<i>\$___</i>
3. Litter Control	<i>2004</i>	<i>Yes</i>	<i>Code Enforcement</i>	<i>\$200</i>
4. Improper Disposal of Waste	<i>2004</i>	<i>Yes</i>	<i>Code Enforcement</i>	<i>\$100</i>
5. Yard Waste	<i>2004</i>	<i>Yes</i>	<i>Code Enforcement</i>	<i>\$___</i>
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.				
<i>Stormwater County Community College does not adopt any additional regulatory mechanisms.</i>				
Indicate the location of records associated with regulations and related violations and enforcement actions below.				
<i>The location of records associated with regulations and related violations and enforcement actions are in the grounds Crew office.</i>				

## 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.*

*All parking areas and roads owned or operated by Stormwater County Community College are swept once a month.*

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

*Sweeping work is outsourced to Simon Sweeping Services to sweep our parking areas and roads in compliance with the permit. They complete a log every time they sweep.*



**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.

*a. Inlets that do not have a permanent wording cast into the design have been labelled by using buttons or stencils that we spray paint to ensure it is known that the storm drain leads to a waterway.*

*b. If there is major development project construction, a Code Enforcement Officer from the county performs sit inspections and ensures all retrofits are proper.*

*c. It is confirmed that the plans for newly constructed storm drain inlets include a catch basin or some sort of BMP to collect solids and floatables.*

*d. The grounds crew will inspect all storm drains at least annually. This can be done by driving or walking by an inlet and ensuring there are not solids or floatables clogging the drain. If debris is found to be clogging the inlet grate, then staff shovel or sweep the debris and dispose of it properly.*

**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.

*a. Catch basins are inspected at least annually. Inspections are done by the grounds crew using a light to look into the catch basin to determine if it needs cleaning.*

*b. SWCCC determined that a catch basin required cleaning when it is about 40% full. They are then scheduled for a vacuum cleanout within one month of inspection.*

**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.

*a. SWCCC inspects the few swales on campus when there is noticeable trash or debris around the area. When trash or debris is noted, staff are to clean the area immediately, but no later than 72 hours. Other conveyance systems are inspected during catch basin cleanouts.*

*b. Conveyance system cleanouts are done on an as needed basis or when catch basin cleanouts occur. Cameras may be used to inspect the systems. Hand tools, water jets and vacuum equipment are used in the cleanout process.*

#### **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.*

*a. We check 20% of our total number of outfalls annually and check for the overall structural integrity during our inspections. This can include looking at the outfall and noting any cracks, points of weakness, etc. We use the Departments Outfall Inspection Form and check off whether the outfall is in proper condition, needs maintenance, or needs repair.*

*b. First, we check to see if stream scouring is present, if it is, we note it on the Outfall Inspection Form. If there are instances of scouring, then we use vegetative stabilization or other approved means to offset the velocity of the water from the outfall pipes.*

*c. We conduct visual dry weather inspections to see if there are any instances of illicit discharge. We see if there is any flow coming out of the outfall 72 hours or more after a rain event. We also look for signs of dry weather flows that may have occurred before the inspection such as staining of the outfall pipes, odors, or deterioration of the outfall structure.*

#### **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.

Infiltration basins- grounds crew staff performs inspections according to approved maintenance plans in the DEP BMP Manual. Changes may be made to the maintenance plan per Departments guidance. Any trash or debris that is seen gets removed immediately and disposed of properly.

MTD's- grounds crew performs inspections according to the Departments BMP Manual and changes can be made per the Departments guidance. In order to inspect MTDs, the covering is taken off to examine the interior of the structure and put back in place once the inspection is over.

## **6. Infrastructure Records**

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

*Stormwater County Community College keeps an inventory list of all stormwater related records in a binder that is dedicated to our Stormwater Program. It is kept in the grounds crew office.*

## 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.
<i>We do not use herbicides on our property.</i>
<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.
<i>Within 72 hours of a rain or snow event, we remove any piles of leftover salt or other de-icing materials that were deposited during spreading operations.</i>
<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.
<i>Yard trimmings are collected using mower bag and disposed of properly at a maintenance yard. This is the same for any wood waste such as tree branches.</i>
<b>4. Tree Replacement Management</b> Describe your program for ensuring the proper removal and replacement of trees at your Public Complex.
<i>We only remove trees when said tree is considered a hazard tree. If in the future, we need to remove a healthy tree, we will replace it with one in accordance with the table provided by the Department.</i>
<b>5. Roadside Erosion Control</b> Describe your program to detect and repair erosion along Public Complex owned driveways, streets, and parking areas.
<i>Inspections are done throughout the day as staff drive around the facility and during other annual inspections such as inlets and catch basins. Any instances of roadside erosion is immediately address and repairs start as soon as possible, but no later than 30 days after discovery.</i>

**6. Outdoor Refuse Containers and Dumpsters**

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.

*SWCCC ensures that all dumpsters or other refuse containers throughout the campus are kept covered when not in use to prevent any accidental spilling or leaking.*

## 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:   1*

<b>1. Site Name and Address</b>	
<p><i>SWCCC Maintenance Yard 123 Main Street Stormville, NJ</i></p>	
<b>2. Monthly Site Inspections</b>	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p><i>The grounds crew make regular trips to our maintenance yard and daily inspections are made during that time; however, a more in depth site inspection is done once a month to ensure everything is being stored properly and it's organized. Remedial actions are taken during the inspection, if needed and if possible. We make notes in our inspection logs and keep them in the grounds crew office.</i></p>	
<b>3. Inventory List</b>	
List all materials and machinery that are potentially exposed to stormwater.	
<b>Materials</b>	<b>Machinery/Equipment</b>
<i>Temporary storage of leaves</i>	<i>Lawn mowers</i>
<i>Temporary storage of grass clippings</i>	<i>Dumpsters</i>
<i>Scrap tires</i>	<i>Fuel tank</i>
<i>De-icing material</i>	<i>Shop Vac</i>
<i>Storm sewer cleanout materials</i>	<i>Utility golf cart</i>
<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><i>Our above-ground fueling tank is protected by secondary containment. During monthly inspections, if we see stormwater in the secondary containment, we use a shop vac to remove the stormwater and dispose of it properly.</i></p>	

<p><b>5. Fueling Operations</b></p> <p>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><i>Yes, we do fuel on site. We use secondary containment around the structure and also block storm drain inlets during bulk fueling to ensure nothing goes down the drain. There are also signs posted in the fueling area prohibiting topping off and listing emergency contacts in case there is a spill. A spill kit is located at the fueling pumps as well.</i></p>
<p><b>6. Vehicle/Equipment Maintenance and Repair</b></p> <p>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><i>Vehicle maintenance and repairs are done onsite; however, they are conducted indoors.</i></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><i>We do not wash our vehicles.</i></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><i>Salt or other de-icing materials are stored on site; however, they are covered under a small 3-sided bay, where the opening is situated on the upslope.</i></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><i>We do store these materials on site temporarily. They are covered and stored at least 50 ft away from any storm drain inlets or surface water. If there is any spillage during transfers, it is immediately swept.</i></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>
<p><i>We do store these materials on site; however, they are stored indoors and do not come into contact with stormwater.</i></p>
<p><b>11. Street Sweepings and Storm Sewer Clean-out Materials</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><i>These materials are stored onsite temporarily in a dumpster which is covered when not in use. Whenever the dumpster is full, it is sent for proper disposal.</i></p>
<p><b>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings</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><i>Yes, these materials are stored on site, temporarily for no longer than 60 days, covered with a tarp, and at least 50 feet away from any storm drain inlets or surface water.</i></p>
<p><b>13. Scrap Tires</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><i>Scrap tires are stored on site; however, they are typically stored indoors. If they are stored outdoors, then they will be covered with a tarp to prevent any contact with stormwater.</i></p>
<p><b>14. Inoperable Vehicles and Equipment</b></p> <p>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.</p>
<p><i>We do not currently have any inoperable vehicles or equipment; however, they would be stored indoors as to minimize contact with stormwater.</i></p>



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

<b>Stormwater Program Coordinators</b>
Describe the training provided for the Stormwater Program Coordinator.
<p><i>The SPC for SWCCC attends the Departments SPC training every permit cycle. It covers the responsibilities of the SPC, resources, permit conditions, etc.</i></p>

Topic	Public Complex Employees
Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos	
Describe the training provided for staff.	
SPPP	<i>Anyone who assists with our stormwater program is trained on the SPPP. They are trained on the requirements of the permit as well. Any resources that we use during training are made available to them at any point for re-review</i>
Construction Site Stormwater Runoff	<i>Those responsible for inspections of construction projects that are considered “major development” are trained annually on related MS4 permit conditions.</i>
Post-Construction Stormwater Management in New and Redevelopment	<i>Those responsible for implementing stormwater permit requirements are trained annually on the fundamentals on the post construction stormwater management program. We review what our definition of major development is and an overview of the Stormwater Management Rules.</i>
Regulatory Mechanisms	<i>Staff responsible for approving or enforcing regulatory mechanisms receive annual training on the related MS4 permit conditions and the purpose of each regulatory mechanism.</i>
Good Housekeeping	<i>Staff responsible are trained annually to discuss the MS4 conditions and measures that need to be taken to ensure we are in compliance with all requirements.</i>

Stormwater Facilities Maintenance	<i>Staff responsible for conducting inspections are trained annually on the related MS4 permit requirements. The training details what infrastructure needs to be inspected at what frequency, and what to do when remedial action needs to be taken. We touch on all infrastructure such as inlets, catch basins, outfalls, MS4 conveyance systems, MTD's, etc.</i>
Maintenance Yards and Other Ancillary Operations	<i>Grounds crew staff are trained annually to discuss the related MS4 permit conditions, current BMPs, safety equipment, remedial procedures, etc. They are also trained to keep detailed and accurate records of work.</i>
MS4 Mapping	<i>Staff responsible for creating our electronic MS4 map are trained to review the permit conditions for mapping.</i>
Outfall Stream Scouring	<i>Those who conduct inspections and repairs for outfalls are trained on how to identify instances of stream scouring and how to remediate the issue and document cases of stream scouring as described in the MS4 permit. This also includes BMPs, safety equipment and procedures, frequency of activities, and proper documentation of work.</i>
Illicit Discharge Detection and Elimination	<i>Those who conduct inspections and repairs for outfalls are trained on how to identify instances of illicit discharge and how to remediate the issue and document instances of illicit discharge. This also includes BMPs, safety equipment and procedures, frequency of activities, and proper documentation of work.</i>
Watershed Improvement Plan	<i>Staff responsible for developing the Watershed Improvement Plan attend annual training to discuss progress that has been made toward completing each phase of the Watershed Improvement Plan, including mapping for the Watershed Inventory Report and conducting semi-annual public information sessions.</i>

<b>Stormwater Management Design Reviewers</b>
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.
<i>Those who review and approve stormwater management designs for major development projects must complete this course every 5 years to stay certified. They also need to attend another training if any amendments are made to the 7:8 rules.</i>

<b>Training Records</b>
Indicate the location of training records for the above required training.
<i>Training records are located in the grounds crew office in a specific MS4 related binder.</i>

**Form 11 – MS4 Mapping**  
**Part IV.G.1.**

1. Provide a link to the most current MS4 outfall/infrastructure map.	
<a href="http://www.SWCCC.edu/stormwaterwebpage">www.SWCCC.edu/stormwaterwebpage</a>	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	15
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	1
c. MS4 interconnections	1
d. MS4 storm drain inlets	57
e. MS4 manholes	20
f. Length of conveyance (channels, pipes, ditches, etc.)	~2 miles
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	1
i. Maintenance yard(s) and other ancillary operations	1
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.).	
<p><i>We coordinate with those responsible for our mapping once a year to discuss any new major development projects happening- if a major development project is happening on property, then that newly constructed stormwater infrastructure will be included on future maps.</i></p>	

## Form 12 – Watershed Improvement Plan

### Part IV.H.

1. Describe how your Public Complex is developing or helping to develop a Watershed Improvement Plan.
<i>SWCCC is part of the WIP discussion with the town we are located in. We both agreed to do a combined WIP and will be part of the entire process. We are in the process of gathering data for Phase 1 of the WIP.</i>
2. Describe any regional projects or collaboration efforts with municipalities.
<i>We are working with Storm Twp, which is the township we are located in.</i>
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
<i>All records are kept in the grounds crew office and will include the agenda and minutes of meetings as well as comments received from public information sessions.</i>