



Borough of
Manasquan
Monmouth County, New Jersey

Stormwater Pollution Prevention Plan (SPPP)

NJPDES #: NJG0147818
PI ID#: 203261

Dated March 2005

Revised
May 2007
July 2019
December 2022

Ryan Travers
Stormwater Program Coordinator

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BOROUGH OF MANASQUAN
STORMWATER POLLUTION PREVENTION PLAN (SPPP)

1.0 INTRODUCTION

1.1 BACKGROUND AND AUTHORIZATION

In December 1999 the United States Environmental Protection Agency (USEPA) issued Phase II Stormwater Rules to address pollutants entering municipal separate storm sewer systems, also referred to as "MS4s". To comply with USEPA requirements and goals of the stormwater program, the New Jersey Department of Environmental Protection (NJDEP) developed the Municipal Stormwater Regulation Program which regulates all 566 Municipalities within the State.

As a result of the statewide Municipal Stormwater Regulation Program, the Borough of Manasquan was issued a Tier A Municipal Stormwater General Permit. The NJPDES permit number unique to the Borough of Manasquan is NJG0147818, with an "Effective Date of Permit Authorization" (EDPA) of 04/01/2004. The NJDEP has renewed the Tier A Municipal Stormwater General Permit for the Borough of Manasquan with a new EDPA of January 1, 2018. The General Permit has mandatory elements that must be implemented to avoid possible enforcement action and penalties from the State. The General Permit required that the Borough prepare a Stormwater Pollution Prevention Plan (SPPP). The SPPP documents the SPPP team member assignments, scopes of activities, schedules, and completion dates of tasks necessary to meet permit mandated Statewide Basic Requirements (SBRs). The SBRs were developed by NJDEP for prevention of nonpoint-source stormwater pollution in order to improve the quality of our surface and ground waters, the health of our ecosystems, and ultimately the quality of our lives.

1.2 PURPOSE OF THE SPPP

Tier A Municipalities are required to develop, implement, and enforce a Stormwater Management Program to satisfy the appropriate water quality requirements of the National Pollutant Discharge Elimination System Phase II rule of the Federal Clean Water Act and the New Jersey Department of Environmental Protection, Division of Watershed Management, Municipal Stormwater Regulation Program. The Stormwater Pollution Prevention Plan (SPPP) describes the Tier A Municipalities stormwater program and serves as a mechanism for implementation of the Statewide Basic Requirements (SBR). The SPPP addresses stormwater

quality issues related to new development, redevelopment, and existing development. The SPPP includes, at a minimum, all of the information and items identified in Attachment A of the Borough's Tier A Municipal Stormwater General Permit, which is included in Appendix A of this SPPP.

The Borough of Manasquan shall review the items identified in Forms I through 17 and implement the SPPP in accordance with the requirements specified in Part IV.F. 1.c of the latest issued permit. A renewal of the Tier A Municipal Stormwater General Permit was issued by the NJDEP on December 08, 2017 with an effective date of January 1, 2018. Therefore, the EDPA for the latest issued Authorization To Discharge for the Tier A Permit is January 1, 2018 with an expiration date for the current Tier A Permit of December 31, 2022. The SPPP shall be signed, dated, and be retained by the Borough of Manasquan's Stormwater Program Coordinator. The Borough shall certify annually that they have developed, implemented, and are actively enforcing the program. The Annual Reports and Certifications (ARCs), including the Supplemental Questionnaire, shall be submitted via electronically to NJDEP Division of Water Quality, Bureau of Nonpoint Pollution Control, Municipal Stormwater Regulation Program via the State web portal (www.njdeponline.com). The ARCs shall be submitted annually on or before May 2nd. Copies of the submitted ARCs will be stored and kept in the office of the Stormwater Program Coordinator and made available to the NJDEP for inspection. Copies of the ARCs submitted to the NJDEP shall be kept on file at the Borough for a minimum of five (5) years.

Should Amendments to the SPPP be necessary, the amended SPPP shall also be signed, dated, and be retained and otherwise treated in the same manner as the original SPPP. The Borough of Manasquan shall retain each previous SPPP for a period of at least five years from the date of the previous SPPP. Additional information regarding the SPPP can be found in Part IV.F.1 of the latest issued permit.

The Borough of Manasquan shall make available the SPPP and Annual Reports and Certification upon request to an authorized representative of NJDEP Municipal Stormwater Regulation Program and to the public at reasonable times during regular business hours.

1.3 REVISIONS TO THE SPPP

The original SPPP was prepared in March 2005, and in May 2007, the SPPP was further revised to update the status of various activities and permit requirements.

In accordance with the requirements of the renewal permit, this revised SPPP incorporates the changes required by the renewal permit. The changes are

addressed in the forms for the various permit requirements contained herein. The format of the

initial document has been retained; changes to the document are footnoted. Both the original permit and the renewal permit are included in Appendix A. The executive summary and municipal audit contained in the original SPPP have also been retained in this document in the Appendix.

SCHEDULE

Required Actions and Schedule

The SPPP has a series of required actions over the life of the plan. Some of the required actions are one-time actions, such as adopting an amended stormwater management ordinance, and other actions will require continued attention and/or updating as part of the municipal operations and maintenance, such as annual inspections for outfall pipe stream scouring remediation and inlet labeling. Each required action has a regulatory date for implementation based on the original EDPA or the current EDPA on the Tier A Permit renewed by the NJDEP. The required actions are specifically described on the provided forms, and a schedule for each required action, their implementation dates, and the current implementation status is located on the attached Summary of Statewide Basic Requirements (SBRs).

NJPDES Municipal Stormwater Regulation Program
Summary of Statewide Basic Requirements (SBRs)
 Tier A Municipal Stormwater General Permit (N.J.A.C. 7:8-4)

(Please refer to final permit for details on SBRs)

Statewide Basic Requirement	Minimum Standard	Implementation Schedule	Residential Site Improvement Standards	BMP Operation and Maintenance	Adopt ordinance 12 months from SWM plan adoption by 4/1/06: Adopted
Stormwater Pollution Prevention Plan (SPPP)	Preparation of SPPP which describes the municipality's stormwater program, including details on the implementation of required SBRs. The SPPP shall be amended, as necessary, and amended SPPPs shall be signed, dated, implemented, retained, and otherwise treated in the same manner as the original SPPP. SPPP shall be revised and amended to incorporate additional SBRs, best management practices, and other changes required by the renewal of the Tier A Permit.	Modify and update to conform with new regulations or as needed and shall be done within 30 days of written notification by the NJDEP: Prepared and ongoing	Ensure compliance with Residential Site Improvement Standards for stormwater management (N.J.A.C. 5:21-7), including any exception, waiver, or special area standard approved under N.J.A.C. 5:21-3.	Ensure adequate long-term operation and maintenance of BMPs.	Upon original EDPA by 4/1/04: Ongoing compliance
Post on the municipality's website	Post the current SPPP on the municipality's website	EDPA + 90 Days: Posted to Website			
Post on the municipality's website	Post the current Municipal Stormwater Management Plan (MSWMP) and related ordinances on the municipality's website	EDPA+ 90 Days: Posted on Website			
Public Notice	Comply with applicable State and local public notice requirements when providing for public participation.	Upon original EDPA by 4/1/04: Ongoing compliance			
Post-Construction Stormwater Management in New Development and Redevelopment					
Stormwater Management Plan	Adopt stormwater management (SWM) plan in accordance with N.J.A.C. 7:8-4.	Complete 12 mos. from original EDPA by 4/1/05: Adopted			

Statewide Basic Requirement	Minimum Standard	Implementation Schedule
Storm Drain Inlets Design Standards for New Construction	New storm drain inlets must meet the design standards specified in Attachment C of the permit.	11 months from original EDPA if municipally installed, by 4/1/05. Otherwise, 24 mos. from original EDPA by 4/1/06: Ongoing, compliance
For each structural and non-structural stormwater measure (e.g. basins), for which an application is made to the municipality after EDPA, the municipality shall complete, update, finalize and maintain a Major Development Stormwater Summary.	Certify in each annual report that Major Development Stormwater Summaries (Attachment D) have been completed and records have been maintained by the Tier A municipality. Records demonstrating compliance with Part IV .B.4 shall be kept; their location shall be referenced, in the SPPP.	EDPA
BMP Maintenance Plans	Maintain copies of all maintenance plans for stormwater facilities approved by the municipality and make them available to the Department upon request.	EDP A + 12 Months
Local Public Education		
Local Public Education Program	Annually conduct educational activities that total a minimum of 10 points, as identified on Attachment E of the Tier A Permit for approved activities and the assigned point value.	Start 12 months from original EDPA by 4/1/05: Completed and ongoing
Storm Drain Inlet Labeling and Maintenance	Label all municipal storm drain inlets that are next to sidewalks, or within plazas, parking areas or maintenance yards. Coordinate efforts with watershed groups and volunteer organizations and maintain legibility of the inlet labels.	Within 60 months from original EDPA by 4/1/09: Completed and ongoing
Advertise public involvement program(s) pertaining to education and outreach activities	Certify in each annual report that public involvement program(s) have been properly advertised on the website, through a mailing, through newspaper advertisement, or other similar means. Public advertisement records shall be kept with the SPPP	EDPA + 12 Months: Completed and ongoing
Improper Disposal of Waste		
Pet Waste Ordinance	Adopt and enforce an ordinance requiring owners and keepers to immediately and properly dispose of their pet's solid waste. Distribute information with pet licenses regarding the ordinance and the environmental benefits of proper disposal of pet waste.	Complete 18 mos. and ongoing: Adopted and ongoing
Litter Ordinance	Adopt and enforce a litter ordinance or enforce the existing State litter statute (N.J.S.A. _13: IE-99.3).	Complete 18 mos. and ongoing: Adopted and ongoing
Improper Waste Disposal Ordinance	Adopt and enforce an ordinance prohibiting spilling, dumping or disposal of any materials other than stormwater into the MS4.	Complete 18 mos. from original EDPA by 10/1/05 and ongoing: Adopted and ongoing

Statewide Basic Requirement	Minimum Standard	Implementation Schedule
Wildlife Feeding Ordinance	Adopt and enforce an ordinance that prohibits feeding of non-confined wildlife in any public park or property owned/operated by the municipality (except environmental education centers).	Complete 18 months from original EDPA by 10/1/05 and ongoing: Adopted and ongoing
Yard Waste Ordinance/ Collection Program	Adopt and enforce an ordinance that prohibits placing non-containerized yard waste in the street or collect yard waste based on a frequency as determined by the municipality. Non-containerized yard waste cannot be placed any closer than 10' from a storm drain inlet.	Start 18 months from original EDPA by 10/1/05 and ongoing: Adopted and ongoing
Refuse Container / Dumpster Ordinance	Adopt and enforce an ordinance requiring dumpsters and other refuse containers that are outdoors or exposed to stormwater to be covered at all times and which prohibits the spilling, dumping, leaking, or otherwise discharge of liquids, semi-liquids or solids from the containers.	Complete on or before 9-1-10: Adopted and ongoing.
Private Storm Drain Inlet Retrofitting Ordinance	Adopt and enforce an ordinance requiring the retrofitting of existing storm drain inlets to meet the standard in Attachment C of the permit which are in direct contact with repaving, repairing, reconstruction, resurfacing, or alterations of facilities on property not owned or operated by the municipality (except individual single-family homes).	Complete on or before 9-1-10: Adopted and ongoing.
Illicit Connection Elimination and MS4 Outfall Mapping		
Illicit Connection Ordinance	Develop, implement and enforce an ordinance, to the extent allowable under State law, to prohibit illicit connections to MS4.	Develop & implement 18 months from original EDPA by 10/1/05: Adopted and ongoing
Illicit Connection Elimination Program	Develop, implement and enforce a program to detect and eliminate illicit connections into the municipality's small MS4.	Develop & implement 18 months from original EDPA by 10/1/05: Completed and ongoing
MS4 Outfall Pipe Mapping	Map all municipal storm sewer outfall pipe which discharges to surface water by dividing the municipality into two sectors for the purposes of outfall mapping.	Map 1 st sector 36 mos. from original EDPA by 4/1/07 Map 2 nd sector 60 mos. from original EDPA by 4/1/09: Completed
Solids and Floatable Controls		
Street Sweeping	In predominantly commercial and/or industrial areas, conduct monthly sweeping of curbed streets, roads and highways (with a speed limit less than 35 mph), and sweeping within one week of any leaf pick up or snow melt.	Start 12 months from original EDPA by 4/1/05 and ongoing: Completed and ongoing
Storm Drain Inlet Retrofitting	Retrofitting of storm drain inlets during road repair, reconstruction, alterations or repaving with inlets that meet the design standards specified in Attachment C of the permit.	Start 12 months from original EDPA by 4/1/05 and ongoing: Completed and ongoing
Stormwater Facility Maintenance	Develop and implement a stormwater facility maintenance program that includes yearly catch basin cleaning and ensures proper function and operation of all municipally operated stormwater facilities.	Start 12 months from original EDPA by 4/1/05 and ongoing: Ongoing compliance

Statewide Basic Requirement	Minimum Standard	Implementation Schedule
Catch Basin Inspection and Cleaning	Inspect all municipally owned and operated catch basins and inlets at least once every five (5) years and clean those basins as needed to remove sediment, trash, or debris.	Start 12 months from original EDPA by 4/1/05 and ongoing: Completed and ongoing
Outfall Pipe Stream Scouring Remediation	Develop and implement a stormwater outfall pipe scouring detection, remediation, and maintenance program to identify and stabilize localized stream and stream bank scouring in the vicinity of outfall pipes operated by the municipality. Repairs shall be in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey (N.J.A.C. 2:90-1)	Start 18 months from original EDPA by 10/1/05 and ongoing: Completed and ongoing
Maintenance Yard Operations		
De-icing Material Storage	Construct permanent indoor storage with an impermeable floor for deicing materials. Seasonal tarping shall be used as an interim BMP until the permanent structure is completed. Uncovered sand may be stored outside if a 50' setback is maintained from any storm sewer inlet.	Comply w/ tarping & sand storage requirements w/ in 12 mos., by 4/1/05 complete perm. structure w/ in 36 mos. from original EDPA by 4/1/07: Completed with Shared Services with another party and ongoing
Equipment and Vehicle Washing	Manage any equipment and vehicle washing activities to control and prevent unpermitted discharges of wash wastewater. Maintain a record of where and when equipment and vehicle washing occurs to document proper management.	Start 12 months from original EDPA and ongoing: Ongoing compliance
Fueling Operations	Develop and implement SOPs for vehicle fueling and bulk delivery and implement with the required practices contained in Attachment D of the permit.	Start 12 months from original EDPA and ongoing: Completed with Shared Services with another party and ongoing
Vehicle Maintenance	Implement required practices for vehicle maintenance contained in Attachment D of the permit.	Start 12 mos. from original EDPA by 4/1/05 and ongoing: Completed and ongoing
Good Housekeeping	Implement required practices for good housekeeping, contained in Attachment D of the permit.	Start 12 mos. from original EDPA by 4/1/05 and ongoing: Completed and ongoing
Employee Training		
Employee Training	Develop and conduct an employee training program for appropriate employees that cover the required topics contained in the permit.	Start 12 mos. from original EDPA by 4/1/05 and ongoing: Completed and ongoing

Statewide Basic Requirement	Minimum Standard	Implementation Schedule
Employee Training	Ensure that individuals that review development and redevelopment project for compliance with N.J.A.C. 7:8 on behalf of the municipality complete Department approved training: once every five years.	EDPA + 12 Months
Employee Training	Ensure that current Municipal Board and Governing Body Members that review and approve applications for development and redevelopment projects complete the "Training Tool" on or before EDPA + 6 months, and by new members within 6 months of commencement of duties. Once per term of service thereafter, Municipal Board and Governing Body Members must review at least one of the tools offered under the Post-Construction Stormwater management website.	EDPA + 6 Months

MAPS

Required Maps

The SPPP contains a map of the Borough of Manasquan which identifies the location of municipal outfall pipes for the Municipal Separate Storm Sewer System (MS4s) for both Sector A and Sector B. The map of the MS4 outfalls can be found in Appendix H of the SPPP.

SPPP Form 1 - SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Ryan Travers, Water & Sewer Dept. Supervisor
Office Phone # and eMail	(732)-223-0544 ext.550; rtravers@manasquan-nj.gov
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Albert D. Yodakis, Borough/Planning Board Engineer
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	Barbara Ilaria, Municipal Clerk
Print/Type Name and Title	
Print/Type Name and Title	Albert D. Yodakis, Planning Board Engineer Greg Love, Environmental Commission Chairperson
Print/Type Name and Title	Frank DiRoma, Construction Department Supervisor

SPPP Form 2 - Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	2007	JC	Various	Update and Amend for Continued Permit Compliance
2.	2019	KT	Various	Update for Compliance with Latest Issued Tier A Municipal Stormwater General Permit
3.	2022	RT	Various	Update for Compliance with Latest Issued Tier A Municipal Stormwater General Permit
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5.				
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14.				
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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:	https://www.manasquan-nj.gov/public-works-department
2. Date of most current SPPP:	December 2022
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	https://www.manasquan-nj.gov/stormwater-information
4. Date of most current MSWMP :	March 26, 2008
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	https://www.manasquan-nj.gov/ and/or the Municipal Building
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	<p>For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), The Borough of Manasquan provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, The Borough of Manasquan provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), The Borough of Manasquan complies with those requirements.</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.

For the annual distribution, the Borough of Manasquan mails the NJDEP educational brochure to all residents and businesses. The brochure is distributed via email to lessen the carbon footprint with one of the Borough's quarterly newsletter. Additional copies of the NJDEP brochures are also made available to the general public at the public library and at the Municipal Building.

Annual local events are held each year at a time and location determined each year and is subject to change. However, the annual events are advertised to the public with dates and newsletters on the municipal website calendar, and stormwater educational brochures and information are made available at the events. The Borough provides educational information to the general public at the annual Beach Sweep Day and at the Town Cleanup Day. A copy of the Town Cleanup Day announcement flyer is attached to this SPPP section as a reference.

The Borough also has a link to the NJ - Clean Water website on the official municipal webpage at <https://www.manasquan-nj.gov/>.

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.

Annual distribution of educational information from the Borough to all businesses and residential properties informs the general public about hazards associated with illicit connections to the storm sewer system and about the improper disposal of waste.

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

The records for the mailings and for public event schedules are maintained on the municipal website and/or at the Municipal Building.



BOROUGH OF
Manasquan
New Jersey



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Clean Ocean Action Beach Sweeps

Event Date: Saturday, October 22, 2022 - 9:00am to 12:30pm

Borough of Manasquan New Jersey

201 East Main Street

Manasquan, New Jersey 08736

732-223-0544

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Mayor: [Edward Donovan](#)

Council Members: [Jeffrey Lee](#)

[Brian Holly](#)

[Michael W. Mangan](#)

[Lori Triggiano](#)

[Richard E. Read](#)

[Gregg Olivera](#)

**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'?

In accordance with Chapter 32-17 of the municipal code, Major development Means an individual "development," as well as multiple developments that individually or collectively result in:

- a. The disturbance of one or more acres of land since February 2, 2004;
 - b. The creation of one-quarter acre or more of "regulated impervious surface" since February 2, 2004;
 - c. The creation of one-quarter acre or more of "regulated motor vehicle surface" since March 2, 2021;
- or
- d. A combination of paragraphs b and c above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more.

Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of paragraphs a, b, c or d above. Projects undertaken by any government agency that otherwise meet the definition of "major development" but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered "major development."

2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?

No. In accordance with Chapter 32-17 of the municipal code, the scope, purpose and applicability for the stormwater management municipal design standards indicates that all site plans and subdivisions for major development for preliminary and final site plan or subdivision review apply, including non-residential major developments and aspects of residential major developments that are not preempted by the Residential Site Improvement Standards (RSIS) at N.J.A.C. 5:21.

3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?

The municipal engineer will ensure that all major developments undertaken by the Borough of Manasquan will comply with the stormwater management municipal design standards as required in Chapter 32-17 of the municipal code.

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.

An application for a proposed development project is submitted to the municipal Zoning Officer, and a review of the application is completed by the Zoning Officer in accordance with the time frame as established by law. If the application is denied and requires a variance, the application is sent to either the Planning Board or the Zoning Board of Adjustment for a hearing, and if the application is defined as a Major Development, the Board Engineer for review the application for compliance with the municipal design standards, the RSIS (as applicable for residential development), and for compliance with N.J.A.C. 7:8.

If an application does not require Board approval and is approved by the Zoning Officer, the Borough Engineer will review any application for residential development which would not require Board approval yet meets the criteria for a Major Development to ensure compliance with the municipal design standards and for compliance with N.J.A.C. 7:8.

Any application submitted to either the Planning Board or Zoning Board of Adjustment which qualifies as a Major Development will be reviewed by the Board Engineer for compliance with the municipal design standards, the RSIS (as applicable for residential development), and for compliance with N.J.A.C. 7:8.

<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>Yes.</p>
<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p>	<p>The Borough did not review Major Development projects since the inception of the Major Development Summary Sheet (Appendix D - Major Development Stormwater Summary) in the latest issued Tier A Municipal Stormwater Permit. Any future application requiring the Appendix D - Major Development Stormwater Summary sheet will have the completed form in the mandatory Stormwater Maintenance Plan for each associated application and/or project. The mitigation plan for the Borough is included in the Municipal Stormwater Management Plan, which is on the Borough's website and with the Clerk's office, or with the Stormwater Program Coordinator.</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	2/5/2001	https://ecode360.com/35147160	Yes	Police Department and Zoning Officer
2. Wildlife Feeding permit cite IV.B.5.a.i	#####	https://ecode360.com/35147197	Yes	Police, Zoning Officer, & Code Enforcement Officer
3. Litter Control permit cite IV. B.5.a.iii	2/5/2001	https://ecode360.com/35148312	Yes	Police Department
		https://ecode360.com/35148198	Yes	Police Department
		https://ecode360.com/35148283	Yes	Police Department
4. Improper Disposal of Waste permit cite IV.B.5.iv	2/5/2001	https://ecode360.com/35151182	Yes	Police Department and Zoning Officer
5. Containerized	8/1/2008	https://ecode360.com/35149021	Yes	Police,

Yard Waste/Yard Waste Collection Program permit cite IV.B.5.a.v				Zoning Officer, & Code Enforcement Officer
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.v.i	3/8/2009	https://ecode360.com/35148490	Yes	Code Enforcement Officer
7. Stormwater Control Ordinance permit cite IV.B.4.g & IV.B.5a.vii	#####	https://ecode360.com/35150214	Yes	Zoning Officer
8. Illicit Connection Ordinance permit cite IV.V.5.u.vii & IV.B.6.d	5/1/2005	https://ecode360.com/35149292	Yes	Zoning Officer
9. Optional: Refuse Container/Dumpster Ordinance permit cite IV.E.2	3/8/2009	https://ecode360.com/35149028	Yes	Code Enforcement Officer

Indicate the location of records associated with.

Records are located on the official municipal website with a link to the municipal e-code and/or at the Municipal Building.

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.

The Borough of Manasquan owns and maintains one (1) roadway which would qualify and meet the thresholds for permit compliance for mandatory street sweeping and that is Main Street from the NJ Transit railroad grade crossing on the east end to approximately midblock between the South Street intersection and the Osborn Avenue intersection at the west end of Main Street.

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.

All other municipally owned, operated, and maintained streets (other than Main Street described above in Section 1 of SPPP Form 7) within the municipal boundary of the Borough of Manasquan meet the criteria for roadways exempt from the street sweeping requirements in the Tier A Permit, as all Borough roadways are not in a predominately commercial areas with speed limits 35 mph or less with curbing and storm drains.

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

No.

4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept, and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.

The records for street sweeping operations are held at the Department of Public Works (DPW) office at 199 Iroquois Road in Manasquan.

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.

The Borough of Manasquan Department of Public Works has implemented an annual catch basin and inlet inspection, cleaning, and repair program. However, under the latest Tier A Permit, the municipal inlets and catch basins each need to be inspected, and cleaned and/or repaired if warranted, once every five (5) years.

2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.

The Borough's Drainage System Maintenance Plan identifies the problematic locations for flooding. The Borough's stormwater conveyance problem areas for flooding and debris accumulation is more associated with the open channels and ditches including Judas Creek in the vicinity of Hancock Park and Mac's Pond spillway.

3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.

As identified and described in the Manasquan Borough Drainage System Maintenance Plan, the DPW shall inspect, maintain, and clean the conveyance systems located at the locations of recurring problems.

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.

All municipal inlets located along sidewalks and plazas have been retrofitted with storm inlet castings compliant with the Phase II stormwater regulations including educational messages permanently cast into the top of the curb pieces.

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.

The records for catch basin and storm drain inlet inspections and cleaning are held at the Department of Public Works (DPW) office at 199 Iroquois Road in Manasquan.

SPPP Form 9 - Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.

All capital project involving public stormwater collection and conveyance structures are designed by the Borough Engineer with the retrofitting of curb pieces with permanent educational message cast into the top to ensure long term public education and to avoid future labeling maintenance requirements.

2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.

The Contract Drawings for capital projects for the Borough with the required inlet retrofitting improvements are inspected in the field during construction by the Engineering Department, and the Contractor is not provided final payment for any project until all proposed improvements are completed in accordance with the Contract Documents, including any proposed inlet retrofitting improvements.

3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.

Private improvements are enforced under Section 13-6 of the local municipal code for the requirements for retrofitting private storm inlets.

4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.

The required retrofitting of private storm inlets is a condition of any approved project to satisfy the requirements of Section 13 -6 of the Borough Code and the replacing or retrofitting of any applicable privately owned storm inlets is required for completion of a Project.

SPPP Form 10 - Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

<p><i>Complete separate forms for each municipal yard or ancillary operation location.</i></p>
<p>Address of municipal yard or ancillary operation: The Borough of Manasquan Public Works, 199 Iroquois, Manasquan NJ 08736</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 materials – N/A, as not stored or used outside.</p> <p>Intermediate products - N/A, as not stored or used outside. Final products - N/A, as not stored or used outside.</p> <p>Waste materials - N/A, as not stored or used outside. By-products - N/A, as not stored or used outside.</p> <p>Machinery - N/A, trucks storage outside, but other machinery stored within enclosures.</p> <p>Fuel - N/A, as the Borough has a shared service agreement with the Borough of Brielle for the use of their pumps at the Brielle DPY yard.</p> <p>Lubricants - N/A, as not stored or used outside. There is no public recycling of waste oil and waste oil only associated for the DPW activities is stored in closed containers for disposal at the Borough of Spring Lake DPW yard.</p> <p>Solvents - N/A, as not stored or used outside.</p> <p>Detergents related to municipal maintenance yard or ancillary operations - N/A, as not stored or used outside.</p>

Other-
<p>For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.</p> <p>Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.</p>
1. Fueling Operations
<p>The Borough has a shared service agreement with the Borough of Brielle for utilization of their fueling system at the Brielle DPW yard. As a supplement to any requirements and operation plans on file with the Borough of Brielle including any SPCC, see appendix C in this SPPP for additional requirements for the Standard Operating Procedures for Vehicle and Equipment Fueling for off-site operations at the Brielle DPW Yard.</p>
2. Vehicle Maintenance
<p>Major vehicle repairs and maintenance is performed at a private garage(s). Only minor vehicle maintenance and repairs are completed in-house at the DPW garage facility.</p> <p>See Appendix D in this SPPP for the Standard Operation Procedure for Vehicle Maintenance for any minor repair work.</p>
3. On-Site Equipment and Vehicle Washing <i>See permit attachment E for certification and log_ forms for Underground Storage Tanks.</i>
<p>A vehicle wash bay is located at the Manasquan DPW yard which does not discharge to the sanitary sewer or any water course. All wash water is collected and hauled off-site for proper disposal.</p>

4. Discharge of Stormwater from Secondary Containment
The Borough does not have any on-site fueling systems or storage of hazardous material or material which would require the use of secondary containment.
5. Salt and De-Icing Material Storage and Handling
The Borough of Manasquan does not store salt at their DPW yard within the Borough. The Borough uses the facilities at the Brielle DPW yard with a shared service agreement.
6. Aggregate Material and Construction Debris Storage
N/A. Aggregate material and/or construction debris is not stored in the Borough.
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
A roll-off container is used to store all material collected and cleaned from catch basins and from street sweeping operations. The roll-off containers are hauled to an off-site disposal location.
8. Yard Trimmings and Wood Waste Management Sites
N/A. Yard trimmings are not stored in the Borough.
9. Roadside Vegetation Management
Routine grass mowing and cutting operations performed by the Manasquan DPW staff.

SPPP Form 11 - Employee Training
All records must be available upon request by NJDEP.

A. Municipal Employee Training: Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.

Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	Stormwater Coordinator and/or municipal engineer with the use of NJDEP and any other on-line training videos.
2. Stormwater Facility Maintenance	Every year	See above.
3. SPPP Training & Recordkeeping	Every year	See above.
4. Yard Waste Collection Program	Every 2 years	See above.
5. Street Sweeping	Every 2 years	See above.
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	See above.
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	See above.
8. Waste Disposal Education	Every 2 years	See above.
9. Municipal Ordinances	Every 2 years	See above.
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	See above.

B. Municipal Board and Governing Body Members Training: Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm

Within 6 months of commencing duties, watch *Asking the Right Questions in Stormwater Review Training Tool*. 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.

C. Stormwater Management Design Reviewer Training: All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer.

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. <https://www.manasquan-nj.gov/public-works-department/pages/njdep-tier-stormwater-outreach>

Note that ALL maps must be electronic by 21 Dec 2020 via the DEP 's designated electronic submission service. For details, see http://www.nj.gov/dep/dwq/msrp_map_aid.htm

2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

Inspections performed by the Manasquan DPW staff, and the records are held at the Department of Public Works (DPW) office at 199 Iroquois Road in Manasquan.

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.

Inspections performed by the Manasquan DPW staff, and the records are held at the Department of Public Works (DPW) office at 199 Iroquois Road in Manasquan. See the Drainage System Maintenance Plan - Borough of Manasquan, last revised June 2017, for more detailed information regarding stream inspections, maintenance activities, records / documentation for maintenance and cleaning, and for an inventory of problematic flooding areas in the Borough.

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) 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.

Inspections performed by the Manasquan DPW staff, and the records are held at the Department of Public Works (DPW) office at 199 Iroquois Road in Manasquan. The Borough has not identified any illicit connections at this time, and the attached NJDEP Illicit Connection Inspection Report Form will be used in the event an illicit connection to the Borough's MS4 storm sewer system is identified. The Tier A Permit Investigation Closeout Form will also be used for investigating any suspected illicit connections to the MS4 system.

Illicit Connection Inspection Report Form

Municipality Information

Municipality: _____ County _____

DES #: _____ PI ID#: _____

Program Member: --

Date _____ Effective Date of Permit _____

Authorization (EDPA): _____

Outfall#: _____ Location: _____

Receiving Waterbody:

1. Is there a dry weather flow? Y () N (X)
2. If "YES", what is the outfall flow estimate? _____ gpm
(flow sample should be kept for further testing, and this form will need to be submitted with the Annual Report and Certification)
3. Are there any indications of an intermittent flow? Y () N (X)
4. If you answered "NO" to BOTH questions #1 and #3, there is probably not an illicit connection, and you can skip to question #7.
(NOTE: This form does not need to be submitted to the Department but should be kept with your SPPP.)

If you answered "YES" to either question, please continue on to question #5.

(NOTE: This form will need to be submitted to the Department with the Annual Report and Certification.)

5. PHYSICAL OBSERVATIONS:

- (a) ODOR: Oil
- (b) COLOR: Yellow
- (c) TURBIDITY: Cloudy
- (d) FLOATABLES: Petroleum
- (e) DEPOSITS/STAINS: Sediment
- (f) VEGETATION CONDITIONS: Excessive G
- (g) DAMAGE TO OUTFALL STRUCTURES:
IDENTIFY STRUCTURE:
DAMAGE: Metal Corrosion

6. ANALYSES OF OUTFALL FLOW SAMPLE:

* field calibrate instruments in accordance with manufacturer's instructions prior to testing.

- (a) DETERGENTS: _____ mg/L

(if sample is greater than 0.06 mg/L, the sample is contaminated with detergents [which may be from sanitary wastewater or other sources]. Further testing is required, and this outfall should be given the highest priority.)

(if the sample is not greater than 0.06 mg/L and it does not show physical characteristics of sanitary wastewater [e.g., odor, floatables, and/or color] it is unlikely that it is from sanitary wastewater sources, yet there may still be an illicit connection of industrial wastewater, rinse water, backwash or cooling water.

Skip to question #6c.)

(b) AMMONIA (as N) TO POTASSIUM RATIO:

(if the Ammonia to Potassium Ratio is greater than 0.6:1, then it is likely that the pollutant is sanitary sewage)

(if the Ammonia to Potassium Ratio is less than or equal to 0.6:1, then the pollutant is from another wash water source.)

(c) FLUORIDE: 123 mg/L

(if the fluoride levels are between 1.0 and 2.5 mg/L, then the flow is most likely from fluoride treated potable water.)

(if the sample tests below a detection limit of 0.1 mg/L for fluoride, it is likely to be from groundwater infiltration, springs or streams. In some cases, however, it is possible that the discharge could originate from an onsite well used for industrial cooling water, which will test non-detect for both detergents and fluoride. To differentiate between these cooling water discharges and groundwater infiltration, you will have to rely on temperature.)

(d) TEMPERATURE: °F

(if the temperature of the sample is over 70°F, it is most likely cooling water)

(if the temperature of the sample is under 70°F, it is most likely from round water infiltration)

7. Is there a suspected illicit connection? Y () N (X)

If "YES", what is the suspected source?

If "NO", skip to signature block on the bottom of this form

8. Has the investigation of the suspected illicit connection been completed? Y (X) N ()

If "YES", proceed to question #9.

If "NO", skip to signature block on the bottom of this form.

9. Was the source of the illicit connection found? Y (X) N ()

If "YES", identify the source.

What plan of action will follow to eliminate the illicit connection? Resolution:

If "NO", complete the Closeout Investigation Form and attach it to this Illicit Connection Inspection Report Form.

Inspector's Name: _____

Title:

Signature:

Date:

If there is a dry weather flow or evidence of an intermittent flow, be sure to include this form with your Annual Report and Certification.

If there is not a dry weather flow or evidence of an intermittent flow, this form should be retained with your SPPP.

Closeout Investigation Form

Municipality: _____ County _____

NJPDES #: **NJG** _____ PI ID#: _____

Municipality
Information:

Team Member/ Title:

Outfall#: _____ Location: _____

Receiving Waterbody:

Basis for Submittal:

- () A non-stormwater discharge was found, but no source was located within six months.
- () An intermittent non-stormwater discharge was observed, and three unsuccessful investigations were conducted to investigate the discharge while it was flowing.

Describe each phase of your investigation, including dates. Attach additional pages as necessary:

Inspector's Name:

Title:

Signature:

Date:

Complete and attach this form to the appropriate Illicit Connection Inspection Report Form and submit with the Annual Report and Certification.

SPPP Form 13 - Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

<p>1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.</p>
<p>Inspections performed by the Manasquan DPW staff, and the records are held at the the Department of Public Works (DPW) office at 199 Iroquois Road in Manasquan. See the Drainage System Maintenance Plan - Borough of Manasquan, last revised June 2017, for more detailed information regarding inspections, maintenance activities, records/ documentation for maintenance and cleaning, and for an inventory of problematic flooding areas in the Borough. The attached Borough of Manasquan Conveyance System Work Order form is used to document the problem encountered for the system and the maintenance performed. Any completed Conveyance System Work Order forms are kept on file at the DPW office.</p>
<p>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.</p>
<p>The municipality is built-out with the majority of the parcels consisting of privately owned residential single-family dwellings, and the municipality does not have privately owned/maintained stormwater BMPs. If future Major Development requires privately owned stormwater BMPs for compliance with stormwater management requirements, the Borough will require a Stormwater Maintenance Plan for each privately owned BMP, which will provide the owners' contact information, description for the BMP, and maintenance/inspection/repair requirements</p>
<p>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.</p>
<p>The municipality is built-out with the majority of the parcels consisting of privately owned residential single-family dwellings, and the municipality does not have public stormwater BMPs other than the conventional collection and conveyance improvements including storm inlets, catch basins, storm sewer piping, outfalls, and open channels and ditches. The Borough has maintenance and inspection forms, including the Conveyance System Work Order form. Also attached to the SPPP in Appendix F are other inspection and maintenance forms, including forms for infiltration/extended detention basins in the event the Borough constructs such stormwater BMPs in the future.</p>
<p>Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at http://www.nj.gov/dep/stormwater/maintenance.guidance.htm (select specific logs from choices listed in the Field Manuals section).</p>
<p><i>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/.</i></p>

SPPP Form 14 - Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

1. Using the Total Maximum Daily Load (TMDL) reports provided on www.nj.gov/dep/dwq/msrp-tmdl-rh.htm list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.

One (1) total maximum daily load (TMDL) - Total Coliform - Manasquan River Estuary has been identified for the Borough of Manasquan.

Not applicable to the municipality, as the NJDEP Bureau of Nonpoint Pollution Control has not identified any streams or lakes in the Borough of Manasquan with total maximum daily loads (TMDLs). The applicable shellfish TMDL for total coliform for shellfish impaired waters in the Watershed Management Area 12 have been addressed by the SPPP and other applicable Tier A Permit required codes by the prohibition of illicit connections for sanitary sewer laterals to the storm sewer, the requirement for proper pet waste cleanup, and prohibition for feeding of wildlife to prevent the gathering of waterfowl such as Canadian geese. The Amendment to the Monmouth and Ocean Counties Water Quality Management Plans - Five Total Maximum Daily Loads for Total Coliform to Address Shellfish-Impaired Waters in Watershed Management Area 12 Atlantic Coastal Water Region did not contain any other recommendations or action _ items which could also be implemented by the Borough to supplement the current Tier A related activities to further control or reduce the total coliform from stormwater runoff to further address the TMDL.

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

The current implemented programs for illicit connections, prohibition to wildlife feeding, catch basin cleaning, and ensuring compliance with water quality requirements for any Major Development addresses the problems, concerns, and issues related to the downstream waterbody of the Manasquan River Estuary for TMDL limits.

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.
The Borough completes street sweeping on municipal roadways exempt from the permit requirements.
2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?
Yes, ordinance adopted on 9-4-02.

Appendix A

Tier A Municipal Stormwater General Permits Copies

Appendix B

Tier A Municipal Stormwater General Permit – Attachment A

Attachment A - Measurable Goals and Implementation Schedule for Existing Permittees

The following table specifies the Measurable Goals and Implementation Schedule of this Tier A MS4 NJPDES Permit for Existing Permittees. Each Measurable Goal and Implementation Schedule is associated with a permit citation and a summary of the associated Minimum Standard. The summary of Minimum Standard column represents a paraphrase of permit conditions. Actual Minimum Standards are found in Part IV of the permit.

An indication of whether the cited Minimum Standard is a new requirement is provided in the last column. Where a requirement is not new and not modified (and for some that are modified), the Existing Permittee is expected to be in compliance on the Effective Date of Permit Authorization (EDPA). For most new requirements (and for some modified requirements), additional time is provided for achieving compliance.

See below for specific Measurable Goals that shall be documented in the SPPP. **The SPPP shall be updated as required by Part IV.F.1.c, above.** The Implementation Schedule refers to the date that a Minimum Standard must be incorporated into the Tier A Municipality's stormwater program, along with any ongoing requirements. In addition to the requirements of Part IV.F.1 above, the **SPPP** shall identify and discuss the Minimum Standard of each Statewide Basic Requirement (Part IV.B, above) and Other Control Measures (Part IV.C, above) where the following information is required for each item:

- Describe the method of implementation.
- Include required record keeping;
- Include an implementation schedule, consistent with permit requirements, including interim milestones;
- Include any special diagrams required by the permit (e.g., stormwater facilities map); and
- Include inspection and maintenance schedules, as appropriate.

This table does not include Measurable Goals and an Implementation Schedule for the Notes and Definitions Part IV, Part IV.A (Permit Overview), Part IV.D (Additional Measures), IV.E (Optional Measures), IV.F (SPPP), and IV.G (Annual Report and Certification) because these are not Statewide Basic Requirements or Other Control Measures (see N.J.A.C. 7:14A-25.6). While not included in this table, Notes and Definitions Part IV, Part IV.A, D, E, F, and G permit requirements and compliance is required.

Measurable Goals for Statewide Basic Requirements and Other Conditions of this permit for Existing Permittees

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
Provide for public notice under the Open Public Meetings Act, statutory procedures for enactment of ordinances, and Municipal Land Use Law when providing for public participation in the development and implementation of a stormwater program. and maintain records necessary to demonstrate compliance.	IV.B.1.a&d	Certify in each annual report that all public notice requirements have been met and relevant records kept. Reference in the SPPP the location of associated municipal records.	EDPA	No
Provide the current SPPP to the public upon request.	IV.B.1.b.i	Certify in each annual report that the SPPP was made available to the public.	EDPA	No
Post the current SPPP on the municipality's website.	IV.B.1.b.ii	Certify in each annual report that the SPPP has been posted on the municipality's website (to the extent required by Part IV.F .1.f) and that the posted SPPP is current.	EDPA + 90 days	Yes
Post the current Municipal Stormwater Management Plan (MSWMP) and related ordinances on the municipality's website.	IV.B.1.b.iii	Certify in each annual report that the MSWMP and related ordinances have been posted on the municipality 's website and that the posted documents are current.	EDPA + 90 days	Yes
LOCAL PUBLIC EDUCATION				
Implementation of a Public Education and Outreach Program by conducting activities that total a minimum of 12 points on an annual basis.		Certify in each annual report that the minimum point value has been met and report point totals in the Annual Report. Maintain records of materials and activities from Attachment B, including dates of activities and any other relevant documentation (e.g. brochures, pictures, sign-in sheets, press clippings).		
Label storm drain inlets, maintain the legibility of those labels, and replace labels that are missing or not legible along sidewalks that are adjacent to municipal streets; and within plazas, parking areas or maintenance yards operated by the municipality	IV.B.2.b	Certify in each annual report that storm drains have been properly labeled and/or maintained. Records tracking storm drain inlet label status shall be kept with the SPPP.	EDPA	No
Summary of Minimum Standard	Permit	Measurable Goal	Implementation	New Requirement?

(See Part IV for specific permit requirements)	Cite	(See Part IV for specific permit requirements)	Schedule	
Advertise public involvement program(s) pertaining to education and outreach activities.	IV.B.2.c	Certify in each annual report that public involvement program(s) have been properly advertised on the website, through a mailing, through newspaper advertisement, or other similar means. Public advertisement records shall be kept with the SPPP.	EDPA+ 12 months	Yes

POST CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Develop, update, implement and enforce its post construction stormwater management program in new development and redevelopment to ensure compliance with the Stormwater Management rules (N.J.A.C . 7:8).	JV.B.4.a, b, c, d, e, f, g, h, i,j, l	Certify in each annual report that the Tier A Municipality has developed and is implementing and enforcing a program to address stormwater runoff from new development and redevelopment projects. Records demonstrating compliance with Part IV .B.4 shall be kept, or their location shall be referenced, in the SPPP.	EDPA	No
For each structural and non-structural stormwater measures (e.g. basins), for which an application is made to the municipality after EDPA, the municipality shall complete, update, finalize and maintain a Major Development Stormwater Summary.	N .B.4.k	Certify in each annual report that Major Development Stormwater Summaries (Attachment D) have been completed and records have been maintained by the Tier A municipality. Records demonstrating compliance with Part IV.B.4 shall be kept, or their location shall be <u>referenced</u> in the SPPP.	EDPA	Yes

POLLUTION PREVENTION GOOD HOUSEKEEPING – COMMUNITY WIDE ORDINANCES

Adopt and enforce a pet waste ordinance. Distribute pet waste ordinance information with pet licenses.	IV.B.5.a.i	Certify in each annual report the date the ordinance was adopted, that it is being enforced and that pet waste ordinance information is distributed with pet licenses. A log of enforcement actions and information <u>distribution</u> dates shall be kept in the SPPP.	EDPA	No
Adopt and enforce a wildlife feeding ordinance.	IV.B.5.a.ii	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP .	EDPA	No

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permi t	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement
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	Cite			?
Adopt and enforce a litter control ordinance.	N.B.5.a .iii	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP.	EDPA	No
Adopt and enforce an improper disposal of waste ordinance.	IV.B.5. a.iv	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP.	EDPA	No
Adopt and enforce a containerized yard waste / yard waste collection program ordinance.	IV.B.5. a.v	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP.	EDPA	No
Adopt and enforce a private storm drain inlet retrofitting ordinance	IV.B.5. a.vi	Certify in each annual report the date the ordinance was adopted and that it is being enforced. A log of enforcement actions shall be kept in the SPPP .	EDPA	No
POLLUTION PREVENTION GOOD HOUSEKEEPING – COMMUNITY WIDE MEASURES				
Develop and continue to implement street sweeping measures as specified at Part IV.B.5.b.i.	IV.B.5. b.i	Certify in each annual report that a street sweeping schedule is being maintained as well as records including the date and areas swept, number of miles of streets swept, and the total amount of materials collected in wet tons. Include totals in the Annual Report and keep records in the SPPP.	EDPA	No
Develop and continue to implement catch basin and storm drain inlet inspection and cleaning measures as specified at Part IV-8. 5.b.ii.	IV.B.5.b .ii	Certify in each annual report that a catch basin and storm drain inlet inspection and cleaning schedule is being maintained, and a log indicating the number of municipally owned and operated catch basins and inlets within the municipality, the number of catch basins and inlets inspected, and the number cleaned is being maintained. Maintain records documenting the amount of materials collected in wet tons during cleaning activities in the SPPP. Include totals in the Annual Report.	EDPA	Modified
Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement ?
Develop and continue to implement storm	rv_B.5_	Certify in each annual report that a record of	EDPA	No

drain inlet retrofit measures as specified at Part IV.B.5.b.iii.	b.iii	the number and location of storm drain inlets retrofitted as well as the number and location of storm drain inlets exempted is being maintained. Include totals in the Annual Report and keep records in the SPPP.		
POLLUTION PREVENTION/GOOD HOUSEKEEPING – MUNICIPAL MAINTENANCE YARDS ANCILLARY OPERATIONS				
Implement the BMP's found in Attachment E, including the Inventory of Materials and Machinery, and Inspections and Good Housekeeping practices, at Municipal Maintenance Yards and Other Ancillary Operations.	IV_B.5.c	Certify in each annual report that the SPPP includes all applicable requirements and that the requirements (including maintenance of inspection logs and tracking forms) of Attachment E have been met. Keep records required by Attachment E in the SPPP.	EDPA	No
BMPs shall be implemented for fueling operations.	IV-B.5_c.i	Certify in each annual report that BMPs in Attachment E have been implemented for fueling operations.	EDPA	No
BMPs shall be implemented for discharge of stormwater from secondary containment.	IV_B.5.c.ii	Certify in each annual report that BMPs in Attachment E have been implemented for discharge of stormwater from secondary containment_	EDPA	No
BMPs shall be implemented for vehicle maintenance.	IV.B.5.c .iii	Certify in each annual report that BMPs in Attachment E have been implemented for vehicle maintenance.	EDPA	No
BMPs shall be implemented for on-site equipment and vehicle washing and wash wastewater containment.	IV.B.5.c .iv	Certify in each annual report that BMPs in Attachment E have been implemented for on-site equipment and vehicle washing and wash wastewater containment.	EDPA	Modified
BMPs shall be implemented for salt and de-icing material storage and handling.	IV.B.5.c .v	Certify in each annual report that BMPs in Attachment E have been implemented for salt and de-icing, material storage and handling.	EDPA	No
BMPs shall be implemented for aggregate material and construction debris storage.	IV.B.5.c .vi	Certify in each annual report that BMPs in Attachment E have been implemented for aggregate material and construction debris storage.	EDPA + 12 months	Yes
Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement ?
BMPs shall be implemented for street sweepings and catch basin clean-out material storage_	rv_B.5.c.vii	Certify in each annual report that BMPs in Attachment E have been implemented for street sweepings and catch basin clean-out	EDPA + 12 months	Yes

		material storage.		
BMPs shall be implemented for yard trimmings and wood waste management sites.	IV_B.5.c.vii	Certify in each annual report that BMPs in Attachment E have been implemented for yard trimmings and wood waste management sites.	EDPA + 12 months	Yes
BMPs shall be implemented for roadside vegetation management.	IV.B.5.c.ix	Certify in each annual report that BMPs in Attachment E have been implemented for roadside vegetation management.	EDPA + 12 months	Yes
POLLUTION PREVENTION GOOD HOUSEKEEPING – TRAINING PROGRAM				
Provide training to municipal employees within 3 months of commencement of duties, and at least once every two years thereafter, to address all required components. The exceptions are Part IV.B.5.d.v, viii, and x which require annual training instead of once every two years.	IV.B.5.d	Certify in each annual report that employee training has been conducted and maintain records including sign in sheet(s), date(s) of training, and training agenda(s). These records shall be kept in the SPPP.	EDPA+ 12 months	Modified
Ensure that individuals that review development and redevelopment projects for compliance with N.J.A.C. 7:8 on behalf of the municipality complete Department approved train.in!/? once every five years.	IV.B.5.e	Certify in each annual report that individuals reviewing projects have completed the required training and maintain a list of the names and dates that individuals received training. This list shall be kept in the SPPP.	EDPA + 12 months	Yes
Ensure that current Municipal Board and Governing Body Members that review and approve applications for development and redevelopment projects complete the "Training Tool" on or before EDPA + 6 months, and by new members within 6 months of commencement of duties. Once per term of service thereafter, Municipal Board and Governing Body Members must review at least one of the tools offered under the Post-Construction Stormwater Management website.	IV.B.5.f	Certify in each annual report that municipal board and governing body members have completed the necessary training and maintain a list of the names and dates that individuals completed training_ This list shall be kept in the SPPP.	EDPA + 6 months	Yes
Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal (See Part IV for specific permit requirements)	Implementation Schedule	New Requirement?
MS4 OUTFALL PIPE MAPPING AND ILLICIT DISCHARGE AND SCOURING DETECTION AND CONTROL				
Develop, update and maintain an MS4 Outfall Pipe Map showing the location of the end of all outfall pipe which discharge to a surface water	IV.B.6.a.i	Certify in each annual report that the outfall pipe map is current at the end of the calendar year.	EDPA	No

body.				
Show the location (and name where known) I of all surface water bodies receiving discharges from those outfall pipes.	IV.R6.a.ii	Certify in each annual report that the surface water bodies associated with each outfall pipe end is located on the map. I	EDPA	No
Include Outfall Pipe map in the SPPP	IV.8.6.a.iii	Certify in each annual report following the implementation deadline that the Outfall Pipe Map is included in the SPPP. I	EDPA + J 2 months	Yes
Provide Outfall Pipe Map to the Department	IV.B.6.a.iv	Certify in each annual report following the implementation deadline that the Outfall Pipe Map and any new data points subsequently added to the map have been provided to the Department.	EDPA +12 months	Yes
Submitted the Outfall Pipe Map information to the Department electronically by December 21, 2020	IV.B.6.a.v	Submit the Outfall Pipe Map information to the Department using Department's designated electronic submission service by December 21, 2020.	12/21/2020	Yes
Develop, update and implement a program to detect, investigate and control localized stream scouring from stormwater outfall pipes.	IV.B.6.b	Certify in each annual report that municipally owned outfall pipes have received the required visual inspection at least once every five years and maintain a log indicating the number and location of outfall pipes inspected, repairs prioritized, and repairs scheduled or performed. Certify in the annual report that a repair schedule has been prepared for those that have not been completed. Keep records required by Part IV.B.6.b in the SPPP.	EDPA + 12 months	Modified

Summary of Minimum Standard (See Part IV for specific permit requirements)	Permit Cite	Measurable Goal See Part N for <u>specific</u> permit requirements)	Implementation Schedule	New Requirements?
Develop, update, implement and enforce an ongoing Illicit Discharge Detection and Elimination Program.	N.B.6.c	Certify in each annual report that the municipality has developed a program to detect and eliminate illicit discharges and has conducted inspections required at Part	EDPA	Modified

		IV.B.6.c at least once every five years. Document all investigations and actions taken on the Department's Illicit Connection Inspection Report Form. Keep records required by Part CV.8.6.c in the SPPP.		
Adopt and enforce an ordinance that prohibits illicit connections to the MS4 operated by the Tier A Municipality.	IV.B.6.d	Certify in each annual report that the ordinance is being maintained and the date it was adopted. A log of enforcement actions shall be kept in the SPPP.	EDPA	No
STORMWATER FACILITIES MAINTENANCE				
Develop, update and implement a program to ensure adequate long-term cleaning, operation and maintenance of all stormwater facilities owned or operated by the Tier A Municipality.	IV.C.1.a	Certify in each annual report that the municipality has developed, updated and implemented a program to ensure adequate long-term cleaning, operation and maintenance of all municipally owned stormwater facilities. Records required by Part IV.C.1.a, a.i, a.ii, a.iii and a.iv shall be kept, or their location shall be <u>referenced</u> , in the SPPP.	EDPA	Modified
Inspect and maintain stormwater facilities pursuant to any maintenance plans, or more frequently as needed, to ensure proper function and operation of each stormwater facility.	IV.C.1.a.i	Certify in each annual report that inspections and maintenance was performed pursuant to any maintenance plans, or more frequently as needed, to ensure proper function and operation of stormwater facilities.	EDPA	Modified

Summary of Minimum Standard (See Part N for specific permit requirements)	Permit Cite	Measurable Goal (See Part N for specific permit requirements)	Implementation Schedule	New Requirement?
Maintain a log sufficient to demonstrate compliance with this section; including but not limited a list of inspections and preventative and corrective maintenance	IV.C. 1.a.ii	Certify in each annual report that a maintenance log is kept that, at a minimum, records the stormwater facility inspected, location information of the facility inspected	EDPA	Modified

performed, and a schedule for repairs to be made.		(location information must be specific enough to locate and identify the stormwater facility in the field; e.g. geographic coordinates), name of inspector, date of inspection, findings, and any preventative and corrective maintenance performed.		
Certify annually that municipally owned or operated stormwater facilities are properly functioning.	IV.C. 1.a.iii	Certify in each annual report that all municipally owned or operated stormwater facilities are properly functioning.	EDPA	No
If stormwater facilities were found not to be functioning properly and repairs not made, then necessary preventative and corrective maintenance shall be documented and prioritized and a schedule for maintenance shall be maintained.	IV.C.1.a.iv	Certify in each annual report that a prioritized schedule of necessary preventive and corrective maintenance exists for stormwater facilities inspected and found not to be functioning properly. The municipality shall prioritize this schedule as specified in Part IV.C. 1.i v.	EDPA	Modified
Develop, update, implement and enforce a program to ensure adequate long-term cleaning, operation and maintenance of stormwater facilities not owned or operated by the Tier A Municipality, not subject to the conditions of another NJPDES stormwater permit and constructed after February 7, 1984.	IV.C.l.b	Certify in each annual report that the municipality has developed, updated, implemented and enforced a program to ensure adequate long-term cleaning, operation and maintenance of stormwater facilities not owned and operated by the municipality, not subject to the conditions of another NJPDES stormwater permit and constructed after February 7, 1984. Records required by Part IV.C.Lb, b.i and b.ii shall be kept, or their location shall be referenced. in the SPPP.	EDPA+ 12 months	Modified

Summary of Minimum Standard <i>(See Part IV for specific permit requirements}</i>	Permit Cite	Measurable Goal <i>(See Part IV for specific permit requirements)</i>	Implementation Schedule	New Requirement?
Ensure that stormwater facility inspection and maintenance is performed pursuant to any maintenance plans, or more frequently as needed to ensure proper function and	IV.C.1.b.i	Certify in each annual report that maintenance was performed pursuant to any maintenance plans, or more frequently, to ensure proper function and operation of stormwater facilities not owned and operated by the municipality.	EDPA+ 12 months	Modified

operation of each stormwater facility.				
Maintain a log sufficient to demonstrate compliance with this section; including but not limited actions taken by the municipality to enforce compliance with the long-term cleaning, operation and maintenance program.	N.C.1.b.ii	Certify in each annual report that a log is being kept that, at a minimum, records the actions taken by the municipality to enforce compliance with the long-term cleaning, operation and maintenance program; the stormwater facility that was the subject of the action; location information of the facility that was the subject of the action (location information must be specific enough to locate and identify the stormwater facility in the field; e.g. geographic coordinates); the name of person taking the action; the date of the action; and the findings.	EDPA + 12 months	Modified
Maintain copies of all maintenance plans for stormwater facilities approved by the municipality, and make them available to the Department of Environment and Natural Resources.	IV.C.1.c	Certify in each annual report that copies of all maintenance plans are kept on file. Records required by Part IV.C. 1 .c shall be kept, or their location shall be referenced. in the SPPP.	EDPA+ 12 months	Yes
TOTAL MAXIMUM DAILY LOAD (TMDL) INFO.				
Annually review approved or adopted TMDL reports to identify stormwater related pollutants listed therein and associated with any segment of surface water wholly or partially within or bordering the Tier A Municipality.	N.C.2.a.i	Certify in each annual report that approved or adopted TMDLs have been identified and reviewed and stormwater related pollutants identified. Records required by Part IV.C.2.a.i, a.ii and a.iii <u>shall</u> be kept in the SPPP.	EDPA+ 12 months	Yes

Summary of Minimum Standard (See Part N for specific permit requirements)	Permit ate	Measurable Goal (See Part IV for specific -permit requirements)	Implementation Schedule	New requirements?
Use TMDL information identified in compliance with Part IV.C.2.a.i to: (1) assist in the prioritization of stormwater facility maintenance including schedules for repairs related to Stream Scouring and	IV.C.2.a.ii	Certify in each annual report that the municipality has used information identified in compliance with Part VI.C.2.a.i to (1) assist in the prioritization of repairs as required at Part	EDPA + 12 months	Yes

<p>Stormwater Facilities Maintenance; and (2) identify and develop strategies to address specific sources of stormwater related pollutants contributing to discharges authorized under this Tier A MS4 NJPDES permit.</p>		<p>IV.8 .6.b.iv (Stream Scouring) and IV.C.3 I.a.iv (Stormwater Facilities Maintenance) ; and (2) identify and develop strategies to address specific sources of stormwater related pollutants contributing to discharges authorized under this Tier A MS4 NJPDES permit.</p>		
<p>Update SPPP to list information identified in Part VI.C.2.a.i and ii.</p>	<p>IV.C.2.a.iii</p>	<p>Certify in each annual report that the municipality has updated its SPPP to list information identified in Part V I.C .2.a.i and ii.</p>	<p>EDPA+ 12 months</p>	<p>Yes</p>
<p>Incorporate any strategies identified in Part VI.C. 2.a.ii(2) as an Optional Measure</p>	<p>IV.C.2.a.iv</p>	<p>Certify in each annual report that the municipality has incorporated any strategies identified in Part VI.C.2.a.ii(2) as an Optional Measure.</p>	<p>EDPA+ 12 months</p>	<p>Yes</p>

Appendix C
Standard Operating Procedures for Vehicle and Equipment Fueling

BOROUGH OF MANASQUAN
Standard Operating Procedures
Vehicle and Equipment Fueling

Borough of Manasquan for
Off-Site Fueling Operations
Brielle Borough Public Works Facility (Shared Service Agreement)

Introduction and Purpose:

Vehicle and equipment fueling procedures and practices are designed to minimize surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

Scope:

These procedures are to be implemented at all maintenance yards with fueling, including mobile fueling operations.

Standards and Specifications {for vehicle and equipment fueling}:

Shut the engine off.

Ensure that the fuel is the proper type of fuel.

Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.

Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overflow.

Fuel tanks shall not be "topped off".

Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.

Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

Standards and Specifications (for bulk fueling):

Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.

Block storm sewer inlets, 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 instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.

Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.

A trained employee must always be present to supervise during bulk transfer.

Spill Response:

- Conduct clean-ups of any fuel spills immediately after discovery.
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up. Collected waste is to be disposed of properly. Contact the Borough of Brielle.

Maintenance and Inspection:

Fueling areas and storage tanks shall be inspected monthly.

Keep an ample supply of spill clean-up material on the site.

Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.

Appendix D
Standard Operating Procedure for Vehicle Maintenance

BOROUGH OF MANASQUAN
Standard Operating Procedure
Vehicle Maintenance

Borough of Manasquan
BMP Objectives
Public Works Facility (199 Iroquois)

-Waste Management
-Spill Prevention, Containment and Countermeasures
-Pollution Control

Introduction and Purpose:

This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations in the Borough of Manasquan. The purpose of this SOP is to provide a set of guidelines for the Borough of Manasquan vehicle maintenance yards including maintenance activities at ancillary operations.

Scope:

This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Borough of Manasquan.

Standards and Specifications:

- Conduct vehicle maintenance operation only in designated areas.

When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.

Always use drip pans.

Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.

Maintenance areas shall be protected from stormwater run-on and runoff and shall be located at least 50 feet downstream drainage facilities and watercourses.

Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.

Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.

Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.

Do not bury tires.

Collect waste fluids in properly labeled containers and dispose properly.

Spill Response and Reporting:

Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).

Conduct clean-ups of any fuel spills immediately after discovery.

Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.

Collected waste is to be disposed of properly.

Contact the Borough of Manasquan Emergency Management Office at (732) 223 0544.

Maintenance and Inspection:

Periodically check for leaks and damaged equipment and make repairs as necessary.

Appendix E
Standard Operating Procedure for Good Housekeeping

BOROUGH OF MANASQUAN
Standard Operating Procedure
Good Housekeeping

Borough of Manasquan
Good Housekeeping Goals
-Proper Recycling
-Proper Waste Disposal
-Pollution Prevention

Introduction and Purpose:

This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations in the Borough of Manasquan. The purpose of this SOP is to provide a set of guidelines for the employees of the Borough of Manasquan for Good Housekeeping practices at their maintenance yards including maintenance yards at ancillary operations.

Scope:

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in the Borough of Manasquan

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 rainfall.
- 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.

Standards and Specifications {Salt and De-icing Material Handling}:

During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.

Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.

Minimize the tracking of materials from storage and loading/unloading areas.

Minimize the distance that salt and de-icing materials are transported during loading/unloading activities. Any materials that are stored outside must be tarped when not actively being used.

If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15th through April 30th.

Spill Response and Reporting:

Conduct clean-up of any spill(s) immediately after discovery.

Spills are to be cleaned using dry cleaning methods only.

Contact the Borough of Manasquan Emergency Management Office at (732) 223 0544.

Maintenance and Inspection:

Periodically check for leaks and damaged equipment and make repairs as necessary.

Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.

Appendix F
Stormwater BMP Inspection and Maintenance Forms

**BOROUGH OF MANASQUAN
CONVEYANCE SYSTEM WORK ORDER**

Date: _____

Inspector: _____

Conveyance System Component# (See Inspection Sheet): _____

Is component a Problem Site (See Inspection Sheet):

Type of Problem :

Trash: _____ **Minor:** _____ **Obstruction:** _____ **Structural:** _____

Description of problem and location:

If heavy equipment is needed, specify:

Note: Trash and minor debris must be cleared within 30 days. Obstructions must be cleared within 7 days. If component is a Problem Site, trash, minor debris and obstructions must be addressed within 2 business days.

CONVEYANCE SYSTEM MAINTENANCE RECORD

Date(s): _____

Crew Chief: _ _ _ _ _

Problem(s) Mitigated: Y I N (If No, notify DPW Superintendent for further action)

Description of maintenance performed:

Inspector: _____

MAINTENANCE INSPECTION CHECKLIST FOR COLLECTION AND CONVEYANCE SYSTEMS

PUBLIC STORMWATER MANAGEMENT INFRASTRUCTURE BOROUGH OF MANASQUAN, MONMOUTH COUNTY, NEW JERSEY

Yes	No	Maintenance Evaluation	Action(s) Required if Answer "Yes"
<input type="checkbox"/>	<input type="checkbox"/>	Is there a buildup of sediment, trash, debris, or any other stormwater pollution?	Remove sediment and evaluate upstream systems. Dispose debris in accordance with local, County, State and Federal requirements.
<input type="checkbox"/>	<input type="checkbox"/>	Is there standing water in the inlet or within the pipe system?	Evaluate downstream systems and pipe inverts for clogging, sedimentation, or trash sediment buildup. Remove blockage.
<input type="checkbox"/>	<input type="checkbox"/>	Is there any evidence root intrusion or any other vegetation within the pipe system or inlets?	Remove roots and dispose vegetation in accordance with local, County, State and Federal requirements.
<input type="checkbox"/>	<input type="checkbox"/>	Is there any structural failure in the inlets?	Consult engineer for system evaluation and repairs.
<input type="checkbox"/>	<input type="checkbox"/>	Are there visible signs of cracking, subsidence, spalling, erosion, or deterioration of any of the storm conveyance systems?	Consult engineer for system evaluation and repairs.
<input type="checkbox"/>	<input type="checkbox"/>	Are ladder rungs in inlets or manholes damaged, missing, or misaligned?	Repair or replace.
<input type="checkbox"/>	<input type="checkbox"/>	Are grates or covers missing, damaged, or only partially in place at any inlet or manhole?	Repair, reset, or replace.
<input type="checkbox"/>	<input type="checkbox"/>	Are the inlet curb pieces damaged or misaligned?	Repair, reset, or replace.
<input type="checkbox"/>	<input type="checkbox"/>	Is the conduit outlet protection, including riprap aprons and preformed scour hole, intact and stable?	Repair conduit outlet protection with additional riprap stone.
<input type="checkbox"/>	<input type="checkbox"/>	Does the existing maintenance program need to be amended to provide a more effective maintenance program?	Address suggested changes to the responsible party for the stormwater maintenance facility.

**NOTE: INSPECTIONS SHALL BE PERFORMED AFTER THE CONVEYANCE SYSTEM HAS DRAINED
AND DURING A PERIOD OF DRY WEATHER.**

MAINTENANCE INSPECTION CHECKLIST
FOR INFILTRATION/EXTENDED DETENTION BASINS
PUBLIC STORMWATER MANAGEMENT INFRASTRUCTURE
BOROUGH OF MANASQUAN, MONMOUTH COUNTY, NEW JERSEY

Yes	No	Maintenance Evaluation	Action(s) Required if Answer "Yes"
<input type="checkbox"/>	<input type="checkbox"/>	Is there a buildup of sediment in a localized area of the basin?	Remove and dispose of sediment in accordance with local, County, State and Federal requirements.
<input type="checkbox"/>	<input type="checkbox"/>	Is there an excessive buildup of sediment that threatens the storage volume of the basin?	Remove and dispose of sediment in accordance with local, County, State and Federal requirements.
<input type="checkbox"/>	<input type="checkbox"/>	Is there an excessive amount of contamination of the sand layer basin bottom?	Remove and replace contaminated sand with clean sand layer.
<input type="checkbox"/>	<input type="checkbox"/>	Is there a buildup of trash, debris, or any other stormwater pollution?	Remove disposal of sediment in accordance with local, County, State and Federal requirements.
<input type="checkbox"/>	<input type="checkbox"/>	Are there any areas of settlement or rutting creating a condition of ponding water?	Regrade areas to remove the depressions or fill depressions and then reestablish vegetation.
<input type="checkbox"/>	<input type="checkbox"/>	Are there any areas of settlement, scouring, cracking, sloughing, seepage, or rutting on the embankments?	Consult engineer for system evaluation and repairs.
<input type="checkbox"/>	<input type="checkbox"/>	Are there any areas of erosion or scouring at the conveyance system outfalls?	Repair conduit outlet protection with additional riprap stone.
<input type="checkbox"/>	<input type="checkbox"/>	Are there any areas of erosion or scouring at the basin outfall headwall?	Consult engineer for system evaluation and repairs.
<input type="checkbox"/>	<input type="checkbox"/>	Is there a buildup of sediment, trash, debris, or any other stormwater pollution in the outlet structure?	Evaluate downstream systems and pipe inverts for clogging, sedimentation, or trash sediment buildup. Remove blockage.
<input type="checkbox"/>	<input type="checkbox"/>	Is there any structural failure in the outlet structure?	Consult engineer for system evaluation and repairs.
<input type="checkbox"/>	<input type="checkbox"/>	Are there visible signs of cracking, subsidence, erosion, spalling, or deterioration of the basin discharge pipe?	Consult engineer for system evaluation and repairs.
Yes	No	Maintenance Evaluation	Action(s) Required if Answer "Yes"
<input type="checkbox"/>	<input type="checkbox"/>	Is there any evidence root intrusion or any other vegetation within the outlet structure?	Remove roots and dispose vegetation in accordance with local, County, State and Federal requirements.
<input type="checkbox"/>	<input type="checkbox"/>	Are ladder rungs in the outlet structure damaged, missing, or misaligned?	Repair or replace.
<input type="checkbox"/>	<input type="checkbox"/>	Are all locks and hinges at the outlet structure intact and operating correctly?	Repair or replace.

<input type="checkbox"/>	<input type="checkbox"/>	Are trash racks missing, damaged or	Repair or replace.
<input type="checkbox"/>	<input type="checkbox"/>	Are there any areas with damaged vegetation or a lack of vegetation?	Evaluate causes of vegetation damage and reestablish vegetation.
<input type="checkbox"/>	<input type="checkbox"/>	Is the basin stone access drive able to be traversed and utilized?	Regrade, repair, or install additional stone.
<input type="checkbox"/>	<input type="checkbox"/>	Is there evidence of burrowing vermin activity in or along the basin embankment?	Remove burrowing vermin.
<input type="checkbox"/>	<input type="checkbox"/>	Have trees and/or large shrubs grown on the basin embankments or earthen emergency spillway?	Remove trees and large shrubs from basin embankments and emergency spillway, including large roots, and then regrade & establish turf stabilization.
<input type="checkbox"/>	<input type="checkbox"/>	Is the vegetation neglected and does the vegetation require mowing?	Evaluate if proper maintenance procedures are being followed. Mow grass/vegetation if necessary.
<input type="checkbox"/>	<input type="checkbox"/>	Does the existing maintenance program need to be amended to provide a more effective maintenance program?	Address suggested changes to the responsible party for the stormwater maintenance facility.

NOTE: INSPECTIONS SHALL BE PERFORMED AFTER THE CONVEYANCE SYSTEM HAS DRAINED AND DURING A PERIOD OF DRY WEATHER.

**MAINTENANCE LOG
FOR COLLECTION AND CONVEYANCE SYSTEMS**

**PUBLIC STORMWATER MANAGEMENT INFRASTRUCTURE
BOROUGH OF **MANASQUAN**, MONMOUTH COUNTY, NEW JERSEY**

INSTRUCTIONS: THE MAINTENANCE LOG SHALL BE UPDATED TO INCLUDE ALL MAINTENANCE ACTIONS PERFORMED
FOR EACH SPECIFIC STORMWATER MANAGEMENT MEASURE.

DATE OF MAINTENANCE	PERSON WHO PERFORMED MAINTENANCE	SCOPE OF MAINTENANCE	PROBLEMS) ENCOUNTERED	MAINTENANCE ACTION(S)

**MAINTENANCE LOG
FOR INFILTRATION/EXTENDED DETENTION BASINS**

**PUBLIC STORMWATER MANAGEMENT INFRASTRUCTURE BOROUGH OF
MANASQUAN, MONMOUTH COUNTY, NEW JERSEY**

INSTRUCTIONS: THE MAINTENANCE LOG SHALL BE UPDATED TO INCLUDE ALL MAINTENANCE ACTIONS PERFORMED FOR EACH SPECIFIC STORMWATER MANAGEMENT MEASURE.

DATE OF MAINTENANCE	PERSON WHO PERFORMED MAINTENANCE	SCOPE OF MAINTENANCE	PROBLEM(S) ENCOUNTERED	MAINTENANCE ACTION(S)

BOROUGH OF MANASQUAN
DPW Yard Inventory Log

Facility Name: Borough of Manasquan

Prepared By: Ryan Travers

Date: 06/28/2022

Inventory Requirements for Maintenance Yard Operations (including maintenance activities at Ancillary Operations)

Tier A facilities shall include for maintenance yard operations an inventory that includes the following:

A list of general categories of all materials or machinery located at the maintenance yard, which could be a source of pollutants in a stormwater discharge. The materials in question include, but are not limited to: raw materials, intermediate products; final products; waste materials; by-products; machinery and fuels; and lubricants, solvents, and detergents that are related to the maintenance yard operations or ancillary operations. Materials or machinery that are not exposed to stormwater or that are not located at the maintenance yard or related to its operations do not need to be included.

The following is a status for materials at the Borough of Manasquan's Public Works Facility:

Diesel Fuel - No -- Dispensed from AST at Brielle DPW with Shared Service Agreement.

Gasoline (if applicable)- No -- Dispensed from AST at Brielle DPW with Shared Service Agreement.

Lubricants - No -- Waste Oil, antifreeze containers not located on-site. Solvents - No -

None stored or used outside.

Detergent -- No - None stored or used outside.

Machinery (type) - Yes - Trucks stored outside. Other machinery inside.

Appendix H
MS4 Outfall Map