

# Stormwater Pollution Prevention Plan

Glassboro

Gloucester

NJPDES #1048270

September 19, 2019

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**SPPP Form 1 – SPPP Team Members**

All records must be available upon request by NJDEP.

<b>Stormwater Program Coordinator (SPC)</b>	
Print/Type Name and Title	<b>Roy L. Cook, Sr. - Stormwater Coordinator</b>
Office Phone # and eMail	<b>856-863-3612 Rcook@glassboro.org</b>
Signature/Date	
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>	
Print/Type Name and Title	<b>Clark Pierpont - Planning &amp; Zoning</b>
Print/Type Name and Title	<b>Mark Brunermer - Borough Engineer</b>
Print/Type Name and Title	<b>Robert King - Construction Code Official</b>
Print/Type Name and Title	<b>Steve Smith - Class II Borough Official</b>
Print/Type Name and Title	<b>John Wallace - Mayor</b>
<b>Other SPPP Team Members</b>	
Print/Type Name and Title	<b>Karen Cosgrove - Municipal Clerk</b>
Print/Type Name and Title	<b>Timothy Scaffidi - Borough Solicitor</b>
Print/Type Name and Title	<b>Russell Clark, Jr. - PW Superintendent</b>
Print/Type Name and Title	<b>Jose Ortiz - Training Coordinator</b>

## 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.	01/24/18	RC	09/19/19	New template updated / added information
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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:	Glassboro.org Highway Department / Public Works <a href="https://www.glassboro.org/highway-department">https://www.glassboro.org/highway-department</a>
2. Date of most current SPPP:	<b>Jan 24, 2019</b>
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	Glassboro.org Highway Department / Public Works <a href="https://www.glassboro.org/highway-department">https://www.glassboro.org/highway-department</a>
4. Date of most current MSWMP:	<b>Feb 1, 2019</b>
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	Glassboro.org Agendas & Meetings <a href="https://www.glassboro.org/agendas-minutes">https://www.glassboro.org/agendas-minutes</a>
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.), Glassboro Borough provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Glassboro Borough 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.), Glassboro Borough complies with those requirements.</p> <p>The Borough holds several events in the downtown area at which we advertise using the Clean Communities Funds.</p> <p>The Borough hold regular monthly scheduled Council Meeting which updates all internal and external stakeholders.</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.

Glassboro.org is the local website which contains all public education and outreach events advertisements. The annual event is held each year in coordination with our Unity Day celebration. Glassboro provides a display booth with copies of the NJDEP educational brochure, other NJDEP supplemental education brochures and information, and appropriate materials related to the BMPs required under our NJPDES Stormwater Permit. The booth is staffed by our Public Works Highway personnel with an understanding of municipal stormwater issues. In addition, we invited our High School environmental club, local watershed group, and other environmental groups to set up their own booths during this event. We handed out several items from the Stormwater brochures to pens and pencils among other items. Over 1000 to 2000 items is purchased yearly to give away.

We set up a table with Stormwater and Recycling info at the CommUnity Day located at our Town Square (June 23, 2018) where we gave out several items associated with Stormwater. We set up a table at our Shred Event with Stormwater information for anyone that comes during this event to bring further awareness.

2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.

Gloucester County, through the Gloucester County Improvement Authority, did a countywide stormwater management program, to assist the municipalities in the county with their stormwater permit responsibilities. As part of that countywide program, Gloucester County prepared the stormwater outfall mapping required under the NJPDES Stormwater Permit. During the course of mapping the outfall pipe locations, the County conducted an initial physical inspection of all of Glassboro Borough's outfall pipes.

The County used the DEP Illicit Connection Inspection Report Form to conduct these inspections, and these forms are kept with Glassboro Borough's SPPP records. Field personnel were trained to calibrate, maintain, and take field samples. If dry weather flow is evident during field logging, the field crew will test outfalls for surfactants; if positive, the field crew will test for ammonia and potassium to determine if the source is potentially sanitary sewage. If surfactants are negative, the field crew will test for fluoride to determine if the source is potentially potable water.

The County's field crew investigated non-stormwater discharges, investigating potential sanitary sewage discharges first, notifying the NJDEP of immediate threats, and proceeding upstream in the system, documenting the results. When possible, the field crew identified the responsible party and provide notice to Glassboro Borough for issuance of a citation requiring elimination of the illicit connection, if the illicit connection is within Glassboro Borough.

After the appropriate amount of investigation, if the County was unable to locate the source of the illicit connection, a Closeout Investigation Form was to be submitted with Glassboro Borough's Annual Inspection and Recertification. If an illicit connection are found to originate from within another public entity, Glassboro Borough will report the illicit connection to the Department.

Glassboro Borough has a hotline that is currently used for reporting spills and illegal dumping. This hotline will also be made available for reporting illicit connections.

In 2016 reporting the Highway Crew Leader re-inspected all 18 outfalls and found no dry weather flows.

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

Public education and outreach records are maintained at the Highway Department/ Public Works & Cleark's Office

## 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'?
<p>Article X - Stormwater Control            Major Development - Any development that provides for ultimately disturbing one or more acres of land.</p>
2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?
<p>No, All major development projects whether residential or non-residential that meets the outlined definition ultimately disturbing one or more of land is treated equally.</p>
3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?
<p>Article X - Stormwater Control            § 107-136            Site development stormwater plan requirements.            A.            Submission of site development stormwater plan.            (1)            Whenever an applicant seeks municipal approval of a site development that is subject to this article, the applicant shall submit all of the required components of the checklist for the site development stormwater plan at Subsection C below as part of the applicant's application for subdivision or site plan approval. These required components are in addition to any other information required under any provisions of the Borough of Glassboro's land use ordinance.            (2)            The applicant shall demonstrate that the site development project meets the standards set forth in this article.            (3)            The applicant shall submit three copies of the materials listed in the checklist for site development stormwater plans in accordance with Subsection C.            B.            Site Development Stormwater Plan Approval. The applicant's site development stormwater plan shall be reviewed as a part of the subdivision or site plan review process by the municipal board or official from whom municipal approval is sought. That municipal board or official shall consult the engineer retained by the Planning and/or Zoning Board (as appropriate) to determine if all of the checklist requirements have been satisfied and to determine if the project meets the standards set forth in this article.            C.            Checklist Requirements.            For more information: Glassboro.org (Code Book)</p>

<p>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.</p>	
<p>For more detail information: <a href="http://Glassboro.org">Glassboro.org</a> {Code Book} Article X Stormwater Control</p> <p>C. Applicability. (1) This article shall apply to all site plans and subdivisions for major development occurring within the Borough of Glassboro that require preliminary or final site plan or subdivision review; and (2) All major development projects undertaken by the Borough of Glassboro shall comply with this article.</p> <p>D. Procedures. In addition to other development review procedures set forth in the Code of the Borough of Glassboro, major developments located within the Borough of Glassboro shall comply with the stormwater management requirements and specifications set forth in this article. New agricultural development that meets the definition of major development in § 107-141 of this article shall be submitted to the appropriate Soil Conservation District for review and approval in accordance with the requirements of N.J.A.C. 5.4(b) 7:8.</p> <p>E. Compatibility with other permit and ordinance requirements. (1) Development approvals issued for subdivisions and site plans pursuant to this article are to be considered an integral part of development approvals under the subdivision and site plan review process and do not relieve the applicant of the responsibility to secure required permits or approvals for activities regulated by any other applicable ordinance, code, rule, regulation, statute, act or other provision of law. (2) In their interpretation and application, the provisions of this article shall be held to be the minimum requirements for the promotion of the public health, safety, and general welfare. This article is not intended to interfere with, abrogate, or annul any other ordinances, rule or regulation, statute, or other provisions of law, except that, where any provision of this article imposes restrictions different from those imposed by any other ordinance, rule or regulation, or other provision of law, the more restrictive or stringent provisions or higher standards shall control. (3) In the event that a regional stormwater management plan(s) is prepared and formally adopted pursuant to N.J.A.C. 7:8-1.1 et seq. for any drainage area(s) or watershed(s) of which Glassboro is a part, the stormwater provisions of such a plan(s) shall be adopted by Glassboro within one year of the adoption of a Regional Stormwater Management Plan (RSWMP) as an amendment to an Areawide Water Quality Management Plan.</p>	
<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>Yes, For more detail information: <a href="http://Glassboro.org">Glassboro.org</a> Stormwater Mitigation 107-138 Stormwater management performance standards for major development. code iconCode/Ch 107: Development Regulations and Zoning/Ch 107 Art X: Stormwater Control ... 7:8-5.2(c). Exceptions and mitigation requirements. Exceptions from ... 7:8-4.4, which includes a mitigation plan in accordance with N.J.A.C. 7:8-4.2(c)11. The mitigation plan shall identify what ... exception and the required mitigation. Guidance for developing ...</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>Location of approved applications for major development projects is filed in Municipal Clerks office &amp; Code Enforcement Office.</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	02/14/06	<a href="https://www.ecode360.com/GL0316/search?query=F">https://www.ecode360.com/GL0316/search?query=F</a>	No, some minor wording changes	Police Dept. & Health Dept.
2. Wildlife Feeding permit cite IV.B5.a.ii	02/14/06	<a href="https://www.ecode360.com/81928507/highlight=feed">https://www.ecode360.com/81928507/highlight=feed</a>	No, some minor wording changes	Police Dept. & Health Dept.
3. Litter Control permit cite IV.B5.a.iii	02/14/06	<a href="https://www.ecode360.com/81937607/highlight=litter">https://www.ecode360.com/81937607/highlight=litter</a>	No, some minor wording changes	Police Dept. & Health Dept.
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	02/14/06	<a href="https://www.ecode360.com/81928747?highlight=disposal,dispose&amp;searchId=8728490599957965#8192874">https://www.ecode360.com/81928747?highlight=disposal,dispose&amp;searchId=8728490599957965#8192874</a>	No, some minor wording changed to Borough Of Glassboro's standards.	Police Dept. & Health Inspector
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	03/14/20 06	<a href="https://www.ecode360.com/8194678?highlight=yards%20waste&amp;searchId=8728521846285677#8194678">https://www.ecode360.com/8194678?highlight=yards%20waste&amp;searchId=8728521846285677#8194678</a>	No, some minor wording changed to Borough Of Glassboro's standards.	Public Works, Police and Health Inspector
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	03/23/200 6	<a href="https://www.ecode360.com/14407101?highlight=inlet%20retrofitting&amp;searchId=8728557115027201#14407101">https://www.ecode360.com/14407101?highlight=inlet%20retrofitting&amp;searchId=8728557115027201#14407101</a>	No, some minor wording changed to Borough Of Glassboro's standards.	Public Works & Code Enforcement
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	04/01/20 06	<a href="https://www.ecode360.com/12608825?highlight=ordinance,stormwater&amp;searchId=8728591044932091#12608825">https://www.ecode360.com/12608825?highlight=ordinance,stormwater&amp;searchId=8728591044932091#12608825</a>	No, some minor wording changed to Borough Of Glassboro's standards.	Public Works & Code Enforcement, Planning & Zoning
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	02/14/20 06	<a href="https://www.ecode360.com/8194469?highlight=illicit&amp;searchId=8728672015250168#8194469">https://www.ecode360.com/8194469?highlight=illicit&amp;searchId=8728672015250168#8194469</a>	No, some minor wording changed to Borough Of Glassboro's standards.	Public Works & Health Inspector
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	03/23/20 10	<a href="https://www.ecode360.com/14407087?highlight=dumpsters&amp;searchId=8728698422828627#14407087">https://www.ecode360.com/14407087?highlight=dumpsters&amp;searchId=8728698422828627#14407087</a>	No, some minor wording changed to Borough Of Glassboro's standards.	Public Works, Health Inspector, & Police Dept.

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

Borough Municipal Clerks Office, Code Enforcement Office, & Police Dept.  
 For enforcement actions see Glassboro.org Code & Ordinance Enforcement link below:  
<https://www.ecode360.com/14407099?highlight=enforced,enforcement,stormwater&searchId=8728975301401622#14407099>  
 85 Littering {warning}  
 1 Illegal Dumping {warning / Summons}  
 1 Improper Conduct {warning / summons}

## 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 Glassboro use the data collected to monitor the effectiveness of the cleaning as well as develop a targeting strategy to eliminate cause of debris buildup. Glassboro has evaluated all of its streets to determine which areas will need to be swept monthly; these are sh

2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

The Borough of Glassboro maintain all other street not outlined in NJODES permit on as as needed basis.

Rt 47 Delsea Dr & Academy St. sweeping is maintained by another entity - Gloucester County Road Department

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

No, we do not provide street sweeping service for other municipalities.

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

All street sweeping records are located at Public Works building and yearly copy given to Stormwater Coordinator's office for annual state reports.

## SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

<p>1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.</p>
<p>The Borough of Glassboro's maintenance procedures for cleaning clogged storm drain pipes are as followed:</p> <ol style="list-style-type: none"> <li>1. Once clogged area is identified the staff is assigned a work order for remediation.</li> <li>2. All safety and necessary equipment is gathered.</li> <li>3. Safety sign-age and cones area working area.</li> <li>4. Using vacuum truck water pressure hoses and vacuum piping clog is removed and debris properly disposed.</li> <li>5. Once clear and storm drain is flowing, a downstream drain is located and checked for residual water flow.</li> </ol>
<p>2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.</p>
<p>Union Street - This problem has been addressed after Gas Company did some remediation of problem area due to a preventive contamination project. The road has been regraded, new storm drain pipping installed down roadway with added storm inlet &amp; catch basins.</p>
<p>3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.</p>
<p>The Borough of Glassboro use the data collected to monitor the effectiveness of the cleaning as well as develop a targeting strategy to eliminate cause of debris buildup. Glassboro has evaluated all of its streets to determine which areas will need to be swept monthly; these are shown on the borough's map.</p>
<p>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.</p>
<p>All storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by Glassboro Borough, have been labeled.</p> <p>During our annual catch basin cleaning program, we check these labels to ensure that they are still visible, and if they are not, the labels will be replaced as soon as practicable. Also while the Public Works crews are performing their regular duties these are being identified and noted.</p> <p>Each installed meets all the required state regulations. The decals has the necessary wording describing inlets cautions.</p>
<p>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.</p>
<p>Records of wet ton materials collected from catch basin and storm drain inlet cleaning is kept at Highway ? Public Works main office. Materials is stored in outside open bin to dry and hauled to landfill.</p>

## SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

<p>1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.</p>
<p><b>§ 386-21</b> Design standard. Storm drain inlets identified in § 386-20 above shall comply with the following standard to control passage of solid and floatable materials through storm drain inlets. For purposes of this section, "solid and floatable materials" means sediment, debris, trash, and other floating, suspended, or settleable solids. For exemptions to this standard see § 386-21C below. For more information see: <a href="http://Glassboro.org">Glassboro.org</a> Stormwater Section</p>
<p>2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.</p>
<p>A. Design engineers shall use either of the following grates whenever they use a grate in pavement or another ground surface to collect stormwater from that surface into a storm drain or surface water body under that grate: (1) The New Jersey Department of Transportation (NJDOT) bicycle safe grate, which is described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines (April 1996); or (2) A different grate, if each individual clear space in that grate has an area of no more than seven square inches, or is no greater than 0.5 inch across the smallest dimension. (3) Examples of grates subject to this standard include grates in grate inlets, the grate portion (non-curb-opening portion) of combination inlets, grates on storm sewer manholes, ditch grates, trench grates, and grates of spacer bars in slotted drains. (4) Examples of ground surfaces include surfaces of roads (including bridges), driveways, parking areas, bikeways, plazas, sidewalks, lawns, fields, open channels, and stormwater basin floors.</p>
<p>3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.</p>
<p><b>§ 386-20</b> Prohibited conduct. No person in control of private property (except a residential lot with one single-family house) shall authorize the repaving, repairing (excluding the repair of individual potholes), resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot bitumen), reconstructing or altering of any surface that is in direct contact with an existing storm drain inlet on that property unless the storm drain inlet either: A. Already meets the design standard below to control passage of solid and floatable materials; or B. Is retrofitted or replaced to meet the standard in § 386-21 below prior to the completion of the project.</p>
<p>4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.</p>
<p><b>§ 386-22</b> Enforcement. This article shall be enforced by the Police Department, Construction Code Official, Health Official, and Highway Superintendent of the Borough of Glassboro. <b>§ 386-23</b> Violations and penalties. Any person(s) who is found to be in violation of the provisions of this article shall be subject to a fine not to exceed \$100 per day from the date of notice of violation for each storm drain inlet that is not retrofitted to meet the design standard until coming into compliance.</p>

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

All records must be available upon request by NJDEP.

<i>Complete separate forms for each municipal yard or ancillary operation location.</i>	
Address of municipal yard or ancillary operation: 125 Grove Street - Glassboro - New Jersey 08028	
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:	
Raw materials –	None
Intermediate products –	None
Final products –	None
Waste materials –	None
By-products –	None
Machinery –	None
Fuel –	None
Lubricants –	None
Solvents –	None
Detergents related to municipal maintenance yard or ancillary operations –	None
Other –	None

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.

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.

### 1. Fueling Operations

The Borough of Glassboro has two (2) above ground square tanks. Each tank is labeled with what type of fuel and CAS numbering on outside. Diesel & Regular Gasoline  
There is signs posted;{No Topping Off< Stay in view of fueling nozzle, & if spill - contact phone number}  
There are covered containers for wet oil rags. Located within 5-10 feet use for absorbing spilled products (e.g., kitty litter, sawdust, etc.) to be covered over spill and let materials absorb liquid. Use broom or shovel to work absorbing material around until spill is contained. Use broom and or shovel to pick up mixed material and dispose in proper containers.

### 2. Vehicle Maintenance

All vehicle maintenance is done inside main garage. All proper safety measures are performed when working on vehicles. Records of maintenance is kept on file at location.  
Vehicles are shut down or ed-energized before work is started unless needed to run. If needing to run vehicle's exhaust pipe is covered with DEP approve tail pipe hose exhaust collector. All mechanics have on the proper PPE before working.  
For more details see vehicle work orders.

### 3. On-Site Equipment and Vehicle Washing

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

The Borough of Glassboro has a wash bay to clean vehicles & other equipment. Washed water run into a main catch basin drain located in the center on the bay. Water flows into a double walled tank and out to underground sewer piping, while debris such as, dirt, grit, & other trash is captured in bottom of basin and removed regularly to outside bin.

### 4. Discharge of Stormwater from Secondary Containment

If secondary containment such as wash bay water is discharged from double wall tank receiving into sewer line.

<p>5. Salt and De-Icing Material Storage and Handling</p>
<p>Products are stored in a covered doomed building which is stored more 50 feet away from all stormwater inlets. In inclement weather the Borough of Glassboro's trucks are loaded with backhoe or front-end-loader. Any spilled salt of trucks is scooped up and place back inside doomed storage area.</p>
<p>6. Aggregate Material and Construction Debris Storage</p>
<p>Products are stored in outside labeled separate bin. This debris is separated and hauled away to various jobs or landfill.</p>
<p>7. Street Sweepings, Catch Basin Clean Out and Other Material Storage</p>
<p>Product material is stored in outside labeled storage bins. After cleaning is done of catch basin or street sweeping, the material is unloaded in outside bin to dry and be shipped to landfill. If material is cleaned from debris, the dirt gets used in refilling of holes or spread in low areas.</p>
<p>8. Yard Trimmings and Wood Waste Management Sites</p>
<p>The yard and wood materials are stored in a separate labeled outside bins. Debris is separated in specific piles, grinned up and used as planting material for local residents or given to farm lands.</p>
<p>9. Roadside Vegetation Management</p>
<p>Roadside vegetation is store in a area of the maintenance yard and hauled to landfill. By Glassboro doing regular street sweeping along roadside prevents the potential rainfall infiltration; slowing runoff, trapped sediment; also reduces erosion and prevents habitat for pollinators, nesting birds and other wildlife. Glassboro also does grass cutting to further prevent build up of vegetation.</p>

## SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p><b>A. Municipal Employee Training:</b> Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	<b>Public Works</b>
2. Stormwater Facility Maintenance	Every year	Public Works
3. SPPP Training & Recordkeeping	Every year	Public works
4. Yard Waste Collection Program	Every 2 years	
5. Street Sweeping	Every 2 years	Public Works
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	<b>Public Works</b>
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	<b>Public Works</b>
8. Waste Disposal Education	Every 2 years	Public works
9. Municipal Ordinances	Every 2 years	Planning & Zoning Board/ Council
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Planning & Zoning/ Borough Engineer/ Council
<p><b>B. Municipal Board and Governing Body Members Training:</b> Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>.</p> <p>Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p>		
<p><b>C. Stormwater Management Design Reviewer Training:</b> 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 <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>. Indicate the location of the DEP certificate of completion for each reviewer.</p>		

## 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.

*Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see [http://www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](http://www.nj.gov/dep/dwq/msrp_map_aid.htm).*

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

Monthly / seasonal - outfall inspections are performed. Removal of debris, erosion repairs, grass cutting, stone replacement, etc.

The data collected under the DVRPC outfall logging protocol included information on bank scour, which is reported to Stormwater Program Coordinator to be placed on MSRP Annual Report - Tier A form. {Annual inspection of the site to ensure that scouring has not resumed}

If sites with stream scouring is found they are placed on a prioritized list and repairs to be made in accordance with Standards for Soil Erosion and Sediment Control in NJ.

Standard cleaning and inspection measures are taken to eliminate outfall pipe stream scouring.

Information & Records are housed at Public Works office.

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.

No Stream Scouring detected during last inspection.

If sites with stream scouring is found they are placed on a prioritized list and repairs to be made in accordance with Standards for Soil Erosion and Sediment Control in NJ.

Standard cleaning and inspection measures are taken to eliminate outfall pipe stream scouring.

4. **Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfall pipes. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form ([www.nj.gov/dep/dwq/tier\\_a\\_forms.htm](http://www.nj.gov/dep/dwq/tier_a_forms.htm)) and indicate the location of these forms and related illicit discharge records.

*Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to DEP with the annual report.*

If dry weather flow is evident during field logging, the field crew will test outfalls for surfactants. If positive, the field crew will test for ammonia and potassium to determine if the source is potentially sanitary sewage. If surfactants are negative, the field crew will test for fluoride and or water treatment chemicals, such as, chlorine to determine if the source is potentially broken water pipe.

§ 386-7

Purpose.

The purpose of this article is to prohibit illicit connections to the municipal separate storm sewer system(s) operated by the Borough of Glassboro, so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

§ 386-8

Word usage; definitions.

A.

For the purpose of this article, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this article clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory. The definitions below are the same as or based on corresponding definitions in the New Jersey Pollutant Discharge Elimination System (NJPDES) rules at N.J.A.C. 7:144A-1.2.

§ 386-9

Prohibited conduct.

No person shall discharge or cause to be discharged through an illicit connection to the municipal separate storm sewer system operated by the Borough of Glassboro any domestic sewage, noncontact cooling water, process wastewater, or other industrial waste (other than stormwater).

§ 386-10

Enforcement.

This article shall be enforced by the Police Department and/or other Municipal Officials of the Borough of Glassboro.

§ 386-11

Violations and penalties.

Any person(s) who is found to be in violation of the provisions of this article shall be subject to a fine not to exceed \$25 for the first offense and \$100 for each subsequent offense.

Forms located at Public Works office & a copy given to Stormwater Coordinator.

## 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>Monthly/ Seasonal outfall inspections are preformed. Removal of debris, erosion repairs, grass cutting, stone replacement.</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>Any facility not owned by municipality is required to do regular cleaning of stormwater facility or facilities on a as needed or annually basis. Stormwater Coordinator or Borough Public Works employees at least once every 5 years visually inspects privately owned stormwater facility for maintenance appearance. An Annual letter is sent out to each non-owned facility owner with an inspection checklist form to be filled out and returned for MS\$ annual report. If facility is found to be in poor condition, the Coordinator sends a letter and proper required maintenance checklist sheet to owner / responsible parties to do some remediation. If facility owner does not comply, than violation are assessed and monetary enforcements may be issued. See Glassboro.org for violation fees. 107-142 Violations and penalties.</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>Inspections logs can be found at Public Works main office &amp; annual inspection letters can be found in Stormwater Coordinator's office files.</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 <a href="http://www.nj.gov/dep/stormwater/maintenance_guidance.htm">http://www.nj.gov/dep/stormwater/maintenance_guidance.htm</a> (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 <a href="https://hydro.rutgers.edu">https://hydro.rutgers.edu</a>. To download data in an Excel format, see <a href="https://hydro.rutgers.edu/public_data/">https://hydro.rutgers.edu/public_data/</a>.</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](http://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm), list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.

According to the DEP provided website for Gloucester County and Glassboro municipality, the Borough of Glassboro use this information to target area basins and inlets to minimize the pollutants.

The Borough Glassboro does annual cleaning and inspections of all outfalls and illicit connections. In addition, Glassboro has cleaning programs to assist in keeping street/roadways clean.

3 Streams, 3 Lakes, 6 Shellfish were found to be applicable to the municipality.

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

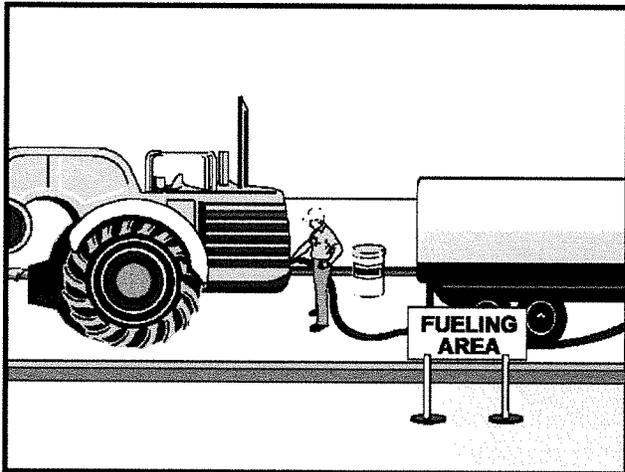
The Borough of Glassboro use information to prioritize stormwater facilities maintenance specifically for the frequency of cleaning and removing of catch basin debris. If more debris is located in a certain area, more often cleaning may be required outside of normal scheduled maintenance program.

## 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.
None at this time. The Borough of Glassboro meets the requirements for the Tier A MS4 NJPDES permit. By continuing to maintain a preventive maintenance program required by the state, in turn, helps in keeping Glassboro's stormwater system functioning at the best of its ability.
2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?
Yes, March 23, 2010 Ordinance adopted. {316-16 Code Book}

# Glassboro Borough Standard Operating Procedures Vehicle and Equipment Fueling



## Glassboro Borough Maintenance Yards With Fueling Operations

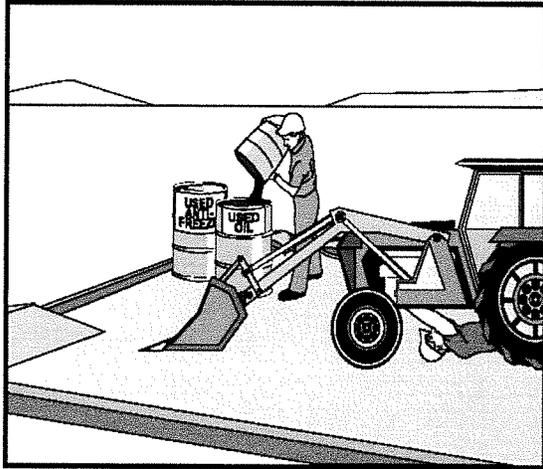
**Introduction and Purpose** Vehicle and equipment fueling procedures and practices are designed to minimize surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

**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 overfill.
  - 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 cleanups 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 Glassboro Borough Spill Response Team at 881-1500
- Maintenance and Inspection
- Fueling areas and storage tanks shall be inspected monthly.
  - Keep an ample supply of spill cleanup 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.
  - The valve on the discharge pipe from the secondary containment area of the aboveground fuel storage tank in the Elm Avenue maintenance yard shall remain closed at all times except as described below. Visual inspections shall be performed before discharging stormwater through that valve, to ensure that fuel in that tank has not come into contact with the stormwater to be discharged.

# Glassboro Borough Standard Operating Procedure Vehicle Maintenance



## Glassboro Borough Maintenance Yards BMP Objectives

- 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 Glassboro Borough. The purpose of this SOP is to provide a set of guidelines for the Glassboro Borough 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 Township of Daisy.

**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

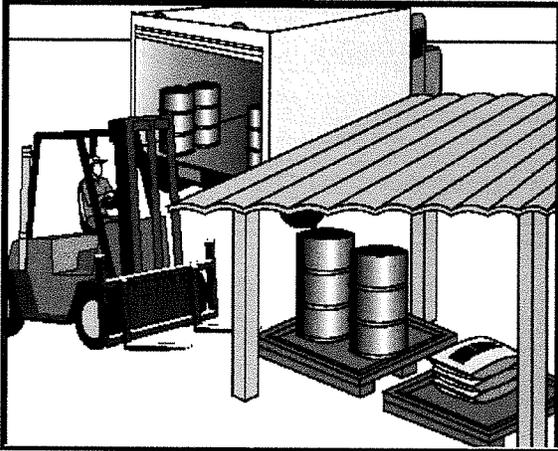
- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the Glassboro Borough Spill Response Team at 881-1500.

Maintenance  
and Inspection

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

# Glassboro Borough Standard Operating Procedure Good Housekeeping

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## Glassboro Borough 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 Glassboro Borough. The purpose of this SOP is to provide a set of guidelines for the employees of Glassboro Borough 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 Glassboro Borough.

**Standards and Specifications (General)**

- All containers should be properly labeled and marked, and the labels must remain clean and visible.
- All containers must be kept in good condition and tightly closed when not in use.
- When practical, chemicals, fluids and supplies should be kept indoors.
- If containers are stored outside, they must be covered and placed on spill platforms.
- Keep storage areas clean and well organized.
- Spill kits and drip pans must be kept near any liquid transfer areas, protected from 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)

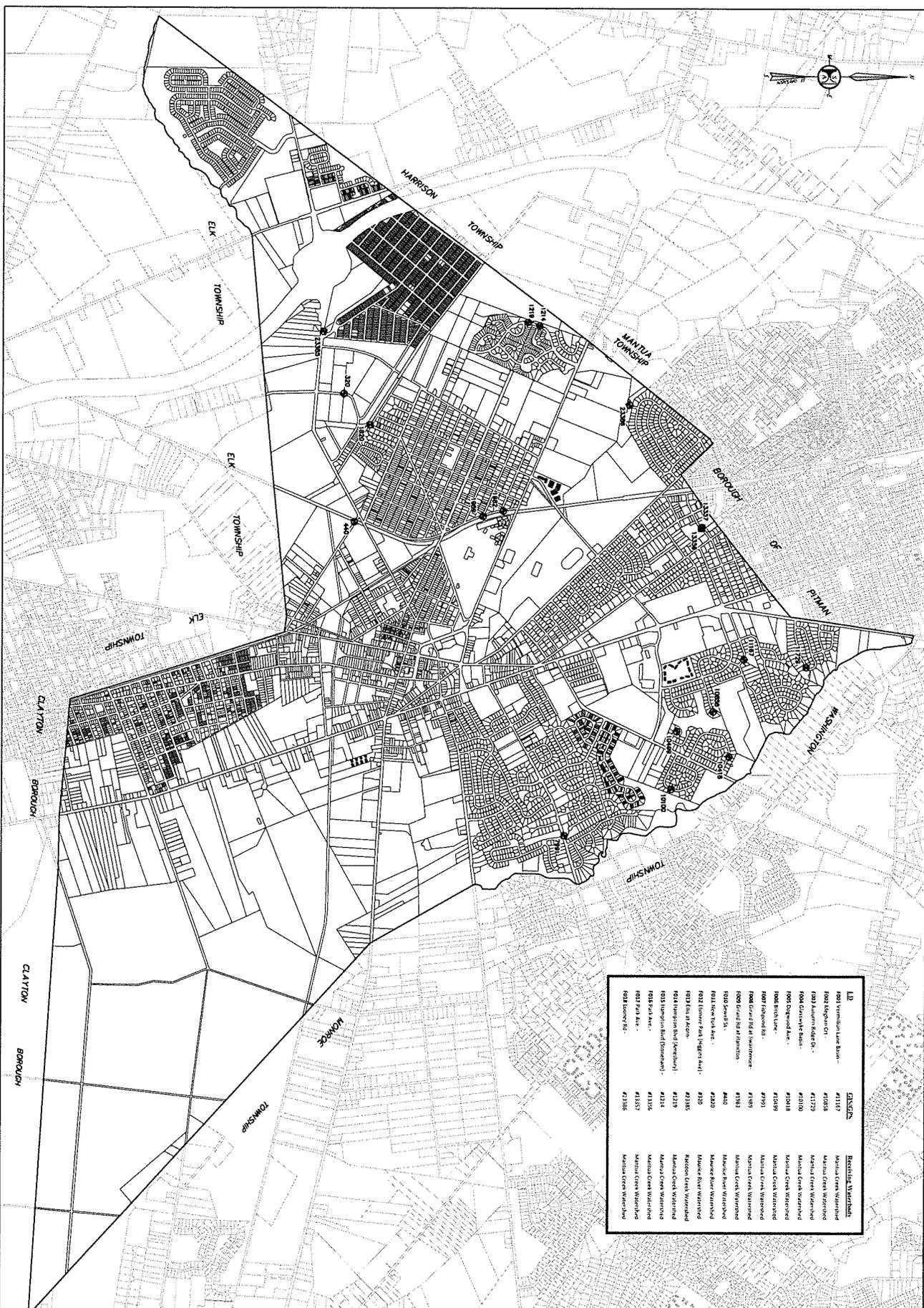
- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
- Sweeping should be conducted once a week to 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 15<sup>th</sup> through April 30<sup>th</sup>.

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 Glassboro Borough Spill Response Team at 881-1500.

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.



ID	LOCATION	DESCRIPTION
#100	Greenway Lane Basin	Manalapan Creek Watershed
#101	Maple St	Manalapan Creek Watershed
#102	Maple St	Manalapan Creek Watershed
#103	Maple St	Manalapan Creek Watershed
#104	Maple St	Manalapan Creek Watershed
#105	Maple St	Manalapan Creek Watershed
#106	Maple St	Manalapan Creek Watershed
#107	Maple St	Manalapan Creek Watershed
#108	Maple St	Manalapan Creek Watershed
#109	Maple St	Manalapan Creek Watershed
#110	Maple St	Manalapan Creek Watershed
#111	Maple St	Manalapan Creek Watershed
#112	Maple St	Manalapan Creek Watershed
#113	Maple St	Manalapan Creek Watershed
#114	Maple St	Manalapan Creek Watershed
#115	Maple St	Manalapan Creek Watershed
#116	Maple St	Manalapan Creek Watershed
#117	Maple St	Manalapan Creek Watershed
#118	Maple St	Manalapan Creek Watershed
#119	Maple St	Manalapan Creek Watershed
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#121	Maple St	Manalapan Creek Watershed
#122	Maple St	Manalapan Creek Watershed
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#124	Maple St	Manalapan Creek Watershed
#125	Maple St	Manalapan Creek Watershed
#126	Maple St	Manalapan Creek Watershed
#127	Maple St	Manalapan Creek Watershed
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#138	Maple St	Manalapan Creek Watershed
#139	Maple St	Manalapan Creek Watershed
#140	Maple St	Manalapan Creek Watershed

1 OF 1

DRAWN BY: CDH  
 CHECKED BY: MMB  
 DATE: 11-18-19  
 FILE: 6-041  
 SCALE: 1" = 100'  
 DATE: 11-18-19  
 DMC NO. F-6-041

**SICKELS & ASSOCIATES INC.**  
 SHERWOOD MEWS  
 800 KINGS HIGHWAY  
 ROCKY HILL, NEW JERSEY 07866  
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**EXISTING LOCATION MAP**  
**STORMWATER OUTFALL**  
 BOROUGH OF GLASSBORO, GLOUCESTER COUNTY, NEW JERSEY

**MARK R. BRUNERMER**  
 PROFESSIONAL ENGINEER N.J. LIC. NO. 37048

NO.	DATE	DESCRIPTION	BY
	10/21/19	Revising Water Bodies / Outfall Location	