

# Highway Agency Stormwater Pollution Prevention Plan (SPPP)

Gloucester County Highway

NJG 0155373

2/20/2023

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## SPPP Form 1 – SPPP Team Members

<b>Stormwater Program Coordinator (SPC)</b>	
Print Name and Title	Barry C. Beckett, PE County Engineer
Office Phone # and Email	856-307-6600 bbeckett@co.goucester.nj.us
Signature and Date	
<b>Individual Responsible for Major Development Project Stormwater Management Review</b>	
Please see training requirements for stormwater management reviewers on Form 13.	
Print Name and Title/Affiliation	Karen Jost, PE Engineering Supervisor
Print Name and Title/Affiliation	
<b>Other SPPP Team Members</b>	
Print Name and Title/Affiliation	Nick Cressman, AICP, PP GIS Specialist III
Print Name and Title/Affiliation	Joe D'Alessandro Asst. County Road Supervisor
Print Name and Title/Affiliation	Alan Menna Engineering
Print Name and Title/Affiliation	

## **SPPP Form 2 – Revision History**

### SPPP Form 3 – Public Involvement and Participation Including Public Notice

Website where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	<a href="https://www.gloucestercountynj.gov/DocumentCenter/View/6712/Stormwater-Pollution-Prevention-Plan-2020?bId">https://www.gloucestercountynj.gov/DocumentCenter/View/6712/Stormwater-Pollution-Prevention-Plan-2020?bId</a>
Physical Location and/or website where records of public notices, meeting dates, minutes, etc. are kept:	County Administrator/Clerk Offices 2 South Broad Street Woodbury, NJ 08096
Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of its MS4 stormwater program:	Meetings that require public notice under the Open Public Meetings Act (Sunshine Law, NJSA 10:4-6 et seq.) are advertised in a manner that complies with the requirements of the Act. Gloucester County provides budget notice in a manner that complies with the requirements of the Local Budget Law (NJSA 40A:4-1 et seq.). All resolutions that provide a penalty or fine will be noticed in accordance with the requirements of NJSA 40:24-3.

## SPPP Form 4 – Public Education and Outreach

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

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

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

The Gloucester County Highway Division does not own or operate any service areas within the County's highway system. The County does not provide rest or picnic areas along county roadways or at scenic locations and does not maintain any litter or trash receptacles.

Employee Training is conducted, and records are kept.

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

Public Works and County Engineer offices, Clayton Complex, 1200 N. Delsea Drive, Clayton NJ.

## **SPPP Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program**

### **Major Development:** How does the permittee define 'major development'?

On or about September 2007 the Gloucester County Board of Freeholders passed a Resolution which incorporates by reference the applicable design and performance standards and maintenance requirements established under NJAC 7:8 for major development including the storm drain inlet design standard in Attachment C of the NJPDES Highway Agency General Permit, requires that all such projects be designed to comply with these standards, and requires that the NJPDES Highway Agency General Permit's "Post-Construction Program Design Checklist for Individual Projects" be completed before each project's construction is approved. New major development are projects owned and operated by the GC highway agency that disturb 1 acre or more or part of lager plan that will ultimately disturb 1 acre or more. They will be subject to the following:

- In compliance with NJAC 7:8
- Design reviewed by independent engineer having taken the NJDEP 2-day review course
- May employ alternative locations or BMP means, if consistent with a compliant mitigation plan
- Follow the storm drain inlet standards
- Ensure long-term cleaning and O&M thru a Maintenance Plan
- Employ structural/non-structural BMPs, including:
  - SWM basins
  - Subsurface infiltration/detention systems
  - Manufactured treatment devices
  - Green infrastructure
- Are listed on a Major Development Project list that is updated and submitted with the ARC

**Approval Process:** Describe the process for reviewing and approving major development project applications for compliance with the stormwater management rules at N.J.A.C. 7:8 et seq. Attach a flow chart if available. Provide the location of the mitigation plan (if one exists) to allow for alternative locations or designs.

The Gloucester County Engineer, Highway Division and Planning Department have been trained through the DEP course for review of stormwater design and performance standards to encourage consistency and coordination among the County's stormwater management activities. Gloucester County uses storm drain inlets and grates that comply with Attachment C for new construction. Repaving and reconstruction projects incorporate the retrofitting of inlets and grates to comply with Attachment C unless adequate hydraulic performance cannot be achieved. The County ensures adequate long-term operation and maintenance of BMPs for future projects by preparing a Project Maintenance Plan in accordance with N.J.A.C. 7:8-5.8, where applicable, and through funding of the maintenance program to ensure proper function and operation of the County Highway Division's regulated stormwater facilities.

**Records:** Indicate the location of approved applications for major development projects.

County Engineer's office and Planning Board office, Clayton Complex, 1200 N. Delsea Delsea Drive, Clayton NJ

## SPPP Form 6 – Regulatory Mechanisms

<b>Regulatory Mechanism</b>	<b>Date of Adoption</b>	<b>Website</b>	<b>Entity Responsible for Enforcement</b>
1. Pet Waste Control Permit cite IV.B.5.a.i.	N/A		No rest or service areas on County roads
2. Wildlife Feeding Control Permit cite IV.B.5.a.ii.	N/A		Local Municipality enforces
3. Litter Control Permit cite IV.B.5.a.iii.	N/A		Local Municipality/GCIA enforces
4. Improper Disposal of Waste Permit cite IV.B.5.a.iv.	N/A		Local Municipality enforces
5. Illicit Connection Prohibition Permit cite IV.B.5.a.vii.	N/A		Local municipality enforces
<b>Records:</b> Indicate the location of records associated with the regulatory mechanisms above and related enforcement actions			
<p>The County does not have enforcement capability and will therefore rely on state or local authorities. The Gloucester County Highway Division has no legal authority to adopt or enforce a mechanism to regulate pet waste and other waste disposal or wildlife feeding by the public on Highway Division property (roads). A statement supporting this position from the County Counsel is available. Illicit connections are controlled through the operation and maintenance of the highway system and the illicit connection elimination program that is conducted in conjunction with the highway system outfall mapping. If necessary, local municipal codes, ordinances, and enforcement procedures will be utilized to enforce the elimination of illicit connections.</p>			

## SPPP Form 7 – Litter Pick-Up Program

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

There are no rest areas, picnic areas, or other roadside areas or receptacles owned or maintained by the Gloucester County Highway Division. Litter pick-up and enforcement (through ordinances and fines) is the responsibility of the local municipality. The County Highway Division does inspect county roadway rights-of way for litter and debris during routine maintenance operations. The County Highway Division responds to calls from residents or motorists concerning debris in the rights-of way. Highway Division trucks are dispatched to cleanup and remove litter and debris along county roadways.

The Gloucester County Improvement Authority maintains an Adopt-a Highway program providing bags for litter and the county picks up the bags for disposal. The County Improvement Authority also conducts cleanup days, using volunteer groups (scouts, etc.) and tracks the amount of waste cleaned up.

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

N/A – no rest or service areas

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

Gloucester County Improvement Authority, Budd Blvd West Deptford and Gloucester County Public Works, Clayton Complex, 1200 N. Delsea Drive, Clayton, NJ

## SPPP Form 8 – Street Sweeping

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

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

The Gloucester County Highway Division has identified roads that require street sweeping under the permit and has implemented a street sweeping program. Gloucester County also maintains its existing street sweeping schedule for other county roads.

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

Schedule Requirements are:

- Quarterly street sweeping – limited access highways, ramps, and parking with storm sewers or direct discharge to surface water (SW) + Recordkeeping – N/A (there are none in the County)
- Tri-annual street sweeping - all other highways with storm sewers or direct discharge to surface water + Recordkeeping
- Annual Street Sweeping – all other highways + Recordkeeping

The County conforms to its sweeping schedule and the permit requirements, except when a sweeper breaks down and requires extended maintenance. Sweepers are expensive high maintenance items that breakdown frequently. Repairs are made as quickly as possible.

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

Gloucester County Public Works, Clayton Complex, 1200 N. Delsea Drive, Clayton, NJ

**SPPP Form 9 – Herbicide Application and Roadside Vegetative Waste Management**

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

The Gloucester County Highway Division applies herbicides in accordance with the permit requirements listed below. Workers who use herbicides, are certified and trained in the NJPDES permit requirements and in proper application methods.

**Herbicide Application Management**

- Not adjacent to storm drains or on steep slopes
- Only along curbs, median barriers, unobstructed shoulders with unwanted vegetation
- Within a 2' radius of structures where overgrowth is a safety hazard or where unsafe to mow

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

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

Low maintenance plantings (wildflowers and other vegetation types) are used along county highways where mowing is difficult or impossible (steep slopes, naturally wet areas, highway shoulders etc.).

Wood waste and trimmings are collected, chipped, and returned to county maintenance yards. Vegetative waste is not permitted to be blown or deposited in stormwater facilities or waterways. Training is conducted to prevent such occurrences.

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

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

<p>1. Address of maintenance yard or ancillary operation.</p> <ul style="list-style-type: none"> <li>• Clayton Complex, 1200 N. Delsea Drive (Route 47), Clayton NJ</li> <li>• Mantua Yard, Route 632, Mantua, NJ</li> <li>• Swedesboro Yard, Route 694, Swedesboro, NJ</li> </ul>		
<p>2. List all materials that are exposed to stormwater which could be a source of pollutants in a stormwater discharge. Indicate what type of container the materials are in, if they are covered, what they are placed upon, and if the area is graded or contained by berms. This includes, but is not limited to, raw materials, intermediate products, final products, waste materials, by-products, fuels, lubricants, solvents, and detergents. For example, brine, fertilizer, used oil, refuse containers, etc.</p>		
<p>No materials are exposed to stormwater.</p>		
<p>3. List all machinery that is exposed to stormwater which could be a source of pollutants in a stormwater discharge.</p>		
<b>Clayton Yard</b>	<b>Mantua Yard</b>	<b>Swedesboro Yard</b>
John Deer Bulldozer	All equipment in Mantua yard is inside or under a roof.	Massey Boom Mower
New Holland Tractor		Massey Ditch Witch
New Holland Mower		
Case Boom Mower		
Massey Boom Mower		

<p>4. Describe the procedures for cleaning spills and disposing of clean-up waste. Indicate the location of materials used for cleaning, e.g., kitty litter, sawdust, etc.</p>
<p>Vehicle fueling is done at designated fueling areas rather than on location (mobile fueling) where employees are less equipped to handle spills. Fuel storage tanks are in secondary containment and the fueling area is on impervious surfaces. Fuel pumps are equipped with upgraded NJAC 7:14B spill and overfill control and dispenser pump shut-off mechanisms.</p>
<ul style="list-style-type: none"><li>• Cleanups of spills of liquids or dry materials are conducted immediately after discovery</li><li>• Spills are cleaned using dry cleaning methods only with a dry, absorbent, material designed for this purpose</li><li>• The rest of the area is swept clean</li><li>• Collected waste is properly disposed</li><li>• Materials, spill kits and drip pans are stored near all liquid transfer areas that are protected from rainfall</li></ul>
<p>5. For each category below, describe the best management practices in place to ensure compliance with all requirements in the permit.</p>
<p>a. Fueling Operations</p>
<p>Standard operating procedures address vehicle fueling; receipt of bulk fuel deliveries; and inspection and maintenance of storage tanks, including the associated piping and fuel pumps.</p>
<p>Drip pans are used under all hose and pipe connections and other leak-prone areas during bulk transfer of fuels.</p>
<p>Storm sewer inlets are blocked for tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms or booms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel are temporarily contained by berms or boomed area during the loading/unloading of bulk fuels. A trained employee is present to supervise the bulk transfer of fuel.</p>
<p>Instructions for safe operation of fueling equipment are posted. Including the following:</p>
<p>“Topping off vehicles, mobile fuel tanks, and storage tanks is strictly prohibited”</p>
<p>“Stay in view of fueling nozzle during dispensing”</p>

Contact information for the person(s) responsible for spill response.  
Equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair is immediately repaired.

**b. Discharge of Stormwater from Secondary Containment**

There are not pipes/outfalls from secondary containment areas

**c. Vehicle Maintenance**

Equipment is operated and maintained to prevent the exposure of pollutants to stormwater.  
Vehicle and equipment maintenance activities are conducted indoors whenever possible. Floor drain discharge locations are identified in the SPPP.  
Portable tents or covers will be placed over the equipment being serviced when not being worked on, and drip pans will be used. Such areas will be away from storm drains and/or storm drain inlets blocked when vehicle and equipment maintenance is being conducted outdoors.

**d. On-Site Equipment and Vehicle Washing/Wastewater Containment**  
See permit for certification and log forms for Underground Storage Tanks.

N/A – vehicles are washed indoors and wastewater drains to a sanitary sewer

<p>e. Salt and De-icing Material Storage and Handling</p> <ol style="list-style-type: none"> <li>1. Materials are stored in permanent structures.</li> <li>2. Regular inspections and maintenance of storage structures and surrounding areas are performed.</li> <li>3. Tracking of material from loading and unloading operations is minimized.</li> <li>4. During loading and unloading:           <ol style="list-style-type: none"> <li>a. Conducted during dry weather, if possible;</li> <li>b. Prevent and/or minimize spillage; and</li> <li>c. Minimize loader travel distance between storage area and spreading vehicles.</li> </ol> </li> <li>5. Sweep (or clean using other dry-cleaning methods):           <ol style="list-style-type: none"> <li>a. Storage areas on a regular basis;</li> <li>b. Material tracked away from storage areas;</li> <li>c. Immediately after loading and unloading is complete.</li> </ol> </li> <li>6. Materials collected during cleanup are reused or properly discarded.</li> <li>7. Temporary outdoor storage is permitted only under the following conditions:           <ol style="list-style-type: none"> <li>a. A permanent structure is under construction, repair or replacement;</li> <li>b. Stormwater run-on and de-icing material run-off is minimized;</li> <li>c. Materials in temporary storage are tarped when not in use;</li> <li>d. The requirements of 2 through 6, above are met; and</li> <li>e. Temporary outdoor storage does not exceed 30 days unless otherwise approved in writing by the Department;</li> </ol> </li> </ol> <p>Sand is no longer used as a deicing material</p>
<p>f. Aggregate Material and Construction Debris Storage</p> <ol style="list-style-type: none"> <li>1. Materials such as sand, gravel, stone, top soil, road millings, waste concrete, asphalt, brick, block and asphalt-based roofing scrap and processed aggregate are stored in such a manner as to minimize stormwater run-on and aggregate run-off via surface grading, dikes and/or berms (which may include sand bags, hay bales and curbing, among others) or three-sided storage bays. The area in front of storage bays and adjacent to storage areas are swept clean after loading/unloading.</li> <li>2. Sand, top soil, road millings and processed aggregate are only stored outside and uncovered if in compliance with item 1 above and a 50-foot setback is maintained from surface water bodies, storm sewer inlets, and/or ditches or other stormwater conveyance channels.</li> <li>3. Road millings are managed in conformance with the “Recycled Asphalt Pavement and Asphalt Millings (RAP) Reuse Guidance” (see <a href="http://www.nj.gov/dep/dshw/rrtp/asphaltguidance.pdf">www.nj.gov/dep/dshw/rrtp/asphaltguidance.pdf</a>) or properly disposed of as solid waste pursuant to N.J.A.C. 7:26-1 et seq.</li> <li>4. Cold patch is stored in a permanent structure or on an impervious surface and covered with a waterproof material (i.e., tarpaulin or 10-mil plastic sheeting) that is contained (e.g., contained by berms) to control leachate and stormwater run-on or run through.</li> <li>5. The stockpiling of materials and construction of storage bays on certain land (including but not limited to coastal areas, wetlands and floodplains) may be subject to regulation by the Division of Land Use Regulation (see <a href="http://www.nj.gov/dep/landuse/">www.nj.gov/dep/landuse/</a> for more information).</li> </ol>

**g. Street Sweepings, Catch Basin Clean Out, and Other Material Storage**

1. For the purposes of this permit, this BMP is intended for road cleanup materials as well as other similar materials. Road cleanup materials may include but are not limited to street sweepings, storm sewer clean out materials, stormwater basin clean out materials and other similar materials that may be collected during road cleanup operations. These BMPs do not include materials such as liquids, wastes which are removed from sanitary sewer systems or material which constitutes hazardous waste in accordance with N.J.A.C. 7:26G-1.1 et seq.
2. Road cleanup materials are ultimately disposed of in accordance with N.J.A.C. 7:26-1.1 et seq. See the "Guidance Document for the Management of Street Sweepings and Other Road Cleanup Materials" ([www.nj.gov/dep/dshw/rrtp/sweeping.htm](http://www.nj.gov/dep/dshw/rrtp/sweeping.htm)).
3. Road cleanup materials placed into temporary storage are, at a minimum:
  - a. Stored in leak-proof containers or on an impervious surface and covered with a waterproof material (i.e., tarpaulin or 10-mil plastic sheeting) that is contained (e.g., contained by berms) to control leachate and stormwater run-on or run through; and
  - b. Removed for disposal (in accordance with 2, above) within six (6) months of placement into storage.

**h. Yard Trimmings and Wood Waste Management**

1. These practices are applicable to yard trimmings or wood waste management sites:
  - a. Owned and operated by the County Highway Agency:
    - i. For staging, storing, composting or otherwise managing yard trimmings, or
    - ii. For staging, storing or otherwise managing wood waste, and
  - b. Operated in compliance with the Recycling Rules found at N.J.A.C. 7:26A.
2. Yard trimmings or wood waste management sites are operated in a manner that:
  - a. Diverts stormwater away from yard trimmings and wood waste management operations;
  - b. Minimizes or eliminates the exposure of yard trimmings, wood waste and related materials to stormwater;
  - c. Eliminates the discharge of stormwater that contacts source material from yard trimmings or wood waste management sites to storm sewer inlets or surface waters of the State.
3. Yard trimmings and wood waste management site specific practices:
  - a. Windrows, staging and storage piles are constructed:
    - i. In such a manner that materials contained in the windrows, staging and storage piles (processed and unprocessed) do not enter waterways of the State;
    - ii. On ground which is not susceptible to seasonal flooding;
    - iii. In such a manner that prevents stormwater run-on and leachate run-off (e.g., use of covered areas, diversion swales, ditches or other designs to divert stormwater from contacting yard trimmings and wood waste).
  - b. Perimeter controls such as curbs, berms, hay bales, silt fences, jersey barriers or setbacks are maintained to eliminate the discharge of stormwater runoff carrying leachate or litter from the site to storm sewer inlets or to surface waters of the State.
  - c. On-site storm drain inlets are prevented from siltation using controls such as hay bales, silt fences, or filter fabric inlet protection.

- d. Dry weather run-off that reaches a stormwater sewer system is an illicit discharge. Possible sources of dry weather run-off include wetting of piles by the site operator; uncontrolled pile leachate or uncontrolled leachate from other materials stored at the site.
- e. Trash from yard trimmings and wood waste is removed upon receipt.
- f. Sites are monitored for trash on a routine basis.
- g. Trash is stored in leak-proof containers or on an impervious surfaces that are contained (e.g., contained by berms) to control leachate and litter;
- h. Collected trash is disposed at a permitted solid waste facility.
- i. Preventative tracking measures are employed, such as gravel, quarry blend, or rumble strips at exits.

**Records:** Indicate the location of inspection logs and tracking forms associated with this maintenance yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or planned. Documentation should include the date and time of inspection, the name of the person conducting the inspection, and relevant findings.

Gloucester County Public Works, Clayton Complex, 1200 N. Delsea Drive, Clayton, NJ

## SPPP Form 11 – Storm Drain Inlets

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

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

The County has approximately 4,350 inlets along its roadways.

In accordance with the permit, a minimum of twenty percent (870) of these inlets are inspected annually and to the extent practical, records are kept of these locations and their conditions.

Storm Drain Inlet Cleaning – Cleaning is conducted as needed to prevent pollution and flooding. The frequency is generally based on the experience of the crews working in their assigned areas in the County's roadway system. It is also based on "call-ins" of flooded grates. To the extent practical, records are kept of the date and amount of debris cleaned from the inlet.

The frequency of inspections and cleaning is increased after major storm events.

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

Design engineering plans for resurfacing and/or reconstruction of County roadways and maintenance yards incorporate new compliant grates and curb pieces. Storm drain inlets meet the standard in Attachment C and as follows.

- Use the New Jersey Department of Transportation (NJDOT) bicycle safe grate (especially for storm drain inlets along roads; or
- Use a grate where each "clear space" in the grate (each individual opening) is no bigger than 7 square inches or is no bigger than 0.5 inches (12 $\frac{1}{2}$  inch) across the smallest dimension (length or width).
- If the storm drain inlet has a curb opening inlets (including curb-opening inlets in combination inlets), the clear space in that curb opening (or each individual clear space, if the curb opening has two or more clear spaces) must be no bigger than 7 square inches, or no bigger than 2 inches across the smallest dimension (length or width)

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

New inlets and catch basin castings incorporate labels. Inlet labels are checked and replaced during annual inspections, as needed.

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

Gloucester County Public Works, Clayton Complex, 1200 N. Delsea Drive, Clayton, NJ

## SPPP Form 12 – Catch Basins

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

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

The County does not have catch basins

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

Not required

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

Gloucester County Public Works, Clayton Complex, 1200 N. Delsea Drive, Clayton, NJ

## SPPP Form 13 – Employee Training

**Employee Training:** Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below.

<b>Topic</b>	<b>Frequency</b>	<b>Office/Entity Responsible for Training</b>
1. Maintenance Yard/Ancillary Operations	Annually	Public Works Director (PWD)/County Engineer
2. Stormwater Facility Maintenance	Annually	PWD/County Engineer
3. SPPP Training & Recordkeeping	Annually	PWD/County Engineer
4. Street Sweeping	Biennially	PWD Supervisors/County Engineer
5. Illicit Connections & Outfall Mapping	Biennially	PWD Supervisors/County Engineer
6. Outfall Stream Scouring	Biennially	PWD Supervisors/County Engineer
7. Waste Disposal Education	Biennially	PWD/County Engineer
8. Regulatory Mechanisms	Biennially	PWD/County Engineer
9. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Biennially	County Engineer
<b>Records:</b> Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic for employee training.		
Gloucester County Public Works, Clayton Complex, 1200 N. Delsea Drive, Clayton, NJ		
<b>Stormwater Management Reviewer Training:</b> Indicate the names of all individuals who review the stormwater management design for development and redevelopment projects on behalf of the permittee. Indicate the dates on which these individuals attended the required NJDEP training course.		
Karen Jost, PE		

## SPPP Form 14 – Mapping Outfall Pipes and Stormwater Facilities

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

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

See attached outfall maps

Link: <https://gloucestercountynj.gov/DocumentCenter/View/6714/Gloucester-County-Outfall-Map>

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

See attached stormwater facilities maps

Link to thoroughfares & Maintenance Yards:

<https://www.goucestercountynj.gov/DocumentCenter/View/6712/Stormwater-Pollution-Prevention-Plan-2020?bidId>

Link to Basins & Inlet Map: <https://gloucestercountynj.gov/DocumentCenter/View/9352/Gloucester-County-Stormwater-Facilities-BasinsInlets>

## SPPP Form 15 – Outfall Pipe Inspections

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

Outfall pipes are inspected during construction and roadside maintenance. Visual dry weather inspection of outfall pipes owned by the County are conducted at least once every five years to determine if dry weather flow or other evidence of illicit discharge is present. Information is stored in a GIS database including:

- Surface water bodies names/locations
- Include link in SPPP
- Add any new outfalls – annually + Recordkeeping

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

The County stream scour program consists of the following:

- Inspect 171 Outfalls – 20% (35) per year + Recordkeeping
- Inspect newly identified stream scour within 30 days
- Identify sources of scour within 3 months
- Investigate sources and keep records
- Correct sources on GC Highway property and keep records

Coordinate stream scour inspections with biennial bridge inspections, if possible

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

Illicit Discharge Detection and Elimination and Detection program consists of:

- Dry weather inspection - 20% (35) per year (flow after 72 hours of rainfall) + recordkeeping
- Inspect within 30 days newly ID outfalls +recordkeeping
- Investigate dry weather flows during routine inspection/maintenance
- Investigate complaints within 30 days + recordkeeping
- If evidence, investigate sources
- Eliminate illicit connections within 1 year + recordkeeping
- Investigate dry weather flows
- Document Investigation and add to report form + recordkeeping

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

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

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

[https://www.nj.gov/dep/dwq/public\\_complex/pdf/PC\\_Illicit%20Connection%20Inspection%20Report%20Form.pdf](https://www.nj.gov/dep/dwq/public_complex/pdf/PC_Illicit%20Connection%20Inspection%20Report%20Form.pdf).

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

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## SPPP Form 16 – Stormwater Facilities Inspection and Maintenance

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

Inspection and Maintenance program includes long-term cleaning and O&M of all GC Highway SWM facilities as follows:

- Perform maintenance in accordance with any maintenance plans
- SWM facilities maintenance log (Recordkeeping):
  - Facility inspected
  - Location with geographic coordinates
  - Name of inspector
  - Date of Inspection
  - Findings
  - Preventative and Corrective Maintenance
- Certify in ARC all SWM facilities are functioning properly

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

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

Gloucester County Public Works, Clayton Complex, 1200 N. Delsea Drive, Clayton, NJ

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## PPP Form 17 – Total Maximum Daily Load (TMDL) Information

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

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

TMDL program consists of the following:

Review approved or adopted TMDLs annually for surface waters wholly or partially within maintenance yards and new major development projects. Use this information to:

- Assist with BMP selection design
- Develop pollution prevention strategies

Update TMDL in SPPP annually

Incorporate strategies as Optional Measures in SPPP

**Clayton Yard** – There is no stream partially or wholly within maintenance yard

**Mantua Yard** – Mantua Creek – There are no TMDLs for Mantua Creek; Mantua Creek is a tributary to the Lower Delaware Watershed that has a TMDL for PCBs for Zones 2-5.

**Swedesboro Yard** – Raccoon Creek – There are no TMDLs for Raccoon Creek; Raccoon Creek is a tributary to the Lower Delaware Watershed that has a TMDL for PCBs for Zones 2-5.

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

N/A – No TMDLs for Raccoon and Mantua Creeks. Additionally, no PCBs containing materials are used or stored within County Highway Agency maintenance yards.

## SPPP Form 18 – Additional Measures and Optional Measures

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

None in permit

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

No optional measures have been developed. If needed, measures to address the following would be considered:

- Wildlife Management
- Fertilizer and Pesticide Management
- Retrofit of Existing Stormwater Management
- Road Deicing
- Planting Native Vegetation in Existing Landscape
- Other Measures to reduce or prevent non-point pollution

## SPPP Form 19 – Shared or Contracted Services

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

- Churchill Consulting Engineers continues to be used periodically for regulatory updates, compliance understanding, and employee training.
- Gloucester County Improvement Authority (GCIA) is used for litter pick-up and municipalities are responsible for litter pick-up within their boundaries.
- Salt, salt sheds, and liquid deicer are shared with Gloucester County municipalities and located in municipal maintenance yards in: West Deptford, Mantua, Washington, and Franklin Townships and at the county yard in Clayton.
- Vehicle wash facilities are shared with Gloucester County municipalities and located in the County's Clayton yard. The county also uses commercial facilities

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

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