

Township of Marlboro
Stormwater Pollution Prevention
Plan



New Jersey Pollutant Discharge Elimination Program
Tier A Municipality
Stormwater General Permit No. NJG0154784
PI ID No. 207222

A handwritten signature in black ink, appearing to read "Gregory R. Valesi". The signature is written in a cursive, flowing style.

Gregory R. Valesi, PE, PP, CME
Township of Marlboro
Stormwater Program Coordinator

12/31/2021
Date

SPPP Signature Page

Municipality
Information

Municipality: Township of Marlboro County: Monmouth
NJPDES # : NJG 0154784 PI ID #: 207222
Team Member/Title: Gregory R. Valesi / Municipal Engineer
Effective Date of Permit Authorization (EDPA): 11/30/2018
Date of Completion: 02/09/2005 Date of most recent update: 12/31/2021

"I certify that this SPPP includes all of the information and items identified in Attachment A of the Tier A Municipal Stormwater General Permit. All attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information."



(Signature)

12/31/2021

(Date)

Gregory R. Valesi, PE

(Print Name)

Municipal Engineer

(Title)

(NOTE: A new SPPP signature page should be attached each time the SPPP is updated or modified, excluding data entries. Previous SPPP signature pages shall be retained as part of the SPPP.)

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SPPP Form 1 – SPPP Team Members

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary

Completed by: CME Associates

Title: Township Engineer

Date: December 31, 2021

Municipality: Township of Marlboro

NJPDES#: NJG0154784

PIID#: 207222

Stormwater Program Coordinator: Gregory R. Valesi

Title: Municipal Engineer

Office Phone#: 732-462-7400

Emergency Phone#: NA

Public Notice Coordinator: Susan Branagan

Title: Municipal Clerk

Office Phone#: 732.536.0200 ext 1233, 1234, 1235

Emergency Phone#: NA

Post-Construction Stormwater Management Coordinator: Gregory R. Valesi

Title: Municipal Engineer

Office Phone#: 732-462-7400

Emergency Phone#: NA

Local Public Education Coordinator: Susan Branagan

Title: Municipal Clerk

Office Phone#: 732.536.0200 ext. 1233, 1234, 1235

Emergency Phone#: NA

Ordinance Coordinator: Louis Rainone, Esq.

Title: Municipal Attorney

Office Phone#: 709-4183 x 1000

Emergency Phone#: NA

Employee Training Coordinator: Robert Miller

Title: Director of Public Works

Office Phone#: 732.536.0188

Emergency Phone#: 732.513.7897

Other:

Title:

Office Phone#:

Emergency Phone#:

SPPP Form 3 – Public Involvement and Participation Including Public Notice

Municipality Information	Municipality: The Township of Marlboro County: Monmouth NJPDES#: NJG0154784 PIID#: 207222 Team Member / Title: Gregory R. Valesi/Municipal Engineer Effective Date of Permit Authorization (EDPA): April 1, 2004 Date of completion: February 9, 2005 Date of most recent update: December 31, 2021
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1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:
<https://www.marlboro-nj.gov/documents/stormwater-plans>

2. Date of most current SPPP:
December 31, 2021

3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:
<https://www.marlboro-nj.gov/documents/stormwater-plans>

4. Date of most current MSWMP:
March 2006

5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:
<https://www.marlboro-nj.gov/documents/agendas-minutes>

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:

For meetings where public notice is required under the Open Public Meetings Act (“Sunshine Law,” N.J.S.A. 10:4-6 et seq.), the Township of Marlboro provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, the Township of Marlboro provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. The Township of Marlboro also complies with the public notice requirements of the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) with regard to municipal actions subject to that statute (e.g., adoption of the municipal stormwater management plan).

Copies of the Stormwater Pollution Plan (SPPP), the adopted Municipal Stormwater Management Ordinance, and the community wide ordinances (pet waste, wildlife feeding, litter control, improper disposal of waste, yard waste program, illicit connections, and private storm drain retrofitting) have also been posted on the Township’s website for public review.

SPPP Form 4 – Local Public Education and Outreach

Municipality Information	Municipality: The Township of Marlboro County: Monmouth NJPDES#: NJG0154784 PIID#: 207222 Team Member / Title: Susan Branagan/Municipal Clerk Effective Date of Permit Authorization (EDPA): April 1, 2004 Date of completion: February 9, 2005 Date of most recent update: December 31, 2021
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1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.

<https://www.marlboro-nj.gov/calendar>

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.

In accordance with the local public education program Permit requirements, the municipality is implementing a Local Public Education Program conforming to the approved activities and point system outlined in the Stormwater General Permit. A complete list of activities and their corresponding points is attached. The Township is required to select activities from at least three of the five categories. The municipality shall earn a total of twelve (12) points annually and certify to the accumulation of same within each respective Annual Report.

The following list of Local Public Education Approved Activities will be implemented by the Township:

1. *Website – The Township will maintain a stormwater related page on their municipal website that includes stormwater information and links to the Clean Water Website and the NJDEP stormwater website (1 point)*
2. *Stormwater Facility Signage – The Township will install signs at ten (10) municipally owned stormwater basins including information on function, contact phone number, etc. (5 points)*
3. *Mailing – Distribute the Department’s educational brochures, tip cards, or a municipally produced equivalent (e.g. **calendar, recycling schedule**), to every resident and business in the municipality. (2 points)*
4. *Ordinance Education – Distribute a letter from the mayor to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Litter, Improper Disposal of Waste, Wildlife Feeding, Yard Waste and Illicit Connection Ordinances. (3 points)*
5. *Clean-up – Sponsor or organize a litter clean-up for a scout troop, local school district, faith-based group or other community youth group along a local waterway, public park, stormwater facility, or in the area with storm drains that discharge to a local lake or waterway. (3 points)*

Certification of conformance to the above Program will be provided within the Annual Report to be submitted to the Department.

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

<https://www.marlboro-nj.gov/#public-notice>

Attachment B – Points System for Public Education and Outreach Activities

The Tier A Municipality shall implement a Public Education and Outreach Program that focuses on educational and pollution prevention activities about the impacts of stormwater discharges on surface water and groundwater and to involve the public in reducing pollutants in stormwater runoff and mitigating flow.

The Tier A Municipality shall **annually** conduct educational activities that total at least **12 points** and include activities from at least three of the five categories found below. At a minimum, at least one of the activities shall involve educating businesses and the general public of hazards associated with illicit connections and improper disposal of waste. Each approved activity is listed below with an assigned point value. Additional information on how to conduct these Public Education and Outreach activities can be found under Notes and Definitions Part IV.A.3 and 4 of this Tier A MS4 NJPDES permit. Records shall be kept necessary to demonstrate compliance with this requirement, including date of activities and any other relevant documentation.

Category 1: General Public Outreach		
Activity	Description	Points
Website and Social Media	Maintain a stormwater related page on the municipal website or on a municipal social media site. The web page may include links to other stormwater related resources, including the NJDEP stormwater website (www.njstormwater.org).	1
Newspaper Ad	Use Department created and approved stormwater education materials available on www.cleanwaternj.org to publish an ad in a newspaper or newsletter that serves the municipality.	1
Radio/Television	Broadcast a radio or television public service announcement from www.cleanwaternj.org on a local radio or municipal public service channel.	1
Green Infrastructure Signage	Post signs at municipally-owned green infrastructure sites that describe the function and importance of the infrastructure, contact phone number, municipal identification number, and/or website for more information. *New signs receive 0.5 credits per sign. Existing signs that are maintained or upgraded receive 0.25 credits per sign. A maximum of 5 credits are allowed.	5*
Billboard/Sign	Produce and maintain (for credit in subsequent years) a billboard or sign which can be displayed on a bus, bus stop shelter, recreation field (outfield sign), or other similar public venue.	2
Mural	Produce and maintain (for credit in subsequent years) the planning and painting of a stormwater pollution themed mural, storm drain art or other artwork at a local downtown/commercial area or other similar public venue.	2
Stormwater Facility Signage	Post signs at municipally-owned stormwater management basins or other structural stormwater related facilities that describe the function and importance of the facility, contact phone number, municipal identification number, and/or website for more information. *New signs receive 0.5 credits per sign. Existing signs that are maintained or upgraded receive 0.25 credits per sign. A maximum of 5 credits are allowed.	5*

Category 2: Targeted Audiences Outreach		
Activity	Description	Points
Stormwater Display	Present a stormwater related display or materials at any municipal event (e.g., Earth Day, town picnic), at the municipal building or other similar public venue.	1
Promotional Item	Distribute an item or items with a stormwater related message (e.g., refrigerator magnets, temporary tattoos, key chains, bookmarks, pet waste bag dispensers, coloring books, and pens or pencils). Municipality must initially have available a minimum number of the items equal to 10% of the municipal population.	2
Mailing or e-Mailing Campaign	Provide information to all known owners of stormwater facilities not owned or operated by the municipality (i.e., privately owned) highlighting the importance of proper maintenance of stormwater measures. For assistance, see information at www.nj.gov/dep/stormwater/maintenance_guidance.htm .	3
Mailing or e-Mailing Campaign	Distribute any of the Department's educational brochures, tip cards, or a municipally produced equivalent (e.g., community calendar, newsletter, or recycling schedule) via a mailing to every resident and business in the municipality.	2
Ordinance Education	Distribute a letter or e-mail from the mayor or municipal official to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Wildlife Feeding, Litter Control, Improper Disposal of Waste, Containerized Waste/Yard Waste Collection, Private Storm Drain Inlet Retrofitting and Illicit Connection ordinances. Provide a link to the municipal website where subject ordinances are posted.	3

Category 3: School / Youth Education and Activities		
Activity	Description	Points
School Presentations	Provide water-related educational presentation(s) and/or activities to local preschool, elementary, middle, and/or high school classes using municipal staff or local partner organizations. Topics could include stormwater, nonpoint source pollution, watersheds, water conservation and water quality. For ideas, see information at www.nj.gov/dep/seeds . *Presentations receive 1 credit per presentation, with a maximum of 5 credits allowed.	5*
Water Education Workshops	Provide water-related professional development workshops for local teachers from a registered NJ Department of Education Professional Development Provider.	2
Storm Drain Labeling	Organize a project to label and/or maintain storm drain labels (that are not already precast with a message) with a scout troop, local school district, or faith based group, or other community youth group for a minimum of 40 labels. This project could also include stenciling over precast labels to improve legibility.	3
Educational Contest for Schools	Organize an educational contest with a local school district or a local community organization serving youth to design a poster, magnet, rain stick, rain barrel or other craft/art object. Contest themes shall have an appropriate stormwater message. Winning entries are to be displayed at publicly accessible locations within the municipality such as at the town hall, library, post office, or school. The winning design should be shown on the municipality's website or social media site, if practical.	3
AmeriCorps Event	Coordinate an event (e.g. volunteer stream monitoring, educational presentations, or stormwater awareness project) through AmeriCorps NJ Watershed Ambassador Program	4
Clean-up	Sponsor or organize a litter clean up for a scout troop, local school district, faith based group or other community youth group along a local waterway, public park, stormwater facility, or in an area with storm drains that discharge to a local lake or waterway.	3

Category 4: Watershed/Regional Collaboration		
Activity	Description	Points
Regional Stormwater Collaboration	Participate in a regional stormwater, community collaborative or other watershed-based group on a regular basis to discuss impaired waterbodies, TMDLs, regional stormwater related issues, or watershed restoration plans that address those waterbodies. Evaluate, develop and implement remedies that resolve stormwater-related issues within the affected waterbody or watershed.	3
Green Infrastructure Workshop	Organize or participate in a rain barrel, rain garden or other green infrastructure workshop on a regional or watershed basis. This could be a partnership exercise with a local watershed organization, utility, university, school, youth/faith based group, and/or other organization.	3
Community Activity	Organize or participate in the organization of a regional or watershed based event to carry out stormwater activities such as stormwater facility maintenance or litter clean-up. The municipality may identify and enter into a partnership agreement with a local group such as a watershed organization, utility, university, school, youth/faith based group, and/or other organization to carry out these activities	3

Category 5: Community Involvement Activities		
Activity	Description	Points
Volunteer Stormwater Assessment or Stream Monitoring	Establish a volunteer stormwater facility assessment (inspection, inventory and/or mapping) or stream monitoring program for a waterbody within the municipality in order to gauge the health of the waterway through chemical, biological or visual monitoring protocols. Contact NJDEP's <u>AmeriCorps NJ Watershed Ambassador Program</u> or review <u>USEPA National Directory of Volunteer Monitoring Programs</u> .	3
Rain Barrel Workshop	Organize or participate in a rain barrel workshop. This could be a partnership exercise with a local watershed organization, university, school, youth/faith based group, and/or other nonprofit.	3
Rain Garden Workshop	Organize or participate in a rain garden training or installation workshop. This could be a partnership exercise with a local watershed organization, university, school, youth/faith based group, and/or other nonprofit.	3
Community Event	Organize or participate in the organization of a community event to carry out stormwater activities such as stormwater measure maintenance or a stream buffer restoration. The municipality may identify and enter into a partnership agreement with a local group such as a watershed organization, university, utility, school, youth/faith based group, and/or other nonprofit to carry out these activities.	3
Community Involvement	Organize a project with a local organization to create and post signs at either green and/or gray stormwater infrastructure sites or facilities that describe the function and importance of the facility, contact phone number, municipal identification number, and/or website for more information. *Signs receive 0.5 credits per sign. A maximum of 5 credits are allowed.	5*

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

Municipality: **The Township of Marlboro**

County: **Monmouth**

NJPDES **NJG0154784**

PIID#: **207222**

Team Member / Title: **Gregory R. Valesi/Borough Engineer**

Effective Date of Permit Authorization (EDPA):

Date of completion: **February 9, 2005**

Date of most recent update: **December 31, 2021**

1. How does the municipality define 'major development'?

An individual "development," as well as multiple developments that individually or collectively result in:

(a) The disturbance of one or more acres of land since February 2, 2004;

(b) The creation of one-quarter acre or more of "regulated impervious surface" since February 2, 2004;

(c) The creation of one-quarter acre or more of "regulated motor vehicle surface" since March 2, 2021 (or the effective date of this ordinance, whichever is earlier); or

(d) A combination of 2 and 3 above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more.

Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of paragraphs 1, 2, 3, or 4 above. Projects undertaken by any government agency that otherwise meet the definition of "major development" but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered "major development."

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

The Stormwater Control Ordinance was approved and became effective on November 20, 2006. It will be administered by our Planning Board, Zoning Board of Adjustment, and Construction Officials, and will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the municipal stormwater management plan, the approved ordinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvements Standards.

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

The Township Engineer ensures that they are in compliance with the Stormwater Control Ordinance.

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.

To control stormwater from new development and redevelopment projects throughout the Township of Marlboro, (including projects we operate) we will do the following:

Since the Effective Date of Permit Authorization (EDPA), we have ensured that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. Our Planning Board and Zoning Board of Adjustment ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

From the EDPA through the implementation of this Stormwater Pollution Prevention Plan (SPPP), the Township of Marlboro did not construct any new development or redevelopment projects on municipal property. No construction projects occurred before our municipal stormwater control ordinance. To ensure adequate long-term operation and maintenance of Best Management Practices (BMPs) a project maintenance plan similar to the maintenance plan described in the model ordinance provided by the NJDEP, and funding the implementation of that plan. As part of the implementation of this SPPP, we are also requiring any storm drain inlets we install to comply with the design standard in Attachment C of our permit. Once our stormwater control ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets.

Our Planning Board, our municipal attorney, and our consulting engineer have reviewed the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater Best Management Practices (BMP) Manual, and our consulting engineer has drafted a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model. We have also met with county planning agency staff to discuss the draft plan and ordinance. The Municipal Stormwater Management Plan was adopted by our Planning Board within 12 months of the EDPA, on March 18, 2005, and was submitted to the county planning agency for approval. The Stormwater Control Ordinance was adopted by our Planning Board and Township Council within 12 months from the adoption of the Municipal Stormwater Management Plan, on March 16, 2006, and was submitted to the county planning agency for approval.

The Stormwater Control Ordinance was approved and became effective on November 20, 2006. It will be administered by our Planning Board, Zoning Board of Adjustment, and Construction Officials, and will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the municipal stormwater management plan, the approved ordinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvements Standards.

For any BMP that is installed in order to comply with the requirements of our post-construction program, the Township of Marlboro will ensure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, this will be implemented by enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Township can perform the maintenance and charge the private entity.

The Township of Marlboro is also enforcing, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. We expect that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternative Device Exemptions", "or (for flows not conveyed through such a trash rack), by installation of the NJDOT bicycle safe grate or equivalent and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

The Monmouth County Planning Board past Resolution No. 06-53, on November 20, 2006 granting final approval of the municipal stormwater control ordinance and municipal stormwater management plan. The Planning Board and Zoning are enforcing Marlboro Township Ordinance No. 2006-33 and No. 2006-35 as current relative to stormwater management control and long-term maintenance of BMP facilities.

All new plans for development and redevelopment are reviewed by the appropriate personnel for compliance with the design and maintenance measures adopted. Additionally, starting January 1, 2019, the Township and/or their representative will complete, update, finalize, and maintain a "Major Development Stormwater Summary" for applicable structural and non-structural stormwater measures proposed. A copy of said summary report is attached.

5. Does the Municipal Stormwater Management Plan include a mitigation plan?

Yes, located on 6.4 Mitigation Plans.

6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit attachment D), and mitigation plans?

<https://www.marlboro-nj.gov/documents/stormwater-plans>

Attachment D – Major Development Stormwater Summary

General Information			
1. Project Name:			
2. Municipality:	County:	Block(s):	Lot(s):
3. Site Location (State Plane Coordinates – NAD83):		E:	N:
4. Date of Final Approval for Construction by Municipality:			
Date of Certificate of Occupancy:			
5. Project Type (check all that apply):			
Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (please specify) _____			
6. Soil Conservation District Project Number:			
7. Did project require an NJDEP Land Use Permit? Yes <input type="radio"/> No <input type="radio"/> Land Use Permit #:			
8. Did project require the use of any mitigation measures? Yes <input type="radio"/> No <input type="radio"/>			
If yes, which standard was mitigated? _____			

Site Design Specifications	
1. Area of Disturbance (acres):	Area of Proposed Impervious (acres):
2. List all Hydrologic Soil Groups:	
3. Please Identify the Amount of Each Best Management Practices (BMPs) Utilized in Design Below:	
Bioretention Systems _____	Constructed Wetlands _____
Dry Wells _____	Extended Detention Basins _____
Infiltration Basins _____	Combination Infiltration/Detention Basins _____
Manufactured Treatment Devices _____	Pervious Paving Systems _____
Sand Filters _____	Vegetative Filter Strips _____
Wet Ponds _____	Grass Swales _____
Subsurface Gravel Wetlands _____	Other _____

Storm Event Information			
Storm Event - Rainfall (inches and duration):	2 yr.: _____	10 yr.: _____	
	100 yr.: _____	WQDS: _____	
Runoff Computation Method:			
NRCS: Dimensionless Unit Hydrograph <input type="checkbox"/> NRCS: Delmarva Unit Hydrograph <input type="checkbox"/> Rational <input type="checkbox"/> Modified Rational <input type="checkbox"/>			
Other: _____			

Basin Specifications (answer all that apply)	
If more than one basin, attach multiple sheets	
1. Type of Basin:	Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>
2. Owner (select one):	<input type="radio"/> Public <input type="radio"/> Private: If so, Name: _____ Phone number: _____
3. Basin Construction Completion Date:	
4. Drain Down Time (hr.):	
5. Design Soil Permeability (in./hr.):	
6. Seasonal High Water Table Depth from Bottom of Basin (ft.):	Date Obtained:
7. Groundwater Recharge Methodology (select one):	2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/>
8. Groundwater Mounding Analysis (select one): Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used:	
9. Maintenance Plan Submitted: Yes <input type="radio"/> No <input type="radio"/> Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>	

Comments:

Name of Person Filling Out This Form: _____

Signature: _____

Title: _____

Date: _____

2/2/2018

Basin Specifications (answer all that apply) <i>*If more than one basin, attach multiple sheets*</i>	
1. Type of Basin:	Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>
2. Owner (select one):	<input type="radio"/> Public <input type="radio"/> Private: If so, Name: _____ Phone number: _____
3. Basin Construction Completion Date:	_____
4. Drain Down Time (hr.):	_____
5. Design Soil Permeability (in./hr.):	_____
6. Seasonal High Water Table Depth from Bottom of Basin (ft.):	_____ Date Obtained: _____
7. Groundwater Recharge Methodology (select one):	2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/>
8. Groundwater Mounding Analysis (select one):	Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used: _____
9. Maintenance Plan Submitted: Yes <input type="radio"/> No <input type="radio"/>	Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>

Basin Specifications (answer all that apply) <i>*If more than one basin, attach multiple sheets*</i>	
1. Type of Basin:	Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>
2. Owner (select one):	<input type="radio"/> Public <input type="radio"/> Private: If so, Name: _____ Phone number: _____
3. Basin Construction Completion Date:	_____
4. Drain Down Time (hr.):	_____
5. Design Soil Permeability (in./hr.):	_____
6. Seasonal High Water Table Depth from Bottom of Basin (ft.):	_____ Date Obtained: _____
7. Groundwater Recharge Methodology (select one):	2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/>
8. Groundwater Mounding Analysis (select one):	Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used: _____
9. Maintenance Plan Submitted: Yes <input type="radio"/> No <input type="radio"/>	Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>

Basin Specifications (answer all that apply) <i>*If more than one basin, attach multiple sheets*</i>	
1. Type of Basin:	Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>
2. Owner (select one):	<input type="radio"/> Public <input type="radio"/> Private: If so, Name: _____ Phone number: _____
3. Basin Construction Completion Date:	_____
4. Drain Down Time (hr.):	_____
5. Design Soil Permeability (in./hr.):	_____
6. Seasonal High Water Table Depth from Bottom of Basin (ft.):	_____ Date Obtained: _____
7. Groundwater Recharge Methodology (select one):	2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/>
8. Groundwater Mounding Analysis (select one):	Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used: _____
9. Maintenance Plan Submitted: Yes <input type="radio"/> No <input type="radio"/>	Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>

Name of Person Filling Out This Form: _____

Signature: _____

Title: _____

Date: _____

SPPP Form 6 – Ordinances

Municipality Information	Municipality: Township of Marlboro NJPDES#: NJG0154784 Team Member / Title: Louis Rainone, Esq./Municipal Attorney Effective Date of Permit Authorization (EDPA): April 1, 2004 Date of completion:	County: Monmouth PI ID#: 207222 Date of most recent update: December 31, 2021
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Ordinance	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
Pet Waste	09/22/2005	https://ecode360.com/12873855	No	Animal Control Officer or any law enforcement officer
Wildlife Feeding	09/22/2005	https://ecode360.com/12873868	No	Animal Control Officer or any law enforcement officer
Litter Control	09/22/2005	https://ecode360.com/12880683	No	Township Engineer or any law enforcement officer
Improper Disposal of Waste	09/22/2005	https://ecode360.com/12880440	No	Township Engineer or any law enforcement officer
Containerized Yard Waste / Yard Waste Collection Program	09/22/2005	https://ecode360.com/12880683	No	Police Department, Code Enforcement, Building Department, Department of Public Utilities, and/or Board of Health
Private Storm Drain Inlet Retrofitting	09/16/2010	https://ecode360.com/14836768	No	Construction Official, Department of Public Utilities and/or Code Enforcement
Stormwater Control Ordinance	10/19/2006	https://ecode360.com/12878862	No	Construction Official, Department of Public Utilities and/or Code Enforcement
Illicit Connection Ordinance	09/22/2005	https://ecode360.com/12880425	No	Township Engineer or any law enforcement officer
Refuse Container / Dumpster Ordinance	09/16/2010	https://ecode360.com/12874679	No	Marlboro Township Zoning and Code Enforcement Officials and the Marlboro Township Police Department.

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

<https://www.marlboro-nj.gov/government/resolutions-ordinances>

SPPP Form 7 – Street Sweeping

Municipality: **Township of Marlboro** County: **Monmouth**

NJPDES#: **NJ0154784**

PIID#: **207222**

Team Member / Title: **Robert Miller/Director of Public Works**

Effective Date of Permit Authorization (EDPA): **April 1, 2004**

Date of completion: **February 9, 2005**

Date of most recent update: **December 31, 2021**

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 Township of Marlboro has evaluated all of its streets to determine which areas will need to be swept monthly. All municipally owned or operated curbed streets (including roads or highways) with storm drains that have a posted speed limit of 35 mph or less (excluding all entrance and exit ramps) in predominantly commercial areas will be swept at least once per month, weather and street surface conditions permitting.

The Street Sweeping Program was implemented within 12 months of the EDA (by April 1, 2005).

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 Township of Marlboro intends to maintain its existing street sweeping schedule for all other streets (that are not required by the permit), which includes sweeping all curbed streets biannually.

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

The Township of Marlboro does not provide street sweeping services 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.

A copy of the form used to log out street sweeping activities is attached.

TOWNSHIP OF MARLBORO
STORMWATER POLLUTION PREVENTION PLAN
MONTHLY STREET SWEEPING LOG
 MONTH _____ YEAR _____

DESCRIPTION OF AREA SWEEPED	DATE SWEEPED	MILES SWEEPED	QUANTITY OF MATERIALS COLLECTED
TOTALS		0	0

SPPP Form 8 – Catch Basins and Storm Drain Inlets

Municipality Information

Municipality: **Township of Marlboro** County: **Monmouth**
 NJPDES#: **NJ0154784** PIID#: **207222**
 Team Member / Title: **Robert Miller/Director of Public Works**
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**
 Date of completion: **February 9, 2005** Date of most recent update: **December 31, 2021**

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.

The Township of Marlboro has implemented an annual catch basin inspection and cleaning program to maintain catch basin function and efficiency. Catch basins that require cleaning will also be inspected for proper function during the cleaning process. Maintenance will be scheduled for those catch basins that are in disrepair. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned.

The inspection and cleaning of catch basins will be documented on the attached "Stormwater Facility Inspection and Maintenance Log". Annual inspection will be conducted on an as-needed basis, during the leaf collection program and other scheduled inspection periods as determined by the DPW.

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

N/A

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

The stormwater facility inspection and maintenance logs are filed and the issues are prioritized by severity.

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.

Due to our concern for the safety of the individuals who will be implementing our storm drain inlet labeling program, our Public Works department will be doing the labeling. We will label 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 Township of Marlboro.

For most storm drain inlets we will use plastic labels ordered from Clearwater Technology (or a suitable substitute) that will be applied using adhesive. In some cases, where the durability of the plastic labels is a concern, we may use painted labels or storm drain inlet structures with pre-cast labels.

The Township of Marlboro will label a minimum of 50% of the storm drain inlets by April of 2007 and label all remaining storm drain inlets by April of 2009.

As of April 2007, 100% of the storm drain inlets have been labeled. During our annual catch basin cleaning program and leaf collection program, we will be checking these labels to ensure that they are still visible, and if they are not, we ensure that the labels are replaced as soon as possible.

Periodic inspection and maintenance is conducted by Public Works Employees throughout the year to ensure labels are visible and firmly attached to the inlet/catch basin head or casting. Any deficiencies are reported back so work orders are scheduled and issued for replacement of the labels/markers as needed.

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.

Stormwater Facility Inspection and Maintenance Log records are kept on file at the Department of Public Works.

SPPP Form 9 – Storm Drain Inlet Retrofitting

Municipality
Information

Municipality: **Township of Marlboro**

County: **Monmouth**

NJPDES#: **NJ0154784**

PIID#: **207222**

Team Member / Title: **Robert Miller/Director of Public Works**

Effective Date of Permit Authorization (EDPA): **April 1, 2004**

Date of completion: **February 9, 2005**

Date of most recent update: **December 31, 2021**

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

The Director of Community Development and/or his designee and by the Municipal Code Enforcement Officer ensures all municipal projects include inlet reconstruction and retrofitting as required by the Municipal Stormwater Regulations.

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

The Director of Community Development and/or his designee and by the Municipal Code Enforcement Officer will be responsible to ensure proper installation and maintenance/retrofit of existing and new inlets.

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

The Borough's Planning and Zoning Boards will ensure all new plans for development and redevelopment incorporate new design of storm drain inlets.

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

The Director of Community Development and/or his designee and by the Municipal Code Enforcement Officer will be responsible to ensure proper installation and maintenance/retrofit of existing and new inlets.

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

Municipality Information	Municipality: Township of Marlboro County: Monmouth NJPDES#: NJ0154784 PIID#: 207222 Team Member / Title: Robert Miller/Director of Public Works Effective Date of Permit Authorization (EDPA): April 1, 2004 Date of completion: February 9, 2005 Date of most recent update: December 31, 2021
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Address of municipal yard or ancillary operation:
Marlboro Township Recycling Center and Department of Public Works – 1979 Township Drive, Marlboro, New Jersey (732) 536-9295

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 – X

Intermediate products – X

Final Products – X

Waste materials – X

By-products – X

Machinery – X

Fuel – X

Lubricants – X

Solvents – X

Detergents related to municipal maintenance yard or ancillary operations – X

Other – X

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.

Inspection logs and tracking forms are kept on file at the Department of Public Works

1. Fueling Operations

Our only fueling locations is at our Public Works Yard on Lotta Burke Way, which will be inspected once a month. (04/01/2005)

2. Vehicle Maintenance

We will perform monthly inspections of vehicle maintenance operations in order to ensure that the SOP is followed. (04/01/2005)

3. On-Site Equipment and Vehicle Washing

Wash wastewater from equipment and vehicle washing is discharged into the sanitary sewer system.

4. Discharge of Stormwater from Secondary Containment

Stormwater discharge pipes from second containment areas shall have valves that remain closed until it is determined that the secondary containment area is uncontaminated. If an area has been contaminated, the stormwater shall be hauled for proper disposal.

5. Salt and De-Icing Material Storage and Handling

The Township of Marlboro stores its de-icing salt and sand in a permanent structure in accordance with the requirements of the Tier A Municipal Stormwater General Permit. Two storage facilities are located at the Municipal Complex on Lotta Burke Way and will be inspected on a monthly basis as part of the implementation of our Good Housekeeping Procedure.

In addition, the Township of Marlboro stores a mixture of sand and clay at the Municipal Complex for use in our baseballs fields. This mixture is stored outside at least 50 feet from storm sewer inlets, ditches or other stormwater conveyance channels, surface water bodies.

At the completion of loading and unloading activities we shall inspect for spilled salt and sand.

6. Aggregate Material and Construction Debris Storage

Aggregate material and construction debris shall be stored in three sided storage bays with the open side of the bays situated upslope.

7. Street Sweepings, Catch Basin Cleanout and Other Material Storage

Road cleanup materials are disposed of in accordance with N.J.A.C 7:26-1.1

8. Yard Trimmings and Wood Waste Management Sites

Yard trimmings and wood waste management site is operated in compliance with the Recycling Rules found at N.J.A.C 7:26A. Stormwater is diverted away from yard trimmings and wood waste management operations.

9. Roadside Vegetation Management

The Township of Marlboro restricts the application of herbicides along roadsides to prevent it from being washed by stormwater into the water of the State and to prevent erosion caused by de-vegetation.

Yard Waste Ordinance/Collection Program

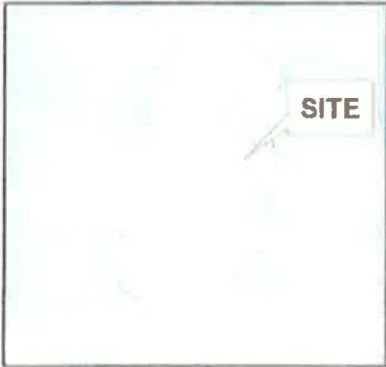
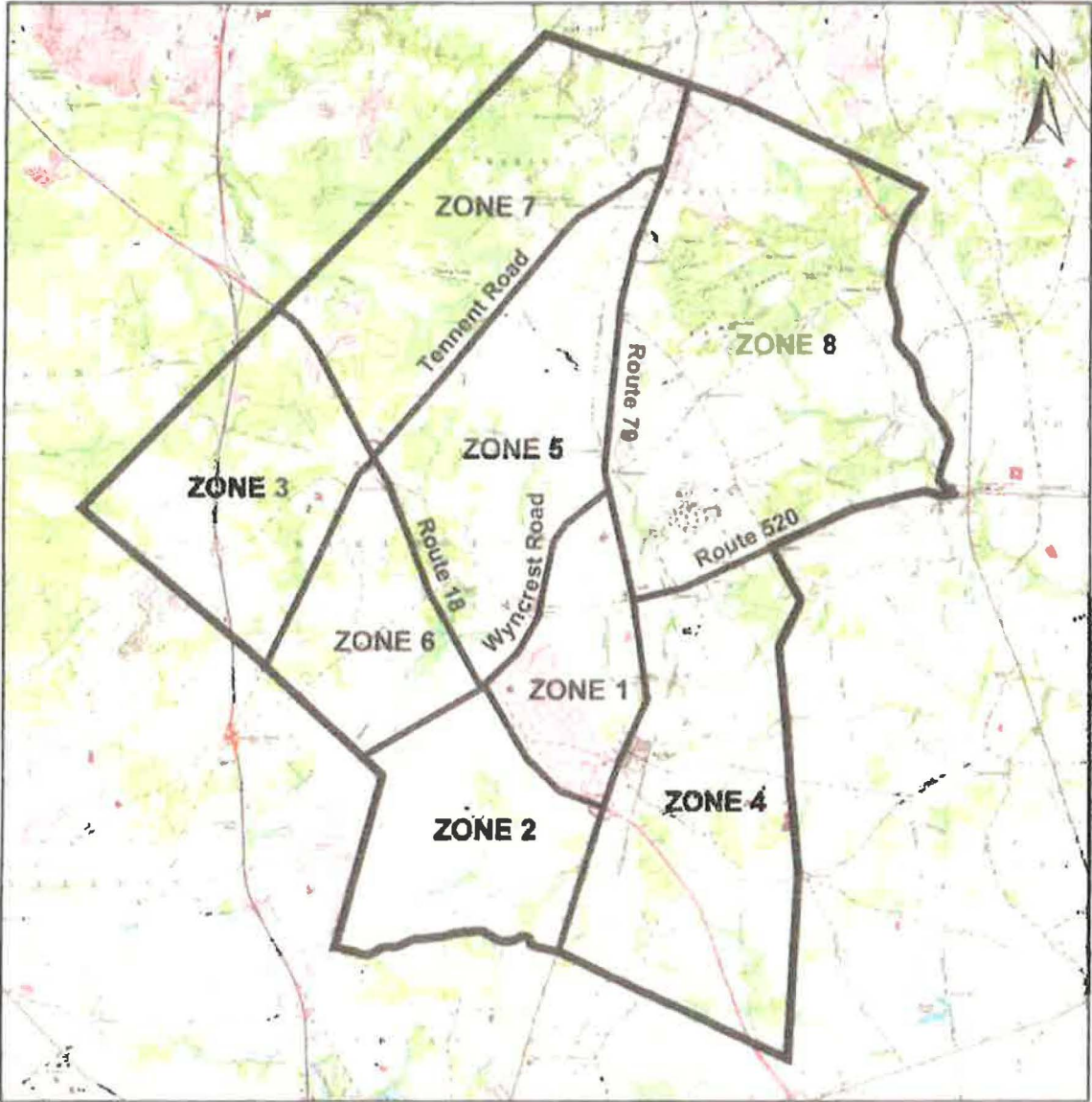
The Township of Marlboro has implemented a yard waste collection and disposal program. We conduct monthly collections of leaves and brush during the months of October, November, and December, plus one collection in the spring. During the remainder of the year, the Township of Marlboro may hold additional yard waste collections, in accordance with the published Recycling Program schedule. Our yard waste collection schedule and program requirements are published in our annual Recycling Calendar, which is mailed to all residences each year. The collection schedule and program requirements are also posted on the Township Website.

For yard waste and recyclable collections, we have divided the Township of Marlboro into eight zones, giving ourselves approximately one week to do the collections in two zones (weather permitting). A map depicting the eight zones is attached.

The Township of Marlboro is enforcing a yard waste ordinance (see SPPP Form 6) that prohibits the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.

It should be noted that during the leaf collection program the Township Department of Public Works will also be inspecting catch basins to determine if cleaning is required; recording of inspections will be conducted and will be kept current.

TOWNSHIP OF MARLBORO YARD WASTE COLLECTION ZONES



Legend
MUN
[Symbol] MARLBORO TWP

*Township of Marlboro
Yard Waste Collection Zones
Township of Marlboro, Monmouth County, NJ*

DRAWN BY: JLH **DATE: 03/03/05**
PATH: J:USER/JLH/GIS/Marlboro Sectors

**ENGINEERS CERTIFICATION OF ANNUAL INSPECTION OF EQUIPMENT
AND VEHICLE WASH WASTEWATER CONTAINMENT STRUCTURE**

(Complete a separate form for each vehicle wash wastewater containment structure)

Permittee: _____ NJPDES Permit No: _____

Containment Structure Location: _____

The annual inspection of the above referenced vehicle wash wastewater containment structure was conducted on _____ (date). The containment structure and appurtenances have been inspected for:

1. The integrity of the structure including walls, floors, joints, seams, pumps and pipe connections
2. Leakage from the structure's piping, vacuum hose connections, etc.
2. Bursting potential of tank.
3. Transfer equipment
4. Venting
5. Overflow, spill control and maintenance.
6. Corrosion, splits, and perforations to tank, piping and vacuum hoses

The tank and appurtenances have been inspected for all of the above and have been determined to be:

Acceptable _____

Unacceptable _____

Conditionally Acceptable _____

List necessary repairs and other conditions: _____

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment (N.J.A.C. 7:14A-2.4(d)).

Name (print): _____ Seal: _____

Signature: _____

Date: _____

Underground Vehicle Wash Water Storage Tank Use Log

Name and Address of Facility _____

Facility Permit Number _____

Tank ID Number _____

Tank Location _____

Tank Volume _____ gallons

Tank Height _____ inches

95% Volume _____ gallons

95% Volume _____ inches

<u>Date and Time</u>	<u>Inspector</u>	<u>Height of Product Before Introducing Liquid (inches)</u>	<u>Is Tank Less Than 95% Full? (Y/N)</u>	<u>Visual Inspection Pass? (Y/N)</u>	<u>Comments</u>

Notes: The volume of liquid in the tank should be measured before each use.
 Liquid should not be introduced if the tank contains liquid at 95% of the capacity or greater.
 A visual inspection of all exposed portions of the collection system should be performed before each use. Use the comments column to document the inspection and any repairs.

Underground Vehicle Wash Water Storage Tank Pump Out Log

Name and Address of Facility _____

Facility Permit Number _____

Tank ID Number _____

Tank Location _____

Tank Volume _____ gallons

<u>Date and Time of Pump Out</u>	<u>Volume of Liquid Removed</u>	<u>Waste Hauler *</u>	<u>Destination of the Liquid Disposal *</u>

*** The Permittee must maintain copies of all hauling and disposal records and make them available for inspection.**

Vehicle & Equipment Fueling Procedure



Township of Marlboro
Stormwater Pollution Prevention Plan
Standard Operating Procedure
For
Vehicle and Equipment Fueling

Revision No. 1 Effective Date – 04/01/05

1.0 PURPOSE

This procedure provides instructions for delivering fuel into vehicles, equipment, mobile fuel tanks, and storage tanks in a manner that ensures the safety of Township personnel and the public as well as minimizing any impact on surface or groundwater.

2.0 APPLICABILITY/SCOPE

This procedure is applicable to all Township personnel who participate in delivering fuel into vehicles, equipment, mobile fuel tanks, and storage tanks at any maintenance yards or mobile fueling operations in the Township of Marlboro.

Fueling operations occur at the following maintenance yard location:

- Public Works Yard at Lotta Burke Way

Equipment may also be fueled in the field using a truck-mounted fuel tank.

3.0 PROCEDURE

3.1 Vehicle and Equipment Fueling

- ✓ Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area(s) in the maintenance yard(s).
- ✓ 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.
- ✓ Shut the engine off on the vehicle or equipment to be fueled.
- ✓ Verify that the fuel is the proper type for the vehicle or equipment.
- ✓ Ensure that absorbent spill clean-up materials or spill kits are available in the fueling area and on mobile fueling equipment.
- ✓ 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". Allow sufficient room for expansion and to prevent spillage during vehicle movement.

3.2 Bulk Fueling

- ✓ Protect bulk-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 fuel transfers.
- ✓ The Township will require the fuel vendor to provide drip pans or absorbent pads that 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 fuel 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 fuels.

3.3 Spill Response and Reporting

- ✓ In the event of a spill, contact the Marlboro Township Office of Emergency Management at 732-536-0100.
- ✓ Conduct cleanups of any fuel spills immediately after discovery.
- ✓ The cleanup of any spills caused by fuel vendors during delivery will be the responsibility of the vendor.
- ✓ Spills are to be cleaned up using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the absorbent materials shall be swept up as soon as possible after the spilled fuel has been absorbed.
- ✓ Spill cleanup waste material is to be disposed of properly.

3.4 Maintenance and Inspection

- ✓ Fueling areas and storage tanks shall be inspected monthly.
- ✓ Keep an ample supply of spill cleanup material near the site of vehicle and equipment fueling and bulk fuel transfer operations.
- ✓ Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.

3.5 References

- ✓ Township of Marlboro Stormwater Pollution Prevention Plan.
- ✓ New Jersey Pollutant Discharge Elimination System, Tier A Municipal Stormwater General Permit No. NJG0154784.

Vehicle Maintenance Procedure



**Township of Marlboro
Stormwater Pollution Prevention Plan
Standard Operating Procedure
For
Vehicle Maintenance**

Revision No. 1 Effective Date – 04/01/05

1.0 PURPOSE

This procedure provides instructions for performing vehicle maintenance in a manner that ensures that proper consideration is given to spill prevention, containment and countermeasures, waste management, and pollution control, in order to minimize the impact of maintenance activities on the environment.

2.0 APPLICABILITY/SCOPE

This procedure is applicable to all Township personnel and contractors who participate in vehicle maintenance activities at any maintenance yards or other areas where vehicle maintenance is performed in the Township of Marlboro.

3.0 PROCEDURE

3.1 Vehicle Maintenance

- ✓ Vehicle and equipment maintenance shall only be conducted in areas designated by the Director of Public Works.
- ✓ Ensure that absorbent spill clean-up materials or spill kits are available in the vehicle maintenance area.
- ✓ Whenever possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
- ✓ For projects that must be performed outdoors and that last more than one day, portable tents, tarps, or other covers must be placed over the equipment being serviced when it is not being worked on. If the machinery is not exposed (e.g., hood of vehicle can be closed, tractor engine cover is replaced, etc.), then no cover is required.
- ✓ Drip pans or other containment devices must be used if the equipment that is being serviced could possibly leak fuel, oil, hydraulic fluids or other fluids, and will be left outside for a time period of greater than one day.
- ✓ Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream from drainage facilities and watercourses.

- ✓ Properly dispose of or recycle batteries, fuels, oils, grease, lubricants, antifreeze and other hazardous materials. **Do not dump any of these materials on the ground or into a storm drain or watercourse.** Collect waste fluids in properly labeled containers and dispose of properly.
- ✓ Properly dispose of or recycle waste tires. **Do not bury tires.**

3.2 Spill Prevention, Response and Reporting

- ✓ Provide spill containment dikes or other secondary containment around stored oils and other fluid storage containers.
- ✓ In the event of a spill, contact the Marlboro Township Office of Emergency Management at 732-536-0100.
- ✓ Conduct cleanups of any spills of fuels, oils, lubricants, antifreeze and other hazardous materials immediately after discovery.
- ✓ Spills are to be cleaned up using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the absorbent materials shall be swept up as soon as possible after the spilled material has been absorbed.
- ✓ Spill cleanup waste material is to be disposed of properly.

3.3 Maintenance and Inspection

- ✓ Periodically check vehicle/equipment maintenance areas for leaking or damaged equipment or containers and make repairs as necessary.

3.4 References

- ✓ Township of Marlboro Stormwater Pollution Prevention Plan.
- ✓ New Jersey Pollutant Discharge Elimination System, Tier A Municipal Stormwater General Permit No. NJG0154784.

Good Housekeeping Procedure



Township of Marlboro
Stormwater Pollution Prevention Plan
Standard Operating Procedure
For
Good Housekeeping

Revision No. 1 Effective Date – 04/01/05

1.0 PURPOSE

This procedure provides the basic practices of good housekeeping to be implemented at maintenance yards or other areas where maintenance is performed in the Township of Marlboro in a manner that ensures that proper consideration is given to spill prevention, containment and countermeasures, waste disposal and recycling, and pollution control, in order to minimize the impact of maintenance yard activities on the environment.

2.0 APPLICABILITY/SCOPE

This procedure is applicable to all Township personnel and contractors who work at any maintenance yards or other areas where maintenance is performed in the Township of Marlboro.

3.0 PROCEDURE

3.1 General Good Housekeeping:

- ✓ 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.
- ✓ Whenever practical, chemicals, fluids and supplies should be stored 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 a dumpster or other appropriate waste container.
- ✓ Collect waste fluids in properly labeled containers and dispose of them properly.
- ✓ Establish and maintain a recycling program including the provision of containers for recycling paper, cans, and bottles.

3.2 Sand, Salt and De-icing Material Handling

- ✓ Prevent or minimize spills during loading and unloading of sand, salt and de-icing materials. If salt or de-icing materials are spilled, remove the spilled materials using dry cleaning methods. All collected materials shall either be reused or disposed of properly.
- ✓ Minimize the tracking of materials from storage and loading/unloading areas.
- ✓ Minimize the distance that sand, salt and de-icing materials are transported during loading/unloading activities.
- ✓ Any salt or de-icing materials that are stored outside must be tarped when not actively being used.
- ✓ Sand may be permanently stored outdoors and uncovered, as long as a 50-foot setback is maintained from any storm sewer inlets, ditches or other stormwater conveyance channels, and surface water bodies. For sand stored in three-sided uncovered bins, the 50-ft setback is measured from the open side of the bin. If the sand is covered, the 50-ft setback is not required.

3.3 Spill Prevention, Response and Reporting

- ✓ Provide spill containment dikes or other secondary containment around stored oils and other fluid storage containers.
- ✓ In the event of a spill, contact the Marlboro Township Office of Emergency Management at 732-536-0100.
- ✓ Conduct cleanups of any spills of fuels, oils, lubricants, antifreeze and other hazardous materials immediately after discovery.
- ✓ Spills are to be cleaned up using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the absorbent materials shall be swept up as soon as possible after the spilled material has been absorbed.
- ✓ Spill cleanup waste material is to be disposed of properly.

3.4 Maintenance and Inspection

- ✓ Periodically check for leaking or damaged equipment or containers and make repairs as necessary.
- ✓ Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.

3.5 References

- ✓ Township of Marlboro Stormwater Pollution Prevention Plan.
- ✓ New Jersey Pollutant Discharge Elimination System, Tier A Municipal Stormwater General Permit No. NJG0154784.

SPPP Form 11 – Employee Training

Municipality Information

Municipality: **Township of Marlboro** County: **Monmouth**
 NJPDES#: **NJ0154784** PIID#: **207222**
 Team Member / Title: **Robert Miller/Director of Public Works**
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**
 Date of completion: **February 9, 2005**
 Date of most recent update: **December 31, 2021**

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

Topic	Frequency	Title of trainer or office to conduct training
1. Waste Disposal Education	Every Year	Department of Public Works
2. Municipal Ordinances	Every Year	Department of Public Works
3. Yard Waste Collection Program	Every Year	Department of Public Works
4. Street Sweeping	Every Year	Department of Public Works
5. Stormwater Facility Maintenance	Every Year	Department of Public Works
6. Road Erosion Control	Every Year	Department of Public Works
7. Outfall Pipe Stream Scouring Remediation	Every Year	Department of Public Works
8. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment (for municipally owned projects).	Every Year	Department of Public Works
9. Maintenance Yard Operations (Including ancillary operations) (Training will include the SOP's for fueling, vehicle maintenance, general good housekeeping and good housekeeping for deicing material storage).	Every Year	Department of Public Works

Municipal Board and Governing Body Members Training: *Township Board and Governing Body Members that review and approve applications for development and redevelopment projects complete one of the NJDEP's "Training Tools" under their Post Construction Stormwater Management website. Training must be completed by July 1, 2018 and can be found at <https://www.nj.gov/dep/stormwater/training.html>. Township Board Members will provide the respective Board Secretary, and Governing Body Members will provide the Municipal Administrator with confirmation that the training has been conducted for input in the*

Township's Annual Inspection and Recertification Report.

B. Stormwater Management Design Reviewer Training: *All Township employees and/or representatives that review development and redevelopment projects for the Township must complete an NJDEP approved training either offered by NJDEP or other training agency. The initial training must be completed by January 1, 2019 and then taken once every five (5) years thereafter. Township representatives will provide the Municipal Administrator with confirmation that the training has been conducted for input in the Township's Annual Inspection and Recertification Report.*

Initial training of key Public Works Department personnel on all of the requirements of the Stormwater Pollution Prevention Plan, the Standard Operating Procedures, and the Log Sheets used to document Stormwater Pollution Prevention Plan activities was conducted on February 10, 2005. Annual training has been performed on December 15, 2006, Dec 2, 2007, January 27, 2009, March 19, 2009, April 27, 2010, August 1, 2011, October 22, 2012, December 19, 2013, December 17, 2014, December 17, 2015, December 20, 2016, November 29, 2017, and November 15, 2018.

SPPP Form 12 – Outfall Pipes

Municipality Information

Municipality: **Township of Marlboro** County: **Monmouth**
 NJPDES#: **NJG0154784** PIID#: **207222**
 Team Member / Title: **Robert Miller/Director of Public Works**
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**
 Date of completion: **February 9, 2005**
 Date of most recent update: **December 31, 2021**

1. **Mapping:** Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year.

<https://www.marlboro-nj.gov/documents/stormwater-plans>

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

The Township of Marlboro initiated an outfall pipe mapping program during July of 2004. The Engineering Department used a GPS unit to determine the location of the end of all outfall pipes operated by the Township. The Township was divided into two sectors for outfall pipe mapping purposes. Sector I is the area south of Route 520, and Sector II is the area north of Route 520. Sector I was scheduled to be mapped by the end of 2006, and Sector II was scheduled to be mapped by April 2009. As of December 2006, the locations of all outfall pipes (Sectors I and II) have been determined, and a map displaying the outfall pipe locations has been developed; approximately 360 outfalls have been identified.

The initial physical inspections of approximately all outfalls has been conducted. Follow-up inspections for outfalls experiencing dry weather flows will be conducted by the DPW or hired consultant. The initial physical inspections will be performed in accordance with Stormwater General Permit requirements.

Revisions, as well as additions, to the outfall mapping system will be done as needed to incorporate new construction/infrastructure.

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.

When we are performing the outfall pipe inspections as part of our illicit connection elimination program, we will be checking all of our outfall pipes for signs of scouring. All sites where scouring is observed will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first.

We will follow each repair up with an annual inspection, where feasible, of the site to ensure that scouring has not resumed.

The attached SPPP Form 14A provides a list of all sites where outfall pipe stream scouring has been identified, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed we will note the date of that repair on this form.

The Outfall Pipe Stream Scouring Remediation Program was implemented within 18 months of the EDPA (by October 1, 2005).

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 (https://www.nj.gov/dep/dwq/tier_a_forms.htm) and indicate the location of these forms and related illicit discharge records.

The Township of Marlboro will begin performing the initial physical inspection of our outfall pipes within 18 months for EDPA (by October 1, 2005) and will complete the initial physical inspection of all outfall pipes within 60 months from the EDPA (April 2009). We will use the NJ Department of Environmental Protection (NJDEP) Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within the Township of Marlboro) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the connection eliminated immediately. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Township of Marlboro will report the illicit connection to the NJDEP.

All reports of illicit connections will be referred to the Director of Public Works who will initiate investigations as appropriate. No illicit connections have been identified to date.

Illicit Connection Records

January 1, 2018-December 31, 2018

Note: *Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year? *program implementation will begin by October 2005*

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

January 1, 2019-December 31, 2019

Note: *Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year?

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

January 1, 2020-December 31, 2020

Note: *Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year? 150

Number of outfalls found to have a dry weather flow? 37

Number of outfalls found to have an illicit connection? 0
How many illicit connections were eliminated? -
Of the illicit connections found, how many remain? -
January 1, 2021-December 31, 2021 Note: <i>Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.</i>
Total number of inspections performed this year? 215
Number of outfalls found to have a dry weather flow?
Number of outfalls found to have an illicit connection? 0
How many illicit connections were eliminated? NA
Of the illicit connections found, how many remain? 0

SPPP Form 13 – Stormwater Facilities Maintenance

Municipality Information

Municipality: **Township of Marlboro** County: **Monmouth**
 NJPDES#: **NJ0154784** PIID#: **207222**
 Team Member / Title: **Robert Miller/Director of Public Works**
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**
 Date of completion: **February 9, 2005**
 Date of most recent update: **December 31, 2021**

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.

The Township of Marlboro has implemented a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. The Township operates the following in addition to the storm drain catch basins described above:

- Detention Basins
- Retention Basins
- Water Quality Basins
- Swales

These stormwater facilities will be inspected at least annually to ensure that they are functioning properly. Preventative or corrective maintenance will be performed on stormwater facilities as necessary to ensure that they do not begin to fail.

The Inspection Checklist for Stormwater Management Facilities is attached.

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.

N/A

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.

The Township of Marlboro has implemented an annual catch basin inspection and cleaning program to maintain catch basin function and efficiency. Catch basins that require cleaning will also be inspected for proper function during the cleaning process. Maintenance will be scheduled for those catch basins that are in disrepair. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned.

The inspection and cleaning of catch basins will be documented on the attached "Stormwater Facility Inspection and Maintenance Log". Annual inspection will be conducted on an as-needed basis, during the leaf collection program and other scheduled inspection periods as determined by the DPW.

Inspection Checklist for Stormwater Management Facilities

Date Serviced: _____

Weather: _____

Development: _____

Facility Location: _____

Area to be Maintained: _____

Type of Facility: Detention Retention WQ Basin Swale

Type of Outlet Structure: _____

Size of outlet pipe: _____

Downstream conditions: _____

Fence & Gate: Y / N Type: _____ Condition: _____

Facility access: Open Blocked Easement Driveway

Facility Item	O.K.*	Routine*	Urgent*	Comments*
1. Embankments and Side Slopes				
A. Vegetation				
B. Linings				
C. Erosion				
D. Settlement				
E. Sloughing				
F. Trash and Debris				
G. Seepage				
Aesthetics				
H. Other				

2. Bottoms (Detention and Infiltration)				
A. Vegetation				
B. Erosion				
C. Standing Water				
D. Settlement				
E. Trash and Debris				
F. Sediment				
G. Aesthetics				
H. Other:				

3. Low Flow Channels (Detention)				
A. Type Material				
B. Linings				
C. Erosion				
D. Settlement				
E. Trash and Debris				
F. Seepage				
G. Aesthetics				
H. Other				

Inspection Checklist for Stormwater Management Facilities

Facility Item	O.K.*	Routine*	Urgent*	Comments*
Ponds (Retention)				
A. Vegetation				
B. Shoreline Erosion				
C. Aeration Equipment				
D. Trash and Debris				
E. Sediment				
F. Water Quality				
G. Other:				

5. Outlet Structure (Detention and Retention)

A. Condition of Structure				
B. Erosion				
C. Trash and Debris				
D. Sediment				
E. Mechanical Components (Trash Rack)				
F. Aesthetics				
G. Other:				

6. Perimeter

A. Vegetation				
B. Erosion				
C. Trash and Debris				
D. Fences and Gates				
E. Aesthetics				
Other				

7. Photos

A. Access				
B. Basin				
C. Outlet Structure				

- * O.K. - The item is in good condition, and the maintenance program is adequate
- * Routine - The item checked requires attention, but does not present an immediate threat to the facility function or other facility components.
- * Urgent - The item checked requires immediate attention to keep the facility operational or to prevent damage to other facility components
- * Comments - Provide explanation and detail if columns 2 or 3 are checked.

INSPECTED BY: _____

SPPP Form 14 – Total Maximum Daily Load Information

Municipality Information

Municipality: **Township of Marlboro** County: **Monmouth**
NJPDES#: **NJ0154784** PIID#: **207222**
Team Member / Title: **Robert Miller/Director of Public Works**
Effective Date of Permit Authorization (EDPA): **April 1, 2004**
Date of completion: **February 9, 2005**
Date of most recent update: **December 31, 2021**

1. Using the Total Maximum Daily Load (TMDL) reports provided on <https://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.

Total Maximum Daily Load (TMDL) Information for the Township of Marlboro:

Applicable Stream TMDL(s):

- Total Maximum Daily Loads for Fecal Coliform to Address 31 Streams in the Atlantic Water Region
Fecal Coliform - 2003 : Big Brook, Barren Neck Brook : [View the TMDL Document](#)
- Total Maximum Daily Loads for Fecal Coliform to Address 48 Streams in the Raritan Water Region
Fecal Coliform - 2003 : Matchaponix Brook, Pine Bk, McGeillards Bk : [View the TMDL Document](#)
- Total Maximum Daily Loads for Fecal Coliform to Address 31 Streams in the Atlantic Water Region
Fecal Coliform - 2003 : Yellow Brook : [View the TMDL Document](#)
- Total Maximum Daily Load for Mercury Impairments Based on Concentration in Fish Tissue Caused Mainly by Air Deposition to Address 122 HUC 14s Statewide
Mercury - 2010 : Matawan Creek (above Ravine Drive) : [View the TMDL Document](#)
- Total Maximum Daily Load for Mercury Impairments Based on Concentration in Fish Tissue Caused Mainly by Air Deposition to Address 122 HUC 14s Statewide
Mercury - 2010 : Matawan Creek (below Ravine Drive) : [View the TMDL Document](#)

Applicable Lake TMDL(s):

None

Applicable Shellfish TMDL(s):

- Five Total Maximum Daily Loads for Total Coliform to Address Shellfish-Impaired Waters in Watershed Management Area 12
Total coliform - 2006 : Navesink Estuary-A, Navesink Estuary-B, Shrewsbury Estuary-A : [View the TMDL Document](#)

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

The Township of Marlboro utilizes the TDML information to determine potential actions to take to improve water quality. The Township implemented an Illicit Connections Elimination Program to reduce the total coliform found in the above waterbodies.

SPPP Form 15 – Optional Measures

Municipality
Information

Municipality: **Township of Marlboro** County: **Monmouth**
NJPDES#: **NJ0154784** PIID#: **207222**
Team Member / Title: **Robert Miller/Director of Public Works**
Effective Date of Permit Authorization (EDPA): **April 1, 2004**
Date of completion: **February 9, 2005**
Date of most recent update: **December 31, 2021**

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.

N/A

2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?

<https://ecode360.com/12874679>