



**PREPARED FOR:**

Township of Jackson  
95 W Veterans Highway  
Jackson, New Jersey 08527

**PREPARED BY:**

T&M Associates  
11 Tindall Road  
Middletown, NJ 07748

TIER A MUNICIPAL  
STORMWATER GENERAL PERMIT  
NJPDES General Permit #NJG0150665  
Program Interest ID #202906

# STORMWATER POLLUTION PREVENTION PLAN 2025 UPDATE

NEW JERSEY DEPARTMENT OF  
ENVIRONMENTAL PROTECTION



**T&M PROJECT NO. JCKN-00588  
FEBRUARY 2025**

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### **Appendices**

#### 1 – Local Public Education Point System

#### 2 – Standard Operating Procedures

- Vehicle and Equipment Fueling Standard Operating Procedures
- Vehicle Maintenance Standard Operating Procedures
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- Vehicle Washing Standard Operating Procedures

NJPDES Tier A Municipal Stormwater  
General Permit  
**Stormwater Pollution  
Prevention Team  
Members**

Number of team members may vary.

Completed by: Charles Cunliffe, P.E.  
Title: Township Engineer  
Municipal Name: Jackson Township  
NJPDES #: NJG0150665  
PI ID #: 202906  
Effective Date of Permit Authorization  
(EDPA): 04/01/2004  
Date Form Completed: 02/09/2005  
Date of most recent update: 02/28/2025

Stormwater Program Coordinator: Shawn Bolinsky

Title: Assistant Supervisor of Public Works

Office Phone #: (732) 928-1200 x-1245

Email: sbolinski@jacksontwpnj.net

**INDIVIDUALS RESPONSIBLE FOR MAJOR DEVELOPMENT PROJECT  
STORMWATER MANAGEMENT REVIEW**

Name: Doug Klee, P.E.

Title: Planning Board Engineer

Office Phone #: (732) 244-1090

Email: dklee@owenlittle.com

Name: Mark Rohmeyer, P.E., P.P., C.M.E.

Title: Zoning Board Engineer

Office Phone #: (732)-270-9690 Ext. 148

Email: markr@morganmunicipal.com

**OTHER SPPP TEAM MEMBERS**

Name: Charles Cunliffe, P.E., P.P., C.M.E. (T&M Associates)

Title: Township Engineer

Office Phone #: (732) 928-1200 ext. 1229

Email: ccunliffe@tandmassociates.com

Name: Laura Morrison

Title: Planning Board Secretary

Office Phone #: (732) 928-1200 Ext. 1239

Email: lmorrison@jacksontwpnj.net

Name: Dawn D'Agostino

Title: Zoning Board Secretary

Office Phone #: (732) 928-1200 Ext. 1242

Email: planningzoning@jacksontwpnj.net

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Office Phone #: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

NJPDES Tier A Municipal Stormwater  
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Date of most recent update: 02/28/2025

**SHARED SERVICES**

Compost Facility Management: Ocean County

## SPPP Form 2 - Revision History

<b>Municipality Information</b>	Municipality: <u>Township of Jackson</u> County: <u>Ocean</u>
	NJPDES #: <u>NJG 0150665</u> PI ID #: <u>202906</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>

SB 3/4/25 - Jackson Twp. Stormwater Coordinator

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	04/01/2018	SS	Various	Updated to include new requirements outlined in the 2018 permit renewal.
2.	02/28/2025	SB <span style="color: blue;">SB</span>	All	Updated to include new requirements outlined in the 2023 permit renewal.
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

## SPPP Form 3 - Public Announcements

*1. Provide the link to the dedicated stormwater webpage for your municipality.*

<https://www.jacksontwpnj.net/578/STORMWATER>

*2. List the name and title of person(s) responsible for stormwater webpage postings/updates.*

Christian David, Township Network Administrator / Webmaster  
Anthony Jacob, Township Network Administrator Assistant

*3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.*

The Township currently posts Public Notices in local newspapers designated at their annual reorganization meeting. For 2025, the designated publications are the Asbury Park Press, the Shore News Network and The Lakewood Scoop.

Additionally, public notice on stormwater related education and outreach activities are posted on the Township's website, Facebook page and other social media accounts, as well as distributed through mass mailings if necessary.

Website: <https://www.jacksontwpnj.net/>

Facebook: <https://www.jacksontwpnj.net/facebook>

Twitter: <https://www.jacksontwpnj.net/twitter>

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

*1. How does the Municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.*

- (1) An individual development, as well as multiple developments that individually or collectively result in:
- (1) The disturbance of one or more acres of land since February 2, 2004;
  - (2) The creation of ¼ acre or more of “regulated impervious surface” since February 2, 2004;
  - (3) The creation of ¼ acre or more of “regulated motor vehicle surface” since March 2, 2021; or
  - (4) A combination of Subsection (1)(b) and (c) above that totals an area of ¼ acre or more. The same surface shall not be counted twice when determining if the combination area equals ¼ acre or more.
- (2) “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 Subsection 1(a), (b), (c) or (d) above. Projects undertaken by any government agency that otherwise meet the definition of “major development” but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered “major development.”

*2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.*

The Township adopted the NJDEP’s model SCO.

*3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).*

Major developments projects that are subject to RSIS for stormwater management are reviewed by the Planning and Zoning Board Engineer and Township representatives for compliance with the water quality, water quantity, groundwater recharge and green infrastructure design standards as per NJAC 7:8, and the criteria outlined in the Township’s SCO.

Once the project is deemed compliant with the stormwater management and SCO requirements and all comments noted have been addressed to the satisfaction of the Township, Board Engineer and/or its consultants, the application is presented before the Planning and Zoning Boards for final approval.

Approximately 55% of the Township is located within the regulatory limits of the NJ Pinelands Commission. Any projects which fall within the regulatory limits of the Pinelands must also demonstrate compliance with the Pinelands Area Stormwater Rules and obtain approval from the Pinelands Commission.

Throughout construction, representatives from the Township and/or its consultants inspect the construction site to ensure that the project is constructed in accordance with the approved development plans. Should a Property Developer make a field change request related to proposed stormwater management infrastructure, those requests are made in writing to the Planning Board and/or Zoning Board Engineer for review and approval. The Planning Board and Zoning Board Engineer is responsible for ensuring that property developers are complying with the Township’s SCO and NJAC 7:8.

## SPPP Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment (Cont'd)

**4. *Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.***

The Township's adopted Municipal Stormwater Management Plan and Stormwater Control Ordinance includes a Mitigation Plan that allows proposed development or redevelopment projects the opportunity to seek a variance or exemption from the stormwater management design and performance standards set forth in the Township Municipal Stormwater Management Plan and NJAC 7:8-5. The plan outlines mitigation project criteria, as well as requirements for submission of the Mitigation Plan to the Township for review and approval prior to granting final approval of the site development, as well as potential options for consideration. A sample of potential mitigation projects are also included for reference and use by the development/redevelopment applicants.

To date though no variances or exemptions have been requested or granted.

In the event a variance or exemption is requested or granted, records will be submitted to the Township Planning and Zoning Board and the NJDEP upon approval.

Copies of the variances granted will be maintained with the Board Secretary.

**5. *Indicate the dates of each iteration of the Township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.***

The Township's Stormwater Control Ordinance (SCO) was originally adopted on April 10, 2006. It was first amended on February 9, 2021, and most recently amended and re-adopted on May 14, 2024 to comply with current NJDEP requirements.

**6. *Indicate the dates of each iteration of the Township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.***

The Township's Municipal Stormwater Management Plan (MSWMP) was adopted on March 28, 2005.



## SPPP Form 5 – Ordinances

Regulatory Mechanism	Date of Adoption	Was the NJDEP model adopted without change? If not, explain how it's more stringent	Entity Responsible for Enforcement	Fees and Fines
Pet Waste	02/28/2005	Yes	Code Enforcement	Not to Exceed \$100
Wildlife Feeding	02/28/2005	Yes	Code Enforcement & Animal Control	Not to Exceed \$100
Litter Control	02/28/2005	Yes	Code Enforcement & Police Dept.	Not to Exceed \$100
Improper Disposal of Waste	03/14/2005	Yes	Code Enforcement	Not to Exceed \$5,000
Yard Waste	02/28/2005	Yes	Code Enforcement & Public Works	Not to Exceed \$1,000
Private Storm Drain Inlet Retrofitting	10/26/2010	Yes	Code Enforcement & Police Dept.	Not to Exceed \$100
Illicit Connection Ordinance	03/14/2005	Yes	Code Enforcement	Not to Exceed \$5,000
Privately-Owned Salt Storage	05/14/2024	Yes	Code Enforcement	Not to Exceed \$1,000
Tree Removal / Replacement	08/11/2009	No, Complies with Sample	Code Enforcement, Township Tree Specialist	Not to Exceed \$2,000

*List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.*

Refuse Containers and Dumpsters, adopted per the NJDEP model on October 26, 2010. The ordinance is enforced through the Code Enforcement Office, or the Police Department and is subject to fines not to exceed \$100 for anyone found to be in violation of the provisions established within the ordinance.

*Indicate the location of records associated with ordinances and related violations and enforcement actions below.*

Records of any warnings or violations issued in relation to the above referenced community wide ordinances are maintained by the Code Enforcement and/or applicable enforcing office or department.

## SPPP Form 6 – Street Sweeping

1. *Provide a written description and/or attach a map outlining the sweeping schedule for the following:*

- *Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)*
- *Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 time each year)*

*Note: Only asphalt and concrete roads need to be swept. Roads that do not have storm drain inlets and do not discharge to surface water do not need to be swept.*

Currently, the Township has an existing 8-zone street sweeping program that includes mechanical sweeping of the Township's main, secondary and tertiary streets, as well as developments annually from March through November of each year.

Sweepings are collected and brought back to the DPW yard where the sweepings are placed into a 30 CY dumpster that is located on a paved surface. Currently, the Township is evaluating the location of the dumpster to minimize stormwater runoff and if feasible will relocate or tarp the dumpster as needed. The dumpsters containing the street sweepings are disposed offsite by a 3<sup>rd</sup> party contractor at the Ocean County landfill at least on a monthly basis or sooner if the dumpster is full.

The existing street sweeping program is being evaluated to comply with the new street sweeping schedule requirement outlined in the 2023 MS4 Tier A Permit. Starting January 1, 2026, the Township will update its program to include sweeping of all Township streets 3 times a year.

Records of miles swept, and spoils collected will be recorded and maintained by DPW for future reference and inclusion in the Township's annual stormwater report.

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

All street sweeping is conducted by Township DPW personnel.

# SPPP Form 7 – MS4 Infrastructure

## 1. *Municipal Storm Drain Inlets*

- a. *Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.*
- b. *Describe how you ensure that municipal and private storm drain inlets have been retrofitted.*
- c. *Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.*
- d. *Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.*

- a. DPW staff shall conduct visual inspections of stormwater labels installed on those inlets or catch basins that do not have permanent wording cast into their design. If necessary, replacement of the label will be conducted and then reported back to the DPW office for recordkeeping purposes.
- b. Throughout construction of major development projects or during repaving projects, the Code Enforcement Office, Township Engineer or its consultants perform site inspections to confirm proper storm drain inlets have been installed or retrofitted as approved. For existing inlets or catch basins that have not been retrofitted, DPW staff will conduct visual inspections during their day-to-day operations and identify any units that need retrofitting. Retrofitting work will be scheduled accordingly to ensure that all requisite retrofits or replacements are completed by December 31, 2027.
- c. The Township Engineer and its consultants shall check plans for road projects and major developments to verify that a catch basin or some sort of BMP to capture solids is included with, or downstream of, the affected storm drain inlet in accordance with NJDEP requirements.
- d. DPW staff shall perform inspections of storm drain inlets on an annual basis in accordance with NJDEP requirements. Any storm drain inlet noted with debris will be cleaned as needed and the cleaning documented for recordkeeping purposes. Spoils collected and temporarily stored at the Township's DPW Yard. This material is disposed offsite on a periodic basis. Areas that clog and flood often during storms shall be inspected more frequently and prior to large, forecasted storms, and cleaned if necessary.

## 2. *Municipal Catch Basins*

- a. *Describe when and how you conduct inspections of catch basins.*
- b. *Describe the criteria used to determine when catch basins need to be cleaned.*

- a. DPW staff shall perform inspections of a minimum of 20% of the Township's catch basins on an annual basis in accordance with NJDEP requirements. Any catch basin noted with debris will be cleaned as needed and the cleaning documented for recordkeeping purposes. Spoils collected are first dewatered and dried out at the DPW Yard on a paved surface. The dried material is dumped into the street sweepings dumpster at the DPW yard and disposed offsite on a periodic basis. Areas that clog and flood often during storms shall be inspected more frequently and prior to large, forecasted storms, and cleaned if necessary.
- b. All catch basins that are 25% or more full will be cleaned by DPW staff. Areas that are prone to clogging or flooding during storm events shall be inspected more frequently, as well as prior to large, forecasted storms. They shall be cleaned as necessary. Additionally, catch basins that are in areas of recent flooding complaints shall be inspected within 1 week of receipt of the complaint and cleaned as needed.

## SPPP Form 7 – MS4 Infrastructure (Cont'd)

### 3. *Municipal Conveyance System*

*Describe when and how inspections of MS4 conveyance systems are conducted, and the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.*

Stormwater pipe systems in known flood areas will be inspected as needed before and after storm events to minimize potential flooding that may be caused by accumulation of debris or blockages.

The rest of the stormwater piping system will be visually inspected periodically during cleaning of select catch basins or storm drain inlets. Those stormwater pipe systems found with blockages or evidence of debris will be reported back to the DPW office further investigation and action, which may include additional television inspection.

### 4. *Municipal Outfall Inspections – Stream Scouring*

*Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used.*

The Township will conduct an outfall inspection program to identify outfalls with signs of scouring in accordance with NJDEP permit requirements. Outfall pipe stream scouring inspections will be done at a minimum once every five (5) years or 20% of the overall total outfalls within the Township on an annual basis. These inspections will be conducted alongside the inspections for dry weather flow.

All sites in which scouring is identified will be reported back to the Township Engineer and their consultants. The outfalls identified with scouring will be assessed and placed on a prioritized list for repair. 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 will be addressed first. A Stream Scouring Investigation Recordkeeping form will also be completed.

The Township or their consultants will follow-up each repair with an annual inspection of the site to ensure that scouring has not resumed.

#### **Long Term Maintenance**

All outfall pipes in which scouring has been detected and addressed in the past, shall be inspected annually thereafter to ensure the associated stabilization projects were successful. Once it is determined that the scouring repairs have adequately mitigated any subsequent scouring, those outfalls can again be inspected only once during each 5-year permit iteration.

## SPPP Form 7 – MS4 Infrastructure (Cont'd)

### 5. *Municipal Outfall Inspections – Illicit Discharge Detection and Elimination*

*Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form from the Department's main stormwater webpage.*

A minimum of 20% of the Township's outfalls will be inspected annually in accordance with permit requirements. Outfalls will be inspected for dry weather discharges 72 hours after a rain event, intermittent stormwater flow, discoloration or inappropriate debris in and immediately downstream of the outfall.

Outfalls found to have suspected illicit discharge will be re-inspected within 30 days and sampled as needed in accordance with NJDEP guidelines. Illicit discharges detected will be investigated to identify the source of the discharge. An NJDEP Illicit Connection Inspection Report Form will be completed and submitted to the NJDEP as part of the Annual Report.

If the source is identified, property owner(s) will be notified of their violation of the Illicit Connection Ordinance and will have the connection eliminated immediately. If the source of the illicit connection cannot be located within eleven months, the Township will notify the NJDEP Enforcement Inspector and the MS4 case manager within one month of the situation and request an extension of the investigation period.

### 6. *Other Municipal Infrastructure*

*List the types of MS4 infrastructure in the Township that require inspection but are not noted above in items 1-5. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or cleaned.*

The Township will continue to implement their existing stormwater facility maintenance program to ensure that all stormwater facilities owned and operated by the Township are functioning properly. Aside from storm drain inlets, catch basins, stormwater pipes and outfalls, the Township operates **multiple detention basins, retention basins and ditches (both public and privately owned).**

The Townships maintains a GIS map indicating the location of these structures/facilities. This map is currently being reviewed to update its most recent inventory and confirm ownership.

Basins and ditches will be visually inspected monthly to ensure that they are functioning properly, and necessary maintenance will be scheduled accordingly. Additional maintenance shall be provided by Township personnel as needed during the growing season including cleaning, debris removal, and mowing where necessary.

## SPPP Form 7 – MS4 Infrastructure (Cont'd)

### 7. *Stormwater Facilities Not Owned or Operated by the Municipality*

*Describe your program for ensuring adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality. This should include your plan for ensuring annual inspections are being done on these private properties and describe how you record the locations and logs associated with private infrastructure.*

The Township maintains a GIS map that indicates the location of all publicly and privately owned structures/facilities. This map is currently being reviewed to update its most recent inventory and confirm ownership.

Certification forms may be issued to the owners of those facilities listed as privately owned on an annual basis to confirm completion of the necessary maintenance or repairs to ensure proper operation of the units.

In the instances where the owners do not perform the necessary maintenance, the Township will conduct a visual inspection to verify if any maintenance or repair is necessary and review what remedial action is necessary to ensure proper operation of the facility.

### 8. *Infrastructure Records*

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

Records of inspections and maintenance conducted shall be kept in the DPW and Township Engineer's office. This will include records of inspections, cleanings, routine maintenance work, investigations of illicit connections and scouring near outfalls and any repairs conducted throughout the year. Information will be utilized as needed and reported in the Township's annual stormwater report and supplemental questionnaire.

# SPPP Form 8 – Community Wide Measures

## **1. Herbicide Application Management**

*Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.*

The Township does not apply herbicides. Any necessary de-vegetation is completed by mowing or clipping and no erosion has been experienced as a result of these activities.

## **2. Excess Deicing Material Management**

*Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.*

The Township will schedule inspections of its roadways and parking areas after storm events to identify areas of excess deicing material. DPW personnel will be assigned to shovel/pick up the excess material within 72 hours after the storm is over, conditions permitting. Excess deicing material will be collected and returned to the Township's salt dome to be reused during the next storm event as needed.

## **3. Roadside Vegetative Waste**

*Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).*

No grass clippings are collected by the Township. The 8-zone residential yard waste program includes leaf and brush collection. Loose leaf collection is conducted between November and January of each year and bundled brush is collected between April and July of each year. Residents are also permitted to dispose of bagged leaves and brush bundles at the Township Compost Station. Leaves and brush are stored at the Township Compost Station, which is maintained by the County. At the end of the season, material is trucked offsite to a 3<sup>rd</sup> party facility.

## **4. Roadside Erosion Control**

*Describe your program to detect and repair erosion along municipal roadways.*

The Township DPW will monitor Township owned roads and streets for signs of potential erosion during their typical day to day operations. All identified road erosion problems will be reported to the DPW Director and Township Engineer.

Identified areas of erosion will be evaluated and repairs prioritized based on their severity. DPW personnel will then be assigned to complete the necessary repair work in accordance with all applicable standards for Soil Erosion and Sediment Control in New Jersey.

Once completed, all repair details and dates will be documented and submitted to the DPW and Township Engineer's office for their record.

# SPPP Form 9A – Municipal Maintenance Yards and Other Ancillary Operations

## 1. Site Name and Address of maintenance yard or ancillary operation.

Jackson Township Public Works Yard and Recycling Center  
10 Don Connor Boulevard  
Jackson, NJ 08527

## 2. Monthly Site Inspections

*Describe the nature of inspections conducted at this site and the location of inspection logs.*

Visual observations are conducted by DPW staff during their day-to-day operations. Any deficiencies noted are reported for further evaluation and action. On a monthly basis, a more detailed inspection is conducted to verify that materials and machinery stored outdoors are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces where feasible and covered as needed. Any deficiencies are noted and reported for further action.

The salt dome is also inspected to ensure that materials are protected from exposure to rain, snow, and stormwater running across the paved surfaces. Any deficiencies are noted and reported for further action.

## 3. Inventory List

*List all materials and machinery that are potentially exposed to stormwater.*

Materials	Machinery
De-icing Salt and Brine	DPW trucks and vehicles
Miscellaneous Storage Drums	
Cold Patch	
Mulch	
Clean / Blue Stone	



## SPPP Form 9A – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

### 4. *Discharge of Stormwater from Secondary Containment*

*Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.*

Not applicable.

### 5. *Fueling Operations*

*Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.*

Fueling is conducted onsite at the Township's DPW facility. A Standard Operating Procedure has been developed outlining do's and don'ts. The Township maintains speedy dry and other absorbent materials in the event of leaks or spills. The fueling area is inspected and any deficiencies are reported and scheduled for necessary maintenance.

### 6. *Vehicle/Equipment Maintenance and Repair*

*Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.*

Routine minor vehicle maintenance is conducted by Township personnel in their maintenance garage building. All minor maintenance and repair work is completed indoors. The maintenance garage does not have any storm or trench drains. Automotive fluids emptied are stored and/or disposed in various storage drums/containers and disposed offsite as needed. Any vehicles that are temporarily stored outdoors while waiting for significant repair, are tarped or covered (when warranted) to reduce vehicle fluid exposure to stormwater runoff.

### 7. *Wash Wastewater Containment*

*Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.*

Vehicle washing is conducted onsite in a dedicated area in the Maintenance Building. Discharge from the washing activities is directed from adjacent floor drains into an existing oil/water separator before discharging into a sanitary sewer collection system.

## SPPP Form 9A – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

### 8. Salt and Other Granular De-icing Materials

*Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

The Township currently stores chemically treated road salt in a permanent covered salt structure located at their DPW facility, as well as brine in outdoor storage tanks and a concrete storage bin that is roofed and covered that houses the salt used to mix the brine. The facility is located on an impermeable surface. During the off-season, any leftover de-icing material is pushed back towards the back of the salt storage structure and covered to eliminate run off and be used during the next winter season.

During loading and unloading, Township personnel sweep the spilled salt back into the main salt pile after storm events to minimize tracking of materials. Hay bales are also placed at the entrance of the salt storage barn during periods of inactivity.

### 9. Aggregate Material, Wood Chips, and Finished Leaf Compost

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Mulch, safety/playground mulch, blue stone, crushed concrete, and other miscellaneous aggregate materials are periodically stored in the DPW yard. They are kept outdoors in 3-sided paved bins for use throughout the year as needed. The Township is evaluating feasibility of tarping the bins to minimize stormwater runoff.

### 10. Cold Patch Asphalt

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Cold patch is also stored as needed in the DPW yard. It is stored outdoors in a 3-sided paved bin for use throughout the year as needed. The Township is evaluating feasibility of tarping the bin to minimize stormwater runoff.

### 11. Street Sweepings and Storm Sewer Cleanout Materials

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Sweepings and dried storm sewer cleanout materials are collected into a 30 cy dumpster located in the paved area of the DPW yard. It is periodically picked up and disposed offsite by 3<sup>rd</sup> party contractors as needed. Temporary storage of the sweepings does not exceed more than 6 months. The Township is currently evaluating relocation of the dumpster to minimize stormwater runoff.

## SPPP Form 9A – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

### **12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings**

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Residential construction or demolition waste is accepted in the Township's Recycling Center. Waste is dropped into existing large dumpsters or 3-sided bins. Material collected is disposed offsite periodically as needed.

No yard waste is stored or maintained at the Township's DPW yard.

### **13. Scrap Tires**

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Scrap tires are periodically stored at the DPW facility in a closed trailer in the DPW yard. Oversized tires are kept outdoors; however, these will be tarped as needed. Scrap tires are periodically disposed offsite as needed by a 3rd party contractor.

### **14. Inoperable Vehicles and Equipment**

*Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.*

Inoperable vehicles are temporarily stored outdoors at the DPW facility until they are sent to auction and/or removed offsite. Any vehicles or equipment with exposed parts or areas will be tarped as needed to eliminate run off.

# SPPP Form 9B – Municipal Maintenance Yards and Other Ancillary Operations

## 1. Site Name and Address of maintenance yard or ancillary operation.

Jackson Township Compost Station  
334 Jackson Mills Road  
Jackson, NJ 08527

## 2. Monthly Site Inspections

*Describe the nature of inspections conducted at this site and the location of inspection logs.*

Visual observations shall be conducted by DPW staff on a monthly basis to verify that materials and/or machinery stored onsite are stored in such a way that minimizes exposure to stormwater. Any deficiencies shall be noted and reported for further evaluation and action.

## 3. Inventory List

*List all materials and machinery that are potentially exposed to stormwater.*

Materials	Machinery
Compost Material	Dumpster / Recycling Bins
Mulch	
Millings and Gravel / Stone	

## SPPP Form 9B – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

### 4. *Discharge of Stormwater from Secondary Containment*

*Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.*

Not applicable.

### 5. *Fueling Operations*

*Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.*

Not applicable.

### 6. *Vehicle/Equipment Maintenance and Repair*

*Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.*

Not applicable.

### 7. *Wash Wastewater Containment*

*Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.*

Not applicable.

## SPPP Form 9B – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

### 8. Salt and Other Granular De-icing Materials

*Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Not applicable.

### 9. Aggregate Material, Wood Chips, and Finished Leaf Compost

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Miscellaneous aggregate material, including drainage rock, fill dirt, millings and other materials are stored in the Township's Compost Station. Material is periodically utilized or disposed offsite as needed. There are no storm drain inlets or catch basins within or near the compost facility and the nearest water body is approximately 1,000 feet away.

### 10. Cold Patch Asphalt

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Not applicable.

### 11. Street Sweepings and Storm Sewer Cleanout Materials

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Overflow street sweepings and storm sewer cleanout materials are temporarily stored at the Township's Compost Station and then periodically picked up and disposed offsite by 3<sup>rd</sup> party vendors. There are no storm drain inlets or catch basins within or near the compost facility and the nearest water body is approximately 1,000 feet away.

## SPPP Form 9B – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

### *12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings*

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Collected yard waste including loose leaves and brush/branches, is stored outdoors in piles in the Township's Compost Station. The brush and branches are grounded down into mulch for Township and resident use and periodically disposed offsite by 3<sup>rd</sup> party contractors.

### *13. Scrap Tires*

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Not applicable.

### *14. Inoperable Vehicles and Equipment*

*Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.*

Miscellaneous dumpsters and other equipment are periodically stored at the Township's Compost Station as needed. There are no storm drain inlets or catch basins within or near the compost facility and the nearest water body is approximately 1,000 feet away.

# SPPP Form 10 –Training

## ***Stormwater Program Coordinator***

*Describe the training provided for the municipal Stormwater Program Coordinator.*

The Stormwater Program Coordinator (SPC) for the Township will attend the NJDEP training seminar every permit cycle. Training shall cover SPC responsibilities, permit conditions, annual reporting and required submissions and documentation. Once training is completed, documentation will be included in the SPPP for reference.

### **Topic**

### **Office/Entity Responsible for Training**

*Describe the training provided for municipal staff.*

#### **SPPP**

Staff responsible for any aspect of the stormwater program shall attend annual training on the site-specific details of the SPPP to review MS4 permit requirements, and record-keeping requirements. Training will be conducted using training videos provided either by the NJDEP, JIF or the Township's consultant.

#### **Construction Site Stormwater Runoff**

Staff responsible for inspections of construction projects that disturb one acre of soil or more, shall attend annual training on related MS4 permit conditions. Training will be conducted using training videos provided either by JIF or the NJDEP.

#### **Post- Construction Stormwater Management in New and Redevelopment**

Staff responsible for implementing stormwater permit requirements shall attend annual training to review the fundamentals of the Township's post-construction stormwater management program to address stormwater runoff. Training shall discuss the Township's definition of major development and the interconnection among the Stormwater Management rules at N.J.A.C. 7:8, the Township's SCO, stormwater permit conditions, the Department's BMP Manual, and Guidance Documents. Training will be conducted using training videos provided either by JIF or the NJDEP.

#### **Community-wide Ordinances**

Staff responsible for approving and/or enforcing stormwater-related ordinances shall attend annual training on related MS4 permit conditions and review the purpose of each ordinance and what steps to take if violations are reported. Training will be conducted using training videos provided either by JIF or the NJDEP.

#### **Community-wide Measures**

Staff responsible for conducting activities associated with community-wide stormwater management measures shall attend annual training to review the MS4 permit requirements and Township specific measures employed to comply with the street sweeping, storm drain inlets (labeling, retrofitting, and installations), herbicide application, de-icing operations, roadside vegetative waste, and roadside erosion control requirements. Training will be conducted using training videos provided either by JIF or the Township's consultant.



## SPPP Form 10 –Training (Cont'd)

Topic	Office/Entity Responsible for Training
<i>Describe the training provided for municipal staff.</i>	
<p style="text-align: center;"><b>Stormwater Facilities Maintenance</b></p>	<p>Staff responsible for conducting activities associated with inspections, maintenance and repair of stormwater infrastructure shall attend annual training on the MS4 related permit requirements. This training shall detail what infrastructure is to be maintained per approved manufacturers' maintenance plans, versus the remaining infrastructure that is to be maintained according to the NJDEP's BMP Manual. Training will be conducted using training videos provided either by JIF or the NJDEP.</p> <p>Stormwater infrastructure to be included are storm drain inlets, catch basins, MS4 pipe conveyances, detention basins and other applicable BMPs.</p>
<p style="text-align: center;"><b>Municipal Maintenance Yards and Other Ancillary Operations</b></p>	<p>Staff responsible for conducting activities associated with the Township's maintenance yard and salt yard shall attend annual training to review related MS4 permit conditions, current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work. Training will be conducted using training videos provided either by the NJDEP, JIF or the Township's consultant.</p>
<p style="text-align: center;"><b>MS4 Mapping</b></p>	<p>Personnel responsible for the preparation and submission of the Township's electronic stormwater infrastructure map shall attend training provided by the NJDEP to review the MS4 permit requirements for electronic mapping.</p>
<p style="text-align: center;"><b>Outfall Stream Scouring</b></p>	<p>Staff responsible for conducting inspections and repairs of stormwater outfalls shall attend annual training to review how to identify, remediate, and document cases of stream scouring in accordance with the Township's MS4 permit. Training will be conducted using training videos provided either by the NJDEP, JIF or the Township's consultant.</p>
<p style="text-align: center;"><b>Illicit Discharge Detection and Elimination</b></p>	<p>Staff responsible for conducting inspections and repairs of stormwater outfalls shall attend annual training to review how to identify, remediate, and document cases of illicit discharge in accordance with the Township's MS4 permit. Training will be conducted using training videos provided either by the NJDEP, JIF or the Township's consultant.</p>
<p style="text-align: center;"><b>Watershed Improvement Plan</b></p>	<p>Personnel responsible for the preparation and submission of the Township's Watershed Improvement Plan shall attend training provided by the NJDEP to review the MS4 permit requirements with respect to the various phases of the development of the Watershed Improvement Plan.</p>

# SPPP Form 10 –Training (Cont'd)

## ***Stormwater Management Design Reviewers***

*Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.*

Personnel who review and approve stormwater management designs for major developments on behalf of the Township will attend the mandatory NJDEP Stormwater Management Design Review course at least once every 5 years, as well as attend mandatory NJDEP training on amendments to the stormwater management rules at N.J.A.C. 7:8 as needed. Once training is completed, records of attendance will be maintained by the Township's consultant's and provided to the Township upon request.

## ***Municipal Board and Governing Body Members***

*Describe the training provided for members of the planning/zoning board and municipal council.*

On a per term basis, Township Board and Governing Body Members that review and approve applications for development and redevelopment projects have been required to watch the NJDEP video entitled "Asking the Right Questions in Stormwater Review."

New members will be required to watch the video within six (6) months of joining the board. The video can be accessed through the following link:

[https://nj.gov/dep/stormwater/asking\\_the\\_right\\_questions.html](https://nj.gov/dep/stormwater/asking_the_right_questions.html)

The Township Clerk and/or the Board Secretary shall maintain record of when new and existing Board or Governing Body Members complete the training for their records and future reference.

## ***Training Records***

*Indicate the location of training records for the above required training.*

Logs of training completed by Township DPW personnel, which include the type of training, date completed, names of attendees and trainers (if available) shall be kept by the DPW for reference and inclusion in the Township's annual stormwater report.

# SPPP Form 11 – MS4 Mapping

**1. Provide a link to the most current MS4 outfall/infrastructure map.**

<https://www.jacksontownnj.net/DocumentCenter/View/17012/2018-Stormwater-Facility-Map--Inlets-and-Outfalls-Infrastructure-Map-2018-PDF>

**2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).**

a. MS4 outfalls	To Be Confirmed
b. MS4 groundwater discharge points (basins or overland flow infiltration areas)	To Be Confirmed
c. MS4 interconnections	To Be Confirmed
d. MS4 storm drain inlets	To Be Confirmed
e. MS4 manholes	To Be Confirmed
f. Length of conveyance (channels, pipes, ditches, etc.)	To Be Confirmed
g. MS4 pump stations	N/A
h. MS4 stormwater facilities (any that are not listed above)	To Be Confirmed
i. Maintenance yard(s) and other ancillary operations	2

**3. Describe how the municipality's outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).**

On an annual basis, DPW and Engineering staff will coordinate with their consultants to review any new major development projects completed throughout the year and identify new stormwater infrastructure constructed as part of those developments or capital projects completed by the Township. GPS data will be obtained on these new structures/units as needed and the information uploaded into the Township's MS4 Map. A copy of the data points will also be submitted to the Township's MS4 Case Manager.

**4. Describe how the municipality will create and update its MS4 Infrastructure Map.**

The Township will work with their consultants to expand the Township's current Outfall Map to include the above noted MS4 infrastructure in accordance with permit requirements. MS4 components will be field located, have their GPS data collected and then mapped utilizing a GIS mapping system. Once all data is collected and the map completed, copies of the data shapefiles will be submitted to the Township's MS4 Case Manager no later than January 1, 2026. A copy of the final MS4 Map will be uploaded to the Township stormwater webpage.

# SPPP Form 12 – Watershed Improvement Plan

## *1. Describe how your municipality is developing its Watershed Improvement Plan.*

The Township and their representatives are evaluating the permit requirements to determine how best to initiate Phase 1 of the Watershed Improvement Plan, which is the development of the Township's Watershed Inventory Report. This includes the selection of stakeholders and coordination of public information sessions throughout development of the overall improvement plan.

Once Phase 1 is completed, a copy of the report will be posted on the Township's stormwater webpage no later than January 1, 2026.

Currently, the Township is focusing their effort on expanding their current outfall map to include the additional stormwater system components required as part of the inventory report.

## *2. Describe any regional projects or collaboration efforts with other municipalities.*

Based on information available from the NJDEP's GeoWeb website, there are six (6) Watersheds (HUC11) within the Township's municipal boundary.

- **Metedeconk River NB**
- **Metedeconk river SB**
- **Toms River (above Oak ridge Parkway)**
- **Union/Ridgeway Branch (Toms River)**
- **Rancocas Creek NR (above New Lisbon dam)**
- **Crosswicks Ck (Doctors Ck to New Egypt)**

Currently, discussions on potential collaboration efforts with surrounding municipalities have not been initiated as of yet. The SPPP will be updated once additional information is available.

## *3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.*

Records of all comments received during scheduled public information sessions and minutes of meetings held will be maintained by the Township Clerk's office and/or Engineer's Office.

## SPPP Form 13 – Local Public Education Program

- i. *Describe your Local Public Education. Be specific on how you will comply with the minimum point requirement and what activities and categories will be conducted to meet the permit requirements.*

In accordance with the MS4 Permit requirements, the Township must conduct various public education activities and accumulate a minimum of 12 points worth of activities within a permit year (January 1st through December 31st). A complete list of activities and their corresponding points is provided in Appendix 1 of this report. The Township is required to select activities from at least three of the five categories provided.

Based on a review of activities provided, the Township will conduct the following:

- SOCIAL MEDIA POSTING – The Township will issue a relevant stormwater posting on their Facebook or Twitter account. (1 POINT)
- MAILING CAMPAIGN – The Township will distribute the NJDEP provided brochure “Solution to Stormwater Pollution” to all residents and businesses along with one of its quarterly tax bills. (2 POINTS)
- ORDINANCE EDUCATION – The Township will prepare and distribute a letter from the Township Mayor to every resident and business within the Township boundary limits highlighting the requirements and environmental benefits of the various community wide ordinances. A link to the various ordinances will also be provided for additional reference (3 POINTS)
- CLEAN UP EVENT – The Township will sponsor and organize litter cleanups with local organizations/groups along local waterways, public parks, stormwater facilities or in areas with storm drains that discharge to local lakes or waterways. (3 POINTS – EACH EVENT)

Additional activities will be evaluated and coordinated as needed throughout the remainder of the permit year in order to ensure compliance with the minimum 12 points required.

## SPPP Form 14 – TMDL Info

- i. *Using the Total Maximum Daily Load (TMDL) reports provided on the NJDEP website, list adopted TMDLs for the municipality, parameters addressed and affected waters bodies impacted. Describe how you will use the TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.*

### Applicable Stream TMDLs:

- *TMDLs for Fecal Coliform to Address 31 Streams in the Atlantic Water Region*  
FECAL COLIFORM – 2003: Metedeconk River N Br, Haystack Brook, Muddy Ford Brook, Titmouse Creek, Snipe Creek  
FECAL COLIFORM – 2003: Metedeconk River SBr  
FECAL COLIFORM – 2003: Toms River  
FECAL COLIFORM – 2003: Toms River/Dove Mill Branch
- *TMDLs for Mercury Impairments Based on Concentration in Fish Tissue Caused Mainly by Air Disposition to Address 122 HUC 14s Statewide*  
MERCURY – 2010: Dove Mill Branch (Toms River)  
MERCURY – 2010: Manapaqua Brook  
MERCURY – 2010: Metedeconk R SB (Rt 9 to Bennetts Pond)  
MERCURY – 2010: Ridgeway Br (Hope Chapel Rd to HarrisBr)  
MERCURY – 2010: Ridgeway Br (below Hope Chapel Rd)  
MERCURY – 2010: Shannae Brook
- *TMDLs for Polychlorinated Biphenyls (PCBs) for Zones 2 – 5 of the Tidal Delaware River*  
POLYCHLORINATED BIPHENYLS (PCBS) – 2003: Gaunts Brook / Hartshorne Mill Stream  
POLYCHLORINATED BIPHENYLS (PCBS) – 2003: Jumping Brook (Monmouth County)  
POLYCHLORINATED BIPHENYLS (PCBS) – 2003: Lahaway Ck (Allentwn/NE Road – Prospertown)  
POLYCHLORINATED BIPHENYLS (PCBS) – 2003: Lahaway Creek (above Prospertown)
- *TMDLs for Phosphorus to Address 3 Stream Segements in the Atlantic Coastal Water Region*  
TOTAL PHOSPHORUS – 2005: Metedeconk R North Branch

### Applicable Lake TMDLs:

- *TMDLs for Pathogens to Adress 18 Lakes in the Atlantic Coastal Water Region*  
FECAL COLIFORM – 2007: Carasaljo Lake  
FECAL COLIFORM – 2007: Pine Lake
- *TMDLs for Pathogens to Adress 17 Lakes in the Lower Delaware Water Region*  
FECAL COLIFORM – 2007: Mirror Lake

## SPPP Form 14 – TMDL Info (Cont'd)

### Applicable Shellfish TMDLs:

- *Fourteen TMDLs for Total Coliform to Address Shellfish-Impaired Waters in Watershed Management Area 13*

TOTAL COLIFORM – 2006: Barnegat Bay-D, Metedeconk -A

TOTAL COLIFORM – 2006: Barnegat Bay-L, Toms River-A

Based on a review of the above referenced TMDL reports, TMDL parameters identified within waterbodies impacted by the Township include Total and Fecal Coliform, Mercury, Polychlorinated Biphenyls (PCBs) and Total Phosphorus. Implementation recommendations were reviewed and the Township is in compliance with implementation of their Phase II Stormwater Program, including adoption of the necessary pet waste, wildlife feeding and other community wide ordinances.

The Township also continues to actively inspect and clean their stormwater infrastructure as outlined in the street sweeping, catch basin cleaning and outfall inspection requirements of their MS4 permit and they meet or exceed the minimum annual requirements where necessary.

The Township's continues to re-evaluate their existing Local Public Education to determine if additional educational events and/or material should be incorporated into the Township's existing program at future events.

## **APPENDIX 1 – Local Public Education Point System**



## Points System for Public Education and Outreach Activities

The permittee 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 permittee 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 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
<b>Social Media</b>	Post relevant stormwater materials on a municipal social media site, such as a Facebook, Instagram, or Twitter page. This information may include links to other stormwater related resources, including the municipality's stormwater webpage and the NJDEP stormwater website ( <a href="http://www.njstormwater.org">www.njstormwater.org</a> ).  *One point awarded for each social media platform used. A maximum of 3 points is allowed.	3*
<b>Newspaper Ad</b>	Use Department created and approved stormwater education materials available on <a href="http://www.cleanwater.nj.org">www.cleanwater.nj.org</a> to publish an ad in a newspaper or newsletter that serves the municipality.  *A maximum of 1 point is allowed.	1*
<b>Radio/Television</b>	Broadcast a stormwater-related radio or television public service announcement from <a href="http://www.cleanwater.nj.org">www.cleanwater.nj.org</a> on a local radio or municipal public service channel.  *One point awarded for each media outlet used. A maximum of 2 points is allowed.	2*
<b>Green Infrastructure Signage</b>	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 points per sign. Existing signs that are maintained or upgraded receive 0.25 points	5*

	per sign. A maximum of 5 points is allowed.	
<b>Billboard/Sign</b>	Post and maintain (for credit in subsequent years) a stormwater-related billboard or sign which can be displayed on a bus, bus stop shelter, recreation field (outfield sign), or other common public location.	2
<b>Mural</b>	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
<b>Stormwater Facility Signage</b>	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 points per sign. Existing signs that are maintained or upgraded receive 0.25 points per sign. A maximum of 5 points is allowed.	5*

<b>Category 2: Targeted Audiences Outreach</b>		
<b>Activity</b>	<b>Description</b>	<b>Points</b>
<b>Stormwater Display</b>	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
<b>Promotional Item</b>	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
<b>Private Stormwater Facilities Education</b>	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 <a href="http://www.nj.gov/dep/stormwater/maintenance_guidance.htm">www.nj.gov/dep/stormwater/maintenance_guidance.htm</a> .	3
<b>Mailing or e-Mailing Campaign</b>	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.  *A maximum of 2 points is allowed.	2*
<b>Ordinance Education</b>	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, Illicit Connection, Tree, and Salt Storage ordinances. Provide a link to the municipal website where subject ordinances are posted.	3

<b>Category 3: School/Youth Education and Activities</b>		
<b>Activity</b>	<b>Description</b>	<b>Points</b>
<b>School Presentations</b>	Provide water-related educational presentation(s) and/or activities to local preschool, elementary, middle,	5*

	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 <a href="http://www.nj.gov/dep/seeds">www.nj.gov/dep/seeds</a> .	
	*Presentations receive 1 point per presentation, with a maximum of 5 points allowed.	
<b>Water Education Workshops</b>	Provide water-related professional development workshops for local teachers from a registered NJ Department of Education Professional Development Provider	2
<b>Storm Drain Labeling</b>	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
<b>Educational Contest for Schools</b>	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
<b>AmeriCorps Event</b>	Coordinate an event (e.g., volunteer stream monitoring, educational presentations, or stormwater awareness project) through AmeriCorps NJ Watershed Ambassador Program.	4
<b>Clean-up</b>	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

<b>Category 4: Watershed/Regional Collaboration</b>		
<b>Activity</b>	<b>Description</b>	<b>Points</b>
<b>Regional Stormwater Collaboration</b>	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
<b>Green Infrastructure Workshop</b>	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
<b>Community Activity</b>	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

<b>Category 5: Community Involvement Activities</b>		
<b>Activity</b>	<b>Description</b>	<b>Points</b>

<b>Volunteer Stormwater Assessment or Stream Monitoring</b>	Establish a volunteer stormwater facility assessment (inspection, inventory and/or mapping) or stream monitoring program for a waterbody within the municipality to gauge the health of the waterway through chemical, biological or visual monitoring protocols. Contact NJDEP's AmeriCorps NJ Watershed Ambassador Program or review USEPA National Directory of Volunteer Monitoring Programs.	3
<b>Rain Barrel Workshop</b>	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 another nonprofit.	3
<b>Rain Garden Workshop</b>	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 another nonprofit.	3
<b>Community Event</b>	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
<b>Community Involvement</b>	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 points per sign. A maximum of 5 points is allowed.	5*

## **APPENDIX 2 – Standard Operating Procedures**

Vehicle and Equipment Fueling Standard Operating Procedures

Vehicle Maintenance Standard Operating Procedures

Good Housekeeping Practices Standard Operating Procedures

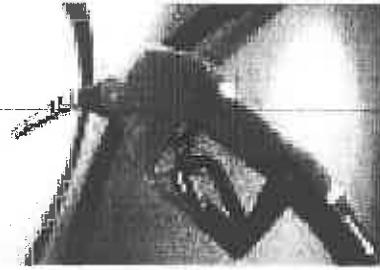
Vehicle Washing Standard Operating Procedures

# TOWNSHIP OF JACKSON

## TIER A STORMWATER PERMIT

### STANDARD OPERATING PROCEDURES

### VEHICLE AND EQUIPMENT FUELING



#### INTRODUCTION

Vehicle and equipment fueling procedures and practices are designed to minimize pollution of surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks, as well as waste oil removal, is critical for this purpose.

#### SCOPE

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Jackson Township.

#### STANDARDS AND SPECIFICATIONS (FOR VEHICLE AND EQUIPMENT FUELING)

- Shut the engine off
- Never leave vehicle unattended during fueling
- Ensure that the fuel is the proper type of fuel
- Absorbent spill clean-up materials and spill kits shall be available in the fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
- Nozzles used in vehicles and equipment fueling shall be equipped with an automatic shut-off to prevent overfill
- Fuel tanks shall not be "topped off"
- Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.
- Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

#### STANDARDS AND SPECIFICATIONS (FOR PRODUCT TRANSFER)

- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling
- Block storm sewer inlets, or contain tank trucks used for product transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
- Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
- A trained municipal employee must always be present to supervise during bulk transfer.

SPILL RESPONSE  
AND REPORTING

- Conduct cleanups of any fuel spills immediately after discovery
- Uncontained spills are to be cleaned using dry, absorbent material (e.g. kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly
- Contact the local police department at 732-928-1111, or 911.
- Contact the NJDEP Spill Hotline at 1-877-WARNDEP
- Contact the EJIF hotline at 1-800-289-6681

MAINTENANCE AND  
INSPECTION

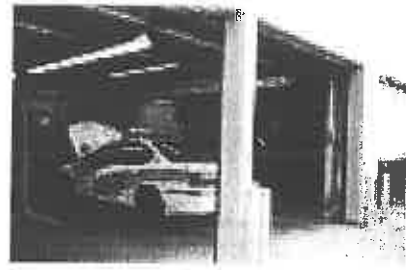
- Fueling areas and storage tanks shall be inspected monthly.
- Keep an ample supply of spill cleanup material on-site.
- Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.
- Tanks and fueling equipment shall be wiped of any residual surface contamination regularly.

# TOWNSHIP OF JACKSON

## TIER A STORMWATER PERMIT

### STANDARD OPERATING PROCEDURES

### VEHICLE MAINTENANCE



#### INTRODUCTION

This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations in Jackson Township.

#### SCOPE

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Jackson Township.

#### STANDARDS AND SPECIFICATIONS

- Conduct vehicle maintenance operation only in designated areas.
- When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
- Always use drip pans.
- Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
- Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.
- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose of batteries, used oils, antifreeze and other toxic fluids into a storm drain watercourse.
- Properly cover all tires.
- Collect waste fluids in properly labeled containers and dispose of properly.
- Do not allow vehicle washwaters to discharge to the environment.

#### SPILL RESPONSE AND REPORTING

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g. kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the local police department at 732-928-1111, or 911.
- Contact the NJDEP Spill Hotline at 1-877-WARNDEP
- Contact the EJIF hotline at 1-800-289-6681

#### MAINTENANCE AND INSPECTION

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

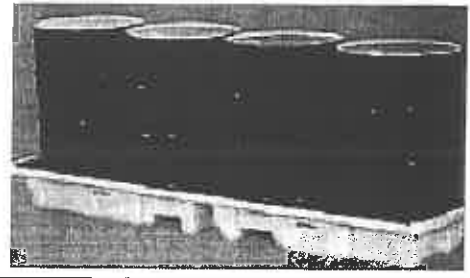


# TOWNSHIP OF JACKSON

## TIER A STORMWATER PERMIT

### STANDARD OPERATING PROCEDURES

### GOOD HOUSEKEEPING



#### INTRODUCTION

This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations in Jackson Township.

#### SCOPE

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Jackson Township.

#### STANDARDS AND SPECIFICATIONS (GENERAL)

- All containers should be properly labeled and marked, and the labels must remain clean and visible.
- All containers must be kept in good condition and tightly closed when not in use.
- When practical, chemicals, fluids and supplies should be kept indoors.
- Store materials such as grease, cleaners, and paints, materials in appropriate, labeled containers.
- Store batteries indoors whenever possible. If outdoors, batteries should be placed on an elevated surface and covered.
- Keep tires indoors or covered to prevent contact with rainwater.
- If containers are stored outside, they must be covered and placed on spill platforms.
- Keep storage areas clean and well organized.
- Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
- Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
- Place trash, dirt and other debris in the dumpster.
- Collect waste fluids in properly labeled containers and dispose of them properly.
- Inspect dumpsters and other waste containers periodically. Repair or replace leaky dumpsters and containers.
- Ensure that garbage dumpsters have covers, that covers are properly utilized, and that covers are maintained in working order.

#### STANDARDS AND SPECIFICATIONS (SPECIFIC)

- The waste oil storage area will be inspected daily to ensure there are no drips or spills.
- Uncovered mulch storage will remain at a 50 foot setback from all stormwater conveyances, and mulch will be prevented from entering the MS4.

# **TOWNSHIP OF JACKSON**

## **TIER A STORMWATER PERMIT**

### **STANDARD OPERATING PROCEDURES**

#### **VEHICLE WASHING**

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#### **INTRODUCTION**

This Standard Operating Procedure (SOP) contains the procedures and practices of vehicle washing at maintenance yards designed to minimize pollution to surface and ground waters.

#### **SCOPE**

This SOP provides a set of guidelines for the Township of Jackson employees to implement procedures for using proper vehicle washing techniques, proper washing locations, and disposal of wash water.

#### **STANDARDS AND SPECIFICATIONS**

- Vehicle wash water shall not be disposed of into storm drains, waterways, or to the ground.
- All vehicles and/or equipment shall be washed in the proper designated areas.
- Minimize water use when washing vehicles. Use hoses with automatic shut off nozzles to minimize water usage.
- Only biodegradable and non-toxic cleaners are permitted.
- Discharge all wash water containing degreasers, acids, bases, and/or metal brighteners through the oil-water separator and then into the existing sanitary sewer system.
- Clean wash areas after washing activities to collect any accumulated solids.
- Maintain and clean any treatment devices, holding tanks, etc., as needed.

#### **SPILL RESPONSE AND REPORTING**

- Conduct clean-up of and spill(s) immediately after discovery.
- Spills are to be cleaned up using dry cleaning methods only.
- For Environmental Emergencies Hazardous Materials spills:
  - Contact the local police department at (732) 928-1111 or 911.
  - Contact the NJDEP Spill Hotline at (877) WARNDP.
  - Contact the EJIF Hotline at (800) 289-6681.

#### **MAINTENANCE AND INSPECTION**

- Inspect washing areas, oil/water separator and other appurtenances monthly.
- Check for leaks and damage, periodically. Any leaks or damages noted shall be repaired immediately.