

Stormwater Pollution Prevention Plan

Borough of Ogdensburg

Sussex County

NJPDES: NJG0149535 / PI ID #: 207331



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Stormwater Program Coordinator:

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Table of Contents

Form 1 – Team Members	3
Form 2 – Revision History	4
Form 3 – Public Announcements	5
Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment	6
Form 5 – Ordinances	8
Form 6 – Street Sweeping	9
Form 7 – MS4 Infrastructure	10
Form 8 – Community-wide Measures	13
Form 9 – Municipal Maintenance Yards & Other Ancillary Operations	14
Form 10 – Training	18
Form 11 – MS4 Mapping	22
Form 12 – Watershed Improvement Plan	23

Appendices

Appendix A – MS4 Infrastructure Maps <i>by January 1, 2026 (EDPA + 36 months)</i>	
Appendix B – Outfall Inspection Form	
Appendix C – Stream Scouring Investigation Recordkeeping Form	
Appendix D – Illicit Connection Inspection Report Form	
Appendix E – Municipal Maintenance Yard Monthly Inspection Log	
Appendix F – The Municipal Employee Training Log	
Appendix G – Public Works Employee Training Log	
Appendix H – Municipal Board & Governing Body Member Training Log	

Form 1 – Team Members

Stormwater Program Coordinator (SPC)		
Name and Title	Michael G. Vreeland, P.E., C.M.E., Borough Engineer	
Phone	862-284-1100	Email mvreeland@vanclleafengineering.com
Individual(s) Responsible for Major Development Project Stormwater Management Review		
Name and Title	Michael G. Vreeland, P.E., C.M.E., Land Use Board Engineer	
Phone	862-284-1100	Email mvreeland@vanclleafengineering.com
Name and Title	Joseph R. Vuich, P.E., C.M.E., Van Cleef, Senior Prof. Engineer	
	862-284-1100	Email jvuich@vanclleafengineering.com
Other Municipal Stormwater Team Members		
Name and Title	Chris Ross, Public Works Supervisor	
Phone	973-827-3444	Email oburgdpw@gmail.com
Name and Title	Robin Hough, Clerk	
Phone	973-827-3444	Email clerk@ogdensburgnj.gov
Shared/Contracted Service Providers		
Provider Name	Service Provided	Term of Service
Blue Diamond Disposal PB Box 267 Succasunna, NJ 07876	Garbage & Recycling Collection	Annual Contract

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
10/27/2023	All	Tier B to Tier A Reassignment Notice & 2023 Renewal Permit Create Borough’s first SPPP using new NJDEP template

Form 3 – Public Announcements
Part IV.B. and C.

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://ogdensburgnj.org/municipal-stormwater/
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Robin Hough, Clerk, clerk@ogdensburgnj.gov Bill Repasy, Webmaster, wrepasy@gmail.com
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.
<p>The official newspapers for Ogdensburg are The Daily New Jersey Herald and Sunday Herald. All legal notices appear in the official newspaper.</p> <p>For meetings where public notice is required under the Open Public Meetings Act (“Sunshine Law,” N.J.S.A. 10:4-6 et seq.), Ogdensburg provides public notice in a manner that complies with the requirements of that Act. With regard to the passage of ordinances, Ogdensburg provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, Ogdensburg complies with all requirements for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.).</p> <p>Events and activities are communicated throughout the calendar year via direct mailings, email newsletters, Facebook, and website postings.</p>

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

Part IV.E.

<p>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.</p>
<p><u>MAJOR DEVELOPMENT</u></p> <ol style="list-style-type: none"> 1. An individual "development," as well as multiple developments that individually or collectively result in the disturbance of one or more acres of land since February 2, 2004. 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 result in the disturbance of one or more acres of land since February 2, 2004. 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." <p>This definition is different than the definition in N.J.A.C. 7:8-1.2 in that it excludes paragraphs 2, 3, & 4 which reference one-quarter (1/4) acre or more of “regulated impervious surface” and “regulated motor vehicle surface. <u>Although different, this definition fully complies with the New Jersey Stormwater Best Management Practices (BMP) Manual Appendix D: Model Stormwater Control Ordinance for Municipalities, dated January 2021, and last revised July 2023.</u></p>
<p>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.</p>
<p>Ogdensburg’s SCO is §30-502.1 ‘Stormwater Management’. It is the same as NJDEP’s 2021 Model SCO.</p> <p><i>The Borough anticipates further amendment of its SCO, required to be effective by July 18, 2024, to conform with the amendments of the Stormwater Management Rules (N.J.A.C. 7:8) which were part of the Inland Flood Protection Rule promulgated on July 17, 2023.</i></p>
<p>3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).</p>
<p>Applications for private development are reviewed by the Land Use Board and the Board Engineer to ensure compliance with the SCO and/or RSIS.</p> <p>Public development projects are designed by the Borough Engineer to ensure compliance with the SCO and/or RSIS.</p> <p>During construction of private and public development projects, the Borough Engineer regularly inspects construction progress to confirm stormwater improvements comply with the approved plans.</p>

<p>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.</p>
<p>No. Specific mitigation projects may be developed and included in future revisions of the Municipal Stormwater Management Plan (MSWMP).</p>
<p>5. Indicate the dates of each iteration of the Borough’s Stormwater Control Ordinance, starting with the initial adoption and including revisions.</p>
<p>Initial Adoption by Ord. No. 5-07 (2004 Stormwater Rules) Amended 3-8-2021 by Ord. No. 03-2021 (Amended Stormwater Rules, Green Infrastructure) Amended 12-11-2023 by Ord. No. 15-2023 (Amended Stormwater Rules, Inland Flood Protection)</p>
<p>6. Indicate the dates of each iteration of the Borough’s Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.</p>
<p>September 2005 – Initial Adoption</p>

Form 5 – Ordinances
Part IV.F.1.

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste §18-1	5/8/2023	Yes, Ordinance 2023-03	Health Official & Police	\$250 max
2. Wildlife Feeding §18-2	5/22/2023	Yes, Ordinance 2023-04	Municipal Official & Police	\$250 max
3. Litter Control §18-3	6/12/2023	Yes, Ordinance 2023-05	Municipal Official & Police	\$250 max
4. Improper Disposal of Waste §18-4	6/26/2023	Yes, Ordinance 2023-06	Municipal Official & Police	\$250 max
5. Yard Waste §18-5	6/26/2023	Yes, Ordinance 2023-07	Municipal Official & Police	\$250 max
6. Private Storm Drain Inlet Retrofitting §18-6	7/10/2023	Yes, Ordinance 2023-08	Municipal Official & Police	\$250 max
7. Illicit Connections §18-7	7/24/2023	Yes, Ordinance 2023-09	Municipal Official & Police	\$250 max
8. Privately-Owned Salt Storage §18-8	8/28/2023	Yes, Ordinance 2023-11	Municipal Official & Police	\$200 (1 st) \$500 (2 nd) \$1,000 (3 rd)
9. Tree Removal- Replacement §	___/___/___	<i>Model Ordinance under development by NJDEP</i>	_____	\$___ max
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.				
§18-9, Ordinance 12-2023 , adopted 9/11/2023, Refuse Containers & Dumpsters (NJDEP Model Ordinance)				
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				
Ordinance records are located in the Office of the Borough Clerk. Records of violations and enforcement are kept at the office of the applicable enforcement agency.				

Form 6 – Street Sweeping

Part IV.F.2.a.i. and ii.

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.

Ogdensburg currently performs street sweeping on all paved roads a minimum of once per year, typically performed during the Spring and Summer. Additional sweeping is performed on an as-needed basis.

As a former Tier B community, Ogdensburg will be developing a street sweeping program in response to the 2023 MS4 Tier A Renewal Permit that became effective on January 1, 2023. The program requirements are described in the heading above. This revised program is under development and will be implemented by January 1, 2026 (EDPA + 36 months).

Once a street sweeping program is established, the total material collected will be reported in the Annual Report and Certification. All collected materials will be properly disposed of by Public Works after testing and hauled to a landfill.

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

Hardyston Township provides street sweeping for the Borough of Ogdensburg under a shared service agreement.

Form 7 – MS4 Infrastructure
Part IV.F.2-4. and Part IV.G.2-3.

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. Municipal inlets without permanent wording cast into the design have been labeled with either a durable medallion or painted stencil on the inlet or adjacent curb. These labels are inspected annually during regular DPW operations. Medallions and/or stencils are replaced by the DPW crew if found to be missing or illegible.
- b. Municipal storm drain inlets are retrofit during municipal, county, and state road resurfacing or reconstruction activities. A municipal inlet retrofitting program will be conducted from 2024 through 2027 to ensure all inlets are replaced or retrofit by January 1, 2028 in response to updated permit requirements of the 2023 MS4 Tier A Renewal Permit.

Private storm drain inlet retrofitting is required by the Borough’s “Private Storm Drain Inlet Retrofitting” Ordinance [§18-6](#) and is the responsibility of the private owner. Public Works monitors private paving and repair activities to ensure adjacent municipal inlets are retrofit according to permit requirements. Annual maintenance and repair reports are reviewed by the Borough Engineer, and non-compliant inlets are identified for follow-up retrofitting.

- c. New municipal inlets are designed by the Borough Engineer to conform to current permit requirements for catch basins/BMPs.

Proposed private inlets are reviewed during plan development by the Board Engineer for permit compliance. Construction is monitored by the Borough Engineer to ensure plan conformance.

- d. Public Works is increasing its inspection program to meet the 2023 MS4 Tier A Renewal Permit requirement to inspect all municipal storm drain inlets at least once (1) annually. Areas subject to frequent flooding or stormwater backups are inspected more frequently. Residents are encouraged to monitor inlets adjacent to their property and clear debris from grates.

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. Public Works is increasing its inspection program to meet the 2023 MS4 Tier A Renewal Permit requirement to inspect 20% of municipal catch basins annually and ensure all catch basins are inspected at least once (1) every 5 years.
- b. If the catch basin contains debris, such as leaves and sediment, the debris is removed by hand or with a vacuum truck. An estimate is made of the volume of debris removed for record-keeping purposes, and then the debris is properly disposed of by Public Works after testing and hauled to a landfill.

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.

Roadside ditches and swales are monitored by Public Works staff while conducting regular Borough maintenance. Trash and excessive debris are removed immediately.

Storm sewer backups and clogs are investigated as soon as they are noted and/or reported. If the clog is determined to be caused by debris within a pipe, the pipe is cleaned in a timely fashion by Public Works or solicitation of services by an independent contractor.

Particular locations identified as sustaining more frequent debris accumulation or clogging (as noted during Public Works inspections or reported by residents) are monitored more regularly.

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.

As a former Tier B community, Ogdensburg will be developing an outfall program in response to the 2023 MS4 Tier A Renewal Permit that became effective on January 1, 2023. The program requirements include inspection of 20% of municipal outfalls annually to ensure all outfalls are inspected at least once (1) every 5 years. This new program is under development and will be implemented by January 1, 2024 (EDPA + 12 months).

The inspection includes evaluation of the pipe condition, bank stability, and identification of any localized stream scouring caused by the outfall. Photographs are taken if possible.

If stream scouring is identified, remedial action is taken as soon as possible, and within 12 months. The Borough Engineer is consulted regarding appropriate repair and remediation methods. Stream scouring restoration is made in accordance with the following:

- Standards for Soil Erosion and Sediment Control in New Jersey;
- N.J.A.C. 7:13 – Flood Hazard Area Control Act Rules bank stabilization and channel restoration requirements;
- N.J.A.C. 7:8 – Amended Stormwater Management Rules;
- [§30-502.1 ‘Stormwater Management’](#) – Borough Stormwater Control Ordinance (SCO); and
- N.J.A.C. 5:21 – Residential Site Improvement Standards (RSIS).

If a previously unidentified outfall is located, it is immediately inspected. The MS4 infrastructure map is updated accordingly within the same calendar year.

The Department’s Outfall Inspection Form (Appendix B) and Stream Scouring Investigation Recordkeeping Form (Appendix C) are utilized for recordkeeping.

Records under this category are maintained by Public Works and shared with the Borough Engineer.

<p>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.</p>
<p>As a former Tier B community, Ogdensburg is developing an outfall inspection program to be implemented by January 1, 2024 (EDPA + 12 months). The program requirements include inspection of 20% of municipal outfalls annually to ensure all outfalls are inspected at least once (1) every 5 years.</p> <p>The illicit connection inspection is conducted during a dry weather period (72 hours following a rain event). The Department’s Illicit Connection Inspection Report Form (Appendix D) is utilized.</p> <p>If evidence of dry-weather flow is found, the upstream source is investigated. If an illicit connection is identified, the entity responsible for the source will be notified of its violation per the Borough’s “Illicit Connections” Ordinance §18-7 and ordered to remove the illicit connection. The Borough Engineer is notified if needed. If the source cannot be identified, the NJDEP Enforcement Inspector and MS4 Case Manager are notified.</p>
<p>6. Other Municipal Infrastructure List the types of MS4 infrastructure in your town 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.</p>
<p>With the development of the MS4 Infrastructure Map by January 1, 2026 (EDPA +36 months), Ogdensburg will establish an inventory of all municipal stormwater infrastructure to be inspected and maintained.</p>
<p>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.</p>
<p>With the development of the MS4 Infrastructure Map by January 1, 2026 (EDPA +36 months), Ogdensburg will establish an inventory of all private stormwater facility locations and contact information for the responsible party. Once established, Ogdensburg will notify private stormwater facility owners by U.S. mail in October each year of their annual maintenance and reporting obligations. Annual reporting is due to the Borough Engineer no later than March 1st of the following year.</p> <p>Reporting should include the following information at minimum: (1) Facility type and location; (2) Facility inspection date(s); (3) Date(s) and description of maintenance activities performed; and (4) Date(s) and description of any repairs made. The private stormwater facility owners are required to maintain the stormwater facilities in accordance with the long-term maintenance plan approved during site plan review, and/or practices described in the BMP Manual.</p>
<p>8. Infrastructure Records Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.</p>
<p>Records are kept at Public Works and shared with the Borough Engineer.</p>

Form 8 – Community-wide Measures

Part IV.F.2.

<p>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.</p>
<p>The Borough does not utilize herbicides for management of vegetation.</p>
<p>2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.</p>
<p>Public Works staff are trained to minimize deposits of excess salt during de-icing operations. After a storm event the salted routes are inspected within three days (72 hours), weather permitting. Excess salt piles are collected and returned to storage for reuse during future storm events.</p>
<p>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.).</p>
<p><u>Roadside Vegetation:</u> Public Works performs roadside mowing and maintenance on an as-needed basis throughout the spring, summer, and fall seasons. Mowers that mulch the clippings are used. Grass trimmings are blown off the roadway to assure they are not deposited into storm drain inlets and other stormwater facilities.</p> <p><u>Wood Waste:</u> fallen trees / branches collected during emergency storm cleanup and municipally generated wood waste is hauled by Public Works to the Maintenance Yard (7 Brooks Flat Road) where it is temporarily stockpiled on a paved surface and covered with a tarp, prior to being hauled for disposal.</p>
<p>4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.</p>
<p>During routine maintenance activities, Public Works inspects the roadside for signs of erosion and sedimentation. All roadside areas are evaluated at least once per year. If erosion is detected that can be remediated by planting or re-establishing vegetation, Public Works makes the repair within 90 days. If more extensive repairs are required, such as installation of riprap, the Borough Engineer is notified.</p>

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

Part IV.F.5.

*Indicate the number of yards/sites the municipality owns or operates: **One (1)***

1. Site Name and Address	
Maintenance Yard & Recycling Center 7 Brooks Flat Road Ogdensburg, NJ 07439	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
At least once monthly, the Public Works Supervisor or designated trained staff member inspects all aspects of the Maintenance Yard & Recycling Center. The inspector ensures that stormwater protection measures are in place, including but not limited to, fuel tanks are secure and not leaking; machinery stored outside is not leaking substances; materials stored outside are completely covered and tarps are in good condition; containers and dumpsters are covered; secondary containment structures are properly secured. Inspection logs are kept on-site at Public Works, and copies are provided annually to the Borough Engineer. The Municipal Maintenance Yard Monthly Inspection Log (Appendix E) is utilized for recordkeeping.	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Stone and sand aggregates (tarped)	Garbage trucks
Road salt (salt dome)	Dump trucks
Street sweeping & catch basin cleanings (tarped)	Pickup trucks
Asphalt cold patch (tarped)	Loaders
Fuel = Diesel + Gas (aboveground storage tanks)	Backhoes
Lubricants (containerized and stored indoors)	Mowers
Solvents (containerized and stored indoors)	
Detergents (containerized and stored indoors)	
4. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
Stormwater potentially exposed to contaminants in a secondary containment area is collected and properly disposed in accordance with local, County, and State guidelines.	

<p>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.</p>
<p>Yes, diesel and gas fueling operations occur on-site at the Maintenance Yard (7 Brooks Flat Road). Fuel storage is inspected daily.</p>
<p>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.</p>
<p>Yes, vehicle / equipment maintenance and repair occur on-site inside the garage building at the Maintenance Yard (7 Brooks Flat Road).</p>
<p>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.</p>
<p>No, <u>Ogdensburg ceased on-site equipment and vehicle washing in 2009.</u></p>
<p>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.</p>
<p>Yes, de-icing materials are stored and handled within the salt storage dome located on-site at the Maintenance Yard (7 Brooks Flat Road). The facility is inspected monthly and stores approximately 500 tons of salt that is placed on a paved surface.</p> <p>Seasonally, sand and grit materials are temporarily stockpiled outside the salt storage dome on a paved surface at least 50 feet setback from storm drain inlets and covered with tarps.</p>

<p>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.</p>
<p><u>Aggregate Materials:</u> Sand, DGA, ¾” Clean Stone, Riprap are stockpiled at the Maintenance Yard (7 Brooks Flat Road) on a paved surface and covered with a tarp. Wood Chips and Finished Leaf Compost <u>are not stored on-site.</u></p>
<p>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.</p>
<p>Cold patch asphalt is stored at the Maintenance Yard (7 Brooks Flat Road) on a paved surface and covered with a tarp.</p>
<p>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.</p>
<p>Street sweepings and storm sewer cleanout materials are stored temporarily (no more than 6 months) at the Maintenance Yard (7 Brooks Flat Road) on a paved surface and covered with a tarp. These materials are tested prior to hauling to a disposal facility.</p>
<p>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.</p>
<p><u>Construction and Demolition Waste:</u> is not stored on-site. <u>Wood Waste:</u> fallen trees / branches collected during emergency storm cleanup and municipally generated wood waste is hauled by Public Works to the Maintenance Yard (7 Brooks Flat Road) where it is temporarily stockpiled on a paved surface and covered with a tarp, prior to being hauled for disposal. <u>Yard Trimmings:</u> Public Works performs roadside mowing and maintenance on an as-needed basis throughout the spring, summer, and fall seasons. Mowers that mulch the clippings are used. Grass trimmings are blown off the roadway to assure they are not deposited into storm drain inlets and other stormwater facilities. Yard Trimmings <u>are not stored on-site.</u> Please refer to the Sussex County Municipal Utilities Authority (SCMUA) Recycling website for a listing of the County’s additional disposal programs offered to Ogdensburg residents.</p>

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 hauled directly to the Sussex County Municipal Utilities Authority (SCMUA) for disposal.

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 equipment is stored outside at the Maintenance Yard (7 Brooks Flat Road) on a paved surface waiting for auction and have drip pans underneath to collect leaking fluids. The drip pans are monitored monthly. All temporarily stored inoperable vehicles have intact bodies and exteriors capable of preventing stormwater from contacting internal parts.

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
<p>The Borough Engineer (Van Cleef Engineering Associates) is the designated municipal Stormwater Program Coordinator and works closely with all municipal staff to ensure stormwater training compliance is achieved.</p> <p>The Borough Engineer attended the SPC training webinar hosted by NJDEP on August 16, 2023 and is certified through December 31.2027. Refresher training will be completed at least once per permit cycle.</p>

Topic	Municipal Employees
Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos	
Describe the training provided for municipal staff.	
SPPP	<p>At least once per year, the SPC provides SPPP training for municipal staff via e-learning and/or in-person meetings. This training typically occurs when the SPPP is updated, at the time of MSRP annual report preparation, and throughout the year if specific questions or issues arise.</p> <p>Intensive training occurs with every new MS4 permit cycle. The Borough Engineer review new permit requirements and changes to existing permit requirements. They distribute a comprehensive summary to the Borough Manager, Clerk, Public Works Staff, Governing Body Members, Land Use Board Members, and Board Professionals. The Public Works Director and Borough Engineer meet annually to review implementation measures and schedules.</p> <p>Municipal Employee Training Log (Appendix F) is utilized for recordkeeping.</p>
Construction Site Stormwater Runoff	<p>The Borough Engineer, and designated inspectors from their office, perform construction inspection for all development (major and otherwise) in the Borough. These individuals are trained by the Borough Engineer regarding Soil Conservation District standards, soil erosion and sediment control methods, non-compliance reporting, and the need for NJDEP 5G3 permit authorization.</p>
Post-Construction Stormwater Management in New and Redevelopment	<p>The Public Works Supervisor provides annual in-person and video-based training to Public Works staff regarding <u>construction, maintenance, and operation of municipal stormwater management facilities</u>. This includes utilizing webinars available from NJDEP and NJMEL:</p> <p>https://dep.nj.gov/stormwater/stormwater-training/#dpw-training</p> <p>https://njmel.org/mel-safety-institute/webinars/</p> <p>The SPC provides annual e-learning training to municipal administration staff regarding <u>submission of reports for maintenance and repair of stormwater management facilities on private property</u>.</p> <p>The Public Works Employee Training Log (Appendix G) is utilized for recordkeeping.</p>

Community-wide Ordinances	<p>Municipal departments responsible for enforcement of each community-wide ordinance provide training to pertinent staff. A review of enforcement and violations issued is conducted annually in conjunction with the Borough Engineer.</p> <p>The Municipal Employee Training Log (Appendix F) is utilized for recordkeeping.</p>
Community-wide Measures	<p>The Public Works Supervisor provides annual in-person and video-based training to Public Works staff regarding <i><u>pollution prevention and good housekeeping measures related to street sweeping, storm drain inlets, herbicide application, de-icing operations, roadside vegetative waste, and roadside erosion control requirements</u></i>. This includes utilizing webinars available from NJDEP and NJMEL:</p> <p>https://dep.nj.gov/stormwater/stormwater-training/#dpw-training https://njmel.org/mel-safety-institute/webinars/</p> <p>The Public Works Employee Training Log (Appendix G) is utilized for recordkeeping.</p>
Stormwater Facilities Maintenance	<p>The Public Works Supervisor provides annual in-person and video-based training to Public Works staff regarding <i><u>inspection, maintenance, and repair of municipal stormwater infrastructure</u></i>. The required inspection frequency is reviewed, as well as facility-specific information for various types of stormwater facilities present in the Borough. This includes utilizing webinars available from NJDEP and NJMEL:</p> <p>https://dep.nj.gov/stormwater/stormwater-training/#dpw-training https://njmel.org/mel-safety-institute/webinars/</p> <p>The Public Works Employee Training Log (Appendix G) is utilized for recordkeeping.</p>
Municipal Maintenance Yards and Other Ancillary Operations	<p>The Public Works Supervisor provides annual in-person training to Public Works staff regarding maintenance and operation at the Maintenance Yard and Recycling Center. The required inspection frequency is reviewed, as well as BMP measures taken at the Maintenance Yard and Recycling Center to implement MS4 permit requirements.</p> <p>The Public Works Employee Training Log (Appendix G) is utilized for recordkeeping.</p>
MS4 Mapping	<p>The Borough Engineer (Van Cleef Engineering Associates) ensures that its staff receives appropriate training to develop the Borough MS4 Infrastructure Map according to permit requirements. These requirements are thoroughly reviewed with each permit cycle.</p>

<p>Outfall Stream Scouring</p>	<p>The Public Works Supervisor provides annual in-person and video-based training to Public Works staff regarding <i>scour at municipal outfalls</i>. The outfall location map is reviewed. This includes utilizing webinars available from NJDEP and NJMEL:</p> <p>https://dep.nj.gov/stormwater/stormwater-training/#dpw-training</p> <p>https://njmel.org/mel-safety-institute/webinars/</p> <p>The Public Works Employee Training Log (Appendix G) is utilized for recordkeeping.</p>
<p>Illicit Discharge Detection and Elimination</p>	<p>The Public Works Supervisor provides annual in-person and video-based training to Public Works staff regarding <i>detection and elimination of illicit discharge</i>. This includes utilizing webinars available from NJDEP and NJMEL:</p> <p>https://dep.nj.gov/stormwater/stormwater-training/#dpw-training</p> <p>https://njmel.org/mel-safety-institute/webinars/</p> <p>The Public Works Employee Training Log (Appendix G) is utilized for recordkeeping.</p>

Stormwater Management Design Reviewers
<p>Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.</p>
<p>Per MS4 permit requirements, individuals who review and approve stormwater management designs for major development on behalf of the municipality are required to attend the NJDEP Stormwater Management Design Review (SWMDR) course at least once every five (5) years. These individuals also must take NJDEP training following amendments to the stormwater management rules at N.J.A.C. 7:8. Additional information on the Stormwater Management Design Review Course is available at;</p> <p>https://dep.nj.gov/stormwater/stormwater-management-design-review-course</p> <p>The Borough Engineer serves as the Land Use Board Engineer. He and his supporting staff comply with the training requirements listed above.</p> <p>The Department maintains a listing of individuals that have successfully completed the review course;</p> <p>https://dep.nj.gov/wp-content/uploads/stormwater/swmdr_reviewers_training.pdf</p> <p>The Borough Engineer’s supporting staff have also completed Amendment Training for the State’s promulgation of the Inland Flood Protection Rules, participating in NJDEP’s August 15, 2023 training seminar.</p> <p>The Department maintains a listing of individuals that have successfully complete the amendment training;</p> <p>https://dep.nj.gov/wp-content/uploads/stormwater/rule_amendment_training_attendant_id_list_updated_10-5-23.pdf</p>

Municipal Board and Governing Body Members
Describe the training provided for members of the planning/zoning board and municipal council.
<p>Per MS4 permit requirements, municipal Land Use Board and Governing Body members who review and approve applications for development and redevelopment projects must complete the training listed below. This includes Land Use Board Members and Council Members who serve as liaisons to the Boards.</p> <p>Initial Training: <i>“Asking the Right Questions in Stormwater Review Training Tool”</i></p> <p>https://nj.gov/dep/stormwater/arq/</p> <p>Once per term of service thereafter, review at least one of the following training tools accessed from the following link:</p> <p>https://dep.nj.gov/stormwater/stormwater-training/#reviewers-training</p> <ul style="list-style-type: none"> • Stormwater Management Rules Applicability • Stormwater Management Rules Planning • Stormwater Management Rules Design & Performance • Stormwater Management Rules Safety • Stormwater Management Through General Permit for MS4s <p>The Municipal Board & Governing Body Member Training Log (Appendix H) is utilized for recordkeeping.</p>

Training Records
Indicate the location of training records for the above required training.
Records of training are located at the offices of the Public Works, Municipal Clerk, and Land Use Board Secretary. Copies of logs are also provided to the Borough Engineer.

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
As a former Tier B community, Ogdensburg will develop an MS4 Infrastructure Map by January 1, 2026 (EDPA + 36 months)	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	<i>TBD</i>
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	<i>TBD</i>
c. MS4 interconnections	0
d. MS4 storm drain inlets	<i>TBD</i>
e. MS4 manholes	<i>TBD</i>
f. Length of conveyance (channels, pipes, ditches, etc.)	<i>TBD</i>
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	<i>TBD</i>
i. Maintenance yard(s) and other ancillary operations	1
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.).	
As a former Tier B community, Ogdensburg will develop an MS4 Infrastructure Map by January 1, 2026 (EDPA + 36 months).	
The Map will be reviewed annually by Public Works and Borough Engineer. It will be updated if new municipal outfalls are constructed or identified during the past calendar year.	
If new information is added to the map, it is submitted to the Borough’s MS4 Case Manager at NJDEP.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
The comprehensive MS4 Infrastructure Map is under development. The Borough Engineer is coordinating with Public Works to systematically inventory all MS4 components in advance of the January 1, 2026 (EDPA + 36 months) deadline.	
Once fully developed, the map will be reviewed annually by the Borough Engineer. If new municipal MS4 structures are identified or modified, Public Works will notify the Borough Engineer. The Borough Engineer also monitors new construction in the Borough and will inventory any new MS4 infrastructure installations. The Borough Engineer will coordinate all necessary updates to the MS4 Infrastructure Map.	
If new information is added to the map, it is submitted to the Borough’s MS4 Case Manager at NJDEP.	

Form 12 – Watershed Improvement Plan

Part IV.H.

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

The Borough is beginning the inventory phase of the Watershed Improvement Plan (WIP). The Borough Engineer is leading the effort to identify and geolocate the following:

- Drainage areas and receiving waterbodies for all outfalls.
- Water quality classification for receiving waterbodies.
- Up-to-date TMDL and water quality impairment areas.
- Impervious areas.
- Location, ownership, and type of private SWM facilities.

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

The Borough anticipates initial engagement with other municipalities for regional collaboration in Years 2 & 3 (2024 & 2025) of current Permit, ahead of the Phase I WIP deliverable due date.

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

All meeting notices, agendas, minutes, and other public records are kept in the office of the Municipal Clerk.

Appendix A
MS4 Infrastructure Maps
by January 1, 2026 (EDPA + 36 months)

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MS4 Infrastructure Maps
by January 1, 2026 (EDPA + 36 months)
1 of 5*

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MS4 Infrastructure Maps
by January 1, 2026 (EDPA + 36 months)
2 of 5*

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MS4 Infrastructure Maps
by January 1, 2026 (EDPA + 36 months)
3 of 5*

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MS4 Infrastructure Maps
by January 1, 2026 (EDPA + 36 months)
4 of 5*

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replace in final pdf copy with the
MS4 Infrastructure Maps
by January 1, 2026 (EDPA + 36 months)
5 of 5*

Appendix B
Outfall Inspection Form

Outfall Inspection Form

This form is provided to assist MS4 permittees with appropriate recordkeeping for their routine outfall inspections as required by the current MS4 NJPDES permit. Initial illicit connection inspections must be performed during dry weather, which is at least 72 hours after the previous precipitation or snowmelt event.

It is recommended to attach photo(s) of the inspection of the outfall to this form.

Upon discovery of stream scouring, you may use "Stream Scouring Investigation Record Keeping Form" for required documentation.

Upon discovery of any possible illicit connections, you MUST use "Illicit Connection Inspection Report Form."

SECTION 1: PERMITTEE INFORMATION

MS4 Permittee: _____ NJPDES #: NJG0_____

SECTION 2: OUTFALL SUMMARY INFORMATION

If this outfall is newly identified, be sure to add it to your electronic outfall pipe map.

Outfall ID: _____ Outfall Location Description: _____

Municipality: _____ County: _____

Receiving Waterbody: _____

Describe the type of conveyance(s) that delivers the stormwater to the receiving waterbody (concrete or corrugated pipe, concrete channel, etc.): _____

If the ultimate discharge into the receiving water **is from an enclosed pipe**, is any part of the end of the pipe fully or partially submerged? NEVER SOMETIMES* ALWAYS*

*If 'Sometimes' or 'Always,' describe submerged conditions and condition at time of inspection:

If the ultimate discharge into the receiving water **is not from an enclosed pipe**, what is the approximate distance between the end of the last enclosed stormwater conveyance pipe to the receiving waterbody (ft): _____

Do any other NJPDES permittees discharge through this MS4 outfall? YES* NO UNKNOWN

*If 'YES', list Permittee Name(s) or NJPDES #(s): _____

If 'YES', please contact your MS4 Case Manager.

SECTION 3: INSPECTION CONDITIONS

Date of current inspection: ___/___/___ Date of previous inspection: ___/___/___

Latest precipitation/snowmelt event: ___/___/___ Amount of Precipitation (in.): _____

Outfall condition: PROPER CONDITION NEEDS MAINTENANCE NEEDS REPAIR

If applicable, describe the type of maintenance or repair needed: _____

Bank Stability around outfall: GOOD FAIR NEEDS STABILIZATION

If applicable, describe problem and the work needed to stabilize the outfall: _____

Is there a dry weather flow present at the outfall or other evidence that a previous illicit discharge may have occurred? *(If the outfall is partially or fully submerged, dry weather flow observations must be made at the next upstream point (e.g. manhole) above the influence of the receiving surface waterbody.)*

PRESENT EVIDENCE NEITHER

If applicable: Manhole ID: _____ Approximate distance upstream from outfall (ft.): _____

If a dry weather flow is present at the outfall or there is other evidence that a previous illicit discharge may have occurred, the permittee must document the illicit discharge investigation on the **"Illicit Connection Inspection Report Form"** at the link above.

SECTION 4: STREAM SCOURING

Is stream scouring present? YES* NO

*If 'YES', describe the scouring, including where the scouring is occurring relative to the outfall:

If you answered 'YES,' you must document sources of stormwater that contribute to the outfall. The Department has created the **"Stream Scouring Investigation Record Keeping Form" for your use at the link above.**

SECTION 5: INSPECTOR INFORMATION

Inspector's Name: _____

Title: _____ Affiliation: _____

Signature: _____ Date: _____

Appendix C
Stream Scouring Investigation Recordkeeping Form

Stream Scouring Investigation Recordkeeping Form

This form is provided to assist MS4 permittees with appropriate recordkeeping throughout the investigation process of outfall stream scouring. This form is to be kept with the permittee's SPPP, as per the recordkeeping requirements of the MS4 NJPDES permit. It is recommended to attach photo(s) of the outfall and scouring to this form.

SECTION 1: PERMITTEE INFORMATION

MS4 Permittee: _____ NJPDES #: NJG0 _____

SECTION 2: OUTFALL SUMMARY INFORMATION

If this outfall is newly identified, be sure to add it to your electronic outfall pipe map.

Outfall ID: _____ Outfall Location Description: _____

Municipality: _____ County: _____

Receiving Waterbody: _____

Describe the type of conveyance(s) that delivers the stormwater to the receiving waterbody (concrete or corrugated pipe, concrete channel, etc.): _____

If the ultimate discharge into the receiving water **is from an enclosed pipe**, is the end of the pipe fully or partially submerged? NEVER SOMETIMES* ALWAYS*

*If 'Sometimes' or 'Always,' describe submerged conditions and condition at time of inspection:

If the ultimate discharge into the receiving water **is not from an enclosed pipe**, what is the approximate distance between the end of the last enclosed stormwater conveyance pipe to the receiving waterbody (ft.): _____

Do any other NJPDES permittees discharge through this MS4 outfall? YES* NO UNKNOWN

*If 'YES', list Permittee Name(s) or NJPDES #(s): _____

If 'YES', please contact your MS4 Case Manager.

SECTION 3: INSPECTION CONDITIONS

When was the stream scouring first identified? ____/____/____

Date of current inspection: ____/____/____ Date of previous inspection: ____/____/____

Latest precipitation/snowmelt event: ____/____/____ Amount of Precipitation (in.): _____

Provide a description of the stream scouring and outfall condition: _____

Describe investigation and findings, including suspected sources and action(s) being taken to reduce the volume or rate of flow from the sources contributing stormwater to the outfall, including dates of actions taken: _____

Was stream scouring identified during the previous inspection? YES* NO

*If 'YES', describe previous actions taken: _____

Since the date of last inspection, has the stream scouring worsened? YES* NO

*If 'YES', describe any potential causes, including new source(s) contributing stormwater to the MS4 discharging at this outfall since previous inspection (e.g. new housing developments, commercial plazas, etc.):

SECTION 4: SCHEDULING OF STREAM REMEDIATION

Description of the remediation project: _____

List milestones and dates of remediation (i.e. applied for permit, advertised for bid, awarded bid for project, completed project, etc.): _____

SECTION 5: PERMITS OBTAINED (Flood Hazard, Freshwater Wetlands, Soil Conservation District, etc.)

<u>Permit Type</u>	<u>Permit Authorization #</u>	<u>Application date</u>	<u>Authorization date</u>
_____	_____	___/___/___	___/___/___
_____	_____	___/___/___	___/___/___
_____	_____	___/___/___	___/___/___
_____	_____	___/___/___	___/___/___
_____	_____	___/___/___	___/___/___

SECTION 6: INSPECTOR INFORMATION

Inspector's Name: _____

Title: _____ Affiliation: _____

Signature: _____ Date: _____

Appendix D
Illicit Connection Inspection Report Form

Illicit Connection Inspection Report Form

For additional information regarding illicit discharge investigations, refer to Chapter 3.6 of the [Tier A Guidance Document](#).

If a dry weather flow or other evidence of an intermittent illicit discharge is observed, this form shall be used to document the illicit discharge investigation in accordance with the current MS4 NJPDES Permit. This completed form shall be uploaded with the permittee's Annual Report and Certification and be kept with the permittee's SPPP as per the recordkeeping requirements of the permit. Initial illicit connection inspections must be performed during dry weather, which is at least 72 hours after the end of the previous precipitation or snowmelt event.

It is required to attach photos of the investigation to this form.

Illicit discharges must be reported immediately to the NJDEP Hotline at 1-877-WARNDEP (1-877-927-6337).

SECTION 1: PERMITTEE INFORMATION

MS4 Permittee: _____ NJPDES #: NJG0_____

SECTION 2: OUTFALL SUMMARY INFORMATION

If this outfall is newly identified, be sure to add it to your electronic outfall pipe map.

Outfall ID: _____ Outfall Location Description: _____

Municipality: _____ County: _____

Receiving Waterbody: _____

Describe the type of conveyance(s) that delivers the stormwater to the receiving waterbody (concrete or corrugated pipe, concrete channel, etc.): _____

If the ultimate discharge into the receiving water **is from an enclosed pipe**, is the end of the pipe fully or partially submerged? NEVER SOMETIMES* ALWAYS*

*If 'Sometimes' or 'Always,' describe submerged condition at time of inspection:

If the ultimate discharge into the receiving water **is not from an enclosed pipe**, what is the approximate distance between the end of the last enclosed stormwater conveyance pipe to the receiving waterbody (ft.): _____

Do any other NJPDES permittees discharge through this MS4 outfall? YES* NO UNKNOWN

*If 'YES', list Permittee Name(s), NJPDES #(s), and Location of Connection:

If 'YES', please contact your MS4 Case Manager.

SECTION 3: OUTFALL INSPECTION

Date of current inspection: ____/____/____

Latest precipitation/snowmelt event: ____/____/____ Amount of Precipitation (in.): _____

Date dry weather flow or other evidence of an intermittent illicit discharge was first discovered: ____/____/____

List the date(s) of previous inspection(s) and describe the actions taken, if applicable: _____

_____**SECTION 4: PHYSICAL OBSERVATIONS**

If the outfall is either partially or fully submerged, dry weather flow observations must be made at the next upstream point (e.g. manhole) above the influence of the receiving surface waterbody.

If applicable: Manhole ID: _____ Approximate distance upstream from outfall (ft.): _____

The permittee shall use the table below to describe 1) the observed dry weather flow and/or 2) when there are indications of intermittent illicit discharges present.

(Potential illicit discharge sources are listed in parentheses.)

Odor	<input type="checkbox"/> None <input type="checkbox"/> Sewage (stale/septic sanitary wastewater) <input type="checkbox"/> Petroleum/Gas (petroleum refineries, vehicle maintenance facilities, petroleum product storage) <input type="checkbox"/> Rancid/Sour (food preparation facilities, e.g. restaurants, hotels, etc.) <input type="checkbox"/> Sulfide (industries discharging sulfide compounds or organics, e.g. meat packers, canneries, dairies, etc.) <input type="checkbox"/> Other: _____
Color	<input type="checkbox"/> Clear <input type="checkbox"/> Brown (meat packers, printing plants, metal works, concrete or stone operations, fertilizer facilities, and petroleum refining facilities) <input type="checkbox"/> Gray (dairies, sewage) <input type="checkbox"/> Yellow (chemical plants, textile and tanning plants) <input type="checkbox"/> Red (meat packers) <input type="checkbox"/> Other: _____
Turbidity	<input type="checkbox"/> Clear <input type="checkbox"/> Cloudy (sanitary wastewater, concrete or stone operations, fertilizer facilities, and automotive dealers) <input type="checkbox"/> Opaque (food processors, lumber mills, metal works, pigment plants)
Floatable Matter (Does not include litter)	<i>Floatables of industrial origin may include animal fats, spoiled foods, solvents, sawdust, foams, packing materials, or fuel. Floatables in sanitary wastewater include fecal matter, toilet paper, sanitary napkins, and condoms.</i> <input type="checkbox"/> None <input type="checkbox"/> Sewage (toilet paper, etc.) <input type="checkbox"/> Suds <input type="checkbox"/> Petroleum (oil sheen) <input type="checkbox"/> Other: _____

Deposits and Stains within outfall	<i>Coatings, residues or fragments of material may be indicators of a potential intermittent non-stormwater discharge</i> <input type="checkbox"/> None <input type="checkbox"/> Grayish-Black (leather tanneries) <input type="checkbox"/> White crystalline powder (Nitrogenous fertilizers) <input type="checkbox"/> Excessive sediments (construction sites) <input type="checkbox"/> Oily residues (petroleum refineries, storage facilities, vehicle service areas) <input type="checkbox"/> Other: _____
Vegetation	<i>As compared to surrounding Riparian bank and/or stream vegetation</i> <input type="checkbox"/> Normal <input type="checkbox"/> Excessive growth and/or algal presence (Food processing plants) <input type="checkbox"/> Inhibited Growth (Industrial operation effluent, CAFOs)

**If the Physical Observations have been conducted and it was determined there was no odor, no discoloration of the water or no deposits and stains left on the outfall, turbidity was clear, no floatable matter, and the vegetation surrounding outfall appears normal, then the dry weather discharge is likely from a groundwater source, but the "Field Monitoring" section below must still be completed for verification.*

*Prior to conducting the analyses in Sections 5 & 6, the source may be traced back upstream in the storm sewer to a more definitive location by various methods, such as opening manholes, using a camera and/or performing dye tests or smoke tests.**

SECTION 5: FIELD MONITORING

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

Estimated Dry Weather Flow Rate	The Tier A guidance document recommends taking the estimate flow rate during the physical observations. _____ GPM
Detergents Examples include surfactants and methylene blue active substances (MBAS)	Potential discharge types include sewage, washwater, industrial or commercial liquid waste Measurement: _____ mg/L
Temperature of dry weather discharge	Temperatures >70°F may indicate cooling water discharges depending on the season Measurement: _____ °F

****Proceed to Section 6 in accordance with the Guidance Document recommendations.****

SECTION 6: DRY WEATHER FLOW ANALYSIS - WATER QUALITY

** Based on the potential discharge types determined in the 'Physical Observation' and 'Field Monitoring' sections, further testing must be conducted using the appropriate subset of parameters below. The following parameters are recommended by the EPA for specific types of discharges as noted in the table below. For more information, refer to Chapter 12 of the EPA's Illicit Discharge Detection and Elimination guidance document (https://www3.epa.gov/npdes/pubs/idde_manualwithappendices.pdf).*

Indicate the location of your measurements (e.g. outfall, manhole number, etc.): _____

Parameter	Potential Discharge Type (EPA Guidance)	Discharge Measurement
Ammonia	Sewage, washwater	mg/L
Potassium	Sewage, industrial or commercial liquid waste	mg/L
Boron	>0.35 mg/L likely indicates sewage or washwater	mg/L
Chlorine	Industrial or commercial liquid waste	mg/L
Conductivity	Sewage, washwater, and industrial or commercial liquid waste	S/m
E. coli (FW & PL waters)**	>12,000 Count/100 mL is likely Sanitary Wastewater	Count/100 mL
Enterococci (SC & SE1 waters)**	>5,000 Count/100 mL is likely Sanitary Wastewater	Count/100 mL
Fecal Coliform (SE2 & SE3 waters)**	Sewage	Count/100 mL
Fluoride	Distinguishes potable water from natural or irrigation water	mg/L
pH of Dry Weather Discharge	Washwater	SU

**The abbreviations FW, PL, SC, SE 1, SE2, and SE3 refer to the surface water quality classification of the receiving surface waterbody where the outfall discharges, as defined in N.J.A.C. 7:9B. FW=Freshwater, PL=Pinelands, SC=Saline Coastal, SE=Saline Estuary. Map coverage of these classifications is available on NJ-GeoWeb (<https://njdep.maps.arcgis.com/apps/webappviewer/index.html?id=02251e521d97454aabadfd8cf168e44d>) using the layer under 'Water' of 'Surface Water Quality Classification.'

SECTION 7: ILLICIT DISCHARGE INVESTIGATION

The investigation is not complete until the source of the dry weather flow is found, and any illicit discharge is eliminated.

Based on the latest results from the investigation, including the results in Sections 4, 5 and 6, is/was this dry weather flow from an illicit connection? YES NO INVESTIGATION IS ONGOING

If the investigation has been completed, what was the source of the dry weather flow or illicit connection?

Describe the investigation, including the methods that were/will be used to identify the suspected source of the illegal discharge, or conclude there was no illicit discharge, along with the timeline of the steps of the investigation. Attach additional pages if necessary.

SECTION 8: ILLICIT DISCHARGE ELIMINATION

If it was an illicit discharge, has the source been eliminated? YES NO

Describe the plan of action that was/will be followed to eliminate the illicit connection. This plan should detail who is/was responsible for the discharge, what methods were/will be used to fix it, how long it took/will take, and how removal was/will be confirmed and rechecked: _____

SECTION 9: INSPECTOR INFORMATION

Inspector's Name: _____

Title: _____ Affiliation: _____

Signature: _____ Date: _____

Appendix E
Municipal Maintenance Yard Monthly Inspection Log

Municipal Maintenance Yard Monthly Site Inspection Log – 2023

Per MS4 permit requirements (*Part IV-F.5.b*), the municipal maintenance yard must be inspected for conditions that would contribute to stormwater contamination, illicit discharges, or negative impacts to the MS4 system. Documentation is required for monthly site inspections, and any corrective action(s) taken.

Location: Maintenance Yard & Recycling Center
7 Brooks Flat Road

Please fill in this form each year following monthly site inspections. Attach additional pages if necessary. Submit to the Borough Engineer for record-keeping purposes.

January			
Date	Time	Name of Inspector	Corrective Action Taken?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, explain:			
February			
Date	Time	Name of Inspector	Corrective Action Taken?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, explain:			
March			
Date	Time	Name of Inspector	Corrective Action Taken?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, explain:			
April			
Date	Time	Name of Inspector	Corrective Action Taken?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, explain:			
May			
Date	Time	Name of Inspector	Corrective Action Taken?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, explain:			

Continued, next page

June			
Date	Time	Name of Inspector	Corrective Action Taken?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, explain:			
July			
Date	Time	Name of Inspector	Corrective Action Taken?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, explain:			
August			
Date	Time	Name of Inspector	Corrective Action Taken?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, explain:			
September			
Date	Time	Name of Inspector	Corrective Action Taken?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, explain:			
October			
Date	Time	Name of Inspector	Corrective Action Taken?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, explain:			
November			
Date	Time	Name of Inspector	Corrective Action Taken?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, explain:			
December			
Date	Time	Name of Inspector	Corrective Action Taken?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, explain:			

Appendix F
Municipal Employee Training Log

Municipal Employees Stormwater Management Training Log – 2023

Per MS4 permit requirements (*Part IV-F.7.a*), municipal employees in administration and clerical departments must complete duty-specific training related to implementation of the municipal stormwater program. Training webinars can be accessed using the links listed below. In addition, municipal employees should be familiar with municipal ordinances related to stormwater management and stormwater control. Please see Form 5 of the Stormwater Pollution Prevention Plan for a listing of these ordinances.

Webinar Link: <https://njmel.org/mel-safety-institute/webinars/>

Please view the following:

- Stormwater: An Introduction (*approx. 8 minutes*)
- Stormwater: Local Public Education (*approx. 6 minutes*)

Webinar Link: <https://dep.nj.gov/stormwater/stormwater-training/#reviewers-training>

Please view the following for background on the MS4 permit:

- Stormwater Management Rules Applicability (*approx. 7.5 minutes*)

Please fill in this form each year as municipal employees complete the necessary training. Submit to the Borough Engineer for record-keeping purposes.

<u>Municipal Employees Trained</u>			
Name	Title	Training Date	Signature

Appendix G
Public Works Employee Training Log

Public Works Employee Training Resources

Webinar and Stormwater video links:

<https://njmel.org/mel-safety-institute/webinars/>

<https://dep.nj.gov/stormwater/stormwater-training/#dpw-training>

Grass Swale Maintenance

https://dep.nj.gov/wp-content/uploads/stormwater/bmp/nj_swbmp_9.3-grass-swales.pdf

Small-Scale Bioretention System (Rain Garden) Maintenance

https://dep.nj.gov/wp-content/uploads/stormwater/bmp/nj_swbmp_9.7-small-scale-bioretention-systems.pdf

Detention Basin Maintenance

https://dep.nj.gov/wp-content/uploads/stormwater/bmp/nj_swbmp_11.2-extended-detention-basins.pdf

YouTube Practical Engineering Channel video links:

- Main Channel: <https://www.youtube.com/@PracticalEngineeringChannel/videos>
- “Where Does Stormwater Go?” <https://www.youtube.com/watch?v=wdcXmerZWDc>
- “What is a Culvert?” <https://www.youtube.com/watch?v=wdcXmerZWDc>
- “Why Rivers Move” <https://www.youtube.com/watch?v=UBivwxBgdPQ>

Appendix H
Municipal Board & Governing Body Member
Training Log

Municipal Board & Governing Body Members Stormwater Management Training Log

Per MS4 permit requirements, municipal Board and Governing Body members who review and approve applications for development and redevelopment projects must complete the training listed below. This includes Planning Board Members, Zoning Board Members, and Committee Members who serve as liaisons to the Boards.

Please fill in this form each year as Board members complete the necessary training. Submit to Borough Engineer for record-keeping purposes.

Initial Training: “Asking the Right Questions in Stormwater Review Training Tool”

Link: <https://nj.gov/dep/stormwater/arq/>

Follow-Up Training: Once per term of service thereafter, review at least one of the following training tools:

- Stormwater Management Rules Applicability
- Stormwater Management Rules Planning
- Stormwater Management Rules Design & Performance
- Stormwater Management Rules Safety
- Stormwater Management Through General Permit for MS4s

Link: <https://dep.nj.gov/stormwater/stormwater-training/#reviewers-training>

<u>Board Members Trained</u>				
Name	Title	Date	Initial Training	Follow-Up
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