

Stormwater Pollution Prevention Plan

Atlantic Cape Community College-Mays
Landing Campus
5100 Black Horse Pike, Mays Landing, NJ
08330

NJPDES No. NJG1051700

PI ID 222643

May 2022



Atlantic Cape Community College-Mays Landing Campus (“ACCC”) is located at 5100 Black Horse Pike, Hamilton Township, Atlantic County, New Jersey (“the campus”). ACCC’s 537-acre campus is surrounded by wooded area and low-lying wetlands and is entirely located in the Great Egg Harbor Watershed Management Area (WMA15).

This Stormwater Pollution Prevention Plan (“SPPP”) was initially developed and implemented as a requirement of the April 1, 2004 R11 Public Complex Stormwater General Permit (“Permit”). This current version of the SPPP reflects changes to both the campus and the Permit since its initial development and is the integrated plan used by ACCC to comply with the terms of the existing Permit which was effective January 1, 2019.



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SPPP Form 1 – SPPP Team Members

Stormwater Program Coordinator (SPC)	
Print Name and Title	Rick Anzelone, Sr. Director Facilities and Security Operations
Office Phone # and e-Mail	609-343-5127 ranzelon@atlantic.edu
Signature/Date	
Individual(s) Responsible for Major Development Project	
Stormwater Management Review	
<small>Please see training requirements for stormwater management reviewers on Form 9.</small>	
Print Name/ Title/Affiliation	Edward Perkins, Plant Project Manager
Office Phone # and e-Mail	(609) 343-6811 eperkins@atlantic.edu
Other SPPP Team Members	
Print Name/ Title/Affiliation	Jack Taggart, Supervisor, Facilities Operations
Print Name/ Title/Affiliation	Penny Gardner, Office Coordinator/Facilities
Print Name/ Title/Affiliation	Tom DiPietro, Foreman/Facilities
Print Name/ Title/Affiliation	Clifton Sudler, Director of Security and Public Safety
Print Name/ Title/Affiliation	Mary Simpson, Compliance Officer/Compliance



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SPPP Form 2 – Revision History

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.				Permit Renewal effective Jan. 1, 2019
2.				
3.				
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SPPP Form 3 – Public Involvement and Participation Including Public Notice

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	Atlantic.edu
2. Physical location and/or website URL where records of public notices, meeting dates, minutes, etc. are kept:	Atlantic.edu
3. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of its MS4 stormwater program:	
<p>For all meetings that required public notice under the Open Public Meetings Act (“Sunshine Law” N.J.S.A. 10:4-6 et seq.), ACCC provides public notice in a manner that complies with the requirements of the Sunshine Law. For any future revisions to the Stormwater program, ACCC will ensure that proper notice is given pursuant to the Sunshine Law and that interested parties have the opportunity to provide input.</p> <p>ACCC’s Purchasing Department and Public Relations Department currently posts public notices in the Atlantic City Press.</p> <p>ACCC also posts public notices on the college website: atlantic.edu.</p>	

SPPP Form 4 – Public Education and Outreach

This is only required for colleges, universities, and military bases with dependents living on base.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.
<p>ACCC distributes NJDEP’s educational materials during its Open House events that are held throughout the year at each of its 3 campuses as well as at its Earth Day celebrations also held at each of the 3 campuses in April. These events are advertised on ACCC’s website atlantic.edu. Copies of the educational materials are available at ACCC’s Compliance Office (E106) at the Mays Landing Campus.</p>
2. Indicate where public education and outreach records are maintained.
<p>Public Education records are maintained at the Facilities Department offices in L Building at the Mays Landing Campus with copies also available at the Compliance Office (E106).</p>



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

<p>1. How does the permittee define ‘major development’?</p>
<p>Major Development is any development that ultimately disturbing one or more acres of land such as the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of vegetation.</p>
<p>2. Describe the process for reviewing and approving major development project applications for compliance with the stormwater management rules at N.J.A.C. 7:8 et seq. Attach a flow chart if available. If applicable, provide the physical location of the mitigation plan required to grant a variance or exemption from the design and performance standards for stormwater management measures.</p>
<p>ACCC has implemented a Post-Construction Stormwater Management in New Development and Redevelopment program per the Permit minimum standard. ACCC considers the applicable design and performance standards as early as possible in the project planning and design process. To help ensure that the minimum standard is met, ACCC will rely on its consulting engineers to help determine which projects are subject to the standard and to assist in the design and execution of these projects.</p> <p>ACCC Annual Certification lists the projects subject to the standard. On April 1, 2005, ACCC adopted a Policy titled: “Post-Construction Stormwater Management in New Development and Redevelopment” which accomplishes the following:</p> <ol style="list-style-type: none"> 1. Adopts and incorporates by reference, the applicable design and performs standards and maintenance requirements of NJAC 7:8 for major development and the storm drain inlet design standards in Attachment C of the Permit; 2. Requires that all such projects be designed to comply with the design and performance standards and the storm drain inlet design standard; and 3. Requires that the Permit’s Post-Construction Program Design Checklist for Individual Projects be completed before each Project’s construction is approved (Attachment A of this SPPP). <p>When ACCC constructs any project regulated by the Public Complex Permit as a new development and redevelopment project, ACCC will ensure adequate long-term operation and maintenance of BMPs for that project by preparing a project maintenance plan in accordance with N.J.A.C. 7:8-5.8 where applicable, and by requiring and funding ACCC’s implementation of that plan.</p> <p>For each structural and non-structural stormwater measure (e.g. stormwater management basin, subsurface infiltration/detention system, manufactured treatment device, green infrastructure), ACCC shall:</p> <ol style="list-style-type: none"> 1. Complete a Major Development Stormwater Summary (Attachment B of this SPPP); 2. Update the Major Development Stormwater Summary while stormwater measures are being installed; 3. Finalize the Major Development Stormwater Summary once certificate of occupancy is issued; and 4. Maintain a completed Major Development Stormwater Summary and make it available to NJDEP upon request.
<p>3. Indicate the physical location of approved applications for major development projects and Major Development Summary Sheets-Permit Attachment D?</p>
<p>*Blank Major Development Stormwater Summary Forms-Attachment B of this SPPP* Approved applications for major development projects and the required summary sheets are located in the Facilities Offices in L Building at the Mays Landing Campus.</p>

SPPP Form 6 – Regulatory Mechanisms

Regulatory Mechanism	Date of Adoption	Website URL	DEP model regulatory mechanism adopted w/o change?	Entity responsible for enforcement
1. Pet Waste (Policy 908) permit cite IV.B.5.a.i.	No pets on campus 4/23/96	http://www.atlantic.edu/about/policy/908.php	N*	Campus Security**
2. Wildlife Feeding (Procedure 926.2) permit cite IV.B.5.a.ii.	2/27/07	http://www.atlantic.edu/about/policy/wildlife-feeding-control.php	N*	Campus Security**
3. Litter Control (Procedure 926.1) permit cite IV.B.5.a.iii.	Improper Waste Disposal Policy 2/27/07	http://www.atlantic.edu/about/policy/926-1.php	N*	Campus Security**
4. Improper Disposal of Waste (Procedure 926.1) permit cite IV.B.5.a.iv.	2/27/07	http://www.atlantic.edu/about/policy/926-1.php	N*	Campus Security**
5. Residential Yard Waste Collection (for residences located within permittee property) permit cite IV.B.5.a.v.	NA No residences		N*	
6. Illicit Connection Prohibition (Procedure 926.3) permit cite IV.B.5.a.vii.	2/27/07	http://www.atlantic.edu/about/policy/926-3.php	N*	Campus Security**

*The ACCC Board of Trustees has adopted regulatory mechanisms which are part of the current collection of ACCC’s Policies and Procedures.

**While Campus Security would initiate response, continued noncompliance could escalate to either a disciplinary action against a student in accordance with ACCC’s “Student Code of Conduct Policy” or against an employee which could result in dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements. For those policies which may affect the actions of outside contractors working on campus, designated ACCC administrative personnel are able to enforce such policies. Visitors to the campus violating any ACCC policies would be expelled from the property by Security or the local police department.

Indicate the location of records associated with the regulatory mechanisms above and related enforcement actions:

Records of initial responses to policy violations are located at the Security Offices in U Building with copies at the Facilities Offices in L Building. Records of disciplinary actions against students and/or employees may be confidential and are maintained by either Human Resources (employees) or the Office of Judicial Affairs (students). Enforcement actions against visitors would be maintained by the Hamilton Twp Police Department.


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 SPPP Form 7 – Street Sweeping

1. Provide a map or describe the location of all streets and paved parking lots that are owned or operated by the permittee. Indicate which of these streets and parking lots have storm drain inlets that direct stormwater runoff into an MS4 or discharge directly to surface water.



The roads all have storm drains that discharge to the MS4. *Updated map is under development*

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

Since the campus area is comparatively small with only about 1.25 mi of paved road and 5 parking lots, manual daily trash sweeps/collections are done to pick up litter before it can enter a storm drain. ACUA is contacted, if needed to perform mechanical street sweeping.

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

All records are kept in the Facilities Offices in L Building at the Mays Landing Campus.

SPPP Form 8 – Catch Basins and Storm Drain Inlets

1. Describe the schedule for inspections, cleaning, and maintenance of catch basins and storm drain inlets that are owned or operated by the permittee.

Cursory inspections are conducted by staff daily during routine daily task assignments around campus and any storm drains observed to be improperly operating are scheduled for further inspection and maintenance or repair.

Formal inspections and cleaning are completed annually unless maintenance or repair is needed before to this time.

At the time of inspection if no sediment, trash or debris is observed in a catch basin and that basin is determined to be properly functioning, then that catch basin will not be cleaned. All catch basins will be inspected each year even if they were found to be “clean” the previous year.

2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc. For each, describe what measures are taken to address the problems and explain how such work is prioritized.

No recurring problems noted.

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

As part of ACCC’s annual inspection and cleaning program, the labels are inspected and replaced as needed. Also, whenever a storm drain is inspected, cleaned or repaired, the label is inspected and replaced if needed.

ACCC typically uses labels that are applied using adhesive but may also utilize stencils for certain volunteer labeling efforts. The following is an example of the labels utilized:



(SPPP Form 8 continued)

4. Indicate the location of records that include catch basin and storm drain inlet inspections, and the amount of materials collected during catch basin and storm drain inlet cleanings.

All records are kept in the Facilities Offices in L Building at the Mays Landing Campus.

5. Describe how the permittee ensures that storm drain inlets within the Public Complex are retrofitted.

For all development and redevelopment projects and road repaving/resurfacing, associated storm drain replacement will utilize the storm drain inlet design standard required by the permit. Storm drain inlets will have NJDOT bicycle safe grates and a curb inlet opening no greater than two inches across the smallest dimension. The inlets will also be engineered to ensure adequate hydraulic performance.



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SPPP Form 9 – Employee Training

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

Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard/Ancillary Operations	Every year	Compliance Officer
2. Stormwater Facility Maintenance	Every year	Compliance Officer
3. SPPP Training & Recordkeeping	Every year	Compliance Officer
<i>For Public Complexes with residents only</i> 4. Residential Yard Waste Collection	Every 2 years	NA
5. Street Sweeping	Every 2 years	Compliance Officer
6. Illicit Connections & Outfall Mapping	Every 2 years	Compliance Officer
7. Outfall Stream Scouring	Every 2 years	Compliance Officer
8. Waste Disposal Education	Every 2 years	Compliance Officer
9. Regulatory Mechanisms	Every 2 years	Compliance Officer
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Compliance Officer

B. Stormwater Management Reviewer Training: All individuals who review the stormwater management design for development and redevelopment projects on behalf of the permittee must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm.

Indicate the location of the permittee's list of the names and dates of individuals that received the Department approved training: Edward Perkins, October 2019



SPPP Form 10 – Maintenance Yards and Other Ancillary Operations

Complete separate forms for each location.

1. Address of maintenance yard or ancillary operation (complete one form per location):		
5100 Black Horse Pike, Mays Landing, NJ 08330		
2. List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutants in a stormwater discharge.		
Aggregates:	Waste Materials:	Machinery:
Fine Gravel-on ground	2 Golf Carts-non-functional	1 Lawn Mower
Garden Soil or Fill-on ground	1 Portable Cement Mixer	1 Backhoe
Gravel-in Aggregate Storage	1 Scrap Metal Dumpster	1 Equipment Trailer
Top Soil-in Aggregate Storage	1 Trash Compactor	4 Snow Plows
Mulch-in Aggregate Storage	1 Recyclables Dumpster	Misc.:
River Rocks-in Aggregate Storage	1 Bulky Trash Dumpster	Azek & Concrete Board-on ground
Garden Soil-in Aggregate Storage	1 Stripped Roof Fan	PVC Pipes-on rack and on ground
Fuel:		Streetlights- will be reused-stored on ground-bulbs removed and stored inside
500-Gal Gasoline AST		
250-Gal Diesel AST w/2° Containment		

3. Indicate the location of monthly inspection logs documenting inspections of this location:

Active Inspection Logs are kept in I Building.
Completed logs are located in the Facilities Offices in L Building.

4. Describe the procedures for cleaning spills and disposing of clean-up waste. Indicate the location of materials used for cleaning, e.g., kitty litter, sawdust, etc.

See Attached SOPs (Attachments C, D and E of this SPPP)

Covered plastic drums containing spill kits are located in the maintenance garage and at the vehicle fueling area.

Drip pans must be utilized for all liquid chemical transfers

Spills must be cleaned up immediately after discovery.

Spills are cleaned up using dry methods only and absorbent materials are swept up.

Used absorbent clean up material is disposed of by ensuring that it has completely absorbed the spill and no liquid is dripping from it, triple bagging it and placing it in the regular trash.

Spills onto the ground or into or from MS4s must be reported to Security at 609-343-5125 and NJDEP at 1-877-WARN DEP

Emergencies will be reported to Security and/or 911 in accordance with Annex 2, Appendix 6-6 of ACCC's Emergency Operations Plan (Attachment G of this SPPP)

5. List all containers stored at this location, including the content, and location. For Containers that are stored outside, indicate if they are covered, what they are placed upon, and if the area is graded or contained by berms.

1-1500-Gal Brine Tank w/2° Containment stored inside
5-55-Gal Waste Oil/Antifreeze Drums on pallets

Blank Inspection Forms for monthly inspections-See Attachments H and I

6. For each category below, describe the best management practices in place to ensure compliance with all requirements in the permit. Indicate the location of inspection logs and tracking forms associated with this maintenance yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

a. Fueling Operations

See attached SOP for Vehicle and Equipment Fueling (Attachment C of this SPPP).

Signs will be posted with the name of the contact person responsible for spill response and instructions for safe operation of fueling equipment as follows:

“Topping off of vehicles, mobile fuel tanks, and storage tanks is strictly prohibited”

“Stay in view of fueling during dispensing”

Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair, the effected equipment will immediately be taken out of service and repaired or replaced and will not be put back into service until the repair or replacement is complete.

Active Inspection Logs are kept in I Building.

Completed logs are located in the Facilities Offices in L Building.

b. Discharge of Stormwater from Secondary Containment

The discharge pipe/outfall from a secondary containment area (e.g. fuel storage, de-icing solution storage, brine solution) shall have a valve and the valve shall remain closed at all times except as described below. The permittee may discharge stormwater accumulated in a secondary containment area if a visual inspection is performed to ensure that the contents of aboveground storage tank have not come in contact with the stormwater to be discharged. Visual inspections are only effective when dealing with materials that can be observed, like petroleum. If the contents of the tank are not visible in stormwater, the permittee shall rely on previous tank inspections to determine with some degree of certainty that the tank has not leaked. If the permittee cannot decide with reasonable certainty that the stormwater in the secondary containment area is uncontaminated by the contents of the tank, then the stormwater shall be hauled for proper disposal.

Active Inspection Logs are kept in I Building.

Completed logs are located in the Facilities Offices in L Building.

c. Vehicle Maintenance

See attached SOP for Vehicle Maintenance (Attachment D of this SPPP).

Projects that must be conducted outdoors and that last more than one day shall occur only in designated area away from storm drains or with the storm drains blocked to prevent liquids from entering and portable tents or cover shall be placed over the equipment being serviced when not being worked on.

Monthly inspections are conducted of the vehicle maintenance designated areas. All records are located at the Facilities Office in L Building.

d. On-Site Equipment and Vehicle Washing

See permit for certification and log forms for Underground Storage Tanks.

See attached SOP for Good Housekeeping (Attachment E of this SPPP).

The washing of all vehicles is conducted at commercial car washes.

Rinsing of equipment and vehicles used for the application of salt and de-icing materials occurs only after dry methods, such as shoveling and sweeping is completed. Recovered material are returned to the storage area or properly discarded and the rinsing is limited to the exterior, undercarriage and exposed parts. No engines or other enclosed machinery is rinsed in this manner.

Monthly inspections are conducted of the vehicle rinsing areas.

All records are located at the Facilities Office in L Building.

e. Salt and De-Icing Material Storage and Handling

See attached SOP for Good Housekeeping (Attachment E of this SPPP).

ACCC stores salt in a salt storage building.

To minimize tracking of material from loading and unloading operations, ACCC conducts loading and unloading during dry weather, when possible; makes every attempt to prevent and/or minimize spillage; and minimizes loader travel distance between storage area and spreading vehicle.

Sweeping (or cleaning using other dry-cleaning methods) of the storage area and of any material tracked away from storage areas is done immediately after loading and unloading is complete and any material collected during clean up will be either reused or properly discarded.

In the event that temporary outdoor storage is needed NJDEP will be contacted for approval or guidance as soon as practicable prior to the initiation of needed temporary storage, which shall not exceed 30 days unless otherwise approved in writing by NJDEP and only if the permanent salt storage I Buildings being repaired or replaced. Stormwater run-on and de-icing material run-off will be minimized, and materials in temporary storage will be securely tarped when not in use.

Sand will be stored in accordance with Aggregate Material and Construction Debris Storage

f. Aggregate Material and Construction Debris Storage

Aggregates are stored in three-sided storage bays.

The area in front of the storage bays and adjacent to storage areas is swept clean after loading/unloading.

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

See attached SOP for Good Housekeeping (Attachment E of this SPPP).

1. Road cleanup materials may include but are not limited to street sweepings, storm sewer clean-out materials, stormwater basin clean out materials and other similar materials that may be collected during road cleanup operations. These BMPs do not include materials such as liquids, wastes which are removed from sanitary sewer systems or material which constitutes hazardous waste in accordance with N.J.A.C. 7:26G-1.1 et seq.

Typically, ACCC collects trash that may accumulate along roadways on a daily basis and disposes of it with its regular trash. Mechanical street sweeping, if needed, is contracted out to ACUA and the debris is managed by ACUA.

2. Road cleanup materials must be ultimately disposed of in accordance with N.J.A.C. 7:26-1.1 et seq. See the “Guidance Document for the Management of Street Sweepings and Other Road Cleanup Materials” (www.nj.gov/dep/dshw/rrtp/sweeping.htm).

3. Should ACCC need to place road cleanup materials placed into temporary storage, the materials will be, at a minimum:

a. Stored in leak-proof containers or on an impervious surface and covered with a waterproof material (i.e., tarpaulin or 10-mil plastic sheeting) that is contained (e.g. bermed) to control leachate and stormwater run-on or run through; and

b. Removed for disposal (in accordance with 2, above) within six (6) months of placement into storage.

h. Yard Trimmings and Wood Waste Management

Note that leaves, grass clippings, woodchips, and brush are considered yard trimmings and trees, stumps, and untreated lumber are considered wood waste.

There are no residents of ACCC who are responsible for their own yard maintenance or generate any yard waste. All maintenance of common areas is performed by ACCC employees.

A program has been developed to ensure vegetative waste from the campus is properly collected, handled and disposed of properly. All lawns and grass areas are mowed by maintenance personnel and clipping remain on the lawns to act as natural fertilizer. Leaves and other vegetative debris is either utilized for landscaping applications or disposed of off-site.

i. Herbicide Application Management

ACCC restricts the application of herbicides to prevent it from being washed by stormwater into the waters of the State and to prevent erosion caused by de-vegetation, as follows:

- (1) There shall be no application of herbicides on or adjacent to storm drain inlets, on steeply sloping ground, along curb lines, and along unobstructed shoulders; and
- (2) Herbicide application shall only occur within a 2-foot radius around structures where overgrowth presents a safety hazard and where it is unsafe to mow.

j. Refuse Containers and Dumpsters

All dumpsters and other refuse containers that are outdoors or exposed to stormwater, are covered at all times to prevent the spilling, dumping, leaking, or otherwise discharging liquids, semi-liquids or solids from the containers.

(This measure is not intended for litter receptacles; individual homeowner trash and recycling containers; containers that hold large bulky items (e.g., furniture, bound carpet and padding); permitted temporary demolition containers; and refuse containers at industrial facilities authorized to discharge stormwater under a valid NJPDES permit.)

SPPP Form 11 – Mapping Outfall Pipes and Stormwater Facilities

Visit https://www.nj.gov/dep/dwq/msrp_map_aid.htm for the NJ DEP free mapping application.

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

Note that the permittee must submit the outfall pipe map to NJ DEP by January 1, 2020. Updates to the outfall pipe map shall be submitted annually to include new or newly identified outfall pipes. Outfall pipes may be included on the map of stormwater facilities and submitted with the Annual Report and Certification (see #2 below).

Updated map is under development

2. Mapping Stormwater Facilities: Attach an image or provide a link to a map of the stormwater facilities located on the Public Complex property. Include the property boundaries of the Public Complex, location of each stormwater facility, e.g., outfalls, inlets, basins, subsurface infiltration/detention systems, culverts, MTDs, green infrastructure, etc.

Note that the permittee must submit the stormwater facilities map to NJ DEP by January 1, 2020. Updates to the stormwater facilities map shall be submitted annually to include new or newly identified stormwater facilities as an attachment to the Annual Report and Certification.

Updated map is under development



SPPP Form 12 – Outfall Pipe Inspections

1. Inspections: Describe the program in place to inspect the outfall pipes located on Public Complex property. Records must include the location, inspection date, inspector name, findings, preventative and corrective maintenance performed. Indicate the location of records.

Annual inspections of the outfall pipes are conducted to determine integrity, proper operation and whether stream scouring is occurring, and in conjunction with outfall pipe mapping and illicit connection elimination program inspections.

Blank Inspection Forms for annual inspections-See Attachment I
Records of outfall inspections are located at the Facilities Offices in L Building.

2. Stream Scouring: Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

Annual inspections are conducted and documented for each outfall pipe owned by ACCC. For any new outfalls or newly discovered outfalls, ACCC will conduct an inspection within 30 days to determine whether localized stream scouring in the vicinity of the outfall pipe is occurring.

When localized stream scouring is detected ACCC will identify the sources of stormwater that contribute to the scouring from the outfall pipe within 3 months of discovery of the scouring. Each identified stormwater source shall be investigated. Where identified sources are located on ACCC property, corrective action to reduce stormwater rate or volume shall be taken within 12 months. If corrective action cannot be taken within 12 months, ACCC shall maintain a compliance schedule in accordance with the Permit.

All stream scouring restoration will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey at N.J.A.C. 2:90-1 (e.g., Conduit Outlet Protection 12-1) and the requirements for bank stabilization and channel restoration found at N.J.A.C. 7:13 et seq.

All associated maintenance or repairs to stormwater facilities will be made in accordance with N.J.A.C. 7:8 and all investigations and actions taken for localized stream scouring to demonstrate compliance with this requirement will be fully documented.

Blank Inspection Forms for annual inspections-See Attachment J
Records relating to stream scouring inspections and remedial actions are located in the Facilities Offices in L Building.

3. **Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of permittee-owned or operated outfall pipes. Record results of investigations and actions taken using NJDEP’s form at https://www.nj.gov/dep/dwq/public_complex/pdf/PC_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf.

Indicate the location of these forms and related illicit discharge records. Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to NJ DEP as an attachment to the Annual Report and Certification.

ACCC conducts visual dry weather inspections of all outfall pipes owned or operated by the permittee at least once per year to determine if dry weather flow (flow occurring 72 hours after a rain event) or other evidence of illicit discharge is present.

Within 30 days of identification of any new or newly identified outfall pipes ACCC will inspect the outfall to determine if dry weather flow or other evidence of illicit discharge is present.

Within 30 of discovery of evidence of an illicit discharge identified during routine inspection and maintenance of other elements of the MS4 or receipt of complaints or reports of illicit connections, ACCC will investigate to determine whether an illicit connection exists.

ACCC will investigate the source if evidence of illicit discharge is found and will eliminate non-stormwater discharges that are traced to their source and found to be illicit connections.

ACCC will document investigations and actions taken using the Department’s Illicit Connection Inspection Report Form. See <https://www.nj.gov/dep/dwq/pc.htm>.

Blank Inspection Forms for annual inspections-See Attachment K

Records relating to illicit connections, investigations and remediation are located in the Facilities Offices in L Building.



SPPP Form 13 –Stormwater Facilities Inspection and Maintenance

- 1. Inspections: Describe the program in place to inspect, clean, and maintain the stormwater facilities located on Public Complex property. Records must include the type of stormwater facility, location, inspection date, inspector name, findings, preventative and corrective maintenance performed. Indicate the location of records.**

Stormwater Facilities inspection and maintenance is conducted in accordance with the measures and schedule outlined in the Stormwater Pollution Prevention Plan Operation and Maintenance Plan (2016).

Records pertaining to O&M are kept with the Plan in L Building with other stormwater related records.

- 2. Maintenance: Indicate the location of maintenance plans related to maintenance of stormwater facilities on Public Complex property.**

NJDEP provides materials to assist permittees with this requirement at https://www.nj.gov/dep/stormwater/maintenance_guidance.htm.

Records pertaining to O&M are kept with the Plan in L Building with other stormwater related records.



SPPP Form 14 – Total Maximum Daily Load Information

1. List the names of the adopted Total Maximum Daily Loads (TMDLs), parameters addressed, and the affected water bodies associated with any segment of surface water wholly or partially within or bordering the Public Complex.

Refer to the list of TMDL reports provided at <http://www.nj.gov/dep/wms/bears/tmdls.html>.

Utilize the TMDL look-up tool at <https://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm> to identify impaired water bodies bordering the Public Complex.

The entire area of ACCC’s Mays Landing campus is located in the Great Egg Harbor Watershed Management Area (WMA15). Coniferous wooded wetlands, marshy areas and mixed forested wetlands are located on the east and west portions of the campus.

ACCC has a man-made pond on the north side of the campus which receives runoff from the northeast portions of campus. It also has 2 retention and 1 detention basins on the southeast side of campus. Catch basins located in the south and south east portions of campus drain to the retention basins and the remainder drain to the wetland areas on the west side of campus. The major tributaries in WMA15 are Hospitality Branch, Watering Race, Babcock Creek, Deep Run, Sough River and Stephens Creek with many lakes and ponds in the area, the largest being Lake Lenape near the center of the community of Mays Landing.

The closest surface water body to ACCC is Babcock Creek which is about 3 miles away and designated as FW2-NT/SE1(C1) "C1" means "Category one waters" which are those waters so designated by the NJ Surface Water Quality Standards, for purposes of implementing the anti-degradation policies protect those waterways from measurable changes in water quality based on exceptional ecological significance, exceptional recreational significance, exceptional water supply significance or exceptional fisheries resource(s) to protect their aesthetic value (color, clarity, scenic setting) and ecological integrity (habitat, water quality and biological functions). "SE" is the general surface water classification applied to saline waters of estuaries. "FW2" means the general surface water classification applied to those fresh waters that are not designated as FW1 or Pinelands Waters. "NT" or "Nontrout waters" means fresh waters that have not been designated for trout production or trout maintenance and are generally not suitable for trout because of their physical, chemical or biological characteristics, but are suitable for a wide variety of other fish species.

In the Great Egg Harbor Watershed, there are approximately 12 NJPDES permitted dischargers and about half are municipal and half are industrial/commercial facilities. Two TMDLs are located in WMA 15, Fecal Coliform and Mercury in segments of the Hospitality Branch (#01411035), and Great Egg Harbor River (#01411110). The TMDLs are not applicable to surface water bodies directly bordering ACCC’s Mays Landing Campus.

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

For guidance on TMDLs, visit <https://www.nj.gov/dep/dwq/pdf/10-21-16-tmdl-tool-box.pdf>.

NA



SPPP Form 15 – Additional Measures and Optional Measures

<p>1. Additional Measures: Describe any Best Management Practice(s) and the related measurable goal or numeric effluent limitations that are expressly required by the Department to be included in the permittee’s stormwater program by a TMDL.</p>
<p>NA</p>
<p>2. Optional Measures: Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Public Complex MS4 NJPDES permit that prevents or reduces water pollution.</p>
<p>While ACCC does not conduct any activities that would be expected to contribute Mercury to the watershed via its stormwater management system (air deposition has been identified as the major Mercury contributor in the area), or Fecal Coliform in concentrations that would degrade surface water quality, ACCC has employed some of the strategies listed in NJDEP’s TMDL Guidance documents to ensure its operations remain protective.</p> <p>In addition to ongoing illicit connection track down on campus, ACCC has adopted a holistic approach to stormwater management with the construction of bioswales by the STEM Building and green roofs on the STEM building and G Building helps to limit the volume of runoff that would be expected in those surfaces were impervious; the prohibition of allowing pets (other than service animals) on campus; and the continued preventative maintenance activities of stormwater BMPs.</p> <p>ACCC has also instituted a program to deter and scare away residential and migratory geese populations from lingering in and around the storm water basins located on campus, which will help to lessen any bacteriological or nutrient loading from a concentrated population of these birds.</p> <p>Should NJDEP develop TMDLs for the surface water bodies bordering ACCC, these programs will be revisited and revised to implement any new BMPs to address those TMDLs.</p>


ATLANTIC CAPE
COMMUNITY COLLEGE
SPPP Form 16 – Shared Services

1. List the permit conditions that are satisfied through a shared or contracted service where an entity other than the permittee is implementing BMP(s) or control measure(s) on the permittee’s behalf. Include the name of the entity responsible for satisfying each applicable permit condition.

Note that the permittee is responsible for ensuring that the BMP(s)/control measure(s) are at least as stringent or as frequent as the corresponding permit requirement. The permittee is responsible for compliance with the permit if the other entity fails to implement the measure(s) or component(s).

The permittee is responsible for maintaining the appropriate documentation related to permit conditions, including those satisfied through shared services, in the SPPP and on the Annual Report and Certification.

There are no shared services.

2. For each permit condition that is satisfied through a shared or contracted service, describe the arrangements in place. Indicate the physical location of any written agreements and records.

NA



Attachment A

Public Complex Stormwater General Permit Post-Construction Checklist

Also available at www.nj.gov/dep/dwq/pdf/Public_Complex_Individual_Checklist.pdf



Public Complex Stormwater General Permit Post-Construction Program Design Checklist for Individual Projects

For each question, attach additional sheets as necessary

Public Complex Information	Public Complex: _____
	NJPDES # : NJG _____ PI ID #: _____
	Team Member: _____
	Date _____ Effective Date of Permit Authorization (EDPA): _____

1. Location of Project

- a. Project Name _____
- b. Public Complex Project Number (if applicable): _____
- c. Municipality(ies): _____
- d. County(ies): _____

2. Description (type of project)

- a. Briefly describe (1) the purpose and intended use of the project, and (2) any pavement and/or structures to be erected or expanded: _____

- b. Area of proposed disturbance: _____ acres
- c. Area of proposed additional impervious surface: _____ acres
- d. Discharges to (identify surface water body(ies)): _____

3. Related NJDEP Permits	
<p>How much (if any) of the project requires at least one NJDEP permit (stream encroachment permit; freshwater wetlands permit or transition area waiver; CAFRA, coastal wetlands, or waterfront development permit) granted under the following statutes?</p>	
<p>Flood Hazard Area Control Act, N.J.S.A. 58:16A-50 et seq. Freshwater Wetlands Protection Act, N.J.S.A. 13:9B-1 et seq. Coastal Area Facility Review Act, N.J.S.A. 13:19-1 et seq. Waterfront and Harbor Facilities Act, N.J.S.A. 12:5-3</p>	<p style="text-align: center;">Application Number (if available)</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Answer (circle one): <input type="radio"/> The entire project <input type="radio"/> Part of the project <input type="radio"/> None of the project</p>	
4. Compliance with NJDEP Design and Performance Standards (N.J.A.C. 7:8)	
<p>a. Nonstructural stormwater management strategies</p> <p>To the maximum extent practicable, does the project meet the applicable erosion control, groundwater recharge, and stormwater runoff quantity and quality standards at N.J.A.C. 7:8-5.4 and 5.5 by incorporating nonstructural stormwater management strategies at N.J.A.C. 7:8-5.3 into the design? Y <input type="radio"/> N <input type="radio"/></p> <p>Also see question #4.j in regard to the Low Impact Development Checklist.</p>	
<p>b. Threatened and endangered species</p> <p>Are the project's stormwater management measures designed to avoid adverse impacts of concentrated flow on habitat for threatened and endangered species as documented in the Natural Heritage Database established under N.J.S.A. 13:1B-15.147 through 15.150, particularly <i>Helonias bullata</i> (swamp pink) and/or <i>Clemmys muhlenbergi</i> (bog turtle)? Y <input type="radio"/> N <input type="radio"/></p>	
<p>c. Exemption for certain utility line and public pedestrian access projects</p> <p>How much (if any) of the project is exempt under N.J.A.C. 7:8-5.2(d) from the groundwater recharge and stormwater runoff quantity and quality requirements at N.J.A.C. 7:8-5.4 and 5.5? Y <input type="radio"/> N <input type="radio"/> If "yes," circle whichever of the following are applicable:</p> <p><input type="radio"/> The entire project <input type="radio"/> Part of the project <input type="radio"/> None of the project</p> <p>If you circled "The entire project" or "Part of the project," circle whichever of the following are applicable:</p> <p><input type="radio"/> Underground utility line <input type="radio"/> Aboveground utility line <input type="radio"/> Public pedestrian access</p> <p>If you circled "The entire project," skip questions #4.d, #4.f, #4.g, and #4.h.</p>	
<p>d. Waiver for certain roadway, railroad, and public pedestrian access projects</p> <p>Are you claiming, for the enlargement (widening) of an existing public roadway or railroad or the construction or enlargement of a public pedestrian access, a waiver under N.J.A.C. 7:8-5.2(e) from strict compliance with the groundwater recharge and stormwater runoff quantity and quality requirements at N.J.A.C. 7:8-5.4 and 5.5? Y <input type="radio"/> N <input type="radio"/> If "yes":</p> <ul style="list-style-type: none"> • Circle whichever of the following are applicable: <ul style="list-style-type: none"> <input type="radio"/> Enlargement of existing public roadway or railroad <input type="radio"/> Public pedestrian access 	

- Attach written documentation making the demonstration required under N.J.A.C. 7:8-5.2(e), unless "The entire project" or "Part of the project" is circled under question #3, and you have submitted or will submit this documentation to the NJDEP to obtain the related NJDEP permit(s).
- Circle whether the waiver is for:
 The entire project Part of the project None of the project
 If you circled "The entire project," skip questions #4.f, #4.g, and #4.h.

e. Erosion control

Is the project in its post-construction condition designed to meet the erosion control standards established under the Soil Erosion and Sediment Control Act, N.J.S.A. 4:24-39 et seq. And implementing rules? Y N

Does the project have a soil erosion and sediment control plan certified under that Act and those rules? Y N If "no," please explain: _____

f. Groundwater recharge

Under N.J.A.C. 7:8-5.4(a)2ii, how much (if any) of the project is outside the scope of the groundwater recharge requirement at N.J.A.C. 7:8-5.4(a)2i?
 Answer (circle one): The entire project Part of the project None of the project

If you circled "The entire project" or "Part of the project," circle whichever of the following are applicable:
 Urban redevelopment area High pollutant loading area Industrial "source material"

If you circled "Part of the project" or "None of the project," is the project designed to meet the groundwater recharge requirement at N.J.A.C. 7:8-5.4(a)2i? Y N Also see question 4.j.

Will there be recharge of any stormwater from high pollutant loading areas, or of industrial stormwater exposed to "source material"? Y N

Is the project designed to avoid adverse hydraulic impacts on the groundwater table? Y N

g. Stormwater runoff quantity

Will the post-construction stormwater runoff flow only into tidal waters where the increased volume of stormwater runoff will not increase flood damages below the point of discharge? Y N

If "no," is the project designed to meet the stormwater runoff quantity standard at N.J.A.C. 7:8-5.4(a)3? Y N Also see question 4.j.

h. Stormwater runoff quality

Is the project subject to the requirement at N.J.A.C. 7:8-5.5(a) for 80 percent total suspended solids (TSS) reduction? Y N

If "yes," is the project designed to meet this requirement? Y N Also see question 4.j.

If "no," circle whichever of the following are applicable:
 Less than ¼ acre of additional impervious surface NJPDES-based exemption

Is the project designed to meet the nutrient reduction standard at N.J.A.C. 7:8-5.5(e)? Y N

Are the project's stormwater management measures designed to prevent any increase in stormwater runoff to waters classified as FW1? Y N N/A (N/A if there is no stormwater runoff from the project to FW1 waters)

Does the project propose any encroachment within a special water resources protection area established under N.J.A.C. 7:8-5.5(h) to protect Category One waters? Y N Also see question 4.j.

If "yes," has the NJDEP approved the proposed encroachment? Y N Please explain if the NJDEP has not approved the proposed encroachment: _____

i. Other special circumstances

Are there special circumstances besides those noted above (e.g., alternative design and performance standards recognized under N.J.A.C. 7:8-5.1(b), and hardship waivers under N.J.A.C. 7:13-4.8) that result in one or more of the design and performance standards at N.J.A.C. 7:8-5 not being applicable to all or part of the project? Y N

If "yes," describe the circumstances and identify the standard(s) that are not applicable: _____

j. Calculations and stormwater engineering report

Was stormwater runoff calculated in accordance with N.J.A.C. 7:8-5.6? Y () N ()

Attach a stormwater engineering report that includes the following information (unless the Exception below applies):

- A copy of Parts 1, 3, and 4 of the Low Impact Development Checklist (see Appendix A of the New Jersey Stormwater Best Management Practices Manual)
- A copy of a USGS topographical map(s), 7.5 minute quadrangle series, showing the project location and its HUC-14 watershed(s), and indicating any special water resources protection area(s) established under N.J.A.C. 7:8-5.5(h)
- Proof that the applicable groundwater recharge and stormwater runoff quantity and quality standards at N.J.A.C. 7:8-5.4 and 5.5 (or applicable alternative standards recognized under N.J.A.C. 7:8-5.1(b)) are met. This proof shall include complete printouts of all calculations (including detention, retention, and infiltration calculations for all basins), and shall compare existing and proposed recharge and discharge rates. The proof shall clearly explain how the attached calculations demonstrate compliance with the applicable standards. If the requirement at N.J.A.C. 7:8-5.5(a) for 80 percent TSS reduction is applicable, the proof shall detail how TSS reduction is achieved.

Exception: If "The entire project" is circled under question #3, have you submitted or will you submit the above information to the NJDEP to obtain the related NJDEP permit(s)? Y () N ()

If "yes," it is not necessary to attach a stormwater engineering report.

k. Structural stormwater management

Is the project designed to meet the applicable standards for structural stormwater management measures at N.J.A.C. 7:8-5.7? Y N

I. Maintenance

Has the design engineer prepared for the project the maintenance plan required by N.J.A.C. 7:8-5.8?
Y N

If "yes," attach the maintenance plan unless "The entire project" or "Part of the project" is circled under question #3, and you have submitted or will submit the maintenance plan for the entire project to the NJDEP to obtain the related NJDEP permit(s).

5. Compliance with NJDEP Design Standard for Storm Drain Inlets

Does the project include installation of any storm drain inlets? Y N

If "yes," is the project designed to comply with the standard set forth in Attachment C of the permit to control passage of solid and floatable materials? Y N

Attach a list of any storm drain inlets in the project that have hydraulic performance exemptions.

Are you claiming any alternative device exemptions or historic place exemptions for any of the storm drain inlets in this project? Y N If "yes," please explain: _____



Attachment B

Major Development Stormwater Summary

Also available at www.nj.gov/dep/dwq/pdf/Public_Complex_Final_Renewal_Permit.pdf



Attachment D – Major Development Stormwater Summary for Public Complexes

General Information			
1. Public Complex Name:	NJPDES Permit No.:		
2. Project Description:			
3. Municipality:	County:	Block(s):	Lot(s):
4. Site Location (State Plane Coordinates – NAD83):		E:	N:
5. Date of Certificate of Occupancy:			
6. Soil Conservation District Project Number (if applicable):			
7. Did project require NJDEP Land Use Permit? Yes No Land Use Permit #:			
8. Did project require the use of any mitigation measures? Yes No If yes, which standard was mitigated?			

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

Storm Event Information	
Storm Event: Rainfall (inches and duration)	2 yr.: _____ 10 yr.: _____ 100 yr.: _____ WQ DS: _____
Runoff Computation Method (circle one):	
NRCS: Dimensionless Unit Hydrograph NRCS: Delmarva Unit Hydrograph Rational Modified Rational Other: _____	

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

Comments: _____

Name of Person Filling Out This Form: _____ Signature: _____

Title: _____ Date: _____



Basin Specifications (answer all that apply) *If more than one basin, attach multiple sheets*	
10. Type of Basin:	Surface/Subsurface (circle one)
11. Owner (circle one):	Public Private: If so, Name: Phone number:
12. Basin Construction Completion Date:	
13. Drain Down Time (hr.):	
14. Design Soil Permeability (in./hr.):	
15. Seasonal High Water Table Depth from Bottom of Basin (ft.):	Date Obtained:
16. Groundwater Recharge Methodology (circle one):	2 Year Difference NJGRS Other NA
17. Groundwater Mounding Analysis (circle one):	Yes No If, Yes Methodology Used:
18. Maintenance Plan Submitted: Yes No	Is the Basin Deed Restricted: Yes No

Basin Specifications (answer all that apply) *If more than one basin, attach multiple sheets*	
19. Type of Basin:	Surface/Subsurface (circle one)
20. Owner (circle one):	Public Private: If so, Name: Phone number:
21. Basin Construction Completion Date:	
22. Drain Down Time (hr.):	
23. Design Soil Permeability (in./hr.):	
24. Seasonal High Water Table Depth from Bottom of Basin (ft.):	Date Obtained:
25. Groundwater Recharge Methodology (circle one):	2 Year Difference NJGRS Other NA
26. Groundwater Mounding Analysis (circle one):	Yes No If, Yes Methodology Used:
27. Maintenance Plan Submitted: Yes No	Is the Basin Deed Restricted: Yes No

Basin Specifications (answer all that apply) *If more than one basin, attach multiple sheets*	
28. Type of Basin:	Surface/Subsurface (circle one)
29. Owner (circle one):	Public Private: If so, Name: Phone number:
30. Basin Construction Completion Date:	
31. Drain Down Time (hr.):	
32. Design Soil Permeability (in./hr.):	
33. Seasonal High Water Table Depth from Bottom of Basin (ft.):	Date Obtained:
34. Groundwater Recharge Methodology (circle one):	2 Year Difference NJGRS Other NA
35. Groundwater Mounding Analysis (circle one):	Yes No If, Yes Methodology Used:
36. Maintenance Plan Submitted: Yes No	Is the Basin Deed Restricted: Yes No

Name of Person Filling Out This Form: _____

Signature: _____

Title: _____

Date: _____



FUELING OPERATIONS STANDARD OPERATING PROCEDURES (“SOPs”)

Introduction and Purpose

The goal of these vehicle and equipment fueling and bulk fuel delivery SOPs is to maximize employee safety and minimize potential negative environmental impacts to the surface or ground waters of the State. Understanding and following these SOPs is critical to meet this goal.

Scope

These SOPs are to be implemented during all fueling operations conducted at Atlantic Cape.

The following bulk petroleum storage facilities are covered by this SOP:

500-gallon gasoline above ground storage tank (AST)

270-gallon diesel AST

270-gallon diesel AST for diesel generator (Physical Plant)

200-gallon diesel AST for diesel generator (C/J Building)

<p>Vehicle and Equipment Fueling</p>	<ul style="list-style-type: none"> • Shut off engine • Ensure that the fuel is the proper type • Ensure that spill kits are available in fueling area and disposed of properly after use • Fuel nozzles must be equipped with automatic shut off valves to prevent overfills • Fuel tanks shall not be topped off • Mobile fueling shall be minimized and when practical, vehicles and equipment must be brought to designated fueling area in the maintenance yard • Clearly post instructions for safe operation of fueling equipment with name of contact person for spill response
<p>Bulk Fuel Deliveries</p>	<ul style="list-style-type: none"> • Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during fuel deliveries • Block storm sewer inlets or contain tank trucks delivering fuel with temporary absorbent booms during the fuel transfer process • A temporary berm may be used to surround a tank truck rather than blocking the storm drains, provided all hose connections are within the temporary berm

	<ul style="list-style-type: none"> • Protect fueling areas with berms and/or dikes to prevent run-on/runoff and to contain spills • A trained employee must always be present to supervise bulk fuel deliveries
Spill Response	<ul style="list-style-type: none"> • Clean up any fuel spills immediately upon discovery or immediately notify responsible person • Use only dry methods and absorbent materials (eg kitty litter, sawdust, Oil-dri, absorbent pads) to clean up spills Absorbent materials must be picked up or swept up and properly disposed of and not left in the spill area • Notify Security at 609-343-5125 and the responsible person of any spill
Maintenance and Inspections	<ul style="list-style-type: none"> • Fueling areas and ASTs shall be inspected monthly • Keep spill kits fully stocked with an ample supply of clean up materials. • Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be shut down immediately and any discharges contained or stopped and the area safely secured until the equipment is fully repaired • Any faulty equipment will not be returned to service until it has been properly repaired or replaced
<p>In the event of a spill that causes an immediate threat to health and safety (i.e. fire or explosion) or that has resulted in an injury, notify 911, then Security at 609-343-5125</p>	



Attachment D

Vehicle Maintenance Standard Operating Procedures



VEHICLE MAINTENANCE STANDARD OPERATING PROCEDURES (“SOPs”)

Introduction and Purpose

The goal of these vehicle maintenance SOPs is to provide a guide for safe and environmentally responsible vehicle maintenance program.

Scope

These SOPs are to be implemented during all vehicle maintenance activities at Atlantic Cape.

<p>General Vehicle Maintenance SOPs</p>	<ul style="list-style-type: none"> • Conduct vehicle maintenance only in designated areas • When possible, perform all vehicle and equipment maintenance indoors in a structure with a paved floor • Always use drip pans • Absorbent spill clean-up materials shall be made available in maintenance areas and used material disposed of properly • Maintenance areas shall be protected from stormwater run on and run off and located at least 50 feet from downstream drainage facilities and water courses • Use portable tents or construct a roofing device to cover areas and for long term projects that must be performed outdoors • Do not dump or dispose of oils, grease, fluid and lubricants onto the ground
<p>Fluid and Battery Disposal</p>	<ul style="list-style-type: none"> • All waste liquids should be collected and disposed of properly • All containers storing liquids should be clearly labeled <u>and in accordance with the ACCC Hazardous Waste Management Plan if applicable</u> • All drips and spills should be immediately addressed using dry-cleaning methods (See Vehicle Fueling SOP) • All waste lead-acid batteries should be stored indoors. If stored outdoors, all batteries must be under a cover and elevated off the ground • <u>Spent Lead-Acid Batteries are Universal Waste and must be managed as such under the ACCC Hazardous Waste Management Plan</u>

Tires	<ul style="list-style-type: none"> • Used tires should be stored indoors or in a container dedicated to scrap tire storage • Do not bury tires
Car Washing	<ul style="list-style-type: none"> • The washing of all vehicles must be conducted at a commercial care wash whenever possible • If washing activities are conducted on ACCC property, the wash waters should either be collected and hauled away for proper wastewater disposal or disposed of into the sanitary sewer (with appropriate POTW permission)
Maintenance and Inspections	<ul style="list-style-type: none"> • Monthly inspections must be conducted for leaks, damaged equipment, discharges or stormwater contact with source materials
Spill Response	<ul style="list-style-type: none"> • Clean up any fuel spills immediately upon discovery or immediately notify responsible person • Use only dry methods and absorbent materials (eg kitty litter, sawdust, Oil-dri, absorbent pads) to clean up spills Absorbent materials must be picked up or swept up and properly disposed of and not left in the spill area • Notify Security at 609-343-5125 and the responsible person of any spill
<p>In the event of a spill that causes an immediate threat to health and safety (i.e. fire or explosion) or that has resulted in an injury, notify 911, then Security at 609-343-5125</p>	



Attachment E

Good Housekeeping Standard Operating Procedures



GOOD HOUSEKEEPING STANDARD OPERATING PROCEDURES (“SOPs”)

Introduction and Purpose

The goal of these SOPs is to provide a guide for typical day-to-day good housekeeping practices at the maintenance facilities and around campus.

Scope

These SOPs are to be implemented throughout the Atlantic Cape Mays Landing campus.

<p>All Containers & Drums (Every container on campus storing liquids or solids)</p>	<ul style="list-style-type: none"> • When practical, chemicals, fluids and supplies should be kept indoors • 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 • Keep spill kits on hand at the following locations: Maintenance garage; vehicle fueling area; above fuel/oil ground storage areas • Have available and use drip pans during liquid transfers • Absorbent spill clean-up materials must be available in maintenance areas and used materials must be disposed of properly • Collect waste fluids in properly labeled containers and dispose of them properly and in accordance with ACCC’s Hazardous Waste Management Plan (if applicable) • <u>If containers and drums must be stored outside, they must be covered and placed on spill platforms</u>
<p>Spare & Scrap Vehicle & Equipment Parts</p>	<ul style="list-style-type: none"> • Whenever possible, store all spare parts indoors • Dispose of all unnecessary scrap parts properly • If stored outdoors, all spare and scrap parts must be covered from precipitation • Parts & scrap stored outdoors must also be stored on spill pallets

Street Sweepings	<ul style="list-style-type: none"> All sweeping material stored onsite must be covered from precipitation and kept on an impervious surface
Catch Basin Clean-Out Waste Materials	<ul style="list-style-type: none"> All clean-out waste materials stored onsite must be covered from precipitation and kept on an impervious surface Wastewater resulting from catch basin clean-out must be disposed of into the sanitary sewer or by hauled away by a licensed wastewater disposal contractor
Maintenance and Inspections	<ul style="list-style-type: none"> Monthly inspections must be conducted for leaks, damaged equipment, discharges or stormwater contact with source materials
Salt Handling/Deicing Material Handling and Deliveries	<ul style="list-style-type: none"> ACCC stores bulk salt in a permanent salt storage building Ensure there is minimal spillage of salt & deicing materials upon loading and unloading At the completion of loading and unloading, dry clean-up methods are used and materials are either discarded properly or stored for reuse Sweeping by hand or mechanical means is done regularly with more frequent sweeping required during loading and unloading activities Sweeping will be done immediately after loading and unloading activities Tracking of material will be minimized during loading/unloading activities and the distance material are transported will be limited Clean water rinsing of equipment will be done only after dry cleaning methods are used. Recovered material will be either return to storage or properly discarded <u>Rinsing of equipment is limited to the exterior, undercarriage and exposed parts only and does not apply to engines or other enclosed machinery</u>

Maintenance & Inspections	<ul style="list-style-type: none"> • Monthly inspections must be conducted and documented for leaky and damage equipment and repairs will be made as necessary • Monthly inspection must be conducted and documented at all storage locations (indoor and outdoor)
Spill Response and Reporting	<ul style="list-style-type: none"> • Conduct clean-up of any spill (s) immediately upon discovery • Spills are to be cleaned up using dry methods only • Notify Security immediately of any spill at 609-343-5125 as well as the responsible person/Facilities Supervisor
<p>In the event of a spill that causes an immediate threat to health and safety (i.e. fire or explosion) or that has resulted in an injury, notify 911, then Security at 609-343-5125</p>	



Attachment F

ACCC Emergency Operations Plan Annex 2, Appendix 6-6



**ATLANTIC CAPE COMMUNITY COLLEGE
CHEMICAL AND HAZARDOUS SPILLS/RELEASES ANNEX 2**

I. STATEMENT OF APPROVAL

Statement of approval:

The Chemical and Hazardous Spills/Releases Annex of the Atlantic Cape Community College Emergency Operations Plan meets the approval of the Sr. Director, the Chemical and Hazardous Spill/Releases Group Supervisor, the Chemical Hygiene Officer and the Compliance Officer and is hereby approved.

Approval date:

Rick Anzelone,
Sr. Director of Facilities and Security Operations
Emergency Management Coordinator

Clifton Sudler,
Director of Security and Public Safety
Chemical and Hazardous Spills/Releases Group Supervisor

Dr. Terri-Lynn Hamby
Director, Science Laboratories
Chemical Hygiene Officer

Mary Simpson,
Compliance Officer

**ATLANTIC CAPE COMMUNITY COLLEGE
CHEMICAL AND HAZARDOUS SPILLS/RELEASES ANNEX 2**

II. PURPOSE

The purpose of this annex is to establish the procedures that the College will use in the event of a hazardous material incident or chemical spill. This Annex defines the roles and responsibilities of College staff in responding to a hazardous materials incident.

III. Situation

This annex applies during any situation in which there is a danger to life, property, or the environment that results from an accident involving the uncontrolled release or spill of any hazardous materials.

IV. CONTINUITY OF MANAGEMENT FOR RECOVERY FUNCTIONS

- A. The line of succession for the person responsible for the Chemical and Hazardous Spills/Releases Annex to ensure continuous leadership, authority and responsibility is as follows:
 - 1. Chemical and Hazardous Spills/Releases Group Supervisor/Director of Security and Public Safety
 - 2. Sr. Director
 - 3. Captain, Security and Public Safety
- B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to Chemical and Hazardous Spills/Releases will be forwarded to the Group supervisor to ensure that a complete record of costs and operations is available for analysis and possible use in litigation.

V. ADMINISTRATION AND LOGISTICS

- A. The Chemical and Hazardous Spills/Releases Group Supervisor is responsible for maintenance of all records and reports required and reports will be forwarded to the Documentation Unit.
- B. The Chemical and Hazardous Spills/Releases Group Supervisor is responsible for records of expenditures for the recovery functions following a disaster or emergency incident.
Copies of all records of expenditures will be forwarded to the Cost Unit.
- C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders.



ATLANTIC CAPE COMMUNITY COLLEGE
CHEMICAL AND HAZARDOUS SPILLS/RELEASES ANNEX 2

VI. ADDENDUM DEVELOPMENT AND MAINTENANCE

- A. The Chemical and Hazardous Spills/Releases Group Supervisor is responsible for the maintenance of the Chemical and Hazardous Spills/Releases Annex and for ensuring that necessary changes and revisions are prepared, coordinated, approved and distributed.
- B. The Chemical and Hazardous Spills/Releases Group Supervisor is responsible for reviewing and updating the Chemical and Hazardous Spills/Releases Group SOG's, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

VII. ATTACHMENTS

ACCC 6-6 Chemical Hygiene and Hazardous Spills/Releases

ATLANTIC CAPE COMMUNITY COLLEGE
CHEMICAL / HAZARDOUS SPILLS APPENDIX 6-8

Definition:

Hazardous materials are defined as any substance (biological, chemical, radiological, etc.) that causes or may cause adverse effects on health or safety of individuals, the general public, or the environment.

Purpose:

To prevent or avoid further exposure to a hazardous material by the campus community or to mitigate any environmental damage or dangers.

Chemical / Hazardous Material Spill or Release Guide

The following steps should be taken in the event of a hazardous material spill or release:

1. If the material spilled is unknown, treat the spill as if it is hazardous. If life threatening injuries occur or if there is imminent danger to life and safety because of the spill, first notify 911. Call Security MLC 343-5125, WACC 343-4841, CMCC 463-6390 to report the spill.
2. If a person is unconscious in the vicinity of the spill and the material spilled is unknown, do not enter the room/area unless you know that it is safe to do so.
3. Evacuate the room/area and place a clearly visible sign on the door or entryway that states that there is a spill and no one is to enter the room/area.
4. Do not attempt to clean up the spill. Atlantic Cape's Chemical Hygiene Officer or Compliance Officer will instruct how to clean up the spill or the Group Supervisor will alert Atlantic City Fire and Rescue that a HazMat incident has occurred and summon emergency assistance (if that has not already occurred) and notify the EMC.
5. The Group Supervisor and/or Atlantic Cape's Chemical Hygiene Officer or Compliance Officer will determine whether the building or floor needs to be evacuated. All students are required to stay in a designated area until further notice is given.
6. When instructing employees and students to evacuate, ensure that they move a safe distance away from the building. Do not allow them to re-enter the building until instructed to do so by Security or College Administration.
7. Alert Security and emergency personnel if anyone has been injured or exposed to the effects of the spill/release (safety shower, medical attention, etc.).

Commented [MS1]: I spoke to Terri-Lynn Handy about this part. She has specific lab clean up procedures for the science labs. All we should be discussing is the EOP emergency response procedures for simplicity.



Attachment G

Monthly Inspection Maintenance Yard, Fueling Facilities and Other Ancillary Operations



MAINTENANCE YARD, FUELING FACILITIES AND OTHER ANCILLARY OPERATIONS
MONTHLY INSPECTION LOG

DATE: _____ (mm/dd/yyyy) TIME: _____ (circle one: a.m. p.m.) WEATHER/TEMP: _____

Circle all that apply. If problems are noted at multiple locations, use additional sheets:

Description or name of location(s):

Building I-Interior	Building I-Exterior Perimeter	Salt Storage/Vehicle Rinsing	Dumpsters
Equipment/Vehicle Storage	Aggregate Storage	Outside Vehicle Maintenance	Fueling Facilities

Other areas
(please explain):

Observations:

Are there any conditions that would contribute to stormwater contamination? If yes, please describe:

Are any illicit discharges or spills noted? If yes, please list location and observations (i.e. discharge was foamy, discolored, odor detected, steam emanating, etc.):

Are there any conditions that would have a negative impact to the MS4s? If yes, please describe:

Are all stored containers properly labeled and stored? If no, please describe:

Describe any remedial measures initiated to address any problems noted above:

Name of Inspector Signature

Page | 1 of ____



**MAINTENANCE YARD, FUELING FACILITIES AND OTHER ANCILLARY OPERATIONS
MONTHLY INSPECTION LOG**

DATE: _____ (mm/dd/yyyy) TIME: _____ (circle one: a.m. p.m.) WEATHER/TEMP: _____

Are any components of the fuel dispensing equipment found to be leaking or in disrepair?	Yes ^a	No
Were there any spills that needed to be cleaned up during the month?	Yes ^a	No
Were the spills immediately addressed and cleaned up per the Spills SOP?	Yes	No ^a
Is spill kit fully stocked and are the items usable?	Yes	No ^a
Are all containers properly labeled?	Yes	No ^a
Are any containers stored outside?	Yes	No
If outside, are containers covered and on spill platforms?	Yes	No ^a
Are outside containers covered and tightly closed when not in use?	Yes	No ^a
Has there been any vehicle maintenance performed outdoors?	Yes	No
How long were the vehicles outdoors and did the outside activity comply with the Vehicle Maintenance SOP?	Yes	No ^a
Was there any rinsing of vehicles?	Yes	No
If there was vehicle rinsing, was it only for vehicles used for the application of salt and deicing materials?	Yes	No ^a
Were dry clean-up methods used before the rinsing occurred?	Yes	No ^a
Is there evidence of tracking material at the salt storage building?	Yes ^a	No
Has there been catch basin clean outs this month?	Yes	No
Is leachate from materials from catch basin clean out contained and handled as wastewater?	Yes	No ^a
Is the material stored in leak proof containers or on a bermed, impervious surface and removed for disposal as a solid waste?	Yes	No ^a
Has there been any herbicide application and did it comply with Permit conditions?	Yes	No ^a
Are refuse containers and dumpsters covered?	Yes	No ^a

^aPlease include an explanation on Page 1.

Name of Inspector _____
Signature _____

Page | 2 of _____

Attachment H

Discharges from Secondary Containment



DISCHARGES FROM SECONDARY CONTAINMENT
MONTHLY INSPECTION LOG

DATE: _____ (mm/dd/yyyy) TIME: _____ (circle one: a.m. p.m.) WEATHER/TEMP: _____

1. Storage Vessel (describe the storage unit and contents i.e. 500 gallon above ground gasoline storage tank) : _____

2. The discharge pipe/outfall from a secondary containment area (e.g. fuel storage, de-icing solution storage, brine solution) shall have a valve and the valve shall remain closed at all times except as described below. Was the valve closed at the time of the inspection?

Yes No

3. The permittee may discharge stormwater accumulated in a secondary containment area if a visual inspection is performed to ensure that the contents of aboveground storage tank have not come in contact with the stormwater to be discharged. Was there stormwater visible in the secondary containment at the time of the inspection?

Yes No

4. Visual inspections are only effective when dealing with materials that can be observed, like petroleum. If the contents of the tank are not visible in stormwater, the permittee shall rely on previous tank inspections to determine with some degree of certainty that the tank has not leaked. If the permittee cannot decide with reasonable certainty that the stormwater in the secondary containment area is uncontaminated by the contents of the tank, then the stormwater shall be hauled for proper disposal.

Was it determined that any stormwater present in the secondary containment was uncontaminated and was discharged?

Yes No

If no, explain whether the stormwater was removed from the secondary containment and the means of disposal:

Name of Inspector

Signature



Attachment I

Outfall Inspections

Outfall Inspection Form	
<p>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 <u>at least 72 hours after the previous precipitation or snowmelt event.</u></p> <p>It is recommended to attach photo(s) of the inspection of the outfall to this form.</p> <p>Upon discovery of stream scouring, you may use "Stream Scouring Investigation Record Keeping Form" for required documentation.</p> <p>Upon discovery of any possible illicit connections, you MUST use "Illicit Connection Inspection Report Form."</p>	
<p>SECTION 1: PERMITTEE INFORMATION</p> <p>MS4 Permittee: _____ NJPDES #: NJG0 _____</p>	
<p>SECTION 2: OUTFALL SUMMARY INFORMATION</p> <p style="text-align: center;"><i>*If this outfall is newly identified, be sure to add it to your electronic outfall pipe map.*</i></p> <p>Outfall ID: _____ Outfall Location Description: _____</p> <hr/> <p>Municipality: _____ County: _____</p> <p>Receiving Waterbody: _____</p> <p>Describe the type of conveyance(s) that delivers the stormwater to the receiving waterbody (concrete or corrugated pipe, concrete channel, etc.): _____</p> <hr/> <p>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? <input type="checkbox"/> NEVER <input type="checkbox"/> SOMETIMES* <input type="checkbox"/> ALWAYS*</p> <p>*If 'Sometimes' or 'Always,' describe submerged conditions and condition at time of inspection:</p> <p>_____</p> <hr/> <p>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): _____</p> <p>Do any other NJPDES permittees discharge through this MS4 outfall? <input type="checkbox"/> YES* <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN</p> <p>*If 'YES', list Permittee Name(s) or NJPDES #(s): _____</p> <p>_____</p> <p style="text-align: center;"><i>*If 'YES', please contact your MS4 Case Manager.*</i></p>	
<p>SECTION 3: INSPECTION CONDITIONS</p> <p>Date of current inspection: ___/___/___ Date of previous inspection: ___/___/___</p> <p>Latest precipitation/snowmelt event: ___/___/___ Amount of Precipitation (in.): _____</p>	

Outfall condition: <input type="checkbox"/> PROPER CONDITION <input type="checkbox"/> NEEDS MAINTENANCE <input type="checkbox"/> NEEDS REPAIR If applicable, describe the type of maintenance or repair needed: _____ _____ _____
Bank Stability around outfall: <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> 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? <i>(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.)</i> <div style="text-align: right;"><input type="checkbox"/> PRESENT <input type="checkbox"/> EVIDENCE <input type="checkbox"/> NEITHER</div> 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? <input type="checkbox"/> YES* <input type="checkbox"/> NO *If 'YES', describe the scouring, including where the scouring is occurring relative to the outfall: _____ _____ _____ _____ <i>*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.*</i>
SECTION 5: INSPECTOR INFORMATION Inspector's Name: _____ Title: _____ Affiliation: _____ Signature: _____ Date: _____



Attachment J

Stream Scouring Inspections

Stream Scouring Investigation Recordkeeping Form	
<p>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.</p>	
SECTION 1: PERMITTEE INFORMATION	
MS4 Permittee: _____	NJPDES #: NJG0 _____
SECTION 2: OUTFALL SUMMARY INFORMATION	
<i>*If this outfall is newly identified, be sure to add it to your electronic outfall pipe map.*</i>	
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.): _____	
<p>If the ultimate discharge into the receiving water is from an enclosed pipe, is the end of the pipe fully or partially submerged? <input type="checkbox"/> NEVER <input type="checkbox"/> SOMETIMES* <input type="checkbox"/> ALWAYS*</p>	
<p><i>*If 'Sometimes' or 'Always,' describe submerged conditions and condition at time of inspection:</i></p> <p>_____</p> <p>_____</p>	
<p>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.): _____</p>	
<p>Do any other NJPDES permittees discharge through this MS4 outfall? <input type="checkbox"/> YES* <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN</p>	
<p><i>*If 'YES', list Permittee Name(s) or NJPDES #(s):</i> _____</p> <p>_____</p>	
<i>*If 'YES', please contact your MS4 Case Manager.*</i>	
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: _____



Attachment K

Illicit Connection Inspections

Illicit Connection Inspection Report Form	
For additional information regarding illicit discharge investigations, refer to Chapter 3.6 of the Tier A Guidance Document .	
<p>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 <u>at least 72 hours after the end of the previous precipitation or snowmelt event</u>.</p> <p style="text-align: center;">It is required to attach photos of the investigation to this form.</p> <p style="text-align: center;">Illicit discharges must be reported immediately to the NJDEP Hotline at 1-877-WARNDEP (1-877-927-6337).</p>	
SECTION 1: PERMITTEE INFORMATION	
MS4 Permittee: _____	NJPDES #: NJGD _____
SECTION 2: OUTFALL SUMMARY INFORMATION	
<i>*If this outfall is newly identified, be sure to add it to your electronic outfall pipe map.*</i>	
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? <input type="checkbox"/> NEVER <input type="checkbox"/> SOMETIMES* <input type="checkbox"/> 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? <input type="checkbox"/> YES* <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	
*If 'YES', list Permittee Name(s), NJPDES #(s), and Location of Connection:	

<i>*If 'YES', please contact your MS4 Case Manager.*</i>	

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)	<p><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></p> <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 <small>Examples include surfactants and methylene blue active substances (MBAS)</small>	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/ldde_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=02231e321d9743448bedfd8cf168e44d>) 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?

<p>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.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>SECTION 8: ILLICIT DISCHARGE ELIMINATION</p> <p>If it was an illicit discharge, has the source been eliminated? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>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: _____</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>SECTION 9: INSPECTOR INFORMATION</p> <p>Inspector's Name: _____</p> <p>Title: _____ Affiliation: _____</p> <p>Signature: _____ Date: _____</p>