

# SPPP Signature Page

Municipality  
Information

**Municipality:** Borough of Butler

**County:** Morris

**NJPDES # :** NJG0149837

**PI ID #:** 171542

**Team Member/Title:** James P. Lampmann - Borough Administrator

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

**Date of Completion:** February 28, 2005

**Date of latest update:** June 1, 2009

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

(Signature)

June 1, 2009

(Date)

James Lampmann

(Print Name)

Borough Administrator

(Title)

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

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**NJPDES # :** NJG0149837

**PI ID #:** 171542

**Team Member/Title:** James P. Lampmann - Borough Administrator

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

**Date of Completion:** February 28, 2005

**Date of latest update:** February 1, 2010

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

\_\_\_\_\_  
(Signature)

February 1, 2010  
(Date)

James Lampmann  
(Print Name)

Borough Administrator  
(Title)

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**County:** Morris

**NJPDES # :** NJG0149837

**PI ID #:** 171542

**Team Member/Title:** James P. Lampmann - Borough Administrator

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

**Date of Completion:** February 28, 2005

**Date of latest update:** Sept. 15, 2014

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

\_\_\_\_\_  
(Signature)

September 15, 2014  
(Date)

James Lampmann  
(Print Name)

Borough Administrator  
(Title)

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**Municipality:** Borough of Butler

**County:** Morris

**NJPDES # :** NJG0149837

**PI ID #:** 171542

**Team Member/Title:** James P. Lampmann - Borough Administrator

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

**Date of Completion:** February 28, 2005

**Date of latest update:** March 7, 2016

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

\_\_\_\_\_  
(Signature)

March 7, 2016

(Date)

James Lampmann

(Print Name)

Borough Administrator

(Title)

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Municipality  
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**Municipality:** Borough of Butler

**County:** Morris

**NJPDES # :** NJG0149837

**PI ID #:** 171542

**Team Member/Title:** James P. Lampmann - Borough Administrator

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

**Date of Completion:** February 28, 2005

**Date of latest update:** April 17, 2017

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

\_\_\_\_\_  
(Signature)

April 17, 2017  
(Date)

James Lampmann  
(Print Name)

Borough Administrator  
(Title)

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

# SPPP Signature Page

Municipality  
Information

**Municipality:** Borough of Butler

**County:** Morris

**NJPDES # :** NJG0149837

**PI ID #:** 171542

**Team Member/Title:** James P. Lampmann - Borough Administrator

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

**Date of Completion:** February 28, 2005

**Date of latest update:** April 23, 2018

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

\_\_\_\_\_  
(Signature)

April 23, 2018

(Date)

James Lampmann

(Print Name)

Borough Administrator

(Title)

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

Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

*Number of team members may vary*

Completed by: Paul P. Darmofalski, P.E.

Title: Borough Engineer

Date: March 7, 2016

Municipality: Borough of Butler

County: Morris

NJPDES #: NJG0149837

PI ID #: 171542

Stormwater Program Coordinator: Paul P. Darmofalski, P.E.

Title: Borough Engineer

Office Phone #: (973) 835-8300

Emergency Phone #: (973) 838-0063

Public Notice Coordinator: Mary O' Keefe, R.M.C.

Title: Borough Clerk

Office Phone #: (973) 838-7200

Emergency Phone #: (973) 838-0063

Post-Construction Stormwater Management Coordinator: James Nargiso

Title: Planning Board Chairman

Office Phone #: (973) 838-7200

Emergency Phone #: (973) 838-0063

Local Public Education Coordinator: James P. Lampmann

Title: Borough Administrator

Office Phone #: (973) 838-7200

Emergency Phone #: (973) 838-0063

Ordinance Coordinator: Robert Oostdyk, Esq.

Title: Borough Attorney

Office Phone #: (973) 835-0100

Emergency Phone #: (973) 838-0063

Public Works Coordinator: Dan Canty

Title: Acting Superintendent of Public Works

Office Phone #: (973) 838-0063

Emergency Phone #: (973) 838-0063

Employee Training Coordinator: James P. Lampmann

Title: Borough Administrator

Office Phone #: (973) 838-7200

Emergency Phone #: (973) 838-0063

Other: William Budesheim

Title: Code Enforcement Official

Office Phone #: (973) 838-7200

Emergency Phone #: (973) 838-0063

# SPPP Form 2 - Public Notice

Municipality  
Information

**Municipality:** Borough of Butler

**County:** Morris

**NJPDES # :** NJG0149837

**PI ID #:** 171542

**Team Member/Title:** Mary O'Keefe, R.M.C. / Borough Clerk

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

**Date of Completion:** February 28, 2005

**Date of latest update:** March 7, 2016

## Public Notice

**Form Instructions:** Briefly outline the principal ways in which you comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program.

For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), the Borough of Butler provides public notice in a manner that complies with the requirements of that Act.

In regard to the passage of ordinances, the Borough of Butler provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq.

For municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), the Borough of Butler complies with those requirements.

When providing for public participation in the development and implementation of the stormwater program, the Borough will comply with applicable state and local public notice requirements.

# SPPP Form 3 – New Development and Redevelopment Program

**Municipality Information**

**Municipality:** Borough of Butler

**County:** Morris

**NJPDES # :** NJG0149837

**PI ID #:** 171542

**Team Member/Title:** James Nargiso / Planning Board Chairman

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

**Date of Completion:** February 28, 2005

**Date of latest update:** March 7, 2016

**Form Instructions: Describe in general terms your post-construction stormwater management in new development and redevelopment program (post-construction program), and how it complies with the Tier A Permit minimum standard. This description must address compliance with the Residential Site Improvement Standards for stormwater management; ensuring adequate long-term operation and maintenance of BMPs (including BMPs on property that you own or operate); design of storm drain inlets (including inlets that you install); and preparation, adoption, approval, and implementation of a municipal stormwater management plan and municipal stormwater control ordinance(s). Attach additional pages as necessary. Some additional specific information (mainly about that plan and ordinance(s)) will be provided in your annual reports.**

To prevent or minimize water quality impacts, the Borough has implemented and enforces a program to address stormwater runoff from new development and redevelopment projects (including projects operated by the municipality itself) that disturb one acre or more, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into the MS4. The following summarizes the Borough's post-construction program:

- i. The Borough has adopted a municipal stormwater management plan in accordance with N.J.A.C. 7:8-4.
- ii. The Borough has adopted and implemented a municipal stormwater control ordinance in accordance with N.J.A.C. 7:8-4 to control stormwater from non-residential development and redevelopment projects.
- iii. The Borough will ensure that any residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (N.J.A.C. 5:21-7) comply with those standards (including any exception, waiver, or special area standard that was approved under N.J.A.C. 5:21-3).
- iv. Where necessary to implement the municipal stormwater management plan, the municipal stormwater control ordinance(s) will also:
  - a. Control aspects of residential development and redevelopment projects that are not pre-empted by the Residential Site Improvement Standards; and,
  - b. Set forth special area standards approved by the Site Improvement Advisory Board for residential development or redevelopment projects under N.J.A.C. 5:21-3.5.
- v. Ensure adequate long-term operation and maintenance of BMPs.
- vi. Enforce, through the stormwater control ordinance(s) or a separate ordinance, compliance with standards set forth in Attachment C of the permit to control passage of solid and floatable materials through storm drain inlets.
- vii. This post-construction program shall also require compliance with the applicable design and performance standards established under N.J.A.C. 7:8 for major development, unless:
  - a. Those standards do not apply because of a variance or exemption granted under N.J.A.C. 7:8; or,
  - b. Alternative standards are applicable under an area wide or Statewide Water Quality Management Plan adopted in accordance with N.J.A.C. 7:15.

# SPPP Form 4 - Local Public Education Program

Municipality  
Information

Municipality: Borough of Butler

County: Morris

NJPDES # : NJG0149837

PI ID #: 171542

Team Member/Title: James Lampmann / Borough Administrator

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

Date of Completion: February 28, 2005

Date of latest update: March 7, 2016

## Local Public Education Program

**Form Instructions: Describe your Local Public Education Program. Be specific on how you will distribute your educational information, and how you will conduct your annual event. Attach additional pages with the date(s) of your annual mailing and the date and location of your annual event.**

The Borough has implemented a Local Public Education Program that focuses on providing the public with information on the impact of stormwater discharges to surface and ground waters of the State and steps that the public can take to reduce pollutants in stormwater runoff. Appropriate information to be covered during these educational activities shall include, but is not limited to, local stormwater related municipal ordinances [Pet Waste Ordinance, Litter Ordinance, Improper Disposal of Waste Ordinance, Wildlife Feeding Ordinance, Illicit Connection Ordinance, Refuse Container / Dumpster Ordinance, Private Storm Drain Inlet Retrofitting, and Fertilizer Management Ordinance (if applicable)]; proper application, storage and disposal of fertilizer and pesticides; home composting and yard waste recycling; use of native or well-adapted vegetation; local stream and/or shoreline restoration activities; watershed education; and general nonpoint source education.

The Borough shall annually conduct educational activities that total a minimum of ten (10) points. These various educational activities may vary from year to year but must always total a minimum of ten (10) points. Educational Materials are posted on the Borough's website in addition to pet waste flyers being handed out with pet license renewals annually. Attachment E of the NJPDES Master General Permit lists each approved activity and the point value assigned to each activity. A copy of Attachment E has been included with this SPPP.

<b>Municipality Information</b>	<b>Municipality:</b> <u>Borough of Butler</u>	<b>County:</b> <u>Morris</u>
	<b>NJPDES # :</b> <u>NJG0149837</u>	<b>PI ID #:</b> <u>171542</u>
	<b>Team Member/Title:</b> <u>James Lampmann / Borough Administrator</u>	
	<b>Effective Date of Permit Authorization (EDPA):</b> <u>April 1, 2004</u>	
	<b>Date of Completion:</b> <u>February 28, 2005</u>	<b>Date of latest update:</b> <u>June 1, 2009</u>

**Storm Drain Inlet Labeling**

**Form Instructions:** Describe your storm drain inlet labeling program, including your labeling schedule, the details of your long-term maintenance plan, and plans on coordinating with watershed groups or other volunteer organizations.

The Borough shall label all storm drain inlets along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas or maintenance yards operated by the Borough, and maintain the legibility of those labels.

The Borough completed 100% of the required labeling prior to March 31, 2009 (60 months from the EDPA) through a program with the Boy Scouts and also through repaving projects. The labeling done by Boy Scouts made use of blue painted aluminum medallions that read "No Dumping - Drains to Waterway" with a picture of a trout. Medallions were applied using an adhesive. Under the Borough's paving programs, stream flow grates are removed and replaced with bicycle safe grates which already have the eco markings cast in the grate. Reduced opening curb pieces also carry the required eco markings. Where practicable, cast in place markings are preferred over medallions.

During the annual catch basin cleaning program, the DPW will be checking these labels to ensure they are still visible, and if they are not, we will ensure that the labels are replaced immediately.

# SPPP Form 6 – MS4 Outfall Pipe Mapping

**Municipality  
Information**

**Municipality:** Borough of Butler

**County:** Morris

**NJPDES # :** NJG0149837

**PI ID #:** 171542

**Team Member/Title:** Robert Cigol, P.L.S. / Borough Surveyor

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

**Date of Completion:** February 28, 2005

**Date of latest update:** June 1, 2009

## MS4 Outfall Pipe Mapping

**Form Instructions: Explain how you will prepare your map (include its type and scale, and the schedule for the mapping process). Who will prepare your map (e.g., municipal employees, a consultant, etc.)?**

The Borough's entire storm drainage system, including outfall pipes, has been mapped by DMC Surveying using an alphanumeric numbering system. The Borough's Tax Map and available aerial photography were used as base maps. The most recent revision to these maps is dated March 13, 2009. These maps will be continuously maintained as necessary.

# SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information

Municipality: Borough of Butler

County: Morris

NJPDES # : NJG0149837

PI ID #: 171542

Team Member/Title: Brian Pumo, Water/Stormwater Supervisor

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

Date of Completion: February 28, 2005

Date of latest update: March 7, 2016

## Illicit Connection Elimination Program

**Form Instructions:** Describe your Illicit Connection Elimination Program, and explain how you plan on responding to complaints and/or reports of illicit connections (e.g., hotlines, etc.). Attach additional pages as necessary.

We will conduct an initial physical inspection of all of our outfall pipes during the mapping process. We will use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. In addition, Attachment B of the NJPDES Master General Permit, entitled "Procedures for Detecting, Investigating, and Eliminating Illicit Connections" will be followed, a copy of which is attached to this SPPP.

In outfall pipes found to have a dry weather flow or if evidence is found of an intermittent non-stormwater flow, the outfall will be rechecked again to locate the illicit connection. If we are able to locate the illicit connection and the connection is within the Borough of Butler we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the collection eliminated immediately. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Borough of Butler will report the illicit connection to the Department.

Citizens can report illicit connections to the Police Department, Department of Public Works or Borough Clerk.

# SPPP Form 8 – Illicit Connection Records

<b>Municipality Information</b>	<b>Municipality:</b> <u>Borough of Butler</u>	<b>County:</b> <u>Morris</u>
	<b>NJPDES # :</b> <u>NJG0149837</u>	<b>PI ID #:</b> <u>171542</u>
	<b>Team Member/Title:</b> <u>Brian Pumo – Water/Stormwater Supervisor</u>	
	<b>Effective Date of Permit Authorization (EDPA):</b> <u>April 1, 2004</u>	
	<b>Date of Completion:</b> <u>February 28, 2005</u>	<b>Date of latest update:</b> <u>April 17, 2017</u>

**Prior to May 2, 2006**  
 Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year?	1
Number of outfalls found to have a dry weather flow?	2
Number of outfalls found to have an illicit connection?	0
How many illicit connections were eliminated?	n/a
Of the illicit connections found, how many remain?	n/a

**May 2, 2006 – May 1, 2007**  
 Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year?	1
Number of outfalls found to have a dry weather flow?	2
Number of outfalls found to have an illicit connection?	0
How many illicit connections were eliminated?	n/a
Of the illicit connections found, how many remain?	n/a

**May 2, 2007 – May 1, 2008**  
 Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year?	1
Number of outfalls found to have a dry weather flow?	2
Number of outfalls found to have an illicit connection?	0
How many illicit connections were eliminated?	n/a
Of the illicit connections found, how many remain?	n/a

**May 2, 2008 – May 1, 2009**  
 Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year?	1
Number of outfalls found to have a dry weather flow?	2
Number of outfalls found to have an illicit connection?	0
How many illicit connections were eliminated?	n/a
Of the illicit connections found, how many remain?	n/a

**May 2, 2009 – May 1, 2010**  
 Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year?	1
Number of outfalls found to have a dry weather flow?	2
Number of outfalls found to have an illicit connection?	0
How many illicit connections were eliminated?	n/a
Of the illicit connections found, how many remain?	n/a

**May 2, 2010 – December 31, 2011**

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

Total number of inspections performed this year?	1
Number of outfalls found to have a dry weather flow?	2
Number of outfalls found to have an illicit connection?	0
How many illicit connections were eliminated?	n/a
Of the illicit connections found, how many remain?	n/a

**January 1, 2012 – December 31, 2012**

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

Total number of inspections performed this year?	1
Number of outfalls found to have a dry weather flow?	2
Number of outfalls found to have an illicit connection?	0
How many illicit connections were eliminated?	n/a
Of the illicit connections found, how many remain?	n/a

**January 1, 2013 – December 31, 2013**

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

Total number of inspections performed this year?	1
Number of outfalls found to have a dry weather flow?	2
Number of outfalls found to have an illicit connection?	0
How many illicit connections were eliminated?	n/a
Of the illicit connections found, how many remain?	n/a

**January 1, 2014 – December 31, 2014**

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

Total number of inspections performed this year?	1
Number of outfalls found to have a dry weather flow?	2
Number of outfalls found to have an illicit connection?	0
How many illicit connections were eliminated?	n/a
Of the illicit connections found, how many remain?	n/a

**January 1, 2015 – December 31, 2015**

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

Total number of inspections performed this year?	3
Number of outfalls found to have a dry weather flow?	2
Number of outfalls found to have an illicit connection?	0
How many illicit connections were eliminated?	n/a
Of the illicit connections found, how many remain?	n/a

**January 1, 2016 – December 31, 2016**

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

Total number of inspections performed this year?	1
Number of outfalls found to have a dry weather flow?	0
Number of outfalls found to have an illicit connection?	0
How many illicit connections were eliminated?	n/a
Of the illicit connections found, how many remain?	n/a

**January 1, 2017 – December 31, 2017**

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

Total number of inspections performed this year?	1
Number of outfalls found to have a dry weather flow?	0
Number of outfalls found to have an illicit connection?	0
How many illicit connections were eliminated?	N/A
Of the illicit connections found, how many remain?	N/A

**January 1, 2018 – December 31, 2018**

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

Total number of inspections performed this year?	1
Number of outfalls found to have a dry weather flow?	0
Number of outfalls found to have an illicit connection?	0
How many illicit connections were eliminated?	N/A
Of the illicit connections found, how many remain?	N/A

**January 1, 2019 – December 31, 2019**

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

Total number of inspections performed this year?	
Number of outfalls found to have a dry weather flow?	
Number of outfalls found to have an illicit connection?	
How many illicit connections were eliminated?	
Of the illicit connections found, how many remain?	

# SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality Information

**Municipality:** Borough of Butler

**County:** Morris

**NJPDES # :** NJG0149837

**PI ID #:** 171542

**Team Member/Title:** Brian Pumo – Water/Stormwater Supervisor

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

**Date of Completion:** February 28, 2005

**Date of latest update:** March 7, 2016

## Yard Waste Ordinance / Collection Program

**Form Instructions:** Please describe your yard waste collection program. Be sure to include the collection schedule and how you will notify the residents and businesses of this schedule. Attach additional pages as necessary.

The Borough currently collects yard wastes, including leaves, grass and brush, once per week between April and December. Christmas trees are collected twice during the month of January. Grass and leaves are placed in bags or 30 gallon containers. Brush is tied in bundles.

The collection schedule and our ordinance requirements are posted in our newsletter which is mailed to all residents and businesses.

The Borough adopted and enforces a yard waste ordinance prohibiting all yard wastes from being placed at the curb or along the street unless they are bagged or otherwise containerized. The ordinance also prohibits placing yard waste closer than ten (10) feet from any storm sewer inlet along the street unless bagged or otherwise containerized.

# SPPP Form 10 - Ordinances

<b>Municipality Information</b>	<b>Municipality:</b> <u>Borough of Butler</u>	<b>County:</b> <u>Morris</u>
	<b>NJPDES # :</b> <u>NJG0149837</u>	<b>PI ID #:</b> <u>171542</u>
	<b>Team Member/Title:</b> <u>Paul Darmofalski-Engineer / Robert Oostdyk-Attorney/William Budesheim-Code Official</u>	
	<b>Effective Date of Permit Authorization (EDPA):</b> <u>April 1, 2004</u>	
	<b>Date of Completion:</b> <u>February 28, 2005</u>	<b>Date of latest update:</b> <u>March 7, 2016</u>

## Ordinances

**Form Instructions:** For each ordinance, give the date of adoption. If not adopted, explain the status:

- Pet Waste:** Ordinance 2006-11/Chapter 192/May 16, 2006  
**Are pet waste information brochures distributed with pet licenses?** Y (X) N ( )
- Litter:** Existing Ordinance Chapter 153 adopted in 1976
- Improper Waste Disposal:** Ord. 2006-11/Chapter 192/May 16, 2006
- Wildlife Feeding:** Ord. 2006-11/Chapter 192/May 16, 2006
- Yard Waste:** Ord. 2006-11/Chapter 192/May 16, 2006
- Illicit Connections:** Ord. 2006-11/Chapter 192/May 16, 2006
- Fertilizer Management Ordinance:** Ord. 2010-2/Chapter 78/ January 19, 2010
- Refuse Container & Dumpster Ordinance:** Ord. 2010-11/Chapter 192/August 2, 2010
- Private Storm Drain Inlet Retrofitting Ordinance:** Ord. 2010-12/Chapter 199/August 2, 2010

## Ordinance Enforcement

**Form Instructions:** Describe how each ordinance will be enforced.

- Pet Waste:** The Borough enforces an ordinance requiring pet owners or their keepers to immediately & properly dispose of their pet's solid waste deposited on any property, public or private, not owned or possessed by that person. Copies of ordinances & informational brochures on the benefits of proper pet waste disposal are distributed with licenses.
- Litter:** The Borough enforces the litter ordinance in Chapter 153 of the Borough Code.
- Improper Waste Disposal:** The Borough enforces an ordinance prohibiting the improper spilling, dumping, or disposal of materials other than stormwater into the small MS4 (excluding those authorized in Part I, Section A.2.c of the NJPDES Master General Permit).
- Wildlife Feeding:** The Borough enforces an ordinance prohibiting the feeding in any public park or on any other property owned or operated by the Borough of any wildlife (excluding confined animals, for example, wildlife confined in zoos, parks, or rehabilitation centers or unconfined wildlife at environmental education centers, or feral cats as part of an approved Trap-Neuter-Release (TNR) program).
- Yard Waste:** The Borough enforces an ordinance prohibiting placing noncontainerized yard wastes in the cartway of the street. The placing of yard waste closer than 10 feet from any storm sewer inlet along the street is prohibited unless bagged or otherwise containerized. A yard waste collection schedule is noticed to all municipal residents and businesses.
- Illicit Connections:** The Borough enforces an ordinance prohibiting illicit connections to MS4s.
- Fertilizer Management Ordinance:** The Borough enforces the NJDEP model ordinance regulating the use of fertilizers and the use of phosphorus fertilizers.
- Refuse Container & Dumpster Ordinance:** Our Recycling/Garbage Coordinator in conjunction with our hauler enforces this ordinance.
- Private Storm Drain Inlet Retrofitting Ordinance:** Borough Engineer enforces this through inspections.

## SPPP Form 11 – Storm Drain Inlet Retrofitting

<b>Municipality Information</b>	<b>Municipality:</b> <u>Borough of Butler</u>	<b>County:</b> <u>Morris</u>
	<b>NJPDES # :</b> <u>NJG0149837</u>	<b>PI ID #:</b> <u>171542</u>
	<b>Team Member/Title:</b> <u>Paul Darmofalski, Boro Engineer/Dan Canty, DPW Superintendent</u>	
	<b>Effective Date of Permit Authorization (EDPA):</b> <u>April 1, 2004</u>	
	<b>Date of Completion:</b> <u>February 28, 2005</u>	<b>Date of latest update:</b> <u>April 23, 2018</u>

**What type of storm drain inlet design will generally be used for retrofitting?** The Borough will use bicycle safe grates which meet the reduced opening requirements for floatable materials. If the storm drain inlet has a curb piece an opening with a clear space no bigger than two inches across the smallest dimension will be used. Existing curb pieces may be retrofitted with eco covers.

Repaving, repairing, reconstruction or alteration project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions
Paterson Hamburg Turnpike	2005	2005	2005	27	0
Maple Lake Road	2005	2005	2005	23	0
Mabey, Pearl & Hasbrouck	2005	2005	2005	14	0
Park Place & Main St.	2006	2006	2006	20	0
West Belleview Ave	2008	2008	2008	19	0
Robert Ave, Carey Ave, High St.	2009	2009	2009	14	0
Elm, Valley, Cotter, Marion, Von Blitz	2009	2009	2009	35	0
Cascade Way	2009	2009	2009	5	0
Myrtle Ave, Lincoln Rd	2010	2010	2010	13	0
Takeout	2011	2011	2011	17	0
Bartholdi, Hasbrouck, Struble	2012	2012	2012	26	0
Scott, Lafayette, Lakeside, Lundy	2013	2013	2013	11	0
Leonard, Sunset, Cedar, Walnut	2014	2014	2014	20	0
Carey, Cleary, Part of Myrtle, Terrace	2015	2015	2015	30	0
Gifford, Brook, Part of Valley, Poplar, Part of Belleview	2016	2016	2016	11	0
Morse Ave	2017	2017	2017	17	0
East Belleview Ave	2018	2018	2018	22	0


**Are you claiming any alternative device exemptions or historic place exemptions for any of the above projects? Please explain:**

The Borough does not operate any alternative devices within the municipality. At this time we do not plan on installing any such devices for repaving, repairing, reconstruction or alteration projects. We also do not plan on claiming any historic place exemptions.

# SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

**Municipality Information**

**Municipality:** Borough of Butler

**County:** Morris

**NJPDES # :** NJG0149837

**PI ID #:** 171542

**Team Member/Title:** Brian Pumo – Water/Stormwater Supervisor

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

**Date of Completion:** February 28, 2005

**Date of latest update:** March 7, 2016

## Street Sweeping

**Form Instructions: Please describe the street sweeping schedule that you will maintain. (NOTE: Attach a street sweeping log containing the following information: date and area swept, number of miles swept and the total amount of materials collected.)**

The Borough sweeps all streets, including streets without curbs and including streets in commercial and residential neighborhoods, regardless of the speed limit. At a minimum, all streets are swept twice per month between April & December. The Borough's street sweeping program exceeds the minimum standards set by the Tier A Stormwater Guidance. Sweeping logs are made part of the Annual Report and Certification.

## Road Erosion Control Maintenance

**Form Instructions: Describe your Road Erosion Control Maintenance Program, including inspection schedules. A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form. (NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date)**

The DPW monitors all roads for erosion problems during normal patrols. All identified road erosion problems will be reported to Edward Becker, the Public Works Department Supervisor. During quarterly SPPP Team meetings, identified areas of erosion will be discussed and repairs prioritized. All maintenance personnel will then be assigned to the areas of concern, and the areas identified to have road erosion problems will be repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All maintenance personnel will maintain an inspection log, and Edward Becker will maintain a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.

# SPPP Form 13 – Stormwater Facility Maintenance

Municipality  
Information

**Municipality:** Borough of Butler

**County:** Morris

**NJPDES # :** NJG0149837

**PI ID #:** 171542

**Team Member/Title:** Brian Pumo / DPW Superintendent

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

**Date of Completion:** February 28, 2005

**Date of latest update:** April 23, 2018

## Annual Catch Basin Cleaning Program

**Form Instructions:** Please describe your annual catch basin cleaning program and schedule. Attach a map/diagram or additional pages as necessary.

The Borough has an annual catch basin and storm drain cleaning program to maintain function and efficiency. All catch basins are inspected at least once each year.

At the time of inspection, if no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned.

All catch basins will be inspected yearly, even if they were found to be “clean” the previous year. At the time of cleaning, the catch basins will also be inspected for proper function.

Maintenance will be scheduled for those catch basins that are in disrepair.

## Stormwater Facilities Maintenance Program

**Form Instructions:** Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages as necessary. (NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

The Borough has a stormwater facility maintenance program to ensure all stormwater facilities operated by the Borough function properly. The Borough operates the following:

- catch basins
- storm drains
- infiltration basins
- buffer strips
- swales

These stormwater facilities will be inspected annually to insure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.

# SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

**Municipality Information**

**Municipality:** Borough of Butler

**County:** Morris

**NJPDES # :** NJG0149837

**PI ID #:** 171542

**Team Member/Title:** Brian Pumo, DPW Superintendent / Paul Darmofalski, Boro Engineer

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

**Date of Completion:** February 28, 2005

**Date of latest update:** April 23, 2018

## Outfall Pipe Stream Scouring Remediation

Describe your stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control active, localized stream and stream bank scouring. Attach additional pages as necessary. (NOTE: Attach a prioritized list of sites observed to have outfall pipe stream and stream bank scouring, date of anticipated repair, method of repair and date of completion.)

When we are doing the illicit connection part of this program, we will be checking all of our outfall pipes for signs of scouring. All sites will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first. We will follow each repair up with an annual inspection of the site to ensure that scouring has not resumed.

If outfall pipe scouring is identified, we will attached a list of all sites with outfall pipe stream scouring, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed we will note the date of that repair on this form. There are no sites identified as of the most recent revised SPPP.

# SPPP Form 15 – De-icing Material Storage

Municipality  
Information

**Municipality:** Borough of Butler

**County:** Morris

**NJPDES # :** NJG0149837

**PI ID #:** 171542

**Team Member/Title:** Dan Canty, Acting DPW Superintendent

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

**Date of Completion:** February 28, 2005

**Date of latest update:** June 1, 2009

## De-icing Material Storage

**Form Instructions:** Describe how you currently store your municipality's de-icing materials, and describe your inspection schedule for the storage area. If your current storage practices do not meet the de-icing material storage SBR describe your construction schedule and your seasonal tarping interim measures. If you plan on sharing a storage structure, please include its location, as well as a complete list of all concerned public entities. If you store sand outdoors, describe how it meets the minimum standard.

The Borough stores all de-icing salt in a permanent structure. Maintenance and housekeeping of the de-icing salt structure are in accordance with Appendix D of the NJPES Master General Permit a copy of which is attached to this SPPP.

# SPPP Form 16 - Standard Operating Procedures

<b>Municipality Information</b>	<b>Municipality:</b> <u>Borough of Butler</u>	<b>County:</b> <u>Morris</u>
	<b>NJPDES # :</b> <u>NJG0149837</u>	<b>PI ID #:</b> <u>171542</u>
	<b>Team Member/Title:</b> <u>Dan Canty, Acting DPW Superintendent</u>	
	<b>Effective Date of Permit Authorization (EDPA):</b> <u>April 1, 2004</u>	
	<b>Date of Completion:</b> <u>February 28, 2005</u>	<b>Date of latest update:</b> <u>Sept 15, 2014</u>

BMP	Date SOP went into effect	Describe your inspection schedule
<b>Fueling Operations</b> (including the required practices listed in Attachment D of the master permit)	03/31/2005	Monthly inspections are conducted by DPW personnel.
<b>Vehicle Maintenance and Equipment/Vehicle washing</b> (including the required practices listed in Attachment D of the master permit)	03/31/2005 (Revised February 2009 to include restrictions on equipment and vehicle washing).	Monthly inspections are conducted by DPW personnel.  We certify annually that there is no unpermitted discharge from vehicle and equipment washing activities and describe the BMP implemented at each of the locations where vehicle and equipment washing activities occur. We also maintain a record of where and when equipment and vehicle washing occurs to document proper management of wash water discharge.
<b>Good Housekeeping Practices</b> (including the required practices listed in Attachment D of the master permit)  <b>Attach inventory list required by Attachment D of the permit.</b>	03/31/2005	Monthly inspections are conducted by DPW personnel.

# SPPP Form 17 – Employee Training

**Municipality Information**

**Municipality:** Borough of Butler

**County:** Morris

**NJPDES # :** NJG0149837

**PI ID #:** 171542

**Team Member/Title:** James P. Lampmann - Borough Administrator

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

**Date of Completion:** February 28, 2005

**Date of latest update:** June 1, 2009

## Employee Training

**Form Instructions:** Describe your employee training program. For each required topic, list the employees to receive training on that topic and the date the training will be held. Attach additional pages as necessary.

The Borough shall conduct annual employee training to educate all municipal employees on those stormwater topics which are applicable to their job and title. At a minimum, ANNUAL employee training will include the following topics:

1. Waste Disposal Education: Training shall include how to respond to inquires regarding proper waste disposal. *Attendance required by dispatch operators & Borough Administrator.*
2. Municipal Ordinances: Training shall provide overview of Pet Waste Ordinance, Litter Ordinance, Illicit Connection Ordinance, Improper Waste Disposal Ordinance, Wildlife Feeding Ordinance, Refuse Container Ordinance, Yard Waste Ordinance, Fertilizer Management Ordinance and the Private Storm Drain Inlet Retrofitting Ordinance, their requirements, enforcement policy, and hazards associated with improper waste disposal. *Attendance required by Code Officer, Administrator, Police Dept, & DPW employees.*
3. Yard Waste Collection Program: Training shall include frequency of yard waste pickups and schedule, policy for when yard waste can be placed curbside, and alternatives such as composting and recycling. *Attendance required by Administrator and DPW employees.*
4. Illicit Connection Elimination and Outfall Pipe Mapping: Practical field training and computer training on the hazards associated with illicit connections and details of the program including investigation techniques, physical observations, field sampling and mapping procedures. *Attendance required by Administrator, dispatchers and DPW employees.*
5. Monthly Sweeping of Certain Streets in Predominantly Commercial Areas: Training shall include sweeping schedules and record keeping requirements. *Attendance required by Administrator and DPW employees.*
6. Stormwater Facility Maintenance: Training shall include catch basin cleaning schedules and record keeping requirements. *Attendance required by Administrator and DPW employees.*
7. Outfall Pipe Stream Scouring Remediation: Training shall include identifying outfall pipe scouring and repairs. *Attendance required by Administrator and DPW employees.*
8. Maintenance Yard Operations (including Ancillary Operations): Training shall include practical field training and computer training on proper de-icing material storage, fueling, vehicle maintenance, equipment/vehicle washing and good housekeeping SOPs. *Attendance required by Administrator and DPW employees.*
9. Construction Activity / Post-Construction Stormwater Management in New Development & Redevelopment: Training shall include overview of requirements to obtain a NJPDES construction activity stormwater permit (see Section A.5.a and A.5.b of NJPDES Master General Permit) & requirements for Post-Construction Stormwater Management in New Development & Redevelopment (see Section F.3 of NJPDES Master General Permit) for the permittee's own construction activities and projects that disturb one acre or more. *Attendance required by Administrator and DPW employees.*

## Attachment A

# Illicit Connection Inspection Report Form

Municipality  
Information

Municipality: Borough of Butler County Morris

NJPDES # : 0149837 PI ID #: 171542

Team Member: Brian Pumo - Water/Stormwater Supervisor

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

Outfall #: \_\_\_\_\_ Location: \_\_\_\_\_

Receiving Waterbody: \_\_\_\_\_

1. Is there a dry weather flow? Y (  ) N (  )
2. If "YES", what is the outfall flow estimate? \_\_\_\_\_ gpm  
(flow sample should be kept for further testing, and this form will need to be submitted with the Annual Report and Certification)
3. Are there any indications of an intermittent flow? Y (  ) N (  )
4. If you answered "**NO**" to BOTH questions #1 and #3, there is probably not an illicit connection and you can skip to question #7.  
(NOTE: This form **does not** need to be submitted to the Department, but should be kept with your SPPP.)  
  
If you answered "**YES**" to either question, please continue on to question #5.  
(NOTE: This form will need to be submitted to the Department with the Annual Report and Certification.)

### 5. PHYSICAL OBSERVATIONS:

- (a) ODOR: none \_\_\_\_\_
- (b) COLOR: none \_\_\_\_\_
- (c) TURBIDITY: none \_\_\_\_\_
- (d) FLOATABLES: none \_\_\_\_\_
- (e) DEPOSITS/STAINS: none \_\_\_\_\_
- (f) VEGETATION CONDITIONS: normal
- (g) DAMAGE TO OUTFALL STRUCTURES:  
IDENTIFY STRUCTURE: \_\_\_\_\_  
DAMAGE: none \_\_\_\_\_

### 6. ANALYSES OF OUTFALL FLOW SAMPLE:

\* field calibrate instruments in accordance with manufacturer's instructions prior to testing.

- (a) DETERGENTS: \_\_\_\_\_ mg/L

(if sample is greater than 0.06 mg/L, the sample is contaminated with detergents [which may be from sanitary wastewater or other sources]. Further testing is required and this outfall should be given the highest priority.)

(if the sample is not greater than 0.06 mg/L and it does not show physical characteristics of sanitary wastewater [e.g., odor, floatables, and/or color] it is unlikely that it is from sanitary wastewater sources, yet there may still be an illicit connection of industrial wastewater, rinse water, backwash or cooling water. Skip to question #6c.)

(b) **AMMONIA (as N) TO POTASSIUM RATIO:** \_\_\_\_\_

(if the Ammonia to Potassium Ratio is greater than 0.6:1, then it is likely that the pollutant is sanitary sewage)

(if the Ammonia to Potassium Ratio is less than or equal to 0.6:1, then the pollutant is from another washwater source.)

(c) **FLUORIDE:** \_\_\_\_\_ mg/L

(if the fluoride levels are between 1.0 and 2.5 mg/L, then the flow is most likely from fluoride treated potable water.)

(if the sample tests below a detection limit of 0.1 mg/L for fluoride, it is likely to be from groundwater infiltration, springs or streams. In some cases, however, it is possible that the discharge could originate from an onsite well used for industrial cooling water, which will test non-detect for both detergents and fluoride. To differentiate between these cooling water discharges and groundwater infiltration, you will have to rely on temperature.)

(d) **TEMPERATURE:** \_\_\_\_\_ °F

(if the temperature of the sample is over 70°F, it is most likely cooling water)

(if the temperature of the sample is under 70°F, it is most likely from ground water infiltration)

7. Is there a suspected illicit connection? Y (  ) N (  )

If "**YES**", what is the suspected source? \_\_\_\_\_

If "**NO**", skip to signature block on the bottom of this form.

8. Has the investigation of the suspected illicit connection been completed?

Y (  ) N (  )

If "**YES**", proceed to question #9.

If "**NO**", skip to signature block on the bottom of this form.

9. Was the source of the illicit connection found? Y (  ) N (  )

If "**YES**", identify the source. \_\_\_\_\_

What plan of action will follow to eliminate the illicit connection?

Resolution:

If "**NO**", complete the Closeout Investigation Form and attach it to this Illicit Connection Inspection Report Form.

Inspector's Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If there is a dry weather flow or evidence of an intermittent flow, be sure to include this form with your Annual Report and Certification.

If there is not a dry weather flow or evidence of an intermittent flow, this form should be retained with your SPPP.

# Closeout Investigation Form

Municipality  
Information

Municipality: Borough of Butler County Morris

NJPDES # : **NJG**0149837 PI ID #: 171542

Team Member / Title: Brian Pumo - Water/Stormwater Supervisor

Outfall #: \_\_\_\_\_ Location: \_\_\_\_\_

Receiving Waterbody: \_\_\_\_\_

Basis for Submittal:

- A non-stormwater discharge was found, but no source was located within six months.
- An intermittent non-stormwater discharge was observed, and three unsuccessful investigations were conducted to investigate the discharge while it was flowing.

Describe each phase of your investigation, including dates. Attach additional pages as necessary:

Inspector's Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Complete and attach this form to the appropriate Illicit Connection Inspection Report Form and submit with the Annual Report and Certification.**

## **ATTACHMENT B**

# **PROCEDURES FOR DETECTING, INVESTIGATING, AND ELIMINATING ILLICIT CONNECTIONS**

### **DETECTION**

An illicit connection for the purposes of this permit, is any physical or non-physical connection that discharges domestic sewage, non-contact cooling water, process wastewater, or other industrial waste (other than stormwater) to the Tier A Municipality's small MS4, unless that discharge is authorized under a NJPDES permit other than this Tier A Municipal Stormwater General Permit (non-physical connections may include, but are not limited to, leaks, flows, or overflows into the municipal separate storm sewer system). An illicit connection is also any category of non-stormwater discharges that a Tier A Municipality identifies as a source or significant contributor of pollutants pursuant to 40 C.F.R. 122.34(b)(3)(iii).

MS4 outfall pipes, for the most part, should not be discharging during substantial dry periods (72 hours after a rain event). Such flow is frequently referred to as "dry weather flow", which may be the result of an illicit connection. All dry weather flows are generally non-stormwater discharges, however not all dry weather flows are illicit connections. Some non-stormwater flows result from the improper disposal of waste (e.g., radiator flushing, engine degreasing, improper disposal of oil) and some may be the result of allowable discharges such as residential car washing, irrigation runoff, permitted (NJPDES) discharges and natural waters (e.g., spring water and groundwater infiltration). By using the Department's Illicit Connection Inspection Report form and making physical observations, a Tier A Municipality will compile information that will help determine if the dry weather flow is an illicit connection and the most likely source of the illicit connection. After making these physical observations, additional chemical field testing will enable a Tier A Municipality to further narrow the potential source(s) of the illicit connection.

The first physical observation is to observe if there is a dry weather flow. Some dry weather discharges are continuously flowing and some are intermittent. Observations will allow the Tier A Municipality to establish with reasonable certainty if there is an intermittent flow. If there are indications of intermittent flows (staining, odors, and deterioration of outfall structure) follow-up investigations are required (see Investigation section). An estimate of the flow rate of the discharge shall also be noted (flow rate can be estimated by various methods, including timing how long it takes to fill a container of a known size). Additional physical observations and measurements shall be made for odor, color, turbidity, floatable matter, temperature, deposits and stains, vegetation and algal growth and condition of outfall structure (see Illicit Connection Inspection Report form). Information compiled from physical observations and field monitoring should be used to help identify potential sources. These observations are very important since they are the simplest method of identifying grossly contaminated dry weather flows. If physical observations alone are sufficient to warrant further investigation, then field testing is not required.

If a dry weather flow exists, and after making all physical observations (unless physical observations are enough to warrant further investigation), the Tier Municipality shall field test for surfactants (detergents). If these flows contain surfactants in excess of the detection limit, Tier A Municipalities shall field test for ammonia (as N) and potassium to help distinguish sanitary wastewater sources from other non-stormwater flows that contain detergents. Non-stormwater discharges that are absent of surfactants shall be tested for fluoride to help distinguish potable from non-potable sources. Municipalities should refer to the Tier A Stormwater General Permit Guidance Manual for assistance and interpretation of field testing results.

All of the tests for the tracing of illicit connections may be performed in the field by employees of the Tier A Municipality or may be contracted out. Lab certification for those parameters is not required, however all person(s) responsible for calibrating, maintaining, and taking field samples shall be trained in the use of the equipment and appropriate field testing protocol.

## **ATTACHMENT B – Continued**

### **INVESTIGATION**

Any storm sewer outfall pipe found during the initial inspection or on any subsequent inspection to have a non-stormwater discharge or indications of an intermittent non-stormwater discharge requires further investigation by the Tier A Municipality to identify and locate the specific source. Nonstormwater discharges suspected of being sanitary sewage and/or significantly contaminated shall be prioritized and investigated first. Investigations of non-stormwater discharges suspected of being cooling water, wash water, or natural flows may be delayed until after all suspected sanitary sewage and/or significantly contaminated discharges have been investigated, eliminated and/or resolved.

Dry weather flows believed to be an immediate threat to human health or the environment shall be reported immediately to the Department's Action Hotline at 1-877-WARNDEP (1-877-927-6337).

Physical observations and field testing can help narrow the identification of potential sources of a non stormwater discharge. However it is unlikely that either will pinpoint the exact source. Therefore, Tier A Municipalities will need to perform investigations "upstream" to identify illicit connections to systems with identified problem outfalls.

All non-stormwater discharges, whether continuous or intermittent must be investigated by the Tier A Municipality. All investigations must be resolved. If the source is found to be a non-stormwater discharge authorized under Part I, Section A.2.c of the permit, no further action is required. If a nonstormwater discharge is found but no source is able to be located within six (6) months of beginning the investigation, then the Tier A Municipality shall submit to the Department a Closeout Investigation form to close out the investigation. The Tier A Municipality must document that a good faith effort was made to find the source of the dry weather discharge and document each phase of the investigation. If the observed discharge is intermittent, the Tier A Municipality must document in the Illicit Connection Inspection Report form that a minimum three (3) separate investigations were made to observe the discharge when it is flowing. If these attempts are unsuccessful, the Tier A Municipality shall submit to the Department the Closeout Investigation form noted above. However, since this is an ongoing program, the Tier A municipality should periodically recheck these suspected intermittent discharges.

### **ELIMINATION**

Non-stormwater discharges traced to their source and found to be illicit connections subject to the ordinance prohibiting illicit connections shall be eliminated. At the time the illicit connection is detected the responsible party shall be cited for violation of the municipal ordinance prohibiting illicit connections and given thirty (30) days to cease the non-stormwater discharge. The responsible party may apply for a NJPDES permit for the discharge, but the discharge shall be ceased until a valid NJPDES permit has been issued by the Department. Tier A Municipalities are required to verify that the illicit discharge was eliminated by the responsible party within the specified timeframe and ensure that measures taken to eliminate the discharge are permanent and are not done in such a manner that would allow easy reconnection to the MS4.

When a responsible party fails to eliminate the discharge, Tier A Municipalities shall take the necessary steps to enforce their ordinance, including court action. In such instances the Department shall be notified by written correspondence so it is aware of any pending action and is able to provide assistance if needed.

If an illicit connection cannot be located or is found to emanate from another public entity, Tier A Municipalities must submit to the Department a written explanation detailing the results of the investigation and notify that public entity.

## **ATTACHMENT C**

### **DESIGN STANDARD - STORM DRAIN INLETS**

This standard applies to storm drain inlets installed as part of new development and redevelopment projects (public or private) that disturb one acre or more. In addition, retrofitting of existing storm drain inlets to this standard is required where such inlets are in direct contact with repaving, repairing (excluding repair of individual potholes), reconstruction or alterations of facilities owned or operated by the Tier A Municipality. For exemptions to this standard see “Exemptions” below.

#### **Grates in Pavement or Other Ground Surfaces**

Design engineers shall use either of the following grates whenever they use a grate in pavement or another ground surface to collect stormwater from that surface into a storm drain or surface water body under that grate:

1. The New Jersey Department of Transportation (NJDOT) bicycle safe grate, which is described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines (April 1996).
2. A different grate, if each individual clear space in that grate has an area of no more than seven (7.0) square inches, or is no greater than 0.5 inches across the smallest dimension.

(In regard to whether the different grate must also be bicycle safe, the Residential Site Improvement Standards include requirements for bicycle-safe grates.)

Examples of grates subject to this standard include grates in grate inlets, the grate portion (non-curb opening portion) of combination inlets, grates on storm sewer manholes, ditch grates, trench grates, and grates of spacer bars in slotted drains. Examples of ground surfaces include surfaces of roads (including bridges), driveways, parking areas, bikeways, plazas, sidewalks, lawns, fields, open channels, and stormwater basin floors.

**Curb-Opening Inlets (Including Curb-Opening Inlets in Combination Inlets)** Whenever design engineers use a curb-opening inlet, the clear space in that curb opening (or each individual clear space, if the curb opening has two or more clear spaces) shall have an area of no more than seven (7.0) square inches, or be no greater than two (2.0) inches across the smallest dimension.

#### **Exemptions**

##### *Retrofitting Exemptions*

1. Repaving, repairing, reconstruction or alterations projects that began construction prior to March 3, 2004, and projects that were awarded bid prior to March 3, 2004, are exempted from the storm drain inlet design standard.
2. Existing curb-opening inlets do not need to be retrofitted to meet the design standard if each individual clear space in the curb opening has an area of no more than nine (9.0) square inches.

##### *Hydraulic Performance Exemptions*

1. New Development and Redevelopment Projects - Where the review agency determines that this standard would cause inadequate hydraulic performance that could not practicably be overcome by using additional or larger storm drain inlets that meet these standards.
2. Retrofitting of existing storm drain inlets - Where the review agency determines that this standard would cause inadequate hydraulic performance.

## **ATTACHMENT C – Continued**

### *Alternative Device Exemptions*

1. Where flows from the water quality design storm as specified in N.J.A.C. 7:8 are conveyed through any device (e.g., end of pipe netting facility, manufactured treatment device, or a catch basin hood) that is designed, at a minimum, to prevent delivery of all solid and floatable materials that could not pass through one of the following:
  - a. A rectangular space four and five-eighths inches long and one and one-half inches wide (this option does not apply for outfall netting facilities); or
  - b. A bar screen having a bar spacing of 0.5 inches.
2. Where flows are conveyed through a trash rack that has parallel bars with one-inch (1”) spacing between the bars, to the elevation of the water quality design storm as specified in N.J.A.C. 7:8.

Note - The preceding exemptions do not authorize any infringement of requirements in the Residential Site Improvement Standards for bicycle-safe grates in new residential development (N.J.A.C. 5:214.18(b)2 and 7.4(b)1).

### *Historic Places Exemption*

Where the Department determines, pursuant to the New Jersey Register of Historic Places Rules at N.J.A.C. 7:4-7.2(c), that action to meet this standard is an undertaking that constitutes an encroachment or will damage or destroy the New Jersey Register listed historic property.

**ATTACHMENT D**  
**REQUIRED PRACTICES FOR FUELING OPERATIONS,**  
**VEHICLE MAINTENANCE AND GOOD HOUSEKEEPING SBRS**

The following BMPs must be implemented at maintenance yards including maintenance activities at ancillary operations (for example, impound yards, solid waste transfer stations, mobile fueling), where applicable, operated by Tier A Municipalities:

- A. Inventory Requirements for Municipal Maintenance Yard Operations (including Ancillary Operations)
  - 1. Tier A Municipalities shall include for municipal maintenance yard operations an inventory that includes the following:
    - i. A list to be made part of the SPPP of general categories of all materials or machinery located at the municipal maintenance yard, which could be a source of pollutants in a stormwater discharge. The materials in question include, but are not limited to: raw materials; intermediate products; final products; waste materials; by-products; machinery and fuels; and lubricants, solvents, and detergents that are related to the municipal maintenance yard operations or ancillary operations. Materials or machinery that are not exposed to stormwater or that are not located at the municipal maintenance yard or related to its operations do not need to be included.
- B. Fueling
  - 1. No topping off vehicles, mobile fuel tanks, and storage tanks. Drip pans must be used under all hose and pipe connections and other leak-prone areas during bulk transfer of fuels.
  - 2. Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels. A trained employee must always be present to supervise during bulk fuel transfer.
  - 3. Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.
  - 4. Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must immediately be repaired or replaced.
- C. Vehicle Maintenance
  - 1. Perform all vehicle and equipment maintenance at an indoor location with a paved floor whenever possible. For projects that must be performed outdoors that last more than one day, portable tents or covers must be placed over the equipment being serviced when not being worked on, and drip pans must be used.
- D. General Good Housekeeping
  - 1. Properly mark or label all containers. Labels must be kept clean and visible. All containers must be kept in good condition and tightly closed when not in use. When practical, containers must be stored indoors. If indoor storage is not practical, containers may be stored outside as long as they are covered and placed on spill platforms. An area that is graded and/or bermed that prevents run-through of stormwater may be used in place of spill platforms. Outdoor storage locations must be regularly maintained.
  - 2. Conduct cleanups of any spills or liquids or dry materials immediately after discovery. Clean all maintenance areas with dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (i.e., kitty litter, sawdust, etc.) and the rest of the area is to be swept. Collected waste is to be disposed of properly. Clean-up materials, spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.

#### E. Good Housekeeping Practices for Salt and De-icing Material Handling

1. The SPPP for De-icing Material Storage shall include the following required practices to ensure that Municipal Maintenance Yard Operations prevent or minimize the exposure of salt and de-icing materials to stormwater runoff from storage, loading and unloading areas and activities:
  - i. Prevent and/or minimize the spillage of salt and de-icing materials during loading and unloading activities.
  - ii. At the completion of loading and unloading activities, spilled salt and de-icing materials shall be removed using dry cleaning methods and either reused or properly discarded.
  - iii. Sweeping by hand or mechanical means of storage and loading/unloading areas shall be done on a regular basis. More frequent sweeping is required following loading/unloading activities. Sweeping shall also be conducted immediately following, as practicable, loading/unloading activities.
  - iv. Tracking of materials from storage and loading/unloading areas shall be minimized.
  - v. Minimize the distance salt and de-icing materials are transported during loading and unloading activities.
2. Interim Seasonal Tarping - All Tier A Municipalities must tarp all de-icing materials until a permanent structure is built. Interim storage measures must include, but are not limited to the following:
  - i. Tarping materials that are not actively being used.
  - ii. The storage of de-icing materials (salt and de-icing products) outside is limited to October 15th through April 30th. All salt and de-icing materials must be removed from the site prior to May 1st and may not be stored outside again until October 15th.
  - iii. The implementing of a regular inspection, sweeping and housekeeping program to ensure that the material is maintained and stored in a proper manner..

#### F. Inspections

1. Inspections of all Municipal Maintenance Yard Operations shall be conducted regularly.
2. Discharge of Stormwater from Secondary Containment
  - i. The discharge pipe/outfall from a secondary containment area must have a valve and the valve must remain closed at all times except as described below. A municipality may discharge stormwater that accumulated in the 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 municipality must rely on previous tank inspections to determine with some degree of certainty that the tank has not leaked. If the municipality cannot make a determination 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.

## **Attachment E**

### **Local Public Education Approved Activities and Point Totals**

**Tier A Municipalities shall conduct educational activities that total a minimum of 10 points annually. Each approved activity is listed below with an assigned point value.**

1. School Presentations: Present educational classes/assemblies to local elementary, middle, and/or high school classes. (1 point per visit / maximum of 5 points per year)
2. Website: Maintain a stormwater related page on the municipal website & include a link to [www.cleanwater.nj.org](http://www.cleanwater.nj.org). (1 point)
3. Stormwater Display: Present a stormwater related display and materials at any municipal event (e.g., Earth Day, town picnic) or maintain a display at the municipal building (2 points)
4. Giveaway: Distribute an item with a stormwater related message (e.g., refrigerator magnets, temporary tattoos, bookmarks, coloring books, and pens or pencils). Municipality must purchase a minimum number of the item equal to 10% of the municipal population. (2 points)
5. Citizen Stormwater Advisory Committee: Establish a subcommittee to the Environmental Commission to identify, coordinate and implement stormwater related programs. (2 points)
6. Utilize Department Materials: Use Department created stormwater education materials, which can be found on [cleanwater.nj.org](http://cleanwater.nj.org) to publish an ad in a newspaper that serves the municipality; broadcast a radio or television commercial on a local radio or municipal public service channel; produce a billboard or sign which can be displayed on a bus, bus stop shelter, or at a recreation field (outfield sign). (2 points each / maximum of 4 points per year)
7. Poster Contest: Organize a poster contest with a local school district. Poster themes shall have an appropriate stormwater message. Posters are to be displayed at buildings within the municipality such as at the town hall, library or school. (2 points)
8. Stormwater Training for Elected Municipal Officials: Conduct a program for all elected municipal officials which educates them on the Stormwater Management Rules (N.J.A.C. 7:8), Tier A Permit and what steps the municipality has already taken to minimize stormwater pollution. (3 points)
9. Mural: Facilitate the planning and painting of a stormwater pollution themed mural at a local downtown/commercial area. (3 points)
10. Mailing: Distribute Department educational brochures, tip cards or a municipally produced equivalent (e.g., calendar, recycling schedule) to every resident & business in the municipality. (3 points)
11. Partnership Agreement / Local Event: Identify and enter into a partnership agreement with a local group such as a watershed organization, Riverkeeper, school, youth/faith based group and/or other nonprofit to carry out a minimum of two (2) watershed stewardship/education activities (e.g., litter march, stream/beach cleanup). (3 points)
12. Ordinance Education: Distribute a letter from the mayor to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Litter, Improper Disposal of Waste, Wildlife Feeding, Yard Waste, Illicit Connection, Refuse Container, and Private Storm Drain Inlet Retrofitting Ordinances. This letter/article must also reference a page on the municipal website (if applicable) to which residents can go to read these ordinances. (5 points)

\* Posting these ordinances does not constitute the development of a website referenced above.