

Stormwater Pollution Prevention Plan

Borough of Allendale
Bergen County
NJPDES: NJG0154059 / PI ID #: 166962



June 30, 2023

Stormwater Program Coordinator:

Ron Kistner

Director of Operations, Public Works

Prepared By:



111 Howard Boulevard, Suite 110
Mt. Arlington, NJ 07856
862-284-1100

Table of Contents

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

Appendices

Appendix A – MS4 Outfall Maps <i>[pending MS4 Infrastructure Maps by January 1, 2026]</i>
Appendix B – Outfall Inspection Form
Appendix C – Stream Scouring Investigation Recordkeeping Form
Appendix D – Illicit Connection Inspection Report Form
Appendix E - Municipal Maintenance Yard Monthly Inspection Log
Appendix F – Engineer’s Certification of Annual Inspection of Equipment and Vehicle Wash Wastewater Containment Structure
Appendix G – Underground Vehicle Wash Water Storage Tank Use Log
Appendix H – Underground Vehicle Wash Water Storage Tank Pump Out Log
Appendix I – The Municipal Employee Training Log
Appendix J – Public Works Employee Training Log
Appendix K – Municipal Board & Governing Body Member Training Log
Appendix L – Department of Public Works (DPW) Standard Operating Procedures (SOP)

Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Ron Kistner, Director of Operations, Public Works	
Phone	201-818-4411	Email	ronkistner@allendalenj.gov
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Michael G. Vreeland, P.E., C.M.E, Borough & Land Use Board Engineer	
Phone	862-284-1100	Email	mvreeland@vancleefengineering.com
Name and Title		Joseph R. Vuich, P.E., C.M.E., Van Cleef, Senior Prof. Engineer	
	862-284-1100	Email	jvuich@vancleefengineering.com
Other Municipal Stormwater Team Members			
Name and Title		Michael Dillon, Chief of Police, Emergency Management Coordinator	
Phone	201-825-1900	Email	mdillon@allendalepd.org
Name and Title			
Phone		Email	
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	
Suburban Disposal Inc. 54 Montesano Road Fairfield, NJ 07004 973-675-5451	Garbage Collection	Annual Contract	
Northwest Bergen County Utilities Authority 30 Wyckoff Avenue Waldwick, NJ 07463 201-447-2660	Storm Sewer Preventative Maintenance Inspection & Cleaning (Vacuum Truck)	Shared Service Agreement	

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
5/26/2020	All	Revised to comply with NJDEP compliance evaluation and assistance inspection letter dated 3/10/2020
4/30/2021	--	Revised to include Outfall Maps
8/12/2021	All	Revised to comply with new NJDEP SPPP form standards.
6/30/2023	All	Revised to comply with 2023 Tier A Renewal Permit requirements and new NJDEP SPPP form standards.

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.allendalenj.gov/community/pages/municipal-stormwater
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
John Gill, Director of Communications, Borough of Allendale
3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.
<p>The official newspapers for Allendale are The Bergen Record and The Ridgewood News. All legal notices appear in the official newspaper.</p> <p>For meetings where public notice is required under the Open Public Meetings Act (“Sunshine Law,” N.J.S.A. 10:4-6 et seq.), Allendale provides public notice in a manner that complies with the requirements of that Act. With regard to the passage of ordinances, Allendale provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, Allendale complies with all requirements for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.).</p> <p>Events and activities are communicated throughout the calendar year via direct mailings, email newsletters, Facebook, and website postings.</p>

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

Part IV.E.

1. How does the municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.
<p><u>MAJOR DEVELOPMENT</u></p> <ol style="list-style-type: none"> 1. An individual "development," as well as multiple developments that individually or collectively result in the disturbance of one or more acres of land since February 2, 2004. 2. Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually result in the disturbance of one or more acres of land since February 2, 2004. Projects undertaken by any government agency that otherwise meet the definition of "major development," but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered "major development." <p>This definition is different than the definition in N.J.A.C. 7:8-1.2 in that it excludes paragraphs 2, 3, & 4 which reference one-quarter (1/4) acre or more of “regulated impervious surface” and “regulated motor vehicle surface. <u>Although different, this definition fully complies with the New Jersey Stormwater Best Management Practices (BMP) Manual Appendix D: Model Stormwater Control Ordinance for Municipalities, dated January 2021, and last revised July 2023.</u></p>
2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.
<p>Allendale’s SCO §231 is the same as NJDEP’s model SCO.</p> <p>However, Allendale’s Borough Code also includes more stringent additional stormwater management requirements for ‘minor development’ under the following citations;</p> <ol style="list-style-type: none"> 1. §196-1B – Plot Plan Approval, Plot Plan Required, Engineering Review; and 2. §225-5D – Soil Movement, Application Procedure, Drainage Calculations.
3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).
<p>Applications for private development are reviewed by the Land Use Board and the Board Engineer to ensure compliance with the SCO and/or RSIS.</p> <p>Public development projects are designed by the Borough Engineer to ensure compliance with the SCO and/or RSIS.</p> <p>During construction of private and public development projects, the Borough Engineer regularly inspects construction progress to confirm stormwater improvements comply with the approved plans.</p>

<p>4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.</p>
<p>No. Specific mitigation projects may be developed and included in future revisions of the MSWMP.</p>
<p>5. Indicate the dates of each iteration of the Borough's Stormwater Control Ordinance, starting with the initial adoption and including revisions.</p>
<p>Adopted 3-3-2021 by Ord. No. 21-01; and Amended 12-2-2021 by Ord. No. 21-12.</p>
<p>6. Indicate the dates of each iteration of the Borough's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.</p>
<p>March 2005 – Initial Adoption; and October 2006 – Revised.</p>

Form 5 – Ordinances
Part IV.F.1.

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines				
a) Pet Waste §195	2/28/2006	Yes	Health Officer & Police Dept.	\$2,000 max				
b) Wildlife Feeding §203 Article V	2/28/2006	Yes	Property Maint. & Police Dept.	\$2,000 max				
c) Litter Control §152	8/11/1988 <i>Amended</i> 2/28/2006	No, existing ordinance was amended for consistency with DEP model ordinance	Police Dept.	\$1,000 max				
d) Improper Disposal of Waste §141	3/9/2006 <i>Amended</i> 5/14/2015	Yes	Code Official, Engineer & Police Dept.	\$2,000 max				
e) Yard Waste §228 Article I	10/14/1993 <i>Amended</i> 2/28/2006	No, existing ordinance was amended for consistency with DEP model ordinance	Public Works & Police Dept.	\$500 max				
f) Private Storm Drain Inlet Retrofitting §231 Article II	11/8/2010	Yes	Code Enforcement Official	\$1,000 max / inlet				
g) Illicit Connections §140	2/28/2006	Yes	Public Works & Police Dept.	\$2,000 max				
h) Privately-Owned Salt Storage	<i>NJDEP Model ordinance tentative adoption in 2023</i>							
i) Tree Removal-Replacement	<i>NJDEP Model ordinance tentative adoption in 2023</i>							
List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.								
None								
Indicate the location of records associated with ordinances and related violations and enforcement actions below.								
Ordinance records are located in the Office of the Borough Clerk. Records of violations and enforcement are kept at the office of the applicable enforcement agency.								

Form 6 – Street Sweeping

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

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

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

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

Currently, all municipally owned and/or operated roads are swept at a minimum of four (4) times a year, at least once quarterly. Additional sweeping is conducted in response to major storm events.

Allendale also sweeps County roads within its municipal limits.

Allendale **does not** provide street sweeping for other municipalities under shared service agreements.

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

The total material collected under the municipal street sweeping program is reported in the Annual Report and Certification.

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

The street sweeping program is performed in-house by Public Works.

Form 7 – MS4 Infrastructure

Part IV.F.2-4. and Part IV.G.2-3.

<p>1. Municipal Storm Drain Inlets</p> <p>a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.</p> <p>b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.</p> <p>c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.</p> <p>d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.</p>
<p>a. Municipal inlets without permanent wording cast into the design have been labeled with either a durable medallion or painted stencil on the inlet or adjacent curb. These labels are inspected annually during regular DPW operations. Medallions and/or stencils are replaced by the DPW crew if found to be missing or illegible.</p> <p>b. <u>Municipal storm drain inlets</u> are retrofit during municipal, county, and state road resurfacing or reconstruction activities. A municipal inlet retrofitting program will be conducted from 2024 through 2027 to ensure all inlets are replaced or retrofit by January 1, 2028 in response to updated permit requirements of the 2023 MS4 Tier A Renewal Permit.</p> <p><u>Private storm drain inlet</u> retrofitting required by the Borough’s “Private Storm Drain Inlet Retrofitting” ordinance §231 Article II and is the responsibility of the private owner. Public Works monitors private paving and repair activities to ensure adjacent municipal inlets are retrofit according to permit requirements. Annual maintenance and repair reports are reviewed by the Borough Engineer, and non-compliant inlets are identified for follow-up retrofitting.</p> <p>c. <u>New municipal inlets</u> are designed by the Borough Engineer to conform to current permit requirements for catch basins/BMPs.</p> <p><u>Proposed private inlets</u> are reviewed during plan development by the Board Engineer for permit compliance. Construction is monitored by the Borough Engineer to ensure plan conformance.</p> <p>d. All municipal storm drain inlets are inspected at least once (1) annually by DPW staff. Areas subject to frequent flooding or stormwater backups are inspected more frequently. Residents are encouraged to monitor inlets adjacent to their property and clear debris from grates.</p> <p>Northwest Bergen County Utilities Authority (NBCUA) performs preventative maintenance vacuum cleaning of approximately 25% (± 125 inlets and catch basins) annually.</p>
<p>2. Municipal Catch Basins</p> <p>a. Describe when and how you conduct inspections of catch basins.</p> <p>b. Describe the criteria used to determine when catch basins need to be cleaned.</p>
<p>a. All municipal catch basins are inspected at least once (1) annually by DPW staff. Areas subject to frequent flooding or stormwater backups are inspected more frequently.</p> <p>b. Northwest Bergen County Utilities Authority (NBCUA) performs preventative maintenance vacuum cleaning of approximately 25% (± 125 inlets and catch basins) annually.</p>

3. Municipal Conveyance System

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

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

Storm sewer backups and clogs are investigated as soon as they are noted and/or reported. If the clog is determined to be caused by debris within a pipe, the pipe is cleaned through shared services agreement with Northwest Bergen County Utilities Authority (NBCUA).

Areas subject to frequent flooding or stormwater backups are inspected more frequently.

4. Municipal Outfall Inspections – Stream Scouring

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

There are 153 outfalls in the Borough. Each outfall is inspected at least once every five years. Typically, more frequent (annual) inspections are conducted. The inspection includes evaluation of the pipe condition, bank stability, and identification of any localized steam scouring caused by the outfall. Photographs are taken if possible.

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

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

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

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

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

<p>5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination</p> <p>Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP’s Illicit Connection Inspection Report Form from the Department’s main stormwater webpage.</p>
<p>There are 153 outfalls in the Borough. Each outfall is inspected at least once every five years. The illicit connection inspection is conducted during a dry weather period (72 hours following a rain event).</p> <p>The Department’s Illicit Connection Inspection Report Form (Appendix D) is utilized for these inspections and recordkeeping.</p> <p>If evidence of dry-weather flow is found, the upstream source is investigated. If an illicit connection is identified, the entity responsible for the source is notified of its violation per §140 and ordered to remove the illicit connection. The Borough Engineer is notified if needed. If the source cannot be identified, the NJDEP Enforcement Inspector and MS4 Case Manager are notified.</p>
<p>6. Other Municipal Infrastructure</p> <p>List the types of MS4 infrastructure in your town that require inspection but are not noted above in items 1-5. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or cleaned.</p>
<p><u>Detention Basins</u> – Mowing and snow removal is conducted as required. On a quarterly basis, maintenance and cleaning activities are performed at trash racks, outlet structures, and low flow channels. Repairs to structural components are made as needed.</p>
<p>7. Stormwater Facilities Not Owned or Operated by the Municipality</p> <p>Describe your program for ensuring adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality. This should include your plan for ensuring annual inspections are being done on these private properties and describe how you record the locations and logs associated with private infrastructure.</p>
<p>With the development of the MS4 Infrastructure Map by January 1, 2026, Allendale will establish an inventory of all private stormwater facility locations and contact information for the responsible party. Once established, Allendale will notify private stormwater facility owners by U.S. mail in October each year of their annual maintenance and reporting obligations. Annual reporting is due to the Borough Engineer no later than March 1st of the following year.</p> <p>Reporting should include the following information at minimum: (1) Facility type and location; (2) Facility inspection date(s); (3) Date(s) and description of maintenance activities performed; and (4) Date(s) and description of any repairs made. The private stormwater facility owners are required to maintain the stormwater facilities in accordance with the long-term maintenance plan approved during site plan review, and/or practices described in the BMP Manual. NJDEP inspection forms may be utilized for reporting purposes.</p>
<p>8. Infrastructure Records</p> <p>Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.</p>
<p>Records are kept at Public Works and shared with the Borough Engineer.</p>

Form 8 – Community-wide Measures

Part IV.F.2.

1. Herbicide Application Management Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
The Borough does not utilize herbicides for management of vegetation.
2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
Public Works staff are trained to minimize deposits of excess salt during de-icing operations. After a storm event the salted routes are inspected within three days (72 hours), weather permitting. Excess salt piles are collected and returned to storage for reuse during future storm events.
3. Roadside Vegetative Waste Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).
<p><u>Roadside Vegetation:</u> Public Works performs roadside mowing and maintenance on an as-needed basis throughout the spring, summer, and fall seasons. Mowers that mulch the clippings are used. Grass trimmings are blown off the roadway to assure they are not deposited into storm drain inlets and other stormwater facilities.</p> <p><u>Wood Waste:</u> fallen trees / branches collected during emergency storm cleanup and municipally generated wood waste is hauled by Public Works to the Borough Compost Site.</p> <p><u>Curbside Leaf Collection Program:</u> Public Works collects leaves placed curbside in brown biodegradable paper bags by Residents. The program runs from October until the first weekend in December.</p> <p><u>Residential Compost Permit:</u> Grass clippings, leaves, loose brush, and small tree limbs (less than 4-inches) are accepted for Resident drop off at the Borough Compost Site. A current Resident Compost Permit is required. Pick-up trucks, cars, vans, and SUVs vehicles are permitted. Dup trucks and trailers are prohibited. Landscapers and Contractors are not allowed to use the compost site.</p> <p><u>Borough Compost Site:</u> 300 West Crescent Avenue, April to December, Wed nights, Sat. mornings</p>
4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.
During routine maintenance activities, Public Works inspects the roadside for signs of erosion and sedimentation. All roadside areas are evaluated at least once per year. If erosion is detected that can be remediated by planting or re-establishing vegetation, Public Works makes the repair within 90 days. If more extensive repairs are required, such as installation of rip-rap, the Borough Engineer is notified.

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

Part IV.F.5.

*Indicate the number of yards/sites the municipality owns or operates: **Two (2)***

1. Site Name and Address	
Maintenance Yard 100 New Street Allendale, NJ 07401	Recycling Center & Compost Yard 300 West Crescent Allendale, NJ 07401
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>At least once monthly, the Public Works Supervisor or designated trained staff member inspects all aspects of the Maintenance Yard, Recycling Center, & Compost Yard. The inspector ensures that stormwater protection measures are in place, including but not limited to fuel tanks are secure and not leaking; machinery stored outside is not leaking substances; materials stored outside are completely covered and tarps are in good condition; containers and dumpsters are covered; secondary containment structures are properly secured. Inspection logs are kept on-site at Public Works, and copies are provided annually to the Borough Engineer.</p> <p>The Municipal Maintenance Yard Monthly Inspection Log (Appendix E) is utilized for recordkeeping.</p> <p>Please refer to Appendix L – Department of Public Works (DPW) Standard Operating Procedures (SOP)</p>	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment
Stone and sand aggregates (tarped bins)	Garbage trucks
Road salt (salt dome)	Dump trucks
Street sweeping & catch basin cleanings (tarped bins)	Pickup trucks
Asphalt cold patch (tarped)	Loaders
Fuel = Diesel + Gas (aboveground storage tanks)	Backhoes
Lubricants (none)	Mowers
Solvents (none)	
Detergents (none)	
4. Discharge of Stormwater from Secondary Containment	
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
<p>Stormwater potentially exposed to contaminants in a secondary containment area is collected and properly disposed in accordance with local, County, and State guidelines.</p> <p>Please refer to Appendix L – Department of Public Works (DPW) Standard Operating Procedures (SOP)</p>	

<p>5. Fueling Operations Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.</p>
<p>Yes, diesel and gas fueling operations occur on-site at the Maintenance Yard (101 New Street). Fuel storage is inspected daily.</p> <p>Please refer to Appendix L – Department of Public Works (DPW) Standard Operating Procedures (SOP) for detailed guidelines for fueling operations.</p>
<p>6. Vehicle/Equipment Maintenance and Repair Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.</p>
<p>Yes, vehicle / equipment maintenance and repair occur on-site inside the garage buildings at the Maintenance Yard (101 New Street).</p> <p>Please refer to Appendix L – Department of Public Works (DPW) Standard Operating Procedures (SOP) for detailed guidelines for vehicle maintenance.</p>
<p>7. Wash Wastewater Containment Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.</p>
<p>No, vehicle washing occurs off-site.</p> <p>A <i>non-operational wash station</i> is located on-site at the Maintenance Yard (101 New Street). It is self-contained, without discharge to storm drains or surface water.</p> <p>Annual inspections and certifications are recorded utilizing the following forms:</p> <p>Appendix F – Engineers Certification of Annual Inspection of Equipment and Vehicle Wash Wastewater Containment Structure</p> <p>Appendix G – Underground Vehicle Wash Water Storage Tank Use Log</p> <p>Appendix H – Underground Vehicle Wash Water Storage Tank Pump Out Log</p>
<p>8. Salt and Other Granular De-icing Materials Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Yes, de-icing materials are stored and managed within the salt storage dome located on-site at the Recycling Center & Compost Yard (300 West Crescent Avenue). The facility is inspected monthly and stores approximately 500 tons of salt that is placed on a reinforced concrete floor.</p> <p>Seasonally, sand and grit materials are temporarily stockpiled outside the salt storage dome on a paved surface at least 50 feet setback from storm drain inlets and covered with tarps.</p>

<p>9. Aggregate Material, Wood Chips, and Finished Leaf Compost Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Yes, Aggregate materials (Sand, DGA, ¾" Clean Stone, Riprap) are stockpiled at the Maintenance Yard (101 New Street) in three-sided storage enclosures and covered with a tarp.</p> <p>Wood Chips and Finished Leaf Compost generated by the Curbside Leaf Collection Program and Residential Compost Permit Drop-Off Program are stockpiled at the Compost Yard (300 West Crescent Avenue) in three-sided storage enclosures and covered with a tarp.</p>
<p>10. Cold Patch Asphalt Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Yes, Cold patch asphalt is stored the Maintenance Yard (101 New Street) on a paved surface within three-sided storage enclosures and covered with a tarp.</p>
<p>11. Street Sweepings and Storm Sewer Cleanout Materials Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Yes, Street sweepings and storm sewer cleanout materials are stored temporarily (no more than 6 months) at the Maintenance Yard (101 New Street) on a paved surface within three-sided storage enclosures and covered with a tarp.</p> <p>These materials are tested prior to hauling to a disposal facility.</p>
<p>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Construction and Demolition Waste <u>are not stored on-site</u>.</p> <p>Wood Waste, Leaves, and Yard Trimmings are stored and managed at the Compost Yard (300 West Crescent Avenue) in three-sided storage enclosures and covered with a tarp.</p>

13. Scrap Tires

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

Scrap tires are stored in fully enclosed roll-off containers, covered by a tarp, until the container is full and hauled to a disposal / recycling facility.

14. Inoperable Vehicles and Equipment

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

Inoperable equipment is stored outside at the Maintenance Yard (101 New Street) on a paved surface waiting for auction and have drip pans underneath to collect leaking fluids. The drip pans are monitored monthly. All temporarily stored inoperable vehicles have intact bodies and exteriors capable of preventing stormwater from contacting internal parts.

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
<p>The Public Works Director of Operations is the designated municipal Stormwater Program Coordinator and works closely with all municipal staff to ensure stormwater training compliance is achieved.</p> <p>When the permit-required SPC training webinars hosted by NJDEP become available, the Public Works Director of Operations will complete this training at least once per permit cycle.</p>

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

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

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

Stormwater Management Design Reviewers	
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.	
<p>Per MS4 permit requirements, individuals who review and approve stormwater management designs for major development on behalf of the municipality are required to attend the NJDEP Stormwater Management Design Review (SWMDR) course at least once every five (5) years. These individuals also must take NJDEP training following amendments to the stormwater management rules at N.J.A.C. 7:8. Additional information on the Stormwater Management Design Review Course is available at;</p> <p>https://dep.nj.gov/stormwater/stormwater-management-design-review-course</p> <p>The Borough Engineer serves as the Land Use Board Engineer. He and his supporting Senior Professional Engineer comply with the training requirements listed above. Additionally, so does the Board Conflict Engineer.</p> <p>The Department maintains a listing of individuals that have successfully completed the review course;</p> <p>https://dep.nj.gov/wp-content/uploads/stormwater/swmdr_reviewers_training.pdf</p>	

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

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

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
https://www.allendalenj.gov/sites/g/files/vyhlf6901/f/uploads/allendale_ms4_outfall_location_maps_2021-04-30.pdf	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	153
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	<i>TBD</i>
c. MS4 interconnections	0
d. MS4 storm drain inlets	661
e. MS4 manholes	<i>TBD</i>
f. Length of conveyance (channels, pipes, ditches, etc.)	<i>TBD</i>
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	<i>TBD</i>
i. Maintenance yard(s) and other ancillary operations	2
3. Describe how the municipality's outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
<p>The Public Works Director of Operations and Borough Engineer annually review the existing Outfall Map. It is updated if new municipal outfalls are constructed or identified during the past calendar year.</p> <p>If new information is added to the map, it is submitted to the Borough's MS4 Case Manager at NJDEP.</p>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
<p>The comprehensive MS4 Infrastructure Map is under development. The Borough Engineer is coordinating with Public Works to systematically inventory all MS4 components in advance of the January 1, 2026 (EDPA + 36 months) deadline.</p> <p>Once fully developed, the Borough Engineer will annually review the map. If and when new municipal MS4 structures are identified or modified, the DPW Superintendent will notify the Borough Engineer. The Borough Engineer also monitors new construction in the Borough and will inventory any new MS4 infrastructure installations. The Borough Engineer will coordinate all necessary updates to the MS4 Infrastructure Map.</p> <p>If new information is added to the map, it is submitted to the Borough's MS4 Case Manager at NJDEP.</p>	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
<p>The Borough is beginning the inventory phase of the Watershed Improvement Plan (WIP). The Borough Engineer is leading the effort to identify and geolocate the following:</p> <ul style="list-style-type: none">• Drainage areas and receiving waterbodies for all outfalls.• Water quality classification for receiving waterbodies.• Up-to-date TMDL and water quality impairment areas.• Impervious areas.• Location, ownership, and type of private SWM facilities.
2. Describe any regional projects or collaboration efforts with other municipalities.
<p>The <u>Allendale Green Team</u> is a volunteer group of citizens which reports to the Mayor and Council. Their mission is to advise the Borough and educate the public on sustainable policies by identifying new opportunities through collaboration with our municipal government, local businesses, and the citizens of our community.</p> <p>The <u>Allendale Volunteer Goose Patrol (AVGP)</u> is a nonprofit group of volunteers dedicated to patrol and herd geese away in the interest of maintaining clean and safe public areas for the community.</p> <p>The <u>Fyke Nature Association</u>, founded in 1952, is a group of volunteers dedicated to saving undeveloped tracts of land as nature preserves. Currently Fyke, with the Borough of Allendale, co-manages The Celery Farm Natural Area. Together, the groups have been instrumental in keeping this 107-acre freshwater wetland in its natural state. As a result, the wetlands and deciduous woods provide habitat for many mammals, fish, reptiles, and insects. http://www.fykenature.org/ https://www.celeryfarm.net/</p>
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
<p>All meeting notices, agendas, minutes, and other public records are kept in the office of the Municipal Clerk.</p>

Appendix A
MS4 Outfall Maps
[pending MS4 Infrastructure Maps by January 1, 2026]

RAMSEY BROOK OUTFALL LOCATIONS
[SEE SHEET 4]

VALENTINE BROOK OUTFALL LOCATIONS
[SEE SHEET 2]

STORMWATER POLLUTION PREVENTION PLAN
PREPARED FOR
BOROUGH OF ALLENDALE
BERGEN COUNTY, NEW JERSEY

SHEET No.	TITLE	LAST REVISED
1	OUTFALL LOCATIONS INDEX	-
2	VALENTINE BROOK OUTFALL LOCATIONS	-
3	HOHOKUS BROOK OUTFALL LOCATIONS	-
4	RAMSEY BROOK OUTFALL LOCATIONS	-
5	ALLENDALE BROOK OUTFALL LOCATIONS	-

LEGEND:

N.J. MUNICIPAL BOUNDARY

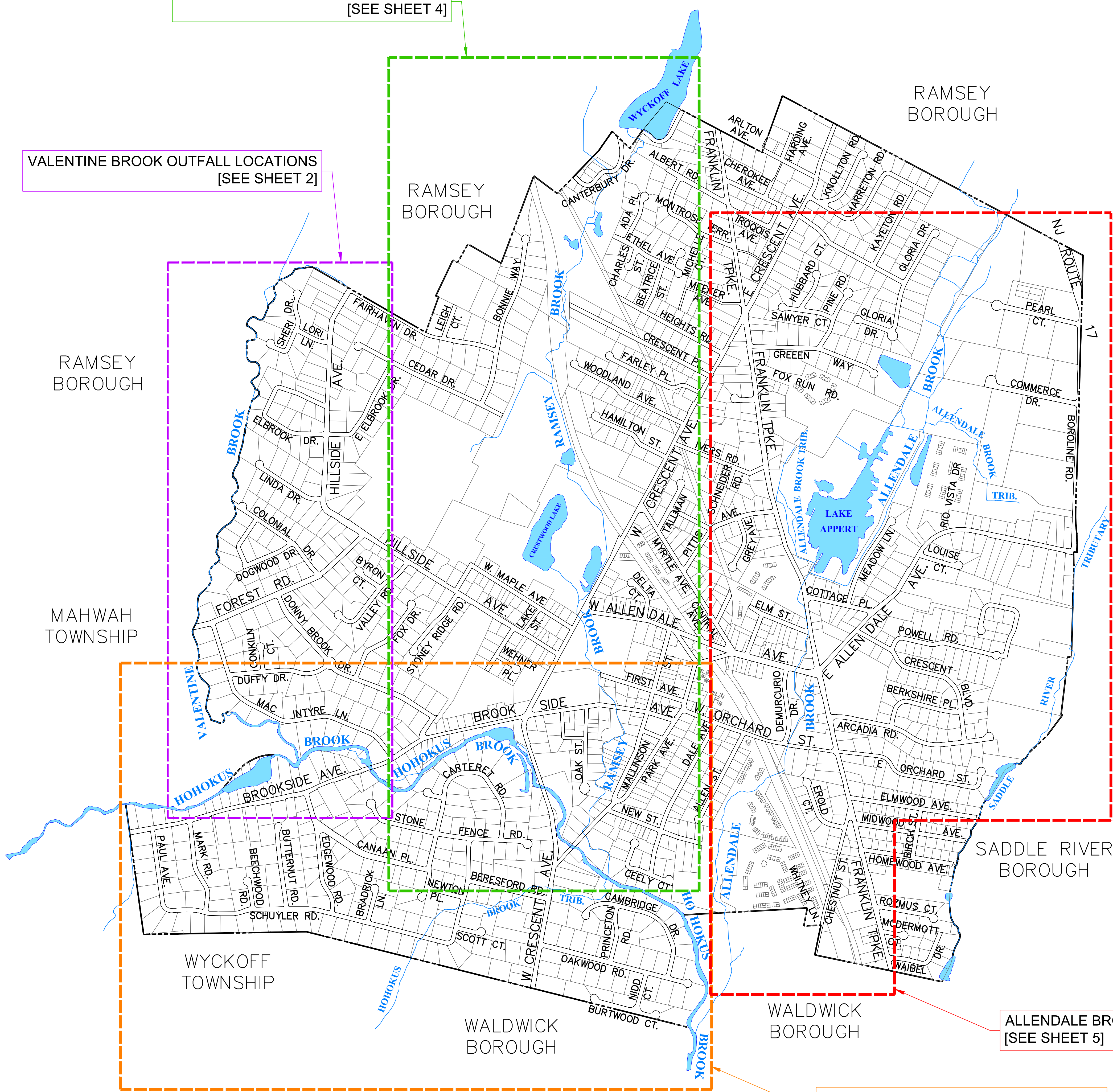
RIGHT-OF-WAY

PROPERTY LINE

SURFACE WATER (STREAMS/RIVERS)

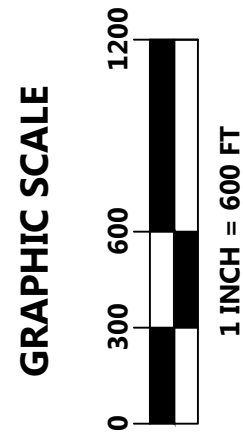
SURFACE WATER (LAKE/POND)

- REFERENCES:
- NJ OFFICE OF INFORMATION TECHNOLOGY, OFFICE OF GIS (NJOGIS), "MUNICIPAL BOUNDARIES OF NEW JERSEY", 20200410.
- NJ OFFICE OF INFORMATION TECHNOLOGY, OFFICE OF GIS (NJOGIS), "PARCELS AND MOD-IV OF BERGEN COUNTY, NEW JERSEY", 20190715.
- NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION (NJDEP), OFFICE OF INFORMATION RESOURCES MANAGEMENT (ORIM), BUREAU OF GEOGRAPHIC INFORMATION SYSTEMS (BGIS), "NATIONAL HYDROGRAPHY DATASET (NHD) STREAMS 2002", 20101101.
- NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION (NJDEP), OFFICE OF INFORMATION RESOURCES MANAGEMENT (ORIM), BUREAU OF GEOGRAPHIC INFORMATION SYSTEMS (BGIS), "NATIONAL HYDROGRAPHY DATASET (NHD) WATERBODY 2002", 20101101.
- VAN CLEEF ENGINEERING ASSOCIATES, LLC, ArcGIS ONLINE DATABASE, FEATURE LAYER ENTITLED, "ALLENDALE DRAINAGE", LAST UPDATED 20210416.

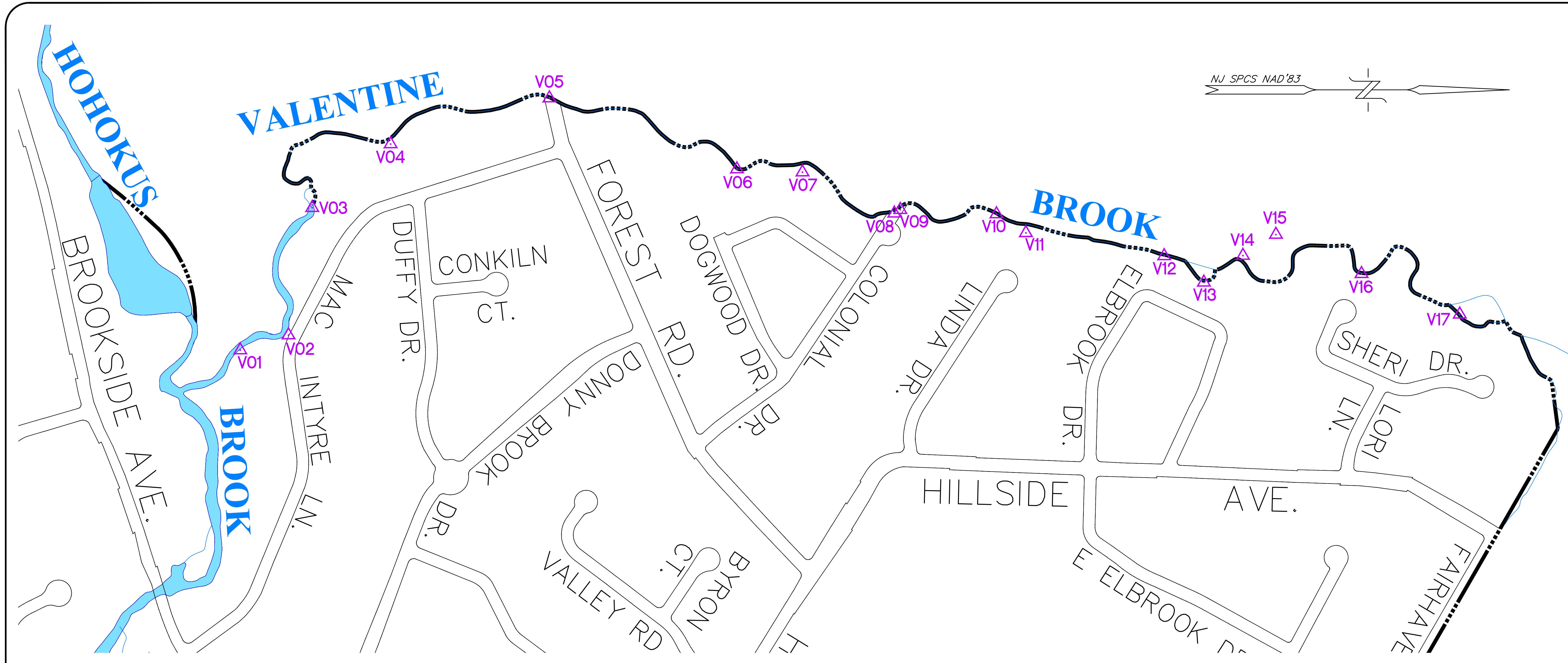


ALLENDALE BROOK OUTFALL LOCATIONS
[SEE SHEET 5]

HOHOKUS BROOK OUTFALL LOCATIONS
[SEE SHEET 3]



F:\PROJECTS\New Jersey\02-Bergen\Allendale\ALN-1006 STORMWATER\2021_SPPP.DWG-ALN-1006 Allendale Outfall Locations Exhibit.dwg Jmmahon 8/19/2021 9:58:35 AM



OUTFALL I.D.	NEAREST SURFACE WATER	LOCATION	OUTFALL TYPE	PIPE MATERIAL
V01	VALENTINE BROOK	MACINTYRE LANE	PIPE	PLASTIC
V02	VALENTINE BROOK	MACINTYRE LANE	HEADWALL	RCP
V03	VALENTINE BROOK	MACINTYRE LANE	DRAINAGE DITCH	N/A
V04	VALENTINE BROOK	MACINTYRE LANE	HEADWALL	RCP
V05	VALENTINE BROOK	FOREST ROAD	PIPE	RCP
V06	VALENTINE BROOK	SURREY LANE	PIPE	CAST IRON
V07	VALENTINE BROOK	SURREY LANE	HEADWALL	RCP
V08	VALENTINE BROOK	COLONIAL DRIVE	HEADWALL	RCP
V09	VALENTINE BROOK	COLONIAL DRIVE	DRAINAGE DITCH	N/A
V10	VALENTINE BROOK	LINDA DRIVE	PIPE	RCP
V11	VALENTINE BROOK	LINDA DRIVE	HEADWALL	RCP
V12	VALENTINE BROOK	ELBROOK DRIVE	HEADWALL	RCP
V13	VALENTINE BROOK	ELBROOK DRIVE	HEADWALL	RCP
V14	VALENTINE BROOK	ELBROOK DRIVE	PIPE	RCP
V15	VALENTINE BROOK	ELBROOK DRIVE	HEADWALL	RCP
V16	VALENTINE BROOK	SHERI DRIVE	HEADWALL	RCP
V17	VALENTINE BROOK	SHERI DRIVE	HEADWALL	RCP

LEGEND:

OUTFALL LOCATION WITH I.D. (GIS LOCATED)

N.J. MUNICIPAL BOUNDARY

RIGHT-OF-WAY

SURFACE WATER (STREAMS/RIVERS)

SURFACE WATER (LAKE/POND)

REFERENCES:

NJ OFFICE OF INFORMATION TECHNOLOGY, OFFICE OF GIS (NJOGIS), "MUNICIPAL BOUNDARIES OF NEW JERSEY", 20200410.

NJ OFFICE OF INFORMATION TECHNOLOGY, OFFICE OF GIS (NJOGIS), "PARCELS AND MOD-IV OF BERGEN COUNTY, NEW JERSEY", 20190715.

NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION (NJDEP), OFFICE OF INFORMATION RESOURCES MANAGEMENT (ORIM), BUREAU OF GEOGRAPHIC INFORMATION SYSTEMS (BGIS), "NATIONAL HYDROGRAPHY DATASET (NHD) STREAMS 2002", 20101101.

NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION (NJDEP), OFFICE OF INFORMATION RESOURCES MANAGEMENT (ORIM), BUREAU OF GEOGRAPHIC INFORMATION SYSTEMS (BGIS), "NATIONAL HYDROGRAPHY DATASET (NHD) WATERBODY 2002", 20101101.

VAN CLEEF ENGINEERING ASSOCIATES, LLC, ArcGIS ONLINE DATABASE, FEATURE LAYER ENTITLED, "ALLENDALE DRAINAGE", LAST UPDATED 20210416.

BRIDGES/HIGHWAYS
CONSTRUCTION INSPECTION
GEOTECHNICAL/DESIGN
LANDSCAPE ARCHITECTURE
LOCAL/REGIONAL PLANNING
MANAGED ENGINEERING
SURVEYING/AS-PAID/DESIGN/CSS
WATER/WASTEWATER

2

5

Van Cleef

ENGINEERING WITH FOCUS

VAN CLEEF ENGINEERING ASSOCIATES, LLC
111 HOWARD BLVD., SUITE 201, ARABINGTON, NJ 07866
WEB: WWW.VANCLEEFENGINEERING.COM
PHONE: (609) 284-1100

Offices in:
New Jersey
Delaware

VALENTINE BROOK OUTFALL LOCATIONS

STORMWATER POLLUTION PREVENTION PLAN

ALLENDALE BOROUGH, BERGEN COUNTY, NEW JERSEY

VCEA PROJECT NO: ALN-1006

APRIL 30, 2021

GRAPHIC SCALE

0100200400

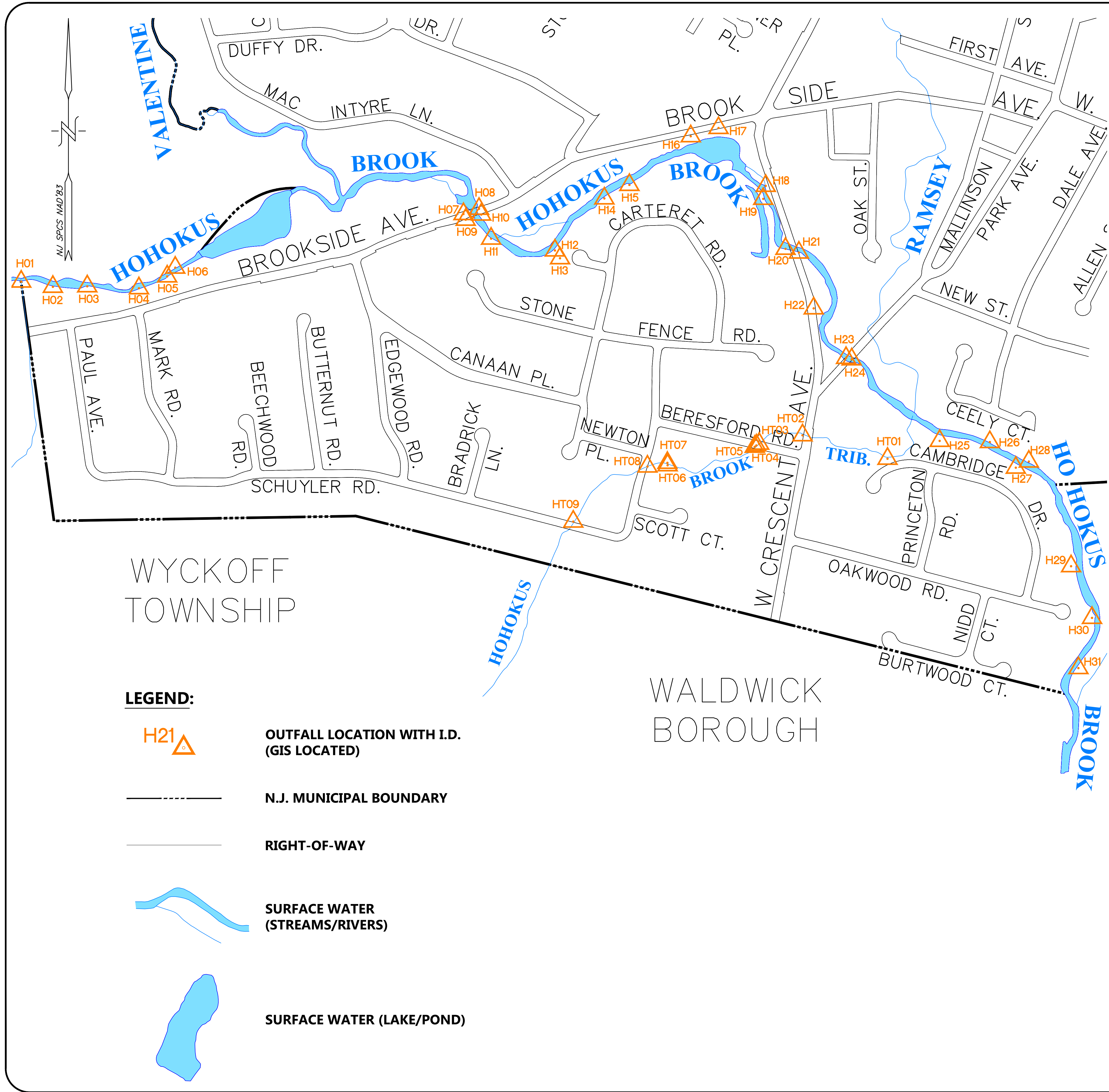
1 INCH = 200 FT

BOROUGH OF ALLENDALE




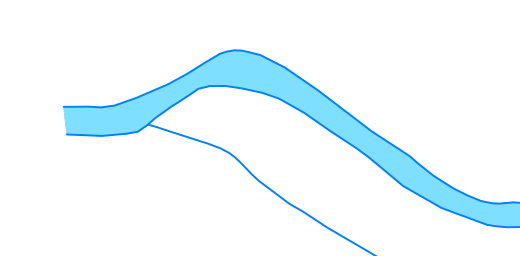
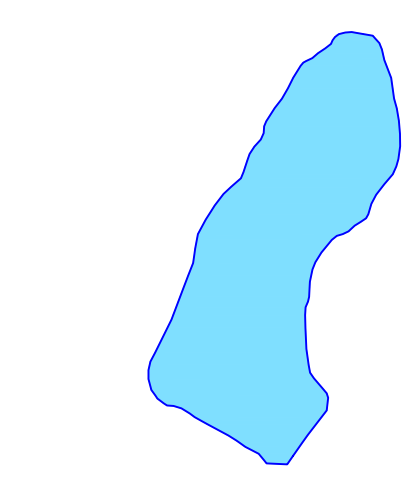
500 W. CRESCENT AVENUE

ALLENDALE, NEW JERSEY, 07401

F:\PROJECTS\New Jersey\02-Bergen\Allendale\ALN-1006 STORMWATER 2021_SPP.DWG\ALN-1006 Allendale Outfall Locations Exhibit.dwg Jmmahon 8/19/2021 9:58:37 AM



LEGEND:

-  **OUTFALL LOCATION WITH I.D. (GIS LOCATED)**
-  **N.J. MUNICIPAL BOUNDARY**
-  **RIGHT-OF-WAY**
-  **SURFACE WATER (STREAMS/RIVERS)**
-  **SURFACE WATER (LAKE/POND)**

OUTFALL I.D.	NEAREST SURFACE WATER	LOCATION	OUTFALL TYPE	PIPE MATERIAL
H01	HO-HO-KUS BROOK	BROOKSIDE AVENUE	PIPE	CAST IRON
H02	HO-HO-KUS BROOK	BROOKSIDE AVENUE	DRAINAGE DITCH	N/A
H03	HO-HO-KUS BROOK	BROOKSIDE AVENUE	PIPE	CORRUGATED METAL
H04	HO-HO-KUS BROOK	BROOKSIDE AVENUE	PIPE	RCP
H05	HO-HO-KUS BROOK	BROOKSIDE AVENUE	PIPE	RCP
H06	HO-HO-KUS BROOK	BROOKSIDE AVENUE	DRAINAGE DITCH	N/A
H07	HO-HO-KUS BROOK	BROOKSIDE AVENUE	B-INLET	RCP
H08	HO-HO-KUS BROOK	BROOKSIDE AVENUE	B-INLET	RCP
H09	HO-HO-KUS BROOK	BROOKSIDE AVENUE	B-INLET	RCP
H10	HO-HO-KUS BROOK	BROOKSIDE AVENUE	B-INLET	RCP
H11	HO-HO-KUS BROOK	STONE FENCE ROAD	PIPE	RCP
H12	HO-HO-KUS BROOK	CARTERET COURT	PIPE	CORRUGATED METAL
H13	HO-HO-KUS BROOK	CARTERET COURT	HEADWALL	RCP
H14	HO-HO-KUS BROOK	CARTERET ROAD	HEADWALL	RCP
H15	HO-HO-KUS BROOK	CARTERET ROAD	HEADWALL	RCP
H16	HO-HO-KUS BROOK	BROOKSIDE AVENUE	PIPE	PLASTIC
H17	HO-HO-KUS BROOK	BROOKSIDE AVENUE	PIPE	CAST IRON
H18	HO-HO-KUS BROOK	W. CRESCENT AVENUE	PIPE	CAST IRON
H19	HO-HO-KUS BROOK	W. CRESCENT AVENUE	PIPE	RCP
H20	HO-HO-KUS BROOK	W. CRESCENT AVENUE	CULVERT	N/A
H21	HO-HO-KUS BROOK	W. CRESCENT AVENUE	CULVERT	N/A
H22	HO-HO-KUS BROOK	W. CRESCENT AVENUE	PIPE	CORRUGATED METAL
H23	HO-HO-KUS BROOK	PARK AVENUE	B-INLET	RCP
H24	HO-HO-KUS BROOK	PARK AVENUE	B-INLET	RCP
H25	HO-HO-KUS BROOK	CAMBRIDGE DRIVE	HEADWALL	RCP
H26	HO-HO-KUS BROOK	CEELY COURT	PIPE	RCP
H27	HO-HO-KUS BROOK	CAMBRIDGE DRIVE	HEADWALL	RCP
H28	HO-HO-KUS BROOK	OAKWOOD ROAD	DRAINAGE DITCH	N/A
H29	HO-HO-KUS BROOK	OAKWOOD ROAD	HEADWALL	RCP
H30	HO-HO-KUS BROOK	CAMBRIDGE DRIVE	PIPE	RCP
H31	HO-HO-KUS BROOK	W. CRESCENT AVENUE	HEADWALL	RCP
HT01	HO-HO-KUS BROOK TRIBUTARY	BERESFORD ROAD	HEADWALL	RCP
HT02	HO-HO-KUS BROOK TRIBUTARY	BERESFORD ROAD	CULVERT	RCP
HT03	HO-HO-KUS BROOK TRIBUTARY	BERESFORD ROAD	B-INLET	N/A
HT04	HO-HO-KUS BROOK TRIBUTARY	SCHUYLER ROAD	CULVERT	CORRUGATED METAL
HT05	HO-HO-KUS BROOK TRIBUTARY	SCHUYLER ROAD	B-INLET	N/A
HT06	HO-HO-KUS BROOK TRIBUTARY	SCHUYLER ROAD	PIPE	PLASTIC
HT07	HO-HO-KUS BROOK TRIBUTARY	SCHUYLER ROAD	PIPE	PLASTIC
HT08	HO-HO-KUS BROOK TRIBUTARY	SCHUYLER ROAD	PIPE	RCP
HT09	HO-HO-KUS BROOK TRIBUTARY	SCHUYLER ROAD	PIPE	RCP

REFERENCES:

- NJ OFFICE OF INFORMATION TECHNOLOGY, OFFICE OF GIS (NJOGIS), "MUNICIPAL BOUNDARIES OF NEW JERSEY", 20200410.
- NJ OFFICE OF INFORMATION TECHNOLOGY, OFFICE OF GIS (NJOGIS), "PARCELS AND MOD-IV OF BERGEN COUNTY, NEW JERSEY", 20190715.
- NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION (NJDEP), OFFICE OF INFORMATION RESOURCES MANAGEMENT (ORIM), BUREAU OF GEOGRAPHIC INFORMATION SYSTEMS (BGIS), "NATIONAL HYDROGRAPHY DATASET (NHD) STREAMS 2002", 20101101.
- NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION (NJDEP), OFFICE OF INFORMATION RESOURCES MANAGEMENT (ORIM), BUREAU OF GEOGRAPHIC INFORMATION SYSTEMS (BGIS), "NATIONAL HYDROGRAPHY DATASET (NHD) WATERBODY 2002", 20101101.
- VAN CLEEF ENGINEERING ASSOCIATES, LLC, ArcGIS ONLINE DATABASE, FEATURE LAYER ENTITLED, "ALLENDALE DRAINAGE", LAST UPDATED 20210416.

Bridge/Highways
Construction Inspection
Geotechnical/Data
Landmarks
Local/Regional Planning
Management Engineering
Surveying/As-built/Drawings
Water/Wastewater

Van Cleef
ENGINEERING WITH FOCUS

VAN CLEEF ENGINEERING ASSOCIATES, LLC
111 HOWARD BLVD., SUITE 101, MT. ARABINGTON, NJ 07865
WEB: WWW.VANCLEEFENGINEERING.COM
PHONE: (609) 264-1100

Offices in:
New Jersey
Delaware

HOHOKUS BROOK OUTFALL LOCATIONS

STORMWATER POLLUTION PREVENTION PLAN

ALLENDALE BOROUGH, BERGEN COUNTY, NEW JERSEY

VCEA PROJECT NO: ALN-1006

APRIL 30, 2021

GRAPHIC SCALE

0 150 300 600

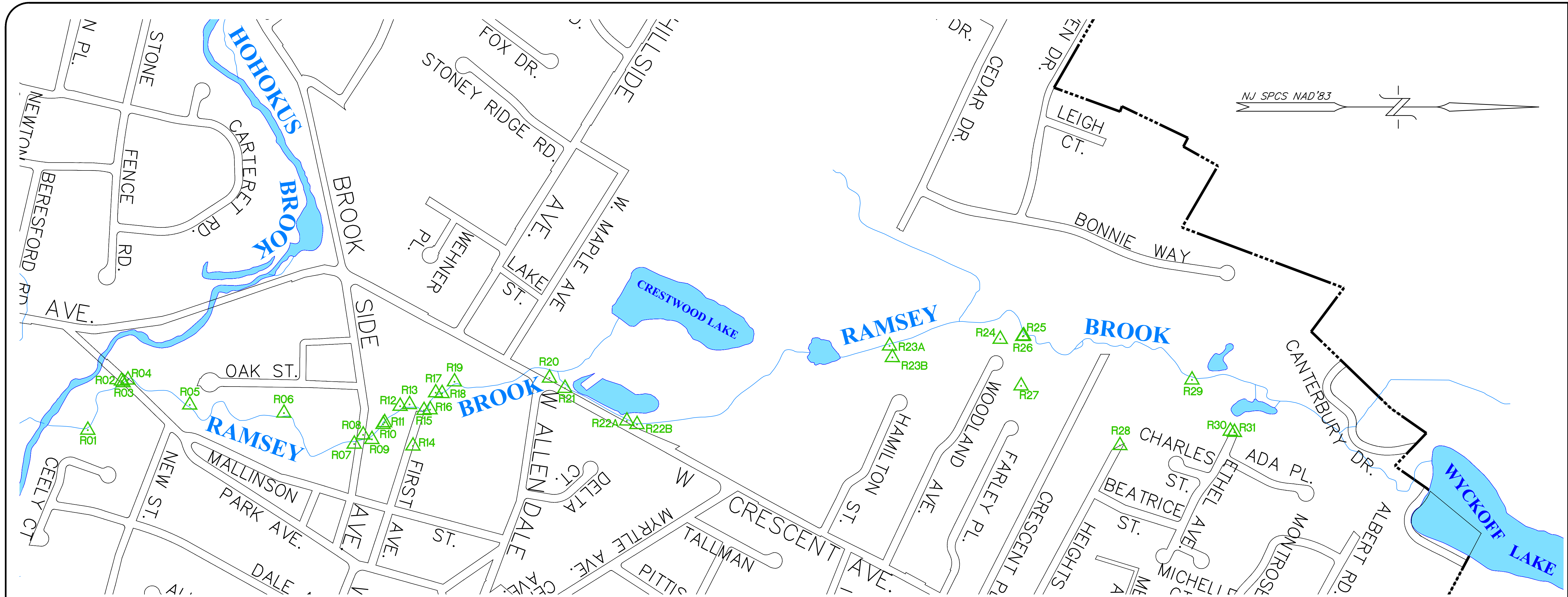
1 INCH = 300 FT

BOROUGH OF ALLENDALE

500 W. CRESCENT AVENUE

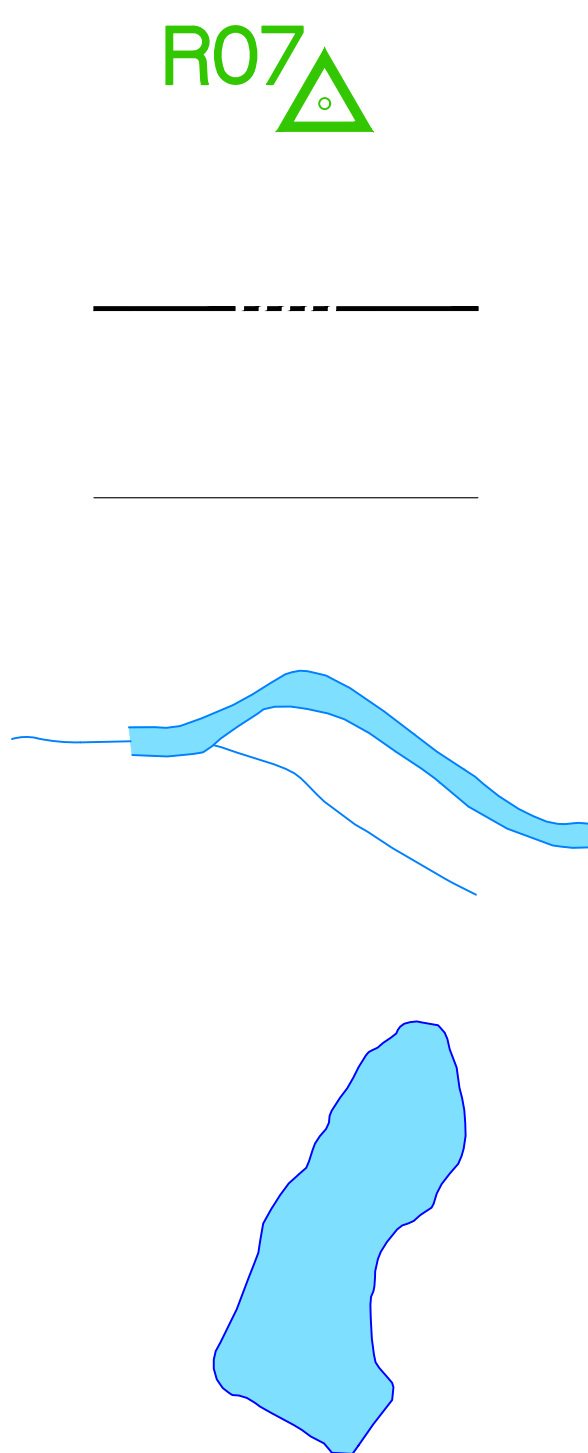
ALLENDALE, NEW JERSEY, 07401

F:\PROJECTS\New Jersey\02-Bergen\Allendale\ALN-1006 STORMWATER\2021_SPPP\DWG\ALN-1006 Allendale Outfall Locations Exhibit.dwg jmmahon 8/19/2021
9:58:50 AM



OUTFALL I.D.	NEAREST SURFACE WATER	LOCATION	OUTFALL TYPE	PIPE MATERIAL
R01	RAMSEY BROOK	PARK AVENUE	HEADWALL	RCP
R02	RAMSEY BROOK	PARK AVENUE	B-INLET	CURED IN PLACE
R03	RAMSEY BROOK	PARK AVENUE	B-INLET	N/A
R04	RAMSEY BROOK	PARK AVENUE	B-INLET	N/A
R05	RAMSEY BROOK	OAK STREET	PIPE	RCP
R06	RAMSEY BROOK	OAK STREET	PIPE	PLASTIC
R07	RAMSEY BROOK	BROOKSIDE AVENUE	HEADWALL	RCP
R08	RAMSEY BROOK	BROOKSIDE AVENUE	PIPE	RCP
R09	RAMSEY BROOK	BROOKSIDE AVENUE	YARD INLET	RCP
R10	RAMSEY BROOK	BROOKSIDE AVENUE	PIPE	CAST IRON
R11	RAMSEY BROOK	BROOKSIDE AVENUE	PIPE	CAST IRON
R12	RAMSEY BROOK	BROOKSIDE AVENUE	HEADWALL	RCP
R13	RAMSEY BROOK	BROOKSIDE AVENUE	HEADWALL	ASBESTOS CEMENT
R14	RAMSEY BROOK	1ST STREET	E-INLET	RCP
R15	RAMSEY BROOK	1ST STREET	PIPE	CORRUGATED METAL
R16	RAMSEY BROOK	1ST STREET	PIPE	RCP
R17	RAMSEY BROOK	1ST STREET	PIPE	CORRUGATED PLASTIC
R18	RAMSEY BROOK	1ST STREET	PIPE	PLASTIC
R19	RAMSEY BROOK	W. CRESCENT AVENUE	HEADWALL	N/A
R20	RAMSEY BROOK	W. CRESCENT AVENUE	PIPE	RCP
R21	RAMSEY BROOK	W. CRESCENT AVENUE	HEADWALL	RCP
R22A	RAMSEY BROOK	W. CRESCENT AVENUE	HEADWALL	RCP
R22B	RAMSEY BROOK	W. CRESCENT AVENUE	HEADWALL	RCP
R23A	RAMSEY BROOK	HAMILTON STREET	CULVERT	RCP
R23B	RAMSEY BROOK	HAMILTON STREET	CULVERT	RCP
R24	RAMSEY BROOK	WOODLAND AVENUE	CLOSED LID MANHOLE	RCP
R25	RAMSEY BROOK	WOODLAND AVENUE	HEADWALL	RCP
R26	RAMSEY BROOK	WOODLAND AVENUE	CLOSED LID MANHOLE	RCP
R27	RAMSEY BROOK	FARLEY PLACE	HEADWALL	RCP
R28	RAMSEY BROOK	HEIGHTS ROAD	PIPE	RCP
R29	RAMSEY BROOK	ETHEL AVENUE	PIPE	CORRUGATED METAL
R30	RAMSEY BROOK	ETHEL AVENUE	B-INLET	CORRUGATED METAL
R31	RAMSEY BROOK	ETHEL AVENUE	B-INLET	CORRUGATED METAL

LEGEND:



OUTFALL LOCATION WITH I.D.
(GIS LOCATED)

N.J. MUNICIPAL BOUNDARY

RIGHT-OF-WAY

SURFACE WATER
(STREAMS/RIVERS)

SURFACE WATER (LAKE/POND)

REFERENCES:

NJ OFFICE OF INFORMATION TECHNOLOGY, OFFICE OF GIS (NJOGIS), "MUNICIPAL BOUNDARIES OF NEW JERSEY", 20200410.

NJ OFFICE OF INFORMATION TECHNOLOGY, OFFICE OF GIS (NJOGIS), "PARCELS AND MOD-IV OF BERGEN COUNTY, NEW JERSEY", 20190715.

NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION (NJDEP), OFFICE OF INFORMATION RESOURCES MANAGEMENT (ORIM), BUREAU OF GEOGRAPHIC INFORMATION SYSTEMS (BGIS), "NATIONAL HYDROGRAPHY DATASET (NHD) STREAMS 2002", 20101101.

NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION (NJDEP), OFFICE OF INFORMATION RESOURCES MANAGEMENT (ORIM), BUREAU OF GEOGRAPHIC INFORMATION SYSTEMS (BGIS), "NATIONAL HYDROGRAPHY DATASET (NHD) WATERBODY 2002", 20101101.

VAN CLEEF ENGINEERING ASSOCIATES, LLC, ArcGIS ONLINE DATABASE, FEATURE LAYER ENTITLED, "ALLENDALE DRAINAGE", LAST UPDATED 20210416.

Van Cleef
ENGINEERING WITH FOCUS

VAN CLEEF ENGINEERING ASSOCIATES, LLC
111 HOWARD BLVD., SUITE 201, NEW ARABIAN, NJ 07866
WEB: WWW.VANCLEEFENGINEERING.COM
PHONE: (609) 234-1100

Offices in:
New Jersey
Delaware

Bridges/Highways
Construction Inspection
Geotechnical/Drains
Landmarks
Local/Regional Planning
Municipal Engineering
Site Investigation
Surveying/Aerial Drones/GIS
Water/Wastewater

5

RAMSEY BROOK OUTFALL LOCATIONS

STORMWATER POLLUTION PREVENTION PLAN

ALLENDALE BOROUGH, BERGEN COUNTY, NEW JERSEY

VCEA PROJECT NO: ALN-1006

APRIL 30, 2021

GRAPHIC SCALE

0 150 300 600
1 INCH = 300 FT

BOROUGH OF ALLENDALE
500 W. CRESCENT AVENUE
ALLENDALE, NEW JERSEY, 07401

Appendix B

Outfall Inspection Form

Outfall Inspection Form

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

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

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

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

SECTION 1: PERMITTEE INFORMATION

MS4 Permittee: _____ NJPDES #: NJG0 _____

SECTION 2: OUTFALL SUMMARY INFORMATION

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

Outfall ID: _____ Outfall Location Description: _____

Municipality: _____ County: _____

Receiving Waterbody: _____

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

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

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

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

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

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

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

SECTION 3: INSPECTION CONDITIONS

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

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

Outfall condition: ☐ PROPER CONDITION ☐ NEEDS MAINTENANCE ☐ NEEDS REPAIR

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

Bank Stability around outfall: ☐ GOOD ☐ FAIR ☐ NEEDS STABILIZATION

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

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

☐ PRESENT ☐ EVIDENCE ☐ NEITHER

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

If a dry weather flow is present at the outfall or there is other evidence that a previous illicit discharge may have occurred, the permittee must document the illicit discharge investigation on the

"Illicit Connection Inspection Report Form" at the link above.

SECTION 4: STREAM SCOURING

Is stream scouring present? ☐ YES* ☐ NO

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

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

SECTION 5: INSPECTOR INFORMATION

Inspector's Name: _____

Title: _____ Affiliation: _____

Signature: _____ Date: _____

Appendix C

Stream Scouring Investigation Recordkeeping Form

Stream Scouring Investigation Recordkeeping Form

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

SECTION 1: PERMITTEE INFORMATION

MS4 Permittee: _____ NJPDES #: NJG0 _____

SECTION 2: OUTFALL SUMMARY INFORMATION

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

Outfall ID: _____ Outfall Location Description: _____

Municipality: _____ County: _____

Receiving Waterbody: _____

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

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

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

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

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

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

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

SECTION 3: INSPECTION CONDITIONS

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

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

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

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

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

Was stream scouring identified during the previous inspection?

☐ YES* ☐ NO

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

Since the date of last inspection, has the stream scouring worsened?

☐ YES* ☐ NO

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

SECTION 4: SCHEDULING OF STREAM REMEDIATION

Description of the remediation project: _____

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

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

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

SECTION 6: INSPECTOR INFORMATION

Inspector's Name: _____

Title: _____ Affiliation: _____

Signature: _____ Date: _____

Appendix D

Illicit Connection Inspection Report Form

Illicit Connection Inspection Report Form

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

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

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

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

SECTION 1: PERMITTEE INFORMATION

MS4 Permittee: _____ NJPDES #: NJG0_____

SECTION 2: OUTFALL SUMMARY INFORMATION

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

Outfall ID: _____ Outfall Location Description: _____

Municipality: _____ County: _____

Receiving Waterbody: _____

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

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

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

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

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

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

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

SECTION 3: OUTFALL INSPECTION

Date of current inspection: ____/____/____

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

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

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

SECTION 4: PHYSICAL OBSERVATIONS

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

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

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

(Potential illicit discharge sources are listed in parentheses.)

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

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

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

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

SECTION 5: FIELD MONITORING

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

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

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

SECTION 6: DRY WEATHER FLOW ANALYSIS - WATER QUALITY

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

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

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

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

SECTION 7: ILLICIT DISCHARGE INVESTIGATION

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

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

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

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

SECTION 8: ILLICIT DISCHARGE ELIMINATION

If it was an illicit discharge, has the source been eliminated?

☐ YES ☐ NO

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

SECTION 9: INSPECTOR INFORMATION

Inspector's Name: _____

Title: _____ Affiliation: _____

Signature: _____ Date: _____

Appendix E

Municipal Maintenance Yard Monthly Inspection Log

Municipal Maintenance Yard Monthly Site Inspection Log – 2023

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

Location (circle one): Maintenance Yard **OR** Recycling Center & Compost Yard
100 New Street 300 West Crescent

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

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

Continued, next page

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

Appendix F

Engineer's Certification of Annual Inspection of
Equipment and Vehicle Wash Wastewater Containment
Structure

**ENGINEERS CERTIFICATION OF ANNUAL INSPECTION OF EQUIPMENT
AND VEHICLE WASH WASTEWATER CONTAINMENT STRUCTURE**
(Complete a separate form for each vehicle wash wastewater containment structure)

Permittee: _____ NJPDES Permit No: _____

Containment Structure Location: _____

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

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

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

Acceptable _____

Unacceptable _____

Conditionally Acceptable _____

List necessary repairs and other conditions: _____

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

Name (print): _____ Seal: _____

Signature: _____

Date: _____

Appendix G

Underground Vehicle Wash Water Storage Tank Use Log

Underground Vehicle Wash Water Storage Tank Use Log

Name and Address of Facility _____

Facility Permit Number _____

Tank ID Number _____

Tank Location _____

Tank Volume _____ gallons

Tank Height _____ inches

95% Volume _____ gallons

95% Volume _____ inches

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

Notes: The volume of liquid in the tank should be measured **before** each use.

Liquid **should not be introduced** if the tank contains liquid at 95% of the capacity or greater.

A visual inspection of all exposed portions of the collection system should be performed before each use. Use the comments column to document the inspection and any repairs.

Appendix H

Underground Vehicle Wash Water Storage Tank Use Log

Underground Vehicle Wash Water Storage Tank Pump Out Log

Name and Address of Facility _____

Facility Permit Number _____

Tank ID Number _____

Tank Location _____

Tank Volume _____ gallons

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

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

Appendix I

Municipal Employee Training Log

Municipal Employees

Stormwater Management Training Log – 2023

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

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

Please view the following:

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

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

Please view the following for background on the MS4 permit:

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

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

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

Appendix J

Public Works Employee Training Log

Public Works Employee Training Log

Training Date: _____

Training Topic(s): (Select all that apply)	
<input type="checkbox"/>	Post-Construction Stormwater Management in New and Redevelopment <i>Construction, maintenance, and operation of municipal stormwater management facilities</i>
<input type="checkbox"/>	Community-Wide Measures <i>Pollution prevention and good housekeeping measures related to street sweeping, storm drain inlets, herbicide application, de-icing operations, roadside vegetative waste, and roadside erosion control requirements</i>
<input type="checkbox"/>	Stormwater Facilities Maintenance <i>Inspection, maintenance, and repair of municipal stormwater infrastructure</i>
<input type="checkbox"/>	Outfall Stream Scouring <i>Identifying and mitigating scour at municipal outfalls</i>
<input type="checkbox"/>	Illicit Discharge Detection and Elimination <i>Identifying and eliminating illicit discharges</i>
<input type="checkbox"/>	Municipal Maintenance Yard <i>Stormwater pollution prevention at the DPW yard</i>

See following page for training resources.

<u>Staff Trained</u>		
Name	Title	Signature

Public Works Employee Training Resources

Webinar and Stormwater video links:

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

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

Grass Swale Maintenance

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

Small-Scale Bioretention System (Rain Garden) Maintenance

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

Detention Basin Maintenance

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

YouTube Practical Engineering Channel video links:

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

Appendix K
Municipal Board & Governing Body Member
Training Log

Municipal Board & Governing Body Members

Stormwater Management Training Log

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

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

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

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

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

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

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

<u>Board Members Trained</u>				
Name	Title	Date	Initial Training	Follow-Up
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Appendix L
Department of Public Works (DPW)
Standard Operating Procedures (SOP)

Borough of Allendale
Department of Public Works (DPW)
Standards Operation Procedures (SOP)

Introduction

This SOP outlines the basic management practices for waste management, spill prevention, pollution control, containment and countermeasures during vehicle maintenance and fuel operations at the Borough of Allendale Public Works facilities including maintenance at ancillary locations within the municipality.

Vehicle Maintenance, Fueling Operations, Spill Response, Maintenance, and Inspection

Vehicle Maintenance

Guidelines for vehicle maintenance at the Borough of Allendale MS4 vehicle maintenance yards:

- a) Maintain an inventory of materials and machinery;
- b) Vehicle maintenance operations should be conducted at designated areas;
- c) Maintain and store equipment in designated areas designated to prevent exposure of pollutants to stormwater;
- d) When possible, conduct vehicle maintenance at indoors location with an impervious surface and shall use a drip pan;
- e) If vehicle maintenance is to be conducted outdoors and lasting more than one day, portable tents or covers shall be placed over the equipment being serviced when not being worked on, shall use a drip pan at all times and block storm drain inlets when conducting vehicle maintenance;
- f) Absorbent spill clean-up materials (absorbent pads, booms) shall be available in indoor and outdoor maintenance areas and shall be disposed in accordance with local, County and State guidelines;
- g) Inspect incoming equipment and vehicles for leaks including information regarding;
 - ❖ Keeping records of discarded parts and materials, including transfer information;
 - ❖ Drain all liquids from parts before disposal; and
 - ❖ Recycle degreasers, used oil, oil filters, antifreeze, cleaning solutions, and hydraulic fluid.
- h) Promote the use of a non-toxic or less-toxic material, such as biodegradable vegetable-based oil.

Fuel Operations

Guidelines for fuel operations at the Borough of Allendale MS4 to address vehicle fueling:

- a) Receiving and transfer of bulk fuel shall be supervised by trained personnel at all times;
- b) Drip pans shall be placed under all hose and pipe connections and leak-prone areas during bulk transfer of fuel;
- c) Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process;
- d) When using temporary berms or booms instead of blocking inlets, all hose connections points associated with the transfer of fuel shall be within the temporarily bermed or boomed area during the loading/unloading of bulk fuels;
- e) Transfer of fuel shall take place during daylight hours in non-rain events whenever practical;
- f) Prior to fuel transfer, check the level and volume of fuel in tank to ensure tank can accept volume;
- g) Train staff in proper SOPs for fueling, spill prevention, and fuel cleanup practices;

- h) DPW designated trained personnel shall verify that spill clean-up material is readily available if need it and in adequate supply;
- i) DPW designated personnel shall observed fuel transfer and visually inspect the fuel transfer area;
- j) Instructions for safe operation of fueling equipment shall be post in a prominent area of the facility including information regarding:
 - ❖ Topping off of vehicles, mobile fuel tanks, and storage tanks is prohibited;”
 - ❖ Stay in view of fueling nozzle during dispensing; and
 - ❖ Contact information for the person(s) responsible for spill response.
- k) Immediately repair or replace any equipment, tanks, pumps, piping, and fuel dispensing equipment found to be leaking or in disrepair.

Spill Response

Guidelines for spill response at the Borough of Allendale MS4 areas are as follows:

- a) Immediate cleanup of any spill;
- b) Uncontained spills are to be cleaned up using a dry absorbent material;
- c) All waste materials disposed properly in accordance with local, County, and State guidelines;
- d) Contact Public Works Director of Operations: Ron Kistner at 201-818-4411.

Maintenance and Inspection

The Borough of Allendale MS4 areas shall be inspected as follows:

- a) Fueling areas shall be inspected at least once a month;
- b) Vehicle maintenance areas shall be inspected at least once a month;
- c) Spill cleanup supply material shall be inspected for adequacy on a weekly basis;
- d) Inspect for leaks and damaged equipment on a bi-weekly basis;
- e) Repair or replace any damaged fuel dispenser equipment, pumps, valves, tanks, and pipes; and
- f) When installing new tanks, consider aboveground storage tanks with secondary containment rather than underground storage tanks to reduce risk of soil and groundwater contamination.

On-Site Equipment and Vehicle Washing and Wash Wastewater Containment

Tier A Standards

Tier A municipalities which cannot discharge wash wastewater to a sanitary sewer, or which cannot otherwise comply to manage equipment and vehicle washing activities so that there are no unpermitted discharges of wash wastewater to storm sewer inlets or to waters of the State, may temporarily contain wash wastewater prior to proper disposal under the following conditions:

- a) Containment structures shall not leak. Any underground tanks and associated piping shall be tested for integrity every three (3) years using appropriate methods determined by “The List of Leak Detection Evaluations for Storage Tank Systems” created by the National Work Group on Leak Detection Evaluations (NWGLDE) or as determined appropriate and certified by a professional engineer for the site-specific containment structure(s).
- b) For any cathodically protected containment system, provide a passing cathodic protection survey every three (3) years.
- c) Operate containment structures to prevent overfilling resulting from normal or abnormal

operations, overfilling, malfunctions of equipment, and human error. Overfill prevention shall include manual sticking/gauging of the tank before each use unless system design prevents such measurement. Tank shall no longer accept wash wastewater when determined to be at 95% capacity. Record each measurement to the nearest ½ inch.

- d) Before each use, perform inspections of all visible portions of containment structures to ensure that they are structurally sound, and to detect deterioration of the wash pad, catch basin, sump, tank, piping, risers, walls, floors, joints, seams, pumps and pipe connections or other containment devices. The wash pad, catch basin, sump and associated drains should be kept free of debris before each use. Log dates of inspection, inspector's name, and conditions. This inspection is not required if system design prevents such inspection.
- e) Containment structures shall be emptied and taken out of service immediately upon detection of a leak. Complete all necessary repairs to ensure structural integrity prior to placing the containment structure back into service. Any spills or suspected release of hazardous substances shall be immediately reported to the **NJDEP Hotline (1-877-927-6337)** followed by a site investigation in accordance with N.J.A.C. 7:26C and N.J.A.C. 7:26E if the discharged is confirmed.
- f) All equipment and vehicle wash wastewater placed into storage must be disposed of in a legally permitted manner (e.g. pumped out and delivered to a duly permitted and/or approved wastewater treatment facility).
- g) Maintain a log of equipment and vehicle wash wastewater containment structure clean-outs including date and method of removal, mode of transportation (including name of hauler if applicable) and the location of disposal. See Underground Vehicle Wash Water Storage Tank Use Log at end of this attachment.
- h) A NJ licensed professional engineer shall annually inspect containment structures. The engineer shall certify the condition of all structures including wash pad, catch basin, sump, tank, piping, risers to detect deterioration in the walls, floors, joints, seams, pumps, and pipe connections of other containment devices using the attached Engineer's Certification of Annual Inspection Equipment and Vehicle Wash Wastewater Containment Structure. This certification may be waived for self-contained systems on a case-by-case basis.
- i) All logs, inspection records, and certification are to be maintained on site and made available to the Department upon request.

Spill Response

Guidelines for spill response at the Borough of Allendale MS4 areas are as follows:

- a) Immediate cleanup of any spill;
- b) Uncontained spills are to be cleaned up using a dry absorbent material;
- c) All waste materials disposed properly in accordance with local, County, and State guidelines;
- d) Contact Public Works Director of Operations: Ron Kistner at 201-818-4411.

Good Housekeeping

Good Housekeeping Standards

Basic practices of good housekeeping shall be implemented at maintenance yards including maintenance activities at ancillary locations within the Borough of Allendale.

- a) Entire site shall be inspected under dry and wet conditions in a monthly basis;
- b) Identify illicit discharges or negative impacts to municipal MS4 and conditions that contribute to stormwater contamination;

- c) Inspection logs detailing conditions requiring attention and remedial actions taken for all activities occurring at municipal maintenance yards and other ancillary locations shall be maintained on-site with SPPP and made available to department upon request;
- d) All containers shall be labeled, clean, legible, visible, covered and in good condition;
- e) Keep storage areas clean and well organized;
- f) Containers should be stored indoors whenever practical;
- g) Protect spill kits and drip pans near all liquid transfer areas from rainfall; and
- h) Conduct cleanups of spills of liquids or dry materials immediately after discovery.
- i) Regularly maintain outdoor storage locations.