

Chapter 2 - Stormwater Pollution Prevention Plan and Example Forms

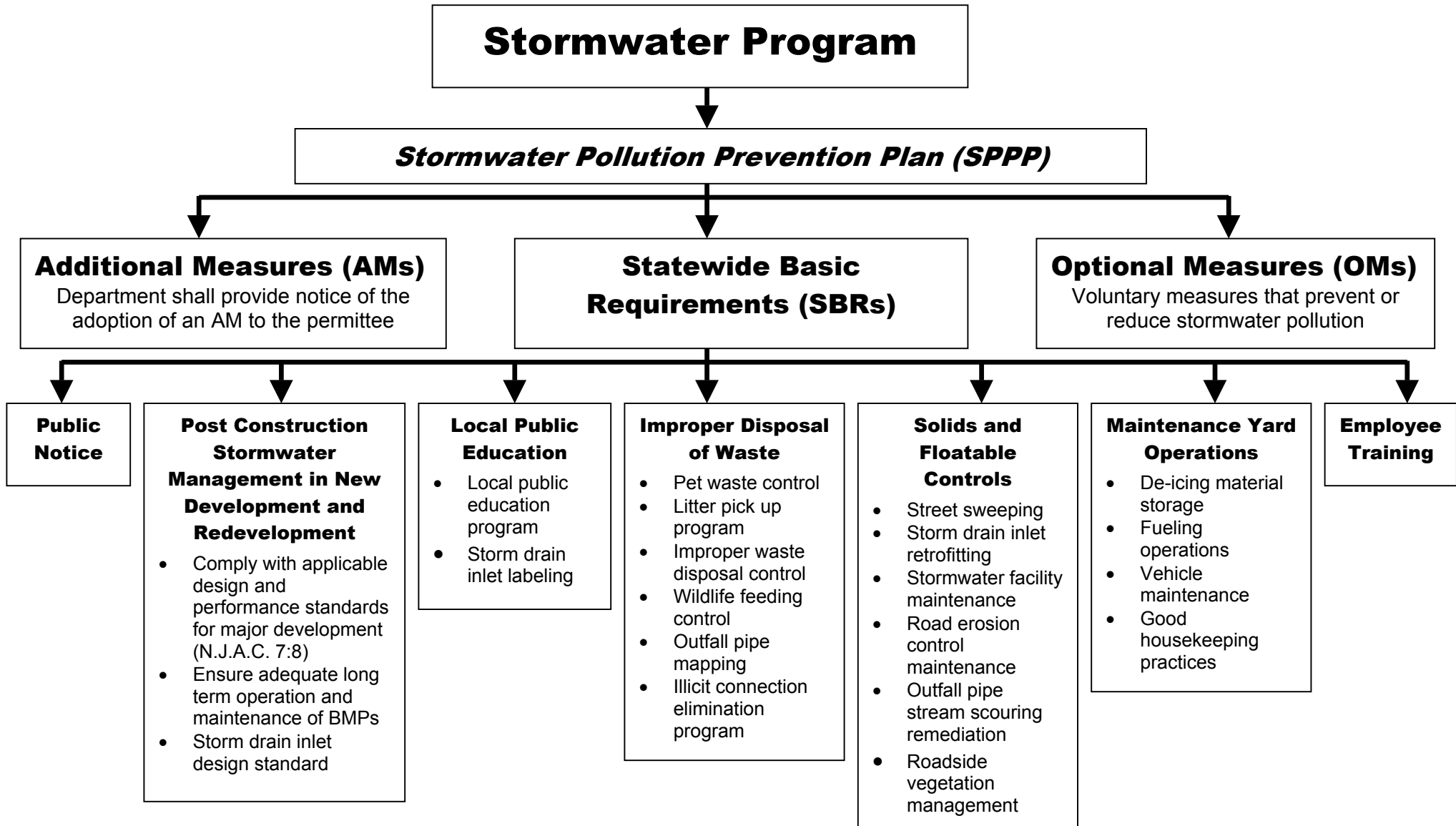
The Highway Permit requires that each Highway Agency develop, implement, and enforce a stormwater program. The stormwater program is described in the Highway Agency's *written* Stormwater Pollution Prevention Plan (SPPP). In simpler terms, the SPPP describes how your Highway Agency will implement each permit requirement and it provides a place for record keeping, documenting when you met the permit requirements. The purpose of this Chapter is to assist you in completing your SPPP. In addition, at the end of this chapter are the example regulatory mechanisms discussed in **Chapter 6 - Improper Disposal of Waste**.

The chart on the next page (Figure 1) shows how the stormwater program, SPPP, Statewide Basic Requirements (SBRs) and other permit requirements (Additional Measures and Optional Measures) all relate to one another. This chart gives a simple representation of what may seem to be a complicated program. The Department has tried to reduce the amount of paperwork, and make forms easy to complete. Your Highway Agency should be able to quickly complete its SPPP on its own, leaving more time and money for implementing the actual SBRs and best management practices (BMPs).

Completed example forms are contained in this Chapter. Blank forms are provided in Chapter 12 of this guidance manual. Electronic copies of the blank forms are also being provided on a compact disk or may be downloaded from our website at www.state.nj.us/dep/dwq/municstw.html. The forms on the CD and on our website are Adobe Acrobat PDF files and Microsoft Word files. The word files have a fill in feature that allows you to easily complete and update the forms. If the Highway Agency has a full version of Adobe Acrobat, the PDF files can be saved and updated. Highway Agencies do not have to use the Department's forms and may develop their own forms. However, it is important that the SPPP fully describe your Highway Agency's stormwater program, **including items required by Attachment A of the permit** and specifics on implementation and record keeping.

When completing your SPPP, it is important to include as much detailed information about your Highway Agency's stormwater program as possible. In addition, it is important to keep up with the record keeping requirements. The Department only included some forms for record keeping (e.g., Illicit Connection Records). In many instances, it is more efficient to use database software (e.g., Microsoft Excel or Access) for this purpose, which allows easy updates. After each update, the updated spreadsheet should be printed out and attached to your SPPP. Highway Agencies should handle all record keeping requirements in a similar fashion. It is also acceptable to keep handwritten records.

The more detailed information you include, the easier it will be to complete the Annual Report and Certification that must be submitted each year, ensure permit compliance, and work through personnel changes within the Highway Agency. A well-written and detailed SPPP will also make the annual inspections conducted by the Department's Water Compliance and Enforcement Offices easier for both the Department and the Highway Agency.



Highway Agencies are not required to submit the SPPP to the Department. The Department will review the completed SPPP as part of regular compliance assistance inspections, so your Stormwater Program Coordinator should have access to the document at all times. In addition, the SPPP should be available for use by employees it may affect. It may be a good idea to have copies made for each member of the Stormwater Pollution Prevention Team with one person responsible for making updates or compiling record keeping data. You must also make the SPPP available to the public at reasonable times during regular business hours.

The SPPP is a dynamic document that is never “completed.” It should not be filed away in a drawer. The SPPP needs to be continually updated and revised as people, tasks, and best management practices change. Each year, when you complete your Annual Report and Certification, is the perfect time to evaluate your stormwater program, SPPP, and make appropriate changes, revisions, and updates.

Stormwater Pollution Prevention Plan Forms

FORM 1 – STORMWATER POLLUTION PREVENTION TEAM

This team is made up of the individuals responsible for overseeing the implementation of the various permit requirements. These individuals should be selected for their knowledge in the subject area or as a result of their current responsibilities within the Highway Agency. It is not possible for one individual within the Highway Agency to implement a successful stormwater program. Due to the wide range of tasks required, a variety of personnel must be involved in planning and implementing the stormwater program. They could include the Highway Agency attorney, engineers, code enforcement officers, maintenance yard manager, employee training coordinator, and members of local environmental organizations. Your team members are not limited to only Highway Agency personnel. They could include local volunteers, members of the local watershed association or environmental groups and educational professionals.

It is recommended that the team meet on a regular basis to coordinate activities and discuss permit compliance issues. An individual needs to be named the Stormwater Program Coordinator (this coordinator was identified in the Request for Authorization previously submitted to the Department). This individual will be the primary contact for the Department and will be contacted when the Department schedules an inspection.

FORM 2 – PUBLIC NOTICE

Highway Agencies must comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of the Highway Agency’s stormwater program. Highway Agencies should use this form to summarize notice procedures.

FORM 3 – NEW DEVELOPMENT AND REDEVELOPMENT PROGRAM

This form is used to describe your overall post-construction stormwater management in new development and redevelopment program. This includes how your Highway Agency will, among other things, ensure that all major development and redevelopment undertaken by the Highway Agency complies with the applicable aspects of the Stormwater Management Rules at N.J.A.C. 7:8, ensure adequate long-term operation and maintenance of BMPs, and implement the new storm drain inlet design standard required by the permit.

FORM 4 – LOCAL PUBLIC EDUCATION PROGRAM

On this form, your Highway Agency will describe how it intends to provide informational material, in any form, to appropriate users and employees of the Highway Agency to satisfy the requirement set forth in the permit. The Department's Division of Watershed Management's Outreach and Education Bureau and/or local watershed groups can be of assistance in putting together educational materials. Their phone numbers are in the Important Names, Addresses and Contacts chapter (Chapter 14) of this guidance document.

FORM 5 - STORM DRAIN INLET LABELING

This form is provided to describe how you will label storm drain inlets in accordance with the minimum standard (see permit or Chapter 5 of this guidance document for details). You should include specific information including your schedule, the type of label you will use (e.g., stencils, buttons, etc.), the contents of the label (e.g., logos, graphics, etc.), and whether you will be soliciting help from watershed groups or volunteer organizations or if your employees will perform the labeling. It is strongly encouraged, however, that the labeling be done with volunteers as part of a larger environmental education outreach program. The description of your Storm Drain Inlet Labeling Program should also include long-term maintenance plans. Highway Agencies should track the progress of the storm drain inlet labeling to ensure that they meet the implementation schedule contained in the permit and so that they can report their progress in the Annual Report and Certification.

FORM 6 – MS4 OUTFALL PIPE MAPPING

Use this form to describe how you will prepare your outfall pipe map. Include the type of map you will use to identify your outfalls (e.g., a tax map or a different map drawn to an equal or more detailed scale). Also, identify who will prepare your map (e.g., employees, a consultant, etc.)

FORM 7 – ILLICIT CONNECTION ELIMINATION PROGRAM

Use this form to describe your Highway Agency's ongoing program for detecting and eliminating illicit connections, including how you will perform your initial inspections, and how you will respond to complaints and/or reports of illicit connections (e.g., hotlines, etc.).

FORM 8 – ILLICIT CONNECTION RECORDS

Use this page to keep track of the number of inspections you conduct annually, the number of dry weather flows and illicit connections you find, how many illicit connections you have eliminated or reported that year, and how many still remain.

NOTE: Results from illicit connection inspections should be recorded on the Department's Illicit Connection Inspection Report form (provided in Chapter 12 of this guidance manual). If a dry weather flow is found, the inspection report form for that outfall pipe must be included in your annual certification.

FORM 9 – LITTER PICK UP PROGRAM

On this form you should describe your Highway Agency's Litter Pick Up Program. A refuse collection schedule will need to be included as well as details on how rest areas, service areas, and roadside cleanups will be conducted. Records of roadside cleanups and estimates of the total amount of trash and debris collected must be attached to this form.

FORM 10 – IMPROPER DISPOSAL OF WASTE – REGULATORY MECHANISMS

Highway Agencies should use this form to list the dates that the regulatory mechanisms required by the permit (e.g., pet waste, wildlife feeding, etc.) are adopted or revised to meet the minimum standard in the permit. At the bottom of this form is a section where the Highway Agency should discuss how they will enforce these regulatory mechanisms, once adopted.

FORM 11 – SOLIDS AND FLOATABLE CONTROL – STORM DRAIN INLETS (RETROFITTING)

You should use this form to keep track of storm drain inlet retrofitting in your Highway Agency. For each repaving, repairing, reconstruction or alteration project, you should include the name of the project, the projected start date of the project, its actual start date, and the date the project was/will be completed. The number of storm drain inlets that will be affected by the project should be listed here, along with the number of storm drains with hydraulic or other exemptions. The bottom of the form provides you with a space to explain if you have any alternative devices and/or if you are planning on having any installed in the future. You should include any locations, and what types of alternative devices you have or will use.

FORM 12 – STREET SWEEPING & ROAD EROSION CONTROL

On the top portion of this form you should describe the street sweeping schedule you will maintain. You should also attach a street sweeping log that contains the date(s) and area(s) swept, the number of miles swept and the total amount of materials collected.

The bottom portion of this form should be used to describe your Road Erosion Control Maintenance Program, including how you will perform inspections, and the frequency of these inspections. A log containing the locations of road erosion, the repairs that were/will be made to fix the erosion, and the date of the repairs should be attached to your SPPP.

FORM 13 – STORMWATER FACILITY MAINTENANCE

This form asks for two separate things. On the top of the form you should describe your annual catch basin cleaning program and schedule.

The bottom portion of the form should be used to describe the stormwater facility cleaning and maintenance program you will implement to ensure that the facilities are properly functioning and operating. (If you are unsure of the different types of stormwater facilities you may have, there are examples in the permit, and in Chapter 7 of this guidance document.) A maintenance log containing information on any repairs/maintenance performed on stormwater facilities should be attached to your SPPP.

SPPP FORM 14 - ROADSIDE VEGETATION MANAGEMENT

This form should be used to describe what steps will be taken to modify your current roadside vegetation management program to fit the requirements of the permit. It should describe in detail what provisions will be made to limit the usage of herbicide and mulch when doing landscaping work along your roads.

FORM 15 – OUTFALL PIPE STREAM SCOURING REMEDIATION

This form should be used to describe your stormwater outfall pipe stream scouring program and how you will detect and control active, localized stream and stream bank scouring around your stormwater outfall pipes. A prioritized list of all sites found to have such scouring should be attached to this form, and should include the anticipated date of the repair, the method of repair you will use, and the date the repair is completed.

FORM 16 – DE-ICING MATERIAL STORAGE

This form should be used to describe how you currently store your de-icing materials. If you do not currently meet the permit's requirements, explain here the steps you will take to meet these requirements. Include construction schedules and interim tarping procedures. If you will be sharing a storage structure, include the location of this structure and a list of all concerned public entities. Finally, if you store sand outdoors, describe how your sand storage sites meet the requirements of the permit.

FORM 17 – STANDARD OPERATING PROCEDURES

For each of the BMPs (Fueling Operations BMP, Vehicle Maintenance BMP, and the Good Housekeeping BMP), indicate the date you developed and implemented required SOPs and attach a copy of each of the SOPs.

FORM 18 – EMPLOYEE TRAINING

Use this form to give details on the required employee training program. A list or table should be attached to this form indicating the required topic name, the employees that will receive training on that topic, and the date the training will be held.

NJPDES Highway Agency Stormwater
General Permit

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Eric Johnson

Title: Environmental Manager – Operations, Capitol
County Road Department

Highway Agency Name: Capitol County

NJPDES #: NJG 0007788

PIID #: 123456

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

Date form complete: January 1, 2005

Date of most recent update:

Stormwater Program Coordinator: Eric Johnson

Title: Environmental Manager – Operations, Capitol County Road Department

Office Phone #: 609-555-1234

Emergency Phone #: 609-555-2345

Public Notice Coordinator: Bernadette Jones

Title: Capitol County Counsel

Office Phone #: 609-555-3456

Emergency Phone #: 609-555-4567

Post-Construction Stormwater Management Coordinator: Peter Reimer

Title: Principal Engineer, Capitol County Road Department

Office Phone #: 609-555-5678

Emergency Phone #: 609-555-6789

Local Public Education Coordinator: Jennifer Robinson

Title: Education Director, Bluefish River Watershed Association

Office Phone #: 609-555-7890

Emergency Phone #: 609-555-1122

Regulatory Mechanism Coordinator: Bernadette Jones

Title: Capitol County Counsel

Office Phone #: 609-555-3456

Emergency Phone #: 609-555-4567

Physical Operations Coordinator: Jack Carr

Title: Capitol County Road Department Director

Office Phone #: 609-555-2233

Emergency Phone #: 609-555-3344

Employee Training Coordinator: Vera Wood

Title: Employee Training Coordinator

Office Phone #: 609-555-4455

Emergency Phone #: 609-555-5566

Other: Albert Fazekas

Title: Maintenance Yard Manager, Capitol County Road Department

Office Phone #: 609-555-6677

Emergency Phone #: 609-555-7788

SPPP Form 2 - Public Notice

Highway Agency
Information

Highway Agency Name: Capitol County

NJPDES # :NJG 0007788 PI ID #: 123456

Team Member/Title: Bernadette Jones/Capitol County Counsel

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

Date of Completion: February 3, 2005 Date of most recent update:

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

For any meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), Capitol County provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the county budget, Capitol County provides public notice in a manner that complies with the requirements of the Local Budget Law, N.J.S.A. 40A:4-1 et seq. For resolutions of the Capitol County Board of Chosen Freeholders that provide a penalty for violation thereof, Capitol County provides public notice in a manner that complies with the requirements of N.J.S.A. 40:24-3.

SPPP Form 3 – New Development and Redevelopment Program

Highway Agency Information

Highway Agency Name: Capitol County

NJPDES # :NJG 0007788 PI ID #: 123456

Team Member/Title: Peter Reimer/Principal Engineer, Capitol County Road Department

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

Date of Completion: March 7, 2005 Date of most recent update:

Describe in general terms your post-construction stormwater management in new development and redevelopment program (post-construction program), and how it complies with the Highway Permit minimum standard. This description must address how adequate long term operation and maintenance of BMPs will be ensured; compliance with the standard in Attachment C of the permit (new storm drain inlet design standard); adoption and implementation of applicable design and performance standards established under N.J.A.C. 7:8 for major development; and use of the Post-Construction Program Design Checklist for Individual Projects. Attach additional pages as necessary.

The Capitol County Road Department (Road Department) will design (sometimes with consultant support) and maintain all projects which are "new development and redevelopment projects" described in the Highway Permit in accordance with the permit requirements for such projects. The County's Annual Reports will list these projects, including the construction in 2006 of a new maintenance yard for our highway system in the southern portion of the county. On March 1, 2005, the Capitol County Board of Chosen Freeholders passed Resolution No. 10-2005, which:

- (1) Adopts (and incorporates by reference) for such projects the applicable design and performance standards (including maintenance requirements) established under N.J.A.C. 7:8 for major development, and the storm drain inlet design standard in Attachment C;*
- (2) Requires that all such projects be designed to comply with these design and performance standards and this storm drain inlet design standard; and*
- (3) Requires that the Highway Permit's Post-Construction Program Design Checklist for Individual Projects be completed before each project's construction is approved.*

The Road Department intends to consider the applicable design and performance standards as early as possible in the project planning and design process. In addition, Capitol County intends to authorize a contract to the Adobe Engineering and Consulting Group which will help the Road Department update its project design and management software to incorporate the new standards and procedures. The Road Department is also continuing to discuss stormwater issues with others in County government, such as the Capitol County Planning Board, that have stormwater management responsibilities. These discussions are intended to encourage consistency and coordination among county stormwater management activities, and may result in some future revisions to the County's post-construction program.

We expect that for most projects, we will comply with the storm drain inlet design standard in Attachment C either by conveying flows through a trash rack as described in the "Alternative Device Exemptions," or (for flows not conveyed through such a trash rack), by installing the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension. The storm drain inlets will also be engineered to ensure adequate hydraulic performance (for retrofitting of existing storm drain inlets see Form 11).

Since the EDPA, Capitol County has not constructed any projects regulated by the Highway Permit as new development and redevelopment projects. When the County constructs such a project, the County will ensure adequate long-term operation and maintenance of BMPs for that project by preparing (through the Road Department) a project maintenance plan in accordance with N.J.A.C. 7:8-5.8 where applicable, and by requiring and funding the Road Department's implementation of that plan. For BMPs at stormwater facilities, maintenance of these BMPs will also be an integral part of the stormwater facility maintenance program that we are developing to ensure proper function and operation of all County stormwater facilities regulated by the Highway Permit.

SPPP Form 4 - Local Public Education Program

Highway Agency
Information

Highway Agency Name: Capitol County

NJPDES # :NJG 0007788 PI ID #: 123456

Team Member/Title: Jennifer Robinson/Education Director, Bluefish River Watershed Association

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

Date of Completion: January 6, 2005 Date of most recent update:

Local Public Education Program

Describe your Local Public Education Program. Be specific on how you will distribute your educational information.

Capitol County does not own or operate any service areas along the County highway system. The county does provide five rest areas (picnic areas) along rural county roadways with tables at scenic locations. The county has determined that the most efficient way to provide for public education on required topics at these locations is to post appropriate signs. The five picnic areas will each have "No Feeding of Wildlife" signs. All five locations may be used for pet walking and will have "Clean Up Pet Waste" signs and pet waste stations supplied with clean-up bags and trash receptacles. All picnic areas have litter receptacles and "No Littering" signs will be posted near these receptacles. In addition, the county operates two maintenance garages. Signs will be posted at those locations warning about improper disposal of waste.

SPPP Form 5 – Storm Drain Inlet Labeling

Highway Agency
Information

Highway Agency Name: Capitol County

NJPDES # :NJG_0007788 PI ID #: 123456

Team Member/Title: Jennifer Robinson/Education Director, Bluefish River Watershed Association

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

Date of Completion: January 6, 2005 Date of most recent update:

Storm Drain Inlet Labeling

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

Capitol County is relying on volunteers from the Bluefish River Watershed Association to share the responsibility of storm drain inlet labeling, but realizes that the ultimate responsibility for completion of this requirement falls upon the County to complete and maintain labeling. Please see agreement letter dated December 5, 2004.

The attached map shows Capitol County has been divided into 2 sectors. The first sector is located in the area above Bluefish River and the second sector is below Bluefish River. All storm drain inlets at our 5 picnic areas, maintenance yards, and storm drain inlets along streets with sidewalks will be labeled. Capitol County is aware that the permit requires all service area storm drain inlets to be labeled, however, the county does not operate any service areas.

Jennifer Robinson, Education Director for the Bluefish River Watershed Association, will organize volunteers to label all storm drain inlets on low speed/low risk roads and within our 5 picnic areas. Bluefish River Watershed Association will be coordinating educational information and events to coincide with the volunteer labeling. Volunteers will use stencils stating "Do Not Dump...Drains to Waterway".

Due to safety concerns, high speed/high risk roadways will be labeled by Capitol County Road Department personnel. Employees will also label storm drains located within our maintenance yards. The county will use purchased plastic labels affixed with adhesive. These labels will state "Do Not Dump...Drains to Waterway". These labels are being used to reduce maintenance.

As storm drain inlets are replaced, the new inlets will have a stamped message from the foundry.

The first sector will be labeled by April 2007 and the second sector will be labeled by April 2009.

All storm drain inlet labels will be inspected periodically and maintained as needed by Capitol County Road Department employees.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Highway Agency
Information

Highway Agency Name: Capitol County

NJPDES # :NJG 0007788 PI ID #: 123456

Team Member/Title: Eric Johnson/Environmental Manager- Operations, Capitol County Road Department

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

Date of Completion: January 13, 2005 Date of most recent update:

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

Capitol County Road Department employees will map, on tax maps, the location of the end of all of the road department's outfall pipes, an alphanumeric identifier for the outfall pipe and the name and location of the surface water body(ies) receiving a discharge from the outfall pipe. In accordance with the Highway Agency permit, Capitol County Road Department employees will map the end of the outfall pipes by dividing the Capitol County Road Department into two sectors. The first sector, which is comprised of the section of Capitol County above Bluefish River, shall be mapped within the allotted 36 months (that is by April 2007), with the section below Bluefish River being mapped within the remainder of the allotted 60 months (that is by April 2009). (See attached map.)

Capitol County has both rural and urban areas, therefore the scale of the tax maps vary pursuant to the Tax Map regulations at N.J.A.C. 7:18-23A. Capitol County Road Department employees will also use GPS to locate the end of outfall pipes and will provide a separate list of outfall identifier numbers and GPS coordinates. During outfall pipe mapping, county road employees will also inspect outfall pipes for illicit connections and outfall pipe stream scouring.

SPPP Form 7 – Illicit Connection Elimination Program

Highway Agency Information

Highway Agency Name: Capitol County

NJPDES # :NJG_0007788 PI ID #: 123456

Team Member/Title: Eric Johnson/Environmental Manager - Operations, Capitol County Road Department

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

Date of Completion: January 13, 2005 Date of most recent update:

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

Capitol County Road Department employees will conduct an initial physical inspection of all of our outfall pipes during the mapping process. We will be using the Illicit Connection Inspection Report form provided by the NJDEP to record the collected information. Outfall pipes found to have a dry weather flow or intermittent non-stormwater flow will be rechecked in cooperation with the Capitol County Health Department to locate the illicit connection. If we are able to locate the illicit connection and find that it is from the County's own activities, it will be eliminated within six months. If, after the appropriate amount of inspection, we are unable to locate the source of the illicit connection it will be noted on the Closeout Investigation Form. For illicit connections from a public source (e.g., a neighboring municipality), notification will be provided to the source and a written explanation sent to the NJDEP detailing the results of the investigation. Capitol County will only alert the NJDEP of illicit connections found to be from a private entity. If the illicit connection poses an immediate threat, employees have been instructed to call the NJDEP hotline. Separate written notification of such action will also be sent to the NJDEP.

Capitol County had previously established a hotline for the use of reporting spills and illegal dumping into the county MS4. The hotline will now be made available for reporting illicit connections.

SPPP Form 8 – Illicit Connection Records

Highway Agency Information	Highway Agency Name: <u>Capitol County</u> NJPDES # : NJG <u>0007788</u> PI ID #: <u>123456</u> Team Member/Title: <u>Eric Johnson/Environmental Manager - Operations, Capitol County Road Department</u> Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u> Date of Completion: <u>January 13, 2005</u> Date of most recent update:
Prior to July 1, 2006 <i>Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.</i>	
Total number of inspections performed this year? <u>Program implementation will begin by October 2005</u>	
Number of outfalls found to have a dry weather flow? <u>N/A</u>	
Number of outfalls found to have an illicit connection? <u>N/A</u>	
How many of the Highway Agency's own illicit connections were eliminated? <u>N/A</u>	
Of the Highway Agency's own illicit connections found, how many remain? <u>N/A</u>	
How many illicit connections found to emanate from another entity were reported to NJDEP? <u>N/A</u>	
July 1, 2006 – June 30, 2007 <i>Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.</i>	
Total number of inspections performed this year?	
Number of outfalls found to have a dry weather flow?	
Number of outfalls found to have an illicit connection?	
How many of the Highway Agency's own illicit connections were eliminated?	
Of the Highway Agency's own illicit connections found, how many remain?	
How many illicit connections found to emanate from another entity were reported to NJDEP?	
July 1, 2007 – June 30, 2008 <i>Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.</i>	
Total number of inspections performed this year?	
Number of outfalls found to have a dry weather flow?	
Number of outfalls found to have an illicit connection?	
How many of the Highway Agency's own illicit connections were eliminated?	
Of the Highway Agency's own illicit connections found, how many remain?	
How many illicit connections found to emanate from another entity were reported to NJDEP?	

July 1, 2008 – June 30, 2009

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

Total number of inspections performed this year?

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many of the Highway Agency's own illicit connections were eliminated?

Of the Highway Agency's own illicit connections found, how many remain?

How many illicit connections found to emanate from another entity were reported to NJDEP?

SPPP Form 9 – Litter Pick Up Program

Highway Agency
Information

Highway Agency Name: Capitol County

NJPDES # :NJG 0007788 PI ID #: 123456

Team Member/Title: Eric Johnson/ Environmental Manager - Operations, Capitol County Road Department

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

Date of Completion: February 23, 2005 Date of most recent update:

Please describe your litter pick up program. Be sure to include the refuse collection schedule and detail how rest area, service area, and roadside clean ups will be implemented.

(NOTE: Attach a litter pick up log containing the following information: dates of roadside clean ups and estimates of the total amount of trash and debris collected.)

Capitol County will continue to utilize our Adopt-A-Highway volunteers for the roadside clean-ups. At the current time the volunteers do their clean ups once a month, weather permitting. Bags of trash set at the roadside after these clean ups are then collected by Capitol County Road Department employees the following Tuesday. Capitol County Road Department will conduct monthly roadside litter pickups on county roads that are not part of the "Adopt-A-Highway" program. Capitol County is investigating the feasibility of using a County prisoner detail for litter pick-up.

Trash from the 5 picnic areas along Capitol County roads is collected twice a week, on Tuesdays and Thursdays, by Capitol County Road Department employees. Extra trash receptacles will be placed at each of the picnic areas. County Road Department employees are also going to set up trash bag dispensers, one at each picnic area, so people will have bags in which to collect litter from their cars, instead of throwing it onto the picnic area parking lot.

Capitol County does not operate any service areas.

SPPP Form 10 – Regulatory Mechanisms

Highway Agency
Information

Highway Agency Name: Capitol County

NJPDES # :NJG_0007788 PI ID #: 123456

Team Member/Title: Bernadette Jones/Capitol County Counsel; Damon Gibbs, Director of Human Resources; & Eric Johnson, Environmental Manager- Operations, Capitol County Road Department

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

Date of Completion: March 7, 2005 Date of most recent update:

For each regulatory mechanism, give the date of adoption. If not yet adopted, explain the development status:

Pet Waste: draft under review by County Board of Chosen Freeholders

(NOTE: If the Highway Agency is not developing a pet waste regulatory mechanism because the Agency does not operate any rest areas or service areas for the Agency facilities subject to this permit, provide that explanation above.)

Improper Waste Disposal: draft under review by County Board of Chosen Freeholders

Wildlife Feeding: draft under review by County Board of Chosen Freeholders

Illicit Connections: draft under review by County Board of Chosen Freeholders

What is the nature of these regulatory mechanisms and how will they be enforced?

The regulatory mechanisms for pet waste and wildlife feeding, which will regulate the conduct of the general public on certain County property, will consist of resolutions, passed by the Capitol County Board of Chosen Freeholders, that prescribe penalties and are enforceable under N.J.S.A. 40:24-2 et seq. Draft resolutions prepared by our County Counsel are under review by that Board. These resolutions will be enforceable by any local or State police officer.

The regulatory mechanisms for improper waste disposal and illicit connections, which will regulate the conduct of the County government and its employees rather than the general public, will consist of written "Policies and Procedures" adopted under a resolution passed by the Capitol County Board of Chosen Freeholders. Draft policies and procedures prepared by our Road Department and Human Resource Department are under review by that Board. Such policies and procedures will be enforceable through removal, suspension, demotion, or other County personnel disciplinary actions.

The adopted versions of all four regulatory mechanisms will be effective by October 1, 2005.

If your position is that the Highway Agency has no legal authority to adopt and/or enforce a mechanism to regulate pet waste disposal or wildlife feeding by the general public on Highway Agency property, attach a statement from your attorney supporting this position.

Not applicable.

SPPP Form 11 – Storm Drain Inlets (Retrofitting)

Highway Agency Information

Highway Agency Name: Capitol County
 NJPDES # :NJG 0007788 PI ID #: 123456
 Team Member/Title: Jack Carr/ Capitol County Road Department Director
 Effective Date of Permit Authorization (EDPA):April 1, 2004
 Date of Completion: January 11, 2005 Date of most recent update:

What type of storm drain inlet design will generally be used for retrofitting?

For most projects Capitol County will use the NJDOT bicycle safe grate style and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

Repaving, repairing, reconstruction or alteration project name (attach additional pages as necessary)	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains with exemptions
<i>Section 45 Repaving Project</i>	<i>August 23, 2005</i>	-	-	6	2
<i>Haines Road Reconstruction Project</i>	<i>September 13, 2005</i>	-	-	3	1

Are you claiming any alternate device exemptions or historic place exemptions for any of the above projects? Please explain.

Capitol County will claim neither of the exemptions for the projects listed above. However, for certain other projects that may be initiated several years from now, the County is conducting a feasibility study to determine if it would be cost effective to install a trash netting device at the stormwater outfall pipe structures instead of retrofitting dozens of storm drain inlets. The County should make a decision by Spring 2006.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Highway Agency Information

Highway Agency Name: Capitol County

NJPDES # :NJG.0007788 PI ID #: 123456

Team Member/Title: Jack Carr/ Capitol County Road Department Director

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

Date of Completion: January 11, 2005 Date of most recent update:

Street Sweeping

Please describe the street sweeping schedule that you will maintain.

(NOTE: Attach a street sweeping log containing the following information: date and area swept, # of miles swept and the total amount of materials collected.)

Capitol County has determined which of its roads require monthly sweeping under the Highway Permit, and will implement a monthly street sweeping program of those roads beginning in April 2005. For all other county roads, Capitol County intends to maintain its existing street sweeping schedule of sweeping once a year.

(See Form 13 for the road department's proper handling and disposal of debris program.)

Road Erosion Control Maintenance

Describe your Road Erosion Control Maintenance Program, including inspection schedules. A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.

(NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date)

Capitol County will utilize Capitol County Road Department employees to identify existing roadside erosion, performing road erosion inspections twice a year. After eroding sites are identified, they will be prioritized, and then repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All maintenance personnel will maintain an inspection log that will include a list of all repairs and dates repairs were completed. Individual lists will be compiled by Eric Johnson/Environmental Manager – Operations Capitol County Road Department, and included in the Annual Report and Recertification. This program of inspections and repairs will begin in October 2005.

SPPP Form 13 – Stormwater Facility Maintenance

Highway Agency
Information

Highway Agency Name: Capitol County

NJPDES # :NJG 0007788 PI ID #: 123456

Team Member/Title: Jack Carr/Capitol County Road Department Director

Effective Date of Permit Authorization (EDPA):April 1, 2005

Date of Completion: November 18, 2004 Date of most recent update:

Please describe your annual catch basin cleaning program and schedule. Attach additional pages as necessary.

Capitol County will maintain its yearly catch basin cleaning schedule in compliance with the minimum standard set forth in the Highway Permit. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected yearly, even if they were found to be clean the previous year. At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair. The program is scheduled to begin April 2005.

Road clean up materials will remain staged on concrete pads for the appropriate staging time, as per the standards set in guidance provided by the NJDEP Division of Solid and Hazardous Waste. Once a month waste will be hauled to the Capitol County landfill for disposal. Permission has been granted by the Capitol County Sewage Authority to discharge water from catch basin cleaning into their sanitary sewers. Waste will be tested once a year for hazardous materials.

Litter will be sorted from clean up materials for recycling.

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the Highway Agency. Attach additional pages as necessary.

(NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

Capitol County will develop and implement a stormwater facility maintenance program that ensures proper function and operation of all highway system stormwater facilities operated by the county. We have identified a number of stormwater facilities within the highway system, including: catch basins, storm sewer pipes, storm drains, swales, an infiltration basin, and an oil/water separator at the northern maintenance yard. The identified stormwater facilities will be regularly inspected, on an annual basis, and repairs will be prioritized.

Flooding commonly occurs along Admiral Byrd Boulevard and inspections have revealed that a section of storm sewer leading to Bluefish River is blocked with debris. Due to public safety issues caused by the flooding of the roadway, this maintenance and repair is scheduled to be completed as soon as possible.

SPPP Form 14 - Roadside Vegetation Management

Highway Agency
Information

Highway Agency Name: Capitol County

NJPDES # :NJG_0007788 PI ID #: 123456

Team Member/Title: Jack Carr/Capitol County Road Department Director

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

Date of Completion: January 11, 2005 Date of most recent update:

Describe your roadside vegetation management program to limit the application of herbicides and mulch. Attach additional pages as necessary.

In accordance with the Highway Permit, Capitol County will no longer apply herbicides outside the prescribed two-foot radius of any structure for which it is impractical to mow around. Albert Fazekas, Maintenance Yard Manager, is looking into replacing the existing brand of herbicide with one that poses less of a water pollution risk (though this would not remove the restriction on herbicide use and application). The requirements of the permit have also prompted maintenance yard workers to look into planting low maintenance, native wild flowers along the roadsides in hopes of improving aesthetics and reducing the amount of labor that would go into taking care of plants along the roadside, including the mowing of "wet" areas and areas with steep slopes.

We hope to extend our volunteer Adopt-A-Highway program to include an Adopt-A-Highway Landscaping program where volunteers would "adopt" a section of highway for an amount of time (e.g., two years) and maintain the vegetation along that stretch of road. Tasks would include pulling weeds, planting flowers, and possibly even mowing the grass.

*In regard to applying mulch and herbicides, designated workers who perform roadside vegetation management will be trained on the specifications of the permit and how to properly apply these products.
(See SPPP Form 18)*

SPPP Form 15 - Outfall Pipe Stream Scouring Remediation

Highway Agency
Information

Highway Agency Name: Capitol County

NJPDES # :NJG 0007788 PI ID #: 123456

Team Member/Title: Jack Carr/Capitol County Road Department Director

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

Date of Completion: January 11, 2005 Date of most recent update:

Describe your stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control active, localized stream and stream bank scouring. Attach additional pages as necessary.

(NOTE: Attach a prioritized list of sites observed to have scouring, date of anticipated repair, method of repair and date of completion.)

Capitol County will develop and implement a stormwater outfall pipe stream scouring detection, remediation, and maintenance program to detect and control localized stream and stream bank scouring in the vicinity of the highway system outfall pipes operated by the County. We will coordinate the initial steps of this effort with the mapping and inspections of outfall pipes and prioritize the outfall pipes found to have scouring in the order in which they will need to be repaired. To help in prioritizing the outfall pipes, we will photograph the scouring found at each outfall site. A schedule will be established for repairs, beginning with the outfall pipes most in need of remediation or those with easy access. In addition, repairs that do not need any NJDEP permits or other local, State, or Federal permits may be done first. All repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey.

SPPP Form 16 – De-icing Material Storage

Highway Agency
Information

Highway Agency Name: Capitol County

NJPDES # :NJG_0007788 PI ID #: 123456

Team Member/Title: Jack Carr/Capitol County Road Department Director

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

Date of Completion: December 9, 2004 Date of most recent update:

De-icing Material Storage

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

Capitol County currently stores its de-icing material in stockpiles at its northern maintenance yard. Capitol County will implement the interim seasonal tarping procedures at this site until a permanent structure is built. From October 15th through April 30th we will inspect each tarp weekly to ensure that it is covering the salt pile. Inspections for spilled salt will be completed after loading and unloading activities.

Capitol County will begin site selection for a single storage structure to store de-icing materials. The following tentative schedule is set for the construction:

Site Selection.....12/04

Site Design.....3/05

Bid Construction Contract.....6/05

Apply for Required Permits.....9/05

Begin Construction.....3/06

Complete Construction.....9/06

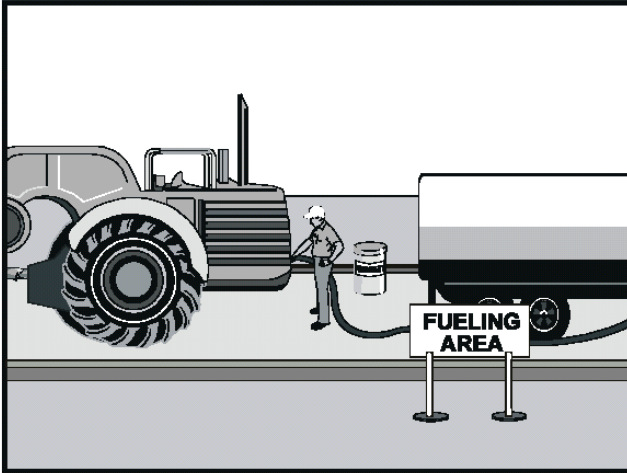
A seven-month buffer is built into the tentative schedule for potential delays in bidding of the project, procuring permits or delays due to weather. However, the storage structure should be complete within 36 months of EDPA (4/07).

SPPP Form 17 – Standard Operating Procedures

Highway Agency Information	Highway Agency Name: <u>Capitol County</u> NJPDES # :NJG <u>0007788</u> PI ID #: <u>123456</u> Team Member/Title: <u>Jack Carr/Capitol County Road Department Director</u> Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u> Date of Completion: <u>December 9, 2004</u> Date of most recent update:
-----------------------------------	--

BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	<i>September 14, 2004</i>	<i>A list of fueling locations within our maintenance yards has been compiled and attached to this form. These locations will be inspected once a month.</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	<i>September 14, 2004</i>	<i>Monthly inspections will be held at vehicle maintenance sites to ensure that the SOP is being met.</i>
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit	<i>August 30, 2004</i>	<i>Inspections will be conducted on a monthly basis to ensure that good housekeeping practices are in effect.</i>

Capitol County Road Department Standard Operating Procedures Vehicle and Equipment Fueling



Capitol County Road Department Maintenance Yards with Fueling Operations

Kings Court Maintenance
Yard

Introduction and Purpose Vehicle and equipment fueling procedures and practices are designed to minimize pollution of surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

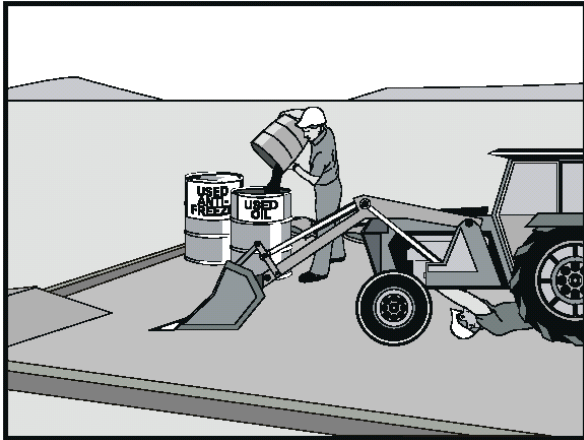
Scope These procedures are to be implemented at all maintenance yards with fueling, including mobile fueling operations.

Standards and Specifications
(for vehicle and equipment fueling)

- Shut the engine off
- Ensure that the fuel is the proper type of fuel.
- Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
- Fuel tanks shall not be “topped off.”
- Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.
- Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

- Standards and Specifications (for bulk fueling)
- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
 - Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
 - Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
 - A trained employee must always be present to supervise during bulk transfer.
- Spill Response
- Conduct cleanups of any fuel spills immediately after discovery.
 - Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
 - Collected waste is to be disposed of properly.
 - Contact the Capitol County Division of Environmental Health Services at 555-8989.
- Maintenance and Inspection
- Fueling areas and storage tanks shall be inspected monthly.
 - Keep an ample supply of spill cleanup material on the site.
 - Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.

Capitol County Road Department Standard Operating Procedure Vehicle Maintenance



Capitol County Road Department Maintenance Yards BMP Objectives

- Waste Management
- Spill Prevention,
Containment and
Countermeasures
- Pollution Control

Introduction and Purpose This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations for the Capitol County Road Department. The purpose of this SOP is to provide a set of guidelines for the Capitol County Road Department vehicle maintenance yards including maintenance activities at ancillary operations.

Scope This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Capitol County Road Department.

- Standards and Specifications**
- Conduct vehicle maintenance operation only in designated areas.
 - Whenever possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
 - Always use drip pans.
 - Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
 - Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet from downstream drainage facilities and watercourses.
 - Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.

- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

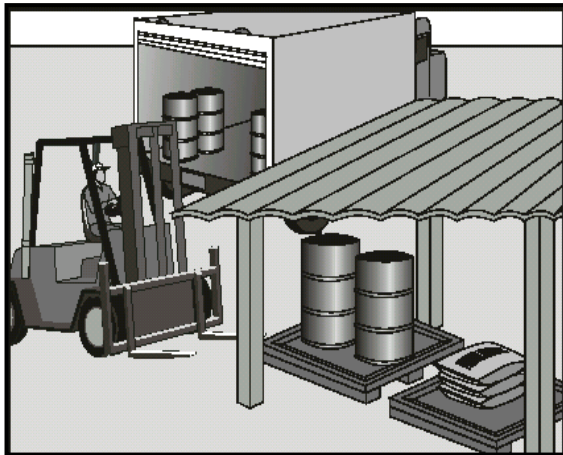
Spill Response
and Reporting

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the Capitol County Division of Environmental Health Services at 555-8989.

Maintenance
and Inspection

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

Capitol County Road Department Standard Operating Procedure Good Housekeeping



Capitol County Road Department Good Housekeeping Goals

- Proper Recycling
- Proper Waste Disposal
- Pollution Prevention

Introduction and Purpose This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations for the Capitol County Road Department. The purpose of this SOP is to provide a set of guidelines for the employees of Capitol County Road Department for Good Housekeeping Practices at their maintenance yards including maintenance yards at ancillary operations.

Scope This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Capitol County Road Department.

Standards and Specifications (General)

- All containers should be properly labeled and marked, and the labels must remain clean and visible.
- All containers must be kept in good condition and tightly closed when not in use.
- When practical, chemicals, fluids and supplies should be kept indoors.
- If containers are stored outside, they must be covered and placed on spill platforms.
- Keep storage areas clean and well organized.
- Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
- Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
- Place trash, dirt and other debris in the dumpster.
- Collect waste fluids in properly labeled containers and dispose of them properly.
- Establish and maintain a recycling program by disposing papers, cans, bottles and trash in designated bins.

Standards and Specifications (Salt and De-icing Material Handling)

- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
- Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
- Minimize the tracking of materials from storage and loading/unloading areas.
- Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
- Any materials that are stored outside must be tarped when not actively being used.
- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15th through April 30th.

Spill Response and Reporting

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the Capitol County Division of Environmental Health Services at 555-8989.

Maintenance and Inspection

- Periodically check for leaks and damaged equipment and make repairs as necessary.
- Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.

SPPP Form 18 – Employee Training

Highway Agency
Information

Highway Agency Name: Capitol County

NJPDES # :NJG_0007788 PI ID #: 123456

Team Member/Title: Vera Wood / Employee Training Coordinator

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

Date of Completion: November 30, 2004 Date of most recent update:

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

For our employee training program, we will group the required topics together based upon similarities in context. Any questions should be directed to the Employee Training Coordinator, Vera Wood, who can be reached at 609-555-4455. Although it was recommended that computer training be used, all training will occur in a seminar type fashion, with all sessions being held on the premises of the Capitol County Business Offices.

Waste Disposal Education which includes overviews of Pet Waste Control, Improper Waste Disposal Control, Wildlife Feeding Control, and Illicit Connection Prohibition will be conducted on April 20, 2005 by both Eric Johnson, Stormwater Program Coordinator, and Bernadette Jones, Counsel for Capitol County. Bernadette will be on hand to discuss the regulatory mechanisms associated with topics that will be covered. Appropriate legal personnel and employees of the road department will be required to attend.

Roadside Vegetation Management, Street Sweeping, Stormwater Facility Maintenance, and Maintenance Yard Operations will be grouped into one training session that will more than likely be scheduled on May 11, 2005 as an all day event. Eric Johnson and Jack Carr, Physical Operations Coordinator, will be in charge of developing and conducting this seminar. Maintenance Yard and Highway Maintenance employees will be required to attend.

Illicit Connection Elimination and Outfall Pipe Mapping, as well as Road Erosion Control and Outfall Pipe Stream Scouring Remediation, will be covered as an all day training session on April 28, 2005 with Jack Carr and Peter Reimer, Post-Construction Stormwater Management Coordinator. We are in the process of developing a team specifically for dealing with illicit connections and outfall pipe mapping. Just those designated to this team will be required to attend this event.

Lastly, Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment will be covered by Peter Reimer on May 4, 2005 for highway engineering and maintenance personnel.

Dates for annual training programs after 2005 are yet to be determined.

Draft Resolution - Pet Waste at Highway Rest Areas
Resolution # [] - Pet Waste at Highway Rest Areas

Notes:

1. *If Capitol County were governed under the Optional County Charter Act, N.J.S.A. 40:41A-1 et seq., this “resolution” would instead be an “ordinance” (see N.J.S.A. 40:41A-27 and –101).*
2. *This draft resolution omits highway service areas because Capitol County does not operate or plan to operate any highway service areas.*
3. *In the Highway Permit, the pet waste requirement is limited to rest areas and service areas at certain highways and other thoroughfares. However, a county or other Highway Agency may choose to regulate pet waste disposal on any property owned or operated by the Highway Agency, including property located at county operated Public Complexes and other county operated facilities. Also, if Capitol County obtains both the Highway Permit and the Public Complex Permit, Capitol County could adopt a single Pet Waste resolution to meet requirements in both permits.*

SECTION I. Purpose:

A resolution to establish requirements for the proper disposal of pet solid waste deposited at highway rest areas operated by Capitol County, so as to protect public health, safety and welfare, and to prescribe penalties for failure to comply.

SECTION II. Definitions:

For the purpose of this resolution, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

- a. Highway rest area – any rest area, including any picnic area or scenic overlook, for a highway or other thoroughfare operated by Capitol County. For purposes of this resolution, a “highway or other thoroughfare” does not include:
 1. Any thoroughfare confined to the grounds of one or more buildings; or
 2. Any thoroughfare confined to a park or recreational area operated by Capitol County.
- b. Immediate – shall mean that the pet solid waste is removed at once, without delay.
- c. Owner/Keeper – any person who shall possess, maintain, house or harbor any pet or otherwise have custody of any pet, whether or not the owner of such pet.

- d. Person – any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to County jurisdiction.
- e. Pet - a domesticated animal (other than a disability assistance animal) kept for amusement or companionship.
- f. Pet solid waste – waste matter expelled from the bowels of the pet; excrement.
- g. Proper disposal – placement in a designated waste receptacle, or other suitable container, and discarded in a refuse container which is regularly emptied by the county or some other refuse collector; or disposal into a system designed to convey domestic sewage for proper treatment and disposal.

SECTION III. Requirement for Disposal:

All pet owners and keepers are required to immediately and properly dispose of their pet's solid waste deposited at highway rest areas operated by Capitol County.

SECTION IV. Exemptions:

Any owner or keeper who requires the use of a disability assistance animal shall be exempt from the provisions of this section while such animal is being used for that purpose.

SECTION V. Enforcement:

The provisions of this resolution shall be enforceable by any local or State police officer.

SECTION VI. Violations and Penalty:

Any person(s) convicted by a court of competent jurisdiction of violating this resolution shall be subject to a fine not to exceed **[insert amount]**.

SECTION VII. Severability:

Each section, subsection, sentence, clause and phrase of this resolution is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this resolution to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this resolution.

SECTION VIII. Effective date:

This resolution shall be in full force and effect from and after its adoption and any publication as may be required by law.

ALL OF WHICH IS ADOPTED this _____ day of _____, 200_, by the Board of Chosen Freeholders of Capitol County.

CAPITOL COUNTY

POLICY AND PROCEDURE No. ____ (DRAFT)

SUBJECT: Improper Disposal of Waste Into Storm Sewers at County Highways

Effective Date: _____, 200_

Approved By: _____

Note: In the Highway Permit, the requirement to prohibit improper disposal of waste is limited to MS4s at certain highways and other thoroughfares. However, a county or other Highway Agency may choose to prohibit improper disposal of waste to all MS4s operated by the Highway Agency, including those located at county operated Public Complexes and other county operated facilities. Also, if an agency obtains both the Highway Permit and the Public Complex Permit, the agency could adopt a single policy and procedure to meet requirements in both permits.

I. Purpose

A policy and procedure to prohibit the spilling, dumping, or disposal, by Capitol County and its employees, of materials other than stormwater to the municipal separate storm sewer system (MS4) at county highways, so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

II. Definitions

For the purpose of this policy and procedure, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use for the purpose of this policy and procedure clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word “shall” is always mandatory and not merely directory.

- a. County highway – any highway or other thoroughfare operated by Capitol County (including a maintenance facility or rest area for such a thoroughfare). For purposes of this policy and procedure, a “highway or other thoroughfare” does not include:
 - 1. Any thoroughfare confined to the grounds of one or more buildings; or
 - 2. Any thoroughfare confined to a park or recreational area operated by Capitol County.

(Note: This draft definition omits highway service areas because Capitol County does not operate or plan to operate any highway service areas.)

- b. Municipal separate storm sewer system (MS4)– a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that is owned or operated by Capitol County or other public body, and is designed and used for collecting and conveying stormwater.

(Note: For counties or other highway agencies that operate combined sewer systems, add the following: “MS4s do not include combined sewer systems, which are sewer systems that are designed to carry sanitary sewage at all times and to collect and transport stormwater from streets and other sources.”)

- c. Stormwater – water resulting from precipitation (including rain and snow) that runs off the land’s surface, is transmitted to the subsurface, is captured by separate storm sewers or other sewerage or drainage facilities, or is conveyed by snow removal equipment.

III. Prohibited Conduct

Capitol County and its employees are prohibited from:

- a. spilling, dumping, or disposing of materials other than stormwater to the municipal separate storm sewer system located at county highways.
- b. spilling, dumping, or disposing of materials other than stormwater in such a manner as to cause the discharge of pollutants to the municipal separate storm sewer system located at county highways.

IV. Exceptions to Prohibition

- a. Water line flushing and discharges from potable water sources
- b. Uncontaminated ground water (e.g., infiltration, crawl space or basement sump pumps, foundation or footing drains, rising ground waters)
- c. Air conditioning condensate (excluding contact and non-contact cooling water)
- d. Irrigation water (including landscape and lawn watering runoff)
- e. Flows from springs, riparian habitats and wetlands, water reservoir discharges and diverted stream flows
- f. Residential car washing water, and residential swimming pool discharges
- g. Sidewalk, driveway and street wash water
- h. Flows from fire fighting activities
- i. Flows from rinsing of the following equipment with clean water:

1. Beach maintenance equipment immediately following their use for their intended purposes; and
 2. Equipment used in the application of salt and de-icing materials immediately following salt and de-icing material applications. Prior to rinsing with clean water, all residual salt and de-icing materials must be removed from equipment and vehicles to the maximum extent practicable using dry cleaning methods (e.g., shoveling and sweeping). Recovered materials are to be returned to storage for reuse or properly discarded.
- Rinsing of equipment in the above situations is limited to exterior, undercarriage, and exposed parts and does not apply to engines or other enclosed machinery.

V. Penalties

Any Capitol County officer or employee who continues to be in violation of the provisions of this policy and procedure, after being duly notified, shall be subject to removal, suspension, demotion, or other disciplinary action.

Draft Resolution - Wildlife Feeding on Highway Property Resolution # [] - Wildlife Feeding on Highway Property

Notes:

1. *If Capitol County were governed under the Optional County Charter Act, N.J.S.A. 40:41A-1 et seq., this “resolution” would instead be an “ordinance” (see N.J.S.A. 40:41A-27 and –101).*
2. *In the Highway Permit, the wildlife feeding requirement is limited to property at certain highways and other thoroughfares. However, a county or other Highway Agency may choose to regulate wildlife feeding on any property owned or operated by the Highway Agency, including property located at county operated Public Complexes and other county operated facilities. Also, if Capitol County obtains both the Highway Permit and the Public Complex Permit, Capitol County could adopt a single Wildlife Feeding resolution to meet requirements in both permits.*

SECTION I. Purpose:

A resolution to prohibit the feeding of unconfined wildlife, on any property owned or operated by Capitol County for county highways, so as to protect public health, safety and welfare, and to prescribe penalties for failure to comply.

SECTION II. Definitions:

For the purpose of this resolution, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

- a. County highway– any highway or other thoroughfare operated by Capitol County (including a maintenance facility or rest area for such a thoroughfare). For purposes of this resolution, a “highway or other thoroughfare” does not include:
 1. Any thoroughfare confined to the grounds of one or more buildings; or
 2. Any thoroughfare confined to a park or recreational area operated by Capitol County.
(Note: This draft definition omits highway service areas because Capitol County does not operate or plan to operate any highway service areas.)
- b. Feed – to give, place, expose, deposit, distribute or scatter any edible material with the intention of feeding, attracting or enticing wildlife. Feeding does not include baiting in the legal taking of fish and/or game.

- c. Person – any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to county jurisdiction.
- d. Wildlife – all animals that are neither human nor domesticated.

SECTION III. Prohibited Conduct:

- a. No person shall feed, on any property owned or operated by Capitol County for a county highway, any wildlife, excluding confined wildlife (for example, wildlife confined in zoos, parks or rehabilitation centers, or unconfined wildlife at environmental education centers).

SECTION IV. Enforcement:

- a. The provisions of this resolution shall be enforceable by any local or State police officer.
- b. Any person found to be in violation of this resolution shall be ordered to cease the feeding immediately.

SECTION V. Violations and Penalties:

Any person(s) who is found to be in violation of the provisions of this resolution shall be subject to a fine not to exceed **[insert amount]**.

SECTION VI. Severability:

Each section, subsection, sentence, clause and phrase of this resolution is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this resolution to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this resolution.

SECTION VII. Effective date:

This resolution shall be in full force and effect from and after its adoption and any publication as may be required by law.

ALL OF WHICH IS ADOPTED this _____ day of _____, 200_, by the Board of Chosen Freeholders of Capitol County.

DRAFT

CAPITOL COUNTY

POLICY AND PROCEDURE No. ____ (DRAFT)

SUBJECT: Illicit Connections to Storm Sewers at County Highways

Effective Date: _____, 200_

Approved By: _____

Note: In the Highway Permit, the requirement to prohibit illicit connections is limited to MS4s at certain highways and other thoroughfares. However, a county or other Highway Agency may choose to prohibit illicit connections to all MS4s operated by the Highway Agency, including those located at county operated Public Complexes and other county operated facilities. Also, if an agency obtains both the Highway Permit and the Public Complex Permit, the agency could adopt a single policy and procedure to meet requirements in both permits.

I. Purpose

A policy and procedure to prohibit illicit connections by Capitol County to the municipal separate storm sewer system at county highways, so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply. This policy and procedure does not apply to any illicit connection which emanates from an entity other than Capitol County.

II. Definitions

For the purpose of this policy and procedure, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use for the purpose of this policy and procedure clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word “shall” is always mandatory and not merely directory. The definitions below are the same as or based on corresponding or related definitions in the New Jersey Pollutant Discharge Elimination System (NJPDES) rules at N.J.A.C. 7:14A-1.2.

- a. County highway – any highway or other thoroughfare operated by Capitol County (including a maintenance facility or rest area for such a thoroughfare). For purposes of this policy and procedure, a “highway or other thoroughfare” does not include:
 - 1. Any thoroughfare confined to the grounds of one or more buildings; or
 - 2. Any thoroughfare confined to a park or recreational area operated by Capitol County.

DRAFT

(Note: This draft definition omits highway service areas because Capitol County does not operate or plan to operate any highway service areas.)

- b. Domestic sewage - waste and wastewater from humans or household operations.
- c. Illicit connection – any physical or non-physical connection that discharges domestic sewage, non-contact cooling water, process wastewater, or other industrial waste (other than stormwater) to the municipal separate storm sewer system operated by Capitol County, unless that discharge is authorized under a NJPDES permit other than the Highway Agency Municipal Stormwater General Permit (NJPDES Permit Number NJ0141887). Non-physical connections may include, but are not limited to, leaks, flows, or overflows into the municipal separate storm sewer system.
- d. Industrial waste - non-domestic waste, including, but not limited to, those pollutants regulated under Section 307(a), (b), or (c) of the Federal Clean Water Act (33 U.S.C. §1317(a), (b), or (c)).
- e. Municipal separate storm sewer system (MS4)– a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that is owned or operated by Capitol County or other public body, and is designed and used for collecting and conveying stormwater.

(Note: For counties or other highway agencies that operate combined sewer systems, add the following: “MS4s do not include combined sewer systems, which are sewer systems that are designed to carry sanitary sewage at all times and to collect and transport stormwater from streets and other sources.”)
- f. NJPDES permit – a permit issued by the New Jersey Department of Environmental Protection to implement the New Jersey Pollutant Discharge Elimination System (NJPDES) rules at N.J.A.C. 7:14A.
- g. Non-contact cooling water - water used to reduce temperature for the purpose of cooling. Such waters do not come into direct contact with any raw material, intermediate product (other than heat) or finished product. Non-contact cooling water may however contain algaecides, or biocides to control fouling of equipment such as heat exchangers, and/or corrosion inhibitors.
- h. Process wastewater - any water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct, or waste product.

DRAFT

Process wastewater includes, but is not limited to, leachate and cooling water other than non-contact cooling water.

- i. Stormwater – water resulting from precipitation (including rain and snow) that runs off the land’s surface, is transmitted to the subsurface, is captured by separate storm sewers or other sewerage or drainage facilities, or is conveyed by snow removal equipment.

III. Prohibited Conduct

Capitol County and its employees shall not discharge or cause to be discharged, through an illicit connection to the municipal separate storm sewer system located at county highways, any domestic sewage, non-contact cooling water, process wastewater, or other industrial waste (other than stormwater).

IV. Penalties

Any Capitol County officer or employee who continues to be in violation of the provisions of this policy and procedure, after being duly notified, shall be subject to removal, suspension, demotion, or other disciplinary action.