

TOWNSHIP OF WOODBRIDGE
MIDDLESEX COUNTY
NEW JERSEY



STORMWATER POLLUTION PREVENTION PLAN

**R9-Tier A Municipal Stormwater General Permit Authorization to Discharge
Stormwater Regulation Program**

N.J.A.C. 7:14A-1-16; N.J.A.C. 7:14A-24; N.J.A.C. 7:14A-25

NJPDES GENERAL PERMIT # NJG0148857

PROGRAM INTEREST ID # 168353

Revised: June 10, 2019

"Ten Towns, One Community"



Prepared By:
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2.0 BACKGROUND

2.1 Township of Woodbridge

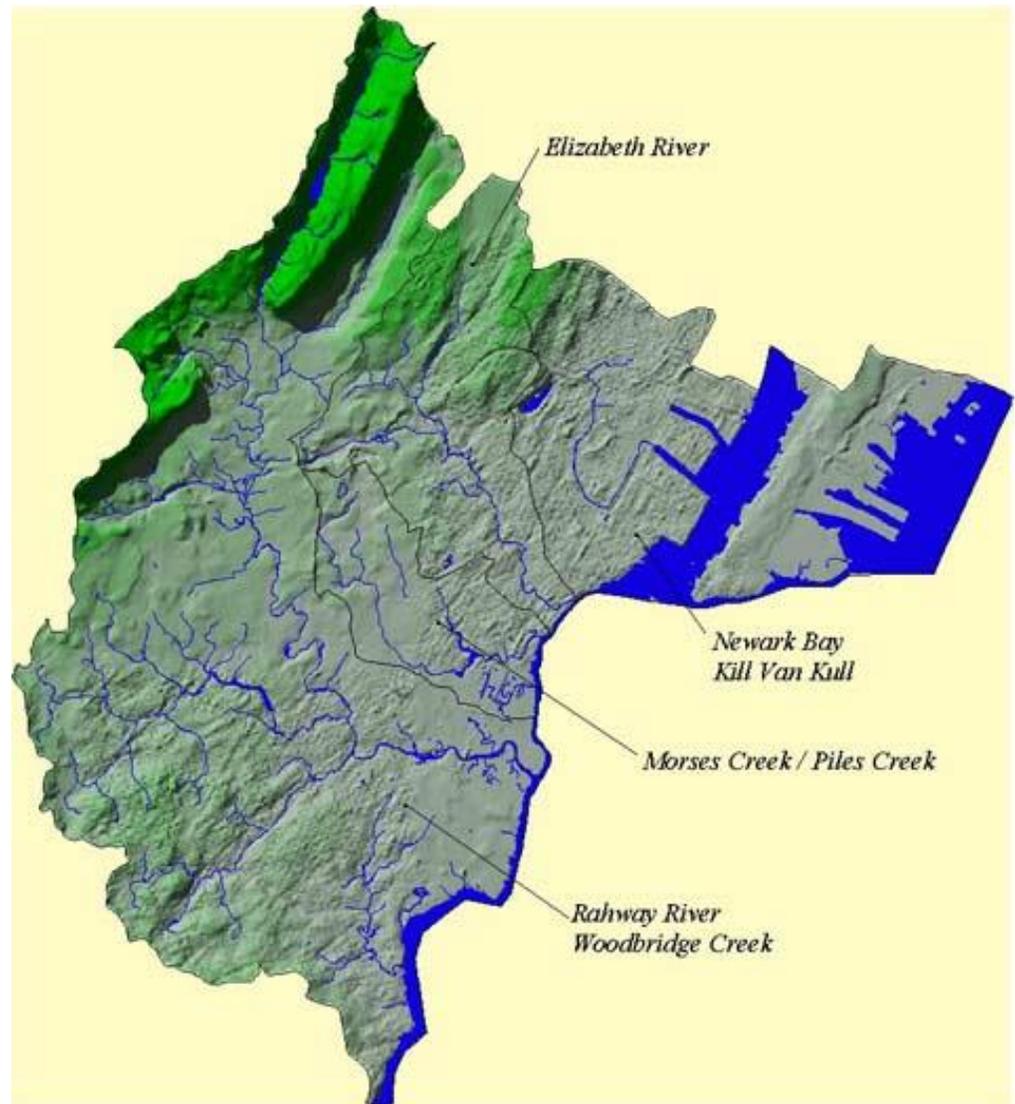
The Township of Woodbridge is the oldest original township in the state of New Jersey. It was settled in the early autumn of 1664 and was granted a charter on June 1, 1669 by King Charles of England. Dally, in his history of Woodbridge, records that it was so called in honor of Reverend John Woodbridge of Newbury, Massachusetts. James Parker, who was born in Woodbridge in 1714 - another illustrious son of Woodbridge - established the first permanent printing house in New Jersey in Woodbridge in 1751. He was a business associate of Benjamin Franklin. In 1758 he established and printed, at Woodbridge, "The New American Magazine", the first periodical of its kind edited and published in the Colony and the second magazine of its kind on the continent.

In the 1800's the large territory that made up Woodbridge Township was gradually divided and portions of the area went to other municipalities. But the Township is still one of the largest in the State with some 27 square miles.

In 1929, the first Safety Engineered Super Highway intersection was built at the intersection of US Rt. 1 and NJ Rt. 35 in Woodbridge. This may be the first such intersection built in the United States. It was known as the Woodbridge Cloverleaf. When the NJ Turnpike opened in 1951, it created the famous intersection with the Garden State Parkway in Woodbridge.

Woodbridge Township is bordered by the Arthur Kill to the East and the Raritan River to the South. Woodbridge is located inside the Arthur Kill Watershed Management Area.

The Arthur Kill is a strait separating Staten Island from Union and Middlesex counties, and feeds into the Raritan Bay.



Woodbridge Township Population Change: 1940 to 2010

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1940	1950	1960	1970	1980	1990	2000	2010
27,191	35,758	78,846	98,944	90,074	93,086	97,203	99,585

With a population just over 100,000 residents and burgeoning industrial retail service, transportation and professional growth – Woodbridge is the fifth largest municipality in New Jersey.

2.2 Permit Application

Under New Jersey's NJPDES Stormwater/UIC rules (N.J.A.C. 7:14A-25.4 and 25.8(b)) a general permit application packet (including a Request for Authorization (RFA) form) was mailed by the Department to all the affected parties. The deadline to apply was March 3, 2004. The effective date of the permit was March 1, 2009. The permit expires five (5) years after this date and must be renewed. NJDEP will also charge an annual permit fee for permit maintenance.

The permits address stormwater quality related issues to new and existing development and redevelopment by requiring the preparation of a stormwater program and implementation of specific permit requirements referred to as Statewide Basic Requirements (SBRs).

The effective date of permit authorization (EDPA) for the municipality's general stormwater permit is March 1, 2009. Implementation schedules will correspond with the EDPA for each of the Statewide Basic Requirements (SBRs) addressed in the Tier A General Stormwater Permit.

The permit requires the completion of a Stormwater Pollution Prevention Plan (SPPP) twelve (12) months from the EDPA. The SPPP is a prescriptive plan that describes in detail the permittee's implementation of the SBRs in accordance with the specific permit requirements. Annually, the NJDEP will conduct compliance and enforcement audits at which time the SPPP will be reviewed for consistency with the permit requirements.

2.3 Statewide Basic Requirements and Implementation Schedule

The following information describes in summary the **SBRs** detailed under the Tier A General Stormwater Permit as well as the corresponding schedule for the implementation of those requirements.

2.3.1 Post-Construction Stormwater Management in New Development and Redevelopment

The **Post-Construction Stormwater Management SBR** addresses compliance with the Watershed Management Rules (N.J.A.C. 7:8) for development and redevelopment projects that disturb one acre or more, including projects that are less than one acre that are part of a larger common plan of development or sale, that discharge into the municipality's small municipal separate storm sewer system (MS4), and requires compliance with the new design standards for storm drain inlets. These items must be addressed twelve (12) months from the EDPA.

In addition, this SBR also requires that the permittee ensures the long term operation and maintenance of the Best Management Practices (BMPs) installed in accordance with the requirements of N.J.A.C. 7:8 for stormwater management immediately upon the EDPA.

The following items are required under this SBR, and are addressed in this plan:

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- Adoption of a Stormwater Management Plan
- Adoption of a Stormwater Control Ordinance
- Compliance with the Residential Site Improvement Standards
- Compliance with the Storm Drain Inlets Design Standards
- Implementation of Best Management Practices (BMP)

2.3.2 Local Public Education

The **Local Public Education SBR** requires permittees to distribute a non-point source educational brochure, provided by the NJDEP, to all residents and business owners within the municipality starting 12 months from the EDPA. In addition, the brochure must be made available at an annual event, also beginning 12 months from the EDPA.

Additional education requirements in the form of the labeling of municipal storm drain inlets next to sidewalks, within plazas, parking areas or maintenance yards, is required to be completed within 60 months of the EDPA, with 50% completed within 36 months of the EDPA.

The following items, required under this SBR, are addressed and included (where applicable) within this plan:

- Annual Mailing – NJDEP “Solutions to Stormwater Pollution” brochure must be distributed annually to all residents and business within the municipality.
- Annual Event – The municipality must hold an annual event at which the required mailing must be available. It is recommended that the municipality provide additional optional education materials to strengthen their local public education program.
- Storm Drain Labeling – Municipalities may want to consider using volunteer efforts to complete the storm drain labeling requirements of this program.

Additional (optional) educational materials may include the following:

- NJDEP “Pet Waste Pollutes Our Waters” Handout
- NJDEP “Clean Water Raingers Coloring Book”
- Rutgers Cooperative Extension Fact Sheets:
 - Home Composting
 - Yard Trimmings Management Strategies
 - Using Leaf Compost
 - Minimizing Waste Disposal: Grass Clippings
 - Backyard Leaf Composting

2.3.3 Improper Waste Disposal

The **Improper Waste Disposal SBR** requires permittees to adopt and enforce ordinances controlling the improper disposal of waste material (i.e. waste automotive fluids, household chemicals, etc.), pet waste, litter, yard waste, and prohibiting of wildlife feeding 18 months from the EDPA. Municipalities could distribute the NJDEP pet waste information sheet, with pet licenses, as a mechanism for public outreach and awareness.

Within the same 18 month timeframe, permittees must also develop and enforce an illicit connection identification program, which includes the enforcement of an ordinance prohibiting unauthorized connections to the MS4. Dry weather flow inspections must be completed initially for each outfall and follow up investigations must be completed in the event of a complaint or identification of dry weather flow during routine maintenance.

The last of the requirements under this SBR includes the mapping of all MS4 outfalls owned or operated by the municipality on a tax map or equivalent drawing. This also includes the application of an alphanumeric

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identification number for each permitted outfall and the identification of the receiving water body. The regulations require the municipality to be divided into two sectors with the first sector mapped 36 months from the EDPA and the second 60 months from the EDPA. Illicit connection inspections described above, and outfall scouring inspections described below, should also be completed concurrent with outfall mapping.

The following items are required under this SBR:

- Adopting and Enforcing Ordinances – The six ordinances outlined above must be adopted and enforced by October 1, 2005.
- Development of Illicit Connection Identification Program – Municipalities must develop, implement and enforce an illicit connection elimination program to detect and eliminate illicit connections into the municipality's small MS4. The program must include the initial physical inspection of all municipally owned outfalls.
- Maintain Illicit Connection Records – Municipalities must record outfall inspections on the NJDEP Illicit Connection Inspection Report Form. The Closeout Investigation Form is only to be submitted to the NJDEP once the appropriate amount of investigation has been completed. A summary of these inspections/investigations must be maintained.
- Outfall Mapping – All stormwater facility outfalls must be identified, mapped, and issued an alphanumeric identifier.

2.3.4 Solids and Floatable Control

The following items are required under the **Solids and Floatable Control SBR**:

- Street Sweeping – Under the solid and floatable control SBR, municipalities are required to sweep all maintenance yards and municipally owned and operated curbed streets with storm drains that have a posted speed limit of 35 miles per hour or less (excludes on/off ramps), located in predominantly commercialized areas, at least once per month. Exclusions from this requirement only occur if weather does not permit the completion of sweeping activities. These activities must commence twelve (12) months from the EDPA.
- Storm Drain Inlet Retrofitting – Permittees must retrofit existing storm drain inlets, that are impacted during road repair or resurfacing projects, with inlets that comply with the new design standards and the Residential Site Improvement Standards for bicycle safe grates. These new designs must be included in any project that was designed or awarded subsequent to March 3, 2004. Certain flood prone areas can be exempted from this requirement with a Professional Engineers Certification.
- Stormwater Facility Maintenance – In addition to the above, the municipality must also develop a maintenance program for all stormwater facilities operated by the municipality that includes the annual cleaning of all catch basins and ensures the proper function of stormwater systems. This requirement must commence 12 months from the EDPA. If the municipality is unable to comply with this schedule, both justification and an alternative schedule must be included in the SPPP. Documentation of inspections, cleaning and repairs must be kept as part of the SPPP.
- Road Erosion Control Maintenance – The municipality must develop a Road Erosion Control Maintenance Program to identify and repair erosion along municipally owned roadways. The dates of all inspection and repairs must be documented in the plan. This must start 18 months from the EDPA.
- Outfall Pipe Stream Scouring Remediation – An Outfall Pipe Stream Scouring Remediation Program must be developed by the municipality to detect, remediate, and maintain stream bank scouring in the

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vicinity of outfalls. The municipality must document all inspections, repairs, and must implement this within 18 months of the EDPA.

2.3.5 Maintenance Yard Operations

The following items are required under the **Maintenance Yard Operations SBR**:

- Source Material Inventory – The permittee must perform an inventory of all materials and machinery stored at maintenance facilities, or activities conducted that could be a source of pollutants in stormwater runoff from the site. A list of the source materials and BMPs being implemented to reduce pollutant runoff from these locations must be incorporated into the SPPP. This must be completed within 12 months of the EDPA.
- De-icing Material Storage – Permittees are required to permanently cover all deicing material using a permanent building or other enclosure which contains an impervious floor. Regular maintenance of the structure and inspections must also be completed. Seasonal tarping (October 15 through April 30) can be used as an interim compliance method, but must be ceased 36 months from the EDPA. Clean sand may be stored outside and uncovered if a 50-foot set back from a water body or stormwater collection system is maintained.
- Implementation of Standard Operating Procedures (SOPs) – Municipalities must develop and implement a Standard Operating Procedure (SOP) for vehicle fueling and bulk deliveries associated with fuel dispensing systems owned by the municipality. This includes requirements to prevent spills during fueling and bulk deliveries, and includes the protection of storm drain inlets to prevent the impact to surface water in the event a spill should occur. These requirements must be implemented 12 months from the EDPA.

Within 12 months of the EDPA, the permittee must develop and implement an SOP that addresses vehicle maintenance and repairs, and reduces their impact on stormwater quality. The SOP must include performance of these activities indoors when practical and on an impervious surface. Outdoor repairs must incorporate drip pans and rain shields for repairs that exceed one day. The SOP must include the inspection of all areas and vehicles.

Permittees must implement good housekeeping procedures in accordance with the permit requirements within 12 months of the EDPA. These requirements include proper labeling of all containers, maintenance, and covering. If indoor storage is not practical, containers may be stored outside, covered, and on spill platforms. Inspections for spills must be conducted regularly and cleanup must be conducted immediately upon identification.

2.3.6 Employee Training

The following item is required under the **Employee Training SBR**:

- Municipalities must train all appropriate employees annually beginning 12 months from the EDPA. Employees must be trained on appropriate topics and trainings must be documented.

3.0 2018 Statewide Basic Requirements and Implementation Schedule

3.1 Local Public Education

The new SBR requires the Township to achieve a minimum of ten (10) points by completing one or more educational activities from a listing of 12 possible alternatives that each carries a specific point value. The minimum point value must be achieved on an annual basis. The available educational activities and their associated point values are contained in Attachment E of the permit. This provision of the SBR is to be implemented with adoption of this amended SPPP.

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3.2 Improper Disposal of Waste

The new SBR requires the a Township to adopt and enforce ordinance that require dumpsters and other refuse containers be covered at all times in order to prevent the discharge of liquid, semi-liquid or solid from the containers; and that requires the retrofitting of existing storm drain inlets to meet the standards in Attachment C of the permit for inlets on property not owned or operated by the municipality (except individual single family homes) which are in direct contact with repaving, repairing, reconstruction, resurfacing or alteration of facilities. These provisions of the SBR must be implemented by no later than September 1, 2019

3.3 Solids and Floatable Controls

The new SBR requires the Township to inspect and clean all municipally owned and operated catch basins at least once over the duration of the permit. This provision of the SBR must be implemented by February 28, 2023.

4.0 STORMWATER POLLUTION PREVENTION PLAN

The following Stormwater Pollution Prevention Plan (SPPP) will identify the person(s) responsible for implementing and coordinating of SPPP activities, events, maintenance operations, and record keeping. This plan will include an implementation schedule consistent with the EPA's Phase II SBRs, include maintenance and inspection schedules where applicable. In instances of shared operations, including but not limited to, street sweeping and salt storage requirements, written agreements will be attached.

Maps and diagrams referenced in the SPPP have been included where appropriate.

SPPP Signature Page

Municipality Information

Municipality: <u>Woodbridge Township</u>	County: <u>Middlesex</u>
NJPDES # : <u>NJG0148857</u>	PI ID #: <u>168353</u>
Team Member/Title: <u>Michael Gelin / Municipal Engineer</u>	
Effective Date of Permit Authorization (EDPA): <u>March 1, 2018</u>	
Date of Completion: <u>June 10, 2019</u>	Date of most recent update: <u>June 10, 2019</u>

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

 (Signature)

 (Date)

 (Print Name)

 (Title)

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

SPPP Form 1 - Stormwater Pollution Prevention Team Members

(Number of team members may vary)

Completed by: Michael Gelin
Title: Township Engineer
Date: June 10, 2019
Municipality: Township of Woodbridge
County: Middlesex
NJPDES #: NJG0148857
PI ID #: 168353

Stormwater Program Coordinator (SPC): Michael Gelin
Title: Township Engineer
Office Phone #: 732-602-6047 E-mail: michael.gelin@twp.woodbridge.nj.us
Emergency Phone #: 732-634-7700 (Woodbridge Twp. Police Dept.)
Signature/Date:

Responsible for Major Development Project Stormwater Management Review:
Name: Michael Gelin
Title: Township Engineer
Office Phone #: 732-602-6047

Post-Construction Stormwater Management Coordinator: Michael Gelin
Title: Township Engineer
Office Phone #: 732-602-6047

Local Public Education Coordinator: Michael Gelin / John Hagerty
Title: Township Engineer / Director of Communications

Office Phone #: 732-602-6047 & 732-602-6039

Ordinance Coordinator: Michael Gelin / John Mitch
Title: Township Engineer / Municipal Clerk
Office Phone #: 732-602-6047 & 732-602-6007

Public Works Coordinator: Dennis Henry
Title: Director of Public Works
Office Phone #: 732-738-1311 x3012 & 732-738-1311 x3020

Employee Training Coordinator: Michael Gelin
Title: Township Engineer
Office Phone #: 732-602-6047

Other: Kevin Teehan
Title: Superintendent, DPW, Road Department
Office Phone #: 732-738-1311

Public Notice

**Municipality
Information**

Municipality: Woodbridge Township County: Middlesex
NJPDES # : NJG0148857 PI ID #: 168353
Team Member/Title: Michael Gelin / Municipal Engineer
Effective Date of Permit Authorization (EDPA): March 1, 2018
Date of Completion: March 1, 2018 Date of most recent update:

For meetings where public notice is required under the Open Public Meetings Act (“Sunshine Law,” N.J.S.A. 10:4-6 et seq.) Township of Woodbridge provides public notice in a manner that complies with the requirements of that Act. Notice is provided in the newspaper, the News Tribune. This information is also provided on the Township's website, www.woodbridge.nj.us. For the adoption of the Municipal Stormwater Management Plan and other municipal actions, Woodbridge complies with the public notice requirements of the Municipal Land Use Law (N.J.S.A. 40:55-1 et. seq.). For the adoption of stormwater management ordinances and where any ordinances must be read and adopted, the Township of Woodbridge complies with the requirements of N.J.S.A.40:49-1et.seq. In all respects, those statutes require written notice of the activity to be taken by the Township be published in a newspaper of general circulation in the community.

Elements of the MS4 program is available to the public upon request and copies of the Stormwater Pollution Prevention Plan, Municipal Stormwater Management Plan and other related ordinances are posted on the Township's website, www.woodbridge.nj.us.

Also, in regards to the passage of ordinances, Woodbridge provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, 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.), Woodbridge complies with those requirements.

The Township maintains records to demonstrate compliance and can produce them upon request.

➤ **Woodbridge Township**
Revision History
Standard Operating Procedures
SPPP Form 2

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	06/10/19	MG	1-15	EPA Recommendation
2.				
3.				
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20.				

➤ **Woodbridge Township**
Public Involvement and Participation Including Public Notice
SPPP Form 3

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	http://twp.woodbridge.nj.us/195/Stormwater-Management
2. Date of most current SPPP:	June 10, 2019
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	http://twp.woodbridge.nj.us/195/Stormwater-Management
4. Date of most current MSWMP:	May 18, 2010
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	Division of Engineering 1 Main Street Woodbridge, NJ 07095
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
<ol style="list-style-type: none"> 1. The Township of Woodbridge will provide for public notice under the Open Public Meetings Act, statutory procedures for enactment of ordinances, and Municipal Land Use Law when providing for public participation in the development and implementation of a stormwater program, and maintain records necessary to demonstrate compliance. 2. The Township of Woodbridge will provide the current SPPP to the public upon request. 3. The Township of Woodbridge will post the current SPPP on the Township's website. 4. The Township of Woodbridge will post the current Municipal Stormwater Management Plan (MSWMP) and related ordinances on the municipality's website. 	

➤ **Woodbridge Township**
Public Education and Outreach
SPPP Form 4

All records must be available upon request by NJDEP.

Local Public Education Program

The Township of Woodbridge CONDUCTS AN ANNUAL Local Education Program that focuses on providing the public with information on the impact of stormwater discharges to surface and ground waters of the State and steps that the public can take to reduce pollutants in stormwater runoff. Appropriate Information covered under the program shall include, but not be limited to, local stormwater related municipal ordinances (Pet Waste Ordinance, Litter Ordinance, Improper Disposal of Waste Ordinance, Wildlife Feeding Ordinance, Illicit Connection Ordinance, refuse Container / Dumpster Ordinance, and Private Storm Drain net Retrofitting); proper application, storage and disposal of fertilizer and pesticides; home composting and yard waste recycling; use of native or well adapted vegetation; local stream and / or shoreline restoration activities; watershed education; and general nonpoint source education. The Township shall achieve a minimum of 10 points by implementation of one or more of the following approved activities:

1. **School Presentation** – Present education classes/ assemblies to local elementary, middle, and/ or high school classes. **(1 point per visit/ maximum of 5 points per year)**
2. **Website** – Maintain a stormwater related page on the municipal website and include a link to www.cleanwaternj.org **(1 point)**
3. **Stormwater Display**- Present a stormwater related display and materials at any municipal event (e.g., Earth Day, town picnic) or maintain a display at the municipal building. **(2 points)**
4. **Giveaway** – Distribute an item with a stormwater related message (e.g. refrigerator magnets, temporary tattoos, bookmarks, coloring books, and pens or pencils). The Township must purchase a minimum number of the item equal to 10% of the municipal population. **(2 points)**
5. **Citizen Stormwater Advisory Committee** – Establish a subcommittee to the Environmental Commission to identify, coordinate, and implement stormwater related programs. **(2 points)**
6. **Utilize Department Material** – Use Department created stormwater education materials, which can be found on www.cleanwaternj.org to publish an ad in a newspaper that serves the municipality; broadcast a radio or television commercial on a local radio or municipal public service channel; produce a billboard or sign which can be displayed on a bus, bus stop shelter, or at a recreation field (outside sign). **(2 points each/ maximum of 4 points per year)**
7. **Poster Contest** – Organize a poster contest with a local school district. Poster themes shall have an appropriate stormwater message. Posters are to be displayed at buildings within the municipality such as at the town hall, library, or schools. **(2 points)**
8. **Stormwater Training for elected Municipal Officials** – Conduct a program for all elected municipal officials which educates them on the Stormwater Management Rules (N.J.A.C. 7:8), Tier A Permit and what steps the municipality has already taken to minimize stormwater pollution. **(3 points)**
9. **Mural**- Facilitates the planning and painting of a stormwater pollution themed mural at a local downtown/ commercial area. **(3 points)**

**Woodbridge Township
Stormwater Pollution Prevention Plan**

10. **Mailing** – Distribute any of the Department’s educational brochures, tip cards, or a municipally produced equivalent (e.g., calendar, recycling schedule), to every resident and business in the municipality. **(3points)**
11. **Partnership Agreement/ Local Event-** Identify and enter into a partnership agreement with a local group such as a watershed organization, River keeper, school, youth / faith based group and / or other nonprofit to carry out a minimum of two (2) watershed stewardship/ education activities (e.g., litter march, Stream/beach cleanup). **(3 points)**
12. **Ordinance Education** – Distribute a letter from the mayor to every resident and business in the municipality highlighted the requirements and environmental benefits of the Pet Waste, Litter, Improper Disposal of Waste, Wildlife Feeding, Yard Waste, Illicit Connection, Refuse Container, and Private Storm Drain inlet Retrofitting Ordinances. This letter / article must also reference a page on the municipal Website (if applicable) to which residents can go to read these ordinances. **(5 points)**

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

Woodbridge Township plans to conduct the following educational activities to satisfy the local public education requirements of the Municipal stormwater General Permit:

1. **Stormwater Display, Activity # 3** - Present a stormwater related display at the Woodbridge Day Event (2) points)
2. **Mailing, Activity # 10** – Distribute a municipally produced Recycling Information Brochure and Schedule for Moorestown Township to every resident and business in the municipality. (3 points)
3. **Ordinance Education, Activity # 12** – Distribute a letter from the mayor to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Litter, Improper Disposal of Waste, Wildlife Feeding, Yard Waste, Illicit Connection, Refuse Container; and Private Storm Drain Inlet Retrofitting Ordinances. This letter will also reference a page on the municipal website to which residents can go to red these ordinances. (5 points)

➤ **Woodbridge Township
Post-Construction Stormwater Management in New
Development and Redevelopment Program
Standard Operating Procedures
SPPP Form 5**

All records must be available upon request by NJDEP

1. How does the municipality define 'major development'?	
When there is one acre or more of disturbance.	
2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?	
No, the Township requires commercial projects and residential projects to follow the same standards of guidance for the management of stormwater.	
3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?	
<p>The Township of Woodbridge ensures that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards (RSIS) are in compliance with those standards. This includes compliance with the NJDP Stormwater Management rules N.J.A.C. 7:8, which are referenced in the RSIS. Our planning and Zoning Boards also ensure compliance before granting any approval under the jurisdiction of the Municipal Land Use Law.</p> <p>Any Township of Woodbridge projects or any projects on Township of Woodbridge property will comply with a plan similar to the Stormwater Management Plan and will address and ensure long term compliance and maintenance of the BMP's for that project. Any and all work undertaken will conform to the intent of the Municipal Stormwater Management Plan, including the design standards and the Township of Woodbridge stormwater requirements.</p>	
4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.	
<ol style="list-style-type: none"> 1. Submission of application to Zoning Officer 2. Application Review by Zoning Officer 3. Application Review by Site Plan Committee (if applicable) 4. Review by Construction Official 5. Approval or Denial 5a. (If denied) Resubmission (steps 1-5 repeated) 5b. (If approved) Permits Issued 6. Final Inspection 	
5. Does the Municipal Stormwater Management Plan include a mitigation plan?	Yes
6. What is the physical location of approved application for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?	All approved application for major developments can be found in the Construction Office of the Township of Woodbridge Hal and for review online for the Planning or Zoning Boards.

New Development and Redevelopment Program

Municipality Information

Municipality: Woodbridge Township County: Middlesex
 NJPDES # : NJG0148857 PI ID #: 168353
 Team Member/Title: Michael Gelin / Township Engineer
 Effective Date of Permit Authorization (EDPA): March 1, 2018
 Date of Completion: June 1, 2018 Date of most recent update: June 10, 2019

The Township has adopted, implemented, and enforces a Municipal Stormwater Management Plan and stormwater control ordinances in accordance with the permit requirements (Stormwater Management codes attached).

To control stormwater from new development and redevelopment projects throughout the Township of Woodbridge including projects which Woodbridge operates, the following action items will be implemented:

Action Items to control stormwater from new development and redevelopment projects:

- The Township of Woodbridge has an adopted Stormwater Management Plan (SMWP).
- The Township of Woodbridge is already ensuring that all new residential development and redevelopment projects that are subject to the **Residential Site Improvement Standards** for stormwater management (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) care in compliance with those standards.
- Engineers and others who review stormwater management design for development and redevelopment projects will complete the Department approved Stormwater Management Design Review Course once every 5 years. Township board members and governing body members who review applications will complete the online training tool.
- The Township of Woodbridge assures adequate long-term operation and maintenance of BMP's for any new development or redevelopment projects constructed on Municipal property by requiring a project maintenance plan similar to the maintenance plan described in our ordinance, and by requiring and funding the implementation of that plan. We require any storm drain inlets that we install to comply with the design and construction details.
- Currently, **Woodbridge's Department of Planning and Zoning** ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law. The construction official's office is responsible for such reviews
- Since the EDPA, Woodbridge has not initiated any new municipal development or redevelopment projects on Township property. If Woodbridge decides to construct such a project before the municipal stormwater control ordinance takes effect, adequate long-term operation and maintenance of BMPs for that project will be ensured by requiring a project maintenance plan similar to the maintenance plan described in the draft of that ordinance, and by requiring and funding the implementation of that plan.
- Long-term maintenance of BMP's and stormwater facilities that are not owned and/or operated by the Township are provided for under the stormwater control ordinances by requiring design engineers to prepare a specific maintenance plan that identifies the parties responsible for ensuring maintenance and compliance. In addition, facilities owners/operators are required to report to the Township annually, as described more fully under Form 13 - Stormwater Facility Maintenance.
- All improvements within the Township that trigger compliance with the Tier A MS4 NJPDES permit are

**Woodbridge Township
Stormwater Pollution Prevention Plan**

required to provide storm drain inlets (new and/or retro-fits) that control the passage of solids and floatables.

- The Township has updated the Municipal Stormwater Management Plan and associated Stormwater Control Ordinance, which are consistent with the NJ Stormwater BMP Manual. We have also included county planning agency staff comments and recommendations on the Plan and ordinance.
- Stormwater from non-residential and redevelopment project is controlled by our Planning & Zoning Boards and code enforcement officer, through administration of our ordinances. Where it is necessary to implement the municipal stormwater management plan, the approve ordinance also controls aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards.
- **All storm drain inlets installed will be required to comply with the design standard in Attachment C of Woodbridge's General Stormwater Permit.** Once the stormwater control ordinance takes effect, Woodbridge will ensure such operation and maintenance by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets installed for such projects will comply with that ordinance's standards for such inlets.

Compliance with Attachment D:

Woodbridge will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of the permit to control passage of solid and floatable materials through storm drain inlets. The Township of Woodbridge expects that for most projects, such compliance will be achieved by installation of the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two (2) inches across the smallest diameter, and no bigger than seven (7) square inches.

➤ **Woodbridge Township
Ordinances
SPPP Form 6**

All records must be available upon request by NJDEP

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	09/02/1980	https://clerkshq.com/Woodbridge-nj	Yes	Health Department Police Department
2. Wildlife Feeding permit cite IV.B5.a.ii	01/03/2006	https://clerkshq.com/Woodbridge-nj	Yes	Health Department Police Department
3. Litter Control permit cite IV.B5.a.iii	06/16/1964	https://clerkshq.com/Woodbridge-nj	Yes	Planning and Development
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	12/06/2005	https://clerkshq.com/Woodbridge-nj	Yes	Public Works and Parks
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	01/03/2006	https://clerkshq.com/Woodbridge-nj	Yes	Public Works and Parks
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	05/18/2010	https://clerkshq.com/Woodbridge-nj	Yes	Public Works
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	12/06/2006	https://clerkshq.com/Woodbridge-nj	Yes	Public Works
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	03/16/1965	https://clerkshq.com/Woodbridge-nj	Yes	Public Works
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	12/01/2009	https://clerkshq.com/Woodbridge-nj	Yes	Public Works and Parks

Indicate the location of records associated with ordinances and related enforcement actions:

Indicate the location of records associate with ordinances and related enforcement actions: Copies of all Township Ordinances can be found in the Clerk's Office or on the Township's Website <http://www.twp.woodbridge.nj.us/QuickLinks.aspx?CID=22>

Ordinances

Municipality Information

Municipality: Township of Woodbridge County: Middlesex
 NJPDES # : NJG0148857 PI ID #: 168353
 Team Member: Michael Gelin & John Mitch / Township Engineer & Municipal Clerk
 Effective Date of Permit Authorization (EDPA): March 1, 2018
 Date of Completion: June 1, 2018 Date of most recent update: June 10, 2019

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

Pet Waste: Existing Ordinance – Chapter 11 Section 5.5 “Animal Control”

Are information sheets regarding pet waste distributed with pet licenses? **Y (X) N ()**

Litter: Existing Ordinance – Chapter 3 Section 1 “Township of Woodbridge Anti-Litter Ordinance”

Improper Waste Disposal: Modification of Existing Ordinance – Chapter 23 Section 6.3

Wildlife Feeding: Adopted NJDEP model ordinance.

Yard Waste: Woodbridge has adopted the NJDEP model containerized yard waste ordinance.

Illicit Connections: Existing Ordinance – Chapter 28 Section 2.5a.

The Township of Woodbridge code enforcement officers and local police will enforce these ordinances. If someone is found to be in violation of an ordinance, they will be issued a written warning for first time offenses, and penalties will be issued for subsequent offenses.

Currently Woodbridge Township is distributing the **NJDEP Pet Waste Handout** with all new pet licenses issued within the Township.

➤ **Woodbridge Township**
Street Sweeping
Standard Operating Procedures
SPPP Form 7

All records must be available upon request by NJDEP

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

The Township of Woodbridge completes a sweeping schedule of all township streets once per quarter.

2. Provide a written description or attach a map indicating which streets are swept that NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

Periodically, the Township completes sweeping for the Middlesex County owned streets. These streets include :

BERRY STREET	<i>(from Main Street/Rahway Avenue to Woodbridge Avenue)</i>
CROWS MILL ROAD	<i>(from Route 440/Smith Street to King Georges Post Road)</i>
FORIDA GROVE ROAD	<i>(from Convery Blvd./ Route 35 to Smith Street)</i>
FORD AVENUE	<i>(from Route 1 to the Edison Township Line near N.B. Ave.)</i>
GREEN STREET	<i>(from Lincoln Highway to Rte. 9)</i>
INMAN AVENUE	<i>(from Edison Township Line to City of Rahway Line)</i>
KING GEORGES POST ROAD	<i>(from Conrail Bridge to New Brunswick Avenue to Route 9)</i>
MIDDLESEX-ESSEX TURNPIKE	<i>(from Edison Township Line/Wood Avenue to Green Street)</i>
NEW BRUNSWICK AVENUE	<i>(from Edison Township Line to City of Perth Amboy Line)</i>
OAK TREE ROAD	<i>(from Edison Township Line/Wood Avenue to Lincoln Highway)</i>
PORT READING AVEUE	<i>(from Rahway Avenue to Borough of Carteret Line)</i>
RAHWAY AVENUE	<i>(from City of Rahway Line to Main Street/Berry Street)</i>
RANDOLPH AVENUE	<i>(from Hart Street/City of Rahway Line to Borough of Carteret Line)</i>
RIVERSIDE DRIVE	<i>(from Edison Township Line to Smith Street)</i>
SMITH STREET	<i>(from Route 449/Crows Mill Road to City of Perth Amboy Line)</i>
STATE STREET	<i>(from West Avenue to City of Perth Amboy Line)</i>
WEST AVENUE	<i>(from State Street to Port Reading Avenue)</i>
WOOD AVENUE	<i>(from Inman Avenue to Middlesex-Essex Turnpike)</i>
WOOD AVENUE SOUTH	<i>(from Middlesex-Essex Turnpike to Garden State Parkway)</i>
WOODBIDGE AVENUE	<i>(from Berry Street to Conrail's Perth Amboy Branch R.O.W.)</i>
WOODBIDGE CENTER DRIVE	<i>(from Route 1 to Main Street)</i>

3. Does the municipality provide street sweeping service for other municipalities? If so, please describe the arrangements.

No, besides the occasional County Road Maintenance.

4. Indicate the location of records, including sweeping date, areas swept, number of mile swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.

All records are kept at the Department of Public Works.

Street Sweeping & Road Erosion Control Maintenance

Municipality Information

Municipality: Township of Woodbridge County: Middlesex
 NJPDES # : NJG0148857 PI ID #: 168353
 Team Member/Title: Kevin Teehan / DPW Road Department
 Effective Date of Permit Authorization (EDPA): March 1, 2018
 Date of Completion: June 1, 2018 Date of most recent update: July 11, 2019

STREET SWEEPING

Currently Woodbridge's street sweeper is in operation 5 days a week, weather permitting. Woodbridge currently has 9 street sweepers and typically operates 6 sweepers at any given time.

A daily log of all maintenance is kept at the Department of Public Works. The log will be used to record the date and area swept, as well as the amount of material collected. A street sweeping log is attached

The following "predominantly commercial" roads fall subject to the street sweeping requirement:

Section of Woodbridge Twp.	PREDOMINANTLY COMMERCIAL AREA
Woodbridge	Main Street, Green Street, Rahway Avenue, New Street; North James Street; Fulton Street; Pearl Street
Fords	Lafayette Road; Egan Avenue
Menlo Park Terrace	Kelly Street; Menlo Ave.
Colonia	Inman Avenue, Chain O' Hills Road, East Walnut
Iselin	Montague Ave.; Edward Street; Bradford Place; LaGuardia Ave.; Marconi Ave, Middlesex Ave.
Avenel	Lord Street; Crystal Street

All sweepings are stored under cover on an impervious surface at the DPW garage prior to off site disposal. Woodbridge's Street Sweeping Logs are included with this Form.

Road Erosion Control Maintenance

The Township of Woodbridge will utilize the Public Works Department to monitor all their roads and streets for erosion problems during typical day to day operations. **All identified roadway erosion problems will be reported to the Road Department & Road Supervisor.**

Identified areas of erosion will be discussed and repairs prioritized. All maintenance personnel will then be assigned to the areas of concern, and the areas identified will be repaired in accordance with any applicable standards for Soil Erosion and Sediment Control in New Jersey.

The DPW Road Department will maintain this roadside erosion list. The status of the Roadside Erosion Control Maintenance Program will be included in the Annual Report and Certification.

Long Term Maintenance Program

Areas of reoccurring roadside erosion will be visited more frequently than other areas. Reoccurring problems, where necessary, will be referred to the Woodbridge municipal engineer if more permanent solutions are necessary. Roadside erosion projects will be indicated on Woodbridge's Annual Report & Certification.

➤ **Woodbridge Township**
Catch Basins and Storm Drain Inlets
Standard Operating Procedures
SPPP Form 8

All records must be available upon request by NJDEP

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.

Catch basins and storm drain inlets are inspected once per week with a two man crew. If necessary, clean up and repairs are made during the time of inspection.

2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.

Chain O' Hill Road and Green Street, Chain O' Hills Road and New Dover Road, Clinch Street and Rector Street, Jordan Road, Leesville Avenue, Mileed Way.

3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.

Surface debris is removed on a regular basis and the County or State is contacted and notified of the issues for County Roads or State Highway.

4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.

All inlets are marked during inspection and are also cleaned during the time of inspection, if necessary.

5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.

All records of catch basin and storm drain inlet inspections are kept at the Woodbridge Department of Public Works.

Storm Drain Inlet Labeling

Municipality Information

Municipality: The Township of Woodbridge County: Middlesex
 NJPDES # : NJG0148857 PI ID #: 168353
 Team Member/Title: Dennis Henry / Director of DPW
 Effective Date of Permit Authorization (EDPA): March 1, 2018
 Date of Completion: June 1, 2018 Date of most recent update: June 10, 2019

Storm Drain Inlet Labeling

Storm Drain Labeling Program

- For Woodbridge’s storm drain inlet labeling program, the **Woodbridge Township DPW Road Department will be utilizing** adhesive labels & stencils to satisfy the storm drain inlet labeling requirement. These labels & stencils will be inspected annually in coordination with Woodbridge’s annual catch basin cleaning schedule.
- Woodbridge will be utilizing the following labels, which are applied using an adhesive and are painted on respectively. These labels may be customized to read “No Dumping Drains to Raritan River”
- Annually during Woodbridge’s Catch Basin inspecting / cleaning operations, these labels will be inspected and replaced as needed.



The storm drain inlet labeling program will be coordinated by the Township of Woodbridge Advisory Committee with assistance from STEM (a Woodridge Township Voluntary Environmental Group). To date, 90% of the inlets within the Woodbridge River and Rahway River Watersheds along sidewalk have been labeled. This represents 50 % of the inlets within the Township. All storm drain inlets that are along municipal streets with sidewalks, within plazas, in parking areas, and maintenance yards operated by Woodbridge Township’s land use ordinance requires the developer to install storm drain inlet labeling.

The marker that will be used I a circular stainless steel label, with a (approximately) 3-4” diameter. It will read “Drains to Streams”. In areas where it is not sage for the volunteer groups, the Public Works Department will do the labeling. The new marker has been used as of April 2005.

Sector A includes Political Wards I & II
Sector B includes Political Wards III, IV, V

Long Term Maintenance Program

Woodbridge will ensure long term maintenance of their storm drain labels during their annual catch basin cleaning operations. Whenever a storm drain is inspected, cleaned or repaired, the label will be inspected for damage and replaced if needed, where applicable.

➤ **Woodbridge Township**
Storm Drain Inlet Retrofitting
Standard Operating Procedures
SPPP Form 9

All records must be available upon request by NJDEP

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.

The Township has an annual Road Program that evaluates and prioritizes roadway improvements. The inlets associated with those roadways are evaluated and improved at the same time. In addition, the Township is currently completing a comprehensive inlet evaluation that will prioritize inlet improvements and ensure that the inlets are retrofitted as necessary.

2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.

The inlets in the Township are inspected as part of the comprehensive inlet evaluation. In addition, inlet improvements are inspected during the Road Program improvements on an annual basis.

3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.

Development reviews are completed for developments in the Township. Any private storm drain inlets (if any) are required to be constructed and/or retrofitted.

4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.

The Township follows the same inspection procedures for private inlets as well as Township owned inlets.

Storm Drain Inlet Retrofitting

Municipality Information	Municipality: <u>Township of Woodbridge</u>	County: <u>Middlesex</u>
	NJPDES # : <u>NJG0148857</u>	PI ID #: <u>168353</u>
	Team Member/Title: <u>Michael Gelin, Township Engineer</u>	
	Effective Date of Permit Authorization (EDPA): <u>March 1, 2018</u>	
	Date of Completion: <u>June 1, 2018</u> Date of most recent update:	

The Township of Woodbridge 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	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions

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

N/A

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

➤ **Woodbridge Township
Municipal Maintenance Yards and Other Ancillary Operations
Standard Operating Procedures
SPPP Form 10**

All records must be available upon request by NJDEP

Complete separate forms for each municipal yard or ancillary operation location.

Address of municipal yard and ancillary operation:

225 E. Smith Street
Keasby, NJ 08832

List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge:

Raw materials-

Intermediate products-

Final products-

Waste materials-

By-products-

Machinery-

Pick-up trucks, dump trucks, garbage and recycling trucks

Fuel-

Gasoline, diesel

Lubricants-

Solvents-

Detergents related to municipal maintenance yard or ancillary operations-

Other-

For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.

Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

1. Fueling Operations

Drip pans are placed under all hose and operations during transfer of fuels. A trained employee is present to

**Woodbridge Township
Stormwater Pollution Prevention Plan**

supervise the transfer of fuel. Instructions for safe operation of fueling equipment are posted in plain view. Any equipment, tanks, pumps piping or fuel dispensing equipment found to be leading or in need of repair will be

2. Vehicle Maintenance

Equipment is operated and maintained to prevent the exposure of pollutants to stormwater. Vehicle maintenance and

3. On-Site Equipment and Vehicle Washing

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

Equipment and vehicle washing activities are management so that there are no unpermitted discharges of wash

4. Discharge of Stormwater from Secondary Containment

Secondary Containment areas are inspected and their contents are logged. All stormwater that cannot safely be

5. Salt and De-Icing Material Storage and Handling

The DPW works to minimize tracking of material from loading and unloading operations performs regular inspections and maintenance of storage structure and surrounding areas. Salt and De-Icing materials are stored in a permanent structure. The storage area is also swept on a regular basis.

6. Aggregate Material and Construction Debris Storage

The Township does not store any aggregate material and construction debris on site.

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

Road cleanup materials are placed into storage that are leak-proof and on an impervious surface and removed for disposal.

8. Yard Trimmings and Wood Waste Management Sites

Township yard trimmings and wood waste sites are constructed in such a manner that materials

**Woodbridge Township
Stormwater Pollution Prevention Plan**

contained in the piles do not enter waterways of the State and are not kept in areas that susceptible to flooding. Trash is removed from yard trimmings and is disposed of at a permitted solid waste facility.

Any records are kept at the Department of Public Works.

9. Roadside Vegetation Management

The Township monitors the application of herbicides along the roadsides in order to prevent it from being washed by stormwater into the water of the State and to prevent erosion caused by de-vegetation.

Yard Waste Ordinance/Collection Program

**Municipality
Information**

Municipality: Township of Woodbridge

County: Middlesex

NJPDES # : NJG0148857

PI ID #: 168353

Team Member/Title: Michael Gelin, Municipal Engineer

Effective Date of Permit Authorization (EDPA): March 1, 2018

Date of Completion: June 1, 2018

Date of most recent update: June 10, 2019

The Township of Woodbridge Department of Public Works collects yard waste from all residents at least monthly starting October 1st and running through December 15th for each calendar year. Yard waste is also collected during the Spring. Woodbridge conducts approximately 100 special pickups during the winter months at residences. Woodbridge utilizes a street sweeper to conduct leaf pickups during the Spring.

For the remainder of the year, residents are encouraged, as needed, to drop off all yard wastes at the Township of Woodbridge's Public Works facility. Through an annual mailing, issued by the Township of Woodbridge, residents are notified of the yard waste collection schedule.

All residents of Woodbridge are required to use bio-degradable bags to contain their yard waste. Woodbridge does not collect non-containerized yard waste from its residents.

Grass and other yard waste are collected weekly year round. All grass and yard waste must be containerized. Brush of a 12" diameter and less than 3' length must be placed at the curb for collection and must be non-containerized. Bundled brush is collected weekly. Non-bundle brush is collected once a month during the period of January through October.

We will be conducting monthly collection of leaves during the period of October – December. All collection dates and details will be made available to our residents through newspaper advertisements, individual mailings or, in some cases, personal delivery.

Woodbridge Township has adopted and is enforcing a yard waste ordinance that prohibits yard waste from being placed at the curb or along the street more than seven days prior to a collection, unless they are bagged or otherwise containerized. The ordinance also prohibits the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.

De-Icing Material Storage

Municipality Information

Municipality: Township of Woodbridge County: Middlesex
 NJPDES # : NJG0148857 PI ID #: 168353
 Team Member/Title: Dennis Henry / DPW Director
 Effective Date of Permit Authorization (EDPA): March 1, 2018
 Date of Completion: June 1, 2018 Date of most recent update: June 10, 2019

Salt Storage at Woodbridge

The Township of Woodbridge is currently operating a salt storage dome located at the DPW facility in accordance with the "Maintenance Yard Operations" SBR. Woodbridge's salt dome is a permanent structure with an impermeable floor.

Inspections of Woodbridge's Salt dome will be recorded on the attached Log.

Satellite Salt Storage

1. The Township of Woodbridge is currently operating two temporary satellite salt storages are located in Iselin and Colonia. Materials in these satellite storages are tarped when not in use. These temporary outdoor storages shall not exceed 30 days unless otherwise approved in writing by the NJDEP.

Sand Storage at Woodbridge

Currently the Woodbridge Township Parks Department uses clean sand for various municipal applications. Woodbridge will ensure that all sand stored on municipal property is kept at least 50 feet from a storm drain inlet.

Storage Area Inspections

Following the delivery of any salt or sand, Woodbridge DPW employees inspect the delivery location to maintain the above mentioned 50' setback. In addition, following heavy rain events, DPW employees inspect both salt and sand storage areas to ensure compliance with the SBR.

The following Good House Keeping practices for De-icing material handling will be implemented by appropriate employees:

1. Prevent and/or minimize spillage of salt & de-icing materials during loading & unloading activities.
2. Spilled salt & de-icing materials shall be removed using dry cleaning methods and either reused or properly discarded.
3. If needed, sweeping will be complete immediately after loading/unloading activities.
4. Storage and loading/unloading areas will be swept as needed, in addition to after loading/unloading activities.
5. Tracking of materials from storage & loading/unloading areas will be minimized.
6. Salt and de-icing material distance between storage and loading/unloading areas will be minimized.

Uncovered Sand will be setback at least 50 feet from;

2. Storm sewer inlets,

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Stormwater Pollution Prevention Plan**

3. Ditches,
4. Surface water bodies
5. Other stormwater conveyance channels.

Inspection:

Storage and Loading Areas will be inspected on a regular basis and immediately during loading/unloading activities. Maintenance will be performed as needed.

➤ **Woodbridge Township**
Employee Training
Standard Operating Procedures
SPPP Form 11

All records are available upon request by NJDEP

<p>A. Municipal Employee Training: Stormwater Program Coordinator (SPC) must ensure appropriate staff receives training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associate training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	Public Works
2. Stormwater Facility Maintenance	Every year	Public Works
3. SPPP Training & Records keeping	Every year	Public Works
4. Yard Waste Collection Program	Every 2 years	Public Works
5. Street Sweeping	Every 2 years	Public Works
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Public Works
7. Outfall Pipe Stream Scouring Detection an Control	Every 2 years	Public Works
8. Waste Disposal Education	Every 2 years	Public Works
9. Municipal Ordinances	Every 2 years	Code enforcement and local police departments
10. Construction Activity /Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Engineering/Planning/Zoning Boards
<p>B. Municipal Board and Governing Body Members Training: Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.</p> <p>Within 6 months of commencing duties, watch <i>Asking the Right Question in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p>		
<p>C. Stormwater Management Design Reviewer Training: All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon the assignment as a reviewer an every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer.</p>		

Employee Training

Municipality Information	Municipality: <u>Township of Woodbridge</u>	County: <u>Middlesex</u>
	NJPDES #: <u>NJG0148857</u>	PI ID #: <u>168353</u>
	Team Member/Title: <u>Michael Gelin / Township engineer</u>	
	Effective Date of Permit Authorization (EDPA): <u>March 1, 2018</u>	
	Date of Completion: <u>June 1, 2018</u>	Date of most recent update: <u>June 10, 2019</u>

Course Topic	Who will attend
Waste Disposal Education	DPW employees, Recycling Program employees
Municipal Ordinances	Code enforcement and local police departments, DPW employees
Illicit Connection Elimination and Outfall Pipe Mapping	DPW employees
Street Sweeping	DPW employees
Stormwater Facility Maintenance	DPW employees
Road Erosion Control and Outfall Pipe Stream Scouring Remediation	DPW employees
Maintenance Yard Operations	DPW employees
Construction Activity / Post-Construction Stormwater Management in New Development and Redevelopment	DPW employees, Community Development Employees

Woodbridge Township will hold annual employee training that will include the following topics:

1. Waste Disposal Education – including how employees should be responding to inquiries about waste disposal.
2. Municipal Ordinances – including an overview of all ordinances listed on SPPP form 10, their requirements, enforcement policies, and hazards of non-compliance.
3. Yard Waste Collection Program – including specifications of yard waste pickups, the collection schedule, yard waste curbside placement policy, as well as recycling alternatives.
4. Illicit Connection Elimination and Outfall Pipe Mapping – including information regarding the elimination program, investigation techniques, physical observations, field sampling and procedures for mapping.
5. Street Sweeping – including the sweeping schedule and record-keeping procedures.
6. Stormwater Facility Maintenance – including cleaning schedules and record-keeping procedures.
7. Road Erosion Control and Outfall Pipe Stream Scouring Remediation – including identification of road erosion, outfall pipe scouring and repairs.
8. Maintenance Yard Operations – including procedures for de-icing material storage, fueling, vehicle maintenance, equipment washing and good housekeeping Stand Operating Procedures.
9. Construction Activity and Post-Construction Stormwater Management in New Development and Redevelopment – including information and about the NJPDES construction activity permit and all

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stormwater related requirements for new development and redevelopment on projects disturbing area of one acre or more.

Training Schedule and Details:

1. *Waste Disposal: Office staff at the Department of Public Works is given informal yearly updates on the collection schedule. Procedures are given verbally and are posted at a central location in the office.*
2. *Municipal Ordinances: Health Development Staff and the Police are given informal yearly updates on ordinance changes and enforcement. Each department within the Township shall be responsible for training with regard to stormwater management ordinances that are their department's responsibility.*

Yard Waste, Improper Waste Disposal – Department of Public Works

Illicit Connection – Health Pet Waste – Health Wildlife Feeding, Litter – Police

3. *Yard Waste Collection Program: Office Staff at the Department of Public Works is given informal yearly updates on the collection schedule. Procedures are given verbally and are posted at a central location in the office.*
4. *Illicit Connection Elimination and Outfall Pipe Mapping: Chet Dawson and EAC members will provide yearly handouts and/or training for specific tasks including investigation techniques, physical observations, field sampling and procedures for mapping.*
5. *Street Sweeping: The Road Department conducts informal yearly training for existing and new personnel by supervisors on procedures and a review of record keeping requirements. Each employee will be provided with a copy of Tier A Guidance Document chapters 8-10 for personal use.*
6. *Stormwater Facility Maintenance: The Department of Public Works conducts informal yearly training for existing and new personnel by supervisors on procedures and a review of record keeping requirements. Each employee will be provided with a copy of Tier A Guidance Document chapters 8-10 for personal use.*
7. *Road Erosion Control and Outfall Pipe Stream Scouring Remediation: All Road Department and Department of Public Works employees will receive informal yearly training by supervisors on procedures and a review of record keeping requirements. Each employee will be provided with a copy of Tier A Guidance Document chapters 8-10 for personal use.*
8. *Maintenance Yard Operation: All Road Department and Department of Public works employees will receive informal yearly training by supervisors on procedures and a review of record keeping requirements. Each employee will be provided a copy of Tier A Guidance Document chapters 8-10 for personal use.*
9. *Construction Activity: The Department of Community Development shall arrange to have the Planning Board Engineer conduct a yearly seminar to update new and existing member of the Planning Board and Zoning Board on NJ DES and stormwater requirements (the seminar may take place at a regularly scheduled meeting).*

Certification: Each employee receiving training will acknowledge receipt of training materials by signing a form which will be kept on file in their respective departments.

This shall be the procedure for the following departments:

1. *Department of Public Works*
2. *Department of Health*
3. *Department of Parks*
4. *Police*
5. *Township Clerk*
6. *Township Manager*

➤ **Woodbridge Township
MS4 Outfall Pipe Mapping
Standard Operating Procedures
SPPP Form 12**

All records must be available upon request by NJDEP

1. **Mapping:** Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year.

Note that ALL maps must be electronic by 21 Dec. 2020 via the DEP's designated electronic submission service. For details, see http://www.nj.gov/dep/dwq/msrp_map_aid.htm.

2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

The Township Engineer completes inspection of all outfall pipes every two years. The records are kept in the engineering Office and GIS.

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

There are rip rock cages in place to control stream scouring from stormwater outfall pipes. The records are kept at the Department of Public Works.

4. **Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfall pipes. Record cases of illicit discharges using the DEP are Illicit Connection Inspection Report Form (www.nj.gov/dep/dwq/tier_a_forms.htm) and indicate the location of these forms and related illicit discharge records.

Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to DEP with the annual report.

The Township Engineer will be implementing a new inspection program in 2019. This program will require all municipal outfall pipes to be inspected during dry weather once per month.

MS4 Outfall Pipe Mapping

**Municipality
Information**

Municipality: The Township of Woodbridge County: Middlesex
NJPDES # : NJG0148857 PI ID #: 168353
Team Member/Title: Michael Gelin / Township Engineer
Effective Date of Permit Authorization (EDPA): March 1, 2018
Date of Completion: June 1, 2018 Date of most recent update:

- The Township of Woodbridge Engineering Division maintains information on its stormwater collection system, including stormwater outfalls, as a part of the Townships on-going Geographic information System initiative. This information is displayed on a parcel map of the Township which is printed at a scale of 1" =1,000'. However, localized areas can be displayed and printed at much larger scales as needs dictate for investigative purposes. The data is updated on an as needed basis to reflect new construction. During the course of the current permit, the Township will also be gathering global positioning coordinate information for each of the stormwater outfalls as a part of the illicit connection investigation program.
- The Township of Woodbridge Environmental Advisory Committee used a GPS unit to map the location of the end of all outfall pipes operated by Woodbridge Township. They identified, GPS located and investigated each outfall pipe that was located.
- The outfall pipe locations have been included in a map prepared by the Township Engineer. The map scale is 1"=500' and shows major waterways and all other water bodies receiving outfall pipe discharges. Each outfall is identified on the map with an individual alphanumeric identifier.

Outfall Pipe Stream Scouring Remediation

**Municipality
Information**

Municipality: Township of Woodbridge

County: Middlesex

NJPDES # : NJG0148857

PI ID #: 168353

Team Member/Title: Michael Gelin & Dennis Henry / Township Engineer & Director of DPW

Effective Date of Permit Authorization (EDPA): March 1, 2018

Date of Completion: June 1, 2018

Date of most recent update: June 10, 2019

During Woodbridge's MS4 Outfall Pipe Mapping, Woodbridge will also be inspecting outfalls for signs of scouring. All sites in which scouring is identified will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits will be addressed first.

Woodbridge will follow-up each repair with an annual inspection of the site to ensure that scouring has not resumed. Outfall pipe stream scouring inspections will occur in conjunction with the outfall pipe mapping and/or illicit connection elimination program inspections.

The Township will also solicit and involve community groups and volunteers to perform the biennial inspections.

A daily log of all maintenance is kept at the Department of Public Works. Information regarding site inspections, maintenance and repairs will be kept in this log.

Long Term Maintenance Program

Those outfall pipes in which scouring had been detected and addressed in the past will be inspected annually thereafter to ensure the outfall stabilization project was successful. Once it is determined that the scouring repairs have adequately mitigated any subsequent scouring, those outfalls can again be inspected only once during each 5-year permit iteration.

Woodbridge's Outfall Pipe Stream Scouring Log has been included with this form.

Illicit Connection Elimination Program

Municipality Information

Municipality: The Township of Woodbridge County: Middlesex
NJPDES # : NJG0148857 PI ID #: 168353
Team Member/Title: Michael Gelin & Dennis Henry / Township Engineer & Director of DPW
Effective Date of Permit Authorization (EDPA): March 1, 2018
Date of Completion: June 1, 2018 Date of most recent update: June 10, 2019

Initial Dry-Weather Flow Inspections Conducted during Outfall Mapping, Conditions Permitting

- The Township of Woodbridge will conduct initial dry-weather flow physical inspections of their MS4 outfalls during the mapping process detailed in Form 6 of this SPPP. This will be completed as weather conditions allow. For those outfalls identified during periods of wet weather or wet weather within 72 hours during the outfall identification, the dry weather flow inspection will be completed at an alternate date.

Details of Illicit Connection Elimination Program

- Woodbridge will use the NJDEP **Illicit Connection Inspection Report Form** to conduct these inspections. Each of these forms will be included with Form 7 of this SPPP.

For outfalls showing evidence of intermittent flow, a minimum of three follow-up inspections will be conducted. If Woodbridge or its agents are able to locate the illicit connection / dry weather flow source (and the connection is within the boundaries of the Township of Woodbridge) Woodbridge will cite the responsible party for being in violation of Woodbridge's municipal code detailing the Illicit Connection Ordinance, if the source is in fact an illicit connection.

After the appropriate amount of investigation, if the Township of Woodbridge is unable to locate the source of the illicit connection, Woodbridge will submit the **Closeout Investigation Form** with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Township of Woodbridge will report the illicit connection to the Department.

Public Dry-Weather / Illicit Connection Identification Hotline

- The Township of Woodbridge has available to residents a non-emergency **Public Works** telephone number if suspected discharges are sighted originating from MS4 Outfalls:
 - **732-738-1311 x3020**

Complaints or Reports of Illicit connections:

We will respond to resident complaints/reports of illicit connections by conducting field investigations of the suspected illicit connection. Investigations will be conducted in accordance with Attachment B of the permit. Public works employees will report suspected illicit connections to the Police Department at 732-634-7700 for follow up investigation in accordance with Attachment B of the permit. Dry weather flows believed to be an immediate threat to human health or the environment shall be reported immediately to the Health Department at 732-855-0600.

Illicit Connection Records

Municipality Information	Municipality: <u>Township of Woodbridge</u>	County: <u>Middlesex</u>
	NJPDES # : <u>0150134</u>	PI ID #: <u>168353</u>
	Team Member/Title: <u>Michael Gelin & Dennis Henry / Township Engineer & Director of DPW</u>	
	Effective Date of Permit Authorization (EDPA): <u>March 1, 2018</u>	
	Date of Completion: <u>As indicated below</u>	Date of most recent update: <u>June 10, 2019</u>

Prior to May 2, 2018

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

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

May 2, 2015 – May 1, 2019

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

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

May 2, 2016 – May 1, 2020

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

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

May 2, 2017 – May 1, 2021

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

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

Illicit Connection Inspection Report Form

Municipality Information	Municipality: <u>Township of Woodbridge</u>	County: <u>Middlesex</u>
	NJPDES # : <u>NJG0148857</u>	PI ID #: <u>168353</u>
	Team Member: <u>Michael Gelin & Dennis Henry / Township Engineer & Director of DPW</u>	
	Date: Effective Date of Permit Authorization (EDPA): <u>March 1, 2018</u>	

Date of Inspection:	Inspector Name:
Outfall #:	Location of Outfall:
Receiving Water body:	Scouring Present?

1. Is there a dry weather flow? **Y** () **N** ()

2. If "YES", what is the outfall flow estimate? _____ gpm
 (flow sample should be kept for further testing, and this form will need to be submitted with the Annual Report and Certification)

3. Are there any indications of an intermittent flow? **Y** () **N** ()

4. If you answered "**NO**" to BOTH questions #1 and #3, there is probably not an illicit connection and you can skip to question #8.
 (NOTE: This form **does not** need to be submitted to the Department, but should be kept with your SPPP.)

If you answered "**YES**" to either question, please continue on to question #5.
 (NOTE: This form will need to be submitted to the Department with the Annual Report and Certification.)

5. **PHYSICAL OBSERVATIONS (circle one, if other please specify):**

(a) **ODOR:** None / Sewage / Sulfide / Oil / Gas / Rancid/Sour / Other: _____

(b) **COLOR:** None / Yellow / Brown / Green / Red / Gray / Other: _____

(c) **TURBIDITY:** None / Cloudy / Opaque

(d) **FLOATABLES:** None / Petroleum / Sheen / Sewage / Other: _____

(e) **DEPOSITS / STAINS:** None / Sediment / Oily / Other: _____

(f) **VEGETATION CONDITIONS (circle one):** Normal / Excessive Growth / Inhibited Growth

(g) **DAMAGE TO OUTFALL STRUCTURES:**

IDENTIFY STRUCTURE:

DAMAGE: None / Concrete Cracking / Peeling Paint / Metal Corrosion / Other: _____

6. ANALYSES OF OUTFALL FLOW SAMPLE:

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

(a) **DETERGENTS:** _____ mg/L

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

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

(b) **AMMONIA (as N) TO POTASSIUM RATIO:** _____

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

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

(c) **FLUORIDE:** _____ mg/L

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

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

(d) **TEMPERATURE:** _____ °F

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

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

**Woodbridge Township
Stormwater Pollution Prevention Plan**

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

If **"YES"**, what is the suspected source? _____

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

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

Y () N ()

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

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

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

If **"YES"**, identify the source. _____

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

Resolution:

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

Inspector's Name: _____

Title: _____

Signature: _____

Date: _____

- If there is a dry weather flow or evidence of an intermittent flow, be sure to include this form with your Annual Report and Certification.
- If there is no dry weather flow nor evidence of an intermittent flow, this form should be retained with your SPPP.

Closeout Investigation Form

Municipality
Information

Municipality: Township of Woodbridge

County: Middlesex

NJPDES # : NJG0148857

PI ID #: 168353

Team Member: _____

Date: _____

Effective Date of Permit Authorization (EDPA): March 1, 2018

Outfall #:

Location:

Receiving Water Body:

Basis for Submittal:

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

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

Inspector's Name: _____

Title: _____

Signature: _____

Date: _____

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

➤ **Woodbridge Township
Stormwater Facility Maintenance
Standard Operating Procedures
SPPP Form 13**

All records must be available upon request by NJDEP

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.

The Township of Woodbridge Department of Public Works annually cleans the inlets in order to maintain the Stormwater Collection Systems. All inlets and outfalls are inspected yearly. If the inlet is clear at the time of inspection, no cleaning is required. Any repairs noted at the time of inspection will be scheduled for completion as soon as repairs are necessary.

2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.

There are no stormwater facilities that are not owned or operated by the Township located in the municipality.

3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected location information, inspection dates, inspector name, findings, preventative and corrective maintenance performed.

All information is kept in the Engineering Office: 1 Main Street, Woodbridge, New Jersey.

Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at http://www.nj.gov/fep/stormwater/maintenance_guidance.htm (select specific logs from choices listed in the Field Manuals section).

Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see <https://hydro.rutgers.edu>. To download data in an Excel format, https://hydro.rutgers.edu/public_data/.

Stormwater Facility Maintenance

Municipality Information	Municipality: <u>Township of Woodbridge</u>	County: <u>Middlesex</u>
	NJPDES # : <u>NJG0148857</u>	PI ID #: <u>168353</u>
	Team Member/Title: <u>Kevin Teehan / Road Dept.</u>	
	Effective Date of Permit Authorization (EDPA): <u>March 1, 2018</u>	
	Date of Completion: <u>June 1, 2018</u>	Date of most recent update: <u>July 11, 2019</u>

CATCH BASIN CLEANING

The Woodbridge Township Road Department will be managing the annual catch basin inspection & cleaning requirements of the Tier A Municipal Stormwater Permit. The Road Department will be working in coordination with the Woodbridge Sewer Department. Woodbridge Township will utilize jet vacs and vac trucks in order to properly maintain their stormwater inlets and catch basins.

Woodbridge Township has an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected annually and before major storm events. The catch basins will not be cleaned if there is no evidence of debris or trash in the basin. Basins deemed “clean”, but will be checked the following year during the annual inspection. At the time of inspection, the catch basin will be inspected for proper function. Maintenance will be scheduled for those basins in need of repair. Additionally, the Township will respond to the complaints of catch basin “clogging” on a case-by-case basis and clean out debris where identified.

CATCH BASIN CLEANING ALTERNATE SCHEDULE

Woodbridge will be using their existing snow plow routes and predefined areas in order to first inventory and identify those basins which need cleaning. Following this process, the Road Department and Waste Water Department will use available manpower and equipment to clean all catch basins in town which have accumulated debris and sediment.

In addition, Woodbridge Township will be instituting a grading system based on catch basin conditions during their maintenance program. During inspection, Woodbridge will grade all of their catch basins from Grade 1, which needs the most amount of cleaning up to Grade 4, which needs no cleaning at all.

Woodbridge will inventory & grade all of their storm drains & catch basins. Based on these results, Woodbridge will then prioritize all of their inlets and clean accordingly. Based on this method Woodbridge will be able to at least address all Grade 1 basins within the first year. The results of Woodbridge’s catch basin cleaning operations will be indicated on their Annual Report and Evaluation.

Annually Woodbridge will evaluate the results of their catch basin cleaning operation and make changes as necessary. Woodbridge, during catch basin cleaning operations will also be checking the condition of labels on the catch basins.

Facilities will be inspected annually for proper function. Preventative maintenance will be performed on stormwater facilities that are in high-risk areas to ensure that they do not begin to fail.

A daily log of maintenance is kept at the Department of Public Works.

STORMWATER FACILITY MAINTENANCE PROGRAM

The Township of Woodbridge will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. Woodbridge currently operates the following additional stormwater facility

Name: Green Street Detention Basin

Location: Green Street, Woodbridge

Size: 13.60 acres

This stormwater facility will be inspected annually to insure that it is functioning properly and it will be maintained as necessary. Woodbridge also maintains a number of culverts and swales. These facilities will be listed on Woodbridge's Stormwater Facility Maintenance Log, included with this form.

➤ **Woodbridge Township**
Total Maximum Daily Load Information
Standard Operating Procedures
SPPP Form 14

All records must be available upon request by NJDEP

- | |
|---|
| <p>1. Using the Total Maximum Daily Load (TMDL) reports provided on www.nj.gov/dep/dwg/msrp-tmdl-rh.htm , list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.</p> |
|---|

<p>The Township has not adopted TMDL standards.</p>

- | |
|---|
| <p>2. Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.</p> |
|---|

<p>The Township has not adopted TMDL standards.</p>

➤ **Woodbridge Township**
Optional Measures
Standard Operating Procedures
SPPP Form 15

All records must be available upon request by NJDEP

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.

All Stormwater Management practices put in to place for commercial and multi-family properties have been expanded to require all single family homes to also comply with Stormwater Management Requirements.

2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?

Yes

27-5 REFUSE CONTAINERS/ DUMPSTERS.

27-5.1 Purpose.

The purpose of this section is to require dumpsters and other refuse containers that are outdoors or exposed to stormwater to be covered at all times and prohibits the spilling, dumping, leaking, or otherwise discharge of liquids, semi-liquids or solids from the containers to the municipal separate storm sewer system operated by the Township of Woodbridge and/or the waters of the State so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply. (Ord. #09-83)

Standard Operating Procedures

Municipality Information	Municipality: <u>Township of Woodbridge</u>	County: <u>Middlesex</u>
	NJPDES # : <u>NJG0148857</u>	PI ID #: <u>168353</u>
	Team Member/Title: <u>Dennis Henry/ DPW Director</u>	
	Effective Date of Permit Authorization (EDPA): <u>March 1, 2018</u>	
	Date of Completion: <u>June 1, 2018</u> Date of most recent update: April 30, 2018	

BMP	Date SOP went into effect	Describe your inspection schedule
<p>Fueling Operations (including the required practices listed in Attachment D of Woodbridge's NJPDES permit)</p>	<p>April 1, 2017</p>	<p>All fueling areas within Woodbridge Township will be inspected on a monthly basis.</p> <p>Collected stormwater inside of secondary containment areas will be inspected and documented prior to release into the environment.</p>
<p>Vehicle Maintenance (including the required practices listed in Attachment D of Woodbridge's NJPDES permit)</p>	<p>April 1, 2017</p>	<p>Monthly inspections will be held to ensure compliance with the vehicle maintenance SOP.</p>
<p>Good Housekeeping Practices (including the required practices listed in Attachment D of Woodbridge's NJPDES Permit)</p>	<p>April 1, 2017</p>	<p>Monthly inspections of all maintenance yards will be held to ensure compliance with the good housekeeping practices SOP.</p>

➤ Woodbridge Township Standard Operating Procedures – Vehicle Maintenance

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 in Woodbridge. The purpose of this SOP is to provide a set of guideline for Township 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 Township.

Standards and Specifications (for vehicle and equipment fueling)

- Conduct vehicle maintenance operation only in designated areas.
- When 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.
- For projects that must be performed outdoors that last more than one day, portable tents or tarps must be placed over exposed equipment or machinery when not being worked on.
- 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., oil dry, kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact Dennis Henry (Director of Public Works 732-738-1311)

Maintenance and Inspection

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

➤ **Woodbridge Township Standard Operating Procedures – Good Housekeeping**

Introduction and Purpose

This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operation in Woodbridge. The purpose of this SOP is to provide a set of guidelines for the employees of Woodbridge 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 operation in Woodbridge.

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.
- Collect waste fluids in properly labeled containers and dispose of them properly.

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 regularly to rid of dirt and other debris. Sweeping should also be conducted immediately following, as practicable, loading/unloading activities.
- 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.

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 Denis Henry (Director of Public Works 732-738-1311)

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.

➤ **Woodbridge Township
Standard Operating Procedures – Good Housekeeping**

Introduction and Purpose

The following is a list of general categories of all materials or machinery located at the municipal maintenance yard which could be a source of pollutants in a stormwater discharge. Materials or machinery that are not exposed to stormwater are not included on this list.

<u>General Category</u>	<u>Item</u>
Machinery	Tractor Van Dump trucks Chipper Pick-up trucks Leaf Loaders
Materials	Rip-rap Cold patch ¾ Clean stone Dense Graded Aggregate Sand

Note: Materials are contained within a concrete “Jersey Barrier” wall system to prevent run-through of stormwater.