

Stormwater Pollution Prevention Plan

Hillside Township

Union County

NJPDES #NJG0150991

April 2020

Revised to February, 2021



Terence Vogt, PE

Storm Water Coordinator

SPPP Table of Contents

- Form 1 – SPPP Team Members (permit cite IV F 1)
- Form 2 – Revision History (permit cite IV F 1)
- Form 3 – Public Involvement and Participation Including Public Notice (permit cite IV B 1)
- Form 4 – Public Education and Outreach (permit cite IV B 2 and Attachment B)
- Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program (permit cite IV B 4 and Attachment D)
- Form 6 – Ordinances (permit cite IV B 5)
- Form 7 – Street Sweeping (permit cite IV B 5 b)
- Form 8 – Catch Basin and Storm Drain Inlets (permit cite IV B 2, IV B 5 b ii, and Attachment C)
- Form 9 – Storm Drain Inlet Retrofitting (permit cite IV B 5 b)
- Form 10 – Municipal Maintenance Yards and Other Ancillary Operations (permit cite IV B 5 c and Attachment E)
- Form 11 – Employee Training (permit cite IV B 5 d, e, f)
- Form 12 – Outfall Pipes (permit cite IV B 6 a, b, c)
- Form 13 – Stormwater Facilities Maintenance (permit cite IV C 1)
- Form 14 – Total Maximum Daily Load Information (permit cite IV C 2)
- Form 15 – Optional Measures (permit cite IV E 1 and IV E 2)

Appendices

**Appendix A -- Standard Operating Procedures
Maintenance of Township-owned and operated
Stormwater Facilities**

**Appendix B -- Standard Operating Procedures
Stream Scouring Program**

**Appendix C – Standard Procedures
Illicit Discharge Detection and Elimination Program**

Appendix D -- Employee Training SOP

Hillside Township SPPP Report

Overview

Hillside Township has prepared its Stormwater Pollution Prevention Plan (SPPP) in accordance with the NJDEP's 2018 MS4 Tier A Municipal Permit requirements.

The development of the SPPP document, its purposes, and rationale behind its implementation can be found in Chapter 2 of the NJDEP's Tier A Municipal Guidance Document, Chapter 2.0, via the weblink below:

https://www.nj.gov/dep/dwq/pdf/Tier_A/Tier_A_Chapter_2.pdf

Using NJDEP's SPPP report format document, the SPPP is a series of SPPP "Forms" and Standard Operating Procedures (SOP's) summarizing Hillside Township's operational compliance with its NJ Municipal Separate Storm Sewer System (MS4) permit obligations.

For purposes of the SPPP, the main entity responsible for the majority of MS4 permit-related operational requirements is the Hillside Department of Public Works. Reporting, training and operational guidance are provided by the appointed Hillside Municipal Consulting Engineer.

Ordinance requirements were addressed using model NJDEP municipal community-wide ordinances, and the NJDEP model Stormwater Control Ordinance (SCO), prepared to document compliance with the NJDEP Stormwater Rule (NJAC 7:8).

Public Notice requirements are accommodated primarily through the Hillside Township Administration, with as-needed assistance provided through its legal, engineering, planning and IT consultants.

The following SPPP forms were revised to address "Primary Agency Responsible" for performance of tasks identified on those forms.

SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Terence Vogt, PE, PP, CME
Office Phone # and eMail	(732) 955-8000, x1709, terry.vogt@rve.com
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Doug Johnson, PE
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	Hope Smith, Township Administrator
Print/Type Name and Title	Arthur Kobitz, DPW Superintendent
Print/Type Name and Title	Tyrese Outlaw
Print/Type Name and Title	Joe Barbadoro (RVE)

SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	March 05	HCI	1-17	By prior Township Engineer (Harbor Consultants)
2.	July 2020	tv	all	2018 Permit Renewal Revisions (draft)
3.	August 2020	tv	all	Revisions to draft per videoconference with AK, JB
4.	February	tv	various	Revisions to SPP per November 2000 EPA/DEP review comments of August 2020 SPPP Version and additional information provided by Hillside DPW
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18.				

SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	https://hillsidenj.us/departement-of-public-works
2. Date of most current SPPP:	April, 2020, revised to February, 2021
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	https://www.hillsidenj.us/departement-of-public-works
4. Date of most current MSWMP:	November 2008 (readopted August 2020)
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	https://www.hillsidenj.us/departement-of-public-works
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:	

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.

Primary Agency Responsible – Township Administration

As required per the Township's 2018 MS4 Permit renewal, it developed a revised Public Education Program to meet the new 12-point annual total requirement as well as adopted private inlet and dumpster ordinances. Past education activities have included (but were not limited to):

- School Presentations (3 visits/yr worth 3 pts/yr)
- Township Website (1 point/yr)
- Stormwater Display (one per display, up to 2 points/yr)
- Utilize Department materials (2 points each, 2 for 4 points/year).

Additional public education activities to achieve compliance shall include any additional Public education activities outlined in the Township's current MS4 permit under "**Attachment B – Points System for Public Education and Outreach Activities**" within the Township's MS4 permit including but not limited to the following activities:

- Stormwater facility signage (up to five (5) additional points per year);
- Promotional items (up to two (2) points per year).
- Storm drain labeling (up to 3 points per year).
- Educational Contests for schools (up to 3 points per year).
- Clean up (up to 3 points per year).

2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.

See (1), above.

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3. Indicate where public education and outreach records are maintained.

Records are maintained at the Hillside DPW Administration building (274 Hillside Avenue, Hillside, NJ 07205).

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

All records must be available upon request by NJDEP.

<p>1. How does the municipality define ‘major development’? Primary Agencies involved – Municipal and Board Consulting Engineers</p>	<p style="text-align: center;">As currently defined in the NJ Storm water Rule (NJAC 7:8).</p>
<p>2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?</p>	<p>Primary difference is that most non-residential projects are privately maintained.</p> <p>For any BMP that is installed with the requirements of our post-construction program, Hillside Township ensures adequate long-term operation, as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, Hillside Township does this by adoption and enforcement of provisions in the municipal control ordinances to provide necessary operations and maintenance.</p> <p>Hillside Township also enforces, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. Hillside Township expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack, as described in the “Alternative Device Exemptions”, or (for flows not conveyed through such a trash rack), by installation of the NJDEP bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across in dimension.</p>
<p>3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?</p>	<p>All major development projects are designed to comply with the applicable storm water design requirements of the NJ Storm water Rule (NJAC 7:8), including volume reduction, TSS reduction and recharge (as applicable). A new Stormwater Control Ordinance (SCO) will be adopted by Hillside Township by or before March, 2021.</p>

<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.</p>	
<p>All Major development applications are reviewed on behalf of the applicable (Planning/Zoning) review Board to ensure that said designs conform with the NJ Storm water Rule. For projects maintained by DPW, all projects must meet DPW standards as well. For privately-maintained projects, storm water maintenance plans are developed by the applicants' design engineers and filed with Union County as per NJAC 7:8-5.</p>	
<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>No</p>

6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?	Hillside DPW, 274 Hillside Avenue, Hillside, NJ 07205

SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP

Primary Agencies Responsible – Hillside Administration and Municipal Solicitor.

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	9/22/05	https://hillsidenj.us/departments-of-public-works	Yes	Police, Code Enforcement
2. Wildlife Feeding permit cite IV.B5.a.ii	08/11/05	https://hillsidenj.us/departments-of-public-works	Yes	Police, Code Enforcement
3. Litter Control permit cite IV.B5.a.iii	9/23/05	https://hillsidenj.us/departments-of-public-works	Yes	Police, Code Enforcement
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	9/22/05	https://hillsidenj.us/departments-of-public-works	Yes	Police, Code Enforcement
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	8/10/06	https://hillsidenj.us/departments-of-public-works	Yes	Police, Code Enforcement
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	4/10/20	https://hillsidenj.us/departments-of-public-works	Yes	Police, Code Enforcement
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	12/14/06	https://hillsidenj.us/departments-of-public-works	Yes	Police, Code Enforcement
8. Illicit Connection Ordinance permit cite IV.B.5.a.vi and IV.B.6.d	9/22/05	https://hillsidenj.us/departments-of-public-works	Yes	Police, Code Enforcement
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	7/8/10	https://hillsidenj.us/departments-of-public-works	Yes	Police, Code Enforcement

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

Hillside DPW, 274 Hillside Ave, Hillside, NJ 07205

SPPP Form 7 – Street Sweeping

Primary Agency Responsible – Hillside DPW

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.

Weather-permitting, all Hillside roads are swept (1-4) times per month as depicted on Hillside's road map. The following roads are not swept by Hillside:

- **Garden State Parkway and access roads, and entrance/exit ramps.**
- **I-78 and entrance/exit ramps.**
- **County roadways and entrance/exit ramps.**

Road sweeping records are kept at the Hillside DPW facility.

2. Provide a written description or attach a map indicating which streets are swept that are 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.

Hillside Township road map provided. Refer to #1, above

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

No.

4. Indicate the location of records, including sweeping dates, areas swept, number of miles 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.

Hillside DPW Administration Building, 274 Hillside Avenue, Hillside, NJ 07205.

SPPP Form 8 – Catch Basins and Storm Drain Inlets

Primary Agency Responsible – Hillside DPW

All records must be available upon request by NJDEP.

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

Summary of inlet inspections and cleaning kept at DPW facility. All municipal inlets (or up to 1000 inlets per year, as per the permit) are inspected each year. For inlets needing cleaning and/or repairs (based upon annual or routine municipal inspections), said repairs/cleaning are performed by DPW staff.

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

None known.

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

Areas with chronic drainage problems (if found) are prioritized by DPW including routine inspections after storm events, more regular debris cleaning and system repairs.

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.

Hillside Township provides services to label inlets in accordance with the requirements and timetables within its MS4 permit. Hillside labeled all storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas or maintenance yards that are operated by Hillside Township.

Hillside uses an appropriate method of labeling inlets that reads "NO DUMPING - DRAINS TO WATERWAY", with a picture of a fish next to it.

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

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.

Hillside DPW Administration Building, 274 Hillside Avenue, Hillside, NJ 07205

SPPP Form 9 – Storm Drain Inlet Retrofitting

Primary Agencies Responsible – Hillside Consulting Engineers (new construction or paving improvements) and Hillside DPW

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.
All municipal road/parking/paving projects are designed, bid and/or constructed to include storm drain inlet retrofits whenever existing (non-compliant) inlets are in contact with new paving.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
All municipal road/parking/paving projects are inspected by engineering or DPW personnel to ensure completion.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
All private road/parking/paving projects are designed, bid and/or constructed to include storm drain inlet retrofits whenever existing (non-compliant) inlets are in contact with new paving.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
All private road/parking/paving projects are inspected by engineering or DPW personnel to ensure completion.

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

Primary Agency Responsible – Hillside DPW

All records must be available upon request by NJDEP.

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

Address of municipal yard or ancillary operation:

274 Hillside Avenue, Hillside, NJ 07205

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:

#

#Hillside Public Works Outside Inventory as of May 11, 2020

Vehicles # 1,3,4,7,8, 9,10,11,12,13,15,21,22,23,24,25,26,27,50,60

Mad vac sidewalk sweeper Engine 4

OEM Ambulance 2009 Senior Bus

Dresser Payloader Senior Chevy Van

Crown Vic (green machine) Police Holding Yukon XL

Ford Backhoe

Hot Asphalt Box

Dresser Payloader Attachments = Payload Bucket, Snow Plow and Forks

Salt Spreaders for Truck # 3,8,9,10,24,25

Snow Plows for Truck # 2,4,8,9,10,11,22,24,25

Leaf Collection Vacuum's #1,2

Dumpsters = Garbage, Paper Products, Asphalt/Concrete, Wood, Street Sweepings and Property Clean up

Ground Collection Piles = Street Sweeping, Wood Chips/Logs and Scrap Metal

Fueling Station, Community Center Generator, Used Oil Igloo

Road Salt Storage Building without door closure

Enclosed Containers = T.V. and Police Storage Only waste materials are sweepings and inlet/pipe wastes from truck maintenance.

Fuel –

None.

Lubricants –

None.

Solvents –

None.

Detergents related to municipal maintenance yard or ancillary operations –

Only detergent materials used are those for (enclosed) DPW truck washing. No direct exposure to Storm water (a vehicle wash reclaim system was installed in 2011).

Other –

None.

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

Hillside uses standard operating procedures to address vehicle fueling; receipt of bulk fuel deliveries; and inspection and maintenance of storage tanks, including the associated piping and fuel pumps (see (a-d), below):

- a. Place drip pans under all hose and pipe connections and other leak-prone areas during bulk transfer of fuels.
- b. Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms or booms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel shall be within the temporarily bermed or boomed area during the loading/unloading of bulk fuels.
A trained employee shall be present to supervise the bulk transfer of fuel.
- c. Immediately repair or replace any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair.

2. Vehicle Maintenance

Hillside uses the following standard operating procedures to address vehicle maintenance (see (a-b), below):

- a. Operate and maintain equipment to prevent the exposure of pollutants to storm water.
- b. Whenever possible, conduct vehicle and equipment maintenance activities indoors. For projects that must be conducted outdoors, and that last more than one day, portable tents or covers shall be placed over the equipment being serviced when not being worked on, and drip pans shall be used at all times. Use designated areas away from storm drains or block storm drain inlets when vehicle and equipment maintenance is being conducted outdoors.

3. On-Site Equipment and Vehicle Washing

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

Vehicle wash reclaim system installed in 2011.

4. Discharge of Stormwater from Secondary Containment

Not Applicable.

5. Salt and De-Icing Material Storage and Handling

Hillside uses the following procedures (a-f) below:

- a. Store material in a permanent structure.
- b. Perform regular inspections and maintenance of storage structure and surrounding area.
- c. Minimize tracking of material from loading and unloading operations.
- d. During loading and unloading:
 - a. Conduct during dry weather, if possible;
 - b. Prevent and/or minimize spillage; and
 - c. Minimize loader travel distance between storage area and spreading vehicle.
- e. Sweep (or clean using other dry cleaning methods):
 - a. Storage areas on a regular basis;
 - b. Material tracked away from storage areas; c. Immediately after loading and unloading is complete.
- f. Reuse or properly discard materials collected during cleanup.

6. Aggregate Material and Construction Debris Storage

Hillside uses the following procedures (a-d) below:

- a. Materials such as sand, gravel, stone, top soil, road millings, waste concrete, asphalt, brick, block and asphalt-based roofing scrap and processed aggregate are stored in such a manner as to minimize storm water run-on and aggregate run-off via surface grading, dikes and/or berms (which may include sand bags, hay bales and curbing, among others) or three sided storage bays.

Where possible the open side of storage bays are situated on the upslope. The area in front of storage bays and adjacent to storage areas shall be swept clean after loading/unloading.

b. Sand, top soil, road millings and processed aggregate are only be stored outside and uncovered if in compliance with item 1 above and a 50-foot setback is maintained from surface water bodies, storm sewer inlets, and/or ditches or other storm water conveyance channels.

c. Road millings are managed in conformance with the “Recycled Asphalt Pavement and Asphalt Millings (RAP) Reuse Guidance” (see www.nj.gov/dep/dshw/rntp/asphaltguidance.pdf) or properly disposed of as solid waste pursuant to N.J.A.C. 7:26-1 et seq.

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

Hillside uses the following procedures (a-c) below:

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

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

3. Road cleanup materials are placed into storage at a minimum:
 - a. Stored in leak-proof containers or on an impervious surface that is contained (e.g. bermed) to control leachate and litter; and
 - b. Removed for disposal (in accordance with 2, above) within six (6) months of placement into storage.

8. Yard Trimmings and Wood Waste Management Sites

Not applicable – yard wastes are collected curbside by private contractors employed by Hillside Township. Said contractors process and/or dispose materials.

9. Roadside Vegetation Management

Hillside does not apply herbicides along roadways as part of its practices.

If done so in the future, it will be done as follows: (See (1), below):

1. Hillside Township would restrict the application of herbicides along roadsides in order to prevent it from being washed by storm water into the waters of the State and to prevent erosion caused by de-vegetation, as follows:

Hillside Township would not apply herbicides on or adjacent to storm drain inlets, on steeply sloping ground, along curb lines, and along unobstructed shoulders.

Hillside Township would only apply herbicides within a 2 foot radius around structures where overgrowth presents a safety hazard and where it is unsafe to mow.

SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p>A. Municipal Employee Training: Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	DPW Superintendent or designee
2. Stormwater Facility Maintenance	Every year	DPW Superintendent or designee
3. SPPP Training & Recordkeeping	Every year	DPW Superintendent or designee
4. Yard Waste Collection Program	Every 2 years	DPW Superintendent or designee
5. Street Sweeping	Every 2 years	DPW Superintendent or designee
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	DPW Superintendent or designee
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	DPW Superintendent or designee
8. Waste Disposal Education	Every 2 years	DPW Superintendent or designee
9. Municipal Ordinances	Every 2 years	DPW Superintendent or designee
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	DPW Superintendent or designee
<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 Questions 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. Township Planning Department</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 assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer. **Township Engineering Department/or at request.**

SPPP Form 12 – Outfall Pipes

Primary Agency Responsible – Hillside DPW

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.

Refer to outfall map in SOP for Municipal Outfall Stream Scouring.

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

All municipally-owned and operated outfalls are inspected annually, and during routine storm water inspections. Records are kept at the DPW Administration Building, 274 Hillside Avenue, Hillside, NJ 07205.

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.

All municipally-owned and operated outfalls are inspected annually, and during routine storm water inspections. Repairs are prioritized and performed as weather and resources allow.

Records are kept at the DPW Administration Building.

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's 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.

SPPP Form 13 – Stormwater Facilities Maintenance

Primary Agency Responsible – Hillside DPW

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.

Hillside Township DPW maintenance personnel perform cleaning and maintenance of all municipally-owned storm water facilities. All municipally owned BMPs, piping, outfalls, inlets and other facilities are inspected, cleaned and maintained by DPW maintenance crew personnel in accordance with, or exceeding Hillside’s MS4 permit obligations.

Refer to SOP for Stormwater Facilities Maintenance measures for further information.

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.

For major development projects as defined per NJAC 7:8, all projects involving BMPs prepare, and file a storm water maintenance plan with Union County as per NJAC 7:8.

All private facilities are observed by DPW and township personnel during routine inspections.

Owners of private facilities requiring repair as observed during routine inspections, or as reported to Hillside Township are notified in writing to effect necessary repairs and maintenance.

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(s), findings, preventative and corrective maintenance performed.

Hillside DPW Administration Building, 274 Hillside Avenue, Hillside, NJ 07205.

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/dep/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, see https://hydro.rutgers.edu/public_data/.

SPPP Form 14 – Total Maximum Daily Load Information

Primary Agency Responsible – Hillside DPW

All records must be available upon request by NJDEP.

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

Applicable Stream TMDL(s)

Total Maximum Daily Loads for Fecal Coliform to Address 48 Streams in the Raritan Water Region

Fecal Coliform - 2003 : Elizabeth River : [View the TMDL Document](#)

Applicable Lake TMDL(s)

None

Applicable Shellfish TMDL(s)

None

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

TMDLs listed (primarily coliform and pathogens) **are not** used to prioritize storm water facility maintenance **capital projects** (e.g., stream scouring) since coliforms and pathogens are neither the causes, nor the effects of stream scouring.

As stated previously, Hillside well-exceeds its minimum street sweeping obligations, which results in collecting **more** geese droppings and other sources of coliforms and pathogens that would otherwise enter the Elizabeth River and/or other waterways.

In summary, Hillside addresses its MS4 requirements as to removal of geese droppings (and other droppings or sources of coliforms and pathogens) including but not limited to **(increased)** street sweeping and inlet cleaning. Pet droppings are regulated by The Township’s Pet Waste Ordinance. Wildlife feeding is regulated by the Township’s Wildlife feeding ordinance.

Appendices

**Appendix A -- Standard Operating Procedures
Maintenance of Township-owned and operated
Stormwater Facilities**

**Appendix B -- Standard Operating Procedures
Stream Scouring Program**

**Appendix C -- Standard Procedures
Illicit Discharge Detection and Elimination Program**

Appendix D -- Employee Training SOP

SPPP Form 15 – Optional Measures

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.

Hillside Township adopted the private stormwater basin retrofit ordinance in July, 2020.

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

Yes (July, 2010).

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