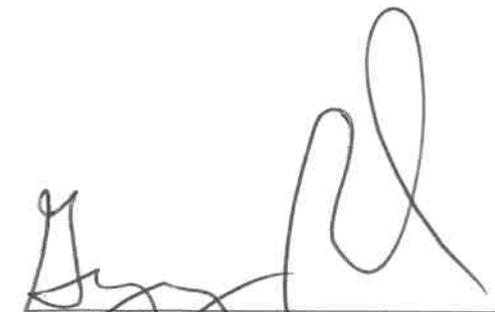


Township of Marlboro  
Stormwater Pollution Prevention  
Plan



New Jersey Pollutant Discharge Elimination Program  
Tier A Municipality  
Stormwater General Permit No. NJG0154784  
PI ID No. 207222

  
\_\_\_\_\_  
Gregory R. Valesi, PE, PP, CME  
Township of Marlboro  
Stormwater Program Coordinator

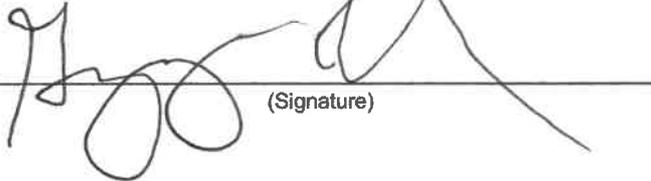
12/17/18  
Date

# SPPP Signature Page

Municipality  
Information

Municipality: Township of Marlboro County: Monmouth  
NJPDES # : NJG 0154784 PI ID #: 207222  
Team Member/Title: Gregory R. Valesi/Municipal Engineer  
Effective Date of Permit Authorization (EDPA): 11/30/2018  
Date of Completion: 02/09/2005 Date of most recent update: 11/09/2018

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



(Signature)

12/17/18

(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.)

Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary

Completed by: CME Associates

Title: Township Engineer

Date: November 9, 2018

Municipality: Township of Marlboro

NJPDES#: NJG0154784

PIID#: 207222

**Stormwater Program Coordinator: Gregory R. Valesi**

Title: Municipal Engineer

Office Phone#: 732-462-7400

Emergency Phone#: NA

**Public Notice Coordinator: Alida Manco**

Title: Municipal Clerk

Office Phone#: 732.536.0200 ext 505

Emergency Phone#: NA

**Post-Construction Stormwater Management Coordinator: Gregory R. Valesi**

Title: Municipal Engineer

Office Phone#: 732-462-7400

Emergency Phone#: NA

**Local Public Education Coordinator: Alida Manco**

Title: Municipal Clerk

Office Phone#: 732.536.0200 ext. 505

Emergency Phone#: NA

**Ordinance Coordinator: Louis Rainone, Esq.**

Title: Municipal Attorney

Office Phone#: 709-4183 x 1000

Emergency Phone#: NA

**Employee Training Coordinator: Robert Miller**

Title: Director of Public Works

Office Phone#: 732.536.0188

Emergency Phone#: 732.513.7897

**Employee Training Coordinator: Robert Miller**

Title: Director of Public Works

Office Phone#: 732.536.0188

Emergency Phone#: 732.513.7897

**Other:**

Title:

Office Phone#:

Emergency Phone#:

## SPPP Form 2 – Public Notice

Municipality Information	Municipality: <b>The Township of Marlboro</b>	County: <b>Monmouth</b>
	NJPDES#: <b>NJ0154784</b>	PIID#: <b>207222</b>
	Team Member / Title: <b>Alida Manco/Municipal Clerk</b>	
	Effective Date of Permit Authorization (EDPA): <b>April 1, 2004</b>	
	Date of completion: <b>February 9, 2005</b>	
Date of most recent update: <b>November 9, 2018</b>		

### Public Notice

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

*For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), the Township of Marlboro provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, the Township of Marlboro provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. The Township of Marlboro also complies with the public notice requirements of the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) with regard to municipal actions subject to that statute (e.g., adoption of the municipal stormwater management plan).*

*Copies of the Stormwater Pollution Plan (SPPP), the adopted Municipal Stormwater Management Ordinance, and the community wide ordinances (pet waste, wildlife feeding, litter control, improper disposal of waste, yard waste program, illicit connections, and private storm drain retrofitting) have also been posted on the Township's website for public review.*

## SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: **The Township of Marlboro** County: **Monmouth**  
 NJPDES#: **NJG0154784** PI ID#: **207222**  
 Team Member / Title: **Gregory R. Valesi/Municipal Engineer**  
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**  
 Date of completion: **February 9, 2005**  
 Date of most recent update: **November 9, 2018**

### New Development and Redevelopment and Redevelopment

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

*To control stormwater from new development and redevelopment projects throughout the Township of Marlboro, (including projects we operate) we will do the following:*

*Since the Effective Date of Permit Authorization (EDPA), we have ensured 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) are in compliance with those standards. Our Planning Board and Zoning Board of Adjustment ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.*

*From the EDPA through the implementation of this Stormwater Pollution Prevention Plan (SPPP), the Township of Marlboro did not construct any new development or redevelopment projects on municipal property. No construction projects occurred before our municipal stormwater control ordinance. To ensure adequate long-term operation and maintenance of Best Management Practices (BMPs) a project maintenance plan similar to the maintenance plan described in the model ordinance provided by the NJDEP, and funding the implementation of that plan. As part of the implementation of this SPPP, we are also requiring any storm drain inlets we install to comply with the design standard in Attachment C of our permit. Once our stormwater control ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets.*

## SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: <b>The Township of Marlboro</b>	County: <b>Monmouth</b>
NJPDES#: <b>NJG0154784</b>	PI ID#: <b>207222</b>
Team Member / Title: <b>Gregory R. Valesi/Municipal Engineer</b>	
Effective Date of Permit Authorization (EDPA): <b>April 1, 2004</b>	
Date of completion: <b>February 9, 2005</b>	
Date of most recent update: <b>November 9, 2018</b>	

### New Development and Redevelopment Program

***Continued from the previous page***

*Our Planning Board, our municipal attorney, and our consulting engineer have reviewed the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater Best Management Practices (BMP) Manual, and our consulting engineer has drafted a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model. We have also met with county planning agency staff to discuss the draft plan and ordinance. The Municipal Stormwater Management Plan was adopted by our Planning Board within 12 months of the EDPA, on March 18, 2005, and was submitted to the county planning agency for approval. The Stormwater Control Ordinance was adopted by our Planning Board and Township Council within 12 months from the adoption of the Municipal Stormwater Management Plan, on March 16, 2006, and was submitted to the county planning agency for approval.*

*The Stormwater Control Ordinance was approved and became effective on November 20, 2006. It will be administered by our Planning Board, Zoning Board of Adjustment, and Construction Officials, and will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the municipal stormwater management plan, the approved ordinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvements Standards.*

*For any BMP that is installed in order to comply with the requirements of our post-construction program, the Township of Marlboro will ensure 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, this will be implemented by enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Township can perform the maintenance and charge the private entity.*

***Continued on the following page***

# SPPP Form 3 – New Development and Redevelopment Program

Municipality  
Information

Municipality: **The Township of Marlboro**

County: **Monmouth**

NJPDES#: **NJG0154784**

PI ID#: **207222**

Team Member / Title: **Gregory R. Valesi/Municipal Engineer**

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

Date of completion: **February 9, 2005**

Date of most recent update: **November 9, 2018**

## New Development and Redevelopment Program

### ***Continued from the previous page***

*The Township of Marlboro is also enforcing, 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. We expect 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 NJDOT bicycle safe grate or equivalent and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.*

*The Monmouth County Planning Board past Resolution No. 06-53, on November 20, 2006 granting final approval of the municipal stormwater control ordinance and municipal stormwater management plan. The Planning Board and Zoning are enforcing Marlboro Township Ordinance No. 2006-33 and No. 2006-35 as current relative to stormwater management control and long-term maintenance of BMP facilities.*

*All new plans for development and redevelopment are reviewed by the appropriate personnel for compliance with the design and maintenance measures adopted. Additionally, starting January 1, 2019, the Township and/or their representative will complete, update, finalize, and maintain a "Major Development Stormwater Summary" for applicable structural and non-structural stormwater measures proposed. A copy of said summary report is attached.*

### Attachment D – Major Development Stormwater Summary

General Information			
1. Project Name: _____			
2. Municipality: _____	County: _____	Block(s): _____	Lot(s): _____
3. Site Location (State Plane Coordinates – NAD83): E: _____ N: _____			
4. Date of Final Approval for Construction by Municipality: _____ Date of Certificate of Occupancy: _____			
5. Project Type (check all that apply): Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (please specify) _____			
6. Soil Conservation District Project Number: _____			
7. Did project require an NJDEP Land Use Permit? Yes <input type="radio"/> No <input type="radio"/> Land Use Permit #: _____			
8. Did project require the use of any mitigation measures? Yes <input type="radio"/> No <input type="radio"/> If yes, which standard was mitigated? _____			

Site Design Specifications	
1. Area of Disturbance (acres): _____	Area of Proposed Impervious (acres): _____
2. List all Hydrologic Soil Groups: _____	
3. Please Identify the Amount of Each Best Management Practices (BMPs) Utilized in Design Below: Bioretention Systems _____ Constructed Wetlands _____ Dry Wells _____ Extended Detention Basins _____ Infiltration Basins _____ Combination Infiltration/Detention Basins _____ Manufactured Treatment Devices _____ Pervious Paving Systems _____ Sand Filters _____ Vegetative Filter Strips _____ Wet Ponds _____ Grass Swales _____ Subsurface Gravel Wetlands _____ Other _____	

Storm Event Information			
Storm Event - Rainfall (inches and duration):	2 yr.: _____	10 yr.: _____	
	100 yr.: _____	WQDS: _____	
Runoff Computation Method: NRCS: Dimensionless Unit Hydrograph <input type="checkbox"/> NRCS: Delmarva Unit Hydrograph <input type="checkbox"/> Rational <input type="checkbox"/> Modified Rational <input type="checkbox"/> Other: _____			

Basin Specifications (answer all that apply) <small>*If more than one basin, attach multiple sheets*</small>	
1. Type of Basin: _____	Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>
2. Owner (select one): <input type="radio"/> Public <input type="radio"/> Private: If so, Name: _____ Phone number: _____	
3. Basin Construction Completion Date: _____	
4. Drain Down Time (hr.): _____	
5. Design Soil Permeability (in./hr.): _____	
6. Seasonal High Water Table Depth from Bottom of Basin (ft.): _____ Date Obtained: _____	
7. Groundwater Recharge Methodology (select one): 2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/>	
8. Groundwater Mounding Analysis (select one): Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used: _____	
9. Maintenance Plan Submitted: Yes <input type="radio"/> No <input type="radio"/> Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>	

Comments:

Name of Person Filling Out This Form: \_\_\_\_\_

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

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

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

2/2/2018

Basin Specifications (answer all that apply) *If more than one basin, attach multiple sheets*	
1. Type of Basin:	Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>
2. Owner (select one):	<input type="radio"/> Public <input type="radio"/> Private: If so, Name: _____ Phone number: _____
3. Basin Construction Completion Date:	_____
4. Drain Down Time (hr.):	_____
5. Design Soil Permeability (in./hr.):	_____
6. Seasonal High Water Table Depth from Bottom of Basin (ft.):	_____ Date Obtained: _____
7. Groundwater Recharge Methodology (select one):	2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/>
8. Groundwater Mounding Analysis (select one):	Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used: _____
9. Maintenance Plan Submitted:	Yes <input type="radio"/> No <input type="radio"/> Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>

Basin Specifications (answer all that apply) *If more than one basin, attach multiple sheets*	
1. Type of Basin:	Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>
2. Owner (select one):	<input type="radio"/> Public <input type="radio"/> Private: If so, Name: _____ Phone number: _____
3. Basin Construction Completion Date:	_____
4. Drain Down Time (hr.):	_____
5. Design Soil Permeability (in./hr.):	_____
6. Seasonal High Water Table Depth from Bottom of Basin (ft.):	_____ Date Obtained: _____
7. Groundwater Recharge Methodology (select one):	2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/>
8. Groundwater Mounding Analysis (select one):	Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used: _____
9. Maintenance Plan Submitted:	Yes <input type="radio"/> No <input type="radio"/> Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>

Basin Specifications (answer all that apply) *If more than one basin, attach multiple sheets*	
1. Type of Basin:	Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>
2. Owner (select one):	<input type="radio"/> Public <input type="radio"/> Private: If so, Name: _____ Phone number: _____
3. Basin Construction Completion Date:	_____
4. Drain Down Time (hr.):	_____
5. Design Soil Permeability (in./hr.):	_____
6. Seasonal High Water Table Depth from Bottom of Basin (ft.):	_____ Date Obtained: _____
7. Groundwater Recharge Methodology (select one):	2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/>
8. Groundwater Mounding Analysis (select one):	Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used: _____
9. Maintenance Plan Submitted:	Yes <input type="radio"/> No <input type="radio"/> Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>

Name of Person Filling Out This Form: \_\_\_\_\_

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

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

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

# SPPP Form 4 – Local Public Education Program

Municipality  
Information

Municipality: **The Township of Marlboro** County: **Monmouth**  
NJPDES#: **NJ0154784** PIID#: **207222**  
Team Member / Title: **Alida Manco/Municipal Clerk**  
Effective Date of Permit Authorization (EDPA): **April 1, 2004**  
Date of completion: **February 9, 2005**  
Date of most recent update: **November 9, 2018**

## Local Public Education Program

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

*In accordance with the local public education program Permit requirements, the municipality is implementing a Local Public Education Program conforming to the approved activities and point system outlined in the Stormwater General Permit. A complete list of activities and their corresponding points is attached. The Township is required to select activities from at least three of the five categories. The municipality shall earn a total of twelve (12) points annually and certify to the accumulation of same within each respective Annual Report.*

*The following list of Local Public Education Approved Activities will be implemented by the Township:*

1. *Website – The Township will maintain a stormwater related page on their municipal website that includes stormwater information and links to the Clean Water Website and the NJDEP stormwater website (1 point)*
2. *Stormwater Facility Signage – The Township will install signs at ten (10) municipally owned stormwater basins including information on function, contact phone number, etc. (5 points)*
3. *Mailing – Distribute 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. (2 points)*
4. *Ordinance Education – Distribute a letter from the mayor to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Litter, Improper Disposal of Waste, Wildlife Feeding, Yard Waste and Illicit Connection Ordinances. (3 points)*
5. *Clean-up – Sponsor or organize a litter clean-up for a scout troop, local school district, faith based group or other community youth group along a local waterway, public park, stormwater facility, or in the area with storm drains that discharge to a local lake or waterway. (3 points)*

*Certification of conformance to the above Program will be provided within the Annual Report to be submitted to the Department.*

## Attachment B – Points System for Public Education and Outreach Activities

The Tier A Municipality shall implement a Public Education and Outreach Program that focuses on educational and pollution prevention activities about the impacts of stormwater discharges on surface water and groundwater and to involve the public in reducing pollutants in stormwater runoff and mitigating flow.

The Tier A Municipality shall **annually** conduct educational activities that total at least **12 points** and include activities from at least three of the five categories found below. At a minimum, at least one of the activities shall involve educating businesses and the general public of hazards associated with illicit connections and improper disposal of waste. Each approved activity is listed below with an assigned point value. Additional information on how to conduct these Public Education and Outreach activities can be found under Notes and Definitions Part IV.A.3 and 4 of this Tier A MS4 NJPDES permit. Records shall be kept necessary to demonstrate compliance with this requirement, including date of activities and any other relevant documentation.

Category 1: General Public Outreach		
Activity	Description	Points
Website and Social Media	Maintain a stormwater related page on the municipal website or on a municipal social media site. The web page may include links to other stormwater related resources, including the NJDEP stormwater website ( <a href="http://www.njstormwater.org">www.njstormwater.org</a> ).	1
Newspaper Ad	Use Department created and approved stormwater education materials available on <a href="http://www.cleanwaternj.org">www.cleanwaternj.org</a> to publish an ad in a newspaper or newsletter that serves the municipality.	1
Radio/Television	Broadcast a radio or television public service announcement from <a href="http://www.cleanwaternj.org">www.cleanwaternj.org</a> on a local radio or municipal public service channel.	1
Green Infrastructure Signage	Post signs at municipally-owned green infrastructure sites that describe the function and importance of the infrastructure, contact phone number, municipal identification number, and/or website for more information.  *New signs receive 0.5 credits per sign. Existing signs that are maintained or upgraded receive 0.25 credits per sign. A maximum of 5 credits are allowed.	5*
Billboard/Sign	Produce and maintain (for credit in subsequent years) a billboard or sign which can be displayed on a bus, bus stop shelter, recreation field (outfield sign), or other similar public venue.	2
Mural	Produce and maintain (for credit in subsequent years) the planning and painting of a stormwater pollution themed mural, storm drain art or other artwork at a local downtown/commercial area or other similar public venue.	2
Stormwater Facility Signage	Post signs at municipally-owned stormwater management basins or other structural stormwater related facilities that describe the function and importance of the facility, contact phone number, municipal identification number, and/or website for more information.  *New signs receive 0.5 credits per sign. Existing signs that are maintained or upgraded receive 0.25 credits per sign. A maximum of 5 credits are allowed.	5*

Category 2: Targeted Audiences Outreach		
Activity	Description	Points
<b>Stormwater Display</b>	Present a stormwater related display or materials at any municipal event (e.g., Earth Day, town picnic), at the municipal building or other similar public venue.	1
<b>Promotional Item</b>	Distribute an item or items with a stormwater related message (e.g., refrigerator magnets, temporary tattoos, key chains, bookmarks, pet waste bag dispensers, coloring books, and pens or pencils). Municipality must initially have available a minimum number of the items equal to 10% of the municipal population.	2
<b>Mailing or e-Mailing Campaign</b>	Provide information to all known owners of stormwater facilities not owned or operated by the municipality (i.e., privately owned) highlighting the importance of proper maintenance of stormwater measures. For assistance, see information at <a href="http://www.nj.gov/dep/stormwater/maintenance_guidance.htm">www.nj.gov/dep/stormwater/maintenance_guidance.htm</a> .	3
<b>Mailing or e-Mailing Campaign</b>	Distribute any of the Department's educational brochures, tip cards, or a municipally produced equivalent (e.g., community calendar, newsletter, or recycling schedule) via a mailing to every resident and business in the municipality.	2
<b>Ordinance Education</b>	Distribute a letter or e-mail from the mayor or municipal official to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Wildlife Feeding, Litter Control, Improper Disposal of Waste, Containerized Waste/Yard Waste Collection, Private Storm Drain Inlet Retrofitting and Illicit Connection ordinances. Provide a link to the municipal website where subject ordinances are posted.	3

Category 3: School / Youth Education and Activities		
Activity	Description	Points
<b>School Presentations</b>	Provide water-related educational presentation(s) and/or activities to local preschool, elementary, middle, and/or high school classes using municipal staff or local partner organizations. Topics could include stormwater, nonpoint source pollution, watersheds, water conservation and water quality. For ideas, see information at <a href="http://www.nj.gov/dep/seeds">www.nj.gov/dep/seeds</a> .  *Presentations receive 1 credit per presentation, with a maximum of 5 credits allowed.	5*
<b>Water Education Workshops</b>	Provide water-related professional development workshops for local teachers from a registered NJ Department of Education Professional Development Provider.	2
<b>Storm Drain Labeling</b>	Organize a project to label and/or maintain storm drain labels (that are not already precast with a message) with a scout troop, local school district, or faith based group, or other community youth group for a minimum of 40 labels. This project could also include stenciling over precast labels to improve legibility.	3
<b>Educational Contest for Schools</b>	Organize an educational contest with a local school district or a local community organization serving youth to design a poster, magnet, rain stick, rain barrel or other craft/art object. Contest themes shall have an appropriate stormwater message. Winning entries are to be displayed at publicly accessible locations within the municipality such as at the town hall, library, post office, or school. The winning design should be shown on the municipality's website or social media site, if practical.	3
<b>AmeriCorps Event</b>	Coordinate an event (e.g. volunteer stream monitoring, educational presentations, or stormwater awareness project) through <a href="#">AmeriCorps NJ Watershed Ambassador Program</a>	4
<b>Clean-up</b>	Sponsor or organize a litter clean up for a scout troop, local school district, faith based group or other community youth group along a local waterway, public park, stormwater facility, or in an area with storm drains that discharge to a local lake or waterway.	3

Category 4: Watershed/Regional Collaboration		
Activity	Description	Points
<b>Regional Stormwater Collaboration</b>	Participate in a regional stormwater, community collaborative or other watershed-based group on a regular basis to discuss impaired waterbodies, TMDLs, regional stormwater related issues, or watershed restoration plans that address those waterbodies. Evaluate, develop and implement remedies that resolve stormwater-related issues within the affected waterbody or watershed.	3
<b>Green Infrastructure Workshop</b>	Organize or participate in a rain barrel, rain garden or other green infrastructure workshop on a regional or watershed basis. This could be a partnership exercise with a local watershed organization, utility, university, school, youth/faith based group, and/or other organization.	3
<b>Community Activity</b>	Organize or participate in the organization of a regional or watershed based event to carry out stormwater activities such as stormwater facility maintenance or litter clean-up. The municipality may identify and enter into a partnership agreement with a local group such as a watershed organization, utility, university, school, youth/faith based group, and/or other organization to carry out these activities	3

Category 5: Community Involvement Activities		
Activity	Description	Points
<b>Volunteer Stormwater Assessment or Stream Monitoring</b>	Establish a volunteer stormwater facility assessment (inspection, inventory and/or mapping) or stream monitoring program for a waterbody within the municipality in order to gauge the health of the waterway through chemical, biological or visual monitoring protocols. Contact NJDEP's <u>AmeriCorps NJ Watershed Ambassador Program</u> or review <u>USEPA National Directory of Volunteer Monitoring Programs</u> .	3
<b>Rain Barrel Workshop</b>	Organize or participate in a rain barrel workshop. This could be a partnership exercise with a local watershed organization, university, school, youth/faith based group, and/or other nonprofit.	3
<b>Rain Garden Workshop</b>	Organize or participate in a rain garden training or installation workshop. This could be a partnership exercise with a local watershed organization, university, school, youth/faith based group, and/or other nonprofit.	3
<b>Community Event</b>	Organize or participate in the organization of a community event to carry out stormwater activities such as stormwater measure maintenance or a stream buffer restoration. The municipality may identify and enter into a partnership agreement with a local group such as a watershed organization, university, utility, school, youth/faith based group, and/or other nonprofit to carry out these activities.	3
<b>Community Involvement</b>	Organize a project with a local organization to create and post signs at either green and/or gray stormwater infrastructure sites or facilities that describe the function and importance of the facility, contact phone number, municipal identification number, and/or website for more information.  *Signs receive 0.5 credits per sign. A maximum of 5 credits are allowed.	5*

## SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: **The Township of Marlboro** County: **Monmouth**  
NJPDES#: **NJ0154784** PIID#: **207222**  
Team Member / Title: **Robert Miller/Director of Public Works**  
Effective Date of Permit Authorization (EDPA): **April 1, 2004**  
Date of completion: **February 9, 2005**  
Date of most recent update: **November 9, 2018**

### Storm Drain Inlet Labeling

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

*Due to our concern for the safety of the individuals who will be implementing our storm drain inlet labeling program, our Public Works department will be doing the labeling. We will label 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 Township of Marlboro.*

*For most storm drain inlets we will use plastic labels ordered from Clearwater Technology (or a suitable substitute) that will be applied using adhesive. In some cases, where the durability of the plastic labels is a concern, we may use painted labels or storm drain inlet structures with pre-cast labels.*

*The Township of Marlboro will label a minimum of 50% of the storm drain inlets by April of 2007 and label all remaining storm drain inlets by April of 2009.*

*As of April 2007, 100% of the storm drain inlets have been labeled. During our annual catch basin cleaning program and leaf collection program, we will be checking these labels to ensure that they are still visible, and if they are not, we ensure that the labels are replaced as soon as possible.*

*Periodic inspection and maintenance is conducted by Public Works Employees throughout the year to ensure labels are visible and firmly attached to the inlet/catch basin head or casting. Any deficiencies are reported back so work orders are scheduled and issued for replacement of the labels/markers as needed.*

# SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: **The Township of Marlboro**

County: **Monmouth**

NJPDES#: **NJG0154784**

PI ID#: **207222**

Team Member / Title: **Gregory R. Valesi/Municipal Engineer**

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

Date of completion: **February 9, 2005**

Date of most recent update: **November 9, 2018**

## MS4 Outfall Pipe Mapping

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

*The Township of Marlboro initiated an outfall pipe mapping program during July of 2004. The Engineering Department used a GPS unit to determine the location of the end of all outfall pipes operated by the Township. The Township was divided into two sectors for outfall pipe mapping purposes. Sector I is the area south of Route 520, and Sector II is the area north of Route 520 (see attached map). Sector I was scheduled to be mapped by the end of 2006, and Sector II was scheduled to be mapped by April 2009. As of December 2006, the locations of all outfall pipes (Sectors I and II) have been determined, and a map displaying the outfall pipe locations has been developed; approximately 360 outfalls have been identified.*

*The initial physical inspections of approximately all outfalls has been conducted. Follow-up inspections for outfalls experiencing dry weather flows will be conducted by the DPW or hired consultant. The initial physical inspections will be performed in accordance with Stormwater General Permit requirements.*

*Revisions, as well as additions, to the outfall mapping system will be done as needed to incorporate new construction/infrastructure.*

# SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information

Municipality: **The Township of Marlboro**      County: **Monmouth**  
 NJPDES#: **NJ0154784**      PIID#: **207222**  
 Team Member / Title: **Robert Miller/Director of Public Works**  
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**  
 Date of completion: **February 9, 2005**      Date of most recent update: **N/A**

## Illicit Connection Elimination Program

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

*The Township of Marlboro will begin performing the initial physical inspection of our outfall pipes within 18 months for EDPA (by October 1, 2005) and will complete the initial physical inspection of all outfall pipes within 60 months from the EDPA (April 2009). We will use the NJ Department of Environmental Protection (NJDEP) Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within the Township of Marlboro) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the connection eliminated immediately. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Township of Marlboro will report the illicit connection to the NJDEP.*

*All reports of illicit connections will be referred to the Director of Public Works who will initiate investigations as appropriate. No illicit connections have been identified to date.*

# Closeout Investigation Form

Municipality  
Information

Municipality: \_\_\_\_\_ County \_\_\_\_\_

NJPDES # : NJG \_\_\_\_\_ PI ID #: \_\_\_\_\_

Team Member / Title: \_\_\_\_\_

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

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

Basis for Submittal:

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

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

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

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

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

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

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

## SPPP Form 8 – Illicit Connection Records

<b>Municipality Information</b>	Municipality: <b>The Township of Marlboro</b> County: <b>Monmouth</b> NJPDES#: <b>NJ0154784</b> PIID#: <b>207222</b> Team Member / Title: <b>Robert Miller/Director of Public Works</b> Effective Date of Permit Authorization (EDPA): <b>April 1, 2004</b> Date of completion: <b>February 9, 2005</b> Date of most recent update: <b>November 9, 2018</b>
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### Illicit Connection Records

January 1, 2018-December 31, 2018

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

Total number of inspections performed this year? program implementation will begin by October 2005

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?

January 1, 2019-December 31, 2019

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

Total number of inspections performed this year?

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

January 1, 2020-December 31, 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? 150

Number of outfalls found to have a dry weather flow? 37

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? -

Of the illicit connections found, how many remain? -

January 1, 2021-December 31, 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? 215

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? NA

Of the illicit connections found, how many remain? 0

# SPPP Form 9 – Yard Waste Ordinance/Collection Program

<b>Municipality Information</b>	Municipality: <b>The Township of Marlboro</b> County: <b>Monmouth</b> NJPDES#: <b>NJ0154784</b> PIID#: <b>207222</b> Team Member / Title: <b>Robert Miller/Director of Public Works</b> Effective Date of Permit Authorization (EDPA): <b>April 1, 2004</b> Date of completion: <b>February 9, 2005</b> Date of most recent update: <b>November 9, 2018</b>
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## Yard Waste Ordinance/Collection Program

Please describe your yard waste ordinance/collection program. Be sure to include the collection schedule and how you will notify the residences and businesses of this schedule. Attach additional pages as necessary.

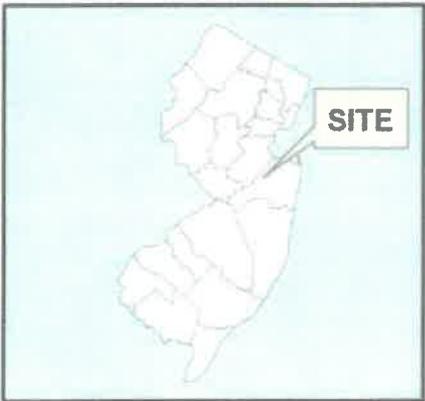
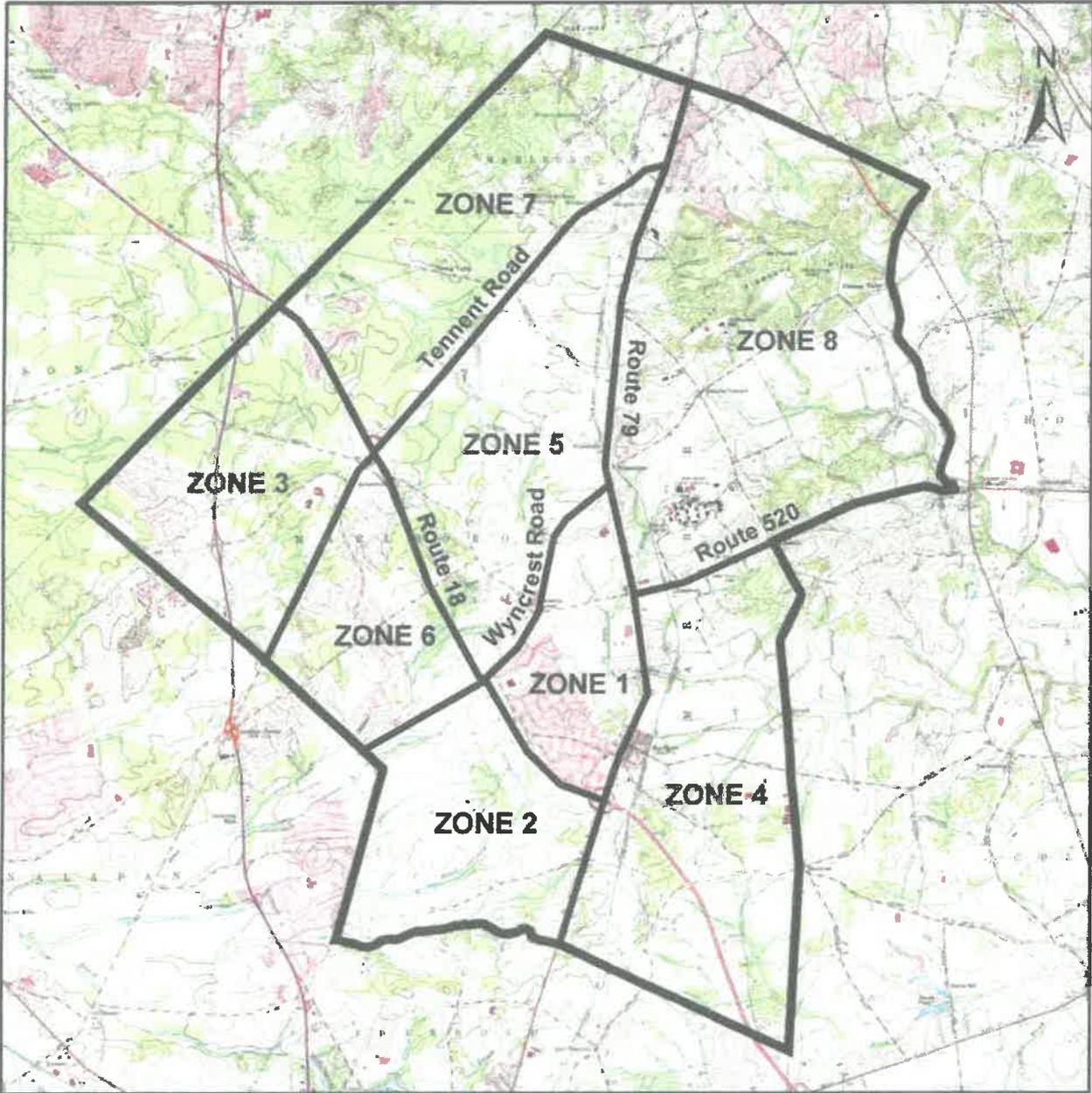
*The Township of Marlboro has implemented a yard waste collection and disposal program. We conduct monthly collections of leaves and brush during the months of October, November, and December, plus one collection in the spring. During the remainder of the year, the Township of Marlboro may hold additional yard waste collections, in accordance with the published Recycling Program schedule. Our yard waste collection schedule and program requirements are published in our annual Recycling Calendar, which is mailed to all residences each year. The collection schedule and program requirements are also posted on the Township Website.*

*For yard waste and recyclable collections, we have divided the Township of Marlboro into eight zones, giving ourselves approximately one week to do the collections in two zones (weather permitting). A map depicting the eight zones is attached.*

*The Township of Marlboro is enforcing a yard waste ordinance (see SPPP Form 10) that 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.*

*It should be noted that during the leaf collection program the Township Department of Public Works will also be inspecting catch basins to determine if cleaning is required; recording of inspections will be conducted and will be kept current.*

# TOWNSHIP OF MARLBORO YARD WASTE COLLECTION ZONES



Legend

**MUN**

 MARLBORO TWP

*Township of Marlboro  
Yard Waste Collection Zones  
Township of Marlboro, Monmouth County, NJ*

*DRAWN BY: JLH                      DATE: 03/03/05  
PATH: J:USER/JLH/GIS/Marlboro Sectors*

## SPPP Form 10 – Ordinances

Municipality Information

Municipality: **The Township of Marlboro**

County: **Monmouth**

NJPDES#: **NJG0154784**

PI ID#: **207222**

Team Member / Title: **Louis Rainone, Esq./Municipal Attorney**

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

Date of completion: **February 9, 2005**

Date of most recent update: **November 9, 2018**

### Ordinances

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

*The following ordinances have been adopted and enforced, or existing ordinances have been revised as necessary.*

Pet Waste: 9/22/05

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

*This information will be provided as required.*

Litter: 9/22/05

Improper Waste Disposal: 9/22/05

Wildlife Feeding: 9/22/05

Yard Waste: Yard Waste Collection Program Ordinance 9/22/05

Illicit Connections: 9/22/08

Private Storm Drain Inlet Retrofitting: 9/16/10

Refuse Containers / Dumpsters: 9/16/10

How will these ordinances be enforced?

*Our local police officers and code enforcement personnel 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.*

# SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: **The Township of Marlboro** County: **Monmouth**  
 NJPDES#: **NJ0154784** PIID#: **207222**  
 Team Member / Title: **Robert Miller/Director of Public Works**  
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**  
 Date of completion: **February 9, 2005** Date of most recent update:

## Storm Drain Inlet Retrofitting

What type of storm drain inlet design will generally be used for retrofitting?  
*For most projects the Township of Marlboro will use the NJDOT bicycle safe grate or equivalent style and (if needed) a curb opening with a clear space not 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
<p><b>The Township complies with the storm drain inlet retrofitting requirements for all capital improvement projects and as required by Permit.</b></p>					

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

*The Township of Marlboro does not currently plan on installing any alternative devices for repaving, repairing, reconstruction or alternation projects. We also do not currently plan on claiming any historic place exemptions.*

**NOTE:** *With 12 months of the EDPA (by April 1, 2005), retrofitting of existing storm drain inlets to meet the standards in Attachment C of the permit will be implemented when such inlets are in direct contact with repaving, repairing (excluding repair of individual potholes, reconstruction or alternation of facilities owned or operated by the municipality).*

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

Municipality Information

Municipality: **The Township of Marlboro** County: **Monmouth**  
 NJPDES#: **NJ0154784** PIID#: **207222**  
 Team Member / Title: **Robert Miller/Director of Public Works**  
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**  
 Date of completion: **February 9, 2005** Date of recent update: **February 3, 2010**

## Street Sweeping

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

*The Township of Marlboro has evaluated all of its streets to determine which areas will need to be swept monthly. All municipally owned or operated curbed streets (including roads or highways) with storm drains that have a posted speed limit of 35 mph or less (excluding all entrance and exit ramps) in predominantly commercial areas will be swept at least once per month, weather and street surface conditions permitting.*

*The Street Sweeping Program was implemented within 12 months of the EDA (by April 1, 2005).*

*The Township of Marlboro intends to maintain its existing street sweeping schedule for all other streets (that are not required by the permit), which includes sweeping all curbed streets biannually.*

*A copy of the form used to log out street sweeping activities is attached.*

## Road Erosion Control Maintenance

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

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

*The Township of Marlboro will use the Public Works Department to monitor all their roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to Robert Miller, the Director of Public Works, or his designee. Identified areas of erosion will be discussed and repairs prioritized by the Public Works Department. Maintenance personnel will then be assigned to the areas of concern, and the areas identified to have road erosion problems will be repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. The Public Works Department will maintain an inspection log and a list of all repairs and the dates completed. A copy of the form used to log these activities is attached. The status of the Road Erosion Control Maintenance Program will be included in the Annual report and Recertification.*

*The Road Erosion Control Maintenance Program was implemented within the 18 months of the EDPA (by October 1, 2005).*

*As of the March 1, 2009 effective Permit renewal date, the Road Erosion Control Maintenance Program is no longer a Statewide Basin Requirement. However, as good house keeping practices, same will be monitored by the DPW on a routine basis.*





# SPPP Form 13 – Stormwater Facility Maintenance

Municipality  
Information

Municipality: **The Township of Marlboro**

County: **Monmouth**

NJPDES#: **NJ0154784**

PIID#: **207222**

Team Member / Title: **Robert Miller/Director of Public Works**

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

Date of completion: **February 9, 2005** Date of most recent update: **May 26, 2008**

## Stormwater Facility Maintenance

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

*The Township of Marlboro has implemented an annual catch basin inspection and cleaning program to maintain catch basin function and efficiency. Catch basins that require cleaning will also be inspected for proper function during the cleaning process. Maintenance will be scheduled for those catch basins that are in disrepair. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned.*

*The inspection and cleaning of catch basins will be documented on the attached "Stormwater Facility Inspection and Maintenance Log". Annual inspection will be conducted on an as-needed basis, during the leaf collection program and other scheduled inspection periods as determined by the DPW.*

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

*The Township of Marlboro has implemented a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. The Township operates the following in addition to the storm drain catch basins described above:*

- Detention Basins
- Retention Basins
- Water Quality Basins
- Swales

*These stormwater facilities will be inspected at least annually to insure that they are functioning properly. Preventative or corrective maintenance will be performed on stormwater facilities as necessary to ensure that they do not begin to fail.*

*The Inspection Checklist for Stormwater Management Facilities is attached.*



## Inspection Checklist for Stormwater Management Facilities

Date Serviced: \_\_\_\_\_  
Weather: \_\_\_\_\_

Development: \_\_\_\_\_

Facility Location: \_\_\_\_\_

Area to be Maintained: \_\_\_\_\_

Type of Facility:                      Detention                      Retention                      WQ Basin                      Swale

Type of Outlet Structure: \_\_\_\_\_

Size of outlet pipe: \_\_\_\_\_

Downstream conditions: \_\_\_\_\_

Fence & Gate:      Y / N                      Type: \_\_\_\_\_                      Condition: \_\_\_\_\_

Facility access:      Open                      Blocked                      Easement                      Driveway

Facility Item	O.K.*	Routine*	Urgent*	Comments*
<b>1. Embankments and Side Slopes</b>				
A. Vegetation				
B. Linings				
C. Erosion				
D. Settlement				
E. Sloughing				
F. Trash and Debris				
G. Seepage				
Aesthetics				
.. Other				

<b>2. Bottoms (Detention and Infiltration)</b>				
A. Vegetation				
B. Erosion				
C. Standing Water				
D. Settlement				
E. Trash and Debris				
F. Sediment				
G. Aesthetics				
H. Other:				

<b>3. Low Flow Channels (Detention)</b>				
A. Type Material				
B. Linings				
C. Erosion				
D. Settlement				
E. Trash and Debris				
F. Seepage				
G. Aesthetics				
H. Other				

## Inspection Checklist for Stormwater Management Facilities

Facility Item Ponds (Retention)	O.K.*	Routine*	Urgent*	Comments*
A. Vegetation				
B. Shoreline Erosion				
C. Aeration Equipment				
D. Trash and Debris				
E. Sediment				
F. Water Quality				
G. Other:				

### 5. Outlet Structure (Detention and Retention)

A. Condition of Structure				
B. Erosion				
C. Trash and Debris				
D. Sediment				
E. Mechanical Components (Trash Rack)				
F. Aesthetics				
G. Other:				

### 6. Perimeter

A. Vegetation				
B. Erosion				
C. Trash and Debris				
D. Fences and Gates				
E. Aesthetics				
F. Other				

### 7. Photos

A. Access				
B. Basin				
C. Outlet Structure				

- \* O.K. - The item is in good condition, and the maintenance program is adequate
- \* Routine - The item checked requires attention, but does not present an immediate threat to the facility function or other facility components.
- \* Urgent - The item checked requires immediate attention to keep the facility operational or to prevent damage to other facility components
- \* Comments - Provide explanation and detail if columns 2 or 3 are checked.

**INSPECTED BY:** \_\_\_\_\_

# SPPP Form 14 – Outfall Pipe Stream Scouring Remediation

Municipality  
Information

Municipality: **The Township of Marlboro** County: **Monmouth**  
NJPDES#: **NJ0154784** PIID#: **207222**  
Team Member / Title: **Robert Miller/Director of Public Works**  
Effective Date of Permit Authorization (EDPA): **April 1, 2004**  
Date of completion: **February 9, 2005** Date of most recent update: **May 26, 2008**

## Outfall Pipe Stream Scouring Remediation

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

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

*When we are performing the outfall pipe inspections as part of our illicit connection elimination program, we will be checking all of our outfall pipes for signs of scouring. All sites where scouring is observed will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first.*

*We will follow each repair up with an annual inspection, where feasible, of the site to ensure that scouring has not resumed.*

*The attached SPPP Form 14A provides a list of all sites where outfall pipe stream scouring has been identified, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed we will note the date of that repair on this form.*

*The Outfall Pipe Stream Scouring remediation Program was implemented within 18 months of the EDPA (by October 1, 2005).*

# SPPP Form 14A – List of Sites with Outfall Pipe Stream or Stream Bank Scouring

<b>Municipality Information</b>	Municipality: <b>The Township of Marlboro</b> NJPDES#: <b>NJ0154784</b> Team Member / Title: <b>Robert Miller/Director of Public Works</b> Effective Date of Permit Authorization (EDPA): <b>April 1, 2004</b> Date of completion: <b>February 9, 2005</b> Date of most recent update: <b>May 26,2008</b>	County: <b>Monmouth</b> PIID#: <b>207222</b>
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## List of Sites with Outfall Pipe Stream or Stream Bank Scouring

<b>Location of Outfall Pipe Stream or Stream Bank Scouring</b> (include alphanumeric outfall identifier)	<b>Projected Start Date for Repairs</b>	<b>Method of Repair</b>	<b>Date Repairs Completed</b>
<i>(Please refer to DPW files for same)</i>			

**Notes:** 1) Repair will be prioritized based upon the extent of the problem, the need for engineering support, and the need for permits and will be scheduled accordingly.  
 2) Use additional copies of this form as necessary to document all observed scouring.

# SPPP Form 15 – De-Icing Material and Sand Storage

Municipality Information	Municipality: <b>The Township of Marlboro</b>	County: <b>Monmouth</b>
	NJPDES#: <b>NJ0154784</b>	PIID#: <b>207222</b>
	Team Member / Title: <b>Robert Miller/Director of Public Works</b>	
	Effective Date of Permit Authorization (EDPA): <b>April 1, 2004</b>	
	Date of completion: <b>February 9, 2005</b> Date of most recent update: <b>May 26,2008</b>	

## De-icing Material and Sand Storage

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

*The Township of Marlboro stores its de-icing salt and sand in a permanent structure in accordance with the requirements of the Tier A Municipal Stormwater General Permit. Two storage facilities are located at the Municipal Complex on Lotta Burke Way and will be inspected on a monthly basis as part of the implementation of our Good Housekeeping Procedure.*

*In addition, the Township of Marlboro stores a mixture of sand and clay at the Municipal Complex for use in our baseballs fields. This mixture is stored outside at least 50 feet from storm sewer inlets, ditches or other stormwater conveyance channels, surface water bodies.*

*At the completion of loading and unloading activities we shall inspect for spilled salt and sand.*

# SPPP Form 16 – Standard Operating Procedures

<b>Municipality Information</b>	Municipality: <b>The Township of Marlboro</b> County: <b>Monmouth</b> NJPDES#: <b>NJ0154784</b> PIID#: <b>207222</b> Team Member / Title: <b>Robert Miller /Director of Public Works</b> Effective Date of Permit Authorization (EDPA): <b>April 1, 2004</b> Date of completion: <b>February 9, 2005</b> Date of most recent update: <b>May 26, 2008</b>
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## Outfall Pipe Stream Scouring Remediation

BMP	Date SOP Went into Effect.	Describe your inspection schedule
<p style="text-align: center;"><b>Fueling Operations</b>                      (including the required practices listed in Attachment D of the permit)</p>	April 1, 2005	<p><i>Our only fueling locations is at our Public Works Yard on Lotta Burke Way, which will be inspected once a month.</i></p>
<p style="text-align: center;"><b>Vehicle Maintenance</b>                      (including the required practices listed in Attachment D of the permit)</p>	April 1, 2005	<p><i>We will perform monthly inspections of vehicle maintenance operations in order to ensure that the SOP is followed.</i></p>
<p style="text-align: center;"><b>Good Housekeeping Practices</b>                      (including the required practices listed in Attachment D of the permit)</p> <p style="text-align: center;"><b>Attach inventory list required by Attachment D of the permit.</b></p>	April 1, 2005	<p><i>Monthly inspections of our Public Works Yard on Lotta Burke Way will be performed.</i></p>

**ENGINEERS CERTIFICATION OF ANNUAL INSPECTION OF EQUIPMENT  
AND VEHICLE WASH WASTEWATER CONTAINMENT STRUCTURE**

**(Complete a separate form for each vehicle wash wastewater containment structure)**

Permittee: \_\_\_\_\_ NJPDES Permit No: \_\_\_\_\_

Containment Structure Location: \_\_\_\_\_

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

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

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

Acceptable \_\_\_\_\_

Unacceptable \_\_\_\_\_

Conditionally Acceptable \_\_\_\_\_

List necessary repairs and other conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

Name (print): \_\_\_\_\_ Seal: \_\_\_\_\_

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

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





# Vehicle & Equipment Fueling Procedure

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**Township of Marlboro**  
**Stormwater Pollution Prevention Plan**  
**Standard Operating Procedure**  
**For**  
**Vehicle and Equipment Fueling**

**Revision No. 1    Effective Date – 04/01/05**

1.0 PURPOSE

This procedure provides instructions for delivering fuel into vehicles, equipment, mobile fuel tanks, and storage tanks in a manner that ensures the safety of Township personnel and the public as well as minimizing any impact on surface or groundwater.

2.0 APPLICABILITY/SCOPE

This procedure is applicable to all Township personnel who participate in delivering fuel into vehicles, equipment, mobile fuel tanks, and storage tanks at any maintenance yards or mobile fueling operations in the Township of Marlboro.

Fueling operations occur at the following maintenance yard location:

- Public Works Yard at Lotta Burke Way

Equipment may also be fueled in the field using a truck-mounted fuel tank.

3.0 PROCEDURE

3.1 Vehicle and Equipment Fueling

- ✓ Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area(s) in the maintenance yard(s).
- ✓ Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.
- ✓ Shut the engine off on the vehicle or equipment to be fueled.
- ✓ Verify that the fuel is the proper type for the vehicle or equipment.
- ✓ Ensure that absorbent spill clean-up materials or spill kits are available in the fueling area and on mobile fueling equipment.
- ✓ Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
- ✓ Fuel tanks shall not be "topped off". Allow sufficient room for expansion and to prevent spillage during vehicle movement.

3.2 Bulk Fueling

- ✓ Protect bulk-fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
- ✓ A trained employee must always be present to supervise during bulk fuel transfers.
- ✓ The Township will require the fuel vendor to provide drip pans or absorbent pads that shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
- ✓ Block storm sewer inlets, or contain tank trucks used for bulk fuel transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of fuels.

3.3 Spill Response and Reporting

- ✓ In the event of a spill, contact the Marlboro Township Office of Emergency Management at 732-536-0100.
- ✓ Conduct cleanups of any fuel spills immediately after discovery.
- ✓ The cleanup of any spills caused by fuel vendors during delivery will be the responsibility of the vendor.
- ✓ Spills are to be cleaned up using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the absorbent materials shall be swept up as soon as possible after the spilled fuel has been absorbed.
- ✓ Spill cleanup waste material is to be disposed of properly.

3.4 Maintenance and Inspection

- ✓ Fueling areas and storage tanks shall be inspected monthly.
- ✓ Keep an ample supply of spill cleanup material near the site of vehicle and equipment fueling and bulk fuel transfer operations.
- ✓ Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.

3.5 References

- ✓ Township of Marlboro Stormwater Pollution Prevention Plan.
- ✓ New Jersey Pollutant Discharge Elimination System, Tier A Municipal Stormwater General Permit No. NJG0154784.

# Vehicle Maintenance Procedure

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**Township of Marlboro**  
**Stormwater Pollution Prevention Plan**  
**Standard Operating Procedure**  
**For**  
**Vehicle Maintenance**

**Revision No. 1    Effective Date – 04/01/05**

1.0 PURPOSE

This procedure provides instructions for performing vehicle maintenance in a manner that ensures that proper consideration is given to spill prevention, containment and countermeasures, waste management, and pollution control, in order to minimize the impact of maintenance activities on the environment.

2.0 APPLICABILITY/SCOPE

This procedure is applicable to all Township personnel and contractors who participate in vehicle maintenance activities at any maintenance yards or other areas where vehicle maintenance is performed in the Township of Marlboro.

3.0 PROCEDURE

3.1 Vehicle Maintenance

- ✓ Vehicle and equipment maintenance shall only be conducted in areas designated by the Director of Public Works.
- ✓ Ensure that absorbent spill clean-up materials or spill kits are available in the vehicle maintenance area.
- ✓ Whenever possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
- ✓ For projects that must be performed outdoors and that last more than one day, portable tents, tarps, or other covers must be placed over the equipment being serviced when it is not being worked on. If the machinery is not exposed (e.g., hood of vehicle can be closed, tractor engine cover is replaced, etc.), then no cover is required.
- ✓ Drip pans or other containment devices must be used if the equipment that is being serviced could possibly leak fuel, oil, hydraulic fluids or other fluids, and will be left outside for a time period of greater than one day.
- ✓ Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream from drainage facilities and watercourses.

- ✓ Properly dispose of or recycle batteries, fuels, oils, grease, lubricants, antifreeze and other hazardous materials. **Do not dump any of these materials on the ground or into a storm drain or watercourse.** Collect waste fluids in properly labeled containers and dispose of properly.
- ✓ Properly dispose of or recycle waste tires. **Do not bury tires.**

3.2 Spill Prevention, Response and Reporting

- ✓ Provide spill containment dikes or other secondary containment around stored oils and other fluid storage containers.
- ✓ In the event of a spill, contact the Marlboro Township Office of Emergency Management at 732-536-0100.
- ✓ Conduct cleanups of any spills of fuels, oils, lubricants, antifreeze and other hazardous materials immediately after discovery.
- ✓ Spills are to be cleaned up using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the absorbent materials shall be swept up as soon as possible after the spilled material has been absorbed.
- ✓ Spill cleanup waste material is to be disposed of properly.

3.3 Maintenance and Inspection

- ✓ Periodically check vehicle/equipment maintenance areas for leaking or damaged equipment or containers and make repairs as necessary.

3.4 References

- ✓ Township of Marlboro Stormwater Pollution Prevention Plan.
- ✓ New Jersey Pollutant Discharge Elimination System, Tier A Municipal Stormwater General Permit No. NJG0154784.

# Good Housekeeping Procedure

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**Township of Marlboro  
Stormwater Pollution Prevention Plan  
Standard Operating Procedure  
For  
Good Housekeeping**

**Revision No. 1    Effective Date – 04/01/05**

**1.0    PURPOSE**

This procedure provides the basic practices of good housekeeping to be implemented at maintenance yards or other areas where maintenance is performed in the Township of Marlboro in a manner that ensures that proper consideration is given to spill prevention, containment and countermeasures, waste disposal and recycling, and pollution control, in order to minimize the impact of maintenance yard activities on the environment.

**2.0    APPLICABILITY/SCOPE**

This procedure is applicable to all Township personnel and contractors who work at any maintenance yards or other areas where maintenance is performed in the Township of Marlboro.

**3.0    PROCEDURE**

**3.1    General Good Housekeeping**

- ✓ 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.
- ✓ Whenever practical, chemicals, fluids and supplies should be stored indoors.
- ✓ If containers are stored outside, they must be covered and placed on spill platforms.
- ✓ Keep storage areas clean and well organized.
- ✓ Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
- ✓ Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
- ✓ Place trash, dirt and other debris in a dumpster or other appropriate waste container.
- ✓ Collect waste fluids in properly labeled containers and dispose of them properly.
- ✓ Establish and maintain a recycling program including the provision of containers for recycling paper, cans, and bottles.

### 3.2 Sand, Salt and De-icing Material Handling

- ✓ Prevent or minimize spills during loading and unloading of sand, salt and de-icing materials. If salt or de-icing materials are spilled, remove the spilled materials using dry cleaning methods. All collected materials shall either be reused or disposed of properly.
- ✓ Minimize the tracking of materials from storage and loading/unloading areas.
- ✓ Minimize the distance that sand, salt and de-icing materials are transported during loading/unloading activities.
- ✓ Any salt or de-icing materials that are stored outside must be tarped when not actively being used.
- ✓ Sand may be permanently stored outdoors and uncovered, as long as a 50-foot setback is maintained from any storm sewer inlets, ditches or other stormwater conveyance channels, and surface water bodies. For sand stored in three-sided uncovered bins, the 50-ft setback is measured from the open side of the bin. If the sand is covered, the 50-ft setback is not required.

### 3.3 Spill Prevention, Response and Reporting

- ✓ Provide spill containment dikes or other secondary containment around stored oils and other fluid storage containers.
- ✓ In the event of a spill, contact the Marlboro Township Office of Emergency Management at 732-536-0100.
- ✓ Conduct cleanups of any spills of fuels, oils, lubricants, antifreeze and other hazardous materials immediately after discovery.
- ✓ Spills are to be cleaned up using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the absorbent materials shall be swept up as soon as possible after the spilled material has been absorbed.
- ✓ Spill cleanup waste material is to be disposed of properly.

### 3.4 Maintenance and Inspection

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

### 3.5 References

- ✓ Township of Marlboro Stormwater Pollution Prevention Plan.
- ✓ New Jersey Pollutant Discharge Elimination System, Tier A Municipal Stormwater General Permit No. NJG0154784.



# SPPP Form 17 – Employee Training

Municipality Information

Municipality: **The Township of Marlboro** County: **Monmouth**  
 NJPDES#: **NJ0154784** PIID#: **207222**  
 Team Member / Title: **Robert Miller/Director of Public Works**  
 Effective Date of Permit Authorization (EDPA): **April 1, 2004**  
 Date of completion: **February 9, 2005**  
 Date of most recent update: **November 9, 2018**

## Employee Training

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

*Municipal Board and Governing Body Members – Township Board and Governing Body Members that review and approve applications for development and redevelopment projects complete one of the NJDEP’s “Training Tools” under their Post Construction Stormwater Management website. Training must be completed by July 1, 2018 and can be found at <https://www.nj.gov/dep/stormwater/training.html>. Township Board Members will provide the respective Board Secretary, and Governing Body Members will provide the Municipal Administrator with confirmation that the training has been conducted for input in the Township’s Annual Inspection and Recertification Report.*

*Development/Redevelopment Application Review Training – All Township employees and/or representatives that review development and redevelopment projects for the Township must complete an NJDEP approved training either offered by NJDEP or other training agency. The initial training must be completed by January 1, 2019 and then taken once every five (5) years thereafter. Township representatives will provide the Municipal Administrator with confirmation that the training has been conducted for input in the Township’s Annual Inspection and Recertification Report.*

**Annual classroom training program-**

Topic	Who Will Attend
<i>Waste Disposal Education</i>	<i>Selected Public Works Employees</i>
<i>Municipal Ordinances</i>	<i>Selected Public Works Employees</i>
<i>Yard Waste Collection Program</i>	<i>Selected Public Works Employees</i>
<i>Street Sweeping</i>	<i>Selected Public Works Employees</i>
<i>Stormwater Facility Maintenance</i>	<i>Selected Public Works Employees</i>
<i>Road Erosion Control</i>	<i>Selected Public Works Employees</i>
<i>Outfall Pipe Stream Scouring Remediation</i>	<i>Selected Public Works Employees</i>
<i>Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment (for municipally owned projects).</i>	<i>Selected Public Works Employees</i>
<i>Maintenance Yard Operations (Including ancillary operations) (Training will include the SOP’s for</i>	<i>Selected Public Works Employees</i>

<i>fueling, vehicle maintenance, general good housekeeping and good housekeeping for deicing material storage).</i>	
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***Initial training of key Public Works Department personnel on all of the requirements of the Stormwater Pollution Prevention Plan, the Standard Operating Procedures, and the Log Sheets used to document Stormwater Pollution Prevention Plan activities was conducted on February 10, 2005. Annual training has been performed on December 15, 2006, Dec 2, 2007, January 27, 2009, March 19, 2009, April 27, 2010, August 1, 2011, October 22, 2012, December 19, 2013, December 17, 2014, December 17, 2015, December 20, 2016, November 29, 2017, and November 15, 2018.***