

Highway Agency  
Stormwater Pollution  
Prevention Plan

County of Sussex

NJPDES #:NJG0149730

PI ID #: 222158

April 2021

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### SPPP Form 1 – SPPP Team Members

<b>Stormwater Program Coordinator (SPC)</b>	
Print Name and Title	Bill Koppenaal County Engineer
Office Phone # and Email	973-579-0430 dpw@sussex.nj.us
Signature and Date	 April 30, 2021
<b>Individual Responsible for Major Development Project Stormwater Management Review</b>	
Please see training requirements for stormwater management reviewers on Form 13.	
Print Name and Title/Affiliation	Matt Sinke Assistant County Engineer
<b>Supporting Individuals</b>	
Print Name and Title/Affiliation	Amanda Norman Engineering Aide- Division of Engineering SPPP Assistant Coordinator / Admin Oversight
Print Name and Title/Affiliation	Scott House Superintendent-Division of Public Works Office of Roads and Bridges Field Operations
Print Name and Title/Affiliation	John Bazelewich Fleet Manager Facility Manager
Print Name and Title/Affiliation	Joe Biuso & Keith Nelson Facilities Manager

Print Name and Title/Affiliation	Thor Carlson County Web Administrator
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	

### SPPP Form 2 – Revision History

Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
<i>April 2021</i>	<i>wfl</i>	<i>All</i>	<i>Update per NJDEP forms</i>

### SPPP Form 3 – Public Involvement and Participation Including Public Notice

Website where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	<p><i>Sussex County NJ web site at:</i></p> <p><i><a href="https://www.sussex.nj.us/documents/engineering/2019%20SPPP_Web%20Copy.pdf">https://www.sussex.nj.us/documents/engineering/2019%20SPPP_Web%20Copy.pdf</a></i></p>
Physical Location and/or website where records of public notices, meeting dates, minutes, etc. are kept:	<p><i>Sussex County Board of Commissioners Clerk</i></p>
Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of its MS4 stormwater program:	
<p><i>Sussex County's Public Notice compliance efforts shall comply with:</i></p> <ul style="list-style-type: none"> <li><i>- For any meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), the County of Sussex provides public notice in a manner that complies with the requirements of that Act.</i></li> <li><i>-When adopting a county budget the County of Sussex provide public notice in a manner that complies with the requirements of the Local Budget Law, N.J.S.A. 40A:4-1 et seq.</i></li> <li><i>-Resolutions of the County of Sussex Board of Chosen Freeholders that provide a penalty for violation thereof, the County of Sussex provides public notice in a manner that complies with the requirements of N.J.S.A. 40:24-3.</i></li> </ul>	

## SPPP Form 4 – Public Education and Outreach

This is only required for Highway Agencies that own or operate rest areas and/or service areas.

**5 Point System:** Each year, Highway Agencies that own or operate rest areas and/or service areas must conduct activities related to educating the public on stormwater pollution prevention. Sample activities include posting stormwater information on their website or social media, running local ads, posting signs at green infrastructure sites, posting stormwater signs, billboards, or murals at rest/service areas, presenting a stormwater related display or materials at rest/service areas, and providing pet waste bags at rest/service areas.

Permittees must earn at least 5 points as described in Attachment B of the permit. Describe how you are meeting the minimum 5-point requirement.

*Sussex County does not own or operate any service areas along the County highway system.*

**Records:** Indicate where public education and outreach records are maintained.

*The county has determined that the most efficient way to provide for public education on required topics is as follows:*

- *Post information at District County Maintenance Facilities warning about improper disposal of waste.*
- *Include information to educate the public about non-point source pollution on the Official County Map. The, when available, map will be distributed to the general public through the Sussex County Chamber of Commerce, through the Division of Engineering, and at the county building during the Sussex County Farm and Horse Show.*
- *Provide links on the Sussex County Web site to [www. Njstormwater.org](http://www.Njstormwater.org) along with the "Solutions to Stormwater Pollution"*
- *Post signs at the county maintenance facilities with information pertaining to the storm drain inlet labeling program and proper disposal of waste.*

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

**Major Development:** How does the permittee define ‘major development’?

*The Sussex County Division of Engineering designs or oversee the design of all transportation projects which are considered to be "New Development and Redevelopment" under this permit. The Division strives to ensure all projects on lands owned or operated by the County will comply with current design standards for stormwater runoff. As such, it is our goal, whenever possible, projects disturbing one or more acres of land or creating an additional one-quarter acre or more of impervious surface be designed and constructed in compliance with the design and performance standards found in N.J.A.C. 7:8 for major development unless exempted. Stormwater inlets used in the construction of these projects will, whenever possible, comply with attachment "C" entitled "Design Standard - Storm Drain Inlets" of the R12-highway Agency Stormwater General Permit.*

**Approval Process:** Describe the process for reviewing and approving major development project applications for compliance with the stormwater management rules at N.J.A.C. 7:8 et seq. Attach a flow chart if available. Provide the location of the mitigation plan (if one exists) to allow for alternative locations or designs.

*Sussex County employs the design and performance standards of N.J.A.C 7:8 and permit attachment "C" as noted above.*

*County design efforts will include a focus on:*

- 1.) nonstructural stormwater management*
- 2.) infiltration and groundwater recharge*
- 3.) stormwater runoff quality*
- 4.) maintenance*

*Sussex County will maintain an active list of ongoing and planned projects which can be utilized to identify project compliance with the performance and design standards. This list will be maintained and certified annually.*

*The County of Sussex will strive to ensure all stormwater management systems on property owned and operated by the County are maintained in proper working order. Maintenance recommendations developed through design development will be followed to the best of our ability. The county will use*



*the BMP manual's maintenance recommendations a guidance in developing a maintenance and operating procedure. The County will develop and maintain maintenance records for related activities.*

*Compliance Practices:*

- 1) Retain Licensed Engineers, in-house and consultant, to complete engineering designs and contract documents for major capital projects.*
- 2) Design Engineer review of project preferred alternative will include stormwater management reviews and design considerations in consideration of Stormwater Best Management Practices and N.J.A.C. 7:8*
- 3) Stormwater regulation compliance will be reviewed by in-house engineer / technician trained in compliance with the requirements of this permit. The review engineer will not have been the design engineer for the project. As required, adjunct staff may be used for this purpose.*
- 4) Stormwater compliance / enhancement design options will be evaluated and preferred techniques and methods will be identified.*
- 5) Evaluation of feasibility will be conducted.*
- 6) Evaluation of final recommendations will be completed by operations and trained review staff.*
- 7) Designs will be finalized.*
- 8) Applicable permits obtained.*

**Records:** *Indicate the location of approved applications for major development projects.*

*Records are maintained by the Department of Engineering and archived in the Sussex County Document Management System.*

### SPPP Form 6 – Regulatory Mechanisms

Regulatory Mechanism	Date of Adoption	Website	Entity Responsible for Enforcement
1. Pet Waste Control Permit cite IV.B.5.a.i.	<i>See Below*</i>	<i>n/a</i>	<i>n/a</i>
2. Wildlife Feeding Control Permit cite IV.B.5.a.ii.	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
3. Litter Control Permit cite IV.B.5.a.iii.	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
4. Improper Disposal of Waste Permit cite IV.B.5.a.iv.	<i>7/12/2006</i>	<a href="https://www.sussex.nj.us/documents/engineering/improper-waste-disposal-resolution.pdf">https://www.sussex.nj.us/documents/engineering/improper-waste-disposal-resolution.pdf</a>	<i>Division of Public Works</i>
5. Illicit Connection Prohibition Permit cite IV.B.5.a.vii.	<i>7/12/2006</i>	<a href="https://www.sussex.nj.us/documents/engineering/illicit-connection-resolution.pdf">https://www.sussex.nj.us/documents/engineering/illicit-connection-resolution.pdf</a>	<i>Division of Public Works</i>

**Records:** Indicate the location of records associated with the regulatory mechanisms above and related enforcement actions.

*\*Pet Waste: Sussex County will not be adopting a pet waste regulatory mechanism because the County does not own or operate any rest or service areas.*

*The above noted resolutions were adopted by Freeholder Resolution. Enforcement will be through employee management and include disciplinary actions for violations.*

## SPPP Form 7 – Litter Pick-Up Program

**Roadside Clean-up:** Describe the program and schedule for roadside clean-up of trash and debris.

*Sussex County has, in the past, worked collaboratively with the community to promote and complete roadside clean-up tasks.*

*Past efforts have included cooperation with both the Adopt-A-Highway volunteers and the Sussex County Sheriffs SWAP program. A number of years ago, due to ongoing operational safety concerns of work conducted in close proximity to vehicular traffic, both of these programs have been phased out.*

*With the elimination/suspension of these programs the task has fallen exclusively on the limited resources of the Sussex County Division of Public Works. County Routes are monitored as part of the normal maintenance practices for debris which would result in a public safety issue. As identified and prioritized, debris thought to be a public safety threat will be removed and disposed of at the land fill.*

*Division of Public Works operations include a county wide roadside clean-up work task programmed, as resources permit, on an annual basis.*

*Roadside clean-up efforts are monitored and records maintained including a cleaning schedule and amount of trash collected*

**Rest/Service Area Trash/Recycling Collection:** For Highway Agencies that own or operate rest/service areas, describe the program and schedule for regular collection of trash from litter and recycling receptacles at those locations.

*Sussex County does not operate any rest or service areas.*

**Records:** Indicate the location of records, including the dates and amount of materials collected from roadside clean-ups.

*Work Task records are maintained in a DPW database. Hard copy work task reports are coordinated between the DPW Administrative Office and the various district garages. District Garages log actual work and transmit the logs to the DPW Administrative Office for recording.*

## SPPP Form 8 – Street Sweeping

**Street Locations:** Attach a map or describe the location of all streets and paved parking lots that are owned or operated by the permittee.

- a. Indicate which segments of limited-access roads have storm drain inlets or discharge directly to surface water.
- b. Indicate which segments of non-limited-access roads have storm drain inlets or discharge directly to surface water.
- c. Indicate which segments of roads do not have storm drain inlets or do not discharge directly to surface water.

*The Sussex County DPW has amended the Street Sweeping Program in accordance with the reissuance of this permit. The program provides for the sweeping of County Routes, as resources and conditions permit. The Division of Public Works develop performance logs which aid in the management and tracking of the program. The performance logs are compiled in a database managed by the DPW Administrative Office.*

*A map describing the location of all streets and paved lots owned or operated is currently under development.*

**Schedule:** Describe the sweeping schedule for all streets and paved parking lots that are owned or operated by the permittee.

**Roads:** *The County of Sussex will sweep all roads 3 times a year per section B.5.b.ii of the Highway Agency General Stormwater Permit. For simplicity, and until other more particular information may become available, the program assumes all segments of county routes have storm drains which discharge directly to surface waters.*

**Parking Areas:** *The County of Sussex will sweep all parking areas owned by the County which have storm drains that discharge directly to surface waters 3 times a year per section B.5.b.ii of the Highway Agency General Stormwater Permit. Parking areas owned by the County For which do not have storm drain inlets of that discharge directly to surface water will be swept once per year.*

**Records:** Indicate the location of records, including sweeping dates, areas swept, number of miles swept, and total amount of materials collected each month.

*Work Task records are maintained in a DPW database. Hard copy work task reports are coordinated between the DPW Administrative Office and the various district garages. District Garages log actual work and transmit the logs to the DPW Administrative Office for recording.*

## SPPP Form 9 – Herbicide Application and Roadside Vegetative Waste Management

**Herbicide Application Management:** Describe the program for ensuring the proper application of herbicides. Include details about how the permittee ensures that herbicides are not washed into waters of the State and how they prevent erosion caused by de-vegetation.

*The County of Sussex does not apply herbicides along county maintained roadways.*

**Roadside Vegetative Waste Management:** Describe the program for ensuring that wood waste and yard trimmings generated by the permittee are not blown or deposited into stormwater facilities, e.g., storm drain inlets and basins.

Wood waste and yard trimmings include the following: tree parts, brush, wood chips, leaves, untreated/unpainted lumber, and grass clippings.

*The County of Sussex manages roadside vegetation through the use of mechanical removal, i.e. mowers and weed trimmers. Mowers and weed trimmers used in the operation do not collect trimmings.*

*Vegetative and Woody Waste generated by the Division of Public Works will be managed as follows:*

- 1) Wood and/or wood chips resulting from removal of trees will be offered to adjacent property owners as firewood.*

*Wood, wood chips, and other vegetative debris resulting from division operations will be disposed of at the Sussex County MUA or another authorized recycling facility. When possible the waste will be transported directly to the recycling facility.*

## SPPP Form 10 – Maintenance Yards and Other Ancillary Operations

Complete a separate Form 10 for each yard/location. This includes but is not limited to all maintenance yards, impound yards, fueling locations, and yard trimming/wood waste management sites.

1. Address of maintenance yard or ancillary operation.	
<u>Andover Garage</u> 671 State Route 206 North Andover Township, NJ 07821	<u>Layton Garage</u> 41 Tuttle's Corner Dingmans Rd. (CR 560) Sandyston Township, NJ 07851
<u>Frankford Garage</u> 131 Morris Turnpike (CR 655) Frankford Township, NJ 07822	<u>Stillwater Garage</u> 959 Fredon Stillwater Rd. (CR 610) Stillwater Township, NJ 07875
<u>Hopatcong Garage</u> 65 Sparta Stanhope Rd. (CR 605) Hopatcong, NJ 07843	<u>Sussex Garage</u> 54 Ross' Corner Sussex Rd. (CR 639) Wantage Township, NJ 07461
<u>Lafayette Garage</u> 112 Sunset Inn Rd. (CR 623) Lafayette Township, NJ 07848	<u>Vernon Garage</u> 708 Glenwood Rd. (CR 517) Vernon Township, NJ 07462
<u>Office of Fleet Management</u> 201 Wheatsworth Rd. Hamburg NJ 07419	<u>Hampton Street Facility</u> 2 Hampton Street Newton, NJ 07860
2. List all materials that are exposed to stormwater which could be a source of pollutants in a stormwater discharge. Indicate what type of container the materials are in, if they are covered, what they are placed upon, and if the area is graded or contained by berms. This includes, but is not limited to, raw materials, intermediate products, final products, waste materials, by-products, fuels, lubricants, solvents, and detergents. For example, brine, fertilizer, used oil, refuse containers, etc.	
<ul style="list-style-type: none"> <li>• Diesel Fuel, stored in double wall above ground tanks.</li> <li>• Gasoline, stored in double wall above ground tanks and indoor portable (small) gas containers.</li> <li>• Propane, stored in indoor and outdoor tanks</li> <li>• Liquid Calcium, stored in outdoor Tanks</li> <li>• Salt / Grit – Stored in Salt Sheds</li> <li>• Motor Oil, stored in indoor and outdoor double wall vessels.</li> </ul>	

<ul style="list-style-type: none"> <li>• <i>Anti Freeze, stored in indoor and outdoor double wall vessels.</i></li> </ul>
<p>3. List all machinery that is exposed to stormwater which could be a source of pollutants in a stormwater discharge.</p>
<ul style="list-style-type: none"> <li>• <i>Dump Trucks</i></li> <li>• <i>Loaders</i></li> <li>• <i>Mowers</i></li> <li>• <i>Mason Dumps</i></li> <li>• <i>Pickup Truck</i></li> <li>• <i>Tandem Dump Truck</i></li> <li>• <i>Rollers</i></li> <li>• <i>Sweepers</i></li> <li>• <i>Backhoes</i></li> <li>• <i>Tree Truck</i></li> <li>• <i>Gradeall</i></li> <li>• <i>Low Boy Tractor</i></li> <li>• <i>excavators</i></li> </ul>
<p>4. Describe the procedures for cleaning spills and disposing of clean-up waste. Indicate the location of materials used for cleaning, e.g., kitty litter, sawdust, etc.</p>
<ul style="list-style-type: none"> <li>• <i>Conduct cleanups of any fuel spills immediately after discovery.</i></li> <li>• <i>Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.</i></li> <li>• <i>Collected waste is to be disposed of properly.</i></li> <li>• <i>Contact the Sussex County Sheriff at 973-579-0888 for the spill response team.</i></li> <li>• <i>Spill kits will be located in close proximity to dispensing systems.</i></li> </ul>
<p>5. For each category below, describe the best management practices in place to ensure compliance with all requirements in the permit.</p>
<p>a. Fueling Operations</p>
<ul style="list-style-type: none"> <li>• <i>Shut the engine off</i></li> <li>• <i>Ensure that the fuel is the proper type of fuel.</i></li> <li>• <i>Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.</i></li> <li>• <i>Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.</i></li> <li>• <i>Fuel tanks shall not be "topped off."</i></li> </ul>



- *Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.*
- *Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.*
- *Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.*
- *Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.*
- *During bulk delivery protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills. A trained employee must always be present to supervise during bulk transfer.*
- *Fueling areas and storage tanks shall be inspected monthly.*
- *Keep an ample supply of spill cleanup material on the site.*
- *Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.*

#### b. Discharge of Stormwater from Secondary Containment

*Secondary containment systems are integral to the storage tanks. Tanks are inspected monthly concurrent with general facilities inspections for damage or malfunction. Spill kits are maintained near storage tanks.*

#### c. Vehicle Maintenance

- *Conduct vehicle maintenance operation only in designated areas.*
- *Whenever possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.*
- *Always use drip pans.*
- *Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.*
- *Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream from drainage facilities and watercourses.*
- *Use portable tents or construct a roofing-device over long-term maintenance areas for projects that must be performed outdoors.*
- *Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.*
- *Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.*
- *Do not bury tires.*
- *Collect waste fluids in properly labeled containers and dispose properly.*

<ul style="list-style-type: none"> <li>• <i>Periodically check for leaks and damaged equipment and make repairs as necessary.</i></li> </ul>
<p>d. On-Site Equipment and Vehicle Washing/Wastewater Containment See permit for certification and log forms for Underground Storage Tanks.</p>
<p><i>The County of Sussex ceased on-site equipment and vehicle washing to eliminate discharge, washing if completed, is done at an approved third-party location. Currently, vehicles are only rinsed on-site. Vehicle Rinsing shall only be permitted following de-icing application. Prior to rinsing, all loose materials shall be swept from equipment and returned to storage material storage facility.</i></p>
<p>e. Salt and De-icing Material Storage and Handling</p>
<ul style="list-style-type: none"> <li>• <i>During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.</i></li> <li>• <i>Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.</i></li> <li>• <i>Minimize the tracking of materials from storage and loading/unloading areas.</i></li> <li>• <i>Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.</i></li> <li>• <i>Any materials that are stored outside must be tarped when not actively being used.</i></li> <li>• <i>If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15<sup>th</sup> through April 30<sup>th</sup>.</i></li> </ul>
<p>f. Aggregate Material and Construction Debris Storage</p>
<p><i>Aggregate Material &amp; Construction Debris:</i></p> <ul style="list-style-type: none"> <li>• <i>Aggregate &amp; construction debris will be stored in localized stock piles in such a way to minimize stormwater run-on and aggregate run-off. This will be accomplished using site grading, dikes, berms, and storage bays. The adjacent loading areas shall be kept clean and swept as needed.</i></li> <li>• <i>Sand, topsoil, millings and processed aggregates will be located to maintain a minimum 50-foot buffer from surface water, inlets, ditches, and other stormwater conveyances.</i></li> <li>• <i>Road millings will be managed in conformance with the NJDEP "Recycled Asphalt Pavement Milling (RAP) Reuse Guide"</i></li> <li>• <i>Cold patch shall be stored in a covered structure on an impervious surface.</i></li> <li>• <i>When possible construction debris will not be stored but immediately sent to a recycling facility or waste management facility.</i></li> </ul>
<p>g. Street Sweepings, Catch Basin Clean Out, and Other Material Storage</p>
<p><i>Cleanup Materials as discussed in this section include street sweeping and basin cleanouts materials:</i></p>

- *When possible cleanup materials will not be stored on site but transported to the Sussex County MUA.*
- *If necessary, materials can be temporarily stored on site pursuant to the following:*
  - *Materials will be stored in leak proof containers or on an impervious surface and covered with a waterproof tarp. This is intended to control stormwater run-on and run-off, and leachate.*
  - *Materials must be disposed of in accordance with N.J.A.C. 7:26G-1.1 within 6 months.*

*Refuse Containers:*

- *Outdoor refuse containers and dumpsters owned and operated by the County shall be protected from stormwater and covered at all times.*
- *Outdoor refuse containers and dumpsters owned and operated by the County shall be managed so as to prevent the spilling, dumping, leaking, or otherwise discharge of liquids, semi-liquids, or solids from the containers.*
- *The use of temporary demolition containers, litter receptacles, and containers which hold large bulky items may be excluded from these standards.*

#### **h. Yard Trimmings and Wood Waste Management**

*Yard trimmings and wood waste management will generally be in accordance with the following standard practice:*

- 1) *Whenever possible trimmings and wood waste will not be stored at the maintenance yards but will be disposed of at a recycling facility*
- 2) *Wood and wood chips can be offered to adjacent property owners.*
- 3) *When on-site storage is necessary:*
  - a. *Storage sites will be operated in accordance with N.J.A.C. 7:26A*
  - b. *Storage areas will be graded to divert stormwater away from the stock pile.*
  - c. *Prohibit, to the extent possible, the discharge of contact water to surface water and storm water collection inlets.*
  - d. *Maintain perimeter controls such as berms, silt fence, hay bales, or other positive barriers.*
  - e. *Inspect for and if observed eliminate any dry weather discharge originating from the stock pile.*
  - f. *Inspect for and remove trash.*
  - g. *Maintain a functioning tracking pad in the loading and work area.*

**Records:** *Indicate the location of inspection logs and tracking forms associated with this maintenance yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or planned. Documentation should include the date and time of inspection, the name of the person conducting the inspection, and relevant findings.*

*The respective Divisions will perform monthly inspections of the DPW Yards and Fleet Maintenance Yard to identify areas of concern and non-compliance with the permit. Deficiencies will be identified*

*and entered into a prioritized work queue. Inspection records will be maintained by the respective Division.*

### **SPPP Form 11 – Storm Drain Inlets**

Storm drain inlets are the point of entry into the storm drain system.

**Inspections:** Describe the program and frequency of inspections, cleaning, and maintenance of storm drain inlets that are owned or operated by the permittee.

*The Sussex County Division of Public Works Storm Drain Inlet inspection and cleaning program includes:*

- *Annually, as staffing resources and conditions allow, each inlet will be inspected for accumulations of sediment, trash or debris.*
- *Debris observed will be scheduled for cleaning.*
- *Inlets will be inspected annually, unless evidence would support an alternate schedule, either shorter or longer interval durations*
- *During the inspection, the inlet will be reviewed for proper function and structural issues.*
- *Identified maintenance needs will be prioritized into the Division of Public workload queue and as resources and conditions permit be scheduled.*

*Debris collected will be managed in accordance with the section of this plan entitled “Street Sweepings, Catch Basin Clean Out, and Other Material Storage”*

**Design and Retrofitting:** Describe how the permittee ensures that the current design standards for storm drain inlets (specified in permit Attachment C) are incorporated in development projects. Also describe how the permittee ensures that retrofitting of storm drain inlets is completed when required.

*Sussex County project include evaluation of existing stormwater collection inlets and as necessary the upgrade of existing inlets grates to a NJDOT bicycle safe grate. Type B inlets will also be evaluated and as necessary upgraded to utilize curb heads with a 2” clear space in the smallest dimension or be retrofitted using a curb head grate.*

**Labeling:** Describe the inspection and label maintenance plan on storm drain inlets that do not have permanent wording cast into the design.

*All storm drain inlet labels will be inspected periodically as resources permit and maintain actions scheduled and prioritized with other Sussex County Division of Public Works demands. Inspection is normally completed concurrent with the annual system wide inspection. Damaged or missing markers will be replaced concurrent with maintenance operations.*

*The County is investigating automation of the annual inspection and O&M tasks through interactive GIS mapping applications and work flow methodologies. Ideally an automated system will be incorporated into the annual operations in the near future.*

**Records:** Indicate the location of records that include storm drain inlet locations, inspection dates, observations, and maintenance/repairs performed, if applicable.

*Records pertaining to the O&M of the stormwater inlets is managed by the Division of Public Works. The current hardcopy record management systems and practices are being migrated to an asset management system linked to the GIS inventory data set.*

## SPPP Form 12 – Catch Basins

Catch basins are the cistern, vault, chamber or well that is usually built along a street as part of the storm sewer system to capture sediment, debris and pollutants.

**Inspections:** Describe the program for inspections of catch basins that are owned or operated by the permittee.

*The Sussex County Division of Public Works catch basin inspection and cleaning program includes:*

- *Annually, as staffing resources and conditions allow, each catch basin will be inspected for accumulations of sediment, trash or debris.*
- *Debris observed will be scheduled for cleaning.*
- *Catch basins will be inspected annually, unless evidence would support an alternate schedule, either shorter or longer interval durations*
- *During the inspection, the catch basins will be reviewed for proper function and structural issues.*
- *Identified maintenance needs will be prioritized into the Division of Public workload queue and as resources and conditions permit be scheduled.*
- *Debris collected will be managed in accordance with the section of this plan entitled “Street Sweepings, Catch Basin Clean Out, and Other Material Storage”*

**Cleaning and Maintenance:** Describe when a catch basin must be cleaned. The program must include procedures for cleaning, and shall be implemented as frequently as necessary to ensure, at a minimum, that sediment, trash, or other debris is removed as necessary to control it from entering the waters of the State, to eliminate recurring problems and maintain proper function.

*The Standard Operating Procedure for this work task will generally comply with the following:*

- 1) *Systemic and period inspections will be used to identify the need for cleaning and removal of accumulated debris.*
- 2) *High priority basins will be scheduled for inspection after significant weather events, during the spring of each year, and after leaves have fallen for the season.*
- 3) *Work Orders will be generated when cleaning is required.*
- 4) *Work Orders will be executed using one of the following methods. Determination of the preferred method will be identified by the Division Director:*
  - a. *Sweeper/Vac Trucks assigned to the Division of Public Works will be used to “vacuum” and clean the basin. Allocation of the equipment is on a district and regional basis.*
  - b. *Sewer Jet (rental) truck will be used with a dedicated crew on a County Wide basis to vacuum, jet, and clean the basin and intake / discharge pipes.*
  - c. *Hand removal of debris will performed on basins accessible to this method and if a sweeper/vac truck is not available.*
- 5) *Repairs identified during the inspection and cleaning process will be identified, work orders developed, and work completed in a priority basis.*

**Records:** Indicate the location of records that include catch basin locations, inspection dates, observations, amount of materials collected in wet tons and maintenance/repairs performed, if applicable.

*Hard copy work task reports are coordinated between the DPW Administrative Office and the various district garages. District Garages log actual work and transmit the logs to the DPW Administrative Office for recording.*

### SPPP Form 13 – Employee Training

<b>Employee Training:</b> Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below.		
<b>Topic</b>	<b>Frequency</b>	<b>Office/Entity Responsible for Training</b>
1. Maintenance Yard/Ancillary Operations	<i>Annually</i>	<i>Division of Public Works</i>
2. Stormwater Facility Maintenance	<i>Annually</i>	<i>Division of Public Works</i>
3. SPPP Training & Recordkeeping	<i>Annually</i>	<i>Division of Public Works assisted by the Department of Engineering</i>
4. Street Sweeping	<i>Biennial</i>	<i>Division of Public Works</i>
5. Illicit Connections & Outfall Mapping	<i>Biennial</i>	<i>Division of Public Works</i>
6. Outfall Stream Scouring	<i>Biennial</i>	<i>Division of Public Works</i>
7. Waste Disposal Education	<i>Biennial</i>	<i>Division of Public Works</i>
8. Regulatory Mechanisms	<i>Biennial</i>	<i>Division of Public Works</i>
9. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	<i>Biennial</i>	<i>Division of Public Works</i>
<b>Records:</b> Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic for employee training.		
<i>Education logs are maintained by the Division of Public Works administrative staff.</i>		
<b>Stormwater Management Reviewer Training:</b> Indicate the names of all individuals who review the stormwater management design for development and redevelopment projects on behalf of the permittee. Indicate the dates on which these individuals attended the required NJDEP training course.		
<i>Matt Sinke- Assistant County Engineer: 10/29/2019</i>		



### SPPP Form 14 – Mapping Outfall Pipes and Stormwater Facilities

Visit [https://www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](https://www.nj.gov/dep/dwq/msrp_map_aid.htm) for the NJ DEP free mapping application. Outfall pipe maps and stormwater facilities maps may be combined. Updates to these maps shall be submitted annually to include new or newly identified outfall pipes and stormwater facilities.

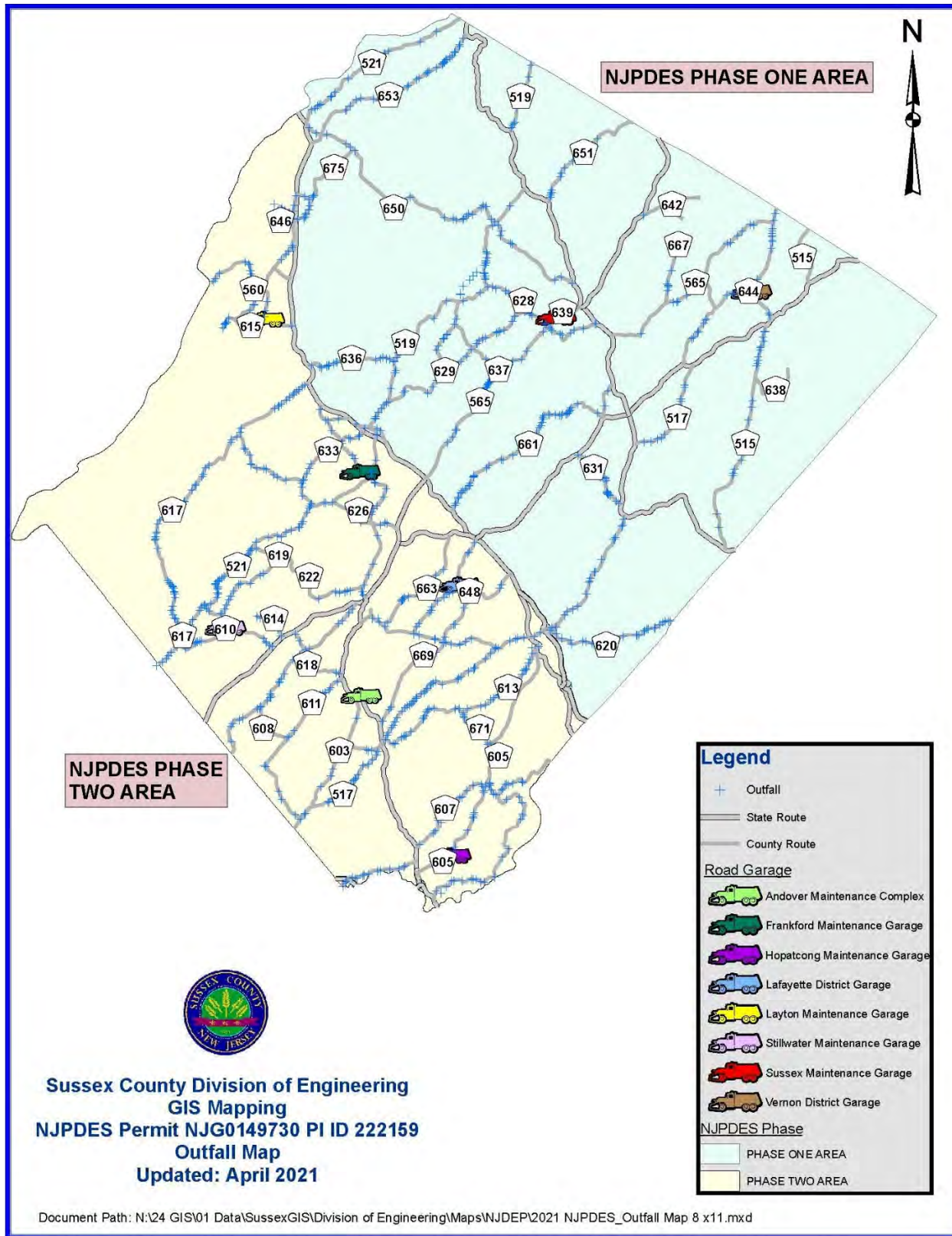
**Mapping Outfall Pipes:** Attach an image or provide a link to a map of the outfall pipes owned or operated by the permittee, showing the location of the end of all MS4 outfall pipes (in tidal and non-tidal receiving waters) owned or operated by the permittee which discharge to a surface water body. Include the location and name of all surface water bodies receiving discharges from those outfall pipes.

- *An outfall shapefile was sent to DEP on 3/10/2021.*
- *A Map is included on the following page of this SPPP*
- *A map is available on the Sussex County Web Site using the following link: [Stormwater Management - Sussex County](#) or using the following URL*

<https://www.sussex.nj.us/cn/webpage.cfm?tpid=17505>

**Mapping Stormwater Facilities:** Attach an image or provide a link to a map of the stormwater facilities owned or operated by the permittee. Include the property boundaries of the Highway Agency maintenance yards, ancillary operations, rest areas, and service areas as well as an annotated map of roadways and thoroughfares owned or operated by the permittee. The map shall include the location and type of each stormwater facility, e.g., outfalls, inlets (constructed after Jan 1, 2020), basins, subsurface infiltration/detention systems, MTDs, green infrastructure, etc.

*The County of Sussex is currently developing a map detailing all of its stormwater facilities. The map will include inlets, catch basins, water quality systems, outfalls, county routes, and maintenance yard property lines.*



### SPPP Form 15 – Outfall Pipe Inspections

**Inspection Schedule:** Describe the frequency and the program in place for inspecting outfall pipes owned or operated by the permittee.

*The Sussex County Division of Public Works outfall inspection program includes:*

- *Annually, as staffing resources and conditions allow, each outfall will be inspected for accumulations of sediment, trash or debris, and erosion.*
- *Debris observed will be scheduled for cleaning.*
- *During the inspection, the outfall will be reviewed for proper function and structural issues.*
- *Identified maintenance needs will be entered into the Division of Public workload queue and prioritized as resources and conditions permit.*
- *Debris collected will be managed in accordance with the section of this plan entitled "Street Sweepings, Catch Basin Clean Out, and Other Material Storage"*

*Newly identified outfalls will be inspected within 30-days of identification.*

*The program utilizes inventory data collected and compiled during the outfall pipe mapping task.*

**Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes.

*Sussex County has developed and implemented a stormwater outfall pipe inspection program. A subcomponent of that program includes stream scouring detection, remediation, and maintenance program to detect and control localized stream and stream bank scouring in the vicinity of the highway system outfall pipes operated by the County.*

*The program utilizes inventory data collected and compiled during the outfall pipe mapping task.*

*Generally the program includes:*

- *Inspections of the outfalls as part of the Outfall Inspection Program. Outfalls which discharge to a stream will include the stream scour detection program component.*
- *Record data and collect information related for outfalls exhibiting scour.*
- *The Division of Engineering will, within 3 months, open a project file and identify source water to the particular outfall.*
- *Engineering will program an evaluation in the current engineering work queue. The evaluation will investigate each source water location, identify potential methods of reducing the source water flow rates, identify potential methods to enhance scour protection at the outfall, develop work order details as appropriate for the remedial actions.*
- *Remedial actions will be advanced in consideration of NJ SCD Standards, NJDOT Standards, and standards for bank stabilization and channel stabilization included in N.J.A.C. 7:13.*
- *Create Work Orders for remediation of identified outfall pipe scour distress.*
- *Higher priority will be provided to those outfall pipes most in need of remediation, NJDEP permitting and/or other permitting needs, and those with easy access.*
- *Develop a remediation schedule for repairs, the target will be to have remedial actions schedule and ideally completed within 12-months.*
- *Repairs will be made in consideration N.J.A.C. 7:8.*

- *Work Orders will be managed by the Division of Public Works and advanced as part of the Division's overall work queue.*
- *Records will be maintained by the Division.*

**Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of outfall pipes that are owned or operated by the permittee.

*The County established an Illicit Connection Detection and Elimination Program. The Program includes the following primary components:*

- *Outfall pipes were inspected as part of the initial Outfall Inspection Program for dry weather (flows occurring 72 hours after a rain event) or intermittent non-stormwater flows.*
- *Outfalls with flows identified were tested for evidence of possible illicit connections. Testing and follow up was completed in compliance with and using the Illicit Connection Inspection Report form provided by the NJDEP to record the observed information.*
- *The following guided effort testing process:*
  - *As appropriate, identified potential illicit connections would be referred to the respective local Health Department.*
  - *Illicit connections discovered which originate from the County's own activities will be eliminated within six months.*
  - *If, after the appropriate amount of inspection, the Division is unable to locate the source of the illicit connection it will be noted on the Closeout Investigation Form.*
  - *Potential illicit connections from a public source (e.g., a neighboring municipality), would initiate notification to potential owner with written explanation sent to the NJDEP detailing the results of the investigation.*
  - *Sussex County will only alert the NJDEP of illicit connections found to be from a private entity. If the illicit connection poses an immediate threat, employees have been instructed to call the NJDEP hotline. Separate written notification of such action will also be sent to the NJDEP.*
- *Sussex County had previously established a hotline for the use of reporting spills and illegal dumping through the Sussex County Sherriff. The hotline will now be made available for reporting illicit connections.*
- *Day forward review and inspections will be performed in conjunction with scheduled operational work conducted by the Division of Public Works as well as the Division of Engineering responding to reported concerns or reports of possible illicit connections.*

*Current Actions Include:*

- 1) *The Annual Outfall Inspection Program includes inspection for dry weather flows and intermittent flows. New dry weather and intermittent flows will be investigated as noted above.*
- 2) *Notification of possible dry weather flows or illicit connections will be investigated within 30-days of receiving the notice.*

- 3) *Investigations will be conducted in accordance with the County Illicit Connection Detection and Elimination Program as described herein.*
- 4)
- 5) *Investigations will be documented using the NJDEP Illicit Connection Inspection Report form. Investigation forms will be included with the Annual Certification.*

**Records:** Indicate the location of all records related to outfall pipe inspection, including the location, inspection date, inspector name, findings, preventative and corrective maintenance performed.

If scouring is observed, records of stream scouring must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

If illicit discharge is observed, record results of illicit discharge investigations and actions taken using NJDEP's form at

[https://www.nj.gov/dep/dwq/public\\_complex/pdf/PC\\_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf](https://www.nj.gov/dep/dwq/public_complex/pdf/PC_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf).

Illicit Connection Inspection Report Forms shall be submitted to the Department as an attachment to the Annual Report and Certification.

*Program records will be maintained by the Division of Public Works within the asset management system. Historic records will be archived.*

## SPPP Form 16 – Stormwater Facilities Inspection and Maintenance

**Inspections:** Describe the program in place to inspect, clean, and maintain the stormwater facilities that are owned or operated by the permittee.

*Sussex County Division of Public Works has developed and manages a Stormwater Facility Inspection and Maintenance Program. This program is intended to assure the short and long term operation and function of the facility. The program includes the following core elements:*

- 1) The Division of Engineering or Project Design Consultant develops and updates applicable Device O&M Plans.*
- 2) The Division of Public Works is tasked with implementing the plan components.*
- 3) The Division of Public Works will maintain O&M records using the Asset Management System.*
- 4) If stormwater facilities are found not to be functioning properly, necessary preventive and corrective maintenance shall be taken, which shall be documented and prioritized, and a schedule for such repairs shall be maintained. Repair's will be programed into an Engineering work queue to develop appropriate repairs and a Public Works Construction Queue to complete the repairs. The County will prioritize remedial actions in consideration of the following:*
  - a. environmental, health and safety concerns;*
  - b. the findings of catch basin and storm drain inlet inspections performed pursuant to Part IV.B.5.b.v and vii. (Storm Drain Inlet and Catch Basin Inspections), above;*
  - c. the findings of stream scouring inspections performed pursuant Part IV.B.6.b (Stream Scouring), above; and*
  - d. the findings pursuant to Part IV.C.4 (TMDL Information), below.*

**Records:** Indicate the location of records related to stormwater facilities that are owned or operated by the permittee. Records must include the type of stormwater facility, location, inspection date, inspector name, findings, preventative and corrective maintenance performed.

Also indicate the location of maintenance plans related to maintenance of stormwater facilities that are owned or operated by the permittee. NJDEP provides materials to assist with this requirement at [https://www.nj.gov/dep/stormwater/maintenance\\_guidance.htm](https://www.nj.gov/dep/stormwater/maintenance_guidance.htm).

*Applicable Records will be maintained by the Division of Public Works using the Device O&M Plans and the Asset Management System. Maintenance Plans will be maintained for each device, it is expected these will be linked to the Device using the Asset Management System.*

## SPPP Form 17 – Total Maximum Daily Load (TMDL) Information

**Identification:** List the names of the adopted TMDLs, parameters addressed, and the affected water bodies associated with any segment of surface water wholly or partially within or bordering all maintenance yards, rest areas, service area properties, and new major development projects as defined by the permittee’s stormwater program.

Refer to the list of TMDL reports provided at <http://www.nj.gov/dep/wms/bears/tmdls.html>. Utilize the TMDL look-up tool at <https://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm> to identify impaired water bodies at locations described above.

*As part of the permit implementation the County will review TMDL reports which may become available to identify impaired waterways adjacent to maintenance yards and new “major development” projects initiated by the County. This information will be used to:*

- 1) Assist with the selection and design of stormwater management BMP’s for new development of major projects; and*
- 2) Support a review and possible implementation of facility specific stormwater enhancements at existing maintenance yards which, if could be implemented, would improve the identified impairment.*

**Strategies:** Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants. For guidance on TMDLs, visit <https://www.nj.gov/dep/dwq/pdf/10-21-16-tmdl-tool-box.pdf>.

*Project Design & development will include a review of available TMDL data and identification of possible response to improve the impairment.*

*As staffing / professional resources might become available they can be directed toward a review and, if applicable, evaluate methods that could improve the stormwater management at existing maintenance yards. Possible improvements would be prioritized against other County needs and funding requests forwarded for consideration during the Budget Development Process.*

**SPPP Form 18 – Additional Measures and Optional Measures**

**Additional Measures:** Describe any Best Management Practice(s) and the related measurable goal or numeric effluent limitations that are expressly required by the Department to be included in the permittee's stormwater program by a TMDL.

*The County is not currently aware of any additional measure objectives assigned to the permit.*

**Optional Measures:** Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the permit that prevents or reduces water pollution.

*The County of Sussex does not currently have surplus resources available to explore or implement optional measures.*



**SPPP Form 19 – Shared or Contracted Services**

**Arrangements:** List the permit conditions that are satisfied through a shared or contracted service where an entity other than the permittee is implementing BMP(s) or control measure(s) on behalf of the permittee. Include the name of the responsible entity and describe the arrangements in place.

*The County of Sussex does not maintain any permit conditions through a shared or contracted service.*

**Records:** The permittee is responsible for maintaining the appropriate documentation related to permit conditions, including those satisfied through shared services, in the SPPP and on the Annual Report and Certification. Indicate the physical location of the written agreements and records.

*All records are maintained at the offices of the Division of Public Works.*