

2019  
Stormwater  
Pollution Prevention  
Plan

Township of Hamilton  
Mercer County  
NJG0150258

(Last Revision Date July 31, 2020)

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## SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

<b>Stormwater Program Coordinator (SPC)</b>	
Print/Type Name and Title	Richard Williams/Municipal Engineer
Office Phone # and Email	(609)890-3636/RWilliams@hamiltonnj.com
Signature/Date	
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>	
Print/Type Name and Title	Timothy Amison/Supervising Engineering Aide/Township of Hamilton
Print/Type Name and Title	Edward Farrell/Project Manager/Remington & Vernick Engineering
Print/Type Name and Title	Jim Marshal/ Project Manager/ BANC3 Engineering
<b>Other SPPP Team Members</b>	
Print/Type Name and Title	Chris Markley/Director of Public Works/Township of Hamilton
Print/Type Name and Title	Carrie Feuer/Director of Water Pollution/Township of Hamilton
Print/Type Name and Title	Kathleen Fitzgerald/Director of Health/Township of Hamilton
Print/Type Name and Title	Environmental Commission/Township of Hamilton

## SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	05/01/2020		2	New NJDEP Requirement. It is now Form 3
2.	05/01/2020		3	New Form
3.	05/01/2020		5	New Form
4.	05/01/2020		6	New Form 12
5.	05/01/2020		7,8,9	Eliminated
6.	05/01/2020		10	New Form 6
7.	05/01/2020		11	New Form 8
8.	05/01/2020		14	New Form 12
9.	05/01/2020		15,16	Eliminated
10.	05/01/2020		17,18	New Form 11
11.	05/01/2020		18	
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

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

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	<a href="http://www.hamiltonnj.com/Stormwater">http://www.hamiltonnj.com/Stormwater</a>
2. Date of most current SPPP:	05/01/2018
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	<a href="http://www.hamiltonnj.com/Stormwater">http://www.hamiltonnj.com/Stormwater</a>
4. Date of most current MSWMP:	05/01/2018
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	<p>Clerk’s Office                  2090 Greenwood Ave                  Hamilton, NJ 08609  <a href="http://www.hamiltonnj.com/content/228309/228371/229346/default.aspx">http://www.hamiltonnj.com/content/228309/228371/229346/default.aspx</a></p>
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
<p><a href="http://www.hamiltonnj.com/content/228309/228371/229346/default.aspx">http://www.hamiltonnj.com/content/228309/228371/229346/default.aspx</a></p> <p><a href="http://www.hamiltonnj.com/content/228309/228371/229507/default.aspx">http://www.hamiltonnj.com/content/228309/228371/229507/default.aspx</a></p> <p>Hamilton Township meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law", NJSA 10:4-6 et. seq.), public notice is provided in a manner that complies with the requirements of the Act. Hamilton Township, when passing ordinances, provides public notice in a manner that complies with the requirements of NJSA 40:49-1 et. seq. In addition, for municipal action (e.g. adoption of Stormwater Management Plan) subject to public notice requirements in the Municipal Land Use Law (NJSA 40:55D-1 et. seq.), Hamilton Township complies with those requirements as well.</p>	

## SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

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

The following activities have been implemented in accordance with attachment B of the Tier A Municipal Stormwater Master Permit:

Category 1: General Public Outreach

Category 1: Website & Social Media <http://www.hamiltonnj.com/Stormwater> 1 pt.

Category 2: Targeted Audiences Outreach-Mailing Campaign-Annual Calendar Mailing 3pts.

Category 2: Targeted Audiences Outreach-Mailing Campaign-Letter to Stormwater Facilities owner regarding proper maintenance 3pts.

Category 3: School/Youth education and activities

Category 3: School Presentation

Category 4: Watershed/Regional Collaboration

Category 4: Community Activity-Bromley Section 3pts.

Category 5: Community Involvement activities,

Category 5: Rain barrier workshops 3pts.

Category 5: Rain garden workshops 3pts.

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

Businesses and Public have access to Township's website for information. Information is also provided in tax notifications and sewer bills.

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

Division of Engineering  
2090 Greenwood Ave.  
Hamilton, NJ 08609

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

All records must be available upon request by NJDEP.

**1. How does the municipality define 'major development'?**

Any development that provides for ultimately disturbing one or more acres of land or increases the impervious surface by ¼ acre or more. "Disturbance" for the purpose of this chapter is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting or removing of vegetation.

**2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?**

All must follow Township Stormwater Management Ordinance.

**3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?**

The Township Engineer ensures all municipal projects are designed in compliance with the Stormwater Control Ordinance. This includes development of maintenance plans that are implemented through the MS4 permit requirements. Typically, maintenance includes mowing grass, removing debris, and repairing structural problems.

4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.

❖ Application Submitted

- Completion Review
- If application is incomplete, Applicant advised must correct and resubmit
- If application is still incomplete, returned to Applicant for corrections and resubmittal
- Application Deemed Complete
  - Technical Review
  - Plans/Reports reviewed for compliance
  - Check against Township Ordinance and RSIS
  - Comments sent to Applicant
  - Planning/Zoning Meeting
  - Township Reviews final plan for compliance

<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>Yes but the mitigation plan will be updated to comply with the revised Stormwater Management Regulations (N.J.A.C. 7:8)</p>
<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p>	<p>Township of Hamilton Land Use Office 2090 Greenwood Ave. Hamilton, NJ 08609</p>



## SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	12/6/2005	<a href="https://www.ecode360.com/27579354">https://www.ecode360.com/27579354</a>		Health Dept.
2. Wildlife Feeding permit cite IV.B5.a.ii	12/06/2005	<a href="https://www.ecode360.com/27606466">https://www.ecode360.com/27606466</a>		Health Dept.
3. Litter Control permit cite IV.B5.a.iii	12/06/2005	<a href="https://www.ecode360.com/27606344">https://www.ecode360.com/27606344</a>		Health Dept.
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	12/06/2005	<a href="https://www.ecode360.com/27606344">https://www.ecode360.com/27606344</a>		Health Dept.
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	12/06/2005	<a href="https://www.ecode360.com/27522749">https://www.ecode360.com/27522749</a>		Health Dept.
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	1/08/2019	<a href="https://www.ecode360.com/27607700">https://www.ecode360.com/27607700</a>		Division of Engineering & Public Works
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	12/06/2005	<a href="https://www.ecode360.com/27607700">https://www.ecode360.com/27607700</a>		Zoning Officer
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	12/06/2005	<a href="https://www.ecode360.com/27607701">https://www.ecode360.com/27607701</a>		Health Dept. & Public Works
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	12/22/1993	<a href="https://www.ecode360.com/27522749">https://www.ecode360.com/27522749</a>		Division of Health Dept. of Public Work Dept. of Public Safety

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

Health Department, 2090 Greenwood Avenue, Hamilton Township, NJ 08609  
 Zoning & Engineering Office, 2090 Greenwood Avenue, Hamilton Township, NJ 08609  
 Department of Public Works, 240 Tampa Avenue, Hamilton Township, NJ 08610  
 Public Safety Department

## SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

<b>1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.</b>
Hamilton Township sweeps, at a minimum of once per month (weather and street surface conditions permitting), all streets (including roads or highways) that meet all of the following criteria: (1) the street is owned or operated by the Township; (2) the street is curbed and has storm drains; (3) the street has a posted speed limit of 35 miles per hour or less; (4) the street is not an entrance or exit ramp; and (5) the street is in a predominantly commercial area. Attached is a map of the streets that are swept. The street sweeping program divides the municipality in different zone. These zones are also shown on the attached map.
<b>2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.</b>
Hamilton Township does not sweep that: (1) are not owned or operated by the Township; (2) do not have curbs and storm drains; (3) have a posted speed limit over 35 miles per hour; (4) are an entrance or exit ramp; or (5) are not in a predominantly commercial area.
<b>3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.</b>
No
<b>4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.</b>
Department of Public Works, 240 Tampa Avenue, Hamilton Township, NJ 08610

## SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

<p>1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.</p>
<p>Catch basins and inlets are inspected, cleaned and maintenance is performed as complaints are received.</p> <ul style="list-style-type: none"> <li>• The Township will inspect inlets and record condition. Any catch basin inlets requiring cleaning will be scheduled for maintenance.</li> </ul>
<p>2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.</p>
<p>None reported</p>
<p>3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.</p>
<p>Should there be an issue with recurring backup problem, emphasis will be made to ascertain grate and basin are clean.</p>
<p>4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.</p>
<p>When inlets are retrofitted during paving operations</p>
<p>5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.</p>
<p>300 Hobson Avenue Hamilton, New Jersey 08610 29.5 tons of materials</p>

## **SPPP Form 9 – Storm Drain Inlet Retrofitting**

All records must be available upon request by NJDEP.

<p><b>1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.</b></p>
<p>Retrofit program is completed prior to milling and paving by in house crew on in house paving projects. Publicly bided roadway repaving projects are done by awarded contractor.</p>
<p><b>2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.</b></p>
<p>Public Works inspectors will ascertain any roadwork performed by Township, either in house or by contractor that inlet is compliant.</p>
<p><b>3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.</b></p>
<p>When a request is made to resurface parking lot, private street or any other upgrade, the Township requires the applicant to retrofit all privately owned storm drain inlets.</p>
<p><b>4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.</b></p>
<p>This is performed during inspection of resurfacing or upgrade to site.</p>

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

All records must be available upon request by NJDEP.

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

Address of municipal yard or ancillary operation:

240 Tampa Avenue Hamilton, New Jersey 08610

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

Raw materials – Stored Undercover

Intermediate products – N/A

Final products – N/A

Waste materials – N/A

By-products – N/A

Machinery – Miscellaneous pickups, small dump trucks and equipment stored outside

Fuel – Underground Storage Tanks

Lubricants – Inside

Solvents – Inside

Detergents related to municipal maintenance yard or ancillary operations – N/A

Other –
<p>For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.</p> <p>Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.</p>
1. Fueling Operations
See Attached
2. Vehicle Maintenance
See Attached
<p>3. On-Site Equipment and Vehicle Washing</p> <p><i>See permit attachment E for certification and log forms for Underground Storage Tanks.</i></p>
4. Discharge of Stormwater from Secondary Containment

5. Salt and De-Icing Material Storage and Handling
See Attached
6. Aggregate Material and Construction Debris Storage
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
8. Yard Trimmings and Wood Waste Management Sites
Ecological Facilities Kuser Road
9. Roadside Vegetation Management

## SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

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



## SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

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

*Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see [http://www.nj.gov/dep/dwg/msrp\\_map\\_aid.htm](http://www.nj.gov/dep/dwg/msrp_map_aid.htm).*

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

Rutgers has assisted the Township with inspection of outfalls. There are 358 outfalls in the Township. Rutgers inspected all the outfalls over the last five years. Rutgers will continue to inspect outfalls during the five-year permit cycle to ensure that all outfalls are inspected at least once during the five-year permit cycle. Outfalls will be inspected by zone/s each year records will be maintained at Public Works, 240 Tampa Avenue.

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

Stream scouring is detected during the outfall inspections. Outfalls where stream scouring is occurring will be prioritized for repairs by the Township. Records for outfall pipe scouring will be maintained at 240 Tampa Avenue.

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

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

Rutgers has developed an illicit discharge detection and elimination program for Hamilton Township. Nine outfalls were tested last summer (2019), and 25 to 50 additional outfalls will be tested this summer. If an illicit discharge is detected, procedures outlined in the Illicit Discharge Detection and Elimination Program will be followed to eliminate the illicit discharge. Records will be kept for this program and provided in the Annual Report to NJDEP.

## SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

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

Each stormwater facility owned and operated by the municipality is inspected annually by Hamilton Township. The Township has a schedule to maintain all of these facilities. As repairs are needed, the Township prioritizes repairs and schedules them to be completed.

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

The Township has passed an ordinance requiring privately owned stormwater management facilities to be inspected and maintained. Reports are being filed with the municipality. Spot inspections by the Township will be conducted to confirm that the private maintenance reports are accurate. The Township will review the maintenance plan for the specific basin and direct the basin owner to conduct proper maintenance. If private stormwater facility owners do not file an inspection report, they will be fined. The Township has identified 15 basins that are owned by private individual residents. The Township will inspect these basins on an annual basis to ensure they are receiving basic maintenance (such as mowing and trash removal). The Township will conduct significant maintenance and repairs (such as repairing inlet and outlet structures).

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

Records are maintained at 2090 Greenwood Avenue in the Engineering Office.

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

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

## SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

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

Rutgers conducted a TMDL assessment for Hamilton Township as required by the MS4 Permit. The TMDL Report that was prepared by Rutgers is attached. Miry Run and Doctors Creek are two watersheds that have been identified as high priority for MS4 requirements such as outfall repair, stormwater facility repair, and catch basin cleaning.

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

Miry Run and Doctor's Creek were identified as problem areas according to the TMDL analysis. MS4 activities will be prioritized in the watersheds. The Township will ascertain street sweeping and catch basin cleaning will be prioritized in the Miry Run/Doctor's Creek watersheds. Additionally, the Township will focus outfall repair, stormwater facility repair, and retrofitting existing development with green infrastructure within these two watersheds. Finally, the Township has begun a sampling program of these two waterways to further assess the instream total phosphorus concentration.

## SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

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

Street sweeping in areas not required by Tier A Permit.

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

Yes, Chapter 420