



PREPARED FOR:

Borough of Tinton Falls
556 Tinton Avenue
Tinton Falls, New Jersey 07724

PREPARED BY:

T&M Associates
11 Tindall Road
Middletown, NJ 07748

TIER A MUNICIPAL
STORMWATER GENERAL PERMIT
NJPDDES General Permit #NJG0150070
Program Interest ID #167056

STORMWATER
POLLUTION
PREVENTION PLAN
2023 UPDATE

NEW JERSEY DEPARTMENT OF
ENVIRONMENTAL PROTECTION



**T&M PROJECT NO. TFLS-G2305
JUNE 2023**

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Appendices

1 – Standard Operating Procedures

- Vehicle and Equipment Fueling Standard Operating Procedures
- Vehicle Maintenance Standard Operating Procedures
- Good Housekeeping Practices Standard Operating Procedures

NJPDES Tier A Municipal Stormwater
General Permit
**Stormwater Pollution
Prevention Team
Members**

Number of team members may vary.

Completed by: Thomas Neff, P.E., P.P.
Title: Borough Engineer
Municipal Name: Tinton Falls
NJPDES #: NJG0150070
PI ID #: 167056
Effective Date of Permit Authorization
(EDPA): 04/01/2004
Date Form Completed: 04/01/2005
Date of most recent update: 6/30/2023

Stormwater Program Coordinator: Mark Shaffery

Title: Tinton Falls DPW Director

Office Phone #: (732) 542-3400 ext. 4

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**INDIVIDUALS RESPONSIBLE FOR MAJOR DEVELOPMENT PROJECT
STORMWATER MANAGEMENT REVIEW**

Name: Thomas Neff, P.E., P.P., C.M.E.

Title: Borough Engineer

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Name: _____

Title: _____

Office Phone #: () _____

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OTHER SPPP TEAM MEMBERS

Name: Butch Neis

Title: Supervisor of Streets and Sewers

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Name: Vashti Kishore

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Title: _____

Office Phone #: () _____

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Name: _____

Title: _____

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SPPP Form 2 - Revision History

Municipality Information	Municipal Name: <u>Borough of Tinton Falls</u> NJPDES #: <u>NJG_0150070</u> PI ID #: <u>167056</u> Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>
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	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	04/30/2018	MS	Various	Updated to include new requirements outlined in the 2018 permit renewal.
2.	06/30/2023	MS	Various	Updated to include new requirements outlined in the 2023 permit renewal.
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

SPPP Form 3 - Public Announcements

1. Provide the link to the dedicated stormwater webpage for your municipality.

<https://www.tintonfalls.com/government/forms/engineering/storm-management>

2. List the name and title of person(s) responsible for stormwater webpage postings/updates.

Daniel Romanov, Borough IT Department

3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.

The Borough currently posts Public Notices in local newspapers designated at their annual reorganization meeting. For 2023, the designated publications are The Asbury Park Press, The Coaster and The Newark Star Ledger.

Additionally, public notice on stormwater related education and outreach activities are posted on the Borough's website and Facebook page, as well as distributed through mass mailings if necessary.

Website: <https://www.tintonfalls.com>

Facebook: <https://www.facebook.com/tintonfallsborough/>

SPPP Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment

1. How does the Municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.

- A. An individual development, as well as multiple developments that individually or collectively result in:
- (1) The disturbance of one or more acres of land since February 2, 2004;
 - (2) The creation of $\frac{1}{4}$ acre or more of “regulated impervious surface” since February 2, 2004;
 - (3) The creation of $\frac{1}{4}$ acre or more of “regulated motor vehicle surface” since March 2, 2021; or
 - (4) A combination of Subsection A(2) and (3) above that totals an area of $\frac{1}{4}$ acre or more. The same surface shall not be counted twice when determining if the combination area equals $\frac{1}{4}$ acre or more.
- B. Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of Subsection A(1), (2), (3) or (4) above. Projects undertaken by any government agency that otherwise meet the definition of “major development” but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered “major development.”

2. Is the Municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.

The Borough adopted the NJDEP’s model SCO.

3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).

Major developments projects that are subject to the RSIS for stormwater management are reviewed by the appropriate personnel representing the Borough’s Planning and Zoning Boards for compliance with the water quality, water quantity, groundwater recharge and green infrastructure design standards as per NJAC 7:8, and the criteria outlined in the Borough’s SCO.

Once the project is deemed compliant with the stormwater management and SCO requirements and all comments noted have been addressed to the satisfaction of the Borough, the Board Engineer and/or its consultants, the application is presented before the Planning and Zoning Boards for final approval.

Throughout construction, representatives from the Borough and its consultants shall inspect the construction site to ensure that the project is constructed in accordance with the approved development plans.

SPPP Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment (Cont'd)

- 4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.*

The Borough's adopted Municipal Stormwater Management Plan (MSWMP) and SCO allows for mitigation plans in the event an applicant is granted a variance or exemption from the stormwater management design and performance standards. To date though no variances or exemptions have been requested.

In the event a variance or exemption is requested or granted, records will be submitted to the Borough Planning / Zoning Board and the NJDEP upon approval.

Copies of the variances granted will be maintained with the Board Secretary.

- 5. Indicate the dates of each iteration of the Borough's Stormwater Control Ordinance, starting with the initial adoption and including revisions.*

The original SCO was adopted by the Borough on May 3, 2005.

To comply with a New Jersey stormwater rule amendment issued on March 2, 2020, the Borough's SCO was revised and re-adopted on March 16, 2021.

- 6. Indicate the dates of each iteration of the Borough's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.*

The original MSWMP was adopted by the Borough on April 6, 2005.

Since then, it has been re-examined and re-adopted with no change during the Borough's re-examination of the Borough Master Plan. The last re-examination was completed on August 28, 2019.

SPPP Form 5 – Ordinances

Regulatory Mechanism	Date of Adoption	Was the NJDEP model adopted without change? If not, explain how it's more stringent	Entity Responsible for Enforcement	Fees and Fines
Pet Waste	12/27/2005	Yes	Code Enforcement	Not to Exceed \$2,000
Wildlife Feeding	12/27/2005	Yes	Code Enforcement	Not to Exceed \$2,000
Litter Control	12/27/2005	Yes	Code Enforcement	Not to Exceed \$2,000
Improper Disposal of Waste	12/27/2005	Yes	Code Enforcement	Not to Exceed \$2,000
Yard Waste	12/27/2005	Yes	Code Enforcement	Not to Exceed \$2,000
Private Storm Drain Inlet Retrofitting	10/08/2009	Yes	Code Enforcement	Not to Exceed \$2,000
Illicit Connection Ordinance	12/27/2005	Yes	Code Enforcement	Not to Exceed \$2,000
Privately-Owned Salt Storage				
Tree Removal / Replacement				

List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.

Ordinance #09-1278, Dumpsters and Refuse Containers, which was based on the NJDEP model ordinance was adopted on October 8, 2009 and is enforced by the Borough's Code Enforcement, Police Department and/or Department of Public Works. Related fees and fines are Not to Exceed \$2,000.

Indicate the location of records associated with ordinances and related violations and enforcement actions below.

Records of any warnings or violations issued in relation to the above referenced community wide ordinances are maintained by Code Enforcement and reported to the Stormwater Program Coordinator for inclusion in the Borough's annual stormwater report and supplemental questionnaire.

SPPP Form 6 – Street Sweeping

1. Provide a written description and/or attach a map outlining the sweeping schedule for the following:

- Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)
- Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 time each year)

Note: Only asphalt and concrete roads need to be swept. Roads that do not have storm drain inlets and do not discharge to surface water do not need to be swept.

Currently, the Borough has an existing street sweeping program that includes sweeping the following areas year-round, weather permitting and contingent on the operation of the equipment. Tinton Falls has one sweeper that runs 5 days a week throughout the Borough's 6 zones.

The following roads are part of the Borough's street sweeping program:

**APPLE STREET
CENTRE PLAZA
DRIFT ROAD
EXECUTIVE DRIVE
GILBERT STREET NORTH
GILBERT STREET SOUTH**

**GILBERT STREET WEST
HARTFORD DRIVE
PARK ROAD
PINE STREET
SHEILA DRIVE
TORNILLO WAY**

All other streets are county or state operated or are in predominantly residential areas and are not swept. Spoils collected are stored in a 20 CY roll off container at the DPW facility and disposed of bi-weekly at an offsite landfill.

The existing street sweeping program is being evaluated to comply with the new street sweeping schedule requirement outlined in the 2023 MS4 Tier A Permit. Starting January 1, 2026, the Borough will update its program as needed to insure sweeping of all Borough streets is completed a minimum of 3 times a year in compliance with permit requirements.

Records of miles swept, and spoils collected will be recorded and maintained by DPW for future reference and inclusion in the Borough's annual stormwater report.

2. Indicate if sweeping work is outsourced and if so, describe the arrangement.

All street sweeping is conducted by Borough DPW personnel.

SPPP Form 7 – MS4 Infrastructure

1. *Municipal Storm Drain Inlets*

- a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.*
- b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.*
- c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.*
- d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.*

- a. DPW staff conduct visual inspections of the stormwater labels installed on those inlets or catch basins that do not have permanent wording cast into their design. Replacement of the label is conducted and then reported back to the DPW office.
- b. Throughout construction of major development projects or during repaving projects, the Code Enforcement Office, Borough Engineer or its consultants shall perform site inspections to confirm proper storm drain inlets have been installed or retrofitted. For existing inlets or catch basins that have not been retrofitted, DPW staff will conduct visual inspections during their day-to-day operations and identify any unit that is in need of retrofitting. Retrofitting work will be scheduled accordingly to ensure completion of all retrofit or replacement work by December 31, 2027.
- c. The Borough Engineer or Borough consultants shall check plans for road projects and major developments to verify that a catch basin or some sort of BMP to capture solids is included with, or downstream of, the affected storm drain inlets in accordance with NJDEP requirements.
- d. DPW staff shall perform inspections of all identified storm drain inlets on an annual basis in accordance with NJDEP requirements. Any storm drain inlet noted with debris will be reported back to the DPW office and scheduled for cleaning. Spoils collected will be dumped in a 20 CY dumpster and disposed offsite at a 3rd party vendor facility. Areas that clog and flood often during storms shall be inspected more frequently and prior to large, forecasted storms, and cleaned if necessary.

2. *Municipal Catch Basins*

- a. Describe when and how you conduct inspections of catch basins.*
- b. Describe the criteria used to determine when catch basins need to be cleaned.*

- a. DPW staff shall perform inspections of up to 20% of the Borough's catch basins on an annual basis in accordance with NJDEP requirements. Any catch basin identified with debris will be reported back to the DPW office and scheduled for cleaning. Spoils collected will be dumped in a 20 CY dumpster and disposed offsite at a 3rd party vendor facility. Areas that clog and flood often during storms shall be inspected more frequently and prior to large, forecasted storms, and cleaned if necessary.
- b. All catch basins that are 40% or more full will be scheduled for cleaning by DPW staff. Areas that are prone to clogging or flooding during storm events shall be inspected more frequently, as well as prior to large, forecasted storms. They shall be cleaned as necessary. Additionally, catch basins that are in areas of recent flooding complaints shall be inspected within 1 week of receipt of the complaint and cleaned as needed.

SPPP Form 7 – MS4 Infrastructure (Cont'd)

3. *Municipal Conveyance System*

Describe when and how inspections of MS4 conveyance systems are conducted, and the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.

Stormwater pipe systems in known flood areas will be inspected as needed before and after storm events to minimize potential flooding that may be caused by accumulation of debris or blockages.

The rest of the stormwater piping system will be visually inspected periodically during cleaning of select catch basin or storm drain inlets.

Those stormwater pipe systems found with blockages or evidence of debris will be reported back to the DPW office further investigation and action, which may include additional television inspection.

4. *Municipal Outfall Inspections – Stream Scouring*

Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used.

During inspection of the outfalls for dry weather flow, DPW personnel will also conduct inspections of the outfalls for signs of scouring. All sites in which scouring is identified will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits will be addressed first. A Stream Scouring Investigation Recordkeeping form will also be completed.

The Borough will follow-up each repair with an annual inspection of the site to ensure that scouring has not resumed.

Long Term Maintenance

Outfall pipe stream scouring inspections will be done at a minimum once every five (5) years or 20% of the overall total outfalls on an annual basis in accordance with NJDEP requirements alongside inspections for dry weather flow.

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

SPPP Form 7 – MS4 Infrastructure (Cont'd)

5. *Municipal Outfall Inspections – Illicit Discharge Detection and Elimination*
Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form from the Department's main stormwater webpage.

In accordance with permit requirements, the Borough will inspect 20% of their overall total on an annual basis. Outfalls will be inspected for dry weather discharges 72 hours after a rain event, intermittent stormwater flow, discoloration or inappropriate debris in and immediately downstream of the outfall.

Outfalls found to have suspected illicit discharge will be re-inspected within 30 days and sampled as needed in accordance with NJDEP guidelines. Illicit discharges detected will be investigated to identify the source of the discharge. An NJDEP Illicit Connection Inspection Report Form will be completed and submitted to the NJDEP as part of the Annual Report.

If the source is identified, property owner(s) will be notified of their violation of the Illicit Connection Ordinance and will have the connection eliminated immediately. If the source of the illicit connection cannot be located within eleven months, the Borough will notify the NJDEP Enforcement Inspector and the MS4 case manager within one month of the situation and request an extension of the investigation period.

6. *Other Municipal Infrastructure*
List the types of MS4 infrastructure in the Borough that require inspection but are not noted above in items 1-5. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or cleaned.

The Borough will continue to implement their existing stormwater facility maintenance program to ensure that all stormwater facilities owned and operated by the Borough are functioning properly. Aside from storm drain inlets, catch basins, stormwater pipes and outfalls, the Borough operates **detention basins (both public and privately owned)**.

These stormwater facilities are inspected annually to ensure that they are functioning properly. In high-risk areas, preventative maintenance is performed on all stormwater facilities to ensure proper functioning. Detention basins are cleaned every 2 months as needed to ensure proper functioning of the infrastructure. Additional maintenance is scheduled accordingly during the growing season and conducted by the Borough's Parks crew.

List of Borough Owned and Operated Detention Basins:

Name: Columbia Drive (Detention Basin), **Location:** Columbia Drive

Name: Rutgers Drive - North Side (Detention Basin), **Location:** Rutgers Drive

Name: Rutgers Drive - South Side (Detention Basin), **Location:** Rutgers Drive

Name: St. John Court (Detention Basin), **Location:** St. John Court

Name: Linda Lane (Detention Basin), **Location:** Linda Lane

Name: Pond View Drive (Detention Basin), **Location:** Pond View Drive

SPPP Form 7 – MS4 Infrastructure (Cont'd)

7. Stormwater Facilities Not Owned or Operated by the Municipality

Describe your program for ensuring adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality. This should include your plan for ensuring annual inspections are being done on these private properties and describe how you record the locations and logs associated with private infrastructure.

The Borough maintains a separate list of stormwater facilities (detention basins) not owned or operated by the Borough.

Certification forms are issued to the owners of these facilities on an annual basis to confirm completion of the necessary maintenance or repairs to ensure proper operation of the units.

In the instances where the owners do not perform the necessary maintenance, the Borough will conduct a visual inspection to verify if any maintenance or repair is necessary and review what remedial action is necessary to ensure proper operation of the facility.

8. Infrastructure Records

Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.

Records of inspections and maintenance conducted are kept in the DPW office. This includes records of inspections, cleanings, routine maintenance work, investigations of illicit connections and scouring near outfalls and any repairs conducted throughout the year.

SPPP Form 8 – Community Wide Measures

1. Herbicide Application Management

Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.

The Borough does not apply herbicides. Any necessary de-vegetation is completed by mowing or clipping and no erosion has been experienced as a result of these activities.

2. Excess Deicing Material Management

Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.

The Borough shall conduct a visual inspection of its roadways and parking areas after storm events to identify areas of excess deicing material. DPW personnel will be assigned to shovel/pick up the excess material within 72 hours after the storm is over, conditions permitting. Excess deicing material will be collected and returned to the Borough's salt dome to be reused during the next storm event as needed.

3. Roadside Vegetative Waste

Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).

No grass clippings are collected by the Borough. Leaves are collected between October and December of each year. Brush is picked up by the Borough year-round in dump trucks.

Brush is disposed offsite at a 3rd party vendor facility. Leaves are stockpiled at the Borough DPW facility from November to October and converted to compost, which is made available to residents or sold at auction.

4. Roadside Erosion Control

Describe your program to detect and repair erosion along municipal roadways.

The Borough DPW will monitor Borough roads and streets for signs of potential erosion during typical day to day operations. All identified road erosion problems will be reported to the DPW Director and/or Borough Engineer.

Identified areas of erosion will be evaluated and repairs prioritized based on their severity. DPW personnel will then be assigned to complete the necessary repair work in accordance with all applicable standards for Soil Erosion and Sediment Control in New Jersey.

Once completed, all repair details and dates will be documented and submitted to the DPW office for their record.

SPPP Form 9 – Municipal Maintenance Yards and Other Ancillary Operations

1. Site Name and Address of maintenance yard or ancillary operation.

Tinton Falls DPW Facility and Recycling Center
556 Tinton Avenue
Tinton Falls, NJ 07724

2. Monthly Site Inspections

Describe the nature of inspections conducted at this site and the location of inspection logs.

Visual observations are conducted by DPW staff during their day-to-day operations. Any deficiencies noted are reported for further evaluation and action. On a monthly basis, a more detailed inspection is conducted to verify that materials and machinery stored outdoors are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces where feasible and covered as needed. Any deficiencies are noted and reported for further action.

The salt shed is also inspected to ensure that materials are protected from exposure to rain, snow, and stormwater running across the paved surfaces. Any deficiencies are noted and reported for further action.

3. Inventory List

List all materials and machinery that are potentially exposed to stormwater.

Materials	Machinery
Clean sand / Road Salt / Brine	Multiple Containers / Dumpsters
Leaves/ Brush / Wood Chips / Compost	DPW Maintenance Vehicles
Stone / DGA / Field Clay / Used Asphalt fillings	Diesel and Gasoline Fuel Tanks
Miscellaneous Aggregate Materials / Topsoil	Multiple tanks/drums – Waste oils / other fluids
Automotive liquids, oils, and hydraulic fluids	Street sweepers / Garbage trucks / Salt spreaders
Concrete Pipes / Misc. Metals & Castings	Heavy construction vehicles (i.e loaders/excavator)
Blocks / Pavers / Scrap Tires	Miscellaneous heavy equipment / plows
Residential Recycling and Trash Bins	Inoperable vehicles

SPPP Form 9 – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

4. *Discharge of Stormwater from Secondary Containment*

Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.

Not applicable.

5. *Fueling Operations*

Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.

Fueling is conducted onsite at the Borough's DPW/Recycling Center facility. A Standard Operating Procedure has been developed outlining standard do's and don'ts. The Borough maintains speedy dry and other absorbent materials in the event of leaks or spills. The fueling area is inspected frequently and any deficiencies are reported and scheduled for necessary maintenance.

6. *Vehicle/Equipment Maintenance and Repair*

Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.

Routine vehicle maintenance is conducted by Borough personnel in their maintenance garage building. All maintenance and repair work is completed indoors. The maintenance garage does not have any storm or trench drains. Automotive fluids are emptied into various waste tanks or drums and temporarily stored at the DPW/Recycling Center facility before being disposed offsite as needed to a 3rd party disposal facility.

7. *Wash Wastewater Containment*

Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.

Vehicles are washed onsite at the Borough's DPW/Recycling Center facility using their existing wash system located in one of the garage bays. Wash water is collected in the bay and then enters an oil/water separator before being discharged into the sanitary sewer system.

SPPP Form 9 – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

8. Salt and Other Granular De-icing Materials

Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Salt, brine and sand (used for ballast) are stored year-round in a permanent structure located at the Borough's DPW/Recycling Center facility. The sand is stored outdoors in a bin.

Materials are pushed back away from the entrance and into the structure to eliminate precipitation reaching the stored material. When not in use the front end is tarped.

During loading and unloading, Borough personnel sweep the spilled salt back into the main salt pile after storm events to minimize tracking of materials.

9. Aggregate Material, Wood Chips, and Finished Leaf Compost

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

- Wood chips, compost, topsoil – kept outdoors in piles away from any storm drains or water bodies
- DGA, baseball field clay, ¾" clean stone – kept in outdoor bins and used as needed
- Used asphalt fillings – stored outdoors and disposed of periodically

10. Cold Patch Asphalt

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Not applicable.

11. Street Sweepings and Storm Sewer Cleanout Materials

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Spoils from street sweepings and storm sewer inlets and/or catch basins are collected via jet-vac trucks and disposed in 20 CY roll offs that are periodically disposed offsite at a 3rd party disposal facility.

SPPP Form 9 – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Not applicable. Brush that is collected is sent offsite to a 3rd party disposal facility and not stored at the Borough's DPW/Recycling Center facility.

13. Scrap Tires

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Scrap tires are stored at the Borough's DPW/Recycling Center facility. They are maintained in an enclosed container unit before being sent offsite for disposal at a 3rd party disposal facility.

14. Inoperable Vehicles and Equipment

Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.

Yes, the Borough stores inoperable vehicles year-round at their impound yard located within the Borough DPW/Recycling Center facility. Vehicles are kept outdoors temporarily until they are sent to auction and removed offsite.

SPPP Form 10 –Training

Stormwater Program Coordinator

Describe the training provided for the municipal Stormwater Program Coordinator.

The Stormwater Program Coordinator (SPC) for the Borough will attend the NJDEP training seminar every permit cycle. Training shall cover SPC responsibilities, permit conditions, annual reporting and required submissions and documentation. Once training is completed, documentation will be included in the SPPP for reference.

Topic

Office/Entity Responsible for Training

Describe the training provided for municipal staff.

SPPP

Staff responsible for any aspect of the stormwater program shall attend annual training on the site-specific details of the SPPP to review MS4 permit requirements, and record-keeping requirements. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.

Construction Site Stormwater Runoff

Staff responsible for inspections of construction projects that disturb one acre of soil or more, shall attend annual training on related MS4 permit conditions. Training will be conducted using training videos provided either by JIF or the NJDEP.

Post- Construction Stormwater Management in New and Redevelopment

Staff responsible for implementing stormwater permit requirements shall attend annual training to review the fundamentals of the Borough's post-construction stormwater management program to address stormwater runoff. Training shall discuss the Borough's definition of major development and the interconnection among the Stormwater Management rules at N.J.A.C. 7:8, the Borough's SCO, stormwater permit conditions, the Department's BMP Manual, and Guidance Documents. Training will be conducted using training videos provided either by JIF or the NJDEP.

Community-wide Ordinances

Staff responsible for approving and/or enforcing stormwater-related ordinances shall attend annual training on related MS4 permit conditions and review the purpose of each ordinance and what steps to take if violations are reported. Training will be conducted using training videos provided either by JIF or the NJDEP.

Community-wide Measures

Staff responsible for conducting activities associated with community-wide stormwater management measures shall attend annual training to review the MS4 permit requirements and Borough specific measures employed to comply with the street sweeping, storm drain inlets (labeling, retrofitting, and installations), herbicide application, de-icing operations, roadside vegetative waste, and roadside erosion control requirements. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.

SPPP Form 10 –Training (Cont'd)

Topic	Office/Entity Responsible for Training
<i>Describe the training provided for municipal staff.</i>	
Stormwater Facilities Maintenance	<p>Staff responsible for conducting activities associated with inspections, maintenance and repair of stormwater infrastructure shall attend annual training on the MS4 related permit requirements. This training shall detail what infrastructure is to be maintained per approved manufacturers' maintenance plans, versus the remaining infrastructure that is to be maintained according to the NJDEP's BMP Manual. Training will be conducted using training videos provided either by JIF or the NJDEP.</p> <p>Stormwater infrastructure to be included are storm drain inlets, catch basins, MS4 pipe conveyances, and detention basins.</p>
Municipal Maintenance Yards and Other Ancillary Operations	<p>Staff responsible for conducting activities associated with the Borough's maintenance yard and salt yard shall attend annual training to review related MS4 permit conditions, current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.</p>
MS4 Mapping	<p>Outside personnel responsible for the preparation and submission of the Borough's electronic stormwater infrastructure map shall attend annual training to review the MS4 permit requirements for electronic mapping.</p>
Outfall Stream Scouring	<p>Staff responsible for conducting inspections and repairs of stormwater outfalls shall attend annual training to review how to identify, remediate, and document cases of stream scouring in accordance with the Borough's MS4 permit. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.</p>
Illicit Discharge Detection and Elimination	<p>Staff responsible for conducting inspections and repairs of stormwater outfalls shall attend annual training to review how to identify, remediate, and document cases of illicit discharge in accordance with the Borough's MS4 permit. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.</p>
Stormwater Management Design Reviewers	
<i>Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.</i>	
<p>Personnel who review and approve stormwater management designs for major developments on behalf of the Borough will attend the mandatory NJDEP Stormwater Management Design Review course at least once every 5 years, as well as attend mandatory NJDEP training on amendments to the stormwater management rules at N.J.A.C. 7:8 as needed. Once training is completed, records of attendance will be maintained by the Borough's professionals and provided to the Borough upon request.</p>	

SPPP Form 10 –Training (Cont'd)

Municipal Board and Governing Body Members

Describe the training provided for members of the planning/zoning board and municipal council.

Borough Board and Governing Body Members that review and approve applications for development and redevelopment projects have been required to watch the NJDEP video entitled “Asking the Right Questions in Stormwater Review.” New members will be required to watch the video within six (6) months of joining the board. The video can be accessed through the following link:

https://nj.gov/dep/stormwater/asking_the_right_questions.html

The Borough Clerk and/or the Board Secretary shall maintain record of when the Board or Governing Body Members complete the training.

Training Records

Indicate the location of training records for the above required training.

Logs of training completed by Borough DPW personnel, which include the type of training, date completed, names of attendees and trainers (if available) shall be kept by the DPW for reference and inclusion in the Borough’s annual stormwater report and supplemental questionnaire.

SPPP Form 11 – MS4 Mapping

1. Provide a link to the most current MS4 outfall/infrastructure map.

<https://www.tintonfalls.com/government/forms/engineering/storm-management>

2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).

a. MS4 outfalls	TBD
b. MS4 groundwater discharge points (basins or overland flow infiltration areas)	TBD
c. MS4 interconnections	None
d. MS4 storm drain inlets	~1,850
e. MS4 manholes	TBD
f. Length of conveyance (channels, pipes, ditches, etc.)	TBD
g. MS4 pump stations	None
h. MS4 stormwater facilities (any that are not listed above)	TBD
i. Maintenance yard(s) and other ancillary operations	1

3. Describe how the municipality's outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).

On an annual basis, DPW staff will coordinate with the Borough Engineer and/or consultants to review any new major development projects completed throughout the year and identify new stormwater infrastructure constructed as part of those developments or capital projects completed by the Borough. GPS data will be obtained on these new structures/units as needed and the information uploaded into the Borough's MS4 Map. A copy of the data points will also be submitted to the Borough's MS4 Case Manager.

4. Describe how the municipality will create and update its MS4 Infrastructure Map.

The Borough will work with the Engineer's Office and other representatives to expand the Borough's current Outfall Map to include the above noted MS4 infrastructure in accordance with permit requirements. MS4 components will be field located, have their GPS data collected and then mapped utilizing a GIS mapping system. Once all data is collected and the map completed, copies of the data shapefiles will be submitted to the Borough's MS4 Case Manager no later than January 1, 2026. A copy of the final MS4 Map will be uploaded to the Borough's stormwater webpage.

SPPP Form 12 – Watershed Improvement Plan

1. Describe how your municipality is developing its Watershed Improvement Plan.

The Borough and their representatives are evaluating the permit requirements to determine how best to initiate Phase 1 of the Watershed Improvement Plan, which is the development of the Borough's Watershed Inventory Report. This includes the selection of stakeholders and coordination of public information sessions throughout development of the overall improvement plan.

Once Phase 1 is completed, a copy of the report will be posted on the Borough's stormwater webpage no later than January 1, 2026.

Currently, the Borough is focusing their effort on expanding their current outfall map to include the additional stormwater system components required as part of the inventory report.

2. Describe any regional projects or collaboration efforts with other municipalities.

Based on information available from the NJDEP's GeoWeb website, there are three (3) Watersheds (HUC11) within the Borough's municipal boundary. They include the following:

- **Navesink River / Lower Shrewsbury River**, which is shared with Marlboro Township, Freehold Township, Colts Neck Township, Holmdel Township, Middletown Township, Sea Bright Borough, Rumson Borough, Fair Haven Borough and Red Bank Borough.
- **Shrewsbury River (above Navesink River)**, which is shared Sea Bright Borough, Rumson Borough, Little Silver Borough, Shrewsbury Borough, Shrewsbury Township, Eatontown Borough, Oceanport Borough, West Long Branch Borough, Long Branch and Monmouth Beach Borough.
- **Whale Pond Bk / Shark R / Wreck Pond Bk**, which is shared with Wall Township, Sea Girt Borough, Spring Lake Heights Borough, Lake Como Borough, Belmar Borough, Avon-By-The-Sea Borough, Neptune City Borough, Neptune Township, Asbury Park, Interlaken Borough, Ocean Township, Deal Borough, Long Branch, West Long Branch Borough and Eatontown Borough.

Currently, discussions on potential collaboration efforts with these municipalities have not been initiated as of yet. The SPPP will be updated once additional information is available.

3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.

Records of all comments received during scheduled public information sessions and minutes of meetings held will be maintained by the Borough Clerk's office and/or Engineer's Office.

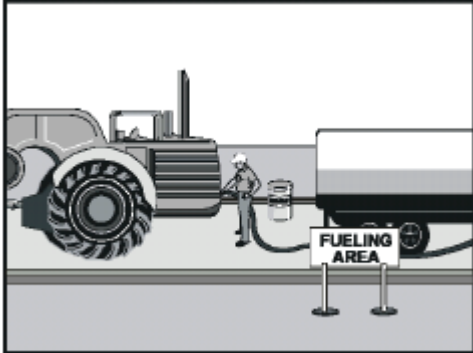
APPENDIX 1 – Standard Operating Procedures

Vehicle and Equipment Fueling Standard Operating Procedures

Vehicle Maintenance Standard Operating Procedures

Good Housekeeping Practices Standard Operating Procedures

The Borough of Tinton Falls Municipal Stormwater Regulation Program Standard Operating Procedure Vehicle and Equipment Fueling



Vehicle & Equipment Fueling SOP

Introduction and Purpose

Standard vehicle and equipment fueling operating procedures and practices are designed to minimize the potential of petroleum spills that may impact surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

Scope

These procedures are to be implemented during all fueling operations conducted at the Borough of Tinton Falls. This SOP will apply to all fuel transfer operations.

TINTON FALLS DPW

- **12,000-gallon Diesel AST**
- **12,000-gallon Gasoline AST**

The Borough of Tinton Falls
Vehicle and Equipment Fueling SOP

Standards and Specifications
(Fueling)

Equipment & Vehicle Fueling	<ul style="list-style-type: none">• Shut the engine off.• Ensure that the fuel is the proper type of fuel for the equipment/vehicle.• 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. Spill kits must be maintained at the following locations:<ol style="list-style-type: none">1. Vehicle Fueling Area2. Mechanic's Garage• 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".• Mobile fueling shall be minimized. All mobile fueling vehicles must be equipped with spill kits. 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.• Attend vehicle at all times during fueling.• Do not fill an unapproved container.
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Standards and Specifications
(Deliveries)

Bulk Fuel Deliveries	<ul style="list-style-type: none">• Ensure fuel supplier verifies available capacity of tank prior to filling.• Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling, or evacuation of waste tanks (i.e. waste oil).• 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/waste must be within the temporary berms during the loading/unloading of bulk fuels.• Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.• A trained Municipal employee must always be present to supervise during bulk transfer.
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**The Borough of Tinton Falls
Vehicle and Equipment Fueling SOP**

Standards and Specifications
(Emergencies & Spills)

Spill Response	<ul style="list-style-type: none">• Conduct cleanups of any fuel spills immediately after discovery.• 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 and properly contained.• Collected waste is to be disposed of properly.• Contact the Police Department at 911.• Contact the NJDEP by calling 1-877-WARNDEP
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Standards and Specifications
(Periodic Inspections)

Maintenance and Inspection	<ul style="list-style-type: none">• The waste oil storage areas should be wiped down daily of any residuals and small spills.• Fueling areas and storage tanks shall be inspected MONTHLY for the following:<ol style="list-style-type: none">1. leaks2. spills3. proper function4. external damage• 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 by a certified or appropriate contractor.
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**The Borough of Tinton Falls
Vehicle and Equipment Fueling SOP**

Tinton Falls: Monthly Vehicle & Equipment Fueling SOP Compliance Inspections

MONTH	INCLUDE DATES OF INSPECTION, PROBLEMS OBSERVED AND CORRECTIONS
January	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
February	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
March	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
April	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
May	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
June	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
July	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
August	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
September	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
October	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
November	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
December	<ul style="list-style-type: none">• Date:• Problems:• Corrections:

The Borough of Tinton Falls

Municipal Stormwater Regulation Program

Standard Operating Procedure

Vehicle Maintenance



The Borough of Tinton Falls

Vehicle Maintenance SOP

Introduction and Purpose

This SOP contains the basic practices of vehicle maintenance to be implemented at the Borough of Tinton Falls. The purpose of this SOP is to provide a set of guidelines for developing safe, responsible vehicle maintenance practices which protect the quality of stormwater run-off originating from their municipal sites.

Scope

This SOP applies to all vehicle maintenance activities performed at municipally owned/operated facilities.

Standards and Specification

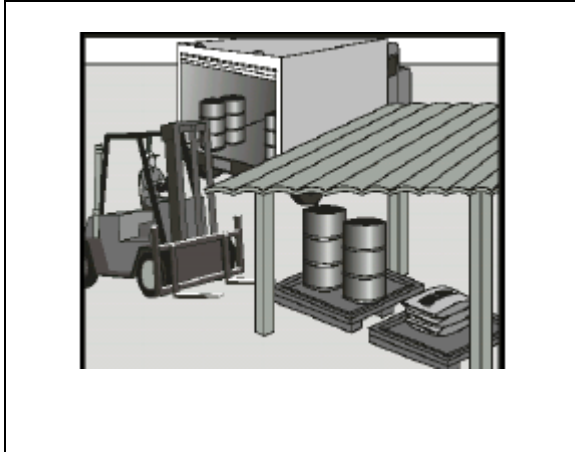
(General)

General Vehicle Maintenance Guidelines	<ul style="list-style-type: none"> • Conduct vehicle maintenance operation only in designated areas. • When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor. • Always use drip pans. • Use portable tents or construct a roofing device over long-term maintenance areas and for projects that must be performed outdoors.
Fluid Disposal	<ul style="list-style-type: none"> • All waste liquids should be collected and disposed of properly. • All containers storing liquids should be clearly labeled. • All drips & spills should be addressed using dry-cleaning methods. (absorbent material use & broom sweep up)
Battery & Tire Storage	<ul style="list-style-type: none"> • All waste lead-acid batteries should be stored indoors. If stored outdoors, all batteries should be under cover and elevated. • Scrap tires should be stored indoors or in a container dedicated to scrap tire storage.
Maintenance and Inspection	<ul style="list-style-type: none"> • Monthly check for leaks and damaged equipment and make repairs as necessary.

Tinton Falls: Monthly Vehicle Maintenance SOP Compliance Inspections

MONTH	INCLUDE DATES OF INSPECTION, PROBLEMS OBSERVED AND CORRECTIONS
January	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
February	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
March	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
April	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
May	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
June	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
July	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
August	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
September	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
October	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
November	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
December	<ul style="list-style-type: none">• Date:• Problems:• Corrections:

The Borough of Tinton Falls Municipal Stormwater Regulation Program Standard Operating Procedure Good Housekeeping



Introduction and Purpose

This SOP contains the basic practices of good housekeeping to be implemented during typical day-to-day maintenance activities at the Borough of Tinton Falls. The purpose of this SOP is to provide a set of guidelines for all applicable municipal employees in Tinton Falls.

Scope

This SOP applies to all housekeeping operations conducted at municipally owned/operated facilities.

Standards and Specifications

(Container & Drum Handling)

<p>All Containers & Drums (All containers, storing liquids or solids)</p>	<ul style="list-style-type: none"> • All containers should be properly labeled and marked, and the labels must remain clean and visible. • All containers must be kept in good condition and tightly closed when not in use. • When practical, chemicals, fluids and supplies should be kept indoors. • Keep a spill kit on hand at the following locations: <ol style="list-style-type: none"> 1. 12,000-gallon Diesel AST 2. 12,000-gallon Gasoline AST 3. Mechanic's garage • Have available & make use of use drip pans during liquid transfers. • Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use. • Collect waste fluids in properly labeled containers and dispose of them properly. • Place trash, dirt and other debris in dumpsters
<p>Containers and Drums Stored Outside</p>	<ul style="list-style-type: none"> • All drums & containers must be covered and placed on spill platforms.

Standards and Specifications

(Materials Storage)

Used Tires and Lead Acid Batteries	<ul style="list-style-type: none">• Store batteries indoors whenever possible. If outdoors, batteries should be placed on an elevated surface and covered.
Street Sweepings	<ul style="list-style-type: none">• Ensure street sweepings are stored under permanent storage structure at the end of each day
Spare vehicle parts	<ul style="list-style-type: none">• All vehicle parts (spare and scrap) if stored outside, should be covered from precipitation and elevated.
Misc. household wastes	<ul style="list-style-type: none">• Source separate• Cover from precipitation.• Store all liquids on spill pallets if stored outside• Dispose of properly

Standards and Specifications

(Spill Response & Inspections)

Spill Response and Reporting	<ul style="list-style-type: none">• Conduct clean up of any spill(s) immediately after discovery.• Spills are to be cleaned using dry cleaning methods only.• Dispose of contaminated absorbent material properly.• Dial 911 in case of an emergency.• Notify the NJDEP at 1-877-WARNDEP for all spill emergencies.
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Standards and Specifications

(Salt and Deicing Material Handling)

Salt Handling and Deliveries	<ul style="list-style-type: none">• 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.• 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.• Minimize the tracking of materials from storage and loading/unloading areas.• Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.• Any materials that are stored outside must be tarped when not actively being used.
Maintenance and Inspection	<ul style="list-style-type: none">• All waste oil storage areas should be wiped down daily of any residuals or small spills• Periodically check for leaks and damaged equipment and make repairs as necessary.• Perform monthly inspections of all (indoor and outdoor) storage locations:<ol style="list-style-type: none">1. Inspect dumpsters and other waste containers. Repair or replace leaky dumpsters/containers as necessary• Inspect salt storage area monthly and during deliveries (loading) and unloading activities

Tinton Falls: Monthly Good Housekeeping SOP Compliance Inspections

MONTH	INCLUDE DATES OF INSPECTION, PROBLEMS OBSERVED AND CORRECTIONS
January	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
February	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
March	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
April	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
May	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
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November	<ul style="list-style-type: none">• Date:• Problems:• Corrections:
December	<ul style="list-style-type: none">• Date:• Problems:• Corrections: