



PREPARED FOR:

Borough of West Long Branch
965 Broadway
West Long Branch, New Jersey 07764

PREPARED BY:

T&M Associates
11 Tindall Road
Middletown, NJ 07748

TIER A MUNICIPAL
STORMWATER GENERAL PERMIT
NJPDES General Permit #NJG0153257
Program Interest ID #167938

STORMWATER POLLUTION PREVENTION PLAN 2023 UPDATE

NEW JERSEY DEPARTMENT OF
ENVIRONMENTAL PROTECTION



**T&M PROJECT NO. WLBR-G2301
JUNE 2023**

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Appendices

1 – 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: Julie Nastasi
Title: Consulting Engineer
Municipal Name: West Long Branch
NJPDES #: NJG0153257
PI ID #: 167938
Effective Date of Permit Authorization
(EDPA): 04/01/2004
Date Form Completed: 03/01/2005
Date of most recent update: 06/30/2023

Stormwater Program Coordinator: Julie Nastasi
Title: Consulting Engineer / Client Manager
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**INDIVIDUALS RESPONSIBLE FOR MAJOR DEVELOPMENT PROJECT
STORMWATER MANAGEMENT REVIEW**

Name: Francis W. Mullan, P.E., C.M.E.
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Name: _____
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OTHER SPPP TEAM MEMBERS

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Name: _____
Title: _____
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Title: _____
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SPPP Form 2 - Revision History

Municipality Information	Municipal Name: <u>Borough of West Long Branch</u> NJPDES #: NJG <u>0153257</u> PI ID #: <u>167938</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.	09/30/2018	LC	Various	Updated to include new requirements outlined in the 2018 permit renewal.
2.	06/30/2020	JN	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.westlongbranch.org/public-works/pages/stormwater-management>

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

Alex Kelly and Will Bahamonde, Tech Specialists in the Borough's 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 Star Ledger, the Link News, and the Monmouth Journal.

Additionally, public notice on stormwater related education and outreach activities are posted on the Borough's website and distributed through mass mailings if necessary. Additional notices may be posted on the Shade Tree Commission's local resident homepage or on the Borough's message board located in from of Borough Hall.

Website: <https://www.westlongbranch.org/>

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.

Major development means 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 one-quarter acre or more of “regulated impervious surface” since February 2, 2004;
3. The creation of one-quarter acre or more of “regulated motor vehicle surface” since March 2, 2021 {or the effective date of this ordinance, whichever is earlier}; or
4. A combination of 2 and 3 above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more.

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 paragraphs 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 RSIS for stormwater management are reviewed by the appropriate personnel representing the Borough’s Planning Board 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 Board for final approval.

Throughout construction, representatives from the Borough 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 and Stormwater Control Ordinance includes a Mitigation Plan that allows proposed development or redevelopments projects the opportunity to seek a variance or exemption from the stormwater management design and performance standards set forth in the Borough Municipal Stormwater Management Plan and NJAC 7:8-5. The plan outlines mitigation project criteria, as well as requirements for submission of the Mitigation Plan to the Borough for review and approval prior to granting final approval of the site development.

To date though no variances or exemptions have been requested or granted.

In the event a variance or exemption is requested or granted, records will be submitted to the Borough Planning 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 Borough's Stormwater Control Ordinance (SCO) was originally adopted on April 19, 2006. It was amended and re-adopted on February 17, 2021 to comply with the NJDEP requirements.

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

The Borough's Municipal Stormwater Management Plan (MSWMP) was adopted on March 29, 2005 and last amended in June 2007. On September 19, 2007, the Borough Planning Board memorialized the amendments submitted and approved by the County Planning Board.

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	10/04/1984	Existing Meets Requirement	Animal Control Officer	Not to Exceed \$100
Wildlife Feeding	11/03/1993	Existing Meets Requirement	Police Dept., Code Enforcement, Health Commission	Minimum of \$25
Litter Control	09/02/1937	Existing Meets Requirement	Code Enforcement	Not to Exceed \$100
Improper Disposal of Waste	09/07/1988	Existing Meets Requirement	Code Enforcement	Not to Exceed \$100
Yard Waste	08/04/1999	Existing Meets Requirement	Police Dept., Zoning or DPW	Not to Exceed \$500
Private Storm Drain Inlet Retrofitting	04/18/2012	Yes	Construction Official and Code Enforcement	Not to Exceed \$1,500
Illicit Connection Ordinance	06/18/2008	Yes	Police Dept. and Code Enforcement	Not to Exceed \$1,500
Privately-Owned Salt Storage				
Tree Removal / Replacement				
<p><i>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.</i></p>				
<p>Ordinance 15-1.6, Refuse Containers, adopted per the NJDEP model on April 18, 2012. The ordinance is enforced through the DPW Director, the Recycling Coordinator, and/or the Code Enforcement Official of the Borough of West Long Branch and is subject to fines not to exceed \$500 for anyone found to be in violation of the provisions established within the ordinance.</p>				
<p><i>Indicate the location of records associated with ordinances and related violations and enforcement actions below.</i></p>				
<p>Records of any warnings or violations issued in relation to the above referenced community wide ordinances are maintained by Code Enforcement or applicable enforcing office or department. They are reported to the Stormwater Program Coordinator or Borough Engineer annually for inclusion in the Borough's annual stormwater report/supplemental questionnaire.</p>				

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 mechanical sweeping of all municipal streets once each year, typically scheduled right before the Fourth of July of each year.

The Borough is broken down into 2 zones, the North and South Zones similar to the garbage route. The breakdown of streets in each zone is provided on the Public Works webpage in the Borough's website.

Sweepings are conducted by a 3rd party contractor. All sweepings collected are offloaded into a dumpster and hauled away for offsite disposal by the 3rd party contractor.

Records of sweepings collected, disposal amount invoiced and the date the work is completed is maintained by the Public Works Department for future reference and inclusion in the Borough's annual stormwater report.

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 necessary to ensure sweeping of all Borough streets a minimum of 3 times a year in compliance of permit requirements.

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

As noted above, sweeping activities are conducted by 3rd party contractors. The work is bid annually per Local Public Contracts Law requirements and awarded to the lowest responsible bidder.

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.*
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 either during the storm drain inlet/catch basin inspection or their day-to-day activities. Replacement of the label is conducted if possible or reported back to the DPW Office for future maintenance scheduling.
- b. Throughout construction of major development projects or during repaving projects, the Code Enforcement Office or Borough Engineer 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 needs retrofitting. Retrofitting work will be scheduled accordingly to ensure completion of all retrofit or replacement work by December 31, 2027.
- c. The Borough Engineer 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 into the brush truck/container and disposed offsite by a 3rd party contractor. 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 into the brush truck/container and disposed offsite by a 3rd party contractor. 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 clean-out 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.

The Borough will continue with its existing outfall inspection program to identify outfalls with signs of scouring in accordance with NJDEP permit requirements. Outfall pipe stream scouring inspections will be done at a minimum once every five (5) years or 20% of the overall total outfalls within the Borough on an annual basis. These inspections will be conducted alongside the inspections for dry weather flow.

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

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.

The Borough will continue with its existing outfall inspection program for signs of outfall dry weather flow in accordance with NJDEP permit requirements. The program includes inspection of a minimum of 20% of their overall total outfalls 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, the requisite 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 does not operate any additional stormwater BMP.

All existing stormwater facilities shall be inspected as noted throughout this report to ensure that they are functioning properly.

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.

Not applicable.

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 or thatch are collected by the Borough. Loose leaves are collected between March and May and between October and December of each year. Brush is picked up by the Borough year-round except for the periods when leaf pickup is in progress. Visual inspections are conducted in the mornings to determine amount of collection anticipated and work is scheduled accordingly and no more than 1 week out.

The vegetative waste is collected by Borough DPW using front end loaders and vacuum trucks. All collected material is disposed offsite at Mazza Mulch located in the Borough of Tinton Falls.

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 their routine morning visual inspections. All identified road erosion problems will be reported to the DPW Director.

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.

West Long Branch DPW Facility and Recycling Center
379 Monmouth Avenue
West Long Branch, NJ 07764

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
Scrap Tires	Multiple dumpsters / containers
Cold Patch	DPW maintenance vehicles
Road Salt	Waste Oil Tank / Drums
Automotive liquids and oils (various drums; all kept indoors)	Used / dumped electronics
330 Gallon Blue Def Diesel Exhaust Fluid Tote (kept indoors)	Loader
1,200 gallons Calcium Chlorine (no longer in use)	Street sweeping vehicle
	Salt spreader vehicle and plow

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.

Not applicable. Fueling is obtained at 3rd party commercial gas stations.

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 emptied are stored and/or disposed in various storage drums/containers and disposed offsite as needed.

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.

No washing of vehicles is conducted onsite at the Borough's DPW facility. Only rinsing of the salt spreader vehicles is conducted once the salt has been swept off.

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 is stored year-round in a 3-sided permanent shed located at the Borough's DPW facility. 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 if necessary.

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.

Not applicable.

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.

Cold patch asphalt is ordered as needed and received in mason dump trucks. Majority of deliveries are used up. In the event of extra material, the cold patch is stored outdoors and tarped to eliminate discharges into the stormwater system.

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.

Not applicable.

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.

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 on the side of the salt shed, stacked and not tarped. They are kept onsite temporarily and recycled at a minimum no more than 6 months in time.

The Borough will evaluate tarping the scrap tires to minimize potential discharges into the stormwater system.

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.

Inoperable vehicles are temporarily stored outdoors at the DPW facility until they are sent to auction and removed offsite. They are temporarily kept no more than 6 months at a time.

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 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>Staff or professionals 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 for future reference and inclusion in the Borough’s annual stormwater report and supplemental questionnaire.

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.westlongbranch.org/public-works/pages/stormwater-management>

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

<i>e. MS4 outfalls</i>	<i>25</i>
<i>f. MS4 groundwater discharge points (basins or overland flow infiltration areas)</i>	<i>None</i>
<i>g. MS4 interconnections</i>	<i>None</i>
<i>h. MS4 storm drain inlets</i>	<i>406</i>
<i>i. MS4 manholes</i>	<i>TBD</i>
<i>j. Length of conveyance (channels, pipes, ditches, etc.)</i>	<i>TBD</i>
<i>k. MS4 pump stations</i>	<i>None</i>
<i>l. MS4 stormwater facilities (any that are not listed above)</i>	<i>None</i>
<i>m. Maintenance yard(s) and other ancillary operations</i>	<i>1</i>

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 new 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 currently 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 the 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.

At this time, 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 two (2) Watersheds (HUC11) within the Borough's municipal boundary. They include the following:

- **Shrewsbury River (above Navesink River)**, which is shared Sea Bright Borough, Rumson Borough, Little Silver Borough, Shrewsbury Borough, Shrewsbury Township, Eatontown Borough, Oceanport Borough, Tinton Falls 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 City, Interlaken Borough, Ocean Township, Deal Borough, Long Branch, Tinton Falls 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 Maintenance Standard Operating Procedures
Good Housekeeping Practices Standard Operating Procedures

BOROUGH OF WEST LONG BRANCH

STANDARD OPERATING PROCEDURES

TITLE Vehicle Maintenance	REVISION NO. 000
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DESCRIPTION:

This Standard Operating Procedure (SOP) contains the basic vehicle maintenance practices to be implemented at the Borough's maintenance yards including maintenance areas at ancillary operations.

PURPOSE:

This SOP provides a set of guidelines for the Borough of West Long Branch's vehicle maintenance for their maintenance yards and ancillary operations' maintenance areas.

STANDARDS AND SPECIFICATIONS:

Vehicle Maintenance

1. Conduct all vehicle maintenance only in designated areas.
2. When possible, perform vehicle and equipment maintenance indoors and on a paved floor.
3. Always use drip pans.
4. Absorbent spill clean-up materials shall be available in all maintenance areas. Material shall be properly disposed of after use.
5. Protect maintenance areas from both stormwater runoff and stormwater run-on. Areas should be located 50 feet downstream of any drainage facility or watercourse.
6. Do not dump or dispose of oils, grease, fluids, and lubricants on the ground. Waste oil and waste antifreeze shall be collected in properly labeled containers and disposed of properly.
7. Do not dump or dispose batteries, used oils, antifreeze or other toxic fluids into a storm drain or watercourse.
8. Do not bury or burn tires.
9. Collect waste fluids in properly labeled containers and dispose properly.

Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
 - Level 1: Contact West Long Branch Police Department (732) 229-5000.
 - Level 2: Contact the Monmouth County Health Department at (732) 431-7456.
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

Maintenance and Inspection

1. Periodically check for leaks and damaged equipment and make necessary repairs.

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BOROUGH OF WEST LONG BRANCH

STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Good Housekeeping Practices	000

DESCRIPTION:

This Standard Operating Procedure (SOP) contains the basic good housekeeping practices to be implemented at the Borough's maintenance yards including maintenance areas at ancillary operations.

PURPOSE:

This SOP provides a set of guidelines for the Borough of West Long Branch's employees to implement Good Housekeeping Practices for their maintenance yards and ancillary operations' maintenance areas.

STANDARDS AND SPECIFICATIONS:

General

1. All containers should be properly marked and labeled. Labels should be clean and legible.
2. Keep all containers in good condition and sealed tightly when they are not in use.
3. Keep all chemicals, fluids, and supplies indoors, where practical.
4. Containers stored outdoors must be covered and placed on spill containment platforms.
5. Keep storage areas clean and organized.
6. Keep spill kits and drip pans near any liquid transfer areas. Keep them protected from rain.
7. Absorbent spill clean-up materials must be available in maintenance areas and must be properly disposed of after spills.
8. All trash, dirt, and other debris must be placed in the dumpster.
9. Waste fluids must be collected in properly labeled containers and dispose of properly.
10. Maintain the recycling program by disposing of bottles, cans, paper, and trash in their designated containers.
11. Sweep and clean garages and yard once per week.

Salt and De-icing Material Handling

1. Prevent or minimize spills during material loading and unloading. If de-icing materials are spilled, remove the material using dry cleaning methods, and reuse or dispose of the material properly.
2. Inspect, sweep and clean area once per week to remove dirt and debris. Sweep area immediately following loading and unloading operations, when practical.
3. Minimize tracking material from the storage and loading/unloading areas.
4. Minimize the distance materials are transported during loading and unloading activities
5. Tarp any materials stored outside when they are not in use.
6. If interim seasonal tarping is used, de-icing materials may only be store outside between October 15th and April 30th.

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BOROUGH OF WEST LONG BRANCH

STANDARD OPERATING PROCEDURES

Recycling Center

1. Sweep and clean area once per week to remove dirt and debris. Sweep area immediately following loading and unloading operations, when practical.
2. All trash, dirt, and other debris must be placed in the dumpster.
3. Waste fluids must be collected in properly labeled containers and dispose of properly.

Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
 - Level 1: Contact West Long Branch Police Department (732) 229-5000.
 - Level 2: Contact the Monmouth County Health Department at (732) 431-7456.
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

Maintenance and Inspection

1. Check for leaks and damaged equipment, periodically. Make repairs as necessary.
2. Perform monthly inspections of all storage areas and containers, both in and outdoors.
3. Perform overall facility inspection and maintenance annually.