

# Stormwater Pollution Prevention Plan

TOWNSHIP OF NUTLEY

ESSEX COUNTY, NJ

NJPDES # NJG0149811

December 2022

## **SPPP Table of Contents**


- Form 1 – SPPP Team Members (permit cite IV F 1)
- Form 2 – Revision History (permit cite IV F 1)
- Form 3 – Public Involvement and Participation Including Public Notice (permit cite IV B 1)
- Form 4 – Public Education and Outreach (permit cite IV B 2 and Attachment B)
- Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program (permit cite IV B 4 and Attachment D)
- Form 6 – Ordinances (permit cite IV B 5)
- Form 7 – Street Sweeping (permit cite IV B 5 b)
- Form 8 – Catch Basin and Storm Drain Inlets (permit cite IV B 2, IV B 5 b ii, and Attachment C)
- Form 9 – Storm Drain Inlet Retrofitting (permit cite IV B 5 b)
- Form 10 – Municipal Maintenance Yards and Other Ancillary Operations (permit cite IV B 5 c and Attachment E)
- Form 11 – Employee Training (permit cite IV B 5 d, e, f)
- Form 12 – Outfall Pipes (permit cite IV B 6 a, b, c)
- Form 13 – Stormwater Facilities Maintenance (permit cite IV C 1)
- Form 14 – Total Maximum Daily Load Information (permit cite IV C 2)
- Form 15 – Optional Measures (permit cite IV E 1 and IV E 2)

### **ATTACHMENTS**

- Street Sweeping Plan as per NJPDES
- Good Housekeeping Forms
- Township GIS Outfall Pipes Map

## SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

<b>Stormwater Program Coordinator (SPC)</b>	
Print/Type Name and Title	<i>Salvatore Ferraro</i> <i>Chief Project/ Recycling Coordinator</i>
Office Phone # and email	973-284-4958 <i>sferraro@nutleynj.org</i>
Signature/Date	Add signature 
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>	
Print/Type Name and Title	<i>Todd M. Hay, PE, CME, Municipal Engineer – Pennoni Associates, Inc.</i>
Print/Type Name and Title	<i>Drew M. DiSessa, PE, PP, CME, Senior Engineer – Pennoni Associates, Inc.</i>
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
<b>Other SPPP Team Members</b>	
Print/Type Name and Title	<i>Dominic Ferry, Superintendent of Water and Sewer</i>
Print/Type Name and Title	<i>Michael Luzzi, Superintendent of Public Works</i>
Print/Type Name and Title	<i>David Berry, Construction and Zoning Official</i>
Print/Type Name and Title	

## SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	12/27/2021	SF	ALL	Revised SPPP to include updated NJDEP forms
2.	12/27/2022	SF	<ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• Form 3</li> <li>• Form 6</li> <li>• GIS Outfall Map</li> </ul>	Annual Review of SPPP Plan
3.				
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## SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	<a href="https://www.nutleynj.org/stormwater-management">https://www.nutleynj.org/stormwater-management</a>
2. Date of most current SPPP:	December 27, 2022
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	<a href="https://www.nutleynj.org/stormwater-management">https://www.nutleynj.org/stormwater-management</a>
4. Date of most current MSWMP:	December 27, 2021
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	<a href="https://www.nutleynj.org/2022PublicNotices">https://www.nutleynj.org/2022PublicNotices</a> Township of Nutley Clerk's Office
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:  <i>For meetings where public notice is required under the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq., Nutley Township provides public notice in a manner that complies with the requirements of that Act. In regard to passage of the ordinances, Nutley Township provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, for municipal actions subject to public notice requirements in the Municipal Land Use Law, N.J.S.A. 40:55D- 1 et seq., Nutley Township complies with those requirements. In all respects, those statutes require written notice of the activity to be taken by the Township be published in a newspaper of general circulation in the community.</i>	

## SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

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

*Nutley Township will distribute the NJDEP brochures and tip cards for annual distribution to all Township residents and businesses. The brochure will be issued late March/ early April in conjunction with the Township recycling calendar which will be distributed through mailings coordinated by the Department of Public Works to all Township residents and businesses.*

*The Township will also distribute the brochures at Nutley's Farmer's market which is a township community event that is held on every Sunday from June to October,*

*The Township of Nutley will provide a link to its Stormwater Regulations and website with its Annual Water Quality Report which is distributed annually to all Nutley residents and businesses.*

*These brochures are also available at Town Hall, Department of Public Works and Nutley Public Library for residents that are in need of additional copies.*

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

*Nutley Township will distribute the NJDEP brochures and tip cards for annual distribution to all Township residents and businesses. The annual brochures include information about hazards associated with illicit connections and improper waste disposal to provide education to the public.*

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

*Nutley Municipal Building – 1 Kennedy Drive, DPW/Engineering Department, Nutley, NJ.*

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

All records must be available upon request by NJDEP.

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

*An individual "development," as well as multiple developments that individually or collectively result in:*

*The disturbance of one or more acres of land since February 2, 2004;*

*The creation of one-quarter acre or more of "regulated impervious surface" since February 2, 2004;*

*The creation of one-quarter acre or more of "regulated motor vehicle surface" since March 2, 2021;*

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

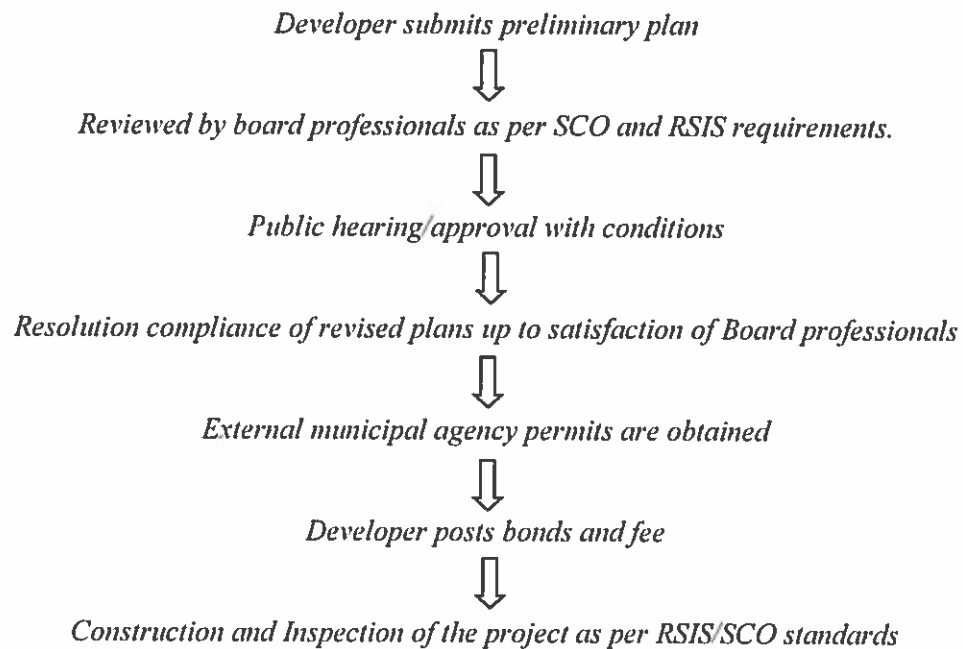
*Yes, Nutley ensures that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards /or stormwater management (including the NJDEP stormwater Management Rules, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. All non-residential projects are reviewed in accordance with the municipal/county/state/federal code as applicable.*

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

*The Township of Nutley has adopted a Municipal Stormwater Management Plan and revised the Stormwater Control Ordinance. The ordinance which will be administered by the planning and zoning boards and code enforcement officer/township engineering department, will control stormwater from residential, non-residential development and redevelopment projects.*

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

*Our planning and zoning boards ensure compliance with both SCO and RSIS before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law. More stringent standards are adopted from both ordinances.*



5. Does the Municipal Stormwater Management Plan include a mitigation plan?	Yes
6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?	Code enforcement, 1 Kennedy Dr, Nutley, NJ 07110

## SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	09/26/2005	<a href="https://www.nutleynj.org/storm-water-management">https://www.nutleynj.org/storm-water-management</a>	No	Nutley Police/All Township Departments
2. Wildlife Feeding permit cite IV.B.5.a.ii	09/26/2005	<a href="https://www.nutleynj.org/storm-water-management">https://www.nutleynj.org/storm-water-management</a>	No	Nutley Police/All Township Departments
3. Litter Control permit cite IV.B.5.a.iii	09/26/2005	<a href="https://www.nutleynj.org/storm-water-management">https://www.nutleynj.org/storm-water-management</a>	No	Nutley Police/All Township Departments
4. Improper Disposal of Waste (permit cite IV.B.5.a.iv)	09/26/2005	<a href="https://www.nutleynj.org/storm-water-management">https://www.nutleynj.org/storm-water-management</a>	No	Health Department/All Township Departments
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	03/14/2005	<a href="https://www.nutleynj.org/storm-water-management">https://www.nutleynj.org/storm-water-management</a>	No	Department of Public Works/Health Department/ Code Enforcement
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	06/21/2011	<a href="https://www.nutleynj.org/storm-water-management">https://www.nutleynj.org/storm-water-management</a>	No	Department of Public Work Engineering/ Code Enforcement
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	04/20/2021	<a href="https://www.nutleynj.org/storm-water-management">https://www.nutleynj.org/storm-water-management</a>	No	Department of Public Work Engineering/ Code Enforcement
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	09/26/2005	<a href="https://www.nutleynj.org/storm-water-management">https://www.nutleynj.org/storm-water-management</a>	No	Department of Public Work Engineering/ Code Enforcement
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	06/21/2011	<a href="https://ecode360.com/2713242">https://ecode360.com/2713242</a>	No	Health Department/ Department of Public Work Engineering/ Code Enforcement

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

*Ordinance records can be obtained from the Township Clerk's office and the enforcement records can be obtained from the responsible entity for enforcement.*

## SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
<i>Nutley Township sweeps streets as required by the NJPDES permit regulations, as permitted by weather and street conditions. Please see attached map. The total tonnage and miles are documented annually in the MSRP report.</i>
2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
<i>Please see attached map. No streets are swept by any other entity unless emergency circumstances exist.</i>
3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.
<i>N/A</i>
4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.
<i>Annual street sweeping records with all above mentioned information is submitted to the NJDEP annually along with the MSRP annual report. The records are maintained at the Department of Public Works located at 1 Cortland Street, Nutley &amp; 1 Kennedy Drive, Nutley.</i>

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

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
<i>Nutley has an annual catch basin cleaning program to maintain catch basin function and efficiency. The catch basins will not be cleaned if there is no evidence of debris or trash in the basin. If the basin is deemed "clean" it will not be cleaned but will be checked the following year during the annual inspection. At the time of inspection, the catch basin will be inspected for proper function. Maintenance will be scheduled for those basins in need of repair.</i>
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
<i>All catch basins will be inspected once a year.</i>
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
<i>The Township will respond to the complaints of catch basin "clogging" on a case-by-case basis and clean out debris where identified. Preventative maintenance will be performed on stormwater facilities that are in high-risk areas to ensure that they do not begin to fail.</i>
4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.
<i>All catch basins will be inspected once a year. As castings are changed, they are updated with permanent labels.</i>
5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.
<i>DPW Building – 1 Cortland Street, Nutley, NJ.</i>

## SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.
<i>Annual inspection of all storm drain inlets is performed. When a road is resurfaced, the inlets are retrofitted and/or changed with new castings.</i>
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
<i>At the time of inspection, the catch basin will be inspected for clogging and NJDOT conformance. Retrofitting and/or new castings will be installed for non-compliant catch basins.</i>
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
<i>When planning and zoning board application reviews are submitted for approval, existing non-compliant inlets are required to be retrofitted and/or changed. The applications will be reviewed by Township engineer for compliance with NJDOT standards. When a road is resurfaced, the inlets are retrofitted and/or changed.</i>
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
<i>Prior to issuance of CO for new developments, the storm drains are inspected for compliance with NJDOT standards. Municipal inspections for all developments ensure all required retrofits are completed. Before a certificate of occupancy is issued, the Township will ensure that private storm drains are properly retrofitted in compliance with Section 585 of Township ordinance.</i>



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

All records must be available upon request by NJDEP.

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

Address of municipal yard or ancillary operation:

*TOWNSHIP STORAGE AREA*

*44 Park Avenue, Nutley, New Jersey*

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

Raw materials – *top soil, dirt soil, fill, mulch, concrete, asphalt, crushed stone, paper, cardboard, trees, shrubs, scrap metal, wood*

Intermediate products – *N/A*

Final Products – *N/A*

Waste materials – *N/A*

By products – *N/A*

Machinery – *trash compactor, front end loader*

Fuel – *N/A*

Lubricants – *N/A*

Solvents – *N/A*

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

Other – *tires*

For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.

Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

**1. Fueling Operations**

N/A

**2. Vehicle Maintenance**

N/A

**3. On-Site Equipment and Vehicle Washing**

*See permit attachment E for certification and log forms for Underground Storage Tanks.*

N/A

**4. Discharge of Stormwater from Secondary Containment**

N/A

5. Salt and De-Icing Material Storage and Handling
N/A
6. Aggregate Material and Construction Debris Storage
<p><i>Records are maintained at Department of Public Works located at 1 Cortland Street, Nutley &amp; 1 Kennedy Drive, Nutley, NJ.</i></p> <p><i>Best Management Practices - The area in front and adjacent to storage areas shall be swept clean after loading/unloading. Sufficient setback will be maintained from surface water bodies, storm sewer inlets, and/or ditches or other stormwater conveyance channels.</i></p>
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
<p><i>Records are maintained at Department of Public Works located at 1 Cortland Street, Nutley &amp; 1 Kennedy Drive, Nutley, NJ.</i></p> <p><i>Best management practices - Road cleanup materials placed into storage will be, at a minimum:</i></p> <p><i>a. Stored in leak-proof containers or on an impervious surface that is contained to control leachate and litter; and</i></p> <p><i>b. Removed for disposal within six (6) months of placement into storage.</i></p>
8. Yard Trimmings and Wood Waste Management Sites
N/A
9. Roadside Vegetation Management
<p><i>Records are maintained at DPW Building – 1 Kennedy Drive, Nutley, NJ. These will include only the vegetation collected from Township services – cutting of trees on public property.</i></p> <p><i>Best Management Practices- Nutley will restrict the application of herbicides along roadsides in order to prevent it from being washed by stormwater into the waters of the State and to prevent erosion caused by de-vegetation. The Township of Nutley will not apply herbicides on or adjacent to storm drain inlets, on steeply sloping ground, along curb lines, and along unobstructed shoulders. Tier A Municipalities shall only apply herbicides within a 2-foot radius around structures where overgrowth presents a safety hazard and where it is unsafe to mow.</i></p>

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

All records must be available upon request by NJDEP.

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

Address of municipal yard or ancillary operation:

*Nutley's Department of Public Works Tremont Garage Facility*

*1 Cortland Street, Nutley, NJ*

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

Raw materials – *salt storage, aggregate material (DGA, ¾" Stone)*

Intermediate products – *N/A*

Final Products – *Pipe, manhole frames and covers, cement block*

Waste materials – *N/A*

By products – *N/A*

Machinery – *front end loaders, trucks*

Fuel – *underground fuel tanks maintained by spill containment kits*

Lubricants – *N/A*

Solvents – *N/A*

Detergents related to municipal maintenance yard or ancillary operations

Other – *N/A*

For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.

*The Township of Nutley follows the attached basic practices for good housekeeping at Nutley's Department of Public Works Tremont Garage Facility.*

Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

#### 1. Fueling Operations

*Records area maintained at Nutley's DPW Tremont garage Facility.*

*Please see attached basic practices for good housekeeping at Nutley's Department of Public Works Tremont Garage Facility.*

#### 2. Vehicle Maintenance

*Records area maintained at Nutley's DPW Tremont garage Facility.*

*Please see attached basic practices for good housekeeping at Nutley's Department of Public Works Tremont Garage Facility.*

#### 3. On-Site Equipment and Vehicle Washing

*See permit attachment E for certification and log forms for Underground Storage Tanks.*

N/A

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

N/A

5. Salt and De-Icing Material Storage and Handling
<i>Records are maintained at Nutley's DPW Tremont garage Facility. Please see attached basic practices for good housekeeping at Nutley's Department of Public Works Tremont Garage Facility.</i>
6. Aggregate Material and Construction Debris Storage
<i>Records are maintained at Nutley's DPW Tremont garage Facility. Please see attached basic practices for good housekeeping at Nutley's Department of Public Works Tremont Garage Facility.</i>
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
N/A
8. Yard Trimmings and Wood Waste Management Sites
N/A
9. Roadside Vegetation Management
N/A

## SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p><b>A. Municipal Employee Training:</b> Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every 2 years	<i>Department of Public Works</i>
2. Stormwater Facility Maintenance	Every 2 years	<i>Department of Public Works</i>
3. SPPP Training & Recordkeeping	Every 2 years	<i>Department of Public Works</i>
4. Yard Waste Collection Program	Every 2 years	<i>Department of Public Works</i>
5. Street Sweeping	Every 2 years	<i>Department of Public Works</i>
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	<i>Department of Public Works</i>
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	<i>Department of Public Works</i>
8. Waste Disposal Education	Every 2 years	<i>Department of Public Works</i>
9. Municipal Ordinances	Every 2 years	<i>Department of Public Works</i>
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	<i>Department of Public Works</i>
<p><b>B. Municipal Board and Governing Body Members Training:</b> Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>.</p> <p><i>The Municipal Board and Governing Body Members that review and approve applications for development and redevelopment projects will be requested to complete the "Training Tool" on or before effective date of permit authorization + 6 months, and by new members within 6 months of commencement of duties. Once per term of service thereafter, Municipal Board and Governing Body Members will be requested to review at least one of the tools offered under the Post-Construction Stormwater Management website.</i></p>		

**C. Stormwater Management Design Reviewer Training:** All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at [www.nj.gov/dep/stormwater/training.htm](http://www.nj.gov/dep/stormwater/training.htm). Indicate the location of the DEP certificate of completion for each reviewer.

*The Township, planning and zoning board engineers have completed the required training and maintain their own NJDEP Certificate of Completion Records. The list of individuals can be accessed from*

[https://www.nj.gov/dep/stormwater/pdf/SWMDR\\_Reviewers\\_Training.pdf](https://www.nj.gov/dep/stormwater/pdf/SWMDR_Reviewers_Training.pdf)



## SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

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

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

*Outfall map is enclosed and is also available at the following link:*

*<https://www.nutleynj.org/stormwater-management>*

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

*All outfalls will be checked annually as per NJDEP requirements.*

*A log of the inspection records will be maintained at the Nutley Municipal Building – 1 Kennedy Drive, 2<sup>nd</sup> floor, Engineering Department, Nutley, NJ.*

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

*In conjunction with the illicit connection part of SPPP, all of the outfall pipes will be checked for scouring. All sites identified for repairs will be placed on a list. Those repairs that do not need NJDEP permits for those repairs may be done first. Otherwise, repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey in the prioritized order. All repairs will be checked during an annual inspection of the sites to ensure that scouring has not resumed.*

*A log of all sites with outfall pipe scouring, as well as the dates and methods of corresponding repairs will be maintained at the Nutley Municipal Building – 1 Kennedy Drive, 2<sup>nd</sup> floor, Engineering Department, Nutley, NJ.*

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

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

*Nutley Department of Public Works personnel will conduct an initial physical inspection of outfall pipes during the mapping process. The NJDEP Illicit Connection Inspection Report Form will be utilized during these inspections, and each of these forms will be kept with SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked for an illicit connection. If it is possible to locate the illicit connection as being within the Township, the responsible party will be cited for being in violation of the Illicit Connection Ordinance and have the connection eliminated immediately. If it is not possible to locate the source of the illicit connection after an investigation, a Closeout Investigation Form will be submitted with the Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Township will report the illicit connection to the appropriate entity.*

*There will be a phone number available, used for reporting spills and illegal dumping, to report any illicit connections. This phone number will be posted on the Township's website [www.nutleynj.org](http://www.nutleynj.org). Personnel from the building, police and/or public works departments will investigate these reports and/or complaints.*

## SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

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

*The township does not have public stormwater facility including any public detention/retention/bioretenion basins, rain gardens or any other stormwater structures that need maintenance.*

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

*Records are maintained and submitted to NJDEP annually for all stormwater basins for major developments. If problems are noted, the responsible authorities are contacted. A stormwater management operation and maintenance manual is required to be provided by the Applicant for all major development projects during planning/zoning board reviews. A log of all major stormwater management basins is maintained, and the responsible authorities will be annually notified to ensure compliance with long-term cleaning, operation and maintenance of these stormwater management basins.*

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

*Nutley Municipal Building – 1 Kennedy Drive, 2<sup>nd</sup> floor, Engineering Department, Nutley, NJ.*

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

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

## SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

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

*None within the Township of Nutley.*

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

*N/A*

## SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

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

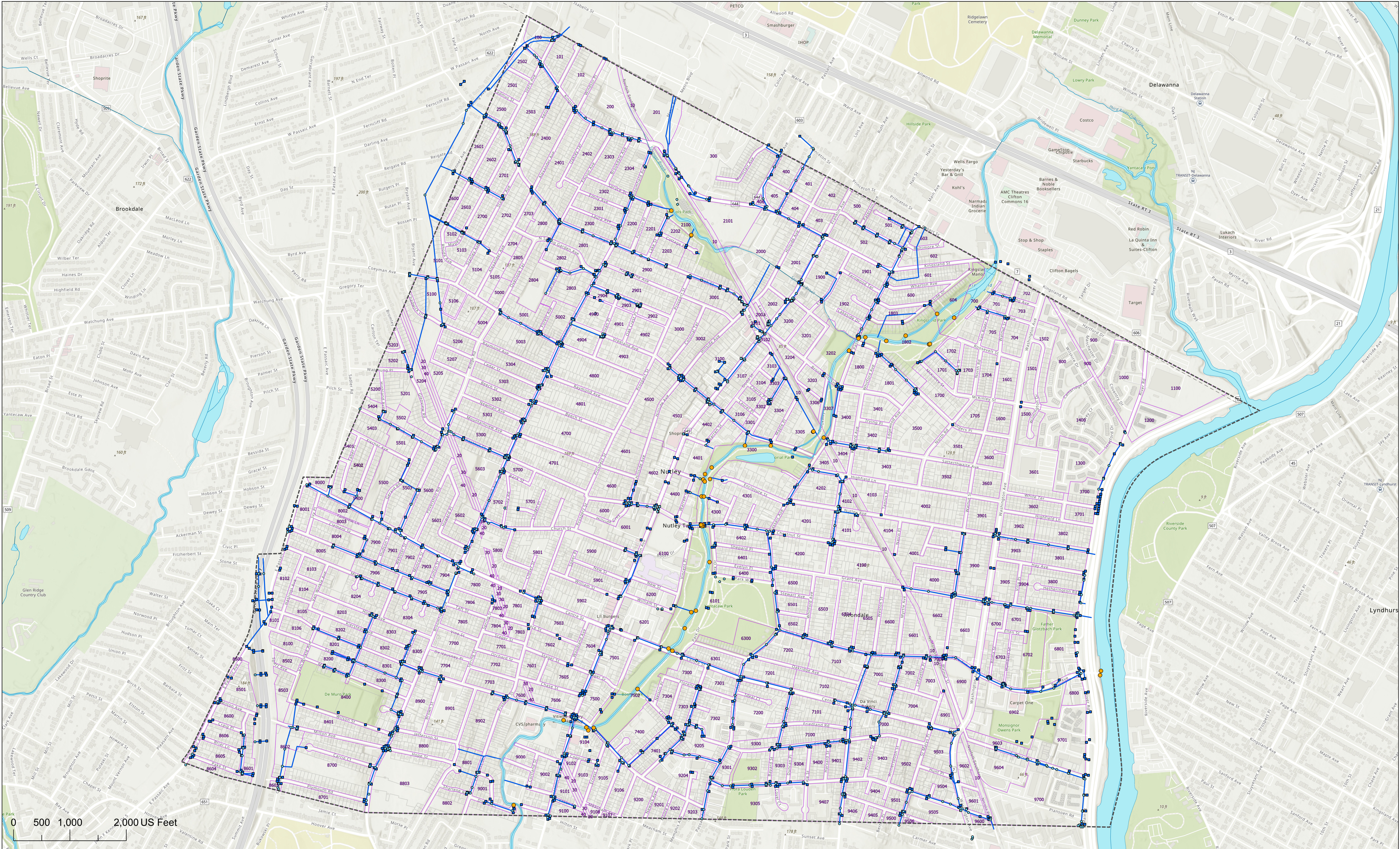
*The Township of Nutley is reviewing the ordinance to consider implementing installation of seepage pits for stormwater management control and for connections of roof leaders to seepage pit and eventually to the stormwater system of the township for all new residential properties and developments.*


*The Township of Nutley follows the attached basic practices for good housekeeping at Nutley's Department of Public Works Tremont Garage Facility.*

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

*Yes*







0 500 1,000 2,000 US Feet

**Legend**

● Outfalls	— Storm Sewer Mains	□ Parcels
○ Storm Sewer Manholes	- - - Municipal Boundary	
■ Storm Inlets	▭ Block Groups	

# Township of Nutley Outfall Locations



U:\Account\NTLY\NTLYT21101 - Nutley - Stormwater Control Plan\SSM-1\SSM-1.dwg  
PLOT DATE: 4/20/2024 1:23 PM BY: DGP/RJP  
PLOT STYLE: Pennoni NCS.ctb  
PROJECT STATUS: —

STREETS REQUIRED TO BE SWEEPED MONTHLY		
NO.	STREET NAME	LIMITS
1	BLOOMFIELD AVENUE	SAN ANTONIO AVENUE - HOPPER AVENUE
2	BLOOMFIELD AVENUE	ACKERMAN STREET - HOWARD PLACE
3	BLOOMFIELD AVENUE	HIGH STREET- LAURA AVENUE
4	CHESTNUT STREET	FRANKLIN AVENUE - PASSAIC AVENUE
5	DARLING AVENUE	CHARLES STREET - NORTH TOWNSHIP BORDER
6	E CENTRE STREET	WASHINGTON AVENUE - RIVER ROAD
7	HANCOX AVENUE	ST. MARY'S PLACE - NICOLA PLACE
8	HARRISON STREET	MEMPHIS AVENUE - PASSAIC AVENUE
9	HARRISON STREET	FRANKLIN AVENUE - UNDERHILL COURT
10	PASSAIC AVENUE	SOUTH TOWNSHIP BORDER - HANCOX AVENUE
11	PASSAIC AVENUE	WHARTON AVENUE - NORTH TOWNSHIP BORDER
12	WASHINGTON AVENUE	SOUTH TOWNSHIP BORDER - GRANT AVENUE

LEGEND

- STREETS REQUIRED TO BE SWEEPED MONTHLY IN ACCORDANCE WITH NJDEP TIER A STORMWATER GUIDANCE DOCUMENT "TIER A MUNICIPALITIES SHALL SWEEP, AT A MINIMUM OF ONCE PER MONTH (WEATHER AND STREET SURFACE CONDITIONS PERMITTING), ALL STREETS (INCLUDING ROADS OR HIGHWAYS) THAT MEET ALL OF THE FOLLOWING CRITERIA:
- (1) THE STREET IS OWNED OR OPERATED BY THE MUNICIPALITY;
  - (2) THE STREET IS CURBED AND HAS STORM DRAINS;
  - (3) THE STREET HAS A POSTED SPEED LIMIT OF 35 MILES PER HOUR OR LESS;
  - (4) THE STREET IS NOT AN ENTRANCE OR EXIT RAMP; AND
  - (5) THE STREET IS IN A PREDOMINANTLY COMMERCIAL AREA"



ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR  
AND OWNER MUST BE NOTIFIED OF ANY  
DISCREPANCIES BEFORE PROCEEDING WITH WORK

STREET SWEEPING MAP

TOWNSHIP OF NUTLEY  
ONE KENNEDY DRIVE  
NUTLEY, NEW JERSEY 07110

DATE	NO.	REVISIONS	BY

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATES, AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT	NTLYT21101.05
DATE	2022-02-04
DRAWING SCALE	1"=600'
DRAWN BY	KL/JT
APPROVED BY	DD

SSM-1



PENNONI ASSOCIATES INC.  
24 Commerce Street, Suite 300  
Newark, NJ 07102  
T 973.265.9775 F 973.265.9774  
NJ COA NO. G428033300



## **PROCEDURE NAME: GOOD HOUSEKEEPING**

**POLICY:** This Standard Operating Procedure (SOP) contains the basic practices of good housekeeping to be followed at Nutley's Department of Public Works Tremont Garage Facility

**APPLICABILITY:** This SOP applies to the Tremont Garage Facility, at which all maintenance activities conducted by the Township of Nutley are performed. Refer to the facility's Spill Prevention Control and Countermeasures Plan (SPCC) for additional requirements regarding the storage of oil.

**PURPOSE:** To provide a set of guidelines for the employees of the Tremont Garage Facility.

### **STANDARDS AND SPECIFICATIONS (GENERAL):**

1. All containers must be properly labeled and marked, and the labels must remain clean and visible.
2. All containers must be kept in good condition and tightly closed when not in use.
3. When practical, chemicals, fluids and supplies should be kept indoors.
4. If containers are stored outside, they must be covered and placed on spill platforms.
5. Spill kits and drip pans must be kept near any liquid transfer areas and protected from rainfall.
6. Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
7. Collect waste fluids in properly labeled containers and dispose of them properly.

### **STANDARDS AND SPECIFICATIONS (SALT AND DEICING MATERIAL):**

1. During loading and unloading of salt and deicing materials, prevent and/or minimize spills.
2. At the completion of loading and unloading activities, spilled salt and deicing materials shall be removed using dry cleaning methods and either reused or properly discarded.
3. Sweeping will be conducted regularly to get rid of dirt and other debris. Sweeping will also be conducted following loading/unloading activities, when practical.

### **SPILL RESPONSE AND REPORTING:**

1. Conduct cleanup of spills immediately after discovery.
2. Spills are to be cleaned using dry cleaning methods only.
3. For spills involving oil or waste oil follow the requirements of the facility's SPCC Plan.

### **INVENTORY AND INSPECTIONS**

1. An inspection will be conducted on a quarterly basis of all areas of the Tremont Garage to ensure requirements of this SOP are met. Documentation of these inspections will be maintained onsite within the Superintendent's Office.
2. Materials or machinery which could be a source of pollutants in a stormwater discharge are not normally stored outdoors at the Tremont Garage. Should storage of these items outdoors be required, an inventory will be established. This inventory will be updated during the quarterly inspections.

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Michael Luzzi, Department of Public Works Superintendent



## **PROCEDURE NAME: Petroleum Product Delivery to Underground Storage Tanks**

**POLICY:** This Standard Operating Procedure (SOP) describes the delivery and unloading of all petroleum products to the underground storage tanks (USTs) located at Nutley's Department of Public Works Tremont Garage Facility. The policy incorporates federal, state and local regulations. The Department of Public Works is responsible for compliance with this operating procedure. Refer to the facility's Spill, Prevention, Control and Countermeasures Plan for deliveries to the aboveground storage tank.

**APPLICABILITY:** This procedure incorporates the requirements set forth in 40 CFR 280 and 49 CFR 173, as well as the regulations of N.J.A.C. 7:14A and 7:14B. This policy applies to the delivery of gasoline or diesel to the Tremont Garage's UST's.

**PURPOSE:** To provide for the proper handling and unloading of petroleum in accordance with federal, state, and local requirements.

### **PROCEDURE:**

1. DPW Personnel – Prior to ordering fuel, determine fuel level in the UST. Subtract this figure from the maximum holding capacity of the UST (Gasoline - 8100 gallons, Diesel – 4500 gallons). The result is the maximum amount of fuel that can be transferred into the UST during the delivery.
2. Purchasing Department – Verify with Fire Department (Thomas Nicolleti) amount of fuel to be ordered prior to issuing a purchase order.
3. DPW Personnel - Ensure that catch basin located south of UST is covered prior to unloading. The cover shall not be removed until unloading is completed and any spillage has been contained and removed.
4. DPW Personnel - Ensure spill bucket is free of liquid prior to arrival of fuel delivery vehicle.
5. Delivery Vehicle Driver - Set the parking brake of the fuel delivery vehicle and **remain with the vehicle** during the entire unloading period.
6. Delivery Vehicle Driver - independently determine the fuel level in the UST utilizing a gauging rod to confirm that sufficient space is available in the receiving storage tank to receive the contents of the tank truck, and document the tank measurements. Do not rely upon overfill prevention valves or high level alarms to determine when to secure flow of product.
7. Delivery Vehicle Driver - Prior to unloading (and again prior to departure of tank truck), the lowermost drain and all outlets of vehicle must be examined by the driver for leakage and if necessary tightened, adjusted or replaced to prevent leakage while off-loading (or while in transit).
8. Delivery Vehicle Driver - ensure all hoses are connected tight. **Fuel shall be delivered to the UST by gravity flow, no pressurized deliveries are permitted.**
9. Delivery Vehicle Driver - Once unloading has ceased, disconnect hoses such that any material in the lines will gravity drain into the tank. Any small dripping material shall be contained and removed.
10. Delivery Vehicle Driver - visually inspect the area for any releases inspection.
11. Delivery Vehicle Driver - If *any* spill occurs during the filling process, stop filling and immediately follow the requirements of the Release Response Plan.

**Signature:**

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Fred Scalera, Deputy Fire Chief, Nutley Fire Department

## **PROCEDURE NAME: VEHICLE MAINTENANCE AND REPAIR**

**POLICY:** This Standard Operating Procedure (SOP) contains the basic practices of vehicle maintenance relative to stormwater pollution prevention at Nutley's Department of Public Works Tremont Garage Facility.

**APPLICABILITY:** This SOP applies to the Tremont Garage Facility, at which all vehicular maintenance activities conducted by the Township of Nutley are performed.

**PURPOSE:** To provide a set of guidelines for the employees of the Tremont Garage Facility to eliminate and/or minimize the amount of pollutants entering surface and ground water from vehicle maintenance activities.

### **STANDARDS**

1. Perform all vehicle maintenance inside the building whenever possible.
2. For projects that must be performed outdoors that last more than one day, portable tents or covers must be placed over exposed machinery when not being worked on, and drip pans must be used.
3. Conduct clean up of any spill(s) immediately after discovery.

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Michael Luzzi, Department of Public Works Superintendent

## GOOD HOUSEKEEPING INSPECTION CHECKLIST

### TREMONT GARAGE FACILITY

Instructions: This inspection record will be completed once per quarter and filed with the Stormwater Pollution Prevention Plan. Further description or comments shall be attached on a separate sheet of paper if necessary. Any "NO" answer requires immediate corrective action.

	<u>Circle one</u>	<u>Description/Comment</u>
<b>INTERIOR AREAS</b>		
Spill Kits in Mechanic Areas in place and stocked	YES NO	_____
Drums are labeled and closed	YES NO	_____
Drums are free of corrosion and damage	YES NO	_____
All spills are cleaned up	YES NO	_____
<b>EXTERIOR AREAS</b>		
Deicing material loading area swept	YES NO	_____
Spill Kit at Fuel Oil AST in place and stocked	YES NO	_____
Spill Kit at Dispenser Island in place and stocked	YES NO	_____
Exposed Machinery under tarps	YES NO N/A	_____
Drums are labeled and closed	YES NO N/A	_____
Drums are free of corrosion and damage	YES NO N/A	_____
All drums are located on spill pallets and are covered	YES NO N/A	_____
All materials and machinery which could be a source of pollutants in stormwater are inventoried	YES NO N/A	_____

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

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

### ***Township of Nutley Street Sweeping Log for 2005***

Month	Number of Cycles	Miles Swept	Amount Collected
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

# Road Erosion Control Maintenance Log

[illegible]

[illegible][illegible]

[illegible][illegible]