

# Stormwater Pollution Prevention Plan

TOWNSHIP OF NUTLEY

ESSEX COUNTY, NJ

NJPDES # NJG0149811

December 2023


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## ATTACHMENTS

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

### SPPP Form 1 – SPPP Team Members

<b>Stormwater Program Coordinator (SPC)</b>	
Print Name and Title	<b>Salvatore Ferraro, Eng./Chief Project/ Recycling Coordinator</b>
Office Phone # and e-Mail	<b>973-284-4958 sferraro@nutleynj.org</b>
Signature/Date	 <b>12/27/2023</b>
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b> Please see training requirements for stormwater management reviewers on Form 9.	
Print Name/Title/Affiliation	<b>Todd M. Hay, PE, CME, Municipal Engineer – Pennoni Associates, Inc.</b>
Print Name/Title/Affiliation	<b>Drew M. DiSessa, PE, PP, CME, Senior Engineer – Pennoni Associates, Inc.</b>
Print Name/Title/Affiliation	<b>Dipti Raja, PE, Project Engineer – Pennoni Associates, Inc.</b>
Print Name/Title/Affiliation	
Print Name/Title/Affiliation	
<b>Other SPPP Team Members</b>	
Print Name/Title/Affiliation	<b>Dominic Ferry, Superintendent of Water and Sewer</b>
Print Name/Title/Affiliation	<b>Michael Luzzi, Superintendent of Public Works</b>
Print Name/Title/Affiliation	<b>David Berry, Construction and Zoning Official</b>
Print Name/Title/Affiliation	

## SPPP Form 2 – Revision History

	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> </ul> GIS Outfall Map	Annual Review of SPPP Plan
3.	12/27/2023	SF	All per current NJDEP Guidelines	Annual Review of SPPP Plan
4.				
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## SPPP Form 3 – Public Involvement and Participation Including Public Notice

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. Physical location and/or website URL where records of public notices, meeting dates, minutes, etc. are kept:	<a href="https://www.nutleynj.org/2023PublicNotices">https://www.nutleynj.org/2023PublicNotices</a>  <i>Township of Nutley Clerk's Office</i>
3. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of its MS4 stormwater program:	
<p><b>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.</b></p>	

## **SPPP Form 4 – Public Education and Outreach**

This is only required for colleges, universities, and military bases with dependents living on base.

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. 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

1. How does the permittee 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;*

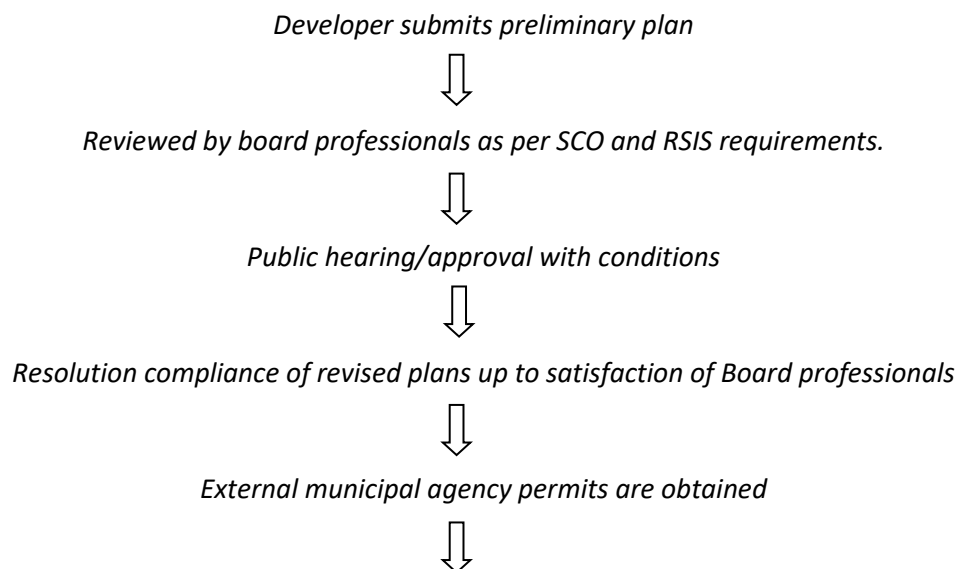
*The creation of one-quarter acre or more of “regulated motor vehicle surface” since March 2, 2021;*

*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. Describe the process for reviewing and approving major development project applications for compliance with the stormwater management rules at N.J.A.C. 7:8 et seq. Attach a flow chart if available. If applicable, provide the physical location of the mitigation plan required to grant a variance or exemption from the design and performance standards for stormwater management measures.

***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.***



*Developer posts bonds and fee*



*Construction and Inspection of the project as per RSIS/SCO standards*

3. Indicate the physical location of approved applications for major development projects and Major Development Summary Sheets (permit Attachment D)?

***Code enforcement, 1 Kennedy Dr, Nutley, NJ 07110***

### SPPP Form 6 – Regulatory Mechanisms

Regulatory Mechanism	Date of Adoption	Website URL	DEP model regulatory mechanism adopted w/o change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i.	09/26/2005	<a href="https://www.nutleynj.org/stormwater-management">https://www.nutleynj.org/stormwater-management</a>	No	<i>Nutley Police/All Township Departments</i>
2. Wildlife Feeding permit cite IV.B.5.a.ii.	09/26/2005	<a href="https://www.nutleynj.org/stormwater-management">https://www.nutleynj.org/stormwater-management</a>	No	<i>Nutley Police/All Township Departments</i>
3. Litter Control permit cite IV.B.5.a.iii.	09/26/2005	<a href="https://www.nutleynj.org/stormwater-management">https://www.nutleynj.org/stormwater-management</a>	No	<i>Nutley Police/All Township Departments</i>
4. Improper Disposal of Waste permit cite IV.B.5.a.iv.	09/26/2005	<a href="https://www.nutleynj.org/stormwater-management">https://www.nutleynj.org/stormwater-management</a>	No	<i>Health Department/ All Township Departments</i>
5. Residential Yard Waste Collection <i>(for residences located within permittee property)</i> permit cite IV.B.5.a.v.	03/14/2005	<a href="https://www.nutleynj.org/stormwater-management">https://www.nutleynj.org/stormwater-management</a>	No	<i>Department of Public Works/Health Department/ Code Enforcement</i>
6. Illicit Connection Prohibition permit cite IV.B.5.a.vii.	09/26/2005	<a href="https://www.nutleynj.org/stormwater-management">https://www.nutleynj.org/stormwater-management</a>	No	<i>Department of Public Work Engineering/ Code Enforcement</i>
<p>Indicate the location of records associated with the regulatory mechanisms above and related enforcement actions:</p> <p><i>Ordinance records can be obtained from the Township Clerk's office and the enforcement records can be obtained from the responsible entity for enforcement.</i></p>				

## SPPP Form 7 – Street Sweeping

1. Provide a map or describe the location of all streets and paved parking lots that are owned or operated by the permittee. Indicate which of these streets and parking lots have storm drain inlets that direct stormwater runoff into an MS4 or discharge directly to surface water.

***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.***

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

***Please see attached map. All municipal owned parking lots are swept as needed for maintenance.***

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

***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 & 1 Kennedy Drive, Nutley.***

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

<p>1. Describe the schedule for inspections, cleaning, and maintenance of catch basins and storm drain inlets that are owned or operated by the permittee.</p>
<p><b><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></b></p>
<p>2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc. For each, describe what measures are taken to address the problems and explain how such work is prioritized.</p>
<p><b><i>All catch basins will be inspected once a year.</i></b></p>
<p>3. Describe the inspection and label maintenance plan on storm drain inlets that do not have permanent wording cast into the design.</p>
<p><b><i>All catch basins will be inspected once a year. As castings are changed, they are updated with permanent labels.</i></b></p>
<p>4. Indicate the location of records that include catch basin and storm drain inlet inspections, and the amount of materials collected during catch basin and storm drain inlet cleanings.</p>
<p><b><i>DPW Building – 1 Cortland Street, Nutley, NJ.</i></b></p>
<p>5. Describe how the permittee ensures that storm drain inlets within the Public Complex are retrofitted.</p>
<p><b><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></b></p>

## SPPP Form 9 – Employee Training

**A. Permittee Employee Training:** 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.

Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard/Ancillary Operations	Every year	<b>Department of Public Works</b>
2. Stormwater Facility Maintenance	Every year	<b>Department of Public Works</b>
3. SPPP Training & Recordkeeping	Every year	<b>Department of Public Works</b>
<i>For Public Complexes with residents only</i> 4. Residential Yard Waste Collection	Every 2 years	<b>Department of Public Works</b>
5. Street Sweeping	Every 2 years	<b>Department of Public Works</b>
6. Illicit Connections & Outfall Mapping	Every 2 years	<b>Department of Public Works</b>
7. Outfall Stream Scouring	Every 2 years	<b>Department of Public Works</b>
8. Waste Disposal Education	Every 2 years	<b>Department of Public Works</b>
9. Regulatory Mechanisms	Every 2 years	<b>Department of Public Works</b>
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	<b>Department of Public Works</b>

**B. Stormwater Management Reviewer Training:** All individuals who review the stormwater management design for development and redevelopment projects on behalf of the permittee 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 permittee's list of the names and dates of individuals that received the Department approved training: **Department of Public Works, 1 Cortland Street and 1 Kennedy Drive, Nutley**



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

Complete separate forms for each location.

1. Address of maintenance yard or ancillary operation (complete one form per location):
<p style="text-align: center;"><b>TOWNSHIP STORAGE AREA</b> <b>44 Park Avenue, Nutley, New Jersey</b></p>
2. List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutants in a stormwater discharge.
Raw materials – <b>Top soil, dirt soil, fill, mulch, concrete, asphalt, crushed stone, paper, cardboard, trees, shrubs, scrap metal, wood</b>
Intermediate products – <b>N/A</b>
Final products – <b>N/A</b>
Waste materials – <b>N/A</b>
By-products – <b>N/A</b>
Machinery – <b>Trash compactor, front end loader</b>
Fuel – <b>N/A</b>
Lubricants – <b>N/A</b>
Solvents – <b>N/A</b>
Detergents related to maintenance yard or ancillary operations – <b>N/A</b>
Other – <b>Tires</b>

(SPPP Form 10 continued)
3. Indicate the location of monthly inspection logs documenting inspections of this location:
<b><i>Department of Public Works, 1 Cortland Street and 1 Kennedy Drive, Nutley</i></b>
4. Describe the procedures for cleaning spills and disposing of clean-up waste. Indicate the location of materials used for cleaning, e.g., kitty litter, sawdust, etc.
<b><i>N/A</i></b>
5. List all containers stored at this location, including the content, and location. For containers that are stored outside, indicate if they are covered, what they are placed upon, and if the area is graded or contained by berms.
<b><i>N/A</i></b>
6. For each category below, describe the best management practices in place to ensure compliance with all requirements in the permit. Indicate the location of inspection logs and tracking forms associated with this maintenance yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.
a. Fueling Operations
<b><i>N/A</i></b>
b. Discharge of Stormwater from Secondary Containment
<b><i>N/A</i></b>
c. Vehicle Maintenance

N/A
d. On-Site Equipment and Vehicle Washing <i>See permit for certification and log forms for Underground Storage Tanks.</i>
N/A
e. Salt and De-Icing Material Storage and Handling
N/A
f. Aggregate Material and Construction Debris Storage
<p><b>Records are maintained at Department of Public Works located at 1 Cortland Street, Nutley And 1 Kennedy Drive, Nutley, NJ.</b></p> <p><b>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.</b></p>
g. Street Sweepings, Catch Basin Clean Out and Other Material Storage
<p><b>Records are maintained at Department of Public Works located at 1 Cortland Street, Nutley and 1 Kennedy Drive, Nutley, NJ.</b></p> <p><b>Best management practices - Road cleanup materials placed into storage will be, at a minimum:</b></p> <p><b>a. Stored in leak-proof containers or on an impervious surface that is contained to control leachate and litter; and</b></p> <p><b>b. Removed for disposal within six (6) months of placement into storage.</b></p>
<p>h. Yard Trimmings and Wood Waste Management</p> <p>Note that leaves, grass clippings, woodchips, and brush are considered yard trimmings and trees, stumps, and untreated lumber are considered wood waste.</p>
N/A

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

Complete separate forms for each location.

1. Address of maintenance yard or ancillary operation (complete one form per location):
<b>Nutley's Department of Public Works Tremont Garage Facility</b> <b>Cortland Street, Nutley, NJ</b>
2. List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutants in a stormwater discharge.
Raw materials – <b>Salt storage, aggregate material (DGA, ¾" Stone)</b>
Intermediate products – <b>N/A</b>
Final products – <b>Pipe, manhole frames and covers, cement block</b>
Waste materials – <b>N/A</b>
By-products – <b>N/A</b>
Machinery – <b>Front end loaders, trucks</b>
Fuel – <b>Underground fuel tanks maintained by spill containment kits</b>
Lubricants – <b>N/A</b>
Solvents – <b>N/A</b>
Detergents related to maintenance yard or ancillary operations – <b>N/A</b>
Other – <b>N/A</b>

(SPPP Form 10 continued)
3. Indicate the location of monthly inspection logs documenting inspections of this location:
<b><i>Department of Public Works, 1 Cortland Street and 1 Kennedy Drive, Nutley</i></b>
4. Describe the procedures for cleaning spills and disposing of clean-up waste. Indicate the location of materials used for cleaning, e.g., kitty litter, sawdust, etc.
<b><i>The Township maintains a spill collection and control measures plan (SPCC) to address this requirement.</i></b>
5. List all containers stored at this location, including the content, and location. For containers that are stored outside, indicate if they are covered, what they are placed upon, and if the area is graded or contained by berms.
<b><i>The Township maintains an underground fuel tank which is maintained with spill containment kit.</i></b>
<b><i>There are no outside containers.</i></b>
6. For each category below, describe the best management practices in place to ensure compliance with all requirements in the permit. Indicate the location of inspection logs and tracking forms associated with this maintenance yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.
a. Fueling Operations
<b><i>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.</i></b>
b. Discharge of Stormwater from Secondary Containment
N/A
c. Vehicle Maintenance
<b><i>Records area maintained at Nutley's DPW Tremont Garage Facility. Please see attached basic practices for good housekeeping at Nutley's Department of</i></b>

<b><i>Public Works Tremont Garage Facility.</i></b>
d. On-Site Equipment and Vehicle Washing <i>See permit for certification and log forms for Underground Storage Tanks.</i>
<b><i>N/A</i></b>
e. Salt and De-Icing Material Storage and Handling
<b><i>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.</i></b>
f. Aggregate Material and Construction Debris Storage
<b><i>Records are maintained at Department of Public Works located at 1 Cortland Street, Nutley and 1 Kennedy Drive, Nutley, NJ.</i></b>  <b><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></b>
g. Street Sweepings, Catch Basin Clean Out and Other Material Storage
<b><i>N/A</i></b>
h. Yard Trimmings and Wood Waste Management Note that leaves, grass clippings, woodchips, and brush are considered yard trimmings and trees, stumps, and untreated lumber are considered wood waste.
<b><i>N/A</i></b>

## SPPP Form 11 – Mapping Outfall Pipes and Stormwater Facilities

Visit [https://www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](https://www.nj.gov/dep/dwq/msrp_map_aid.htm) for the NJ DEP free mapping application.

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

*Note that the permittee must submit the outfall pipe map to NJ DEP by January 1, 2020. Updates to the outfall pipe map shall be submitted annually to include new or newly identified outfall pipes. Outfall pipes may be included on the map of stormwater facilities and submitted with the Annual Report and Certification (see #2 below).*

**See attached Outfall Map.**

- 2. Mapping Stormwater Facilities:** Attach an image or provide a link to a map of the stormwater facilities located on the Public Complex property. Include the property boundaries of the Public Complex, location of each stormwater facility, e.g., outfalls, inlets, basins, subsurface infiltration/detention systems, culverts, MTDs, green infrastructure, etc.

*Note that the permittee must submit the stormwater facilities map to NJ DEP by January 1, 2020. Updates to the stormwater facilities map shall be submitted annually to include new or newly identified stormwater facilities as an attachment to the Annual Report and Certification.*

**See attached Image.**

## SPPP Form 12 – Outfall Pipe Inspections

- 1. Inspections:** Describe the program in place to inspect the outfall pipes located on Public Complex property. Records must include the location, inspection date, inspector name, findings, preventative and corrective maintenance performed. Indicate the location of records.

***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.***

- 2. 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, 2nd floor, Engineering Department, Nutley, NJ.**

- 3. Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of permittee-owned or operated outfall pipes. Record results of investigations and actions taken using NJDEP's form at [https://www.nj.gov/dep/dwq/public\\_complex/pdf/PC\\_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf](https://www.nj.gov/dep/dwq/public_complex/pdf/PC_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf).

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 NJ DEP as an attachment to the Annual Report and Certification.

**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 Inspection and Maintenance**

- 1. Inspections:** Describe the program in place to inspect, clean, and maintain the stormwater facilities located on Public Complex property. Records must include the type of stormwater facility, location, inspection date, inspector name, findings, preventative and corrective maintenance performed. Indicate the location of records.

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

- 2. Maintenance:** Indicate the location of maintenance plans related to maintenance of stormwater facilities on Public Complex property.

*NJDEP provides materials to assist permittees with this requirement at [https://www.nj.gov/dep/stormwater/maintenance\\_guidance.htm](https://www.nj.gov/dep/stormwater/maintenance_guidance.htm).*

**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.**

### SPPP Form 14 – Total Maximum Daily Load Information

<p>1. List the names of the adopted Total Maximum Daily Loads (TMDLs), parameters addressed, and the affected water bodies associated with any segment of surface water wholly or partially within or bordering the Public Complex.</p> <p>Refer to the list of TMDL reports provided at <a href="http://www.nj.gov/dep/wms/bears/tmdls.html">http://www.nj.gov/dep/wms/bears/tmdls.html</a>.</p> <p>Utilize the TMDL look-up tool at <a href="https://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm">https://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm</a> to identify impaired water bodies bordering the Public Complex.</p>
<p><i>None within the Township of Nutley.</i></p>
<p>2. Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.</p> <p>For guidance on TMDLs, visit <a href="https://www.nj.gov/dep/dwq/pdf/10-21-16-tmdl-tool-box.pdf">https://www.nj.gov/dep/dwq/pdf/10-21-16-tmdl-tool-box.pdf</a>.</p>
<p><i>N/A</i></p>

### **SPPP Form 15 – Additional Measures and Optional Measures**

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

*N/A*

2. Optional Measures: Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Public Complex 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.*

## SPPP Form 16 – Shared Services

1. List the permit conditions that are satisfied through a shared or contracted service where an entity other than the permittee is implementing BMP(s) or control measure(s) on the permittee's behalf. Include the name of the entity responsible for satisfying each applicable permit condition.

Note that the permittee is responsible for ensuring that the BMP(s)/control measure(s) are at least as stringent or as frequent as the corresponding permit requirement. The permittee is responsible for compliance with the permit if the other entity fails to implement the measure(s) or component(s).

The permittee is responsible for maintaining the appropriate documentation related to permit conditions, including those satisfied through shared services, in the SPPP and on the Annual Report and Certification.

*N/A*

2. For each permit condition that is satisfied through a shared or contracted service, describe the arrangements in place. Indicate the physical location of any written agreements and records.

*N/A*



Street Sweeping Plan as per NJPDES

STREETS REQUIRED TO BE SWEPT 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 SWEPT 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"

STREET SWEEPING MAP

TOWNSHIP OF NUTLEY  
ONE KENNEDY DRIVE  
NUTLEY, NEW JERSEY 07110

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

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. G42803300



# Good Housekeeping Forms

## **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.

---

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

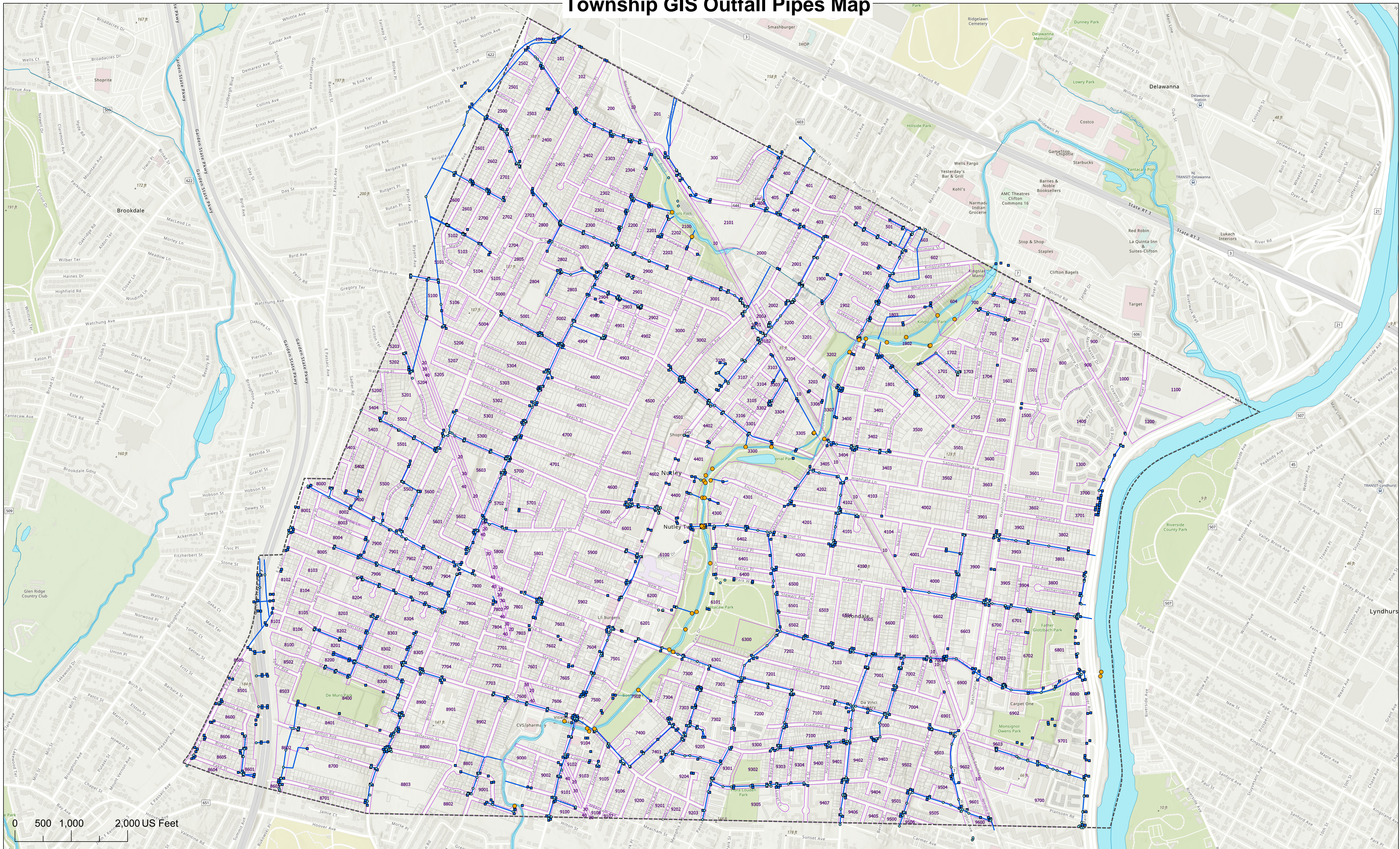
[illegible]

[illegible][illegible]

[illegible][illegible]



# Township GIS Outfall Pipes Map



0 500 1,000 2,000 US Feet

- Outfalls
- Storm Sewer Manholes
- Storm Inlets

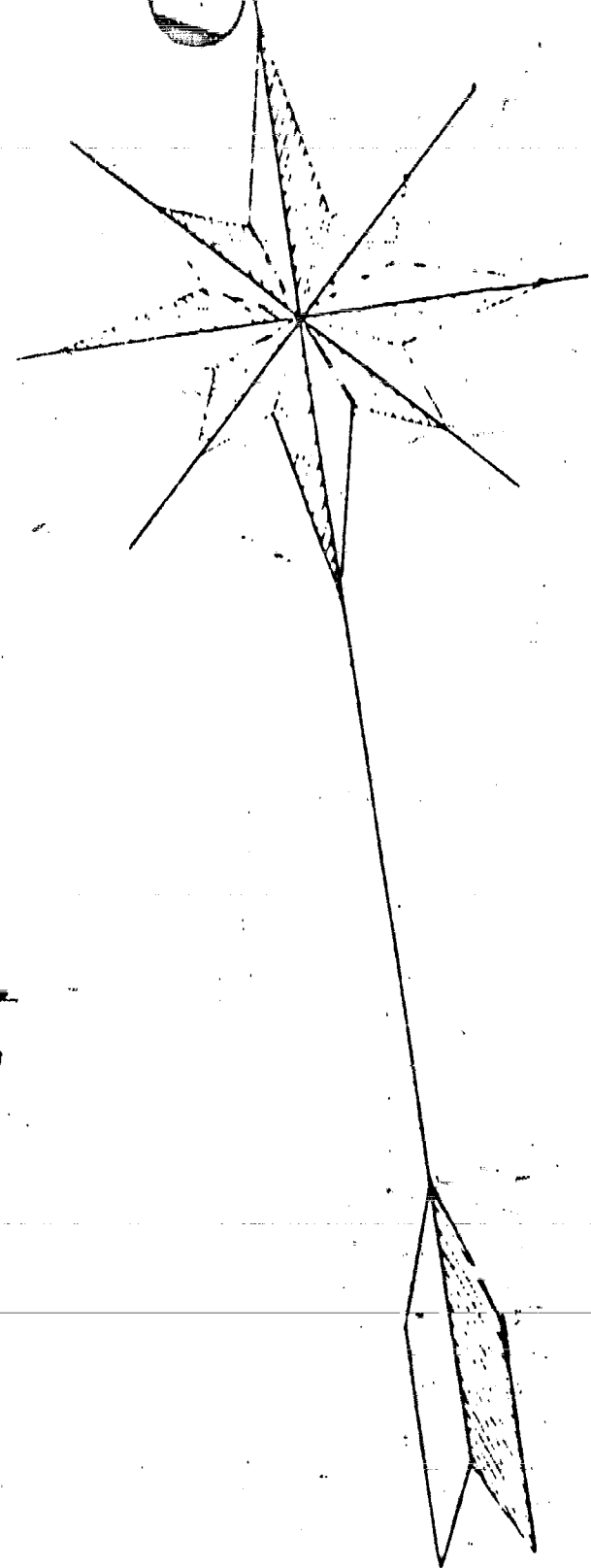
- Storm Sewer Mains
- - - Municipal Boundary
- Parcels
- Block Groups

## Township of Nutley Outfall Locations



# TOWN OF NUTLEY, N.J.

## STORM SEWERS AND DRAINAGE AREAS



Revised January 28, 1955 F.W.E.  
Revised March 12, 1959 F.W.E.  
Revised June 21, 1960 F.W.E.  
Revised June 7, 1967 F.W.E.  
REVISED JAN. 24, 1973 GHAK, PATEL  
REVISED JAN. 24, 1975 ROBERT C. SPRINGER