

Stormwater Pollution Prevention Plan

The College of New Jersey
2000 Pennington Road
Ewing, NJ 08628


NJG 0153435

2019

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SPPP Form 1 – SPPP Team Members

Stormwater Program Coordinator (SPC)	
Print Name and Title	Environmental Programs Specialist: Amanda Radosti
Office Phone # and e-Mail	Office Phone #: 609-771-2881 e-Mail: radosti@tcnj.edu
Signature/Date	 12/20/19
<p>Individual(s) Responsible for Major Development Project Stormwater Management Review</p> <p>Please see training requirements for stormwater management reviewers on Form 9.</p>	
Print Name/ Title/Affiliation	Design Engineers as they are hired for new construction, this training will be required as part of their award to design new buildings
Print Name/ Title/Affiliation	Stormwater Permit Consultants for Permit, AKRF
Other SPPP Team Members	
Print Name/ Title/Affiliation	Plumbing Supervisor: Bill McLaughlin
Print Name/ Title/Affiliation	Grounds Manager: Mike Weber
Print Name/ Title/Affiliation	Director of Facilities: (Interim) Pdraig Fagan
Print Name/ Title/Affiliation	Senior Director of Facilities: Maritza McGraw
Print Name/ Title/Affiliation	Chief of Police: Tim Grant
Print Name/ Title/Affiliation	Director of Campus Construction: Bill Rudeau
Print Name/ Title/Affiliation	Director of Campus Planning & Campus Architect: Lynda Rothermel
Print Name/ Title/Affiliation	VP for Facilities Management: Michael Dixon

SPPP Form 2 – Revision History

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.				
2.				
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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:	https://oses.tcnj.edu/stormwater/
2. Physical location and/or website URL where records of public notices, meeting dates, minutes, etc. are kept:	https://trustees.tcnj.edu/meeting-agendas-minutes/
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><i>The College of New Jersey will comply with all applicable State and public notice requirements when providing for public participation in the development and implementation of The College's Stormwater Program.</i></p> <p><i>For any meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), The College of New Jersey provides public notice in a manner that complies with the requirements of that Act. These records are kept on the website of the Board of Trustees (https://trustees.tcnj.edu/meeting-agendas-minutes/).</i></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.

An annual educational campus wide email indicating specific items for the campus will be distributed to all members of the campus community (Students, Faculty, Staff) via e-mail. This email will be distributed at the beginning of each fall semester. A copy of this email will be printed and stored with the Office of Occupational Safety and Environmental Services.

Public education and outreach events will be advertised based on each event's involvement. Often faculty are copied on flyers promoting an event. The website is used to document the events, <https://oses.tcnj.edu/stormwater/>.

In addition, an annual event will be held in coordination with Welcome Week (usually in August). Copies of the NJDEP educational brochure as well as other TCNJ educational materials (i.e. Recycling) will be available for distribution during the event.

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

A copy of any documentation will be stored with the Office of Occupational Safety and Environmental Services (OSES) and added to the website, <https://oses.tcnj.edu/stormwater/>.

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

1.	How does the permittee define ‘major development’?
	<p>TCNJ’s major development and in which stormwater runoff will be addressed is defined as:</p> <ol style="list-style-type: none"> 1. New development or redevelopment that is 1 acre or more AND is owned or operated by TCNJ 2. All new development and redevelopment projects that are less than one acre that are part of a larger common plan of development that ultimately disturbs one acre or more
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.
	<p>TCNJ’s Campus Planning will hire design engineers and architectural engineers to design new work as needed. TCNJ’s Campus Construction will hire the contractor and obtain the necessary permits to complete the work. Any of those engineers will be trained from the NJDEP on how to be an stormwater design reviewer.</p> <p>Campus Construction is aware that construction site runoff is authorized under a separate NJPDES permit. Campus Construction will apply for any necessary construction permits outside of this campus wide permit.</p> <p><i>Campus Planning and Campus Construction have developed, updated, implemented, and is enforcing of TCNJ’s stormwater management program to address post construction stormwater runoff in new development and redevelopment and to ensure compliance with the Stormwater Management Rules at NJAC 7:8 et seq.</i></p> <p><i>The College’s New Construction Standards Manual accomplishes the following goals:</i></p> <ol style="list-style-type: none"> 1. <i>Incorporates by reference the applicable design and performance standards (including maintenance requirements) established under N.J.A.C. 7:8 for major development, and the storm drain inlet design standard in Attachment C;</i> 2. <i>Requires that all such projects be designed to comply with these design and performance standards and this storm drain inlet design standard; and</i> 3. <i>Requires that the Public Complex Permit’s Post-Construction Program Design Checklist for Individual Projects be completed before each project’s construction is approved.</i>

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

Approved applications for Major Development will be maintained with Campus Planning within specific project files.

Major Development Summary Sheets will be maintained within Campus Planning or Campus Construction with the project files. These will also be shared with Occupational Safety and Environmental Services to share with the Plumbing Shop.

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.	9/14/2005	https://oses.tcnj.edu/stormwater/	No, using Ewing Twp.	TCNJ Campus Police
2. Wildlife Feeding permit cite IV.B.5.a.ii.	9/14/2005	https://oses.tcnj.edu/stormwater/	No, using Ewing Twp.	TCNJ Campus Police
3. Litter Control permit cite IV.B.5.a.iii.	9/14/2005	https://oses.tcnj.edu/stormwater/	No, using Ewing Twp.	TCNJ Campus Police
4. Improper Disposal of Waste permit cite IV.B.5.a.iv.	9/14/2005	https://oses.tcnj.edu/stormwater/	No, using Ewing Twp.	TCNJ Campus Police
5. Residential Yard Waste Collection <i>(for residences located within permittee property)</i> permit cite IV.B.5.a.v.	N/A	N/A	N/A	N/A
6. Illicit Connection Prohibition permit cite IV.B.5.a.vii.	9/14/2005	https://oses.tcnj.edu/stormwater/	No, using Ewing Twp.	TCNJ Campus Police

Indicate the location of records associated with the regulatory mechanisms above and related enforcement actions:

A log of enforcement actions will be kept with Campus Police Services and shared with the Stormwater Program Coordinator.

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.

The College of New Jersey will sweep all defined areas, including all paved parking lots and streets owned or operated by TCNJ, with storm drain inlets that direct stormwater runoff into an MS4 or discharge directly to surface water.

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

Sweep at a minimum once a month or more frequency as necessary to eliminate reoccurring problems and restore proper function, weather and street surface condition permitting.

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

This contract is held through the Grounds Department. The contractor will be providing the date, area swept, number of miles and total amount of materials collected.

Grounds collects this information and sends it to OSES on a monthly basis. The records associated with each month are kept with OSES and added into the annual certification folder.

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>Catch basin cleaning is complete annually using a contractor. The inlets and associated catch basin are inspected and selected ones are identified for cleaning on an annual basis. The contractor provides a report with all of this information and is stored with OSES. Cleaning out of catch basins and inlets is completed through this contractor and the information is submitted in an annual report to OSES. Maintenance may be completed through Facilities or Construction and they will keep records of that that activity.</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>None at this time. Locations with problems are addressed as they arise or locations with repairs are provided by our consultant on an annual basis. Any actions that are needed may be completed by an outside contractor, the Plumbing Shop and or Construction.</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>Inspected annually and reapplied by the contractor.</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>The stormwater catch basins and inlets will be inspected at least annually and documented in the annual report from the contractor. The report will also include the details from inspections and cleaning. These records will be stored with either OSES or the Plumbing Shop.</p>
<p>5. Describe how the permittee ensures that storm drain inlets within the Public Complex are retrofitted.</p>
<p>Campus Construction completes the paving projects on campus, they ensure that any drains in the project area are retrofitted as required and reported to OSES. This is also in the bid documents for each paving project on campus.</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	Environmental Programs Specialist/OSSES
2. Stormwater Facility Maintenance	Every year	Environmental Programs Specialist/OSSES
3. SPPP Training & Recordkeeping	Every year	Environmental Programs Specialist/OSSES
<i>For Public Complexes with residents only</i> 4. Residential Yard Waste Collection	N/A	N/A
5. Street Sweeping	Every year	Environmental Programs Specialist/OSSES
6. Illicit Connections & Outfall Mapping	Every Year	Environmental Programs Specialist/OSSES
7. Outfall Stream Scouring	Every Year	Environmental Programs Specialist/OSSES
8. Waste Disposal Education	Every Year	Environmental Programs Specialist/OSSES
9. Regulatory Mechanisms	Every Year	Environmental Programs Specialist/OSSES
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every Year	Environmental Programs Specialist hires a contractor to complete this training

Records are kept with OSSES regarding training.

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.

Indicate the location of the permittee's list of the names and dates of individuals that received the Department approved training: R:/ Stormwater/NJDEP Approved SW Reviewers.xls.

SPPP Form 10 – 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):

Facilities Yard and associated Parking Lot (Maintenance Building and Power House area)

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 – stone and brick?

Intermediate products – none

Final products – none

Waste materials – none

By-products – none

Machinery & Fuel List –

Inventory for Maintenance Yard Operations

Owner	Location	Description
Facilities – Electricians	Along side of Facilities	Mobile tank/trailer that carries diesel oil
Grounds	Outside bay door	Used anti-freeze 55-gallon plastic container (SafetyKleen)
Grounds	Outside bay door	Used Oil AST
Grounds	By Power House and Metzger Drive	Diesel Oil AST

Grounds	Facilities Yard	Trailer full of gasoline cans
Grounds - Machines	Facilities Yard	5 farm tractors 3 Backhoes 2 Skidsteer loaders 2 Brooms – machine mount 2 snow bowers – machine mount 3 Pickup Sanders 1 Roto Tiller 1 York Rake 1 Brush Hog 1 Auger for skid loader 1 Broom for skid loader 2 sets of forks for skid loader + backhoe 1 72" snow blower for the skid loader 2 snow buckets for skid loader
Grounds	Baseball Field	1 Large Steel Turf Roller
Facilities – Electric Shop and Roof Shop	Cooling Towers	60' JLG diesel lift

Note: No other equipment or materials are stored outside exposed to rain water.

Updated: December 2018

Lubricants – none

Solvents – none

Detergents related to maintenance yard or ancillary operations – none

Other – none

(SPPP Form 10 continued)

3. Indicate the location of monthly inspection logs documenting inspections of this location:

The Director of Facilities completes and holds these monthly inspection reports

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.

This is documented in the Spill Plan. Spill Kits are with each shop and disposal of hazardous waste is through OSES

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.

- Trash and recycling containers have lids
- Gasoline trailer is on asphalt
- Diesel Tank – concrete pad

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

Each area does their own inspections for the Grounds diesel tank and the Electric Shop mobile tank and the ASB gasoline tank.

b. Discharge of Stormwater from Secondary Containment

Shops will use the discharge form when they need to release the stored water in the ASB Gasoline tank secondary containment and/or the KVA yard containment.

c. Vehicle Maintenance

Completed by auto shop

d. On-Site Equipment and Vehicle Washing

See permit for certification and log forms for Underground Storage Tanks.

Currently not allowed under any condition, there is no area to wash items outside.

e. Salt and De-Icing Material Storage and Handling

The College of New Jersey stores its deicing materials in a covered storage structure at ASB in accordance with permit requirements, TCNJ's Grounds' performs regular maintenance and

inspection of both the storage structure and the surrounding area.

f. Aggregate Material and Construction Debris Storage

After multiple failed request for proposals, it was determined that TCNJ will require a design Engineer to design and establish a request for proposal that will work for us here. The RFP For the design engineer is scheduled to be released in January 2020.

g. Street Sweepings, Catch Basin Clean Out and Other Material Storage

Grounds manages and this debris goes in trash.

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.

TCNJ does not have any homes that care for their own materials.

Grounds collects Yard Trimmings and Wood Waste into a 30 yard container for recycling.

SPPP Form 11 – Mapping Outfall Pipes and Stormwater Facilities

Visit https://www.nj.gov/dep/dwg/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).

R:\Stormwater\Maps\2019

- 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.

R:\Stormwater\Maps\2019

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.

Consultant completes annually and submits a report with those details each year to OSES.

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.

When scouring is identified it will be investigated within 3 months by Grounds and/or Plumbing to identify the source that is causing the scouring. Each identified stormwater source will be investigated. Grounds' completes Dam associated inspections that account for these inspections and can be found with the Grounds' Dam files.

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.

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.

Consultant complete annually and submits a report with those details each year to OSES.

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.**

Inspections are through a contractor with OSES.

Cleaning and maintenance is completed through a contractor that the Plumbing Shop hires.

- 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.

The Plumbing Shop keeps these records.

SPPP Form 14 – Total Maximum Daily Load Information

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.

Refer to the list of TMDL reports provided at <http://www.nj.gov/dep/wms/bears/tmdls.html>.

Utilize the TMDL look-up tool at <https://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm> to identify impaired water bodies bordering the Public Complex.

As of November 2019 from the NJDEP's website:

Applicable Stream TMDL(s)

- Total Maximum Daily Loads for Fecal Coliform to Address 28 Streams in the Northwest Water Region

Fecal Coliform - 2003 : Assunpink Creek, Shabakunk Creek, Little Shabakunk Creek, Pond Run : [View the TMDL Document](#)

- Total Maximum Daily Loads for Fecal Coliform to Address 10 Streams in the Northwest Water Region

Fecal Coliform - 2005 : Jacobs Creek : [View the TMDL Document](#)

- Total Maximum Daily Load for Mercury Impairments Based on Concentration in Fish Tissue Caused Mainly by Air Deposition to Address 122 HUC 14s Statewide

Mercury - 2017 : Shabakunk Creek WB : [View the TMDL Document](#)

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

For guidance on TMDLs, visit <https://www.nj.gov/dep/dwq/pdf/10-21-16-tmdl-tool-box.pdf>.

TCNJ has a contracted service to chase the geese away from our campus. The students are promoting Stormwater education that includes information on picking up after pets. This will also be added into Training for the campus so we are all aware to be mindful of our activities.

TCNJ will continue to confirm that all effluents from the power house are going through the sanitary sewer system and not the stormwater system.

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.

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.

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.

Campus Town is privately owned on TCNJ property. The current understanding is being confirmed that TCNJ inspects the inlets and Campus Town cleans them as needed.

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.

Street sweeping is with Grounds.

Facilities Cleaning is with the Plumbing Shop.

Consultant Contract is with OSES.