*Stormwater Pollution Prevention Plan*

*Atlantic Cape Community College*

*Mays Landing Campus*

*5100 Black Horse Pike, Mays Landing, NJ 08330*

*NJPDES No. NJG1051700*

Annual Review Date: \_\_\_\_\_\_\_\_\_\_\_\_

Stormwater Program Coordinator: Raquel Martin, Director, Facilities and Construction

Table of Contents

[Form 1 – Team Members 3](#_Toc155791463)

[Form 2 – Revision History 4](#_Toc155791464)

[Form 3 – Public Announcements 5](#_Toc155791465)

[Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment 6](#_Toc155791466)

[Form 5 – Regulatory Mechanisms 8](#_Toc155791467)

[Form 6 – Monthly Street Sweeping 9](#_Toc155791468)

[Form 7 – MS4 Infrastructure 10](#_Toc155791469)

[Form 8 – Good Housekeeping 13](#_Toc155791470)

[Form 9 – Best Management Practices at Maintenance Yards & Other Ancillary Operations 15](#_Toc155791471)

[Form 10 – Training 25](#_Toc155791472)

[Form 11 – MS4 Mapping 29](#_Toc155791473)

[Form 12 – Watershed Improvement Plan 31](#_Toc155791474)

# Form 1 – Team Members

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| --- | --- | --- | --- | --- | --- | --- |
| **Stormwater Program Coordinator (SPC)** | | | | | | |
| Name and Title | | Raquel Martin, Director, Facilities and Construction | | | | |
| Phone | 609-343-6815 | | Email | [raqmarti@atlanticcape.edu](mailto:raqmarti@atlanticcape.edu) | | |
| **Individual(s) Responsible for Major Development Project Stormwater Management Review** | | | | | | |
| Name and Title | | Michael Tolson, Assistant Project Manager | | | | |
| Phone | 609-343-6811 | | Email | <mtolson@atlanticcape.edu> | | |
| Name and Title | |  | | | | |
|  |  | | Email | |  | |
| **Other Stormwater Team Members** | | | | | | |
| Name and Title | | John (Jack) Taggart, Supervisor, Facilities Operations | | | | |
| Phone | 609-343-4950 | | Email | | [jotaggar@atlanticcape.edu](mailto:jotaggar@atlanticcape.edu) | |
| Name and Title | | Thomas DiPietro, Grounds Working Foreman | | | | |
| Phone | 609-343-6816 | | Email | | <tdipietr@atlanticcape.edu> | |
| Name and Title | | | Mary Simpson, Compliance Officer | | | |
| Phone | 609-343-5112 | | Email | | <msimpson@atlanticcape.edu> | |
| **Shared/Contracted Service Providers** | | | | | | |
| Provider Name | | Service Provided | | | | Term of Service |
| None | |  | | | |  |
|  | |  | | | |  |

# Form 2 – Revision History

|  |  |  |
| --- | --- | --- |
| Revision Date | Form # Changed | Reason for Revision  (Updates to staff, policy, webpage, etc.) |
|  | All | Permit renewal effective 1/1/24 |
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# Form 3 – Public Announcements

**Part IV.B. and C.**

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| 1. Provide the link to the dedicated stormwater webpage for your Public Complex. |
| TBD |
| 2. List the name and title of person(s) responsible for stormwater webpage postings/updates. |
| TBD |
| 3. Only for colleges, universities, and military bases with dependents living on base: List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities. |
| Atlantic.edu website  Direct e-mail |

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

**Part IV.E.**

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| 1. How does the permittee define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference. |
| “Major development” means an individual “development,” as well as multiple developments that individually or collectively result in:  1. The disturbance of one or more acres of land since February 2, 2004;  2. The creation of one-quarter acre or more of “regulated impervious surface” since February 2, 2004;  3. The creation of one-quarter acre or more of “regulated motor vehicle surface” since March 2, 2021; or  4. A combination of 2 and 3 above that totals an area of one-quarter acre or more.  The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more.  Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of paragraphs 1, 2, 3, or 4 above. Projects undertaken by any government agency that otherwise meet the definition of “major development” but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered “major development.” |
| 2. 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. |
| Atlantic Cape has implemented a Post-Construction Stormwater Management in New Development and Redevelopment program per the Permit minimum standard. Atlantic Cape considers the applicable design and performance standards as early as possible in the project planning and design process. To help ensure that the minimum standard is met, Atlantic Cape will rely on its consulting engineers to help determine which projects are subject to the standard and to assist in the design and execution of these projects.  Atlantic Cape Annual Certification lists the projects subject to the standard. On April 1, 2005, Atlantic Cape adopted a Policy titled: “Post-Construction Stormwater Management in New Development and Redevelopment” which accomplishes the following:   1. Adopts and incorporates by reference, the applicable design and performs standards and maintenance requirements of NJAC 7:8 for major development and the storm drain inlet design standards in Attachment C of the Permit; 2. Requires that all such projects be designed to comply with the design and performance standards and the storm drain inlet design standard; and 3. Requires that the Permit’s Post-Construction Program Design Checklist for Individual Projects be completed before each Project’s construction is approved (Attachment A of this SPPP).   When Atlantic Cape constructs any project regulated by the Public Complex Permit as a new development and redevelopment project, Atlantic Cape will ensure adequate long-term operation and maintenance of BMPs for that project by preparing a project maintenance plan in accordance with N.J.A.C. 7:8-5.8 where applicable, and by requiring and funding Atlantic Cape’s implementation of that plan.  For each structural and non-structural stormwater measure (e.g. stormwater management basin, subsurface infiltration/detention system, manufactured treatment device, green infrastructure), Atlantic Cape shall:   1. Complete a Major Development Stormwater Summary (Attachment B of this SPPP); 2. Update the Major Development Stormwater Summary while stormwater measures are being installed; 3. Finalize the Major Development Stormwater Summary once certificate of occupancy is issued; and 4. Maintain a completed Major Development Stormwater Summary and make it available to NJDEP upon request. |
| 3. Did the permittee request a variance from the design and performance standards for the stormwater measures? Describe the process of developing a mitigation plan. |
| NA |
| 4. Indicate the physical location of approved applications for major development projects and Major Development Summary Sheets. |
| Approved applications for major development projects and the required summary sheets are located in the Facilities Offices in L Building at the Mays Landing Campus. |

# Form 5 – Regulatory Mechanisms

**Part IV.F.1.**

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| **Regulatory Mechanism** | **Date Adopted** | **Was the DEP model adopted without change? If not, explain how the Public Complex’s**  **Regulatory Mechanism is more stringent.** | **Entity**  **Responsible for**  **Enforcement** | **Fees**  **&**  **Fines**  \*\* |
| 1. Pet Waste Control (Policy 908) | No pets on campus 4/23/96 | No-the model was not used. Atlantic Cape’s policy is that no pets are allowed on campus. Only service animals are allowed. | Campus Security | NA |
| 2. Wildlife  Feeding  Control (Prodecure 926.2) | 2/27/07 | No-Atlantic Cape’s Procedure does not allow for exemptions | Campus Security | NA |
| 3. Litter Control | 2/27/07 |  | Campus Security | NA |
| 4. Improper  Disposal of  Waste | 2/27/07 | Yes | Campus Security | NA |
| 5. Yard Waste | NA No Residences |  | NA | NA |
| List any additional stormwater-related regulations the permittee has adopted that address issues beyond the scope of the MS4 permit, if applicable. Include adoption date, entity responsible for enforcement, and related fees and fines. | | | | |
| NA | | | | |
| Indicate the location of records associated with regulations and related violations and enforcement actions below. | | | | |
| Records would reside with Security, Human Resources, Campus Judicial Officer or the local police department.  \*\*While Campus Security would initiate response, continued noncompliance could escalate to either a disciplinary action against a student in accordance with Atlantic Cape’s “Student Code of Conduct Policy” or against an employee which could result in dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements. For those policies which may affect the actions of outside contractors working on campus, designated Atlantic Cape administrative personnel are able to enforce such policies. Visitors to the campus violating any Atlantic Cape policies would be expelled from the property by Security or the local police department. | | | | |

# Form 6 – Monthly Street Sweeping

**Part IV.F.2.c.**

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| 1. Provide a written description and/or attach a map outlining all paved parking lots and streets on your property that have storm drain inlets that direct stormwater runoff into an MS4 or discharge directly to surface water.    Note: Only asphalt and concrete roads need to be swept. Roads that do not have storm drain inlets and do not discharge to surface water do not need to be swept. |
| The roads all have storm drains that discharge to the MS4. \*Updated map is under development\*    Since the campus area is comparatively small with only about 1.25 mi of paved road and 5 parking lots, manual daily trash sweeps/collections are done to pick up litter before it can enter a storm drain. ACUA is contacted, if needed to perform mechanical street sweeping. |
| 2. Indicate if sweeping work is outsourced and if so, describe the arrangement. |
| NA |

# Form 7 – MS4 Infrastructure

**Part IV.F.2.d-f. and Part IV.F.3.**

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| **1. Storm Drain Inlets**   1. Describe how inlets owned or operated by the permittee that do not have a permanent wording cast into the design have been properly labelled. 2. Describe how you ensure that Public Complex owned storm drain inlets have been retrofitted. 3. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids. 4. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned. |
| a. Inlets that do not have a permanent wording cast into the design have been labelled by using buttons or stencils that we spray paint to ensure it is known that the storm drain leads to a waterway.  b. If there is major development project construction, the design engineer and Project Manager ensure all retrofits are according to R11 permit conditions  c. If there is major development project construction, the design engineer and Project Manager confirm that the plans for newly constructed storm drain inlets include a catch basin or some sort of BMP to collect solids and floatables.  d. The grounds crew will inspect all storm drains at least annually. This can be done by driving or walking by an inlet and ensuring there are not solids or floatables clogging the drain. If debris is found to be clogging the inlet grate, then staff shovel or sweep the debris and dispose of it properly. |
| **2. Catch Basins**   1. Describe when and how you conduct inspections of catch basins. 2. Describe the criteria used to determine when catch basins need to be cleaned. Include a description of the equipment and techniques used. |
| a. Catch basins are inspected at least annually. Inspections are done by the grounds crew using a light to look into the catch basin to determine if it needs cleaning.  b. Atlantic Cape determined that a catch basin required cleaning when it is about 40% full. They are then scheduled for a vacuum cleanout within one month of inspection. |

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| **3. Conveyance System**   1. Describe when and how inspections of MS4 conveyance systems are conducted. 2. Describe the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used. |
| a. Grounds crew inspects the few swales on campus when there is noticeable trash or debris around the area. When trash or debris is noted, staff are to clean the area immediately, but no later than 72 hours. Other conveyance systems are inspected during catch basin cleanouts.  b. Conveyance system cleanouts are done on an as needed basis or when catch basin cleanouts occur. Cameras may be used to inspect the systems. Hand tools, water jets and vacuum equipment are used in the cleanout process. |
| **4. Outfall Inspections**   1. Structural Integrity – Describe the program in place to check the overall condition of stormwater outfalls. Include a description of the equipment and techniques used. 2. Stream Scouring – Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used. 3. Illicit Discharge Detection and Elimination – Describe the program in place for conducting visual dry weather inspections of Public Complex owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP’s Illicit Connection Inspection Report Form from the Department’s main stormwater webpage. |
| a. Atlantic Cape checks its outfalls annually for overall structural integrity which includes visibly noting any cracks, points of weakness, etc. Inspections are documented using the Departments Outfall Inspection Form and lists whether the outfall is in proper condition, needs maintenance, or needs repair.  b. During the outfall inspection, the stream bed is observed to determine whether stream scouring is present and the condition is noted on the Outfall Inspection Form. If scouring is noted, then vegetative stabilization or other approved means will be implemented to decrease the velocity of the discharge from the outfall pipes.  c. Dry weather inspections (inspections that hare preceded by at least 72 hours without precipitation) are conducted to determine the presence of illicit discharges. Signs of dry weather flows that may have occurred before the inspection such as staining of the outfall pipes, odors, or deterioration of the outfall structure are also investigated. |
| **5. Other Infrastructure**  List the types of MS4 infrastructure on the Public Complex property that requires inspection but are not noted above in items 1-4. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or cleaned. |
| Retention, Detention and Infiltration basins- grounds crew staff performs inspections according to approved maintenance plans in the DEP BMP Manual. Changes may be made to the maintenance plan per Departments guidance. Any trash or debris that is seen gets removed immediately and disposed of properly. |
| **6. Infrastructure Records**  Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities. |
| Atlantic Cape keeps and inventory list of all stormwater related records in the Facilities Maintenance Offices in L Building.    The completed Outfall Inspection Forms (Outfall Inspection Form, Illicit Connection Inspection Report Form, Stream Scouring Investigation Recordkeeping Form) for the calendar year will be uploaded as attachments to the Annual Report. (See https://dep.nj.gov/njpdes-stormwater/municipal-stormwater-regulation-program/public-complex-stor-templates-and-forms) |

# Form 8 – Good Housekeeping

**Part IV.F.2.g-l.**

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| **1. Herbicide Application Management**  Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation. |
| Atlantic Cape contracts with Lawn Doctor for both fertilizer and herbicide application. Lawn Doctor uses a ground metering system that ensures the right amount of product is applied to target areas in the soil rather than in a manner where materials can reach a storm drain. |
| **2. Excess De-icing Material Management**  Describe your program for ensuring that excess piles of salt and de-icing/anti-icing materials are removed in a timely manner after storm events. |
| Within 72 hours of a rain or snow event, we remove any piles of leftover salt or other de-icing materials that were deposited during spreading operations. |
| **3. Vegetative Waste Management**  Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated at the Public Complex, such as trimming trees, mowing, etc. |
| Yard trimmings and wood waste are collected are put in a dumpster and hauled away by a licensed hauler. A mulching mower is used so that grass clippings can be left in place. |

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| **4. Tree Replacement Management**  Describe your program for ensuring the proper removal and replacement of trees at your Public Complex. |
| We only remove trees when said tree is considered a hazard tree. If in the future, we need to remove a healthy tree, we will replace it with one in accordance with the table provided by the Department. |
| **5. Roadside Erosion Control**  Describe your program to detect and repair erosion along Public Complex owned driveways, streets, and parking areas. |
| Inspections are done throughout the day as staff drive around the facility and during other annual inspections such as inlets and catch basins. Any instances of roadside erosion is immediately address and repairs start as soon as possible. |
| **6. Outdoor Refuse Containers and Dumpsters**  Describe your program to ensure that outdoor dumpsters and refuse containers on Public Complex property are covered and not discharging pollutants to stormwater or surface water. |
| Atlantic Cape ensures that all dumpsters or other refuse containers throughout the campus are kept covered when not in use to prevent any accidental spilling or leaking. |

# Form 9 – Best Management Practices at Maintenance Yards & Other Ancillary Operations

**Part IV.F.4.**

**Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the Public Complex owns or operates: \_\_1\_\_\_**

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| **1. Site Name and Address** |
| Atlantic Cape Maintenance Yard-Mays Landing Campus-I Building |
| **2. Monthly Site Inspections**  Describe the nature of inspections conducted at this site and the location of inspection logs. |
| The grounds crew make regular trips to our maintenance yard and daily inspections are made during that time; however, a more in-depth site inspection is done once a month to ensure everything is being stored properly and the yard is organized. Remedial actions are taken during the inspection, if needed and if possible. We make notes in our inspection logs and keep them in Facilities Maintenance office. |

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| **3. Inventory List**  List all materials and machinery that are potentially exposed to stormwater. |

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| **Aggregates:** | **Waste Materials:** | **Machinery:** |
| Fine Gravel-on ground | 2 Golf Carts-non-functional | 1 Lawn Mower |
| Garden Soil or  Fill-on ground | 1 Portable Cement Mixer | 1 Backhoe |
| Gravel-in Aggregate  Storage | 1 Scrap Metal Dumpster | 1 Equipment Trailer |
| Top Soil-in Aggregate  Storage | 1 Trash Compactor | 4 Snow Plows |
| Mulch-in Aggregate  Storage | 1 Recyclables Dumpster | **Misc.:** |
| River Rocks-in Aggregate  Storage | 1 Bulky Trash Dumpster | Azek & Concrete Board-on  ground |
| Garden Soil-in Aggregate  Storage | 1 Stripped Roof Fan | PVC Pipes-on rack and on  ground |
| Salt-in Salt Storage  Structure | Temporary storage of  Leaves-in Aggregate  Storage | Streetlights- will be reused-stored  on ground-bulbs removed and  stored inside |
| **Fuel:** | Storm sewer cleanout  materials -in Aggregate  Storage |  |
| 500-Gal Gasoline AST |  |  |
| 250-Gal Diesel AST  w/2o Containment |  |  |

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| **4. Discharge of Stormwater from Secondary Containment** Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored. |
| Our above-ground fueling tanks are protected by secondary containment which has a valve which remains closed at all times except when stormwater accumulates. A visual inspection is performed to ensure that there is no visible sheen in the accumulated stormwater, then the valve is opened and the stormwater discharged. If visual inspection cannot determine with reasonable  certainty that the stormwater in the secondary containment area is uncontaminated by the contents of  the tank, then the stormwater shall be hauled for proper disposal.  Active Inspection Logs are kept in I Building.  Completed logs are located in the Facilities Offices in L Building. |
| **5. Fueling Operations**  Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place. |
| See attached SOP for Vehicle and Equipment Fueling (Attachment C of this SPPP).  Signs will be posted with the name of the contact person responsible for spill response and  instructions for safe operation of fueling equipment as follows:  “Topping off of vehicles, mobile fuel tanks, and storage tanks is strictly prohibited”  “Stay in view of fueling during dispensing”  Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking  or in disrepair, the effected equipment will immediately be taken out of service and  repaired or replaced and will not be put back into service until the repair or replacement  is complete.  Active Inspection Logs are kept in I Building.  Completed logs are located in the Facilities Offices in L Building. |

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| **6. Vehicle/Equipment Maintenance and Repair**  Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities. |
| See attached SOP for Vehicle Maintenance (Attachment D of this SPPP).  Projects that must be conducted outdoors and that last more than one day shall occur  only in designated area away from storm drains or with the storm drains blocked to prevent  liquids from entering and portable tents or cover shall be placed over the equipment  being serviced when not being worked on.  Monthly inspections are conducted of the vehicle maintenance designated areas. All  records are located at the Facilities Office in L Building. |

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| **7. Wash Wastewater Containment**  Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place. | |
| See attached SOP for Good Housekeeping (Attachment E of this SPPP).  The washing of all vehicles is conducted at commercial car washes.  Rinsing of equipment and vehicles used for the application of salt and  de-icing materials occurs only after dry methods, such as shoveling and  sweeping is completed. Recovered material are returned to the storage  area or properly discarded and the rinsing is limited to the exterior, undercarriage  and exposed parts. No engines or other enclosed machinery is rinsed in this manner. | |
| **8. Salt and Other Granular De-icing/Anti-icing Materials**  Do you store salt and other granular de-icing/anti-icing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored. | |
| See attached SOP for Good Housekeeping (Attachment E of this SPPP).  Atlantic Cape stores salt in a salt storage building.  To minimize tracking of material from loading and unloading operations, Atlantic Cape conducts loading and unloading during dry weather, when possible; makes every attempt to prevent and/or minimize spillage; and minimizes loader travel distance between storage area and spreading vehicle.  Sweeping (or cleaning using other dry-cleaning methods) of the storage area and of any material tracked away from storage areas is done immediately after loading and unloading is complete and any material collected during cleanup will be either reused or properly discarded.  In the event that temporary outdoor storage is needed NJDEP will be contacted for approval or guidance as soon as practicable prior to the initiation of needed temporary storage, which shall not exceed 30 days unless otherwise approved in writing by NJDEP and only if the permanent salt storage I Buildings being repaired or replaced. Stormwater run-on and de-icing material run-off will be minimized, and materials in temporary storage will be securely tarped when not in use.  Sand will be stored in accordance with Aggregate Material and Construction Debris Storage | |
| **9. Aggregate Material, Wood Chips, and Finished Leaf Compost**  Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored. | |
| Aggregates are stored in three-sided storage bays.    The area in front of the storage bays and adjacent to storage areas is swept clean after loading/unloading. | |
| **10. Cold Patch Asphalt**  Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored. | |
| Cold Patch Asphalt is not stockpiled but purchased as needed and stored inside until used. | |
| **1. Street Sweepings and Storm Sewer Clean-out Materials**  Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored. |
| See attached SOP for Good Housekeeping (Attachment E of this SPPP).  1. Road cleanup materials may include but are not limited to street sweepings,  storm sewer clean-out materials, stormwater basin clean out materials and other similar materials  that may be collected during road cleanup operations. These BMPs do not include materials such  as liquids, wastes which are removed from sanitary sewer systems or material which constitutes  hazardous waste in accordance with N.J.A.C. 7:26G-1.1 et seq.  Typically, Atlantic Cape collects trash that may accumulate along roadways on a daily basis and disposes of it will its regular trash. Mechanical street sweeping, if needed, is contracted out to ACUA and the debris is managed by ACUA.  2. Road cleanup materials must be ultimately disposed of in accordance with N.J.A.C. 7:26-1.1 et  seq. See the “Guidance Document for the Management of Street Sweepings and Other Road  Cleanup Materials” ([www.nj.gov/dep/dshw/rrtp/sweeping.htm](http://www.nj.gov/dep/dshw/rrtp/sweeping.htm)).  3. Should Atlantic Cape need to place road cleanup materials placed into temporary storage, the materials will be, at a minimum:  a. Stored in leak-proof containers or on an impervious surface and covered with a waterproof  material (i.e., tarpaulin or 10-mil plastic sheeting) that is contained (e.g. bermed) to control  leachate and stormwater run-on or run through; and  b. Removed for disposal (in accordance with 2, above) within six (6) months of placement into storage |
| **12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings**  Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored. |
| C&D Waste, Wood Waste and Yard Trimmings are stored in covered dumpsters. |
| **13. Scrap Tires**  Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored. |
| We do not store scrap tires. |
| **14. Inoperable Vehicles and Equipment**  Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored. |
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# Form 10 – Training

**Part IV.F.5-8.**

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| **Stormwater Program Coordinators** | | |
| Describe the training provided for the Stormwater Program Coordinator. | | |
| The SPC will attend the Department’s SPC Training once every permit cycle. | | |
| **Topic** | | **Public Complex Employees**  Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos |
|  | | Describe the training provided for staff. |
| SPPP | | Anyone who assists with our stormwater program is training on the SPPP. They are trained on the requirements of the permit as well. Any resources that we use during the training are made available to the at any point for re-review. |
| Construction Site  Stormwater  Runoff | | Those responsible for inspection of construction projects that are considered major development are trained annually on related MS4 permit conditions. |
| Post-Construction  Stormwater  Management in New and  Redevelopment | | Those responsible for implementing stormwater permit requirements are trained annually on the fundamentals on the post construction stormwater management program. We review what our definition of major development is and an overview of the stormwater management rules. |
| Regulatory Mechanisms | | Staff responsible for approving or enforcing regulatory mechanisms receive annual training on the related MS4 Permit conditions and the purpose of each regulatory mechanism. |
| Good Housekeeping | | Staff responsible are trained annually to discuss the MS4 conditions and measures that need to be taken to ensure we are compliant with all requirements. |
| Stormwater  Facilities  Maintenance | | Staff responsible for conducting inspections are trained annually on the related MS4 permit requirements. the training details what infrastructure need to be inspected at what frequency and what to do when remedial action needs to be taken. We touch on all infrastructure such as inlets, catch basins, outfall, MS4 conveyance systems, MTDs etc. |
| Maintenance  Yards and Other  Ancillary  Operations | | Grounds crew are trained annually to discuss the related MS4 permit conditions, current BMPs, safety equipment, remedial procedures, etc. They are also trained to keep detailed and accurate record of work. |
| MS4 Mapping | | Mapping is handled by a contractor. |
| Outfall Stream Scouring | | Those who conduct inspection and repairs for outfalls are trained on how to identify instances of stream scouring and how to remediate the issue and document cases of stream scouring as described in the MS4 permit. This also incudes BMPs, safety equipment and procedure, frequency of activities and proper documentation of work. |
| Illicit Discharge  Detection and Elimination | | Those who conduct inspections and repair of outfalls are training on how to identify instances of illicit discharges and how to remediate the issue and document instances of illicit discharge. This includes BMPs, safety equipment and procedures, frequency of activities and proper documentation of work. |

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| **Stormwater Management Design Reviewers** |
| Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs and any amendments to N.J.A.C. 7:8 if applicable. |
| Those who review and approve stormwater management designs for major development projects must complete this course every 5 years to stay certified. They also need to attend another training if any amendments are made to the 7:8 rules. |

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| **Training Records** |
| Indicate the location of training records for the above required training. |
| Maintained in the Vector Solutions database. |

# Form 11 – MS4 Mapping

**Part IV.G.1.**

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| --- | --- |
| 1. Provide a link to the most current MS4 outfall/infrastructure map. | |
| www.atlanticcape.edu/\_files/pdf/policy-and-procedure/SPPP%20Final%20 | |
| 2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026). | |
| a. MS4 outfalls | 5 |
| b. MS4 ground water discharge points (basins or overland flow infiltration areas) | 8 |
| c. MS4 interconnections |  |
| d. MS4 storm drain inlets |  |
| e. MS4 manholes |  |
| f. Length of conveyance (channels, pipes, ditches, etc.) |  |
| g. MS4 pump stations | 0 |
| h. MS4 stormwater facilities (any that are not listed above) | 2 (Green Roofs STEM Bldg and G Bldg |
| i. Maintenance yard(s) and other ancillary operations | 1 |
| 3. Describe how the Public Complex’s outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.). | |
| If there are any new major development projects that require any newly constructed stormwater infrastructure, we have our contract engineers generate updated maps. | |
| 4. Describe how the Public Complex will create and update its MS4 Infrastructure Map. | |
| We hire a contract engineer to create and update maps as needed. | |

# Form 12 – Watershed Improvement Plan

**Part IV.H.**

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| 1. Describe how your Public Complex is developing or helping to develop a Watershed Improvement Plan. |
| Atlantic Cape will discuss the WIP with Hamilton Township. |
| 2. Describe any regional projects or collaboration efforts with municipalities. |
| We plan to work with Hamilton Township. |
| 3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan. |
| All records are kept in the Facilities Maintenance Office in L Buildng |