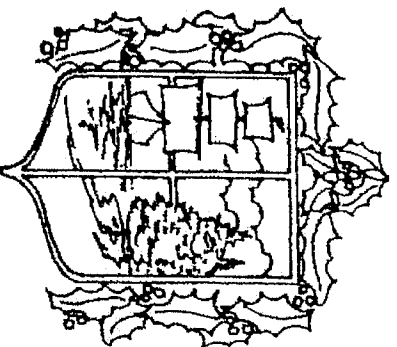


**BOROUGH OF SEA GIRT  
MONMOUTH COUNTY, NEW JERSEY**

New Jersey Department of Environmental Protection

TIER A MUNICIPAL STORMWATER GENERAL PERMIT

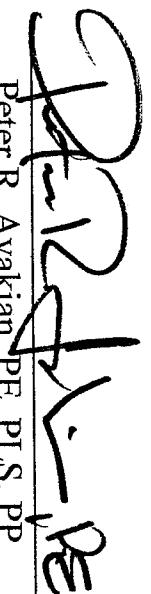


FOUNDED  
1875

STORMWATER POLLUTION PREVENTION PLAN  
APRIL 2005  
REVISED JUNE 1, 2009

PREPARED BY:

LEON S. AVAKIAN INC.  
788 WAYSIDE ROAD  
NEPTUNE, NJ 07753

  
Peter R. Avakian, PE, PLS, PP  
NJ License No. 28142

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Tier A Municipal Stormwater Regulation Program  
**Stormwater Pollution  
Prevention Team  
Members**

Number of team members may vary.

Completed by: Peter R. Avakian, PE

Title: Municipal Engineer

Date: April 1, 2005, Revised June 1, 2009

Municipality: Borough of Sea Girt

County: Monmouth

NJPDES #: NJG0153583

PI ID #: 214045

Stormwater Program Coordinator: Peter R. Avakian, PE

Title: Borough Engineer

Office Phone #: 732-922-9229

Emergency Phone #: \_\_\_\_\_

Public Notice Coordinator: Alan C. Bunting

Title: Borough Administrator

Office Phone #: 732-449-9433

Emergency Phone #: \_\_\_\_\_

Post-Construction Stormwater Management Coordinator: Peter R. Avakian, PE

Title: Borough Engineer

Office Phone #: 732-922-9229

Emergency Phone #: \_\_\_\_\_

Local Public Education Coordinator: Kevin Thompson

Title: Supt. Dept. of Public Works

Office Phone #: 732-449-6463

Emergency Phone #: \_\_\_\_\_

Ordinance Coordinator: Peter R. Avakian, PE

Title: Borough Engineer

Office Phone #: 732-922-9229

Emergency Phone #: \_\_\_\_\_

Public Works Coordinator: Kevin Thompson

Title: Supt. Dept. of Public Works

Office Phone #: 732-449-6463

Emergency Phone #: \_\_\_\_\_

Employee Training Coordinator: Kevin Thompson

Title: Supt. Dept. of Public Works

Office Phone #: 732-449-6463

Emergency Phone #: \_\_\_\_\_

Other: \_\_\_\_\_

Title: \_\_\_\_\_

Office Phone #: \_\_\_\_\_

Emergency Phone #: \_\_\_\_\_

## SPPP Form 2 - Public Notice

Municipality Information	Municipality: <u>Borough of Sea Girt</u>	County: <u>Monmouth</u>
	NJPDES # : <u>NUG_0153583</u>	PI ID #: <u>214045</u>
	Team Member/Title: <u>Alan C. Bunting, Borough Administrator</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>April 1, 2005</u>	Date of most recent update: <u>June 1, 2009</u>

Briefly outline the principal ways in which you comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program.

*The Borough of Sea Girt provides public notice of meetings in compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.*

*The Borough also provides public notice for municipal actions, including adoption of Municipal Stormwater Management Plan, in accordance with the Municipal Land Use Law, N.J.S.A. 40:55D - et seq.*

# SPPP Form 3 – New Development and Redevelopment Program

## Municipality Information

Municipality: Borough of Sea Girt County: Monmouth  
NJPDES # : NJG\_0153583 P I D #: 214045  
Team Member/Title: Peter R. Avakian, P.E. Borough Engineer  
Effective Date of Permit Authorization (EDPA): 4/01/04  
Date of Completion: April 1, 2005 Date of most recent update: June 1, 2009

Describe in general terms your post-construction stormwater management in new development and redevelopment program (post-construction program), and how it complies with the Tier A Permit minimum standard. This description must address compliance with the Residential Site Improvement Standards for stormwater management; ensuring adequate long-term operation and maintenance of BMPs (including BMPs on property that you own or operate); design of storm drain inlets (including inlets that you install); and preparation, adoption, approval, and implementation of a municipal stormwater management plan and municipal stormwater control ordinance(s). Attach additional pages as necessary. Some additional specific information (mainly about that plan and ordinance(s)) will be provided in your annual reports.

*The Borough Planning Board will review plans for all new residential development, and insure compliance in accordance with the Residential Site Improvement Standards (RSIS).*

*Upon adoption of the Stormwater Management Ordinance, the Planning Board will review plans for all non-residential development, and insure compliance with the Stormwater Management Rules.*

*The Code Enforcement/Zoning Officer will review all plans for residential development, and insure compliance with the Stormwater Management Rules and local ordinances.*

*The Superintendent of the Department of Public Works will be responsible for long term operation and maintenance of Best Management Practices for facilities located on municipal property. The Borough Engineer will insure proper installation of stormwater management structures and facilities.*

# SPPP Form 4- Local Public Education Program

## Municipality Information

Municipality: Borough of Sea Girt County Monmouth

NJPDES #: 0153583 P1 ID #: 214045

Team Member/Title: Kevin Thompson, Supr. of Public Works

Effective Date of Permit Authorization (EDPA): 4/01/04

Date of Completion: April 1, 2005 Date of most recent update: June 1, 2009

## Local Public Education Program

Describe your Local Public Education Program. Be specific on how you will distribute your educational information, and how you will conduct your annual event. Attach additional pages with the date(s) of your annual mailing and the date and location of your annual event.

*The Borough has an annual newsletter mailing, which includes information related to yard waste collection, pet waste collection ordinance, and other Public Works related issues.*

*The Borough intends to distribute the DEP provided brochure and other educational materials as a part of this annual mailing, to all municipal residents and businesses.*

*Educational seminars are provided at the Borough Elementary School.*

*Copies of public education brochures and Attachment E "Local Public Education Approved Activities and Points Totals" are provided in the appendix.*

# SPPP Form 5 – Storm Drain Inlet Labeling

## Municipality Information

Municipality: Borough of Sea Girt County Monmouth  
NJPDES #: 0153583 P I ID #: 214045  
Team Member/Title: Kevin Thompson, Supl. of Public Works  
Effective Date of Permit Authorization (EDPA): 4/01/04  
Date of Completion: April 1, 2005 Date of most recent update: June 1, 2009

## Storm Drain Inlet Labeling

Describe your storm drain inlet labeling program, including your labeling schedule, the details of your long-term maintenance plan, and plans on coordinating with watershed groups or other volunteer organizations.

*The Borough has completed installation of inlet labeling and will utilize Municipal Public Works personnel to maintain the storm drain inlet labels. Labels will be inspected during catch basin inspections.*

*The Borough installed 4" diameter plastic markers, applied to storm drainage inlets, to indicate no dumping-drains to waterways.*

*The labeling process was divided into two sectors, as indicated on a map in the appendix. Both Sector A and B have been labeled.*

# SPPP Form 6 – MS4 Outfall Pipe Mapping

## Municipality Information

Municipality: Borough of Sea Girt County Morrmouth

NJPDES # : 0153583 PI ID #: 214045

Team Member/Title: Peter R. Avakian, PE, Borough Engineer

Effective Date of Permit Authorization (EDPA): 4/01/04

Date of Completion: April 1, 2005 Date of most recent update: June 1, 2009

Explain how you will prepare your map (include its type and scale, and the schedule for the mapping process). Who will prepare your map (e.g., municipal employees, a consultant, etc.)?

*In 1994, the Borough completed a mapping of all storm drainage facilities and outfalls discharging into receiving waters of the Atlantic Ocean. The maps locate existing storm drainage facilities, and, include location, size and numbering of each outfall pipe.*

*The Borough has been divided into two sectors, as indicated on a map in the appendix. Sector A and B mapping have been checked and verified.*

# SPPP Form 7 – Illicit Connection Elimination Program

## Municipality Information

Municipality: Borough of Sea Girt County Monmouth

NJPDES # : 0153583 PI ID #: 214045

Team Member/Title: Kevin Thompson, Supl. Dept. of Public Works

Effective Date of Permit Authorization (EDPA): 4/01/04

Date of Completion: April 1, 2005 Date of most recent update: June 1, 2009

Describe your Illicit Connection Elimination Program, and explain how you plan on responding to complaints and/or reports of illicit connections (e.g., hotlines, etc.). Attach additional pages as necessary.

*During the SIIA mapping, all outfalls were tested, to insure there were no illicit connections within the storm drainage system.*

*During the outfall verification process, Borough personnel will utilize the DEP illicit connection report form to conduct inspections at each outfall, and file forms with the SPPP.*

*Any illicit connection found will be identified and cited for being in violation of the municipal ordinance. This action will become a part of information provided in the annual report.*

# SPPP Form 8 – Illicit Connection Records

## Municipality Information

Municipality: Borough of Sea Girt County Monmouth

NJPDES # : 0153583 PI ID #: 214045

Team Member/Title: Kevin Thompson, Supl. Dept. of Public Works

Effective Date of Permit Authorization (EDPA): 4/01/04

Date of Completion: April 1, 2005 Date of most recent update: June 1, 2009

Prior to May 2, 2006

**Note:** *Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year? \_\_\_\_\_

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

May 2, 2006 – May 1, 2007

**Note:** *Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year? \_\_\_\_\_

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

May 2, 2007 – May 1, 2008

**Note:** *Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year? \_\_\_\_\_

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

May 2, 2008 – May 1, 2009

**Note:** *Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year? *See Attached Report*

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

# Memo

To: Rich Ambrosio, NJDEP  
From: Peter R. Avakian, PE  
CC: Barry Lewis, Administrator, Borough of Spring Lake  
Al Bunting, Administrator, Borough of Sea Girt  
Turner Shell, Principal Environmental Planner, Monmouth County  
Date: August 8, 2008  
Re: Borough of Sea Girt Baltimore Outfall Analysis

---

Our office remains involved in the evaluation of the infrastructure in both the Borough of Sea Girt and the Borough of Spring Lake. This evaluation was undertaken in response to NJDEP reported observations of high enterococcus levels in the Borough of Sea Girt, at the Baltimore Boulevard outfall into the Atlantic Ocean. The measurements ranged from 10,000 to 25,000 cfu/100 ml.

The Borough of Sea Girt prepared an infrastructure mapping of the Baltimore Boulevard outfall drainage area, which totals approximately 150 acres in area.

The outfall analysis progressed from mapping and visual inspection, through completion of an internal pipe video. We received the CD and report from D&D Construction, and have evaluated the video. We have found no illicit connections or cross connections between the storm drainage system and sanitary sewer system.

We established sampling procedures with the Monmouth County Health Department, and sampling was completed after a rainfall event of 0.60 inches within 6 hours of sampling, with test results and analysis provided on an attached tabulation.

Low level readings of enterococcus and fecal coliform were observed throughout the Baltimore Boulevard outfall drainage area. In fact, the observed ocean discharge reading was the low level of <10 cfu/100 ml. This level significantly differs from the readings observed by NJDEP, but is consistent with mapping, visual observations and internal video monitoring undertaken by the Borough.

One other observation is that there was a 'base flow' in the lower portions of the storm drainage system, closer to the ocean outfall. The base flow *may* be due to sump pump connections into drainage inlets (inflow), or ground water flow into the storm drainage pipe (infiltration), or perhaps a backwash of tidal action into the outfall, or a combination of all. No evidence of sanitary connections has been found to be contributing to this base flow.

Peter R. Avakian, PE  
Borough Engineer

# SPPP Form 9 – Yard Waste Ordinance/Collection Program

## Municipality Information

Municipality: Borough of Sea Girt County Monmouth

NJPDES # : 0153583 PI ID #: 214045

Team Member/Title: Kevin Thompson, Supt. Dept. of Public Works

Effective Date of Permit Authorization (EDPA): 4/01/04

Date of Completion: April 1, 2005 Date of most recent update: June 1, 2009

Please describe your yard waste collection program. Be sure to include the collection schedule and how you will notify the residents and businesses of this schedule. Attach additional pages as necessary.

*The Borough currently has a daily pickup schedule for yard waste during the leaf season. The cleanup and collection procedures are identified to residents and business owners in the annual newsletter.*

*The collection procedures will be informed through an existing Borough Ordinance.*

# SPPP Form 10 - Ordinances

## Municipality Information

Municipality: Borough of Sea Girt County Monmouth  
 NJPDES # : 0153583 P I ID #: 214045  
 Team Member/Title: Peter R. Avakian, P.E., Borough Engineer  
 Effective Date of Permit Authorization (EDPA): 4/01/04  
 Date of Completion: April 1, 2005 Date of most recent update: June 1, 2009

For each ordinance, give the date of adoption. If not adopted, explain the development status:

Pet Waste Existing Ordinance #485 adopted 4/21/1981.

Are information sheets regarding pet waste distributed with pet licenses? Y ( ) N ( )

Litter Existing Ordinance #378 adopted 2/20/1990.

Improper Waste Disposal 6/28/2006

Wildlife Feeding 6/28/2006

Yard Waste 6/28/2006

Illicit Connections 6/28/2006

How will these ordinances be enforced?

*The municipal code enforcement/zoning officer will be responsible for enforcement. Enforcement will follow similar measures to that of the property maintenance code, with two warnings, prior to a notice of violation.*

# SPPP Form 11 – Storm Drain Inlet Retrofitting

## Municipality Information

Municipality: Borough of Sea Girt County Monmouth  
 NJPDES # : 0153583 P1 ID #: 214045  
 Team Member/Title: Kevin Thompson, Supl. Dept. of Public Works  
 Effective Date of Permit Authorization (EDPA): 4/01/04  
 Date of Completion: April 1, 2005 Date of most recent update: June 1, 2009

What type of storm drain inlet design will generally be used for retrofitting?

ECO Type "N" Castings

Reparing, repairing, reconstruction or alteration project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions
<i>Trenton Boulevard</i>		<i>10/04</i>	<i>5/05</i>	<i>3</i>	
<i>Chicago Boulevard</i>		<i>1/06</i>	<i>5/06</i>	<i>18</i>	
<i>Brooklyn Blvd &amp; Fifth Ave.</i>		<i>4/07</i>	<i>est 9/07</i>	<i>26</i>	
<i>New York Boulevard</i>			<i>2008</i>	<i>25</i>	

Are you claiming any alternative device exemptions or historic place exemptions for any of the above projects? Please explain:

N/A

# SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

## Municipality Information

Municipality: Borough of Sea Girt County: Monmouth

NJPDES # :0153583 PI ID #: 214045

Team Member/Title: Kevin Thompson, Supt. Dept. of Public Works

Effective Date of Permit Authorization (EDPA): 4/01/04

Date of Completion: April 1, 2005 Date of most recent update: June 1, 2009

## Street Sweeping

Please describe the street sweeping schedule that you will maintain.

(NOTE: Attach a street sweeping log containing the following information: date and area swept, # of miles swept and the total amount of materials collected.)

*No municipal roadways are required to comply with the street sweeping regulations. The central business district is located on a County Roadway.*

*However, the entire town is on a street sweeping plan, which includes roadways located in both commercial and residential zones.*

## Road Erosion Control Maintenance

Describe your Road Erosion Control Maintenance Program, including inspection schedules.

A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.

(NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date)

*There is no current road erosion control issues in the Borough. A maintenance log will be kept as a part of the SPPP.*

# SPPP Form 13 – Stormwater Facility Maintenance

## Municipality Information

Municipality: Borough of Sea Girt County: Monmouth

NJPDES #: 0153583 P1 ID #: 214045

Team Member/Title: Kevin Thompson, Supt. Dept. of Public Works

Effective Date of Permit Authorization (EDPA): 4/01/04

Date of Completion: April 1, 2005 Date of most recent update: June 1, 2009

Please describe your annual catch basin cleaning program and schedule. Attach a map/diagram or additional pages as necessary.

*Existing drainage inlets are cleaned at least once a year, with additional attention given in the event of flooding in localized areas. Inlets are located on the SIIA mapping.*

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages as necessary.

(NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

*There are no existing stormwater facilities located in the Borough.*

# SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

## Municipality Information

Municipality: Borough of Sea Girt County: Monmouth

NJPDES #: 0153583 PI ID #: 214045

Team Member/Title: Kevin Thompson, Supt. Dept. of Public Works

Effective Date of Permit Authorization (EDPA): 4/01/04

Date of Completion: April 1, 2005 Date of most recent update: June 1, 2009

Describe your stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control active, localized stream and stream bank scouring. Attach additional pages as necessary.

(NOTE: Attach a prioritized list of sites observed to have outfall pipe stream and stream bank scouring, date of anticipated repair, method of repair and date of completion.)

*The Borough will evaluate all outfall pipes, and keep a log on file with regard to the condition and noted erosion at each location. Refer to appendix for log chart.*

*If erosion is observed, the Borough will implement a capital improvement project for repair and maintenance.*

# SPPP Form 15 – De-icing Material Storage

## Municipality Information

Municipality: Borough of Sea Girt County Monmouth

NJPDES #: 0153583 P1 ID #: 214045

Team Member/Title: Kevin Thompson, Sup. Dept. of Public Works

Effective Date of Permit Authorization (EDPA): 4/01/04

Date of Completion: April 1, 2005 Date of most recent update: June 1, 2009

## De-icing Material Storage

Describe how you currently store your municipality's de-icing materials, and describe your inspection schedule for the storage area. If your current storage practices do not meet the de-icing material storage SBR describe your construction schedule and your seasonal tarping interim measures. If you plan on sharing a storage structure, please include its location, as well as a complete list of all concerned public entities. If you store sand outdoors, describe how it meets the minimum standard.

*The Borough of Sea Girt has entered into an interlocal agreement with the Borough of Manasquan and the Borough of Brielle regarding storage of de-icing materials*

*The Borough of Brielle is responsible for salt storage and distribution at their Public Works Facility. The Borough of Sea Girt is responsible for liquid calcium chloride storage and distribution at their Public Works Facility*

# SPPP Form 16 - Standard Operating Procedures

Municipality Information		
Municipality: <u>Borough of Sea Girt</u> County: <u>Monmouth</u> NUDEPS#: <u>0153583</u> PI ID #: <u>214045</u> Team Member/Title: <u>Kevin Thompson, Sup. Dept. of Public Works</u> Effective Date of Permit Authorization (EDPA): <u>4-01-04</u> Date of Completion: <u>April 1, 2005</u> Date of most recent update: <u>June 1, 2009</u>		
BMP	Date SOP went into effect	Describe your inspection schedule
<b>Fueling Operations</b> (including the required practices listed in Attachment D of the permit)	<i>Existing - See Appendix</i>	<i>The fueling area, including storage tanks and pumps, is located at the municipal public works facility.  The fueling operations will be inspected monthly.</i>
<b>Vehicle Maintenance</b> (including the required practices listed in Attachment D of the permit)	<i>Existing - See Appendix</i>	<i>Inspections will be held on a monthly basis to insure compliance with SOP's.</i>
<b>Good Housekeeping Practices</b> (including the required practices listed in Attachment D of the permit)	<i>Existing - See Appendix</i>	<i>Indoor/outdoor storage areas, including recycling facilities, will be inspected on a monthly basis.</i>
<b>Attach inventory list required by Attachment D of the permit.</b>		

# SPPP Form 17 – Employee Training

## Municipality Information

Municipality: Borough of Sea Girt County Monmouth

NJPDES # :0153583P1 ID #: 214045

Team Member/Title: Kevin Thompson, Supt. Dept. of Public Works

Effective Date of Permit Authorization (EDPA):4/01/04

Date of Completion: April 1, 2005 Date of most recent update: June 1, 2009

Describe your employee training program. For each required topic, list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

Annual Employee Training will include the following topics:

Municipal Ordinances by Borough Engineer

Waste Disposal Education by Code Enforcement/Zoning Officer

Yard Waste Collection by Supt. Dept. of Public Works

Street Sweeping by Supt. Dept. of Public Works

Maintenance Yard Operations by Supt. Dept. of Public Works

Post Construction Activity by Borough Engineer

Illicit Connection Education by Supt. Dept. of Public Works

Outfall Pipe Mapping by Borough Engineer

Outfall Pipe Stream Scouring Remediation by Supt. Dept. of Public Works

See appendix for additional information.

The Borough will insure that all municipal employees view the NJPDES Municipal Stormwater Regulation Program Training Video located at the following web site (<http://www.njmel.org/stormwater.html>) on a yearly basis.

# **Appendices**

BOROUGH OF SEA GIRT  
STORMWATER MANAGEMENT PROGRAM  
LOCAL PUBLIC EDUCATION  
STORM DRAIN INLET LABELING PROGRAM

Statewide Basic Requirement:

*Storm Drain Inlet Labeling Program – Tier A Municipalities shall establish a storm drain inlet labeling program and label all storm drain inlets along municipal streets with sidewalks, within plazas, parking areas or maintenance yards operated by Municipality. The program shall establish a labeling schedule, develop a long-term maintenance plan, and when possible, coordinate efforts with watershed groups or volunteer organizations.*

Labeling Program:

The Borough Has initiated a labeling program, utilizing volunteer groups such as the local Boy Scouts and Elementary School students, to install and maintain markers on each Borough inlet with a drawing of a fish and a cautionary message reading “Drains to Waterways”.

Labeling Material Selection:

The Borough will utilize the 4” diameter Storm Drain Curb Markers, manufactured by Almetek Industries, Inc., Hackettstown, New Jersey or approved equal. Each marker will be labeled with the drawing of a fish in the center and the message “No Dumping-Drains to Waterways” around the perimeter of the marker.

Labeling Program:

Labeling within the Borough is complete. The Superintendent of Public Works is coordinating the schedule of labeling and maintenance of labels, utilizing Borough forces to conduct the bulk of the labeling work. Volunteer groups will be contacted as needed to assist the Borough. Markers have been placed in areas of minimal or no vehicular traffic and labeling during times where surface temperatures exceed 50 degrees for optimal adhesion to the inlets.

Labeling Procedures:

- A wire brush or broom will be utilized to clear away any loose debris from the inlet prior to labeling. Vegetative growth around the inlet will be removed as needed.
- Debris collected will be disposed of properly.
- Adhesive will be applied as needed and as recommended by the manufacturer.
- The curb marker will be applied to the cleaned area and held down to insure a proper seal with the adhesive.

Maintenance Procedures:

Borough forces will conduct periodic inspection of each inlet during their inlet/cleaning program. Inlets will be inspected to ensure they are visible and firmly adhered to the inlet. Markers found to require replacement will be replaced as needed.

# Solutions to Stormwater Pollution

## *Easy Things You Can Do Every Day To Protect Our Water*

### **A Guide to Healthy Habits for Cleaner Water**

**P**ollution on streets, parking lots and lawns is washed by rain into storm drains, then directly to our drinking water supplies and the ocean and lakes our children play in. Fertilizer, oil, pesticides, detergents, pet waste, grass clippings: You name it and it ends up in our water.

Stormwater pollution is one of New Jersey's greatest threats to clean and plentiful water, and that's why we're all doing something about it.

By sharing the responsibility and making small, easy changes in our daily lives, we can keep common pollutants out of stormwater. It all adds up to cleaner water, and it saves the high cost of cleaning up once it's dirty.

As part of New Jersey's initiative to keep our water clean and plentiful and to meet federal requirements, many municipalities and other public agencies including colleges and military bases must adopt ordinances or other rules prohibiting various activities that contribute to stormwater pollution. Breaking these rules can result in fines or other penalties.



As a resident, business, or other member of the New Jersey community, it is important to know these easy things you can do every day to protect our water.



### **Limit your use of fertilizers and pesticides**

Do a soil test to see if you need a fertilizer.

Do not apply fertilizers if heavy rain is predicted.

Look into alternatives for pesticides.

Maintain a small lawn and keep the rest of your property or yard in a natural state with trees and other native vegetation that requires little or no fertilizer.

If you use fertilizers and pesticides, follow the instructions on the label on how to correctly apply it.

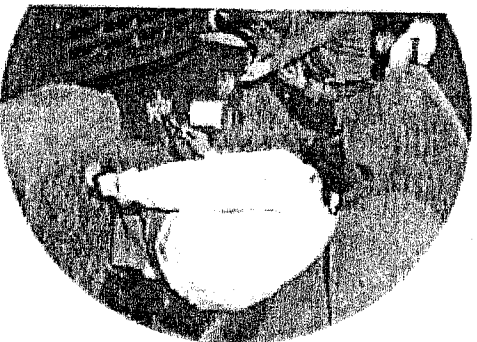
Make sure you properly store or discard any unused portions.

### **Properly use and dispose of hazardous products**

Hazardous products include some household or commercial cleaning products, lawn and garden care products, motor oil, antifreeze, and paints.

Do not pour any hazardous products down a storm drain because storm drains are usually connected to local waterbodies and the water is not treated.

- If you have hazardous products in your home or workplace, make sure you store or dispose of them properly. Read the label for guidance.
- Use natural or less toxic alternatives when possible.
- Recycle used motor oil.
- Contact your municipality, county or facility management office for the locations of hazardous-waste disposal facilities.



## Keep pollution out of storm drains

- Municipalities and many other public agencies are required to mark certain storm drain inlets with messages reminding people that storm drains are connected to local waterbodies.
- Do not let sewage or other wastes flow into a stormwater system.

## Clean up after your pet

- Many municipalities and public agencies must enact and enforce local pet-waste rules.
- An example is requiring pet owners or their keepers to pick up and properly dispose of pet waste dropped on public or other people's property.
- Make sure you know your town's or agency's requirements and comply with them. It's the law. And remember to:
  - Use newspaper, bags or pooper-scoopers to pick up wastes.
  - Dispose of the wrapped pet waste in the trash or unwrapped in a toilet.
  - Never discard pet waste in a storm drain.

## Don't feed wildlife

- Do not feed wildlife, such as ducks and geese, in public areas.
- Many municipalities and other public agencies must enact and enforce a rule that prohibits wildlife feeding in these areas.



## Dispose of yard waste properly

- Keep leaves and grass out of storm drains.
- If your municipality or agency has yard waste collection rules, follow them.
- Use leaves and grass clippings as a resource for compost.
- Use a mulching mower that recycles grass clippings into the lawn.



## Don't litter

- Place litter in trash receptacles.
- Recycle. Recycle. Recycle.
- Participate in community cleanups.

## Contact information

For more information on stormwater-related topics, visit [www.njstormwater.org](http://www.njstormwater.org) or [www.nonpointsource.org](http://www.nonpointsource.org).

Additional information is also available at U.S. Environmental Protection Agency Web sites [www.epa.gov/npdes/stormwater](http://www.epa.gov/npdes/stormwater) or [www.epa.gov/hps](http://www.epa.gov/hps)

New Jersey Department of Environmental Protection  
Division of Water Quality  
Bureau of Nonpoint Pollution Control  
Municipal Stormwater Regulation Program  
(609) 633-7021



April 2004



# Borough of Sea Girt

## ATTENTION ALL LAWN MAINTENANCE PROVIDERS

PLEASE DO NOT SWEEP OR BLOW YOUR GRASS CLIPPINGS, BRUSH OR LEAVES INTO THE STREET. THIS PRACTICE IS NOT ALLOWED AND IS PROHIBITED BY ORDINANCE. THE ONLY TIME LEAVES CAN BE PLACED AT THE CURB IS FROM OCTOBER-DECEMBER AND IS LIMITED TO LEAVES ONLY .

THIS WASTE GETS WASHED INTO OUR STORM DRAINS, CAUSING BLOCKAGES, DAMAGE AND STREET FLOODING.

*FAILURE TO COMPLY WITH OUR LOCAL ORDINANCES WILL  
RESULT IN THE ISSUANCE OF A SUMMONS.*

## THANK YOU FOR YOUR COOPERATION!



*ADDITIONAL INFORMATION ON  
THIS AND OTHER ORDINANCES  
CAN BE OBTAINED FROM OUR*

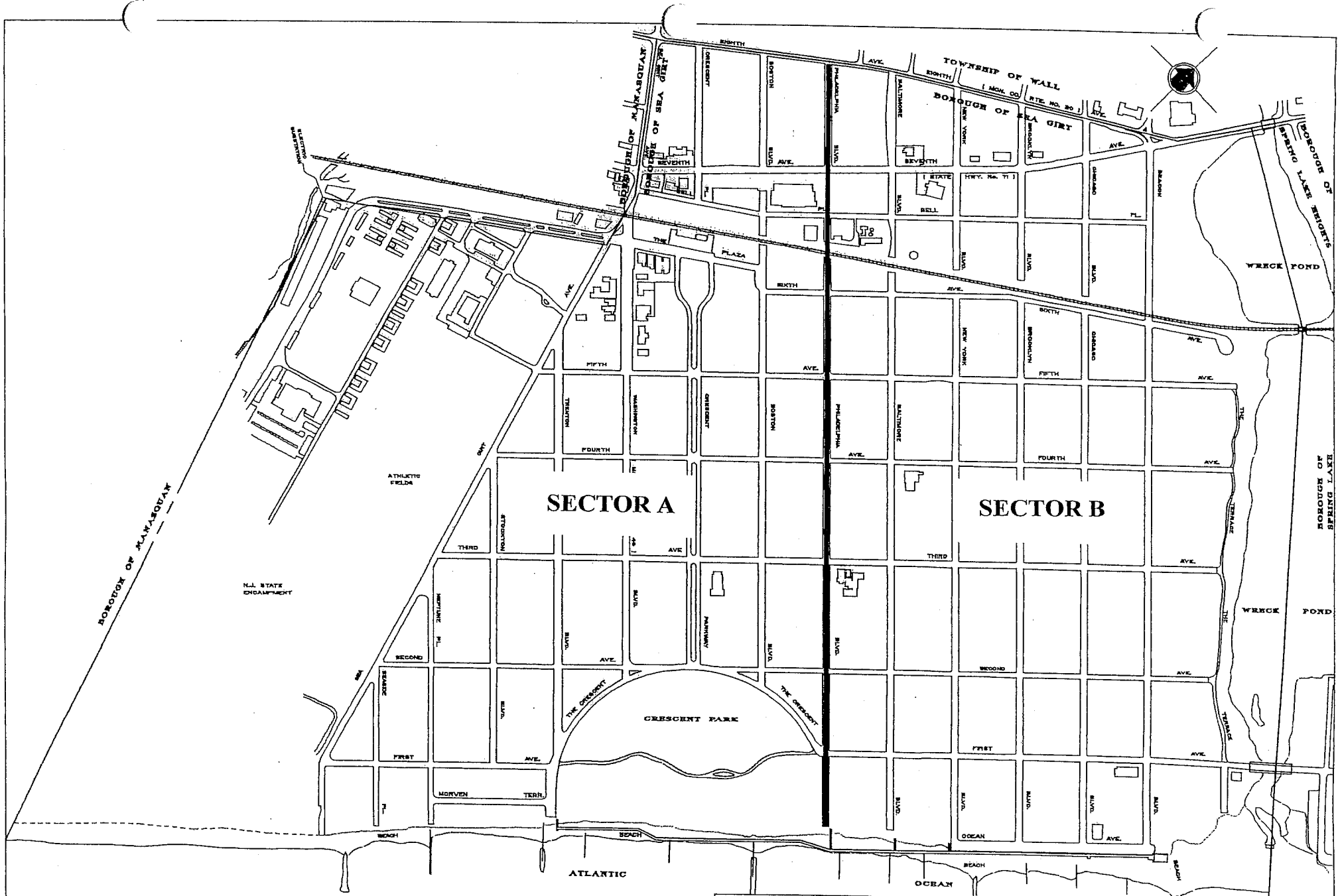
*WEBSITE:*

[www.seagirtboro.com](http://www.seagirtboro.com)

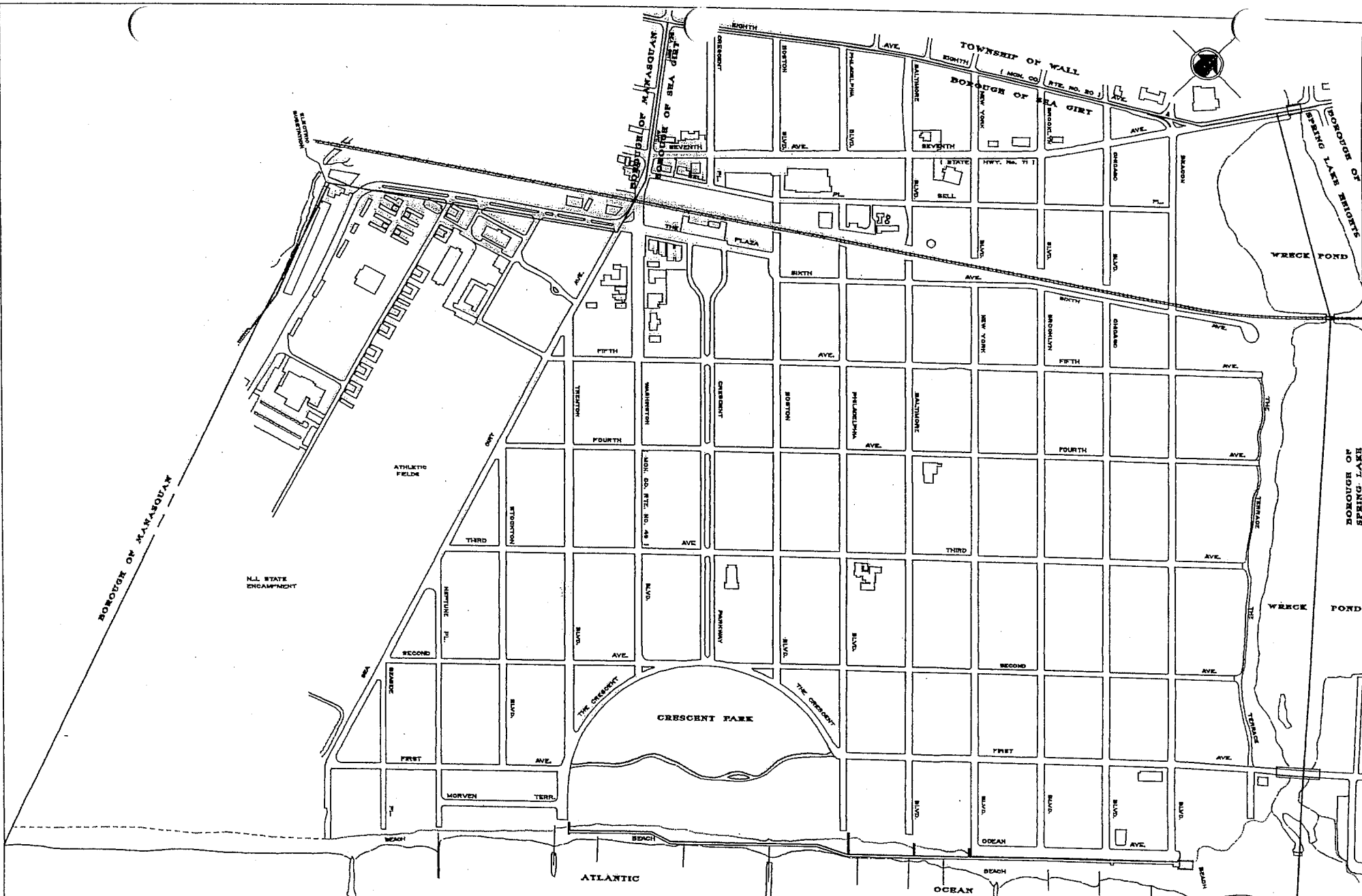
**Attachment E**  
**Local Public Education Approved Activities and Point Totals**

**I. Tier A Municipalities shall conduct educational activities that total a minimum of 10 points annually. Each approved activity is listed below with an assigned point value.**

1. **School Presentations** - Present educational classes/assemblies to local elementary, middle, and/or high school classes. (1 point per visit / maximum of 5 points per year)
  2. **Website** – Maintain a stormwater related page on the municipal website and include a link to [www.cleanwatermi.org](http://www.cleanwatermi.org). (1 point)
  3. **Stormwater Display** – Present a stormwater related display and materials at any municipal event (e.g., Earth Day, town picnic) or maintain a display at the municipal building (2 points)
  4. **Giveaway** – Distribute an item with a stormwater related message (e.g., refrigerator magnets, temporary tattoos, bookmarks, coloring books, and pens or pencils). Municipality must purchase a minimum number of the item equal to 10% of the municipal population. (2 points)
  5. **Citizen Stormwater Advisory Committee** – Establish a subcommittee to the Environmental Commission to identify, coordinate and implement stormwater related programs. (2 points)
  6. **Utilize Department Materials** - Use Department created stormwater education materials, which can be found on [www.cleanwatermi.org](http://www.cleanwatermi.org) to publish an ad in a newspaper that serves the municipality; broadcast a radio or television commercial on a local radio or municipal public service channel; produce a billboard or sign which can be displayed on a bus, bus stop shelter, or at a recreation field (outfield sign). (2 points each / maximum of 4 points per year)
  7. **Poster Contest** – Organize a poster contest with a local school district. Poster themes shall have an appropriate stormwater message. Posters are to be displayed at buildings within the municipality such as at the town hall, library, or school. (2 points)
  8. **Stormwater Training for Elected Municipal Officials** – Conduct a program for all elected municipal officials which educates them on the Stormwater Management Rules (N.J.A.C. 7:8), Tier A Permit and what steps the municipality has already taken to minimize stormwater pollution. (3 points)
  9. **Mural** – Facilitate the planning and painting of a stormwater pollution themed mural at a local downtown/commercial area. (3 points)
  10. **Mailing** – Distribute any of the Department's educational brochures, tip cards, or a municipally produced equivalent (e.g, calendar, recycling schedule), to every resident and business in the municipality. (3 points)
  11. **Partnership Agreement / Local Event** - Identify and enter into a partnership agreement with a local group such as a watershed organization, Riverkeeper, school, youth/faith based group and/or other nonprofit to carry out a minimum of two (2) watershed stewardship/education activities (e.g, litter march, stream/beach cleanup). (3 points)
  12. **Ordinance Education** – Distribute a letter from the mayor to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Litter, Improper Disposal of Waste, Wildlife Feeding, Yard Waste, Illicit Connection, Refuse Container, and Private Storm Drain Inlet Retrofitting Ordinances. This letter/article must also reference a page on the municipal website (if applicable) to which residents can go to read these ordinances. (5 points)
- \* Posting these ordinances does not constitute the development of a website referenced above.



<b>LEON S. AVAKIAN INC.</b> CONSULTING ENGINEERS NEPTUNE, N.J.				<b>BOROUGH ROAD MAP</b>			
<b>PETER R. AVAKIAN, P.E.</b> PROFESSIONAL ENGINEER N.J. LIC. NO. 20842				<b>SECTOR MAP</b> FOR THE <b>BOROUGH OF SEA GIRT</b> <b>MONMOUTH COUNTY, N.J.</b>			
No.      DESCRIPTION      DRAWN      CHK.      DATE				SCALE      DATE      DRAWN BY      CHECKED      JOB NO.      SHEET			
<b>REVISIONS</b>				1" = 400'      NOV. 28, 2000      M.T.R.      P.R.A.      88-00-01      1 of 1			



LEON S. AVAKIAN INC.  
CONSULTING ENGINEERS  
NEPTUNE, N.J.

BOROUGH OF SEA GIRT

STREET SWEEPING LOCATION MAP

FOR THE  
BOROUGH OF SEA GIRT

MONMOUTH COUNTY, N.J.

No.	DESCRIPTION	DRAWN	CHK.	DATE
REVISIONS				

SCALE Not To Scale	DATE NOV. 28, 2008	DRAWN BY M.T.B.	CHECKED P.M.A.	JOB NO. 88-00-01	SHEET 1 of 1
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## Borough of Sea Girt

# STORMWATER COMPLIANCE PROGRAM

# SOLIDS AND FLOTABLE CONTROL

# STREET SWEEPING PROGRAM

[illegible]

\* DPW TO NOTE THE AMOUNT OF DEBRIS COLLECTED

BOROUGH OF SEA GIRT  
STORMWATER MANAGEMENT PROGRAM  
SOLIDS AND FLOATABLE CONTROLS  
STORMWATER FACILITY MAINTENANCE

Statewide Basic Requirement:

*Stormwater Facility Maintenance – Tier A Municipalities shall develop and implement a stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the Tier A Municipality. Stormwater facilities include, but are not limited to: catch basins, detention basins, filter strips, riparian buffers, infiltration trenches, sand filters, constructed wetlands, wet basins, bioretention systems, low flow bypasses, and stormwater conveyances. The stormwater facility maintenance must be performed as required to ensure the proper function and operation of the stormwater facility. Tier A Municipalities shall also clean all catch basins annually to remove accumulated sediment, trash and debris.*

Existing Stormwater Facilities:

The Borough currently maintains several stormwater outfalls in addition to their stormwater storm drain inlets and storm sewer pipe system. These outfalls are located in the Atlantic Ocean at Baltimore Boulevard and Neptune Place and along the shore line of Wreck Pond. (See enclosed location map). In addition, the Borough has approximately 250 storm drain inlets and approximately 5 miles of storm sewer pipe ranging in size from 8 inches to 48 inches.

Inspection Program:

As part of the Borough's regular maintenance program the local Department of Public Works (DPW) shall inspect the Borough's stormwater facilities as follows:

- Inlets shall be inspected on a yearly basis in conjunction with the Borough's street sweeping program.

- Storm sewer pipes identified as problem areas shall be inspected after major storm events and on an as needed basis. Broken or collapsed storm sewer pipes shall be reported to the Borough Engineer.

- Outfalls shall be inspected on an as needed basis upon completion of the Outfall Pipe Scouring Inspection Program. Evidence of additional scouring or erosion will be reported to the Borough Engineer.

Maintenance Program:

Based on field observations, the following routine maintenance will be performed as required:

- Inlets with evidence of debris will be cleaned by the DPW utilizing the Borough's jet-vacuum truck.
- Inlet labels will be replaced as needed once the labeling program is complete.
- Blocked storm sewer pipes shall either be hand snaked or jetted to remove the blockage.

The DPW will note all inspection and maintenance/repair calls for the stormwater outfalls in their internal maintenance log (See the enclosed sample copy).

# BOROUGH OF SEA GIRT

## STORMWATER COMPLIANCE PROGRAM SOLIDS AND FLOTABLE CONTROL STORMWATER OUTFALL MAINTENANCE CHART

DATE OF INSPECTION	NAME OF OUTFALL	MAINTENANCE REQUIRED	TYPE OF MAINTENANCE REQUIRED	DATE OF MIANTENANCE	DEBRIS REMOVED*	ADDITONAL COMMENTS
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				

\* DPW TO NOTE THE AMOUNT OF DEBRIS REMOVED

# BOROUGH OF SEA GIRT

## STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Vehicle Maintenance	000

### DESCRIPTION:

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

### PURPOSE:

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

### STANDARDS AND SPECIFICATIONS:

#### Vehicle and Equipment Fueling

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

#### Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Solids are to be cleaned-up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Material spills:  
Level 1: Contact the Police Department at (732) 449-7300  
Level 2: Contact Hazardous Materials Response of PMK (800) 289-6681  
Contact NJDEP at (877) WARN DEP or (877) 927-6337

#### Maintenance and Inspection

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

APPROVED BY	ISSUE DATE	PAGE NO.
		1 OF 1

# BOROUGH OF SEA GIRT

## STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Vehicle and Equipment Fueling	000

### DESCRIPTION:

This Standard Operating Procedure (SOP) contains the procedures and practices designed to minimize pollution to surface and ground waters.

### PURPOSE:

This SOP provides a set of guidelines for the Borough employees to implement procedures for delivering fuel into vehicles and equipment, storage tanks, and mobile fuel tanks safely while minimizing pollution to surface and ground waters.

### STANDARDS AND SPECIFICATIONS:

#### Vehicle and Equipment Fueling

1. There is to be no smoking in the fueling area.
2. Shut off engine.
3. Ensure the proper type of fuel is used for each vehicle or piece of equipment.
4. Absorbent spill clean-up materials shall be available in all fueling areas, including on mobile fueling vehicles. Clean-up material shall be disposed of properly.
5. Nozzles used in fueling vehicles and equipment shall be equipped with automatic shut-off to prevent overfilling of tanks.
6. Fuel tanks shall not be "topped off".
7. Mobile fueling shall be minimized. Fueling shall only occur in designated areas, whenever possible.
8. In a prominent area, clearly post the instructions for safe operation of all fueling equipment, and appropriate Spill Response contact information.

#### Bulk Fueling

1. Always use drip pans or absorbent pans under all hose and pipe connections and other leak prone areas.
2. Block storm drain inlets or contain tank trucks using temporary berms or absorbent booms. All hose connection points associated with bulk fueling must be contained within the berm during bulk loading/unloading, if storm drain inlets are not blocked.
3. Protect fueling areas with berm of dikes to prevent run-on, runoff, and contain spills.
4. A trained employee must oversee bulk fuel transfer.

#### Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned-up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:  
Level 1: Contact the Police Department at (732) 842-0500

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## BOROUGH OF SEA GIRT

### STANDARD OPERATING PROCEDURES

Level 2: Contact Hazardous Materials Response of PMK (800) 289-6681

Contact NJDEP at (877) WARN DEP or (877) 927-6337)

#### Maintenance and Inspection

1. Inspect fueling area, storage tanks, and pumps monthly.
2. Keep an ample supply of spill clean-up material on the site.
3. Check for leaks and damaged equipment, periodically. Any tanks, pump, piping, equipment, and fuel dispensing equipment found to be damaged or leaking shall be repaired immediately.

APPROVED BY

ISSUE DATE

PAGE NO.

2 OF 2

# BOROUGH OF SEA GIRT

## STANDARD OPERATING PROCEDURES

TITLE  
**Good Housekeeping Practices**

REVISION NO.  
**000**

### DESCRIPTION:

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

### PURPOSE:

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

### STANDARDS AND SPECIFICATIONS:

#### General

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

#### Salt and De-icing Material Handling

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

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ISSUE DATE

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1 OF 2

## BOROUGH OF SEA GIRT

### STANDARD OPERATING PROCEDURES

#### Recycling Center

1. Sweep and clean area once per week to remove dirt and debris. Sweep area immediately following loading and unloading operations, when practical.
2. Place trash, dirt, and other debris in the dumpster.
3. Collect waste fluids in properly labeled containers, and dispose of them properly.

#### Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned-up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:  
Level 1: Contact the Police Department at (732) 449-7300  
Level 2: Contact Hazardous Materials Response of PMK (800) 289-6681  
Contact NJDEP at (877) WARIN DEP or (877) 927-6337

#### Maintenance and Inspection

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

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APPROVED BY

ISSUE DATE

PAGE NO.

2 OF 2

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## BOROUGH OF SEA GIRT

### STORMWATER MANAGEMENT PROGRAM

#### EMPLOYEE TRAINING PROGRAM

##### Statewide Basic Requirement:

*Employee Training Program – Tier A Municipalities shall develop and conduct an annual employee training program for appropriate employees on appropriate topics. At a minimum, annual employee training will include the following topics:*

- *Waste Disposal Education*
- *Yard Waste Collection Program*
- *Municipal Ordinances*
- *Illicit Connection Elimination and Outfall Pipe Mapping*
- *Street Sweeping*
- *Stormwater Facility Maintenance*
- *Road Erosion Control and Outfall Pipe Stream Scouring Remediation*
- *Maintenance Yard Operations (including Ancillary Operations)*
- *Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment*

##### Employee Training:

All employees will be required to watch the NJPDES Municipal Stormwater Regulation Program Training Video located at the following web site link (<http://www.njime1.org/stormwater.html>). For each of the required training topics the Borough will also conduct a tutorial outlining the benefits gained from each new program and any additional work activities that will be required with the implementation of the Stormwater Management Program. Field Training will be given to those employees attending the training for illicit connection elimination and maintenance yard operations.

Training will be as follows:

Required Attendees

Public Work Employees

Course Covered

Waste Disposal Education;  
Municipal Ordinances;  
Yard Waste Collection Program;  
Illicit Connection Elimination;  
Outfall Pipe Mapping;  
Street Sweeping;  
Stormwater Facility Maintenance;  
Road Erosion Control;  
Outfall Pipe Stream Scouring Remediation;  
Maintenance Yard Operations; and  
Construction activity/Post Construction  
Stormwater Management in New  
Development and Redevelopment

Code Enforcement Officer

Municipal Ordinances;  
Waste Disposal Education; and  
Construction Activity/Post-Construction  
Stormwater Management in New  
Development and Redevelopment

Police Department Officers

Municipal Ordinances

Sewer Department Manager

Illicit Connection Elimination; and  
Outfall Pipe Mapping

Other Appropriate Users

Maintenance Yard Operations

Upon completion of the training session, the SPPP plan will be updated to include the date of the training program and a list of attendees.

Optional Measures:

Based on the effectiveness of the first training program, the Borough will evaluate if alternative training tools can be utilized to optimize the training program. Alternative training tools can include the use of informational CD's as provided by the Conservation Technology Information Center or formal training seminars as provided by the Watershed Ambassadors Program, the Watershed Institute, or the Center for Watershed Protection. Modifications to the Borough's annual training program will be included in the SPPP plan.