Stormwater Pollution Prevention Plan
Town of Westfield

March 2005

Revised June 1, 2009

December 8, 2015

May 7, 2018

January 13, 2020

Town of Westfield, Union County, New Jersey

State of New Jersey

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DEPARTMENT OF ENVIRONMENTAL PROTECTION
Mail Code - 401-02B
Water Pollution Management Element
Bureau of Nonpoint Pollution Control
P.O. Box 420 – 401 E. State St.
Trenton, NJ 08625-0420
Tel: (609) 633-7021 / Fax: (609) 777-0432
http://www.state.nj.us/dep/dwq/bnpc_home.htm

BOB MARTIN
Commissioner

December 8, 2017

SENT VIA EMAIL to: engineer@westfieldnj.gov

Kris Mcaloon
WESTFIELD TOWN
425 E BROAD ST
WESTFIELD, NJ 07090

Re: Stormwater Discharge General Permit Authorization Renewal
Category: R9 -Tier A Municipal Stormwater General Permit
NJPDES: NJG0150100 / PI ID #: 168193
WESTFIELD TOWN
Westfield Town, Union County

Dear Stormwater Program Coordinator:

Enclosed is New Jersey Pollutant Discharge Elimination System (NJPDES) Authorization to Discharge No. NJG0150100 (Category R9 -Tier A Municipal Stormwater General Permit) issued under the authority of Stormwater NJPDES Master General Permit No. NJ0141852 (Tier A Permit).

The permit and associated documents are posted at http://www.nj.gov/dep/dwq/tier_a.htm, where you can find a copy of the Tier A Permit, and a Response to Comments document, which includes a summary of the significant and relevant comments received during the Tier A Permit public comment period, the Department's responses, and an explanation of any changes from the draft action. In addition, you can also find a crosswalk which provides a detailed comparison of changes from 2009 to this 2017 permit, and a Frequently Asked Questions document. These documents will be useful in understanding your renewed Authorization.

If you have any questions or comments regarding the above referenced action, please contact Monique Girona by telephone at 609-633-7021.

Sincerely,

James J. Murphy, Chief
Bureau of Nonpoint Pollution Control

C: Water Compliance and Enforcement Regional Office

New Jersey Department of Environmental Protection
Mail Code - 401-02B
Bureau of Nonpoint Pollution Control
Water Pollution Management Element
PO Box 420
Trenton, NJ 08625-0420
Phone: (609) 633-7021
Fax: (609) 777-0432

AUTHORIZATION TO DISCHARGE
R9 -Tier A Municipal Stormwater General Permit

Facility Name: WESTFIELD TOWN

Permit Number: NJG0150100

Program Interest No.: 168193

Facility Address:
425 E BROAD ST
WESTFIELD, NJ 07090

Type of Activity: Stormwater Discharge General Permit Authorization Renewal

Owner:
WESTFIELD TOWN
425 E BROAD ST
WESTFIELD, NJ 07090

Operating Entity:
WESTFIELD TOWN
425 E BROAD ST
WESTFIELD, NJ 07090

Issuance Date:	Effective Date:	Expiration Date:
12/08/2017	01/01/2018	12/31/2022

Your Request for Authorization under NJPDES General Permit No. NJ0141852 has been approved by the New Jersey Department of Environmental Protection.

Date: 12/08/2017

James J. Murphy, Chief
Bureau of Nonpoint Pollution Control

(Terms, conditions and provisions attached hereto)

Division of Water Quality

SPPP Table of Contents

Form 1 – SPPP Team Members (permit cite IV F 1)

Form 2 – Revision History (permit cite IV F 1)

Form 3 – Public Involvement and Participation Including Public Notice (permit cite IV B 1)

Form 4 – Public Education and Outreach (permit cite IV B 2 and Attachment B)

Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program (permit cite IV B 4 and Attachment D)

Form 6 – Ordinances (permit cite IV B 5)

Form 7 – Street Sweeping (permit cite IV B 5 b)

Form 8 – Catch Basin and Storm Drain Inlets (permit cite IV B 2, IV B 5 b ii, and Attachment C)

Form 9 – Storm Drain Inlet Retrofitting (permit cite IV B 5 b)

Form 10 – Municipal Maintenance Yards and Other Ancillary Operations (permit cite IV B 5 c and Attachment E)

Form 11 – Employee Training (permit cite IV B 5 d, e, f)

Form 12 – Outfall Pipes (permit cite IV B 6 a, b, c)

Form 13 – Stormwater Facilities Maintenance (permit cite IV C 1)

Form 14 – Total Maximum Daily Load Information (permit cite IV C 2)

Form 15 – Optional Measures (permit cite IV E 1 and IV E 2)

SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Kris J. McAloon, Town Engineer
Office Phone # and eMail	(908) 789-4100, engineer@westfieldnj.gov
Signature/Date	January 13, 2020
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Kris J. McAloon, Town Engineer
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	Tara Rowley, Town Clerk
Print/Type Name and Title	James Gildea, Town Administrator
Print/Type Name and Title	Greg O'Neil, Director DPW
Print/Type Name and Title	Paul Horta, Town Surveyor

SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	1/13/20		All	Full revision of SPPP utilizing NJDEP template to meet the requirements of our NJDPES permit
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	https://www.westfieldnj.gov/vertical/sites/%7B57704CD8-22F3-44AB-BC43-B0B1CE80A3BB%7D/uploads/Westfield_2020_SPPP_-_Final.pdf
2. Date of most current SPPP:	January 13, 2020
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	https://www.westfieldnj.gov/vertical/sites/%7B57704CD8-22F3-44AB-BC43-B0B1CE80A3BB%7D/uploads/%7B4D84F9DE-0450-491D-9D20-828498522249%7D.PDF
4. Date of most current MSWMP:	September 23, 2008
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	https://www.westfieldnj.gov/agendasminutes

6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:

For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), the Town of Westfield provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, the Town of Westfield provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. The Westfield Leader is the newspaper of record for publishing notices. In addition, for municipal actions subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), the Town of Westfield complies with those requirements.

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

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

To comply with the educational information distribution requirement, the Town maintains a stormwater related webpage (https://www.westfieldnj.gov/index.asp?SEC=755D5FBB-F6FF-44DB-90C3-5FE8D6C3C4CD&Type=B_BASIC), which includes the SCO and MSWMP in addition to links to resources found on the NJDEP website. Additionally, the Town will comply with the annual requirement to conduct education activities from at least three of the five categories found in Attachment B of the Tier A Municipal Stormwater Permit.

Outreach activities include:

- Distribution of Pet Waste literature with all pet license renewals
- Education table/booth with fliers available to the public at the Annual Spring Fling and FestiFall Street fairs
- Disseminating information through various social media outlets, including Facebook, Twitter and the Town's website.
- Various events throughout the year coordinated by our very active and engaged Green Team (www.westfieldnj.gov/green)
- Rain garden workshops presented by Rutgers Cooperative Extension
- School presentations covering topics such as recycling, pollution and water quality/conservation

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

Information related to these issues is included within the Town Code, available online (www.ecode360.com/WE3973), on the Town website (www.westfieldnj.gov) and annually distributed in our Recycling, Conservation Center and Leaf Collection brochures, mailed to all property owners (residential and non-residential) of Westfield.

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

In addition to the information posted on our website, both the Public Works Complex (959 North Avenue, West) and Town Hall (425 East Broad Street) have brochures available to the public.

Attachment B – Points System for Public Education and Outreach Activities

The Tier A Municipality shall implement a Public Education and Outreach Program that focuses on educational and pollution prevention activities about the impacts of stormwater discharges on surface water and groundwater and to involve the public in reducing pollutants in stormwater runoff and mitigating flow.

The Tier A Municipality shall **annually** conduct educational activities that total at least **12 points** and include activities from at least three of the five categories found below. At a minimum, at least one of the activities shall involve educating businesses and the general public of hazards associated with illicit connections and improper disposal of waste. Each approved activity is listed below with an assigned point value. Additional information on how to conduct these Public Education and Outreach activities can be found under Notes and Definitions Part IV.A.3 and 4 of this Tier A MS4 NJPDES permit. Records shall be kept necessary to demonstrate compliance with this requirement, including date of activities and any other relevant documentation.

Category 1: General Public Outreach		
Activity	**Description**	**Points**
Website and Social Media	Maintain a stormwater related page on the municipal website or on a municipal social media site. The web page may include links to other stormwater related resources, including the NJDEP stormwater website (www.njstormwater.org).	1
Newspaper Ad	Use Department created and approved stormwater education materials available on www.cleanwaternj.org to publish an ad in a newspaper or newsletter that serves the municipality.	1
Radio/Television	Broadcast a radio or television public service announcement from www.cleanwaternj.org on a local radio or municipal public service channel.	1
Green Infrastructure Signage	Post signs at municipally-owned green infrastructure sites that describe the function and importance of the infrastructure, contact phone number, municipal identification number, and/or website for more information. *New signs receive 0.5 credits per sign. Existing signs that are maintained or upgraded receive 0.25 credits per sign. A maximum of 5 credits are allowed.	5*
Billboard/Sign	Produce and maintain (for credit in subsequent years) a billboard or sign which can be displayed on a bus, bus stop shelter, recreation field (outfield sign), or other similar public venue.	2
Mural	Produce and maintain (for credit in subsequent years) the planning and painting of a stormwater pollution themed mural, storm drain art or other artwork at a local downtown/commercial area or other similar public venue.	2
Stormwater Facility Signage	Post signs at municipally-owned stormwater management basins or other structural stormwater related facilities that describe the function and importance of the facility, contact phone number, municipal identification number, and/or website for more information. *New signs receive 0.5 credits per sign. Existing signs that are maintained or upgraded receive 0.25 credits per sign. A maximum of 5 credits are allowed.	5*

Category 2: Targeted Audiences Outreach		
Activity	**Description**	**Points**
Stormwater Display	Present a stormwater related display or materials at any municipal event (e.g., Earth Day, town picnic), at the municipal building or other similar public venue.	1
Promotional Item	Distribute an item or items with a stormwater related message (e.g., refrigerator magnets, temporary tattoos, key chains, bookmarks, pet waste bag dispensers, coloring books, and pens or pencils). Municipality must initially have available a minimum number of the items equal to 10% of the municipal population.	2
Mailing or e-Mailing Campaign	Provide information to all known owners of stormwater facilities not owned or operated by the municipality (i.e., privately owned) highlighting the importance of proper maintenance of stormwater measures. For assistance, see information at www.nj.gov/dep/stormwater/maintenance_guidance.htm.	3
Mailing or e-Mailing Campaign	Distribute any of the Department's educational brochures, tip cards, or a municipally produced equivalent (e.g., community calendar, newsletter, or recycling schedule) via a mailing to every resident and business in the municipality.	2
Ordinance Education	Distribute a letter or e-mail from the mayor or municipal official to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Wildlife Feeding, Litter Control, Improper Disposal of Waste, Containerized Waste/Yard Waste Collection, Private Storm Drain Inlet Retrofitting and Illicit Connection ordinances. Provide a link to the municipal website where subject ordinances are posted.	3

Category 3: School / Youth Education and Activities		
Activity	**Description**	**Points**
School Presentations	Provide water-related educational presentation(s) and/or activities to local preschool, elementary, middle, and/or high school classes using municipal staff or local partner organizations. Topics could include stormwater, nonpoint source pollution, watersheds, water conservation and water quality. For ideas, see information at www.nj.gov/dep/seeds. *Presentations receive 1 credit per presentation, with a maximum of 5 credits allowed.	5*
Water Education Workshops	Provide water-related professional development workshops for local teachers from a registered NJ Department of Education Professional Development Provider.	2
Storm Drain Labeling	Organize a project to label and/or maintain storm drain labels (that are not already precast with a message) with a scout troop, local school district, or faith based group, or other community youth group for a minimum of 40 labels. This project could also include stenciling over precast labels to improve legibility.	3
Educational Contest for Schools	Organize an educational contest with a local school district or a local community organization serving youth to design a poster, magnet, rain stick, rain barrel or other craft/art object. Contest themes shall have an appropriate stormwater message. Winning entries are to be displayed at publicly accessible locations within the municipality such as at the town hall, library, post office, or school. The winning design should be shown on the municipality's website or social media site, if practical.	3
AmeriCorps Event	Coordinate an event (e.g. volunteer stream monitoring, educational presentations, or stormwater awareness project) through AmeriCorps NJ Watershed Ambassador Program	4
Clean-up	Sponsor or organize a litter clean up for a scout troop, local school district, faith based group or other community youth group along a local waterway, public park, stormwater facility, or in an area with storm drains that discharge to a local lake or waterway.	3

Category 4: Watershed/Regional Collaboration		
Activity	**Description**	**Points**
Regional Stormwater Collaboration	Participate in a regional stormwater, community collaborative or other watershed-based group on a regular basis to discuss impaired waterbodies, TMDLs, regional stormwater related issues, or watershed restoration plans that address those waterbodies. Evaluate, develop and implement remedies that resolve stormwater-related issues within the affected waterbody or watershed.	3
Green Infrastructure Workshop	Organize or participate in a rain barrel, rain garden or other green infrastructure workshop on a regional or watershed basis. This could be a partnership exercise with a local watershed organization, utility, university, school, youth/faith based group, and/or other organization.	3
Community Activity	Organize or participate in the organization of a regional or watershed based event to carry out stormwater activities such as stormwater facility maintenance or litter clean-up. The municipality may identify and enter into a partnership agreement with a local group such as a watershed organization, utility, university, school, youth/faith based group, and/or other organization to carry out these activities	3

Category 5: Community Involvement Activities		
Activity	**Description**	**Points**
Volunteer Stormwater Assessment or Stream Monitoring	Establish a volunteer stormwater facility assessment (inspection, inventory and/or mapping) or stream monitoring program for a waterbody within the municipality in order to gauge the health of the waterway through chemical, biological or visual monitoring protocols. Contact NJDEP's AmeriCorps NJ Watershed Ambassador Program or review USEPA National Directory of Volunteer Monitoring Programs.	3
Rain Barrel Workshop	Organize or participate in a rain barrel workshop. This could be a partnership exercise with a local watershed organization, university, school, youth/faith based group, and/or other nonprofit.	3
Rain Garden Workshop	Organize or participate in a rain garden training or installation workshop. This could be a partnership exercise with a local watershed organization, university, school, youth/faith based group, and/or other nonprofit.	3
Community Event	Organize or participate in the organization of a community event to carry out stormwater activities such as stormwater measure maintenance or a stream buffer restoration. The municipality may identify and enter into a partnership agreement with a local group such as a watershed organization, university, utility, school, youth/faith based group, and/or other nonprofit to carry out these activities.	3
Community Involvement	Organize a project with a local organization to create and post signs at either green and/or gray stormwater infrastructure sites or facilities that describe the function and importance of the facility, contact phone number, municipal identification number, and/or website for more information. *Signs receive 0.5 credits per sign. A maximum of 5 credits are allowed.	5*

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

All records must be available upon request by NJDEP.

1. How does the municipality define 'major development'?
Major development is defined as: *any "development" that provides for the disturbance of one or more acres of land. Disturbance for the purpose of this rule is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of vegetation.*
2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?
The Town does not differentiate between residential and non-residential development as it relates to the requirements of stormwater control measures for sites that fall within the purview of the provisions. All applications are reviewed and evaluated utilizing the same standards.
3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?
Upon receipt of all development applications within the Town, the Town Engineer reviews these in conjunction with the Town Planner to determine whether the criteria associated with the development is met, and if so, the provisions of the Stormwater Control Ordinance are applied accordingly.

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

To control stormwater from major development projects throughout the Town of Westfield, the following procedure is in place:

1. All new development and redevelopment projects that are subject to the Residential Site Improvement Standards for Stormwater Management (including the New Jersey Department of Environmental Protection Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. Our planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

2. The Town of Westfield has not constructed any new development or redevelopment projects on municipal property that meet applicable criteria. Any future municipal projects will be required to comply with applicable long-term operation and maintenance plans for BMPs. A project maintenance plan will be required, funded and implemented. Any storm drain inlets will also be required to comply with the standard in attachment C of our permit. Operation and maintenance for any new development or redevelopment projects on our property will comply with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standards.

3. The municipal stormwater management plan and municipal stormwater control ordinance have been adopted by the entities responsible for said adoption and were submitted to Union County as required. In addition, the Town of Westfield will also require all storm drain inlets installed in the Municipality to comply with the Municipality's Stormwater Control Ordinance and the inlet design standard in Attachment C of the Tier A Municipal Stormwater permit.

The Town of Westfield will ensure that 1) the operation and maintenance of all stormwater management measures constructed as part of new major development or redevelopment projects on municipal property and 2) all storm drain inlets installed by the Municipality will comply with the Ordinance and Municipal Stormwater permit.

The Ordinance will be administered by the Town of Westfield's Planning Board, Zoning Board, Zoning Department, Engineering Department and Construction Code Department to control stormwater from all major residential and non-residential development and redevelopment projects that meet the criteria.

In addition, for all stormwater management measures constructed on public or private property as part of a major development or redevelopment project meeting the criteria, the Town of Westfield will ensure adequate long-term operation and maintenance of such measures through the implementation of Board conditions requiring the annual inspection/maintenance of such measures, as well as through the development and implementation of a Maintenance Plan for each measure in accordance with

Section 7:8-5.8 of the NJDEP Stormwater Management Rules. The Municipality will also ensure adequate funding of all required Maintenance Plan activities. The Town of Westfield will also enforce compliance with the inlet design standard in Attachment C of the Tier A Municipal Stormwater Permit. A copy of this Permit is contained in Appendix A of this Stormwater Pollution Prevention Plan. The Municipality will either utilize approved drain inlet gratings and curb openings or approved alternative devices as specified in the alternative Device Exemptions of the Permit.	
5. Does the Municipal Stormwater Management Plan include a mitigation plan?	**Yes**
6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?	**Engineering** **959 North Avenue, West** **Westfield, NJ 07090**

Attachment D – Major Development Stormwater Summary

General Information

1. Project Name:
2. Municipality: County: Block(s): Lot(s):
3. Site Location (State Plane Coordinates – NAD83): E: N:
4. Date of Final Approval for Construction by Municipality:
   Date of Certificate of Occupancy:
5. Project Type (check all that apply):
   Residential ☐ Commercial ☐ Industrial ☐ Other (please specify) _____
6. Soil Conservation District Project Number:
7. Did project require an NJDEP Land Use Permit? Yes ○ No ○ Land Use Permit #:
8. Did project require the use of any mitigation measures? Yes ○ No ○
   If yes, which standard was mitigated? _____

Site Design Specifications

1. Area of Disturbance (acres): Area of Proposed Impervious (acres):
2. List all Hydrologic Soil Groups:
3. Please Identify the Amount of Each Best Management Practices (BMPs) Utilized in Design Below:
   Bioretention Systems ___ Constructed Wetlands ___ Dry Wells ___ Extended Detention Basins ___
   Infiltration Basins ___ Combination Infiltration/Detention Basins ___ Manufactured Treatment Devices___
   Pervious Paving Systems ___ Sand Filters ___ Vegetative Filter Strips ___ Wet Ponds ___
   Grass Swales ___ Subsurface Gravel Wetlands ___ Other _____

Storm Event Information

Storm Event - Rainfall (inches and duration): 2 yr.: _____ 10 yr.: _____

100 yr.: _____ WQDS: _____

Runoff Computation Method:
NRCS: Dimensionless Unit Hydrograph ☐ NRCS: Delmarva Unit Hydrograph ☐ Rational ☐ Modified Rational ☐
Other: _____

Basin Specifications (answer all that apply)

If more than one basin, attach multiple sheets

1. Type of Basin: Surface/Subsurface (select one): Surface ○ Subsurface ○
2. Owner (select one):
   ○ Public ○ Private: If so, Name: Phone number:
3. Basin Construction Completion Date:
4. Drain Down Time (hr.):
5. Design Soil Permeability (in./hr.):
6. Seasonal High Water Table Depth from Bottom of Basin (ft.): Date Obtained:
7. Groundwater Recharge Methodology (select one): 2 Year Difference ○ NJGRS ○ Other ○ NA ○
8. Groundwater Mounding Analysis (select one): Yes ○ No ○ If, Yes Methodology Used:
9. Maintenance Plan Submitted: Yes ○ No ○ Is the Basin Deed Restricted: Yes ○ No ○

Comments:

Name of Person Filling Out This Form: _____ Signature: _____

Title: _____ Date: _____

Basin Specifications (answer all that apply) *If more than one basin, attach multiple sheets*
1. Type of Basin: Surface/Subsurface (select one): Surface ○ Subsurface ○
2. Owner (select one): ○ Public ○ Private: If so, Name: Phone number:
3. Basin Construction Completion Date:
4. Drain Down Time (hr.):
5. Design Soil Permeability (in./hr.):
6. Seasonal High Water Table Depth from Bottom of Basin (ft.): Date Obtained:
7. Groundwater Recharge Methodology (select one): 2 Year Difference ○ NJGRS ○ Other ○ NA ○
8. Groundwater Mounding Analysis (select one): Yes ○ No ○ If, Yes Methodology Used:
9. Maintenance Plan Submitted: Yes ○ No ○ Is the Basin Deed Restricted: Yes ○ No ○

Basin Specifications (answer all that apply) *If more than one basin, attach multiple sheets*
1. Type of Basin: Surface/Subsurface (select one): Surface ○ Subsurface ○
2. Owner (select one): ○ Public ○ Private: If so, Name: Phone number:
3. Basin Construction Completion Date:
4. Drain Down Time (hr.):
5. Design Soil Permeability (in./hr.):
6. Seasonal High Water Table Depth from Bottom of Basin (ft.): Date Obtained:
7. Groundwater Recharge Methodology (select one): 2 Year Difference ○ NJGRS ○ Other ○ NA ○
8. Groundwater Mounding Analysis (select one): Yes ○ No ○ If, Yes Methodology Used:
9. Maintenance Plan Submitted: Yes ○ No ○ Is the Basin Deed Restricted: Yes ○ No ○

Basin Specifications (answer all that apply) *If more than one basin, attach multiple sheets*
1. Type of Basin: Surface/Subsurface (select one): Surface ○ Subsurface ○
2. Owner (select one): ○ Public ○ Private: If so, Name: Phone number:
3. Basin Construction Completion Date:
4. Drain Down Time (hr.):
5. Design Soil Permeability (in./hr.):
6. Seasonal High Water Table Depth from Bottom of Basin (ft.): Date Obtained:
7. Groundwater Recharge Methodology (select one): 2 Year Difference ○ NJGRS ○ Other ○ NA ○
8. Groundwater Mounding Analysis (select one): Yes ○ No ○ If, Yes Methodology Used:
9. Maintenance Plan Submitted: Yes ○ No ○ Is the Basin Deed Restricted: Yes ○ No ○

Name of Person Filling Out This Form: _____ Signature: _____

Title: _____ Date: _____

SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	12/04/79	www.ecode360.com/WE3973		Board of Health, Police Department
2. Wildlife Feeding permit cite IV.B5.a.ii	04/27/99	www.ecode360.com/WE3973		Police Department
3. Litter Control permit cite IV.B5.a.iii	12/18/90	www.ecode360.com/WE3973		Police Department
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	09/01/72	www.ecode360.com/WE3973		Town Engineer, Police Department
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	09/27/05	www.ecode360.com/WE3973		Public Works, Town Engineer
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	12/14/10	www.ecode360.com/WE3973		Town Engineer
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	06/17/08	www.ecode360.com/WE3973		Town Engineer
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	09/01/72	www.ecode360.com/WE3973		Town Engineer
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	12/14/10	www.ecode360.com/WE3973		Town Engineer, Board of Health

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

Westfield Town Hall
425 East Broad Street
Westfield, NJ 07090

Westfield Public Works
959 North Avenue, West
Westfield, NJ 07090

SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
As required by the general permit, the Town does routinely sweep areas of our Downtown at least twice/week. The approximate sweeping limits are identified on the map included at the end of this Form.
2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
The Town recently completed the entire sweeping of all municipal streets at the conclusion of our Leaf Collection program. Additionally, streets requested to be swept by local residents are addressed on a case-by-case basis.
3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.
The Town does not offer or provide street sweeping services to other municipalities.
4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.
All records associated with sweeping are located at the Department of Public Works located at 959 North Avenue, West.

WESTFIELD OFFICIAL MAP

REQUIRED SWEEPING PER NJPDES PERMIT

1. OWNED/MAINTAINED BY MUNICIPALITY
2. CURBED AND HAS STORM DRAINS
3. POSTED SPEED LIMIT IS 35 MPH OR LESS
4. NOT ENTRANCE/EXIT RAMPS
5. PREDOMINANTLY COMMERCIAL AREA

TOWN OF

WESTFIELD

Union County, New Jersey

Prepared by: Westfield Engineering Dept

STORMWATER SWEEPING LOG

DATE	MILEAGE		LOCATION OF WORK PERFORMED	DEBRIS REMOVED (CY)
	Start	End		

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
Catch basins and storm drains are annually inspected through a cooperative effort between the Department of Public Works and the Engineering Department. Whether in advance of capital infrastructure improvements, or during the Town's annual leaf collection program, every inlet is inspected for debris cleaning and/or repair.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
NW corner of Scotch Plains Avenue and Shackamaxon Drive Inlets located in front of 763 Carleton Road
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
The above identified locations receive the highest priority attention for the removal of debris both before and immediately after rainfall events.
4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.
As part of the Leaf Collection program personnel are asked to evaluate the conditions of the labels and notify the Director of those in need of attention. These inlets are then addressed by Public Works as necessary the following Spring.
5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.
Department of Public Works 959 North Avenue, West Westfield, NJ 07090

STORMWATER FACILITY MAINTENANCE LOG

DATE	STREET	INLET DESIGNATION	DESCRIPTION OF WORK PERFORMED	DEBRIS REMOVED (CY)

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.
As part of the Town's continuing Capital Infrastructure program, all non-compliant inlets impacted by resurfacing through this program are retrofitted with fully compliant heads as required by NJDEP regulations.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
The Engineering Department physically inspects all affected inlets during the execution of the contract to ensure that fully compliant heads are properly installed.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
When the Town is made aware of intended improvements on a property that impacts storm drains, the owner is advised of the requirement to convert all existing inlets to NJDEP compliant facilities.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
The Town will perform a final inspection upon completion of the proposed resurfacing of driveways/parking lots and ensure that the appropriate conversion of these inlets has been completed.

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

Complete separate forms for each municipal yard or ancillary operation location.
Address of municipal yard or ancillary operation: **Public Works, 959 North Avenue, West** **Conservation Center, 1300 Lamberts Mill Road**
List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge: Raw materials – grass, brush, leaves (seasonal) Intermediate products – N/A Final products – N/A Waste materials – N/A By-products – N/A Machinery – Dump Trucks, Front-end loaders, municipal fleet vehicles Fuel – N/A Lubricants – N/A Solvents – N/A Detergents related to municipal maintenance yard or ancillary operations – N/A Other – N/A

For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs. Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.
1. Fueling Operations
The SOP's for this activity are included at the end of this plan.
2. Vehicle Maintenance
The SOP's for this activity are included at the end of this plan.
3. On-Site Equipment and Vehicle Washing *See permit attachment E for certification and log forms for Underground Storage Tanks.*
We do not wash our vehicles on-site.
4. Discharge of Stormwater from Secondary Containment
N/A
5. Salt and De-Icing Material Storage and Handling
- Material is stored in a permanently covered structure. - During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded. - Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical. - Minimize the tracking of materials from storage and loading/unloading areas. - Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.

6. Aggregate Material and Construction Debris Storage
N/A
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
Materials associated with these activities is temporarily stored at the Conservation Center until they are processed and disposed of in accordance with the NJDEP guidance document.
8. Yard Trimmings and Wood Waste Management Sites
The Town operates a Conservation Center which receives, processes and transports, where applicable, vegetative waste (brush, grass, leaves, etc.) from multiple sources. To the greatest extent practical, stormwater is diverted away from this material to prevent unnecessary pollution of runoff.
9. Roadside Vegetation Management
N/A

Town of Westfield
Standard Operating Procedures
Vehicle and Equipment Fueling

Introduction and Purpose:

Vehicle and equipment fueling procedures and practices are designed to minimize surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

Scope:

These procedures are to be implemented at the Public Works maintenance yard with fueling, including mobile fueling operations.

Standards and Specifications (for vehicle and equipment fueling)

- Shut the engine off
- Ensure that the fuel is the proper type of fuel.
- Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
- Fuel tanks shall not be "topped off".
- Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.
- Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

Standards and Specifications (for bulk fueling)

- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
- Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
- Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
- A trained employee must always be present to supervise during bulk transfer.

Spill Response

- Conduct cleanups of any fuel spills immediately after discovery.
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly.
- Contact Westfield Emergency Services by dialing 911.

Maintenance and Inspection

- Fueling areas and storage tanks shall be inspected monthly.
- Keep an ample supply of spill cleanup material on the site.
- Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.

Town of Westfield
Standard Operating Procedure
Vehicle Maintenance

Introduction and Purpose

This SOP contains the basic practices of vehicle maintenance to be implemented at the Public Works maintenance yard. The purpose of this SOP is to provide a set of guidelines for the Town of Westfield Public Works maintenance yard.

Scope

This SOP applies to the Public Works maintenance yard located at 959 North Avenue, West.

Standards and Specifications

- Conduct vehicle maintenance operation only in designated areas.
- When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
- Always use drip pans.
- Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
- Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream drainage facilities and watercourses.
- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

Spill Response and Reporting

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact Westfield Emergency Services by dialing 911.

Maintenance and Inspection

- Periodically check for leaks and damaged equipment and make repairs as necessary.

Town of Westfield
Standard Operating Procedure
Good Housekeeping

Introduction and Purpose

This SOP contains the basic practices of good housekeeping to be implemented at the Public Works maintenance yard in the Town of Westfield. The purpose of this SOP is to provide a set of guidelines for the employees of the Town of Westfield for Good Housekeeping Practices at the Public Works maintenance yard.

Scope

This SOP applies to the Public Works maintenance yard located at 959 North Avenue, West.

Standards and Specifications (General)

- All containers should be properly labeled and marked, and the labels must remain clean and visible.
- All containers must be kept in good condition and tightly closed when not in use.
- When practical, chemicals, fluids and supplies should be kept indoors.
- If containers are stored outside, they must be covered and placed on spill platforms.
- Keep storage areas clean and well organized.
- Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
- Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
- Place trash, dirt and other debris in the dumpster.
- Collect waste fluids in properly labeled containers and dispose of them properly.
- Establish and maintain a recycling program by disposing, papers, cans, bottles and trash in designated bins.

Standards and Specifications (Salt and Deicing Material Handling)

- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
- Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
- Minimize the tracking of materials from storage and loading/unloading areas.

- Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.

Spill Response and Reporting

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact Westfield Emergency Services by dialing 911.

Maintenance and Inspection

- Periodically check for leaks and damaged equipment and make repairs as necessary.
- Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.

SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

A. **Municipal 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 Operations (including Ancillary Operations)	Every year	Director DPW
2. Stormwater Facility Maintenance	Every year	Director DPW
3. SPPP Training & Recordkeeping	Every year	Director DPW
4. Yard Waste Collection Program	Every 2 years	Director DPW
5. Street Sweeping	Every 2 years	Director DPW
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Town Engineer
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Town Engineer
8. Waste Disposal Education	Every 2 years	Board of Health, Town Clerk
9. Municipal Ordinances	Every 2 years	Town Clerk, Town Council
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Town Engineer

B. **Municipal Board and Governing Body Members Training:** Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.

Within 6 months of commencing duties, watch *Asking the Right Questions in Stormwater Review Training Tool*. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.

C. **Stormwater Management Design Reviewer Training:** All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer. *Kris McAloon, Town Engineer, 959 North Avenue, West*

Stormwater Training

Asking the Right Questions in Stormwater Review Training Tool

Planning Board

Member	Date completed
Robert Newell	
Michael Laplace	
Shelley Brindle	
Linda Habgood	
Kris McAloon	
Anastasia Harrison	
Matt Ceberio	
Michael Ash	
Ann Freedman	
Darielle Walsh	
Ross Goldstein	

Board of Adjustment

Member	Date Completed
Chris Masciale	
Frank Fusaro	
Carla Bonacci	
Eldy Pavon	
Matt Sontz	
Allyson Hroblak	
Michael Cohen	
Samuel Reisen	
Mary Doyle	

Town Council

Member	Date Completed
Mayor Shelley Brindle	
Linda Habgood	
Jim Boyes	
Mark Parmalee	
Mike Dardia	
David Contract	
Mark LoGrippo	
Dawn Mackey	
Scott Katz	

SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

1. **Mapping:** Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year.
   Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see http://www.nj.gov/dep/dwq/msrp_map_aid.htm.

The map has been electronically submitted to NJDEP and is attached at the end of this form.

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

The Town will inspect its 76 outfalls within a 5-year period and will conduct these inspections by grouping the outfalls based on proximity, as indicated on the map attached to this plan. Any records associated with the inspection of these outfalls will be located at the office of the Town Engineer located at 959 North Avenue, West.

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

During the Town's inspection of its 76 outfalls it will evaluate the condition of the stream in proximity of the outfall and evaluate whether scouring exists. If identified through this inspection, remediation of the scouring will then be scheduled as appropriate to resolve this condition. Records associated with the condition of stream scouring identified during the inspection of these outfalls will be located at the office of the Town Engineer located at 959 North Avenue, West.

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

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

The Town's Illicit Connection program involves the physical inspection of all outfall pipes concurrently with the outfall pipe stream scouring inspection process as required by the permit. Outfall pipes that are found to have dry weather flow other than groundwater (as determined by inspection or testing as deemed appropriate), or evidence on an intermittent non-stormwater flow, will be re-checked again to locate the illicit connection. If the Town can identify and locate the illicit connection (and the connection is within the Town of Westfield) the responsible party will be cited for being in violation of our Illicit Connection Ordinance and will eliminate the connection immediately. If, after the appropriate amount of investigation, the Town is unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Report. If an illicit connection is found to originate from another public entity, the Town will report the illicit connection to the Department of Environmental Protection. Town residents are encouraged to contact the Department of Public Works to report spills and/or illegal dumping.

TOTAL # OF STORM SEWER OUTFALLS = 76

	TOWN OF WESTFIELD STORM SEWER OUTFALLS MAP	TOWN OF WESTFIELD DEPT. OF PUBLIC WORKS
	Prepared By: PDH Date: 11/6/06 Job #: OUTFALLS	959 NORTH AVE. WEST, WESTFIELD, N.J. 07090
Rev: 1/2/19	*Town Engineer, Kris J. McAloon, NJPE 39227*	ENGINEERING DEPARTMENT

Illicit Connection Inspection Report Form

Municipality Information

Municipality:_____ County _____

NJPDES # :_____PI ID #: _____

Team Member: _____

Date _____Effective Date of Permit Authorization (EDPA):_____

Outfall #: _____Location: _____

Receiving Waterbody: _____

1. Is there a dry weather flow? Y (◉) N (◯)
2. If "YES", what is the outfall flow estimate? _____ gpm
   (flow sample should be kept for further testing, and this form will need to be submitted with the Annual Report and Certification)
3. Are there any indications of an intermittent flow? Y (◯) N (◉)
4. If you answered "**NO**" to BOTH questions #1 and #3, there is probably not an illicit connection and you can skip to question #7.
   (NOTE: This form **does not** need to be submitted to the Department, but should be kept with your SPPP.)

   If you answered "**YES**" to either question, please continue on to question #5.
   (NOTE: This form will need to be submitted to the Department with the Annual Report and Certification.)

5. **PHYSICAL OBSERVATIONS**:

(a) **ODOR**: None

(b) **COLOR**: None

(c) **TURBIDITY**: None

(d) **FLOATABLES**: None

(e) **DEPOSITS/STAINS**: None

(f) **VEGETATION CONDITIONS**: Normal

(g) **DAMAGE TO OUTFALL STRUCTURES**:

IDENTIFY STRUCTURE: _____

DAMAGE: None

6. **ANALYSES OF OUTFALL FLOW SAMPLE:**
   * field calibrate instruments in accordance with manufacturer's instructions prior to testing.

(a) **DETERGENTS**: _____mg/L

(if sample is greater than 0.06 mg/L, the sample is contaminated with detergents [which may be from sanitary wastewater or other sources]. Further testing is required and this outfall should be given the highest priority.)

(if the sample is not greater than 0.06 mg/L and it does not show physical characteristics of sanitary wastewater [e.g., odor, floatables, and/or color] it is unlikely that it is from sanitary wastewater sources, yet there may still be an illicit connection of industrial wastewater, rinse water, backwash or cooling water. Skip to question #6c.)

(b) **AMMONIA (as N) TO POTASSIUM RATIO:** _____

(if the Ammonia to Potassium Ratio is greater than 0.6:1, then it is likely that the pollutant is sanitary sewage)

(if the Ammonia to Potassium Ratio is less than or equal to 0.6:1, then the pollutant is from another washwater source.)

(c) **FLUORIDE:** _____mg/L

(if the fluoride levels are between 1.0 and 2.5 mg/L, then the flow is most likely from fluoride treated potable water.)

(if the sample tests below a detection limit of 0.1 mg/L for fluoride, it is likely to be from groundwater infiltration, springs or streams. In some cases, however, it is possible that the discharge could originate from an onsite well used for industrial cooling water, which will test non-detect for both detergents and fluoride. To differentiate between these cooling water discharges and groundwater infiltration, you will have to rely on temperature.)

(d) **TEMPERATURE:** _____°F

(if the temperature of the sample is over 70°F, it is most likely cooling water)

(if the temperature of the sample is under 70°F, it is most likely from ground water infiltration)

7. Is there a suspected illicit connection? Y (●) N (○)

   If "**YES**", what is the suspected source? _____

   If "**NO**", skip to signature block on the bottom of this form.

8. Has the investigation of the suspected illicit connection been completed?
   Y (○) N (○)

   If "**YES**", proceed to question #9.
   If "**NO**", skip to signature block on the bottom of this form.

9. Was the source of the illicit connection found? Y (●) N (○)

   If "**YES**", identify the source. asdfasdfasdf_____

   What plan of action will follow to eliminate the illicit connection?

   Resolution:

   If "**NO**", complete the Closeout Investigation Form and attach it to this Illicit Connection Inspection Report Form.

Inspector's Name: _____

Title: _____

Signature: _____

Date: _____

If there is a dry weather flow or evidence of an intermittent flow, be sure to include this form with your Annual Report and Certification.

If there is not a dry weather flow or evidence of an intermittent flow, this form should be retained with your SPPP.

Closeout Investigation Form

Municipality Information	Municipality:_____ County _____ NJPDES # : **NJG**_____PI ID #: _____ Team Member / Title: _____

Outfall #: _____Location: _____

Receiving Waterbody: _____

Basis for Submittal:

(☐) A non-stormwater discharge was found, but no source was located within six months.

(☐) An intermittent non-stormwater discharge was observed, and three unsuccessful investigations were conducted to investigate the discharge while it was flowing.

Describe each phase of your investigation, including dates. Attach additional pages as necessary:

Inspector's Name: _____

Title: _____

Signature: _____

Date: _____

Complete and attach this form to the appropriate Illicit Connection Inspection Report Form and submit with the Annual Report and Certification.

SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

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

The Town has developed and implements a program for the annual inspection, evaluation and maintenance of stormwater facilities within their jurisdiction. When such a facility is determined to need cleaning/maintenance through either Engineering Department staff or Public Works personnel inspection, the appropriate methods of cleaning and/or repairs are coordinated through the Director of DPW.

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

Through conditions of Board approvals, the Town requires annual certifications be submitted to the Town Engineer for all stormwater facilities located on private property. Notification is made through the Town Engineer's office to the property owner requesting the submittal of the annual certifications as required.

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

Office of the Town Engineer

959 North Avenue, West

Westfield, NJ 07090

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

Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see https://hydro.rutgers.edu. To download data in an Excel format, see https://hydro.rutgers.edu/public_data/.

Brandt Court
StormTech Chamber System

Date	Elevation Readings RIM to Invert	RIM to sediment	Depth of Sediment	Observations/Actions	Inspector

PRIVATE STORMWATER FACILITY MAINTENANCE LOG

SITE NAME	OWNER	TAX MAP	BLOCK/LOT	STREET	COORDINATES		TYPE	ANNUAL MAINTENANCE/INSPECTION CERTIFICATION SUBMITTED				
								2017	2018	2019	2020	2021
Forest Glen Estates	ASSOCIATION	54	5402/28.01	Forest Glen/Rahway	40°37'47.06"N	74°19'35.42"W	Contech StormFilter					
St. Helen's Church	CHURCH	54	5402/34.02	Lamberts Mill Road	40°37'35.25"N	74°19'37.99"W	Above Ground Infiltration Basin					
Holy Trinity Church	CHURCH	30	3010/4	Westfield Avenue	40°38'50.38"N	74°20'55.02"W	Drywells					
Angelo Subdivision	ASSOCIATION	2	201/20.03	Prospect Street	40°39'40.40"N	74°22'4.28"W	KriStar DVS-48					

SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

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

The Town of Westfield is located within New Jersey Watershed Management Area 7. Pursuant to a review of the Total Maximum Daily Load Reports (most recent approved or adopted reports referenced at the end of this plan), Robinson's Branch (fecal coliform) and Echo Lake (total phosphorus) are the only waterways within the Town found to be impaired.

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

Fecal Coliform

Possible Source	*Westfield Response*
Stormwater management facilities that are improperly designed and/or maintained	- The Town's stormwater control ordinance requires subdivision and site plan conformance with NJ RSIS, which references NJDEP Stormwater Management Regulations. This includes proper operation and maintenance of publicly owned and privately-owned stormwater management facilities and submission of annual certifications of facility inspections. - All existing storm drain inlets must be retrofitted to provide enhanced water quality benefits
Illicit discharges and connections	- Implemented illicit connection elimination program including MS4 outfall pipe mapping and dry weather inspections. - TMDL areas noted in SPPP and prioritized and noted in outfall structure inspection and maintenance documentation
Malfunctioning sewage conveyance	- Implemented illicit connection elimination program including MS4 outfall pipe mapping and dry weather inspections.

Runoff from impervious surfaces such as sidewalks, roads, rooftops	- The Town's stormwater control ordinance requires subdivision and site plan conformance with NJ RSIS, which references NJDEP Stormwater - The Town's Green Team promotes green infrastructure methods (rain barrels, rain gardens, etc.) to minimize pollutant impacts.
Pets	- Pet waste ordinance implemented and enforced as necessary - Pet waste information sheets distributed with all license renewals. - NJDEP cleanwaternj.org posters posted on the municipal website
Wildlife	- Wildlife feeding ordinance implemented and enforced as necessary - Partnership with Union County on geese control measures

Phosphorus

Possible Source	*Westfield Response*
Stormwater management facilities that are improperly designed and/or maintained	- The Town's stormwater control ordinance requires subdivision and site plan conformance with NJ RSIS, which references NJDEP Stormwater Management Regulations. This includes proper operation and maintenance of publicly owned and privately-owned stormwater management facilities and submission of annual certifications of facility inspections. - All existing storm drain inlets must be retrofitted to provide enhanced water quality benefits
Unmanaged urban stormwater runoff	- The Town's stormwater control ordinance requires subdivision and site plan conformance with NJ RSIS, which references NJDEP Stormwater Management Regulations. - The Town's Green Team promotes green infrastructure methods (rain barrels, rain gardens, etc.) to minimize pollutant impacts.
Illicit discharges and connections	- Implemented illicit connection elimination program including MS4 outfall pipe mapping and dry weather inspections. - TMDL areas noted in SPPP and prioritized and noted in outfall structure inspection and maintenance documentation
Malfunctioning sewage conveyance facilities	- Implemented illicit connection elimination program including MS4 outfall pipe mapping and dry weather inspections.
Pets	- Pet waste ordinance implemented and enforced as necessary - Pet waste information sheets distributed with all license renewals. - NJDEP cleanwaternj.org posters posted on the municipal website
Wildlife	- Wildlife feeding ordinance implemented and enforced as necessary - Partnership with Union County on geese control measures
Fertilizers	Ensure a mechanism is in place for enforcement of the New Jersey Fertilizer Law (see www.nj.gov/dep/healthylawnshealthywater/)

SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.
N/A
2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?
Yes. The NJDEP model ordinance was adopted December 14, 2010.