



**PREPARED FOR:**

Borough of Bound Brook  
230 Hamilton St.  
Bound Brook, NJ 08805

**PREPARED BY:**

T&M Associates  
11 Tindall Road  
Middletown, NJ 07748

TIER A MUNICIPAL  
STORMWATER GENERAL PERMIT  
NJPDES General Permit #NJG0148725  
Program Interest ID #171380

# STORMWATER POLLUTION PREVENTION PLAN 2023 UPDATE

NEW JERSEY DEPARTMENT OF  
ENVIRONMENTAL PROTECTION



**T&M PROJECT NO. BDBK-00931  
JUNE 2023**

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## **Appendices**

### 1 – Standard Operating Procedures

- Vehicle Maintenance Standard Operating Procedures
- Good Housekeeping Practices Standard Operating Procedures

NJPDES Tier A Municipal Stormwater  
General Permit  
**Stormwater Pollution  
Prevention Team  
Members**

Number of team members may vary.

Completed by: Robert R. Keady, Jr., P.E.  
Title: Borough Engineer  
Municipal Name: Bound Brook  
NJPDES #: NJG0148725  
PI ID #: 171380  
Effective Date of Permit Authorization  
(EDPA): 04/01/2004  
Date Form Completed: 03/28/2005  
Date of most recent update: 06/30/2023

Stormwater Program Coordinator: Dale Leubner  
Title: DPW Director  
Office Phone #: (732) 356-0833  
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**INDIVIDUALS RESPONSIBLE FOR MAJOR DEVELOPMENT PROJECT  
STORMWATER MANAGEMENT REVIEW**

Name: Charles Cunliffe, P.E., P.P., C.M.E.  
Title: Borough Planning Board Engineer  
Office Phone #: (732) 908-4767  
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Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Office Phone #: ( ) \_\_\_\_\_  
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**OTHER SPPP TEAM MEMBERS**

Name: Vincent Orofino  
Title: DPW Foreman  
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Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Office Phone #: ( ) \_\_\_\_\_  
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# SPPP Form 2 - Revision History

<b>Municipality Information</b>	Municipal Name: <u>Borough of Bound Brook</u>
	NJPDES #: <u>NJG_0148725</u> PI ID #: <u>171380</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	04/01/2018	RRK	Various	Updated to include new requirements outlined in the 2018 permit renewal.
2.	06/30/2023	DL	Various	Updated to include new requirements outlined in the 2023 permit renewal.
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

# SPPP Form 3 - Public Announcements

1. Provide the link to the dedicated stormwater webpage for your municipality.

<https://boundbrook-nj.org/public-works/>

2. List the name and title of person(s) responsible for stormwater webpage postings/updates.

Jasmine McCoy, Borough Clerk / Assistant Administrator

3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.

The Borough currently posts Public Notices in local newspapers designated at their annual reorganization meeting. For 2023, the designated publications are The Star Ledger and the Courier News.

Additionally, public notice on stormwater related education and outreach activities are posted on the Borough's website and Facebook page, as well as distributed through mass mailings if necessary. Notifications can also be sent through the Borough's CodeRed system to registered accounts.

Website: <https://boundbrook-nj.org/>

Facebook: <https://www.facebook.com/1boundbrooknj.org/>

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

*1. How does the Municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.*

A. An individual development, as well as multiple developments that individually or collectively result in:

- (1) The disturbance of one or more acres of land since February 2, 2004;
- (2) The creation of ¼ acre or more of “regulated impervious surface” since February 2, 2004;
- (3) The creation of ¼ acre or more of “regulated motor vehicle surface” since March 2, 2021; or
- (4) A combination of Subsection A(2) and (3) above that totals an area of ¼ acre or more. The same surface shall not be counted twice when determining if the combination area equals ¼ acre or more.

B. Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of Subsection A(1), (2), (3) or (4) above. Projects undertaken by any government agency that otherwise meet the definition of “major development” but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered “major development.”

*2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.*

The Borough adopted the NJDEP’s model SCO.

*3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).*

Major developments projects that are subject to the Residential Site Improvement Standards for stormwater management are reviewed by the Borough’s Planning Board, the Planning Board Engineer and their representatives for compliance with the water quality, water quantity, groundwater recharge and green infrastructure design standards as per NJAC 7:8, and the criteria outlined in the Borough’s Stormwater Control Ordinance (SCO).

Once the project is deemed compliant with the stormwater management and SCO requirements and all comments noted have been addressed to the satisfaction of the Borough, the Board Engineer and/or its consultants, the application is presented before the Planning Board for final approval.

Throughout construction, representatives from the Borough and its consultants inspect the construction sites to ensure that the projects are constructed in accordance with the approved development plans.

# SPPP Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment (Cont'd)

*4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.*

The Borough's adopted Municipal Stormwater Management Plan and Stormwater Control Ordinance includes a Mitigation Plan that allows proposed development or redevelopments projects the opportunity to seek a variance or exemption from the stormwater management design and performance standards set forth in the Borough Municipal Stormwater Management Plan and NJAC 7:8-5. The plan outlines mitigation project criteria, as well as requirements for submission of the Mitigation Plan to the Borough for review and approval prior to granting final approval of the site development.

To date though no variances or exemptions have been requested or granted.

In the event a variance or exemption is requested or granted, records will be submitted to the Borough Planning Board and the NJDEP upon approval.

Copies of the variances granted will be maintained with the Board Secretary.

*5. Indicate the dates of each iteration of the Borough's Stormwater Control Ordinance, starting with the initial adoption and including revisions.*

The Borough's Stormwater Control Ordinance (SCO) was originally adopted on March 28, 2006. I It was amended and re-adopted on February 23, 2021 to comply with the NJDEP requirements.

*6. Indicate the dates of each iteration of the Borough's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.*

The Borough's Municipal Stormwater Management Plan (MSWMP) was prepared in February 2005 by John Cilo, Jr. Associates, Inc. and adopted on March 28, 2006.

## SPPP Form 5 – Ordinances

Regulatory Mechanism	Date of Adoption	Was the NJDEP model adopted without change? If not, explain how it's more stringent	Entity Responsible for Enforcement	Fees and Fines
Pet Waste	07/12/2005	Yes	Police Dept. and Health Dept.	Not to Exceed \$2,000
Wildlife Feeding	07/12/2005	Yes	Police & Health Depts., Code Enforcement	Not to Exceed \$2,000
Litter Control	07/12/2005	Yes	Police Dept. and Code Enforcement	Not to Exceed \$2,000
Improper Disposal of Waste	07/12/2005	Yes	Police & Health Depts., Code Enforcement	Not to Exceed \$2,000
Yard Waste	07/12/2005	Yes	Police Dept. and Code Enforcement	Not to Exceed \$2,000
Private Storm Drain Inlet Retrofitting	04/13/2010	Yes	Code Enforcement & Zoning	Not to Exceed \$2,000
Illicit Connection Ordinance	07/12/2005	Yes	Police & Health Depts., Code Enforcement	Not to Exceed \$2,000
Privately-Owned Salt Storage				
Tree Removal / Replacement				

*List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.*

Refuse Containers and Dumpsters, adopted per the NJDEP model on April 13, 2010. The ordinance is enforced through the Code Enforcement Office, and Zoning and is subject to fines not to exceed \$2,000 for anyone found to be in violation of the provisions established within the ordinance.

*Indicate the location of records associated with ordinances and related violations and enforcement actions below.*

Records of any warnings or violations issued in relation to the above referenced community wide ordinances are maintained by Code Enforcement or other applicable enforcing office or department. They are reported to the Stormwater Program Coordinator or Borough Engineer annually for inclusion in the Borough's annual stormwater report and supplemental questionnaire.



## SPPP Form 6 – Street Sweeping

1. *Provide a written description and/or attach a map outlining the sweeping schedule for the following:*

- *Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)*
- *Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 time each year)*

*Note: Only asphalt and concrete roads need to be swept. Roads that do not have storm drain inlets and do not discharge to surface water do not need to be swept.*

Currently, the Borough has an existing street sweeping program that includes mechanical sweeping of the entire Borough on a bi-weekly basis between the months of February through September of each year, weather and surface conditions permitting. The Borough is divided into four street cleaning zones and all sweeping is conducted by Borough DPW personnel. A breakdown of the areas is provided on the Borough's Public Works webpage.

- Area 1 is swept on Mondays.
- Area 2 is swept on Tuesdays.
- Area 3 is swept on Thursdays.
- Area 4 is swept on Fridays.

Sweepings are taken directly to the Somerset County regional facility for weighing and disposal. Invoices are issued to the Borough based on weight collected. No sweeping material is stored on Borough property.

Since the existing program exceeds the new permit sweeping requirements, the Borough will continue with their current program as is.

Records of miles swept, and sweepings collected are recorded and maintained by DPW for future reference and inclusion in the Borough's annual stormwater report.

2. *Indicate if sweeping work is outsourced and if so, describe the arrangement.*

All street sweeping is conducted by Borough DPW personnel.

# SPPP Form 7 – MS4 Infrastructure

## 1. *Municipal Storm Drain Inlets*

- a. *Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.*
- b. *Describe how you ensure that municipal and private storm drain inlets have been retrofitted.*
- c. *Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.*
- d. *Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.*

- a. DPW staff shall continue to conduct visual inspections of the stormwater labels installed on those inlets or catch basins that do not have permanent wording cast into their design. Replacement of the label shall be completed if possible or reported back to the DPW office for scheduling of maintenance work.
- b. Throughout construction of major development projects or during repaving projects, the Code Enforcement Office or Borough Engineer and its representatives shall perform site inspections to confirm proper storm drain inlets have been installed or retrofitted as approved. For existing inlets or catch basins that have not been retrofitted, DPW staff will conduct visual inspections during their day-to-day operations and identify any unit that needs retrofitting. Retrofitting work will be scheduled accordingly to ensure completion of all retrofit or replacement work by December 31, 2027.
- c. The Borough Engineer or Borough consultants shall check plans for road projects and major developments to verify that a catch basin or some sort of BMP to capture solids is included with, or downstream of, the affected storm drain inlet in accordance with NJDEP requirements.
- d. DPW staff shall perform their bi-monthly inspections of all identified storm drain inlets year-round to comply with NJDEP requirements. Any storm drain inlet noted with debris will be reported back to the DPW office and scheduled for cleaning. Spoils collected will be deposited at the Somerset County Regional Facility. Areas that clog and flood often during storms shall be inspected more frequently and prior to large, forecasted storms, and cleaned if necessary.

## 2. *Municipal Catch Basins*

- a. *Describe when and how you conduct inspections of catch basins.*
- b. *Describe the criteria used to determine when catch basins need to be cleaned.*

- a. DPW staff shall perform their bi-monthly inspections of catch basins to comply with NJDEP's requirement, which outlines a minimum inspection of 20% of the Borough's catch basins annually. Any catch basin noted with debris will be reported back to the DPW office and scheduled for cleaning. Spoils collected will be deposited at the Somerset County Regional Facility. Areas that clog and flood often during storms shall be inspected more frequently and prior to large, forecasted storms, and cleaned if necessary.
- b. All catch basins that are 40% or more full will be scheduled for cleaning by DPW staff. Areas that are prone to clogging or flooding during storm events shall be inspected more frequently, as well as prior to large, forecasted storms. They shall be cleaned as necessary. Additionally, catch basins that are in areas of recent flooding complaints shall be inspected within 1 week of receipt of the complaint and cleaned as needed.

## SPPP Form 7 – MS4 Infrastructure (Cont'd)

### 3. *Municipal Conveyance System*

*Describe when and how inspections of MS4 conveyance systems are conducted, and the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.*

Stormwater pipe systems in known flood areas will be inspected as needed before and after storm events to minimize potential flooding that may be caused by accumulation of debris or blockages.

The rest of the stormwater piping system will be visually inspected periodically during cleaning of select catch basins or storm drain inlets.

Those stormwater pipe systems found with blockages or evidence of debris will be reported back to the DPW office further investigation and action, which may include additional television inspection.

### 4. *Municipal Outfall Inspections – Stream Scouring*

*Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used.*

The Borough will continue with its existing outfall inspection program to identify outfalls with signs of scouring in accordance with NJDEP permit requirements. Outfall pipe stream scouring inspections will be done at a minimum once every five (5) years or 20% of the overall total outfalls within the Borough on an annual basis. These inspections will be conducted alongside the inspections for dry weather flow.

All sites in which scouring is identified will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits will be addressed first. A Stream Scouring Investigation Recordkeeping form will also be completed.

The Borough will follow-up each repair with an annual inspection of the site to ensure that scouring has not resumed.

#### **Long Term Maintenance**

All outfall pipes in which scouring has been detected and addressed in the past, shall be inspected annually thereafter to ensure the associated stabilization projects were successful. Once it is determined that the scouring repairs have adequately mitigated any subsequent scouring, those outfalls can again be inspected only once during each 5-year permit iteration.

## SPPP Form 7 – MS4 Infrastructure (Cont'd)

### 5. *Municipal Outfall Inspections – Illicit Discharge Detection and Elimination*

*Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form from the Department's main stormwater webpage.*

The Borough will continue with its existing outfall inspection program for signs of outfall dry weather flow in accordance with NJDEP permit requirements. The program includes inspection of a minimum of 20% of their overall total outfalls on an annual basis. Outfalls will be inspected for dry weather discharges 72 hours after a rain event, intermittent stormwater flow, discoloration or inappropriate debris in and immediately downstream of the outfall.

Outfalls found to have suspected illicit discharge will be re-inspected within 30 days and sampled as needed in accordance with NJDEP guidelines. Illicit discharges detected will be investigated to identify the source of the discharge. An NJDEP Illicit Connection Inspection Report Form will be completed and submitted to the NJDEP as part of the Annual Report.

If the source is identified, the requisite property owner(s) will be notified of their violation of the Illicit Connection Ordinance and will have the connection eliminated immediately. If the source of the illicit connection cannot be located within eleven months, the Borough will notify the NJDEP Enforcement Inspector and the MS4 case manager within one month of the situation and request an extension of the investigation period.

### 6. *Other Municipal Infrastructure*

*List the types of MS4 infrastructure in the Borough that require inspection but are not noted above in items 1-5. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or cleaned.*

The Borough will continue to implement their existing stormwater facility maintenance program to ensure that all stormwater facilities owned and operated by the Borough are functioning properly. Aside from storm drain inlets, catch basins, stormwater pipes and outfalls, the Borough operates three (3) ditches throughout the Borough.

List of Borough-Owned and Operated Ditches:

**Location:** Mountain Avenue between Route 22 and Middle Brook

**Location:** West Meadow Drive

**Location:** Stone Bridge by South Main Street and Railroad Avenue

These facilities are mowed and cleaned of debris at least bi-annually and are inspected regularly to ensure proper function. Any disrepair or deficiency noted is reported back to the DPW office for maintenance scheduling.

## SPPP Form 7 – MS4 Infrastructure (Cont'd)

### 7. *Stormwater Facilities Not Owned or Operated by the Municipality*

*Describe your program for ensuring adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality. This should include your plan for ensuring annual inspections are being done on these private properties and describe how you record the locations and logs associated with private infrastructure.*

The Borough maintains a list of those stormwater facilities not owned or operated by the Borough. Cleaning and operation and maintenance of those stormwater facilities not owned or operated by the Borough is required in accordance with approved Operation and Maintenance Plans approved during the development application process.

Borough DPW personnel shall conduct visual inspections on an annual basis to confirm of completion of necessary maintenance and maintain records of completion of maintenance work.

In the instances where the owners do not perform the necessary maintenance, the Borough will note the defect and remedial action needed to ensure proper operation of the stormwater facility. Findings will be reported back to the DPW office for follow up with the property owner.

### 8. *Infrastructure Records*

*Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.*

Records of inspections and maintenance conducted are kept in the DPW office. This includes records of inspections, cleanings, routine maintenance work, investigations of illicit connections and scouring near outfalls and any repairs conducted throughout the year.

# SPPP Form 8 – Community Wide Measures

## **1. *Herbicide Application Management***

*Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.*

The Borough utilizes the services of a 3<sup>rd</sup> party contractor to apply herbicides at the Borough baseball fields and parklands. The application is prohibited on, or adjacent to storm drain inlets, on steeply sloping grounds, along curb lines and unobstructed shoulders. Application is permitted only within a 2-foot radius around structures where overgrowth presents a safety hazard or where it is unsafe to mow.

## **2. *Excess Deicing Material Management***

*Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.*

The Borough shall conduct a visual inspection of its roadways and parking areas after storm events to identify areas of excess deicing material. DPW personnel will be assigned to shovel/pick up the excess material within 72 hours after the storm is over, conditions permitting. Excess deicing material will be collected and returned to the Borough's salt dome to be reused during the next storm event as needed.

## **3. *Roadside Vegetative Waste***

*Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).*

No grass clippings are collected by the Borough. The Borough is broken down into two (2) zones, the North Section and the South Section. Leaves are collected between October and December of each year. Leaves are picked up either in containers or bagged by garbage trucks. Bundled brush is picked up by the Borough year-round.

The vegetative waste is collected by Borough DPW and disposed at a 3<sup>rd</sup> party disposal facility, Nature's Choice in Bridgewater, NJ.

## **4. *Roadside Erosion Control***

*Describe your program to detect and repair erosion along municipal roadways.*

The Borough DPW will monitor Borough roads and streets for signs of potential erosion during their routine morning visual inspections. All identified road erosion problems will be reported to the DPW Director.

Identified areas of erosion will be evaluated and repairs prioritized based on their severity. DPW personnel will then be assigned to complete the necessary repair work in accordance with all applicable standards for Soil Erosion and Sediment Control in New Jersey.

Once completed, all repair details and dates will be documented and submitted to the DPW office for their record.

# SPPP Form 9 – Municipal Maintenance Yards and Other Ancillary Operations

**1. Site Name and Address of maintenance yard or ancillary operation.**

Borough of Bound Brook DPW Facility (part of Somerset County Regional Facility complex)  
411 Chimney Rock Road  
Bridgewater, NJ 08807

**2. Monthly Site Inspections**

*Describe the nature of inspections conducted at this site and the location of inspection logs.*

Visual observations are conducted by DPW staff during their day-to-day operations. Any deficiencies noted are reported for further evaluation and action. On a monthly basis, a more detailed inspection is conducted to verify that materials and machinery stored outdoors are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces where feasible and covered as needed. Any deficiencies are noted and reported for further action.

**3. Inventory List**

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

Materials	Machinery
Cold patch asphalt (periodically – kept indoors)	DPW Maintenance Vehicles
Automotive liquids, oils and hydraulic fluids	Street Sweeper / Jet Vacuum truck
Chemical exhaust fluid	Salt spreading vehicles / plows
Miscellaneous paint cans and other liquids	Waste oil tank / multiple waste drums
Scrap tires (kept indoors)	
Miscellaneous metals (kept indoors)	
Wood pallets	
Piping / barriers	

# SPPP Form 9 – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

## 4. *Discharge of Stormwater from Secondary Containment*

*Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.*

Not applicable.

## 5. *Fueling Operations*

*Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.*

Not applicable. The Borough utilizes the fueling facilities located at the Somerset County Regional DPW Facility, which is located in the same site complex as the Borough's DPW facility.

## 6. *Vehicle/Equipment Maintenance and Repair*

*Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.*

Routine minor vehicle maintenance is conducted by Borough personnel in their maintenance garage building. The majority of the maintenance and repair work is completed indoors; however, some work is done outdoors away from nearby storm drain inlets and/or catch basins. The maintenance garage has an existing trench drain system that is connected into the sanitary sewer system.

Any vehicular oils or other material discharged are collected in appropriate tanks or drums. Spills are immediately addressed, and monthly inspections are conducted to ensure that the requirements outlined in the Borough's SOP is being met.

## 7. *Wash Wastewater Containment*

*Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.*

Not applicable. The Borough utilizes the vehicle washing facilities located at the Somerset County Regional DPW Facility, which is located in the same site complex as the Borough's DPW facility.



# SPPP Form 9 – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

## 8. Salt and Other Granular De-icing Materials

*Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Not applicable. The Borough has a partnership with Somerset County to obtain de-icing materials from the Somerset County Regional DPW Facility, which is located in the same site complex as the Borough's DPW facility as needed.

The County de-icing materials, which includes salt, sand and calcium chloride, is stored at the County's Regional DPW Facility and is maintained and inspected by Somerset County.

## 9. Aggregate Material, Wood Chips, and Finished Leaf Compost

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Not applicable.

## 10. Cold Patch Asphalt

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Bags of cold patch asphalt are stored and utilized by the Borough throughout the year as needed. The pallet of bags is kept indoors in the Borough's maintenance garage.

## 11. Street Sweepings and Storm Sewer Cleanout Materials

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Sweepings and storm sewer cleanout materials are taken directly to the Somerset County regional facility for weighing and disposal. Invoices are issued to the Borough based on weight collected. No sweeping material is stored on Borough property.

## SPPP Form 9 – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

### *12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings*

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Not applicable.

### *13. Scrap Tires*

*Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.*

Scrap tires are periodically stored and kept indoors at the Borough's DPW facility and then disposed offsite at a 3<sup>rd</sup> party disposal facility.

### *14. Inoperable Vehicles and Equipment*

*Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.*

Periodically, inoperable vehicles are temporarily stored at the Borough's DPW facility until they are sent to auction and removed offsite.

# SPPP Form 10 –Training

## ***Stormwater Program Coordinator***

*Describe the training provided for the municipal Stormwater Program Coordinator.*

The Stormwater Program Coordinator (SPC) for the Borough will attend the NJDEP training seminar every permit cycle. Training shall cover SPC responsibilities, permit conditions, annual reporting and required submissions and documentation. Once training is completed, documentation will be included in the SPPP for reference.

**Topic**

**Office/Entity Responsible for Training**

*Describe the training provided for municipal staff.*

SPPP

Staff responsible for any aspect of the stormwater program shall attend annual training on the site-specific details of the SPPP to review MS4 permit requirements, and record-keeping requirements. Training will be conducted using training videos provided either by JIF or the Office of the Borough’s Engineer.

Construction Site  
Stormwater  
Runoff

Staff responsible for inspections of construction projects that disturb one acre of soil or more, shall attend annual training on related MS4 permit conditions. Training will be conducted using training videos provided either by JIF or the NJDEP.

Post-  
Construction  
Stormwater  
Management in  
New and  
Redevelopment

Staff responsible for implementing stormwater permit requirements shall attend annual training to review the fundamentals of the Borough’s post-construction stormwater management program to address stormwater runoff. Training shall discuss the Borough’s definition of major development and the interconnection among the Stormwater Management rules at N.J.A.C. 7:8, the Borough’s SCO, stormwater permit conditions, the Department’s BMP Manual, and Guidance Documents. Training will be conducted using training videos provided either by JIF or the NJDEP.

Community-wide  
Ordinances

Staff responsible for approving and/or enforcing stormwater-related ordinances shall attend annual training on related MS4 permit conditions and review the purpose of each ordinance and what steps to take if violations are reported. Training will be conducted using training videos provided either by JIF or the NJDEP.

Community-wide  
Measures

Staff responsible for conducting activities associated with community-wide stormwater management measures shall attend annual training to review the MS4 permit requirements and Borough specific measures employed to comply with the street sweeping, storm drain inlets (labeling, retrofitting, and installations), herbicide application, de-icing operations, roadside vegetative waste, and roadside erosion control requirements. Training will be conducted using training videos provided either by JIF or the Office of the Borough’s Engineer.

## SPPP Form 10 –Training (Cont'd)

Topic	Office/Entity Responsible for Training
<i>Describe the training provided for municipal staff.</i>	
Stormwater Facilities Maintenance	<p>Staff responsible for conducting activities associated with inspections, maintenance and repair of stormwater infrastructure shall attend annual training on the MS4 related permit requirements. This training shall detail what infrastructure is to be maintained per approved manufacturers' maintenance plans, versus the remaining infrastructure that is to be maintained according to the NJDEP's BMP Manual. Training will be conducted using training videos provided either by JIF or the NJDEP.</p> <p>Stormwater infrastructure to be included are storm drain inlets, catch basins, MS4 pipe conveyances, and detention basins.</p>
Municipal Maintenance Yards and Other Ancillary Operations	<p>Staff responsible for conducting activities associated with the Borough's maintenance yard and salt yard shall attend annual training to review related MS4 permit conditions, current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.</p>
MS4 Mapping	<p>Outside personnel responsible for the preparation and submission of the Borough's electronic stormwater infrastructure map shall attend annual training to review the MS4 permit requirements for electronic mapping.</p>
Outfall Stream Scouring	<p>Staff responsible for conducting inspections and repairs of stormwater outfalls shall attend annual training to review how to identify, remediate, and document cases of stream scouring in accordance with the Borough's MS4 permit. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.</p>
Illicit Discharge Detection and Elimination	<p>Staff responsible for conducting inspections and repairs of stormwater outfalls shall attend annual training to review how to identify, remediate, and document cases of illicit discharge in accordance with the Borough's MS4 permit. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.</p>
<b>Stormwater Management Design Reviewers</b>	
<i>Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.</i>	
<p>Personnel who review and approve stormwater management designs for major developments on behalf of the Borough will attend the mandatory NJDEP Stormwater Management Design Review course at least once every 5 years, as well as attend mandatory NJDEP training on amendments to the stormwater management rules at N.J.A.C. 7:8 as needed. Once training is completed, records of attendance will be maintained by the Borough's professionals and provided to the Borough upon request.</p>	

# SPPP Form 10 –Training (Cont'd)

## ***Municipal Board and Governing Body Members***

*Describe the training provided for members of the planning/zoning board and municipal council.*

Borough Board and Governing Body Members that review and approve applications for development and redevelopment projects have been required to watch the NJDEP video entitled “Asking the Right Questions in Stormwater Review.” New members will be required to watch the video within six (6) months of joining the board. The video can be accessed through the following link:

[https://nj.gov/dep/stormwater/asking\\_the\\_right\\_questions.html](https://nj.gov/dep/stormwater/asking_the_right_questions.html)

The Borough Clerk and/or the Board Secretary shall maintain record of when the Board or Governing Body Members complete the training.

## ***Training Records***

*Indicate the location of training records for the above required training.*

Logs of training completed by Borough DPW personnel, which include the type of training, date completed, names of attendees and trainers (if available) shall be kept by the DPW for reference and inclusion in the Borough’s annual stormwater report and supplemental questionnaire.

# SPPP Form 11 – MS4 Mapping

1. Provide a link to the most current MS4 outfall/infrastructure map.

<https://boundbrook-nj.org/public-works/>

2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).

e. MS4 outfalls	57
f. MS4 groundwater discharge points (basins or overland flow infiltration areas)	None
g. MS4 interconnections	TBD
h. MS4 storm drain inlets	334
i. MS4 manholes	TBD
j. Length of conveyance (channels, pipes, ditches, etc.)	TBD
k. MS4 pump stations	None
l. MS4 stormwater facilities (any that are not listed above)	Multiple
m. Maintenance yard(s) and other ancillary operations	1

3. Describe how the municipality’s outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).

On an annual basis, DPW staff will coordinate with the Borough’s Engineer and/or consultants to review any new major development projects completed throughout the year and identify new stormwater infrastructure constructed as part of those developments or capital projects completed by the Borough. GPS data will be obtained on these new structures/units as needed and the information uploaded into the Borough’s MS4 Map. A copy of the data points will also be submitted to the Borough’s MS4 Case Manager.

4. Describe how the municipality will create and update its MS4 Infrastructure Map.

The Borough will work with the Engineer’s Office and other representatives to expand the Borough’s current Outfall Map to include the above noted MS4 infrastructure in accordance with permit requirements. MS4 components will be field located, have their GPS data collected and then mapped utilizing a GIS mapping system. Once all data is collected and the map completed, copies of the data shapefiles will be submitted to the Borough’s MS4 Case Manager no later than January 1, 2026.

A copy of the final MS4 Map will be uploaded to the Borough stormwater webpage.

# SPPP Form 12 – Watershed Improvement Plan

## 1. Describe how your municipality is developing its Watershed Improvement Plan.

The Borough and their representatives are evaluating the permit requirements to determine how best to initiate Phase 1 of the Watershed Improvement Plan, which is the development of the Borough's Watershed Inventory Report. This includes the selection of stakeholders and coordination of public information sessions throughout development of the overall improvement plan.

Once Phase 1 is completed, a copy of the report will be posted on the Borough's stormwater webpage no later than January 1, 2026.

Currently, the Borough is focusing their effort on expanding their current outfall map to include the additional stormwater system components required as part of the inventory report.

## 2. Describe any regional projects or collaboration efforts with other municipalities.

Based on information available from the NJDEP's GeoWeb website, there is one (1) Watershed (HUC11) within the Borough's municipal boundary.

- **Raritan R Lower (Lawrence to Millstone)**, which is shared with the City of Summit, Springfield Township, Mountainside Borough, Berkley Heights Township, Watching Borough, Warren Township, Bridgewater Township, South Plainfield Borough, South Bound Brook Borough, Franklin Township, North Brunswick Township, New Brunswick Township, Highland Park Borough, Piscataway Township, Middlesex Borough, Dunellen Borough, Green Brook Township, North Plainfield Borough, Plainfield City, Fanwood Borough, Edison Township and Scotch Plains Township.

Currently, discussions on potential collaboration efforts with these municipalities have not been initiated as of yet. The SPPP will be updated once additional information is available.

## 3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.

Records of all comments received during scheduled public information sessions and minutes of meetings held will be maintained by the Borough Clerk's office and/or Engineer's Office.

## **APPENDIX 1 – Standard Operating Procedures**

Vehicle Maintenance Standard Operating Procedures  
Good Housekeeping Practices Standard Operating Procedures



# BOROUGH OF BOUND BROOK

## STANDARD OPERATING PROCEDURES

TITLE Vehicle Maintenance	REVISION NO. 000
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### 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 of Bound Brook vehicle maintenance for its maintenance yards and ancillary operations' maintenance areas.

### STANDARDS AND SPECIFICATIONS:

#### Vehicle Maintenance

1. Conduct all vehicle maintenance only in designated areas.
2. When possible, perform vehicle/equipment maintenance indoors or on paved floors.
3. Always use drip pans.
4. Absorbent spill clean-up materials 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 feet downstream of any drainage facility or watercourse.
6. Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.
7. Do not dump or dispose of oils, grease, fluids, and lubricants on the ground.
8. Do not dump or dispose batteries, used oils, antifreeze or other toxic fluids into a storm drain, inlet or watercourse.
9. Do not bury or burn tires.
10. Collect waste fluids in properly labeled containers and dispose properly.

#### Spill Response and Reporting

1. Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
2. Conduct clean-up of and spill(s) immediately after discovery.
3. Spills are to be cleaned up using dry cleaning methods only. Spills shall be cleaned up with dry, adsorbent material (e.g. kitty litter, sawdust, etc.) and the rest of the area is to be swept.
4. Collected waste is to be disposed of properly.

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# BOROUGH OF BOUND BROOK

## STANDARD OPERATING PROCEDURES

5. For Environmental Emergencies Hazardous Materials spills:
  - Level 1: Contact the Bound Brook Police Department at (732) 356-0800.
  - Level 2: Contact Somerset County Health Department (908) 231-7155.  
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.

# BOROUGH OF BOUND BROOK

## STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Good Housekeeping Practices	000

### DESCRIPTION:

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

### PURPOSE:

This SOP provides a set of guidelines for the Borough of Bound Brook employees to implement Good Housekeeping Practices for its 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. Containers stored outdoors must be covered and placed on spill containment platforms.
5. Keep storage areas clean and organized.
6. Keep spill kits and drip pans near any liquid transfer areas. Keep them protected from rain.
7. Absorbent spill clean-up materials must be available in maintenance areas and must be properly disposed of after spills.
8. All trash, dirt, and other debris must be placed in the dumpster.
9. Collect waste fluids in properly labeled containers and dispose of them properly.
10. Maintain the recycling program by disposing of bottles, cans, paper, and trash in their designated containers.
11. Sweep and clean garages and yard once per week.

#### 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 Bound Brook Police Department at (732) 356-0800.
  - Level 2: Contact Somerset County Health Department (908) 231-7155.  
Contact NJDEP at (877) WARN 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 annually.

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