

Stormwater Pollution Prevention Plan

Borough of Glassboro

Gloucester

NJPDES #1048270

Annual Review Date: January 26, 2023

Stormwater Program Coordinator: Roy L. Cook, Sr.

Table of Contents

Form 1 – Team Members	3
Form 2 – Revision History	4
Form 3 – Public Announcements	5
Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment ...	6
Form 5 – Ordinances	8
Form 6 – Street Sweeping	9
Form 7 – MS4 Infrastructure	10
Form 8 – Community-wide Measures	16
Form 9 – Municipal Maintenance Yards & Other Ancillary Operations	17
Form 10 – Training	21
Form 11 – MS4 Mapping	24
Form 12 – Watershed Improvement Plan	25

Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Roy L Cook, Sr.	
Phone	856-863-3612 ex.88413	Email	rcook@glassboro.org
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Clark Pierpont – Planning & Zoning	
Phone	856-881-8140 ex. 88311	Email	cpierpont@glassboro.org
Name and Title		Robert King – Construction Code Official	
Phone	856-881-8140	Email	rking@glassboro.org
Name and Title		Mark Brunermer – Borough Engineer	
Phone	856-848-6800	Email	mrb@sickelassoc.com
Name and Title		John Wallace – Mayor	
Phone	856-881-9230 ex. 88206	Email	jwallace@glassboro.org
Other Municipal Stormwater Team Members			
Name and Title		Karen Cosgrove – Municipal Clerk	
Phone	856-881-9230 ex. 88144	Email	Kcosgrove@glassboro.org
Name and Title		Timothy Scaffidi – Borough Solicitor	
Phone	856-848-2950	Email	Tdscaffidi.scaffidi.law@verizon.net
Name and Title		Russell Clark, Jr. – PW Superintendent	
Phone	856-863-3612 ex. 88920	Email	cclark@glassboro.org
Name and Title		Jose Ortiz – Training Coordinator	
Phone	856-881-8422 ex. 88503	Email	jortiz@glassboro.org
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	
NONE			

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
01/24/18		<i>New Template update/ added information</i>
02/2021		<i>Annual updated information, website update,</i>
02/2022		<i>Annual Updates and staff changes,</i>
01/2023		<i>Annual Updates for website requirements</i>
04/06/2023	All	<i>Updated the information to the New Template format.</i>

Form 3 – Public Announcements

Part IV.B. and C.

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.glassboro.org/stormwater-management
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Lavon Phillips – webpage coordinator Roy Cook - Stormwater Coordinator provide update information
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.
<i>Glassboro.org</i> <i>Glassboro New Letter</i> <i>Twitter</i> <i>Facebook</i> <i>Instagram</i> <i>Gloucester County News Paper</i> <i>Postal mailings</i> <i>Community / Unity Annual Day</i> <i>Brochure Stations in Glassboro's Public Buildings</i>

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

Part IV.E.

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.

Article X – Stormwater Control

Major Development – Any development that provides for ultimately disturbing one or more acres of land.

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.

For more detail information: Glassboro.org {Code Book} Article X Stormwater Control

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

***C.
Applicability.***

***(1)
This article shall apply to all site plans and subdivisions for major development occurring within the Borough of Glassboro that require preliminary or final site plan or subdivision review; and***

***(2)
All major development projects undertaken by the Borough of Glassboro shall comply with this article.***

***D.
Procedures. In addition to other development review procedures set forth in the Code of the Borough of Glassboro, major developments located within the Borough of Glassboro shall comply with the stormwater management requirements and specifications set forth in this article. New agricultural development that meets the definition of major development in § 107-141 of this article shall be submitted to the appropriate Soil Conservation District for review and approval in accordance with the requirements of N.J.A.C. 5.4(b) 7:8.***

***E.
Compatibility with other permit and ordinance requirements.***

***(1)
Development approvals issued for subdivisions and site plans pursuant to this article are to be considered an integral part of development approvals under the subdivision and site plan review process and do not relieve the applicant of the responsibility to secure required permits or approvals for activities regulated by any other applicable ordinance, code, rule, regulation, statute, act or other provision of law.***

***(2)
In their interpretation and application, the provisions of this article shall be held to be the minimum requirements for the promotion of the public health, safety, and general welfare. This article is not intended to interfere with, abrogate, or annul any***

other ordinances, rule or regulation, statute, or other provisions of law, except that, where any provision of this article imposes restrictions different from those imposed by any other ordinance, rule or regulation, or other provision of law, the more restrictive or stringent provisions or higher standards shall control.

(3)
In the event that a regional stormwater management plan(s) is prepared and formally adopted pursuant to N.J.A.C. 7:8-1.1 et seq. for any drainage area(s) or watershed(s) of which Glassboro is a part, the stormwater provisions of such a plan(s) shall be adopted by Glassboro within one year of the adoption of a Regional Stormwater Management Plan (RSWMP) as an amendment to an Area wide Water Quality Management Plan.

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.

Yes, For more detail information: Glassboro.org Stormwater Mitigation 107-138 Stormwater management performance standards for major development. code icon Code/Ch 107: Development Regulations and Zoning/Ch 107 Art X: Stormwater Control ... 7:8-5.2(c). Exceptions and mitigation requirements. Exceptions from ... 7:8-4.4, which includes a mitigation plan in accordance with N.J.A.C. 7:8-4.2(c)11. The mitigation plan shall identify what ... exception and the required mitigation. Guidance for developing ...

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

*Initial adoption – 2006
Revisions March 8, 2021
Adoption on April 29, 2021 – By Gloucester County Planning Board*

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

*Initial adoption – 2006
Complete revision February 12, 2021
Adoption on July 21, 2021 Salem County Planning Board reviewed the plan in accordance with N J A.C. 7:8-4.4 and N J S.A. 40:55D-97*

Form 5 – Ordinances

Part IV.F.1.

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	2/14/06	<i>No, some minor wording changes</i> tps://www.ecode360.com/GL0316/search?query=pet	Police Dept. & Health Dept.	\$100 up to \$2000
2. Wildlife Feeding	2/14/06	<i>No, some minor wording changes</i> https://www.ecode360.com/8192850?highlight=feeding&s	Police Dept. & Health Dept.	\$100 up to \$2000
3. Litter Control	2/14/06	<i>No, some minor wording changes</i> tps://www.ecode360.com/8193760?highlight=litter,littering&searchId=8728452970021106#819	Police Dept. & Health Dept.	\$100 up to \$2000
4. Improper Disposal of Waste	2/14/06	<i>No, some minor wording changes to Borough of Glassboro's</i> https://www.ecode360.com/8192874?highlight=disposal,dispose&searchId=8728490599957965#8192874Standards	Police Dept. & Health Dept.	\$100 up to \$2000
5. Yard Waste	3/14/06	<i>No, some minor wording changed to Borough Of Glassboro's standards.</i> https://www.ecode360.com/8192874?highlight=disposal,dispose&searchId=8728490599957965#8192874	Public Works, Police and Health Inspector	\$100 up to \$2000
6. Private Storm Drain Inlet Retrofitting	3/23/06	<i>No, some minor wording changed to Borough Of Glassboro's standards.</i> https://www.ecode360.com/14407101?highlight=inlet%20retrofitting&searchId=8728557115027201#14407101	Public Works & Code Enforcement	\$100 up to \$2000
7. Illicit Connections	2/14/06	<i>No, some minor wording changed to Borough Of Glassboro's standards.</i> Glassboro.org	Public Works & Code Enforcement	\$100 up to \$2000
8. Privately-Owned Salt Storage	3/23/06	<i>No, some minor wording changed to Borough Of Glassboro's standards.</i> Glassboro.org	Public Works & Code Enforcement	\$100 up to \$2000
9. Tree Removal- Replacement	4/6/23	<i>No, some minor wording changed to Borough Of Glassboro's standards.</i> Glassboro.org	Code Enforcement	\$100 up to \$2000

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.

None

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

Borough Municipal Clerks Office, Code Enforcement Office, & Police Dept.
 For enforcement actions see Glassboro.org Code & Ordinance Enforcement link below:
<https://www.ecode360.com/14407099?highlight=enforced,enforcement,stormwater&searchId=8728975301401622#14407099>
 85 Littering {warning}
 1 Illegal Dumping {warning / Summons}
 1 Improper Conduct {warning / summons}

Form 6 – Street Sweeping

Part IV.F.2.a.i. and ii.

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 times 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.

The Borough of Glassboro street sweep more than the required / recommended times. A complete list of streets sweep information per month is located on Annual MS4 report.

The Borough of Glassboro use the data collected to monitor the effectiveness of the cleaning as well as develop a targeting strategy to eliminate cause of debris buildup. Glassboro has evaluated all of its streets to determine which areas will need to be swept monthly; these are shown on the borough's map.

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

The Borough of Glassboro maintain all other street not outlined in NJODES permit on as needed basis.

Rt. 47 Delsea Dr. & Academy St. sweeping is maintained by another entity - Gloucester County Road Department

No, we do not provide street sweeping service for other municipalities.

Form 7 – MS4 Infrastructure

Part IV.F.2-4. and Part IV.G.2-3.

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.

All storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by Glassboro Borough, have been labeled.

If in any case municipal or Private inlets is without cast labeling, a painted on label or a decal is installed on to inlet securely.

During our annual catch basin cleaning program, we check these labels to ensure that they are still visible, and if they are not, the labels will be replaced as soon as practicable. Also while the Public Works crews are performing their regular duties these are being identified and noted.

Each installed meets all the required state regulations. The decals has the necessary wording describing inlets cautions.

§ 386-20

Prohibited conduct.

No person in control of private property (except a residential lot with one single-family house) shall authorize the repaving, repairing (excluding the repair of individual potholes), resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot bitumen), reconstructing or altering of any surface that is in direct contact with an existing storm drain inlet on that property unless the storm drain inlet either:

A. Already meets the design standard below to control passage of solid and floatable materials; or

B. Is retrofitted or replaced to meet the standard in § 386-21 below prior to the completion of the project.

Visual inspections are done to determine if cleaning is necessary. If so, cleaning is done with a vactor truck with pressure washer and vacuuming of debris.

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.

The Borough of Glassboro's maintenance procedures for cleaning clogged storm drain pipes are as followed:

- 1. Once clogged area is identified the staff is assigned a work order for remediation.*
- 2. All safety and necessary equipment is gathered.*
- 3. Safety sign-age and cones area working area.*
- 4. Using vacuum truck water pressure hoses and vacuum piping clog is removed and debris properly disposed.*
- 5. Once clear and storm drain is flowing, a downstream drain is located and checked for residual water flow.*

Design engineers shall use either of the following grates whenever they use a grate in pavement or another ground surface to collect stormwater from that surface into a storm drain or surface water body under that grate:

*(1)
The New Jersey Department of Transportation (NJDOT) bicycle safe grate, which is described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines (April 1996); or*

*(2)
A different grate, if each individual clear space in that grate has an area of no more than seven square inches, or is no greater than 0.5 inch across the smallest dimension.*

*(3)
Examples of grates subject to this standard include grates in grate inlets, the grate portion (non-curb-opening portion) of combination inlets, grates on storm sewer manholes, ditch grates, trench grates, and grates of spacer bars in slotted drains.*

*(4)
Examples of ground surfaces include surfaces of roads (including bridges), driveways, parking areas, bikeways, plazas, sidewalks, lawns, fields, open channels, and stormwater basin floors.*

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.

The BMP that is mostly effective is our visual inspections of each Outfall system. If cleaning is needed, the Borough of Glassboro uses vector truck to clean and remove debris.

If grass or overgrowth is an issue, the Borough of Glassboro uses backhoe machines for larger debris removal and riding lawnmowers are used to keep grass areas cut.

If channels become overgrown or have debris in them a crew is dispatched to manually keep clear and maintained.

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.

Monthly / seasonal - outfall inspections are performed. Removal of debris, erosion repairs, grass cutting, stone replacement, etc.
The data collected under the DVRPC outfall logging protocol included information on bank scour, which is reported to Stormwater Program Coordinator to be placed on MSRP Annual Report - Tier A form. {Annual inspection of the site to ensure that scouring has not resumed}
If sites with stream scouring is found they are placed on a prioritized list and repairs to be made in accordance with Standards for Soil Erosion and Sediment Control in NJ.
Standard cleaning and inspection measures are taken to eliminate outfall pipe stream scouring.
Information & Records are housed at Public Works office.

No Stream Scouring detected during last inspection.

If sites with stream scouring is found they are placed on a prioritized list and repairs to be made in accordance with Standards for Soil Erosion and Sediment Control in NJ.
Standard cleaning and inspection measures are taken to eliminate outfall pipe stream scouring.

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.

If dry weather flow is evident during field logging, the field crew will test outfalls for surfactants.

If positive, the field crew will test for ammonia and potassium to determine if the source is potentially sanitary sewage. If surfactants are negative, the field crew will test for fluoride and or water treatment chemicals, such as, chlorine to determine if the source is potentially broken water pipe.

§ 386-7

Purpose.

The purpose of this article is to prohibit illicit connections to the municipal separate storm sewer system(s) operated by the Borough of Glassboro, so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

§ 386-8

Word usage; definitions.

A.

For the purpose of this article, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this article clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory. The definitions below are the same as or based on corresponding definitions in the New Jersey Pollutant Discharge Elimination System (NJPDES) rules at N.J.A.C. 7:144A-1.2.

§ 386-9

Prohibited conduct.

No person shall discharge or cause to be discharged through an illicit connection to the municipal separate storm sewer system operated by the Borough of Glassboro any domestic sewage, noncontact cooling water, process wastewater, or other industrial waste (other than stormwater).

§ 386-10

Enforcement.

This article shall be enforced by the Police Department and/or other Municipal Officials of the Borough of Glassboro.

§ 386-11

Violations and penalties.

Any person(s) who is found to be in violation of the provisions of this article shall be subject to a fine not to exceed \$25 for the first offense and \$100 for each subsequent offense.

Forms located at Public Works office & a copy given to Stormwater Coordinator.

6. Other Municipal Infrastructure

List the types of MS4 infrastructure in your town 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.

Any facility not owned by municipality is required to do regular cleaning of stormwater facility or facilities on a as needed or annually basis. Stormwater Coordinator or Borough Public Works employees at least once every 5 years visually inspects privately owned stormwater facility for maintenance appearance. An Annual letter is sent out to each non-owned facility owner with an inspection checklist form to be filled out and returned for MS4 annual report.

If facility is found to be in poor condition, the Coordinator sends a letter and proper required maintenance checklist sheet to owner / responsible parties to do some remediation.

If facility owner does not comply, than violation are assessed and monetary enforcements may be issued.

See Glassboro.org for violation fees.

107-142 Violations and penalties.

Inspections logs can be found at Public Works main office & annual inspection letters can be found in Stormwater Coordinator's office files.

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.

Any facility not owned by municipality is required to do regular cleaning of stormwater facility or facilities on a as needed or annually basis. Stormwater Coordinator or Borough Public Works employees at least once every 5 years visually inspects privately owned stormwater facility for maintenance appearance.

An Annual letter is sent out to each non-owned facility owner with an inspection checklist form to be filled out and returned for MS4 annual report.

If facility is found to be in poor condition, the Coordinator sends a letter and proper required maintenance checklist sheet to owner / responsible parties to do some remediation. If facility owner does not comply, than violation are assessed and monetary enforcements may be issued.

See Glassboro.org for violation fees.

107-142 Violations and penalties.

Inspections logs can be found at Public Works main office & annual inspection letters can be found in Stormwater Coordinator's office files.

8. Infrastructure Records

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

Inspections logs, cleaning, maintenance, and repair records can be found at Public Works main office & annual inspection letters can be found in Stormwater Coordinator's office files.

Form 8 – Community-wide Measures

Part IV.F.2.

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.

*Only licensed professional are permitted to use herbicides. Applying such vegetation control measures are limited to overgrowth application in areas away from water ways or possible herbicides washing into any waterbody. Any overgrowth shall be removed or cut down using other methods to minimize herbicide use. A standard about of vegetation is required around basins, culverts, and outfalls.
A MSDS (SDS) sheets are kept on file for any herbicides use by the Borough of Glassboro.*

2. Excess Deicing Material Management

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

*Products are stored in a covered doomed building which is stored more 50 feet away from all stormwater inlets. In inclement weather the Borough of Glassboro's trucks are loaded with backhoe or front-end-loader.
After deicing materials are used to treat roadways, any spilled salt of trucks is scooped up and place back inside doomed storage area.*

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.).

Roadside vegetation is store in an area of the maintenance yard and hauled to landfill. By Glassboro doing regular street sweeping along roadside prevents the potential rainfall infiltration; slowing runoff, trapped sediment; also reduces erosion and prevents habitat for pollinators, nesting birds and other wildlife. Glassboro also does grass cutting to further prevent buildup of vegetation.

*Glassboro have ordinances in place for proper handling of vegetative waste.
For more information see Glassboro.org website.*

4. Roadside Erosion Control

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

Annual inspection are done by the Glassboro Highway Department. The most effected way to detect a potential need for erosion along municipal roadways are visually looking at streets. If roadside erosion control is deemed necessary, a report is done detailing the recommended repairs needed. Remediation of impacted area of roadway is repair according to DOT & EPA standards.

For information contact Highway Department.

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

Part IV.F.5.

Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the municipality owns or operates: 1

1. Site Name and Address

Glassboro Highway Department
125 Grove St
Glassboro, NJ 08028

2. Monthly Site Inspections

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

Fueling Operations - The Borough of Glassboro has two (2) above ground square tanks. Each tank is labeled with what type of fuel and CAS numbering on outside. Diesel & Regular Gasoline
There is signs posted;{No Topping Off< Stay in view of fueling nozzle, & if spill - contact phone number}
There are covered containers for wet oil rags. Located within 5-10 feet use for absorbing spilled products (e.g., kitty litter, sawdust, etc.) to be covered over spill and let materials absorb liquid. Use broom or shovel to work absorbing material around until spill is contained. Use broom and or shovel to pick up mixed material and dispose in proper containers.

Vehicle Maintenance - All vehicle maintenance is done inside main garage. All proper safety measures are performed when working on vehicles. Records of maintenance is kept on file at location.
Vehicles are shut down or de-energized before work is started unless needed to run. If needing to run vehicle's exhaust pipe is covered with DEP approve tail pipe hose exhaust collector. All mechanics have on the proper PPE before working.
For more details see vehicle work orders.

On-Site Equipment and Vehicle Washing - The Borough of Glassboro has a wash bay to clean vehicles & other equipment. Washed water run into a main catch basin drain located in the center on the bay. Water flows into a double walled tank and out to underground sewer piping, while debris such as, dirt, grit, & other trash is captured in bottom of basin and removed regularly to outside bin.

Aggregate Material and Construction Debris Storage - Products are stored in outside labeled separate bin. This debris is separated and hauled away to various jobs or landfill.

Street Sweepings, Catch Basin Clean Out and Other Material Storage - Product material is stored in outside labeled storage bins. After cleaning is done of catch basin or street sweeping, the material is unloaded in outside bin to dry and be shipped to landfill. If material is cleaned from debris, the dirt gets used in refilling of holes or spread in low areas.

Yard Trimmings and Wood Waste Management Sites - The yard and wood materials are stored in a separate labeled outside bins. Debris is separated in specific piles, grinded up and used as planting material for local residents or given to farm lands.

3. Inventory List

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

Materials	Machinery/Equipment
<i>None – The Borough of Glassboro</i>	<i>None -</i>

4. Discharge of Stormwater from Secondary Containment

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

If secondary containment such as wash bay water is discharged from double wall tank receiving into sewer line.

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.

*The Borough of Glassboro has two (2) above ground square tanks. Each tank is labeled with what type of fuel and CAS numbering on outside. Diesel & Regular Gasoline
There is signs posted;{No Topping Off< Stay in view of fueling nozzle, & if spill - contact phone number}
There are covered containers for wet oil rags. Located within 5-10 feet use for absorbing spilled products (e.g., kitty litter, sawdust, etc.) to be covered over spill and let materials absorb liquid. Use broom or shovel to work absorbing material around until spill is contained. Use broom and or shovel to pick up mixed material and dispose in proper containers.*

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.

*All vehicle maintenance is done inside main garage. All proper safety measures are performed when working on vehicles. Records of maintenance is kept on file at location.
Vehicles are shut down or de-energized before work is started unless needed to run. If needing to run vehicle's exhaust pipe is covered with DEP approve tail pipe hose exhaust collector. All mechanics have on the proper PPE before working.
For more details see vehicle work orders.*

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.

The Borough of Glassboro has a wash bay to clean vehicles & other equipment. Washed water run into a main catch basin drain located in the center on the bay. Water flows into a double walled tank and out to underground sewer piping, while debris such as, dirt, grit, & other trash is captured in bottom of basin and removed regularly to outside bin.

If secondary containment such as wash bay water is discharged from double wall tank receiving into sewer line.

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.

Products are stored in a covered doomed building which is stored more 50 feet away from all stormwater inlets. In inclement weather the Borough of Glassboro's trucks are loaded with backhoe or front-end-loader. Any spilled salt of trucks is scooped up and place back inside doomed storage area.

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.

Products are stored in outside labeled separate bin. This debris is separated and hauled away to various jobs or landfill.

The yard and wood materials are stored in a separate labeled outside bins. Debris is separated in specific piles, grinned up and used as planting material for local residents or given to farm lands.

Roadside vegetation is store in an area of the maintenance yard and hauled to landfill. By Glassboro doing regular street sweeping along roadside prevents the potential rainfall infiltration; slowing runoff, trapped sediment; also reduces erosion and prevents habitat for pollinators, nesting birds and other wildlife. Glassboro also does grass cutting to further prevent buildup of vegetation.

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.

Yes, A small amount of cold is store on site either on the back of a dumped truck. There is a concrete walled storage area for cold patch and it is located away from all possible storm drain inlets. During stormwater audit in 2019-20 the Borough of Glassboro storage areas are in compliance to EPA/ DEP standards for storage.

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.

Product material is stored in outside labeled storage bins.

After cleaning is done of catch basin or street sweeping, the material is unloaded in outside bin to dry and be shipped to landfill. If material is cleaned from debris, the dirt gets used in refilling of holes or spread in low areas.

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.

Products are stored in outside labeled separate bin. This debris is separated and hauled away to various jobs or landfill. During stormwater audit in 2019-20 the Borough of Glassboro storage areas are in compliance to EPA/ DEP standards for storage.

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.

No, All tires are collected and hauled away to recycling center to repurpose into useful materials.

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.

Inoperable vehicles are stored at this location for a short period of time for public auction than hauled away to salvaging yards. The temporary storage of these vehicles area away from any storm drains and or swales. BMPs is to remove vehicle's batteries in case of potential acid spills and oils and fuel are removed.

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
<p><i>Training Topic covered – Maintenance Yard Operations, Stormwater Facility Maintenance, SPPP Training & Record Keeping (Every Year). Various governmental classes Yard Waste Collection Program, Street Sweeping, Illicit Connection & Outfall Mapping, Outfall Scouring Detection & Control, Waste Disposal Ed., Municipal Ordinances, Post-Construction & Development & Redevelopment seminars (Every year to Every 2 Years). Stormwater Program Coordinators and Professionals DEP Annual training.</i></p>

Topic	Municipal Employees
Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos	
Describe the training provided for municipal staff.	
SPPP	<p><i>The Public Works/ Highway Department holds annual refresher classes for SPPP training. Usually done by approved e-Learning and video materials for JIFF or DEP recommended learning materials. Yearly</i></p>
Construction Site Stormwater Runoff	<p><i>The Public Works/ Highway Department holds annual refresher classes for training in this area for employees. Usually done by approved e-Learning and video materials for JIFF or DEP/EPA recommended learning materials. Yearly Materials can be provided upon request.</i></p>
Post-Construction Stormwater Management in New and Redevelopment	<p><i>The Public Works/ Highway Department holds annual refresher classes for training in this area for staff. Usually done by approved e-Learning and video materials for JIFF or DEP/EPA recommended learning materials. Yearly Materials can be provided upon request.</i></p>
Community-wide Ordinances	<p><i>The Public Works/ Highway Department holds annual refresher classes for training in this area for employees. A review of Glassboro’s ordinances and states requirements are discuss during these annual training session. Usually done by approved e-Learning and video materials for JIFF or DEP/EPA recommended learning materials. Yearly Materials can be provided upon request.</i></p>
Community-wide Measures	<p><i>The Public Works/ Highway Department holds annual refresher classes for training in this area for staff. A review of Glassboro’s community-wide measures and states requirements are discuss during these annual training session. Usually done by approved e-Learning and video materials for JIFF or DEP/EPA recommended learning materials. Yearly Materials can be provided upon request.</i></p>

Stormwater Facilities Maintenance	<p><i>The Public Works/ Highway Department holds annual refresher classes for training in this area for staff. Usually done by approved e-Learning and video materials for JIFF or DEP/EPA recommended learning materials.</i></p> <p><i>Power Point material with current information about subject matter.</i></p> <p><i>Yearly - Materials can be provided upon request.</i></p>
Municipal Maintenance Yards and Other Ancillary Operations	<p><i>The Public Works/ Highway Department holds annual refresher classes for training in this area for staff. Usually done by approved e-Learning and video materials for JIFF or DEP/EPA recommended learning materials.</i></p> <p><i>Power Point material with current information about subject matter.</i></p> <p><i>Yearly - Materials can be provided upon request.</i></p>
MS4 Mapping	<p><i>The Public Works/ Highway Department holds annual refresher classes for training in this area for staff. Usually done by approved e-Learning and video materials for JIFF or DEP/EPA recommended learning materials.</i></p> <p><i>Power Point material with current information about subject matter.</i></p> <p><i>Yearly - Materials can be provided upon request.</i></p> <p><i>Glassboro has completed the MS4 Outfall Mapping requirements and GIS all of Borough responsible inlets and drains on map. Providing receiving water body potential impact name and location.</i></p>
Outfall Stream Scouring	<p><i>The Public Works/ Highway Department holds annual refresher classes for training in this area for staff. Usually done by approved e-Learning and video materials for JIFF or DEP/EPA recommended learning materials.</i></p> <p><i>Power Point material with current information about subject matter.</i></p> <p><i>Yearly - Materials can be provided upon request.</i></p>
Illicit Discharge Detection and Elimination	<p><i>The Public Works/ Highway Department holds annual refresher classes for training in this area for staff. Usually done by approved e-Learning and video materials for JIFF or DEP/EPA recommended learning materials.</i></p> <p><i>Power Point material with current information about subject matter.</i></p> <p><i>Yearly - Materials can be provided upon request.</i></p>

Stormwater Management Design Reviewers	
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.	
<p><i>Department of Environmental Protection (DEP) Stormwater Management Design Review Course. This session is held yearly in May. This training is for engineers that review the stormwater management designs.</i></p> <p><i>Some review materials are located on DEP's website.</i></p>	

Municipal Board and Governing Body Members

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

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.

Training records upon request.

Training Records

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

Records are stored Highway Dept., Coordinators office, and Municipal building filing cabinet / electronic.

Form 11 – MS4 Mapping

Part IV.G.1.

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

<https://www.glassboro.org/highway-department>

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

a. MS4 outfalls	18
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	0
c. MS4 interconnections	0
d. MS4 storm drain inlets	716
e. MS4 manholes	170
f. Length of conveyance (channels, pipes, ditches, etc.)	1.2 miles
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	0
i. 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.).

Within the Borough of Glassboro there is 18 Outfalls that already been GIS/GPS and placed on a map. The map has the receiving water body impact by that specific outfall. The map also gives the block and lot of each as well as, the longitude and latitude coordinates. The reviewing of this infrastructure map is done by collaboration of borough engineer, W&S Superintendent, Governing Body and stormwater team. There is no plans for any new basin constructed by the Borough of Glassboro. If privately own developments are develop within Glassboro, we will require them to provide all necessary information.

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

The Borough of Glassboro has already started gathering GIS/GPS information and uploaded onto mapping system.

The Borough of Glassboro will further update its MS4 Infrastructure Map by obtaining documentation from Governing Body planning board meetings and approval of stormwater projects. This information should contain the as-built information of location, size, water runoff, conveyance pipe materials, etc.

Employees will use tax map of streets in Glassboro that have stormwater piping and utilizes to gather all the information needed. A possible method for tracing pipe’s direction will be to access the inlets and run a video camera into line. Once information is gather far as size, pipe material, and length. It will be uploaded to computerized mapping system.

Form 12 – Watershed Improvement Plan

Part IV.H.

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

Watershed management planning is a **process that results in a plan or a blueprint of how to best protect and improve the water quality and other natural resources in a watershed**. The Borough of Glassboro do not have a water body located within the municipality, however there are 18 outfalls that potentially could impact 3 water bodies {Mantua, Maurice, and Raccoon}. The borough of Glassboro is taking all precautions not to harm the plants and animals living near any watershed.

Note: During our Unity Day events Stormwater materials are displayed and given out to residents to inform them of their potential impact on the watersheds. The information gives them proper action plans to use to minimize the harm to the watershed system.

A full copy of the Borough of Glassboro’s Watershed Based Municipal Stormwater Management Plan is available upon request or can be found on Glassboro.org website.

See links below for quicker access:

<https://www.glassboro.org/water-sewer>

<https://drive.google.com/drive/folders/1cwNA4hAsfvFJH9WM8Wd82K9ZmFJYYWzc>

Information that can be found on these links:

Glassboro Watershed Stormwater Master Plan –*Revised & Approved 2021*,

New Website SPPP - *Revised template 2021 & 2023*,

Ordinance 107 Article – *Revised per County*,

Outfall Location Map, Seven-Step to Clean Water in Glassboro,

Stormwater Guidance Prevention.

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

None, at this time pertaining to stormwater.

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

Information can be obtained for OPRA in municipal building Clerk’s Registrar’s Office.