BROOKDALE COMMUNITY COLLEGE
LINCROFT CAMPUS
765 NEWMAN SPRINGS ROAD
LINCROFT, NJ 07738

STORMWATER POLLUTION PREVENTION PLAN

PERMIT NO. NJG0149764
PI ID NO. 222179

Kristi Sorrentino
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SPPP Form 1 – SPPP Team Members

Stormwater Program Coordinator (SPC)			
Print/Type Name and Title	Christopher Otis		
Office Phone #	732-224-2611	Email	cotis@brookdalecc.edu
Signature			
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Print/Type Name and Title			
Office Phone #		Email	
Print/Type Name and Title			
Office Phone #		Email	
Other SPPP Team Members			
Print/Type Name and Title			
Office Phone #		Email	
Print/Type Name and Title			
Office Phone #		Email	

Shared/Contracted Service Provider		
Provider Name	Service Provided	Term of Service
Pritchard Industries LLC. 215 Ridgedale Ave. Florham Park, NJ 07932	(R.P.) for contracting M&M Sweeping (street sweeping) 44 Fairway Ave. West Long Branch, NJ 07764	07/01/2023 thru 06/30/2026
Brightview Landscapes, LLC Svc. 75 Sculptors Way Suite A, Hamilton, NJ 08619	Landscaping, maintaining foliage and clearing inlets and outfall inlets and outlets.	01/01/2023 thru 12/31/2025

SPPP Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)

SPPP Form 3 – Public Announcements

Part IV.B and C

1. Provide the link to the dedicated stormwater webpage for your Public Complex.
https://www.brookdalecc.edu/finance-operations/department-of-security-and-public-safety/
2. List the name and title of person(s) responsible for stormwater webpage posting/updates.
Christopher Otis, Fire Safety & Environmental Compliance Manager
3. Only for colleges, universities, and military bases with dependents living on base: List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.
Public Meetings: Asbury Park Press. Brookdale Community College station 90.5 FM radio. Community-based stormwater educational activities: Brookdale Community College website

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

Part IV.E

1. How does the permittee define "major development"? If it is different from the definition in N.J.A.C. 7:8, explain the difference.
"Major Development" is defined in the Brookdale Community College Administrative Policy "Post-Construction Stormwater Management in New Development and Redevelopment" as any development that provides for ultimately disturbing one or more acres of land. Disturbance for the purpose of this rule is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting or removing of vegetation.
2. Describe the process for reviewing and approving major development project applications for compliance with the Stormwater Management Rules at N.J.A.C. 7:8.
To help ensure that the minimum standard is met, Brookdale Community College will rely on their consulting engineers to help determine which development projects are subject to the standard, and to assist in the design and execution of these projects. When the College constructs any project regulated by the Public Complex Permit, adequate long-term operation and maintenance of BMPs for that project will occur by preparing a project maintenance plan in accordance with N.J.A.C. 7:8-5.8 where applicable, and by requiring and funding the College's implementation of that plan.
3. Did the permittee request a variance from the design and performance standards for the stormwater measures? Describe the process of developing a mitigation plan.
No variances have been requested; however, if they are, records will be submitted to NJDEP upon approval and copies will be kept for reference.
4. Indicate the physical location of approved applications for major development projects and Major Development Summary Sheets.
Approved applications for major development projects and Major Development Summary Sheets will be maintained by the Office of Fire, Safety & Environmental Compliance.

SPPP Form 5 – Regulatory Mechanisms

Part IV.F.1

Regulatory Mechanism	Date Adopted	Was the DEP model ordinance adopted without change?	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste Control	March 15, 2007	Yes	Monmouth County Sheriff's Office	$_____
2. Wildlife Feeding Control	March 15, 2007	Yes	Monmouth County Sheriff's Office	$_____
3. Litter Control	March 15, 2007	Yes	Monmouth County Sheriff's Office	$_____
4. Improper Disposal of Waste	March 15, 2007	Yes	Monmouth County Sheriff's Office	$_____
5. Yard Waste	Not Applicable	Not Applicable	Not Applicable	Not Applicable

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

Brookdale Community College does not adopt any additional regulatory mechanisms.

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

These regulatory policies have been adopted by Brookdale Community College into their collection of administrative policies, which are enforceable by the Monmouth County Sheriff's Office. For those policies the actions of outside contractors working on campus, designated College administrative personnel are also able to enforce these policies.

The type of enforcement action will depend on the nature of the violator. For example, any Brookdale Community College student who violates a regulation will be subject to warnings and/or fines in accordance with the College's and or Monmouth County Sheriff's Office policies. Any College employee subject to employee disciplinary action in accordance with applicable employment statutes and contracts. Any visitor who violates a regulation will be subject to ejection from College property.

SPPP Form 6 – Street Sweeping

Part IV.F.2.c

1. Provide a written description or attached a map outlining all paved parking lots and streets on your property that have storm drain inlets that direct stormwater runoff into an MS4 or discharge directly to surface water.

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

Brookdale Community College will sweep all accessible portions of parking lots and curbed streets with storm drains on a monthly basis (weather permitting). See attached map.

- Parking Lots 1 through 7, and Lot V (Visitor's Lot)
- Campus Drive
- Alumni Drive
- Museum Drive
- Academic Drive
- Arena Drive

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

Brookdale Community College outsources street sweeping efforts through it's custodial responsibilities contract.

SPPP Form 7 – MS4 Infrastructure

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

1. Storm Drain Inlets
    a. Describe how inlets owned or operated by the permittee that do not have a permanent wording cast into the design have been properly labeled.
    b. Describe how you ensure that Public Complex owned stormwater drain inlets have been retrofitted.
    c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basin 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. Inlets that do not have a permanent wording cast into the design have been labelled by using buttons or stencils that we spray paint to ensure it is known that the storm drain leads to a waterway.
b. If there is major development project construction, personnel from the Facilities Department will perform an inspection to ensure that all inlets have been properly retrofitted.
c. It will be confirmed during project and site plan reviews that newly installed storm drain inlets include a catch basin or other BMP to collect solids and floatables.
d. The ground crew, or other contracted party, will inspect all storm drains at least annually to ensure that solids or floatables are not clogging the drain. If debris is found to be clogging the inlet grate, then staff will shovel or sweep the debris and dispose of it properly.

2. 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. Include a description of the equipment and techniques used.

a. Catch basins are inspected at least annually. The grounds crew, or other contracted party, complete inspections using a light to look into the catch basin to determine if it needs cleaning.
b. Catch basins are determined to require cleaning when they are observed to be greater than 40% full. They are then scheduled for a vacuum cleanout.

3. Conveyance System
    a. Describe when and how inspection of MS4 conveyance systems are conducted.
    b. Describe the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.

a. Conveyance systems are inspected during catch basin cleanouts.
b. Conveyance system cleanouts are done on an as needed basis or when catch basin cleanouts occur. Cameras may be used to inspect the systems. Hand tools, water jets and vacuum equipment are used in the cleanout process.

4. Outfall Inspections
    a. Structural Integrity – Describe the program in place to check the overall condition of stormwater outfalls. Include a description of the equipment and techniques used.
    b. Stream Scouring – Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls.
    c. Illicit Discharge Detection and Elimination – Describe the program in place for conducting visual dry weather inspections of Public Complex owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form from the Department's main stormwater webpage.

a. We check all of our outfalls annually. Structural integrity is checked during our inspections, and can include looking at the outfall and noting any cracks, points of weakness, etc. We use the NJDEP's Outfall Inspection Form and check off whether the outfall is in proper condition, needs maintenance or needs repair.
b. If stream scouring is present, we note it on the Outfall Inspection Form. If there are instances of scouring, then we use vegetative stabilization or other approved methods to offset the velocity of the water from the outfall pipes.
c. We conduct visual dry weather inspections to see if there are any instances of illicit discharge. We see if there is any flow coming out of the outfall 72 hours or more after a rain event. We also look for signs of dry weather flows that may have occurred before the inspection, such as staining of the outfall pipes, odors, or deterioration of the outfall structure.

5. Other Infrastructure – List the types of MS4 infrastructure on the Public Complex property that requires inspection by are not noted above in items 1-4. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or cleaned.

- Commons Retention Basin
- Campus Drive North Detention Basin
- Campus Drive North (Center for Visual Arts) Stormwater Easement

Stormwater Infrastructure is inspected at least annually. All inlet and outlet structures are checked for damage. Excessive debris buildup and heavy solids are removed as necessary. Structures are checked for proper flow of water.

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

The Department of Facilities maintains a list of all stormwater related records in a binder that is dedicated to our Stormwater Program.

SPPP Form 8 – Good Housekeeping

Part IV.F.2.g-l

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.
We do not use herbicides on our property.
2. Excess De-icing Material Management – Describe your program for ensuring that excess piles of salt and de-icing/anti-icing materials are removed in a timely manner after storm events.
Within 72 hours of a snow event, we remove any piles of leftover salt or other de-icing materials that were deposited during spreading operations.
3. Vegetative Waste Management – Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated at the Public Complex, such as trimming trees, mowing,etc.
Trimmings and wood waste are disposed of properly at the Facility Maintenance Yard.
4. Tree Replacement Management – Describe your program for ensuring the proper removal and replacement of trees at your Public Complex.
We only remove tress when they are considered a hazard tree. If in the future we need to remove a healthy tree, we will replace it with one in accordance with the table provided by the Department.
5. Roadside Erosion Control – Describe your program to detect and repair erosion along Public Complex owned driveways, streets, and parking areas.
Inspections are done throughout the day as staff drive around the facility and during other annual inspections such as inlets and catch basins. Any instances of roadside erosion is immediately addressed and repairs start as soon as possible, but no later than 30 days after discovery.
6. Outdoor Refuse Containers and Dumpsters – Describe your program to ensure that outdoor dumpsters and refuse containers on Public Complex Property are covered and not discharging pollutants to stormwater or surface water.
Brookdale ensures that all dumpsters or other refuse containers throughout the campus are kept covered when not in use to prevent any accidental spilling or leaking.

SPPP Form 9 – Best Management Practices at Maintenance Yards and Other Ancillary Operations

Part IV.F.4

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

1. Site Name and Address

Brookdale Community College – Lincroft Campus
765 Newman Springs Road
Lincroft, NJ 07738

2. Monthly Site Inspections – Describe the nature of inspections conducted at this site and the location of inspection logs.

The grounds crew makes regular trips to our maintenance yard and daily inspections are made during that time. A more in depth site inspection is done once a month to ensure everything is organized and stored properly. Remedial actions are taken during the inspection if needed. We make notes in our inspection logs and keep them in the Office of Fire, Safety and Environmental Compliance.

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

Materials	Machinery/Equipment
Raw Materials – Sand Storage, Deicing Materials, Street Sweeping, Cach Basin Cleaning Materials	Spare/Scrap Vehicle and Equipment Parts
Waste Materials – Drums, Lead Acid Batteries, Used Tires	4,000 gallon Gasoline/Diesel AST-Compart. Maintenance Yard 3kUL/1kDiesel
Dumpsters	100 gallon Waste Oil Cooking AST – Commons
	1,000 gallon AST Emergency Generator Gorman Hall
	250 gallon Diesel AST (Emergency Generator Tank) - ATEC

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 onsite? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.

Best Management Practices are detailed in the appropriate Standard Operating Procedure (SOP), attached in this SPPP for reference. All documentation associated with inspections, identified problems and corrective actions will be maintained by the Office of Fire, Safety and Environmental Compliance.

6. Vehicle/Equipment Maintenance and Repair – Do you perform maintenance and repair on site? Is this conducted indoors outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.

Vehicle/Equipment maintenance and repair is conducted off site at Monmouth County Motor Vehicle Repair Shop (shared services) Freehold, NJ HWY District 1 @ 250 Center St. Freehold, NJ 07728

7. Wash Wastewater Containment – Do you wash vehicles on site? If so, describe the BMPs in place to minimize containment of stormwater from these activities. Note that on site containment structures require annua inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.
N/A – Equipment and Vehicle Washing is not conducted onsite.
8. Salt and Other Granular De-icing/Anti-icing Materials – Do you store salt and other granular de-icing/anti-icing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.
Best Management Practices are detailed in the appropriate Standard Operating Procedure (SOP), attached in this SPPP for reference. All documentation associated with inspections, identified problems and corrective actions will be maintained by the Office of Fire, Safety and Environmental Compliance.
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.
Best Management Practices are detailed in the appropriate Standard Operating Procedure (SOP), attached in this SPPP for reference. All documentation associated with inspections, identified problems and corrective actions will be maintained by the Office of Fire, Safety and Environmental Compliance.
10. Cold Patch Asphalt – Do you store these materials onsite? 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.
Best Management Practices are detailed in the appropriate Standard Operating Procedure (SOP), attached in this SPPP for reference. All documentation associated with inspections, identified problems and corrective actions will be maintained by the Office of Fire, Safety and Environmental Compliance.
11. Street Sweeping and Stormwater Sewer Clean-out Materials – Do you store these materials onsite? 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.
Best Management Practices are detailed in the appropriate Standard Operating Procedure (SOP), attached in this SPPP for reference. All documentation associated with inspections, identified problems and corrective actions will be maintained by the Office of Fire, Safety and Environmental Compliance.
12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings – Do you store these materials onsite? 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.
Best Management Practices are detailed in the appropriate Standard Operating Procedure (SOP), attached in this SPPP for reference. All documentation associated with inspections, identified problems and corrective actions will be maintained by the Office of Fire, Safety and Environmental Compliance.
13. Scrap Tires – Do you store these materials onsite? 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.
Best Management Practices are detailed in the appropriate Standard Operating Procedure (SOP), attached in this SPPP for reference. All documentation associated with inspections, identified problems and corrective actions will be maintained by the Office of Fire, Safety and Environmental Compliance.

14. Inoperable Vehicles and Equipment – Do you store inoperable vehicles or equipment onsite? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.
Best Management Practices are detailed in the appropriate Standard Operating Procedure (SOP), attached in this SPPP for reference. All documentation associated with inspections, identified problems and corrective actions will be maintained by the Office of Fire, Safety and Environmental Compliance.

SPPP Form 10 – Training

Part IV.F.5-8

Stormwater Program Coordinators	
Describe the training provided for the Stormwater Program Coordinator	
The Stormwater Program Coordinate will	
Topic	**Public Complex Employees** Examples: in-person or virtual group sessions, e-Learning, field trainings and videos
Describe the training provided for staff	
SPPP	Training, as necessary, may be conducted by Brookdale Community College personnel or may be contracted to an outside party as needed.
Construction Site Stormwater Runoff	Training, as necessary, may be conducted by Brookdale Community College personnel or may be contracted to an outside party as needed.
Post-Construction Stormwater Management in New and Redevelopment	Training, as necessary, may be conducted by Brookdale Community College personnel or may be contracted to an outside party as needed.
Regulatory Mechanisms	Training, as necessary, may be conducted by Brookdale Community College personnel or may be contracted to an outside party as needed.
Good Housekeeping	Training, as necessary, may be conducted by Brookdale Community College personnel or may be contracted to an outside party as needed.
Stormwater Facilities Maintenance	Training, as necessary, may be conducted by Brookdale Community College personnel or may be contracted to an outside party as needed.
Maintenance Yards and Other Ancillary Operations	Training, as necessary, may be conducted by Brookdale Community College personnel or may be contracted to an outside party as needed.
MS4 Mapping	Training, as necessary, may be conducted by Brookdale Community College personnel or may be contracted to an outside party as needed.
Outfall Stream Scouring	Training, as necessary, may be conducted by Brookdale Community College personnel or may be contracted to an outside party as needed.
Illicit Discharge Detection and Elimination	Training, as necessary, may be conducted by Brookdale Community College personnel or may be contracted to an outside party as needed.

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

Training Records
Indicate the location of training records for the above required training.
Training records will be maintained with this plan in the Office of Fire, Safety and Environmental Compliance.

SPPP Form 11 – MS4 Mapping

Part IV.G.1

1. Provide a link to the most current MS4 outfall/infrastructure.	
https://www.brookdalecc.edu/finance-operations/department-of-security-and-public-safety/	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026)	
a. MS4 outfalls	12
b. MS4 groundwater discharge points (basins or overland flow infiltration areas)	TBD
c. MS4 interconnections	TBD
d. MS4 storm drain inlets	TBD
e. MS4 manholes	TBD
f. Length of conveyance (channels, pipes, ditches, etc.)	TBD
g. MS4 pump stations	TBD
h. MS4 stormwater facilities (any that are not listed above)	TBD
i. Maintenance yard(s) and other ancillary operations	TBD
3. Describe how the Public Complex's outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (eg, an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.)	
Brookdale will coordinate with those responsible for mapping once a year to discuss any new major development projects happening. If a major development project is happening onsite, then that newly constructed stormwater infrastructure will be included on future maps.	

SPPP Form 12 – Watershed Improvement Plan

Part IV.H

1. Describe how your Public Complex is developing or helping to develop a Watershed Improvement Plan.
Brookdale is part of discussions with the local municipality regarding a Watershed Improvement Plan. We are in the process of gathering data for Phase I of the plan.
2. Describe any regional projects or collaboration efforts with municipalities.
We will work with the local municipality for any regional projects.
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
All records will be maintained with this plan in the Office of Fire, Safety and Environmental Compliance.

BROOKDALE COMMUNITY COLLEGE
SOURCE MATERIAL INVENTORY

Source Material and Source Operations	Recommendation
Drums	• Properly label all drums. • Dispose of empty/unused drums. • Store drums covered and on spill pallets.
Dumpsters	• Construct/purchase cover for dumpsters. • Keeps lids closed when not in use.
Lead Acid Batteries	• Store indoors or construct a shed to keep materials covered.
Used Tires	• Store tires in an enclosed container dedicated to scrap tire storage.
Waste Oil and Cooking Oil Storage	• Practice good housekeeping and maintenance.
Spare/Scrap Vehicle and Equipment Parts	• Store all spare parts indoors whenever possible. • Dispose of all unnecessary scrap parts properly. • If stored outdoors, all spare and scrap parts should be covered from precipitation and stored on spill pallets.
Vehicle Fueling Area	• Keep spill kit nearby in case of spills in the fueling area or during fuel delivery.
Vehicle Washing	• Cease vehicle washing onsite. • Contract vehicle washing offsite or construct a wash bay with drains discharging to the POTW.
Sand Storage	• Store at least 50 feet from all storm drain inlets and waterbodies.
De-Icing Materials Storage	• Comply with Salt and De-Icing Material Storage and Handling SOP.
Street Sweepings	• All sweeping material stored onsite should be covered from precipitation and kept on an impervious surface.
Catch Basin Cleaning Materials	• All sweeping material stored onsite should be covered from precipitation and kept on an impervious surface. • Waters resulting from catch basin cleaning materials should be managed as a wastewater. This water should be disposed of into the sanitary sewer or through a licensed wastewater disposal contractor.
Aboveground Storage Tanks (ASTs)	• Regularly inspect for drips and spills.

BROOKDALE COMMUNITY COLLEGE
GOOD HOUSEKEEPING PRACTICES
STANDARD OPERATING PROCEDURES

Introduction

This SOP contains the basic practices of good housekeeping to be implemented during typical day-to-day maintenance activities at Brookdale Community College. The purpose of this SOP is to provide a set of guidelines for the employees of Brookdale for good housekeeping practices at their facility maintenance areas.

Scope

This SOP applies to all housekeeping operations conducted on Brookdale Community College property.

Standards and Specifications

All Containers and Drums

1. All containers should be **properly labeled and marked**, and the labels must remain clean and visible.
2. All containers must be kept in good condition and **tightly closed** when not in use.
3. When practical, chemicals, fluids and supplies should be kept **indoors.**
4. Keep a **spill kit** on hand at the following locations:
    a. Maintenance Garage
    b. Vehicle Fueling Area
5. Have available and make use of **drip pans** during liquid transfers.
6. **Absorbent spill clean-up materials** must be made available in maintenance areas and shall be disposed of properly after use.
7. Collect waste fluids in properly labeled containers and dispose of them properly.

Containers and Drums Stored Outside

1. All drums and containers must be **covered** and place on **spill platforms.**

Spare/Scrap Vehicle and Equipment Parts

1. Whenever possible, store all spare parts inside.
2. Dispose of all unnecessary scrap parts properly.
3. If stored outdoors, all spare and scrap parts should be covered from precipitation
4. Parts and scrap stored outdoors should also be stored on spill pallets.

Street Sweepings

1. All sweeping material is removed from site by the street sweeping contractor for proper disposal.

Catch Basin Cleaning Materials

1. All catch basin cleaning materials stored on-site should be covered from precipitation and kept on an impervious surface.
2. Waters resulting from catch basin cleaning materials should be managed as wastewater. This water should be disposed of into the sanitary sewer or through a licensed wastewater disposal contractor.

Spill Response and Reporting

1. Conduct cleanup of any spills immediately after discovery.
2. Spills are to be cleaned using dry cleaning methods only.
3. Spill emergencies should be reported to the NJDEP Hotline (1-877-WARNDEP) when 5 gallons or more is reported.
4. Dial 732-224-2299 to notify Brookdale Central Utility Plant
5. Dial 911 in case of emergency.

Maintenance and Inspection

1. At lease monthly, check for leaks and damaged equipment and make repairs as necessary.
2. Perform monthly inspections of all source material storage locations.

BROOKDALE COMMUNITY COLLEGE
VEHICLE MAINTENANCE
STANDARD OPERATING PROCEDURES

Introduction

This SOP contains the basic practices of vehicle maintenance to be implemented at Brookdale Community College. The purpose of this SOP is to provide a set of guidelines for developing safe, responsible vehicle maintenance practices which protect the quality of stormwater generated at the College.

Scope

This SOP applies to all vehicle maintenance activities performed at Brookdale Community College.

Standards and Specifications

General Vehicle Maintenance Guidelines

1. Conduct vehicle maintenance and operation only in designated areas.
2. When possible, perform all vehicle and equipment maintenance at an **indoor location with a paved floor.**
3. Always **use drip pans.**
4. Use **portable tents or construct a roofing device** over long-term maintenance areas and for projects that must be performed outdoors.

Fluid and Battery Disposal

1. All waste **lead-acid batteries** should be stored indoors. If stored outdoors, all lead acid batteries should be under cover and elevated on cardboard between each level.
2. All waste liquids should be under cover and elevated.
3. All containers storing liquids should be **clearly labeled.**
4. All drips and spills should be addressed using **dry-cleaning methods** (use absorbent material and broom sweep up).

Tires

1. **Scrap tires** should be stored indoors or in a container dedicated to scrap tire storage.

Washing Practices

1. The washing of all vehicles should be conducted at a commercial wash station whenever possible.
2. If the College performs washing activities on College property, the wash waters should be either collected or disposed of into the sanitary sewer (with appropriate POTW permission).
3. All collected wash waters should be managed properly as wastewater.

Maintenance and Inspection

1. **Monthly** check for leaks and damaged equipment and make repairs as necessary.

BROOKDALE COMMUNITY COLLEGE
VEHICLE AND EQUIPMENT FUELING
STANDARD OPERATING PROCEDURES

Introduction

Standard vehicle and equipment fueling operating procedures and practices are designated to minimize the potential of petroleum spills from impacting surface or groundwaters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

Scope

These procedures are to be implemented during all fueling operations at Brookdale Community College. The following petroleum storage is applicable to this SOP:

- **4,000-gallon AST – ConVault (3,000-gallon Gasoline & 1,000-gallon Diesel @ Maintenance Yard)**
- **1,000-gallon AST - Gorman Hall – Diesel Emergency Generator**
- **350-gallon AST - Auto Technology – Waste Motor Oil**
- **250-gallon AST - ATEC Bldg – Diesel Emergency Generator**
- **100-gallon AST – Waste Cooking Oil (Commons)**

Standards and Specifications

Equipment and Vehicle Fueling

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

Bulk Fuel Deliveries

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

BROOKDALE COMMUNITY COLLEGE
VEHICLE AND EQUIPMENT FUELING
STANDARD OPERATING PROCEDURES

Spill Response

1. Conduct cleanups of any fuel spills immediately after discovery.
2. Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g. kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
3. Collected waste is to be disposed of properly.
4. Call the Brookdale Police Department at 732-224-2222 in case of emergency.
5. Notify the NJDEP Hotline (1-877-WARNDEP) in case of spill.

Maintenance and Inspection

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

BROOKDALE COMMUNITY COLLEGE
SALT AND DE-ICING MATERIAL STORAGE AND HANDLING
STANDARD OPERATING PROCEDURES

Introduction

The storage of salt and de-icing materials must be managed appropriately to prevent contaminated runoff from reaching the stormwater collection system, or local waterways on campus.

Scope

These procedures are to be implemented during the storage and handling of all de-icing materials at Brookdale Community College, or its ancillary storage sites.

Standards and Specifications

1. Store material in a permanent structure.
2. Perform regular inspections and maintenance of storage structure and surrounding areas.
3. Minimize tracking of material from loading and unloading operations.
4. During loading and unloading:
    a. Conduct during dry weather, if possible;
    b. Prevent and/or minimize spillage; and
    c. Minimize loader travel distance between storage area and spreading vehicles.
5. Sweep (or clean using other dry-cleaning methods):
    a. Storage areas on a regular basis;
    b. Material tracked away from storage areas;
    c. Immediately after loading and unloading is complete.
6. Reuse or properly discard materials collected during cleanup.
7. Temporary outdoor storage is permitted only under the following conditions:
    a. A permanent structure is under construction, repair or replacement;
    b. Stormwater run-on and de-icing material run-off is minimized;
    c. Materials in temporary storage are tarped when not in use;
    d. The requirements of 2 through 6 above are met; and
    e. Temporary outdoor storage shall not exceed 30 days unless otherwise approved in writing by the Department;
8. Sand must be stored in accordance with Brookdale's Aggregate Material and Construction Debris Storage Practices Standard Operating Procedure.

BROOKDALE COMMUNITY COLLEGE
AGGREGATE MATERIAL AND CONSTRUCTION DEBRIS STORAGE
STANDARD OPERATING PROCEDURES

Introduction

The storage of aggregate materials and construction debris must be managed appropriately to prevent contaminated runoff from reaching the stormwater collection system, or local waterways on campus.

Scope

These procedures are to be implemented during the storage and handling of all aggregate materials and construction debris at Brookdale Community College, or its ancillary storage sites.

Standards and Specifications

1. Store materials such as sand, gravel, stone, top soil, road millings, waste concrete, asphalt, brick, block and asphalt-based roofing scrap and processed aggregate in such a manner as to minimize stormwater run-on and aggregate run-off via surface grading, dikes and/or berms (which may include sand bags, hay bales and curbing, among others) or three-sided storage bays. Where possible the open side of storage bays shall be situated on the upslope. The area in front of storage bays and adjacent to storage areas shall be swept clean after loading/unloading.
2. Sand, top soil, road millings and processed aggregate may only be stored outside and uncovered if in compliance with item 1 above and a 50-foot setback is maintained from surface water bodies, storm sewer inlets, and/or ditches or other stormwater conveyance channels.
3. Road millings must be managed in conformance with the "Recycled Asphalt Pavement and Asphalt Millings (RAP) Reuse Guidance" (see www.nj.gov/dep/dshw/rrtp/ashpaltguidance.pdf) or properly dispose of as solid waste pursuant to N.J.A.C. 7:26-1 et seq.
4. The stockpiling of materials and construction of storage bays on certain land (including but not limited to coastal areas, wetlands and floodplains) may be subject to regulation by the Division of Land Use Regulation (see www.nj.gov/dep/landuse for more information).

BROOKDALE COMMUNITY COLLEGE
YARD TRIMMINGS AND WOOD WASTE MANAGEMENT
STANDARD OPERATING PROCEDURES

Introduction

Yard trimmings and wood waste management sites must be operated in a manner that diverts stormwater away from operations, minimizes or eliminates exposure of materials to stormwater, and eliminates the discharge of stormwater that comes in contact with source materials to storm sewer inlets or surface waters.

Scope

These procedures are to be implemented during the yard trimmings and wood waste management operations at Brookdale Community College, or its ancillary storage sites.

Standards and Specifications

1. Construct windrows, staging and storage piles:
    a. In such a manner that materials contained in the windrows, staging and storage piles do not enter waterways of the State;
    b. On ground which is not susceptible to seasonal flooding;
    c. In such a manner that prevents stormwater run-on and leachate run-off
2. Maintain perimeter controls such as curbs, berms, hay bales, silt fences, jersey barriers or setbacks, to eliminate the discharge of stormwater runoff carrying leachate or litter from the site to storm sewer inlets or the surface waters of the State.
3. Prevent on-site storm drain inlets from siltation using controls such as hay bales, silt fences, or filter fabric inlet protection.
4. Dry weather run-off that reaches a stormwater sewer system is an illicit discharge. Possible sources of dry weather run-off include wetting of piles by the operator; uncontrolled pile leachate or uncontrolled leachate from other materials stored at the site.
5. Remove trash from yard trimmings and wood waste upon receipt.
6. Monitor site for trash on a routine basis.
7. Store trash in leak-proof containers or on an impervious surface that is contained to control leachate and litter/
8. Dispose of collected trash at a permitted solid waste facility.
9. Employ preventative tracking measures, such as gravel, quarry blend, or rumble strips at exits.

BROOKDALE COMMUNITY COLLEGE
STREET SWEEPINGS, CATCH BASIN CLEAN OUT, AND OTHER MATERIAL STORAGE
STANDARD OPERATING PROCEDURES

Introduction
Material storage must be managed appropriately to prevent contaminated runoff from reaching the stormwater collection system, or local waterways on campus.

Scope
These procedures are to be implemented during the storage and handling of designated materials at Brookdale Community College, or its ancillary storage sites. This SOP is intended for road cleanup materials, as well as other similar materials.

Standards and Specifications
1. Road cleanup materials may include, but are not limited to, street sweepings, storm sewer cleanout materials, stormwater basin clean out materials, and other similar materials that may be collected during road cleanup operations. This does not include materials such as liquids, wastes which are removed from sanitary sewer systems, or material which constitutes hazardous waste in accordance with N.J.A.C. 7:26G-1.1 et seq.
2. Road cleanup materials must be ultimately disposed of in accordance with N.J.A.C. 7:26-1.1 et seq. See the "Guidance Document for the Management of Street Sweepings and Other Road Cleanup Materials" (www.nj.gov/dep/dshw/rrtp/sweeping.htm).
3. Road cleanup materials placed into temporary storage must be, at minimum:
    a. Stored in leak-proof containers or on an impervious surface and covered with a waterproof material (i.e., tarpaulin or 10-mil plastic sheeting) that is contained (e.g. bermed) to control leachate and stormwater run-on or run through; and
    b. Removed for disposal (in accordance with 2, above) within six (6) months of placement into storage.

BROOKDALE COMMUNITY COLLEGE
OUTFALL LOCATIONS

Outfall No.	Location of Outfall	Waterbody Receiving Discharge
BCCO-01	West of Campus Drive and Newman Springs Road in Basin	Municipal Stormwater System
BCCO-02	West of Campus Drive, South of Traffic Circle in Basin	Unnamed Tributary to Navesink River
BCCO-03	East Side of Campus Drive Near Montessori School	Unnamed Tributary to Swimming River Reservoir
BCCO-04	Phalanx Rd. entrance Detention Basin	Unnamed Tributary to Swimming River Reservoir
BCCO-05	Wooded Area Southwest of Soccer Field	Swimming River Reservoir
BCCO-06	Wooded Area East of Lot 7	Swimming River Reservoir Wetlands draining to Swimming River Reservoir
BCCO-07	Southwest of Lot 7(southern pipe) Double Outfall to Concrete Raceway	Swimming River Reservoir
BCCO-08	Southwest of Lot 7(northern pipe) Double Outfall to Concrete Raceway	Swimming River Reservoir
BCCO-09	Adjacent to Retention Basin west of Student Life Center	Wetlands draining to Swimming River Reservoir
BCCO-10	Southwest of Lot 1	Swimming River Reservoir
BCCO-11	Northwest of Lot 2, Adjacent to Stream	Unnamed Tributary to Swimming River Reservoir
BCCO-12	West Side of Museum Drive Across from Lot 2	Unnamed Tributary to Swimming River Reservoir

*Note: A detailed inventory will be maintained on NJDEP's MS4 Inventory excel workbook in the Office of Fire, Safety and Environmental Compliance.

Illicit Connection Inspection Report Form

Public Complex Information

Public Complex: _____

NJPDES #: _____ PI ID #: _____

Team Member: _____

Date: _____ Effective Date of Permit Authorization (EDPA) _____

Outfall #: _____ Location: _____

Receiving Waterbody: _____

1. Is there dry weather flow? Y (☐) N (☐)
2. If "YES", what is the outfall flow estimate? _____gpm
   (flow sample should be kept for further testing, and this form will need to be submitted with the Annual Report and Certification)
3. Are there any indications of intermittent flow? Y (☐) N (☐)
4. If you answered **"NO"** to BOTH question #1 and #3, there is probably not an illicit connection and you can skip to question #7.
   (Note: This form **does not** need to be submitted to the Department, but should be kept with your SPPP.)
   If you answered "**YES**" to either question, please continue on to questions #5.
   (Note: This form will need to be submitted to the Department with the Annual Report and Certification.)

5. **PHYSICAL OBSERVATIONS:**

(a) ODOR: none ☐ sewage ☐ sulfide ☐ gas ☐ rancid/sour ☐ other ☐: _____

(b) COLOR: none ☐ yellow ☐ brown ☐ green ☐ red ☐ gray ☐ other ☐: _____

(c) TURBIDITY: none ☐ cloudy ☐ opaque ☐

(d) FLOATABLES: none ☐ petroleum ☐ sheen ☐ sewage ☐ other ☐: _____

(e) DEPOSITS/STAINS: none ☐ sediment ☐ oily ☐ other ☐: _____

(f) VEGETATION CONDITIONS: normal ☐ excessive growth ☐ inhibited growth ☐

(g) DAMAGE TO OUTFALL STRUCTURES:

IDENTIFY STRUCTURE: _____

DAMAGE: none ☐ concrete spalling/cracking ☐ peeling paint ☐

Metal corrosion ☐ other damage ☐: _____

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

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

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

(b) AMMONIA (as N) TO POTASSIUM RATIO: _____
(if the Ammonia to Potassium Ratio is greater than 0.6:1, then it is likely that the pollutant is sanitary sewage.)
(if the Ammonia to Potassium Ration is less than or equal to 0.6:1, then the pollutant is from another washwater source.)

(c) FLUORIDE: _____ mg/L
(if the fluoride levels are between 1.0 and 2.5 mg/L, then the flow is most likely from fluoride treated potable water.)
(if the sample tests below a detection limit of 0.1 mg/L for fluoride, it is likely to be from groundwater infiltration, springs or streams. In some cases, however, it is possible that the discharge could originate from an onsite well used for industrial cooling water which will test non-detect for both detergents and fluoride. To differentiate between these cooling water discharges and ground water infiltration, you will have to rely on temperature.)

(d) TEMPERATURE: _____ °F
(if the temperature of the sample is over 70°F, it is most likely cooling water.)
(if the temperature of the sample is under 70°F, it is most likely from ground water infiltration.)

3. Is there a suspected illicit connection? Y (☐) N (☐)
   If "**YES**", what is the suspected source? _____
   If "**NO**", skip to signature block on the bottom of this form.

4. Has the investigation of the suspected illicit connection been completed? Y (☐) N (☐)
   If "**YES**", proceed to question #9.
   If "**NO**", skip to signature block on the bottom of this form.

5. Was the source of the illicit connection found? Y (☐) N (☐)
   If "**YES**", identify the source (including whether the source is from the Public Complex or another entity). _____
   What plan of action will follow to eliminate the illicit connection or report the illicit connection to the NJDEP?
   _____
   _____
   _____

   Resolution:
   _____
   _____
   _____

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

Inspector's Name: _____

Title: _____

Signature: _____

Date: _____

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

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

Brookdale Community College
Local Public Education Program

Annually, Brookdale Community College will complete a minimum of 12 points, including activities from at least one of each of the three categories below. At least one of the activities will involve education about the hazards associated with illicit connections and improper disposal of waste. The College may choose to complete the highlighted options below, or any other combination to obtain the minimum points required.

CATEGORY 1: GENERAL PUBLIC OUTREACH

Activity	Description	Points
Social Media Post	Post stormwater materials from your Public Complex on a social media stie quarterly, such as Facebook, Instagram, or Twitter page. This may include links to other stormwater resources on your stormwater webpage or the NJDEP stormwater website (www.njstormwater.org)	
Newsletter and Newspaper Ads	Use Department-approved stormwater education materials to publish an ad in a newsletter or newspaper quarterly that serves the people who live or work at the Public Complex.	
Radio and Television Ads	Quarterly broadcast a stormwater-related radio or television public service announcement from www.cleanwaternj.org on a local radio or public service channel.	
Billboards	Post and maintain (for point credit in subsequent years) a stormwater-related billboard or large sign for display on a bus, bus stop vestibule, recreation field, or other common public gathering area.	
Murals	Produce and maintain (for credit in subsequent years) a stormwater pollution themed mural, storm drain art or other artwork at a common public gathering area.	
Stormwater Facility Signage	Post signs and maintain a minimum of six (6) signs on property owned or operated by the permittee at green infrastructure sites, stormwater management basins or other structural stormwater related facilities that describe the function and importance of the facility, contact phone number, municipal identification number, and/or website for more information. *New signs receive 0.5 credits per sign. Existing signs that are maintained or upgraded receive 0.25 credits per sign. A maximum of 5 credits are allowed.	

CATEGORY 2: TARGETED AUDIENCES OUTREACH

Activity	Description	Points
General Stormwater Education	Quarterly distribution of the Department's education materials or a municipally produced equivalent, e.g., community calendar, newsletter, or recycling schedule via direct mail or email to every resident, student, and/or employee of the Public Complex.	
Regulatory Mechanism Education	Distribute a letter or e-mail from the permittee to every resident, student, and/or employee of the public complex highlighting the requirements and environmental benefits of the regulatory mechanisms in place to address Pet Waste, Wildlife Feeding, Litter Control, Improper Disposal of Waste, Yard Waste Collection, and Tree Replacement. Provide a link to the appropriate public facing webpage where these regulatory mechanisms are posted.	
School Presentation	Provide three (3) stormwater-related educational presentation(s) and/or activities to local preschool, elementary, middle, and/or high school classes using staff from the Public Complex or local partner organizations. Topics could include stormwater, nonpoint source pollution, watersheds, water conservation, and water quality. For ideas, see information at www.nj.gov/dep/seeds.	
Stormwater Education Workshop	Provide stormwater-related professional development workshops for local college/university faculty, or preschool, elementary, middle/high school teachers from a registered NJ Department of Education Professional Development Provider.	
School Contest	Organize an educational contest with a local school district or a local community organization to design a poster, magnet, rain stick, rain barrel or other craft/art object. Contest themes shall have an appropriate stormwater message. Winning entries are to be displayed at publicly accessible locations within the public complex. The winning design should be shown on the appropriate public facing website or social media site, if practical.	

CATEGORY 3: COMMUNITY EVENTS

Activity	Description	Points
Green Infrastructure Workshop	Organize or participate in a rain barrel, rain garden, or other green infrastructure workshop on a regional or watershed basis. This could be in partnership with a local watershed organization, utility, university, school, youth/faith-based group, and/or other organization.	
Volunteer Stormwater Assessment or Stream Monitoring	Establish a volunteer stormwater facility assessment (inspection, inventory and/or mapping) or stream monitoring program for a waterbody within or bordering your Public Complex to gauge the health of the waterway through chemical, biological or visual monitoring protocols. Contact NJDEP's AmeriCorps NJ Watershed Ambassador Program, NJ Volunteer Community Water Monitoring Programs, or review USEPA National Directory of Volunteer Monitoring Programs.	
Rain Barrel Workshop	Organize or participate in a rain barrel workshop. This could be a partnership exercise with a local watershed organization, university, school, youth/faith-based group, and/or another nonprofit.	
Rain Garden Workshop	Organize or participate in a rain garden training or installation workshop. This could be a partnership exercise with a local watershed organization, university, school, youth/faith-based group, and/or another nonprofit.	
Storm Drain Labeling Campaign	Organize a project to label and/or maintain storm drain lables (that are not already precast with a message) with a scout troop, local school district, or faith-based group, or other community youth group for a minimum of 40 labels. This project could also include stenciling over precast labels to improve legibility.	

Litter Clean-up Campaign	Sponsor or organize a litter clean up for a youth group along a local waterway, public park, stormwater facility, or in an area with storm drains that discharge to a local lake or waterway.	
Stormwater Display	Quarterly present a stormwater-related display or materials at any community event, e.g., Earth Day, town picnic, car show, parade, or other similar public venue.	
Promotion Item Giveaway	Distribute an item or items with a stormwater related message (e.g,, refrigerator magnets, temporary tattoos, key chains, bookmarks, pet waste bag dispensers, coloring books, and pens or pencils). The permittee must initially have available a minimum of the items equal to 10% of the public complex population.	