

# Stormwater Pollution Prevention Plan

*City of Newark*

*Essex County*

*Permit Number NJ0141852*

Annual Review Date: October 2023

Stormwater Program Coordinator: Mohammed Inti Athar, P.E.

## 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.....	14
Form 9 – Municipal Maintenance Yards & Other Ancillary Operations .....	15
Form 11 – MS4 Mapping.....	23
Form 12 – Watershed Improvement Plan .....	24

## Form 1 – Team Members

<b>Stormwater Program Coordinator (SPC)</b>			
Name and Title		Mohammed Inti Athar, P.E., Chief Engineer	
Phone	973-733-5361	Email	atharm@ci.newark.nj.us
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>			
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<b>Other Municipal Stormwater Team Members</b>			
Name and Title		Kareem Adeem, Director Dept of Water & Sewer	
Phone	973-733-6370	Email	adeemk@ci.newark.nj.us
Name and Title		Van Crossen, Manager, Division of Motors	
Phone		Email	crossenv@ci.newark.nj.us
Name and Title			
Phone		Email	
<b>Shared/Contracted Service Providers</b>			
Provider Name	Service Provided	Term of Service	
<i>HDR Engineering, Inc.</i>	<i>Consulting</i>	<i>Annual</i>	



**Form 3 – Public Announcements**  
*Part IV.B. and C.*

1. Provide the link to the dedicated stormwater webpage for your municipality.
<a href="https://water.newarknj.gov/stormwater">Stormwater — City of Newark (newarknj.gov)</a> <a href="https://water.newarknj.gov/stormwater">(<a href="https://water.newarknj.gov/stormwater">https://water.newarknj.gov/stormwater</a>)</a>
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Mohammed Inti Athar, P.E., Chief Engineer
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.
Stormwater-related events are posted on the Department of Water & Sewer's website:  The Department has also advertised stormwater-related messages on local online media sites (e.g. Patch). Newark distributes a pamphlet to all residents and businesses annually that provides information to the public about both combined and separate storm sewers. The pamphlet describes how everyday activities can affect water quality and provides tips and suggestions for the public to help reduce non-point source stormwater pollution.  Public outreach is conducted by both the Department of Water & Sewer and the Department of Sustainability. Both departments maintain their own records, but any events that are related to public education points under the permit are kept by the Department of Water & Sewer.

# 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.

Newark’s code defines major development as

1. The disturbance of 10,000 or more square feet of land.
2. The creation of 5,000 square feet or more of “regulated impervious surface” since February 2, 2004;
3. The creation of 5,000 square feet or more of “regulated motor vehicle surface” since March 2, 2021; or
4. A combination of 2 and 3 above that totals an area of 5,000 square feet or more. The same surface shall not be counted twice when determining if the combination area equals 5,000 square feet or more.

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 vegetation.

Please note this definition is in the stormwater control ordinance in the process of being adopted.

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.

Newark’s SCO is more stringent.

- Major Development is defined as:
  1. The disturbance of 10,000 or more square feet of land.
  2. The creation of 5,000 square feet or more of “regulated impervious surface” since February 2, 2004;
  3. The creation of 5,000 square feet or more of “regulated motor vehicle surface” since March 2, 2021; or
  4. A combination of 2 and 3 above that totals an area of 5,000 square feet or more. The same surface shall not be counted twice when determining if the combination area equals 5,000 square feet or more.
- Defines Minor Development
  - Minor Development means any development requiring site plan or subdivision approval or any development that results in an increase in impervious surface of two hundred and fifty or more square feet, but does not meet the definition of Major Development .
- Design standards for stormwater management measures include:
  1. minimum outlet pipe size
  2. minimum and maximum full flow velocities for stormwater conduits
- Provides Solids and Floatable Materials Control Standards.
- Provides refuse containers and dumpsters section.
- Provides penalties and enforcement sections.

Please note these requirements are in the stormwater control ordinance in the process of being adopted.

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

Newark’s building approval process is an eight step process which starts with the submittal of an application which includes forms and drawings (Step 1) and requires reviews by the Planning Department and Boards, Engineering, and Water & Sewer Departments (Step 2) before public notices, hearings and issuance of building

permits. It is during Step 2 that the Department of Water & Sewer will review the application and complete the "Site Development Stormwater Plan Review and Checklist". Upon completion of the checklist and the Site Development Stormwater Summary Form, the existence of any stormwater BMPs on sites will be logged into the Newark Stormwater BMP Tracking Database

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.

Newark does not allow variances to its Stormwater Control Ordinance, but the Stormwater Management Plan lays out criteria for a mitigation project, if one shall be considered.

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

May 2, 2007 (Initial Adoption)  
September 19, 2012 (Adopted Revision)  
November 4, 2015 (Adopted Revision)

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

April 18, 2007 (Initial Adoption)  
June 17, 2016 (Revised, but not adopted – *currently under revision*)

**Form 5 – Ordinances**  
*Part IV.F.1.*

<b>Ordinance</b>	<b>Date Adopted</b>	<b>Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.</b>	<b>Entity Responsible for Enforcement</b>	<b>Fees &amp; Fines</b>
1. Pet Waste	06/15/16	Yes	Department of Health & Community Wellness	<i>Min \$10 Max \$500</i>
2. Wildlife Feeding	06/15/16	Yes	Department of Health & Community Wellness	<i>Min \$0 Max \$100</i>
3. Litter Control	06/15/16	Yes	Division of Code Enforcement	<i>Min \$0 Max \$1,000</i>
4. Improper Disposal of Waste	05/17/06	No	Division of Code Enforcement	\$__
5. Yard Waste	06/15/16	No	Division of Code Enforcement	\$__
6. Private Storm Drain Inlet Retrofitting	02/04/15	No	Department of Engineering; Department of Water & Sewer	<i>Max \$10,000</i>
7. Illicit Connections	05/17/06	Yes	Newark Police Department; Department of Water & Sewer	<i>Max \$1,000</i>
8. Privately-Owned Salt Storage	<i>Pending</i>			\$__
9. Tree Removal- Replacement	<i>Pending</i>			\$__
<b>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.</b>				
Stormwater Control Ordinance (permit cite IV.B.4.g and IV.B.5.a.vii); 02/04/2015; Dept of Engineering; Dept of Water & Sewer.				
<b>Indicate the location of records associated with ordinances and related violations and enforcement actions below.</b>				
Those ordinances enforced by the Division of Code Enforcement are maintained within a database. Ordinances that are enforced by other departments are tallied each calendar year and recorded by the Dept of Water & Sewer.				



## 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 time each year)

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

The City of Newark is divided into six ward areas for the purpose of street cleaning:

1. North Ward
2. South Ward
3. East Ward
4. Central Ward
5. Central Business District Ward

The North, South, East, West and Central wards streets are all swept weekly. In the Central Business District all streets are swept daily.

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

Sweeping work is not outsourced.

## 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.

a. All MS4 catch basin labels were checked in 2021. Newark's sewer field crews will also spot check labels and replace them as necessary and available. Newark also works with various volunteer groups to check and re-label catch basins.

b. The city inspects catch basins/storm drain inlets on a regular basis and attends to repairs needed and any complaints by the community. The requirement to retrofit privately owned storm drain inlets is in Newark's Zoning and Land Use Regulations, 40:17-12-1. "Existing storm drain inlets which are in direct contact with repaving, repairing, reconstruction, or resurfacing or alterations of facilities on private property must be retrofitted to prevent the discharge of solids and floatables (such as plastic bottles, cans, food wrappers and other litter) to the municipal separate storm or combined sewer system operated by the City of Newark, New Jersey so as to protect public health, safety and welfare."

c. Newark SCO provides Solids and Floatable Materials Control Standards in 41:17-8. Criteria includes specific grates and curb opening requirements as well as devices and details to prevent solids and floatable materials from entering MS4 systems.

d. Newark's MS4 is divided into 5 sub-areas. Newark's catch basin cleaning program targets each area every other year, to clean all MS4 catch basins every two years. However, catch basins in flood prone or problem areas are given priority.

#### **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 city inspects catch basins/storm drain inlets on a regular basis and attends to repairs needed and any complaints by the community. Newark's MS4 is divided into 5 sub-areas. Newark's catch basin cleaning program targets each area every other year, to clean all MS4 catch basins every two years. However, catch basins in flood prone or problem areas are given priority.

### 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.

Catch basins are the only storm-water facilities that Newark owns and maintains that are part of the MS4 system. Newark has developed a cleaning and maintenance program for all MS4 catch basins by laying out a schedule during which each catch basin is scheduled to be inspected once every year. The City has Standard Operating Procedure (SOP) that contains the basic practices for catch basin inspections and cleaning to be implemented by the City of Newark, Department of Water and Sewer Utilities, Division of Sewers. The Division of Sewers Principal Planner is responsible for assigning field crews the daily assignments for cleaning the City's catch basins. The 1,810 catch basins associated with the separate stormwater sewer system are required to be inspected annually for accumulated sediment, trash, and debris. Catch basins in high use areas may require more frequent cleaning. Field inspections are documented using the Catch Basin Inspection Sheet. For each catch basin, the crew will note that the catch basin has been inspected, cleaned, retaining water, and/or in need of repair. The city performs street sweeping regularly to reduce the amount of sediment, debris, and organic matter entering the catch basins.

Catch basin inspection cleaning procedures address both the grate opening and the basin's sump. All observations about the condition of the catch basin structure and water quality are documented on a Catch Basin Inspection Form. Cleaning Procedure Steps include:

1. Clean sediment and trash off grate.
2. Visually inspect the outside of the grate.
3. Visually inspect the inside of the catch basin to determine cleaning needs.
4. Inspect catch basin for structural integrity.
5. Document any catch basin hoods that are missing or damaged.
6. Determine the most appropriate equipment and method for cleaning each catch basin.
  - a. Manually use a shovel to remove accumulated sediments, or
  - b. Use a bucket loader to remove accumulated sediments, or
  - c. Use a high pressure washer to clean any remaining material out of catch basin while capturing the residual with a vacuum truck.
  - d. If necessary, after the catch basin is clean, use the rodder of the vacuum truck to clean downstream pipe and pull back sediment that might have entered downstream pipe.
7. Properly dispose of collected debris. See section below.
8. Overflow from vacuum truck decanting should be directed to the sanitary sewer system.
9. If illicit discharges are observed or suspected, notify the Sewer Division Principal Planner.
10. At the end of each day, document location and number of catch basins cleaned, amount of debris collected, and disposal method for debris removed.
11. Report additional maintenance or repair needs to the Sewer Division Principal Planner.

#### **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.

Outfalls and surrounding stream banks are checked during outfall/illicit connection inspections. Inspection records are kept with the Department of Water & Sewer at 239 Central Avenue. Newark does not have any scouring cases currently.

NJDEP Permit requires the City to inspect 20% of outfalls or 4 of 18 outfalls per year. The City typically exceeds this requirement every year.

#### **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.

An “illicit connection,” means any physical or nonphysical connection that discharges the following to Newark’s MS4, unless that discharge is authorized under a NJPDES permit other than the GP (non-physical connections may include, but are not limited to leaks, flows, or overflows into the municipal separate storm sewer system):

- Domestic sewage;
- Non-contact cooling water, process wastewater, or other industrial waste (other than stormwater); and
- Any category of non-stormwater discharges that Newark identifies as a source or significant contributor of pollutants pursuant to 40 C.F.R. 122.34(b)(3)(iii).

Illicit connections of non-stormwater discharges have been shown to contribute contaminants to surface water bodies. These illicit connections may originate from sources such as improperly connected sanitary sewage lines, industrial flows and from leaking or overflowing sanitary sewer lines and pumping.

Physical inspections of all known and mapped stormwater outfalls are scheduled annually to investigate any dry-weather flow/illicit connections. The procedures from the NJDEP's Tier A Guidance document and Attachments are used for the inspections and a Newark Outfall Recon Inventory/Sample Collection Field Sheet is completed for each outfall that is inspected . Outfall pipes that are found to have a dry-weather flow are sampled and analyzed to categorize the discharge. The analytical data are used with the Illicit Connection Investigations Flow Chart from the NJDEP Tier A Stormwater Guidance Manual to categorize the discharge from these outfalls as: potable, natural, wash water or sanitary.

Newark has a hotline for reporting spills and illegal dumping. This hotline is also available for reporting illicit connections.

NJDEP Permit requires the City to inspect 20% of outfalls or 4 of 18 outfalls per year. The City typically exceeds this requirement every year.

**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.

Newark does not maintain other MS4 infrastructure other than what is noted above.

**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.

In Newark's stormwater ordinance (Newark Zone and Land Use Regs), private owners of stormwater facilities or BMPs are required to maintain their facilities. During stormwater design reviews, Newark records privately owned stormwater facilities (BMPS) in a tracking database, as well as reviews and files the BMP maintenance plan.

Newark plans to begin a program where owners of private BMPs are contacted and required to submit a certification that they have inspected and maintained their facilities.

**8. Infrastructure Records**

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

Completed catch basin inspection forms are located at the Dept of Water & Sewer, 239 Central Avenue. The city inspects catch basins/storm drain inlets on a regular basis and attends to repairs needed and any complaints by the community. Newark's MS4 is divided into 5 sub-areas. Newark's catch basin cleaning program targets each area every other year, to clean all MS4 catch basins every two years. However, catch basins in flood prone or problem areas are given priority.

# 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.

As part of standard operations the City and Department of Sanitation herbicide application management requests residents to consider the following:

1. reduce the use of toxic chemicals to control pests and weeds
2. Use natural plants or landscapes that minimize weeds and reduce the need for chemical application.
3. Clean up trash and refuse around the site and store trash and food scraps in tightly sealed containers indoors (if possible) prior to refuse collection to reduce vector attraction.

In City's annual brochure, the City requests residents to: reduce the amount of fertilizers, pesticides and herbicides you use. These chemicals can run off your property during a heavy rain and into our waterways. Use natural products when you can.

Additionally, regular street sweeping removes chemicals from the roadside before they are discharged from the storm drain system.

### 2. Excess Deicing Material Management

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

The City completes inspection forms regularly at deicing material and salt storage sites. These inspections included verifying loading and unloading areas are swept clean as well as ensuring materials are stored in permanent structures or covered.

:

### 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.).

Vegetative waste is removed and containerized and/or disposed in an approved location.

### 4. Roadside Erosion Control

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

The City regularly inspects and cleans facilities in the right of way noting any damage or issues with sediment debris/erosion. Street sweeping removes silt from the roadside before they are discharged from the storm drain system. A regular street-sweeping program will help to clean and maintain the systems.

**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: \_\_\_\_\_*

<b>1. Site Name and Address</b>	
<p>Division of Motors, 233 Wilson Avenue</p> <p>This is the only municipal yard operation in the MS4 area.</p>	
<b>2. Monthly Site Inspections</b>	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>Monthly inspection forms consist of 28 general, fueling, maintenance &amp; repair, housekeeping, and deicing materials &amp; salt storage items. Inspector signs and dates form after selecting Yes, No, or NA for each item. Inspector also provides comments and resolution for each item as needed.</p> <p>Forms are maintained and located with the Division of Motors at 233 Wilson Avenue.</p>	
<b>3. Inventory List</b>	
List all materials and machinery that are potentially exposed to stormwater.	
<b>Materials</b>	<b>Machinery/Equipment</b>
Raw Materials	None
Intermediate Products	None
Final Products	None
Waste Materials	Dumpster
By-Products	None
Machinery	Vehicles awaiting service/pick-up
Fuel	None
Lubricants	None
Solvents	None

<p><b>4. Discharge of Stormwater from Secondary Containment</b> Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>
<p>Not applicable.</p>
<p><b>5. Fueling Operations</b> 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.</p>
<p>Not applicable.</p>
<p><b>6. Vehicle/Equipment Maintenance and Repair</b> 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.</p>
<p>All vehicle maintenance is conducted indoors. Floor drains have been blocked.</p> <p>Monthly inspections of the facility are conducted, and records are kept at this location.</p>
<p><b>7. Wash Wastewater Containment</b> 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.</p>
<p>Not applicable.</p>



<p><b>8. Salt and Other Granular De-icing Materials</b> 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.</p>
<p>Not applicable.</p>
<p><b>9. Aggregate Material, Wood Chips, and Finished Leaf Compost</b> 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.</p>
<p>Not applicable.</p>
<p><b>10. Cold Patch Asphalt</b> 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.</p>
<p>Not applicable</p>
<p><b>11. Street Sweepings and Storm Sewer Cleanout Materials</b> 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.</p>
<p>Not applicable.</p>
<p><b>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings</b> 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.</p>
<p>Not applicable.</p>

<p><b>13. Scrap Tires</b>  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.</p>
<p>The Division of Motors stores scrap tires in a covered container or enclosure to prevent exposure to stormwater.</p>
<p><b>14. Inoperable Vehicles and Equipment</b>  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.</p>
<p>The Division of Motors stores inoperable vehicles and equipment. The Division temporarily provided drip pans and conducts monthly inspections are for leaks and filled drip pans.</p>

## Form 10 – Training

### Part IV.F.6-10.

<b>Stormwater Program Coordinators</b>
Describe the training provided for the municipal Stormwater Program Coordinator.
Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.

<b>Topic</b>	<b>Municipal Employees</b>
Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos	
Describe the training provided for municipal staff.	
SPPP	Occurs every year through an outside contractor.
Construction Site Stormwater Runoff	Occurs every 2 years through an outside contractor.
Post-Construction Stormwater Management in New and Redevelopment	Occurs every 2 years through an outside contractor.
Community-wide Ordinances	Occurs every 2 years through an outside contractor.
Community-wide Measures	Occurs every year through an outside contractor. Stormwater Brochures are distributed annually.
Stormwater Facilities Maintenance	Occurs every year through an outside contractor.

Municipal Maintenance Yards and Other Ancillary Operations	Occurs every year through an outside contractor.
MS4 Mapping	Occurs every 2 years through an outside contractor.
Outfall Stream Scouring	Occurs every 2 years through an outside contractor.
Illicit Discharge Detection and Elimination	Occurs every 2 years through an outside contractor.

<b>Stormwater Management Design Reviewers</b>
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a> . Indicate the location of the DEP certificate of completion for each reviewer.

## Municipal Board and Governing Body Members

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

Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at [www.nj.gov/dep/stormwater/training.htm](http://www.nj.gov/dep/stormwater/training.htm). Within 6 months of commencing duties, member must watch Asking the Right Questions in Stormwater Review Training Tool. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.

Training is provided annually for all city workers who conduct work related to stormwater management, or municipal operations in the MS4 area. Training is conducted by HDR either in person or virtually. Attendance is taken at all training sessions, all training material is provided to the city and trainees receive a certificate documenting completion of the training.

Employees who's job involves the MS4 areas are trained on the following:

1. Waste Disposal Education -Training shall include how to respond to inquiries regarding proper waste disposal.
2. Municipal Ordinances - Training shall include an overview of the Pet Waste Ordinance, Litter Ordinance, Illicit Connection Ordinance, Improper Waste Disposal Ordinance, Wildlife Feeding Ordinance, Refuse Container Ordinance, Yard Waste Ordinance (if applicable), Fertilizer Management Ordinance (if applicable), and the Private Storm Drain Inlet Retrofitting Ordinance, their requirements, enforcement policy, and hazards associated with improper waste disposal.
3. Yard Waste Collection Program (if applicable) - Training shall include frequency of yard waste pickups and schedule, policy for when yard waste can be placed curbside, and alternatives such as composting and recycling.
4. Illicit Connection Elimination and Outfall Pipe Mapping - Training shall include information regarding the hazards associated with illicit connections and details of the program including investigation techniques, physical observations, field sampling, and mapping procedures.
5. Monthly Sweeping of Certain Streets in Predominantly Commercial Areas - Training shall include sweeping schedules and record keeping requirements.
6. Stormwater Facility Maintenance - Training shall include catch basin cleaning schedules and record keeping requirements.
7. Outfall Pipe Stream Scouring Remediation - Training shall include identifying outfall pipe scouring and repairs.
8. Maintenance Yard Operations (including Ancillary Operations) - Training shall include de-icing material storage, fueling, vehicle maintenance, equipment/vehicle washing and good housekeeping SOPs.
9. Construction Activity / Post-Construction Stormwater Management in New Development and Redevelopment - Training shall include information regarding the requirement to obtain a NJPDES construction activity stormwater permit (see Part I, Section A.5.a and A.5.b of this permit) and requirements for Post-Construction Stormwater Management in New Development and Redevelopment (See Part I, Section F.3 of this permit) for the permittee's own construction activities and projects that disturb one acre or more.

<b>Training Records</b>
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Indicate the location of training records for the above required training.
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Newark Department of Water and Sewer Utilities and HDR maintain records for all city staff trained.
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# Form 11 – MS4 Mapping

## Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
<p>Note that ALL maps must be electronic by 21 Dec 2020 via the DEP’s designated electronic submission service. For details, see <a href="http://www.nj.gov/dep/dwq/msrp_map_aid.htm">http://www.nj.gov/dep/dwq/msrp_map_aid.htm</a>.</p>	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	<i>TBD</i>
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	<i>TBD</i>
c. MS4 interconnections	<i>TBD</i>
d. MS4 storm drain inlets	<i>TBD</i>
e. MS4 manholes	<i>TBD</i>
f. Length of conveyance (channels, pipes, ditches, etc.)	<i>TBD</i>
g. MS4 pump stations	<i>TBD</i>
h. MS4 stormwater facilities (any that are not listed above)	<i>TBD</i>
i. Maintenance yard(s) and other ancillary operations	<i>TBD</i>
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.).	
<p>The city will develop, update, and maintain an MS4 Infrastructure Map by January 2026. Mapping will be reviewed annually, updated as needed, posted on the city’s stormwater webpage. Files will also be submitted electronically to DEP.</p>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
<p>The city will discuss the best system and platform to use for developing the MS4 Infrastructure Map.</p>	

## Form 12 – Watershed Improvement Plan

### *Part IV.H.*

<b>1. Describe how your municipality is developing its Watershed Improvement Plan.</b>
<p>Watershed Improvement Plan (Phase 1) consists of preparing the Watershed Inventory Report and submit it to the Department by January 2026. This phase will also conduct semi-annual public information sessions.</p> <p>Watershed Improvement Plan (Phase 2) consists of preparing the Watershed Assessment Report and submit it to the Department by January 2027. This phase will also continue to conduct public information sessions.</p> <p>Watershed Improvement Plan (Phase 3) consists of preparing the Watershed Improvement Plan Report and submit it to the Department by December 2027. This phase will also conduct public information sessions and implement review of plan every 2 years.</p>
<b>2. Describe any regional projects or collaboration efforts with other municipalities.</b>
<p>This will be evaluated during Phase 1.</p>
<b>3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.</b>
<p>Public information session and meeting will be conducted during Phase 1 of the Watershed Improvement Plan and continued through all phases.</p>