



PREPARED BY:

Borough of Bergenfield
198 N Washington Ave
Bergenfield, NJ 07621

STORMWATER PROGRAM COORDINATOR:

Philip Neville, DPW Superintendent

TIER A MUNICIPAL
STORMWATER GENERAL PERMIT
NJPDES General Permit #NJG0151998
Program Interest ID #168093

STORMWATER POLLUTION PREVENTION PLAN 2023 UPDATE

NEW JERSEY DEPARTMENT OF
ENVIRONMENTAL PROTECTION

DATE: JUNE 2023

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Appendices

1 – Standard Operating Procedures

- Vehicle and Equipment Fueling Standard Operating Procedures
- Vehicle Maintenance Standard Operating Procedures
- Good Housekeeping Practices Standard Operating Procedures
- Vehicle Washing Standard Operating Procedures

NJPDES Tier A Municipal Stormwater
General Permit
**Stormwater Pollution
Prevention Team Members**
Number of team members may vary.

Completed by: Jaime Luppino
Title: Administrative Assistant
Municipal Name: Bergenfield
NJPDES #: NJG0151998
PI ID #: 168093
Effective Date of Permit Authorization
(EDPA): 04/01/2004
Date Form Completed: 01/01/2005
Date of most recent update: 06/30/2023

Stormwater Program Coordinator: David DiLello
Title: Sewer Dept Employee
Office Phone #: (201) 387-4055, ext. 2955
Email: dpw@bergenfieldnj.gov

**INDIVIDUALS RESPONSIBLE FOR MAJOR DEVELOPMENT PROJECT
STORMWATER MANAGEMENT REVIEW**

Name: Joseph Kong, P.E., T&M Associates
Title: Zoning Board Engineer
Office Phone #: (732) 671-6400
Email: jkong@tandmassociates.com

Name: Robert Yuro, P.E., T&M Associates
Title: Planning Board Engineer
Office Phone #: (732) 671-6400
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OTHER SPPP TEAM MEMBERS

Name: Jaime Luppino
Title: Administrative Asst
Office Phone #: (201)387-4055, ext. 4088
Email: dpw@bergenfieldnj.gov

Name: Nick Watkins
Title: Assistant DPW Supervisor
Office Phone #: (201) 387-4055, ext. 4088
Email: dpw@bergenfieldnj.gov

Name: _____
Title: _____
Office Phone #: () _____
Email: _____

Name: _____
Title: _____
Office Phone #: () _____
Email: _____

SPPP Form 2 - Revision History

Municipality Information	Municipal Name: <u>Borough of Bergenfield</u>
	NJPDES #: <u>NJG_0151998</u> PI ID #: <u>168093</u>
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>

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

SPPP Form 3 - Public Announcements

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

[Help Protect the Environment & Keep Our Waterways Clean \(bergenfieldborough.com\)](http://bergenfieldborough.com)

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

Jaime Luppino, Administrative Assistant

Conall O'Malley, Borough Administrator

Andrew Stewart, Assistant to Borough Clerk

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

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

Additionally, public notice on stormwater related education and outreach activities are posted on the Borough's website and Facebook page, as well as distributed through mass mailings including the quarterly newsletter, if necessary.

Website: <https://bergenfield.com/>

Facebook: <https://www.facebook.com/bergenfieldnj>

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

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

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

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

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

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

The Borough adopted the NJDEP’s model SCO.

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

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

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

Throughout construction, representatives from the Borough and its consultants shall inspect the construction site to ensure that the project is constructed in accordance with the approved development plans

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

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

The Borough's adopted Municipal Stormwater Management Plan (MSWMP) and SCO allows for mitigation plans in the event an applicant is granted a variance or exemption from the stormwater management design and performance standards. The plan outlines mitigation project criteria, as well as requirements for submission of the Mitigation Plan to the Borough for review and approval prior to granting final approval of the site development, as well as potential options for consideration.

To date though no variances or exemptions have been requested.

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

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

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

The original SCO was adopted by the Borough on November 8, 2006.

To comply with a New Jersey stormwater rule amendment issued on March 2, 2020, the Borough's SCO was revised and re-adopted on July 20, 2021.

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

The original MSWMP was adopted by the Borough on June 19, 2006

Since then, it has been re-examined and re-adopted with no change during the Borough's re-examination of the Borough Master Plan. The last re-examination was completed on August 28, 2019.

SPPP Form 5 – Ordinances

Regulatory Mechanism	Date of Adoption	Was the NJDEP model adopted without change? If not, explain how it's more stringent	Entity Responsible for Enforcement	Fees and Fines
Pet Waste	05/20/2005	Yes	Police Dept. and Health Dept.	Not to Exceed \$500
Wildlife Feeding	05/20/2005	Yes	Police Dept. and Municipal Officials	Not to Exceed \$500
Litter Control	05/20/2005	Yes	Police Dept. and Health Dept.	Not to Exceed \$500
Improper Disposal of Waste	05/20/2005	Yes	Police Dept. and Health Dept.	Not to Exceed \$500
Yard Waste	05/20/2005	Yes	Police Dept. and Municipal Officials	Not to Exceed \$500
Private Storm Drain Inlet Retrofitting	09/21/2010	Yes	Planning / Zoning Board	\$10,000 / month
Illicit Connection Ordinance	05/20/2005	Yes	Police Dept. and Municipal Officials	Not to Exceed \$500
Privately-Owned Salt Storage				
Tree Removal / Replacement				

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

[Solid Waste Refuse and Garbage Disposal.pdf](#)

The ordinance was adopted on December 14, 2010, and shall be enforced by the DPW Superintendent or Designee and the Board of Health. Violations and penalties shall not exceed \$1,000.

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

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

SPPP Form 6 – Street Sweeping

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

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

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

The Borough mechanically sweeps its municipal streets between the months of March and September of each year, weather and surface conditions permitting.

Record of sweepings collected are maintained by Public Works. The following information is included in the street sweeping log: starting and ending mileage, streets swept and amount of materials collected. Information is recorded for future reference and inclusion in the Borough's annual stormwater report and supplemental questionnaire.

The existing street sweeping program will be evaluated to comply with the new street sweeping schedule requirement outlined in the 2023 MS4 Tier A Permit. Starting January 1, 2026, the Borough will update its street sweeping program as needed to ensure sweeping of all Borough streets a minimum of 3 times per year to comply with permit requirements.

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

Not applicable, sweeping work conducted by Borough employees.

SPPP Form 7 – MS4 Infrastructure

1. *Municipal Storm Drain Inlets*

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

- a. DPW staff conduct visual inspections of the stormwater labels installed on those inlets or catch basins that do not have permanent wording cast into their design. Replacement of the label is conducted and then reported back to the DPW office.
- b. Throughout construction of major development projects or during repaving projects, the Code Enforcement Office, Borough Engineer or Borough consultants shall perform site inspections to confirm proper storm drain inlets have been installed or retrofitted. For existing inlets or catch basins that have not been retrofitted, DPW staff will conduct visual inspections during their day-to-day operations and identify any unit that is in need of retrofitting. Retrofitting work will be scheduled accordingly to ensure completion of all retrofit or replacement work by December 31,2027.
- c. The Borough Engineer or Borough consultants shall check plans for road projects and major developments to verify that a catch basin or some sort of BMP to capture solids is included with, or downstream of, the affected storm drain inlets in accordance with NJDEP requirements.
- d. DPW staff shall perform inspections of all identified storm drain inlets on an annual basis in accordance with NJDEP requirements. Inspection work will be conducted per quadrant. There are four (4) quadrants within the Borough. Any storm drain inlet noted with debris will be reported back to the DPW office and scheduled for cleaning. Areas that clog and flood often during storms shall be inspected more frequently and prior to large, forecasted storms, and cleaned if necessary.

2. *Municipal Catch Basins*

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

- a. DPW staff shall perform inspections of up to 20% of the Borough's catch basins on an annual basis in accordance with NJDEP requirements. Inspection work will be conducted per quadrant. There are four (4) quadrants within the Borough. Any catch basin noted with debris will be reported back to the DPW office and scheduled for cleaning. Areas that clog and flood often during storms shall be inspected more frequently and prior to large, forecasted storms, and cleaned if necessary.
- b. All catch basins that are 40% or more full will be scheduled for cleaning by DPW staff. Areas that are prone to clogging or flooding during storm events shall be inspected more frequently, as well as prior to large, forecasted storms. They shall be cleaned as necessary. Additionally, catch basins that are in areas of recent flooding complaints shall be inspected within 1 week of receipt of the complaint and cleaned as needed.

SPPP Form 7 – MS4 Infrastructure (Cont'd)

3. *Municipal Conveyance System*

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

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

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

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

4. *Municipal Outfall Inspections – Stream Scouring*

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

Historically, there has been no evidence of outfall pipe stream scouring throughout the Borough. The Borough's ongoing Outfall Pipe Stream Scouring Program will be continued in conjunction with the Illicit Connection Elimination Program. Outfall inspections will be completed at a minimum of once every five (5) years or 20% of the total outfalls on an annual basis in accordance with NJDEP permit requirements.

Outfall pipes showing signs of scouring will be reported to the Public Works Superintendent for further assessment.

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

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

Long Term Maintenance

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

SPPP Form 7 – MS4 Infrastructure (Cont'd)

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

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

The Borough's outfalls, in accordance with permit requirements, will be inspected by Borough DPW personnel or its consultants a minimum of 20% of their overall total on an annual basis. Outfalls will be inspected for dry weather discharges 72 hours after a rain event, intermittent stormwater flow, discoloration or inappropriate debris in and immediately downstream of the outfall.

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

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

6. *Other Municipal Infrastructure*

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

The Borough will continue to implement their existing stormwater facility maintenance program to ensure that all stormwater facilities owned and operated by the Borough are functioning properly.

Aside from storm drain inlets, catch basins, stormwater pipes and outfalls, the Borough operates one (1) swale, which is located near the Swim Club property on Twin Boro Lane.

The swale is cleaned and maintained on an annual basis by Borough personnel and inspected periodically throughout the year for debris and sediment accumulation.

SPPP Form 7 – MS4 Infrastructure (Cont'd)

7. Stormwater Facilities Not Owned or Operated by the Municipality

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

Not applicable.

8. Infrastructure Records

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

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

SPPP Form 8 – Community Wide Measures

1. *Herbicide Application Management*

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

The use of herbicide application is outsourced to 3rd party contractors. They are advised that the application of herbicides is prohibited on, or adjacent to storm drain inlets, on steeply sloping grounds, along curb lines and unobstructed shoulders. Application will only be permitted within a 2-foot radius around structures where overgrowth presents a safety hazard or where it is unsafe to mow.

2. *Excess Deicing Material Management*

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

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

3. *Roadside Vegetative Waste*

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

Vegetative waste is collected curbside on Mondays between April and October of each year either in paper bags or 32-gallon containers. Branches are picked up curbside year-round. Loose leaves and grass are picked up at the curb between October and December of each year.

All yard waste collected is taken to the Twin Boro Lane Recycling Center for temporary storage in piles away from any adjacent storm drain inlets or catch basins and periodically disposed offsite by 3rd party contractors.

4. *Roadside Erosion Control*

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

The Borough DPW will monitor Borough roads and streets for signs of potential erosion during typical day to day operations. All identified road erosion problems will be reported to the DPW Superintendent.

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

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

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

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

Bergenfield DPW Facility
198 North Washington Avenue
Bergenfield, NJ 07621

2. Monthly Site Inspections

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

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

The salt shed is also inspected to ensure that materials are protected from exposure to rain, snow, and stormwater running across the paved surfaces. Any deficiencies are noted and reported for further action.

3. Inventory List

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

Materials	Machinery
Road Salt and Calcium Chloride	Backhoe/Loader
Cold Patch (Periodically)	DPW Maintenance Vehicles
Automotive liquids, oils and hydraulic fluids	Street Sweeper / Jet Vacuum truck
Miscellaneous paint cans and other liquids	Fuel tank
Chemical exhaust fluid	Waste oil tank/drums
Ice melting pellets	Salt spreading vehicles / plows
Brine / Liquid calcium chloride (2,500 gallons)	Inoperable vehicles (auction)

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

4. *Discharge of Stormwater from Secondary Containment*

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

Not applicable.

5. *Fueling Operations*

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

Fueling is conducted onsite at the Borough's DPW facility. A Standard Operating Procedure has been developed outlining basin do's and don't's. The Borough maintains speedy dry and other absorbent materials in the event of leaks or spills. The fueling area is inspected and any deficiencies are reported to the DPW office and scheduled for necessary maintenance. The above ground tank is double walled to protect against any leaks.

6. *Vehicle/Equipment Maintenance and Repair*

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

Routine vehicle maintenance is conducted by Borough personnel in their maintenance garage building. All maintenance and repair work is completed indoors. The maintenance garage does not have any storm or trench drains.

Automotive fluids are emptied out and temporarily stored in various storage drums/containers and disposed offsite as needed.

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.

Vehicles are washed onsite at the Borough's DPW facility using their existing wash system located in one of the garage bays. Wash water is collected in the bay and then enters an oil/water separator before being discharged into the sanitary sewer system. Oil from the oil/water separator is periodically disposed offsite.

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

8. Salt and Other Granular De-icing Materials

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

The Borough stores salt for de-icing roadways at their DPW facility in a three-sided structure with no door. The salt is typically covered with a tarp. Hay bales are placed in front of the storage structure to prevent leaching of stored salt. Brine/Calcium Chloride is also maintained in a 2,500-gallon tank located outside the Borough's salt bin/shed.

Routine maintenance and inspection of the de-icing material storage structure and surrounding area is conducted as needed throughout the year.

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

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

Not applicable.

10. Cold Patch Asphalt

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

None maintained at the DPW yard at the moment. However, cold patch cold bags have been periodically stored in the DPW maintenance/garage as needed throughout the year.

11. Street Sweepings and Storm Sewer Cleanout Materials

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

Sweepings and storm sewer cleanout materials are temporarily stored in a 20/30-cy containers (tarpred). These containers/dumpsters are collected and disposed offsite by a 3rd party contractor on a weekly and/or monthly basis and are not stored for more than 6 months in duration.

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

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

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

Not applicable.

13. Scrap Tires

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

Not applicable.

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 temporarily stored outdoors at the DPW facility until they are sent to auction and removed offsite.

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

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

Twin Boro Recycling Center
73 Twin Boro Lane
Bergenfield, NJ 07621

2. Monthly Site Inspections

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

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

3. Inventory List

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

Materials	Machinery
Yard waste (brush, leaves and grass)	20 / 30 cy containers / dumpsters
Aggregate materials (gravel, stone, sand, soil)	Garbage trucks
Wood chips / tree stumps	

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

4. Discharge of Stormwater from Secondary Containment

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

Not applicable.

5. Fueling Operations

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

Not applicable.

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.

Not applicable.

7. Wash Wastewater Containment

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

Not applicable.

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

8. Salt and Other Granular De-icing Materials

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

Not applicable.

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.

The Borough temporarily stores piles of wood chips in an area near the Twin Boro Recycling Center located near Vivyen Field. The material is put into roll offs and picked up daily by a 3rd party contractor.

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.

Not applicable.

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.

Not applicable.

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

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

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

No construction or demolition waste is accepted by the Borough.

All yard waste collected throughout the year including grass, leaves and brushes are taken to the Twin Boro Lane Recycling Center for temporary storage in piles away from any adjacent storm drain inlets or catch basins and periodically disposed offsite by 3rd party contractors.

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.

Not applicable.

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.

Not applicable.

SPPP Form 10 –Training

Stormwater Program Coordinator

Describe the training provided for the municipal Stormwater Program Coordinator.

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

Topic

Office/Entity Responsible for Training

Describe the training provided for municipal staff.

SPPP

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

Construction Site
Stormwater
Runoff

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

Post-
Construction
Stormwater
Management in
New and
Redevelopment

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

Community-wide
Ordinances

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

Community-wide
Measures

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

SPPP Form 10 –Training (Cont'd)

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

SPPP Form 10 –Training (Cont'd)

Municipal Board and Governing Body Members

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

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

https://nj.gov/dep/stormwater/asking_the_right_questions.html

The Borough Clerk and/or the Board Secretary shall maintain records of when the Board or Governing Body Members complete the training for inclusion in the Borough’s annual stormwater report and supplemental questionnaire.

Training Records

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

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

SPPP Form 11 – MS4 Mapping

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

[Help Protect the Environment & Keep Our Waterways Clean \(bergenfieldborough.com\)](http://bergenfieldborough.com)

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

e. MS4 outfalls	~200
f. MS4 groundwater discharge points (basins or overland flow infiltration areas)	TBD
g. MS4 interconnections	None
h. MS4 storm drain inlets	1,650
i. MS4 manholes	TBD
j. Length of conveyance (channels, pipes, ditches, etc.)	TBD
k. MS4 pump stations	None
l. MS4 stormwater facilities (any that are not listed above)	TBD
m. Maintenance yard(s) and other ancillary operations	2

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

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

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

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

SPPP Form 12 – Watershed Improvement Plan

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

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

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

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

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

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

- **Hackensack R (below/incl Hirshfeld Bk)**, which is shared with Emerson Borough, Oradell Borough, Paramus Borough, River Edge Borough, New Milford Borough, Dumont Borough, Cresskill Borough, Tenafly Borough, Englewood City, Englewood Cliffs Borough, Teaneck Borough, Hackensack City, Maywood Borough, Lodi Borough, Hasbrouck Heights Borough, Teterboro Borough, South Hackensack Township, Little Ferry Borough, Bogota Borough, Ridgefield Park Village, Leonia Borough, Palisades Park Borough, Fort Lee Borough, Cliffside Park Borough, Fairview Borough, Ridgefield Borough, Moonachie Borough, Wood-Ridge Borough, Carlstadt Borough, East Rutherford Borough, Rutherford Borough, Lyndhurst Township, North Arlington Borough, Kearny Town, Jersey City, Secaucus Township, North Bergen Township, Guttenberg Township, West New York Township and Union City.

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

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

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

APPENDIX 1 – Standard Operating Procedures

Vehicle and Equipment Fueling Standard Operating Procedures

Vehicle Maintenance Standard Operating Procedures

Good Housekeeping Practices Standard Operating Procedures

Vehicle Washing Standard Operating Procedures

BOROUGH OF BERGENFIELD

STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Vehicle and Equipment Fueling	000

DESCRIPTION:

This Standard Operating Procedure (SOP) contains the procedures and practices designed to minimize pollution to surface and ground waters.

PURPOSE:

This SOP provides a set of guidelines for the Borough of Bergenfield employees to implement procedures for delivering fuel into vehicles and equipment, storage tanks, and mobile fuel tanks safely while minimizing pollution to surface and ground waters.

STANDARDS AND SPECIFICATIONS:

Vehicle and Equipment Fueling

1. There is to be no smoking in the fueling area.
2. Shut off engine.
3. Ensure the proper type of fuel is used for each vehicle or piece of equipment.
4. Absorbent spill clean-up materials shall be available in all fueling areas, including on mobile fueling vehicles. Clean-up material shall be disposed of properly.
5. Nozzles used in fueling vehicles and equipment shall be equipped with automatic shut-off to prevent overfilling of tanks.
6. Fuel tanks shall not be "topped off."
7. Mobile fueling shall be minimized. Fueling shall only occur in designated areas, whenever possible.
8. In a prominent area, clearly post the instructions for safe operation of all fueling equipment, and appropriate Spill Response contact information.

Bulk Fueling

1. Always use drip pans or absorbent pads under all hose and pipe connections and other leak prone areas.
2. Block storm drain inlets or contain tank trucks using temporary berms or absorbent booms. All hose connection points associated with bulk fueling must be contained within the berm during bulk loading/unloading if storm drain inlets are not blocked.
3. Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and contain spills.
4. A trained employee must be present to oversee bulk fuel transfer.

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BOROUGH OF BERGENFIELD

STANDARD OPERATING PROCEDURES

Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
 - Level 1: Contact the local police department at (201) 387-4000.
 - Level 2: Contact the Bergen County Health Department at (201) 634-2600.
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

Maintenance and Inspection

1. Inspect fueling area, storage tanks, and pumps quarterly.
2. Keep an ample supply of spill clean-up material on the site.
3. Check for leaks and damaged equipment, periodically. Any tanks, pumps, piping, equipment, and fuel dispensing equipment found to be damaged, or leaking shall be repaired immediately.

BOROUGH OF BERGENFIELD

STANDARD OPERATING PROCEDURES

TITLE Vehicle Maintenance	REVISION NO. 000
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DESCRIPTION:

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

PURPOSE:

This SOP provides a set of guidelines for the Borough of Bergenfield vehicle maintenance for its maintenance yards and ancillary operations' maintenance areas.

STANDARDS AND SPECIFICATIONS:

Vehicle Maintenance

1. Conduct all vehicle maintenance only in designated areas.
2. When possible, perform vehicle and equipment maintenance indoors and on a paved floor.
3. Always use drip pans.
4. Absorbent spill clean-up materials shall be available in all maintenance areas. Material shall be properly disposed of after use.
5. Protect maintenance areas from both stormwater runoff and stormwater run-on. Areas should be located 50 feet downstream of any drainage facility or watercourse.
6. Do not dump or dispose of oils, grease, fluids, and lubricants on the ground. Waste oil and waste antifreeze shall be collected in properly labeled containers and disposed of properly.
7. Do not dump or dispose batteries, used oils, antifreeze or other toxic fluids into a storm drain or watercourse.
8. Do not bury or burn tires.
9. Collect waste fluids in properly labeled containers and dispose properly.

Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
 - Level 1: Contact the local police department at (201) 387-4000.
 - Level 2: Contact the Bergen County Health Department at (201) 634-2600.
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

Maintenance and Inspection

1. Periodically check for leaks and damaged equipment and make necessary repairs

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BOROUGH OF BERGENFIELD

STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Good Housekeeping Practices	000

DESCRIPTION:

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

PURPOSE:

This SOP provides a set of guidelines for the Borough of Bergenfield employees to implement Good Housekeeping Practices for its maintenance yards and ancillary operations' maintenance areas.

STANDARDS AND SPECIFICATIONS:

General

1. All containers should be properly marked and labeled. Labels should be clean and legible.
2. Keep all containers in good condition and sealed tightly when they are not in use.
3. Keep all chemicals, fluids, and supplies indoors, where practical.
4. Containers stored outdoors must be covered and placed on spill containment platforms.
5. Keep storage areas clean and organized.
6. Keep spill kits and drip pans near any liquid transfer areas. Keep them protected from rain.
7. Absorbent spill clean-up materials must be available in maintenance areas and must be properly disposed of after spills.
8. All trash, dirt, and other debris must be placed in the dumpster.
9. Waste fluids must be collected in properly labeled containers and dispose of properly.
10. Maintain the recycling program by disposing of bottles, cans, paper, and trash in their designated containers.
11. Sweep and clean garages and yard once per week.

Salt and De-icing Material Handling

1. Prevent or minimize spills during material loading and unloading. If de-icing materials are spilled, remove the material using dry cleaning methods, and reuse or dispose of the material properly.
2. Inspect, sweep and clean area once per week to remove dirt and debris. Sweep area immediately following loading and unloading operations, when practical.
3. Minimize tracking material from the storage and loading/unloading areas.
4. Minimize the distance materials are transported during loading and unloading activities
5. Tarp any materials stored outside when they are not in use.
6. If interim seasonal tarping is used, de-icing materials may only be store outside between October 15th and April 30th.

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BOROUGH OF BERGENFIELD

STANDARD OPERATING PROCEDURES

Spill Response and Reporting

- 1. Conduct clean-up of and spill(s) immediately after discovery.
- 2. Spills are to be cleaned up using dry cleaning methods only.
- 3. For Environmental Emergencies Hazardous Materials spills:
 - Level 1: Contact the local police department at (201) 387-4000.
 - Level 2: Contact the Bergen County Health Department at (201) 634-2600.
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

Maintenance and Inspection

- 1. Check for leaks and damaged equipment, periodically. Make repairs as necessary.
- 2. Perform monthly inspections of all storage areas and containers, both in and outdoors.
- 3. Perform overall facility inspection and maintenance annually.

BOROUGH OF BERGENFIELD

STANDARD OPERATING PROCEDURES

TITLE Vehicle Washing	REVISION NO. 000
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DESCRIPTION:

This Standard Operating Procedure (SOP) contains the procedures and practices designed to minimize pollution to surface and ground waters.

PURPOSE:

This SOP provides a set of guidelines for the Borough of Bergenfield employees to implement procedures for using proper vehicle and equipment washing techniques, proper washing locations, and proper disposal of wash water.

STANDARDS AND SPECIFICATIONS:

Procedures

1. Vehicle wash water shall not be disposed of into storm drains, waterways, or to the ground.
2. All vehicles and/or equipment shall be washed inside in the proper designated areas.
3. Minimize water use when washing vehicles. Use hoses with automatic shut off nozzles to minimize water usage.
4. Only biodegradable and non-toxic cleaners are permitted.
5. Soaps and detergents shall not be used when washing vehicles outside, water only.
6. Discharge all wash water containing degreasers, acids, bases, and/or metal brighteners through the oil-water separator and then into the existing sanitary sewer system.
7. Clean wash areas after washing activities to collect any accumulated solids.
8. Maintain and clean any treatment devices, holding tanks, etc., as needed.

Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
 - Level 1: Contact the local police department at (201) 387-4000.
 - Level 2: Contact the Bergen County Health Department at (201) 634-2600.
Contact NJDEP at (877) WARN DEP or (877) 927-6337.

Maintenance and Inspection

1. Inspect washing areas, oil/water separator storage tanks and other appurtenances monthly.
2. Check for leaks and damage, periodically. Any leaks or damages noted shall be repaired immediately.

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