

SPPP Form 2 - Public Notice

Public Complex
Information

Public Complex: Montclair State University

NJPDES#: NJG 0153818 PIID #: 223101

Team Member / Title: Michael Zanko, AVP Capital Planning & Project Mgmt

Effective Date of Permit Authorization: 1-1-2019

Date of completion: ongoing Date of most recent update: 3-25-2020

Briefly outline the principal ways in which you comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program.

For any meetings where public notice is required under the Open Public Meeting Act (Sunshine Law, "N.J.S.A. 10:4-6 et seq.") Montclair State University (MSU) will solicit input from the municipalities, interested students, employees and neighboring residents while developing our Stormwater Program.

SPPP Form 3 – New Development and Redevelopment Program

Public Complex Information

Public Complex: Montclair State University
 NJPDES#: NJG 0153808 PIID #: 223101
 Team Member / Title: Michael Zanko, AVP Capital Planning & Project Mgmt
 Effective Date of Permit Authorization (EDPA): 1-1-2019
 Date of completion: ongoing Date of most recent update: 3-25-2020

Describe in general terms your post-construction stormwater management in new development and redevelopment program (post-construction program), and how it complies with the Public Complex Permit minimum standard. This description must address how adequate long term operation and maintenance of BMPs will be ensured; compliance with the standard in Attachment C of the permit (new storm drain inlet design standard); adoption and implementation of applicable design and performance standards established under N.J.A.C. 7:8 for major development; and use of the Post-Construction Program Design Checklist for Individual Projects. Attach additional pages as necessary.

Montclair State University is implementing post-construction stormwater management in new development and redevelopment programs as per the Public Complex Permit minimum standard. The University intends to consider the applicable design and performance standards as early as possible in the project planning and design process. To help ensure that the minimum standard is met, Montclair State University will hire a consultant to help determine which of our development projects are subject to the standards, and to assist in the design and execution of these projects.

The University's Board of Trustees will promulgate a regulation which:

1) Adopts (and incorporates by reference) for such projects the applicable design and performance standards (including maintenance requirements) established under N.J.A.C. 7:8 for major development, and the storm drain design standard in Attachment C;

2) Requires that all such projects be designed to comply with these design and performance standards and this storm drain inlet design standard; and

3) Require's that the Public Complex Permit's Post-Construction Program Design Checklist for Individual Projects be completed before each project's construction is approved.

We expect that most projects will comply with the storm drain inlet design standards in Attachment C either by conveying flows through a trash rack as described in the "Alternative Device Exemptions" or (for flows not conveyed through such a trash rack), by installing the NJDOT bicycle safe grate with, where necessary, a curb inlet opening no greater than two inches across the smallest dimension. The storm inlets will also be engineered to ensure adequate hydraulic performance.

When the University constructs any project regulated by the Public Complex Permit as a new development and redevelopment project, the University will ensure adequate long-term operation and maintenance of BMP's for that project by preparing a project maintenance plan in accordance with N.J.A.C. 7:8-5.8, where applicable, and by requiring and funding the University implementation of that plan. For BMP's at stormwater facilities, maintenance of these BMP's will also be an integral part of the program that we are developing to ensure proper function and operation of all University stormwater facilities regulated by the Public Complex Permit.

SPPP Form 4- Local Public Education Program

Municipality Information

Municipality: _____ County: _____ Public Complex: Montclair State University

NJPDES # : NJG0153818 PI ID #: 223101

Team Member/Title: Bradley Demo, Asst. Director EHS

Effective Date of Permit Authorization (EDPA): 1-1-2019

Date of Completion: ongoing Date of most recent update: 3-25-2020

Local Public Education Program

Describe your Local Public Education Program. Be specific on how you will distribute your educational information, and how you will conduct your annual event. Attach additional pages with the date(s) of your annual mailing and the date and location of your annual event.

Montclair State University's Office of Environmental Health and Safety and the Office of Campus Planning will take a proactive approach with educating the University community on stormwater pollution prevention. The following specific events will take place:

Storm water pollution prevention plan will be posted on the University's website

The Assistant Director of Environmental Health and Safety and Stormwater Program Coordinator will serve as liason to student environmental organizations, and will orchestrate collaborative ventures leading to educating the community about stormwater pollution issues and regulations. The liaison will attend the organizations meeting and organize the outreach event to distribute educational pamphlets to the University community during the annual Earth Day event, and mandatory facilities stormwater awareness training.

Will complete all requirements for local public education and outreach program under permit park IV.B.2.a (i and ii) and maintain records of events.

Due to Co-vid19 epidemic outreach education events are postponed until such events can take place under state and federal guidelines.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: _____ County: _____ Public Complex: Montclair State University

NJPDES # :NJG0153818P ID #: 223101

Team Member/Title: Stephen Ruggiero, Director, Grounds Services

Effective Date of Permit Authorization (EDPA): 1-1-2019

Date of Completion: 4-1-2008 Date of most recent update: 3-25-2020

Storm Drain Inlet Labeling

Describe your storm drain inlet labeling program, including your labeling schedule, the details of your long-term maintenance plan, and plans on coordinating with watershed groups or other volunteer organizations.

Montclair State University implemented and completed a Storm Drain Labeling Program in April 2008.

To heighten the awareness about the labeling program, advertisements about the project were posted throughout campus. Although the permit allows 60 months to complete the storm drain inlet labeling, all storm drain inlets were labeled before that deadline.

MSU ordered the stencil from Earthwater Stencils earthwater-stencils.com and used Blue exterior paint to apply the stencil. Each label displays the following message: "Dump No Waste-Drains To Waterway"

SPPP Form 6 – MS4 Outfall Pipe Mapping

Public Complex
Information

Public Complex: Montclair State University

NJPDES # : NJG 0153818 PI ID #: 223101

Team Member/Title: Bradley Demo, Asst Director, EHS

Effective Date of Permit Authorization (EDPA): 1-1-2019

Date of completion: 5-2-2016 Date of most recent update 3-25-2020

Explain how you will prepare your map (include its type and scale, and the schedule for the mapping process). Who will prepare your map (e.g., Public Complex employees, a consultant, etc.)?

Outside contractor completed current map in 2016. Map is updated as needed due to construction projects affecting outfalls. Map was updated in March 2020 to show outfall bodies of water.

SPPP Form 7 – Illicit Connection Elimination Program

Public Complex
Information

Public Complex: Montclair State University

NJPDES # : NJG 0153818 PI ID #: 223101

Team Member/Title: Bradley Demo, Asst Director, EHS

Effective Date of Permit Authorization (EDPA): 1-1-2019

Date of completion: ongoing Date of most recent update: 3-25-2020

Describe your Illicit Connection Elimination Program, and explain how you plan on responding to complaints and/or reports of illicit connections (e.g., hotlines, etc.). Attach additional pages as necessary.

Montclair State University maintains a Illicit Connection Elimination effective as of April 2009. Illicit connections are identified through visible inspections and training with MSU HVAC and plumbing staff.

MSU will use NJDEP illicit connection inspection report forms and protocol for determining if a discharge is an illicit connection. Copies of inspection report forms will be maintained for the reporting year and as needed. If the illicit connection is found to be from MSU, appropriate corrective action will be taking by EHS and the appropriate department employees. If the connection is found to be from an outside party, MSU will notify NJDEP in writing as soon as possible.

SPPP Form 8 – Illicit Connection Records

Public Complex Information	Public Complex: <u>Montclair State University</u> NJPDES # : NJG <u>0153818</u> PI ID #: <u>223101</u> Team Member/Title: <u>Joe Marzullo, AVP, Facilities Maint & Eng</u> Effective Date of Permit Authorization (EDPA): <u>1-1-2019</u> Date of completion: <u>Maying</u> Date of most recent update: <u>3-25-2020</u>
Prior to July 1, 2006 <i>Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.</i>	
Total number of inspections performed this year? _____	
Number of outfalls found to have a dry weather flow? _____	
Number of outfalls found to have an illicit connection? _____	
How many of the Public Complex's own illicit connections were eliminated? _____	
Of the Public Complex's own illicit connections found, how many remain? _____	
How many illicit connections found to emanate from another entity were reported to NJDEP? _____	
July 1, 2006 – June 30, 2007 <i>Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.</i>	
Total number of inspections performed this year? _____	
Number of outfalls found to have a dry weather flow? _____	
Number of outfalls found to have an illicit connection? _____	
How many of the Public Complex's own illicit connections were eliminated? _____	
Of the Public Complex's own illicit connections found, how many remain? _____	
How many illicit connections found to emanate from another entity were reported to NJDEP? _____	
July 1, 2007 – June 30, 2008 <i>Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.</i>	
Total number of inspections performed this year? _____	
Number of outfalls found to have a dry weather flow? _____	
Number of outfalls found to have an illicit connection? _____	
How many of the Public Complex's own illicit connections were eliminated? _____	
Of the Public Complex's own illicit connections found, how many remain? _____	
How many illicit connections found to emanate from another entity were reported to NJDEP? _____	

July 1, 2008 – June 30, 2009

Note: *Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year? ____

Number of outfalls found to have a dry weather flow? ____

Number of outfalls found to have an illicit connection? ____

How many of the Public Complex's own illicit connections were eliminated? ____

Of the Public Complex's own illicit connections found, how many remain? ____

How many illicit connections found to emanate from another entity were reported to NJDEP? ____

No illicit connections found from April 2019-March 2020. No dry weather flows.

SPPP Form 9 – Vegetative Waste Collection and Disposal Program

Public Complex
Information

Public Complex: Montclair State University

NJPDES # : NJG 0153818 PI ID #: 223101

Team Member/Title: Stephen Ruggiero, Director, Grounds Services

Effective Date of Permit Authorization (EDPA): 1-1-2019

Date of completion: ongoing Date of most recent update: 3-25-2020

Please describe your vegetative waste collection and disposal program. If the Public Complex contains homes where residents maintain yards, be sure to include the collection schedule and how you will notify the residents of this schedule. Attach additional pages as necessary.

Currently vegetative waste is collected for composting by an outside company and removed to an off-campus location.

Vegetative waste generated from services provided by an external landscaping contractor (such as tree cutting) is removed and disposed offsite by the contractor.

SPPP Form 10 – Regulatory Mechanisms

Public Complex Information

Public Complex: Montclair State University
 NJPDES # : NJG 0153818 PI ID #: 223101
 Team Member/Title: Bradley Demo, Asst Director, EHS
 Effective Date of Permit Authorization (EDPA): 1-1-2019
 Date of completion: 11/2005 Date of most recent update: 3-25-2020

For each regulatory mechanism, give the date of adoption. If not yet adopted, explain the development status:

Pet Waste 11/2005

Litter 11/2005

Improper Waste Disposal 11/2005

Wildlife Feeding 11/2005

Vegetative Waste 11/2005

(NOTE: If the Public Complex is not developing a vegetative waste regulatory mechanism because the Public Complex has no homes where residents maintain yards, provide that explanation above.)

Illicit Connections 11/2005

What is the nature of these regulatory mechanisms and how will they be enforced?

The nature of these regulatory mechanisms and their enforcement is outlined in the attached set of regulations.

If your position is that the Public Complex has no legal authority to adopt and/or enforce a mechanism to regulate pet possession or pet waste disposal, littering, improper waste disposal, or wildlife feeding by the general public on Public Complex property, attach a statement from your attorney supporting this position.

Not applicable

SPPP Form 11 – Storm Drain Inlets (Retrofitting)

Public Complex
Information

Public Complex: Montclair State University

NJPDES#: NJG 0153818 PIID #: 223101

Team Member / Title: Mike Zanko, AVP, Capital Planning Project Mgmt

Effective Date of Permit Authorization (EDPA): 1-1-2019

Date of completion: ongoing Date of most recent update: 3-25-2020

What type of storm drain inlet design will generally be used for retrofitting?

Design standards conforming with Attachment C of NJPDES Master General Permit

Repaving, repairing, reconstruction or alteration project name (Attach additional pages as necessary.)	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic performance exemptions
N/A					

Are you claiming any alternative device or historic place exemptions for any projects? If so, please explain.

N/A

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Public Complex
Information

Public Complex: Montclair State University

NJPDES#: NJG 0153818 PIID #: 223101

Team Member / Title: Stephen Ruggiero, Director, Grounds Services

Effective Date of Permit Authorization (EDPA): 1-1-2019

Date of completion: ongoing Date of most recent update: 3-25-2020

Street Sweeping

Please describe the street sweeping schedule that you will maintain.

(NOTE: Attach a street sweeping log containing the following information: date and area swept, # of miles swept and the total amount of materials collected.)

Street sweeping is performed by an external contractor on the third Saturday of each month, weather permitting.

Records of material collected are maintained by the department of Grounds & Landscaping Services.

Road Erosion Control Maintenance

Describe your Road Erosion Control Maintenance Program, including inspection schedules. A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.

(NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date.)

Montclair State University (MSU) will inspect and monitor all roads for erosion. All identified road erosion will be reported. During quarterly SPP meetings, the identified areas will be discussed and repairs prioritized.

All repairs will be made in accordance with Standards for Soil Erosion and Sediment Control in NJ by University Facilities staff.

The office of the AVP, University Facilities will maintain a log and list of all repairs and the dates completed.

An annual report will be submitted to the NJDEP describing the progress and status of the road erosion control maintenance program.

SPPP Form 13 – Stormwater Facility Maintenance

Public Complex
Information

Public Complex: Montclair State University

NJPDES#: NJG 0153818 PIID #: 223101

Team Member / Title: Stephen Ruggiero, Director, Grounds Services

Effective Date of Permit Authorization (EDPA): 1-1-2019

Date of completion: ongoing Date of most recent update: 3-25-2020

Please describe your annual catch basin cleaning program and schedule. Attach additional pages as necessary.

Montclair State University will implement an annual catch basin cleaning program to remove debris and maintain catch basins function and efficiency. The Director of Grounds Services will ensure that all catch basins are inspected and cleaned. If, at the time of inspection, no sediment, trash, or debris is observed in a catch basin, then that catch basin will not be cleaned. All catch basins will be inspected each year, even if they were found to be "clean" the previous year.

The annual catch basin cleaning program will be implemented 12 months from the EDPA. If any repairs need to be made, Montclair State University will take proper measures to see that all catch basins are repaired.

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the Public Complex. Attach additional pages as necessary.

(NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

Montclair State University will implement a stormwater facility maintenance program to ensure all stormwater facilities operated by the University function properly. Attached is a map identifying stormwater facilities owned and operated by MSU. The stormwater facilities identified will be inspected at least annually, and any identified repairs will be made.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Public Complex
Information

Public Complex: Montclair State University

NJPDES#: NJG 0153818 PIID #: 223101

Team Member / Title: Mike Zanko, AVP, Capital Planning & Project Mgmt

Effective Date of Permit Authorization (EDPA): 1-1-2019

Date of completion: ongoing Date of most recent update: 3-25-2020

Describe your stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control active, localized stream and stream bank scouring. Attach additional pages as necessary.

(NOTE: Attach a prioritized list of sites observed to have scouring, date of anticipated repair, method of repair and date of completion.)

Montclair State University implemented an outfall pipe scouring detection, remediation and maintenance program. Montclair State University will assess active scouring at its outfall pipes using maps. A spreadsheet will be maintained including any necessary remediation and maintenance to any outfall pipes. If remediation is necessary, Montclair State University will repair in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. MSU will, also conduct annual inspections of the stormwater outfall facilities. During inspection, MSU will also photo-document the outfall pipe locations. MSU will ensure that it receives all required local, state, or federal permits, such as NJDEP stream encroachment permits, prior to starting any repairs/remediation.

SPPP Form 15 – De-icing Material Storage

Public Complex
Information

Public Complex: Montclair State University

NJPDES#: NJG 0153818 PIID #: 223101

Team Member / Title: Stephen Ruggiero, Director, Grounds Services

Effective Date of Permit Authorization (EDPA): 1-1-2019

Date of completion: ongoing Date of most recent update: 3-25-2020

De-icing Material Storage

Describe how you currently store your Public Complex's de-icing materials, and describe your inspection schedule for the storage area. If your current storage practices do not meet the de-icing material storage SBR describe your construction schedule and your seasonal tarping interim measures. If you plan on sharing a storage structure, please include its location, as well as a complete list of all concerned public entities. If you store sand outdoors, describe how it meets the minimum standard.

Montclair State University has constructed a permanent structure on campus for the storage of bulk de-icing materials. Structure provides complete coverage for all materials not in use. Montclair State University also rents de-icing material storage space to the township of Montclair, NJ. All de-icing materials being used by the township are covered by a tarp and secured with weight when not in use.

All bagged de-icing materials are stored indoors when not in use. Sand is not stored.

SPPP Form 16 – Standard Operating Procedures

Public Complex
Information

Public Complex: Montclair State University

NJPDES#: NJG 0153818 PIID #: 223101

Team Member / Title: William Fitzpatrick, AVP, Facilities Logistics

Effective Date of Permit Authorization (EDPA): 1-1-2019

Date of completion: 11-22-2005 Date of most recent update: 3-25-2020

BMP	Date SOP went into effect.	Describe your inspection schedule.
Fueling Operations (including the required practices listed in Attachment D of the permit)	<i>August 2004 Rev 2015</i>	<i>Inspections of fueling locations are conducted monthly.</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	<i>August 2004</i>	<i>Inspections conducted annually</i>
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit.	<i>August 2004</i>	<i>Inspections conducted monthly</i>

SPPP Form 17 – Employee Training

Public Complex
Information

Public Complex: Montclair State University

NJPDES#: NJG 0153818 PIID #: 223101

Team Member / Title: Bradley Demo, Asst. Director, EHS

Effective Date of Permit Authorization: 1-1-2019

Date of completion: 2006 Date of most recent update: 3-25-2020

Describe your employee training program. For each required topic, list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

Montclair State University hires an outside contractor to complete employee trainings for all required topics. The training program has occurred since fiscal year 2006. Date of most recent training was March 12th 2019. Attendees include supervisors or designees of all University Facilities departments. The following topics are covered:

- 1. Waste Disposal Education: Training focuses on educating employees who are responsible for disposing of refuse and processing recyclable material, and also includes how to respond to inquiries from members of the University community regarding proper waste disposal.*
- 2. Vegetative waste education: Training shall include details on handling, storage and disposal of vegetative wastes and the frequency and schedule of pickups.*
- 3. Maintenance yard operations: Training shall include de-icing materials storage, fueling, vehicle maintenance and equipment/vehicle washing procedures. Standard operating procedures (sops) for each operation are included in training.*
- 4. Stormwater facility maintenance: Training shall include proper procedures for catch basin clearing, street sweeping, road erosion control and outfall pipe scouring and repairs. Procedures for record keeping shall also be covered.*
- 5. Construction activity/post construction stormwater management: Training shall include information regarding the requirement to obtain a NJPDES construction activity stormwater permit in accordance with part I, section A.5 of the permit) and requirements for post-construction stormwater management in new development and redevelopment in accordance with part I, section F.3 of the permit.*
- 6. Outfall mapping and illicit connection elimination program: training shall cover all aspects of the program.*

Due to Covid-19 epidemic all trainings have been put on hold. Trainings will take place as planned once feasible under state and federal guidelines.