Stormwater Pollution Prevention Plan

Township of Verona
Essex County, New Jersey

NJPDES Permit No. NJG0152897
NJDEP Program Interest No. 167074

Kevin O'Sullivan, P.E.
Stormwater Coordinator

Prepared By:

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Our Project No. VA-172

October 2024

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
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Individual(s) Responsible for Major Development Project Stormwater Management Review			
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Name and Title	*Denise Pedicini, DPW Clerk*		
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Shared/Contracted Service Providers		
Provider Name	Service Provided	Term of Service
	N/A	

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
April 2006	*All*	*First Iteration*
April 2012	*All*	*Updated information*
September 2024	*All*	*New NJDEP Regulations December 2023*

Form 3 – Public Announcements

Part IV.B. and C.

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.veronanj.org/stormwater
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Elisa Northrop, Public Information Officer
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 Township conducts activities that total at least 12 points, and include activities from at least three of the five categories as set forth in Attachment A of the Tier A Municipal Stormwater General Permit. The Township website at (https://www.veronanj.org/stormwater) posts all public outreach materials available from the NDJEP. *The Township of Verona maintains records of compliance with public participation requirements at the Department of Public Works located at: 5 Ozone Ave, Verona NJ and on the webpage: https://www.veronanj.org/stormwater*

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.
"Major development" means an individual "development," as well as multiple developments that individually or collectively result in: *1. The disturbance of 0.5 or more acres of land since February 2, 2004;* *2. The creation of 5,000 square feet or more of "regulated impervious surface" since February 2, 2004;* *3. The creation 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.*
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 municipality has adopted a SCO that has more stringent development requirements than the NJDEP model SCO.
3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).
For major development projects the Township is undertaking, the Township Engineer is responsible for reviewing the stormwater management design. *For non-municipal projects, the Planning Board Engineer reviews the stormwater management design for compliance with the water quality, water quantity, groundwater recharge and green infrastructure design standards as per NJAC 7:8 and the more stringent criteria included in Township of Verona's SCO. If the project is deemed compliant with the SWM rule and Township's SCO, it is presented to Township of Verona's Planning Board for approval.* *Throughout construction, the Township's Code Enforcement Officer and the Township Engineer inspects the construction sites at project milestones to ensure that the project is constructed in accordance with the approved development plans.*
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 municipality does not have a Mitigation Plan.

5. Indicate the dates of each iteration of the Township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.
The original SCO was adopted 21 November 2005 and amended on 11 March 2024.
6. Indicate the dates of each iteration of the Township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.
Once the NJDEP has released the new guidance for the MSMP, the Township will update their MSMP to the new standards.

Form 5 – Ordinances

Part IV.F.1.

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	*11/21/2005*	*Yes*	*Verona Police Department and the Local Board of Health*	*$<2,000*
2. Wildlife Feeding	*11/21/2005*	*Yes*	*Verona Animal Control Officer, Heath Officer, or Code Enforcement Official*	*$<2,000*
3. Litter Control	*11/21/2005*	*Yes*	*Verona Police Department and/or Code Enforcement*	*$<2,000*
4. Improper Disposal of Waste	*11/21/2005*	*Yes*	*Police Department, Code Enforcement and/or Public Works*	*$2,500-$10,000*
5. Yard Waste	*11/21/2005*	*Yes*	*Police Department, Code Enforcement and/or Public Works*	*$<2,000*
6. Private Storm Drain Inlet Retrofitting	*03/28/2021*	*Yes*	*Police Department*	*$<2,000*

7. Illicit Connections	*11/21/2005*	*Yes*	*Police Department, Code Enforcement and/or Public Works*	*<$1,000*
8. Privately-Owned Salt Storage	*12/18/2023*	*Yes*	*Township Manager*	*<$2,000*
9. Tree Removal-Replacement	*10/21/2019*	*No, more stringent preservation requirements*	*Zoning Official*	*<$2,000*

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

None

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

Records of all ordinances and related enforcement actions are kept at the Township Hall located at: 600 Bloomfield Ave, Verona NJ and on the municipal stormwater website.

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.

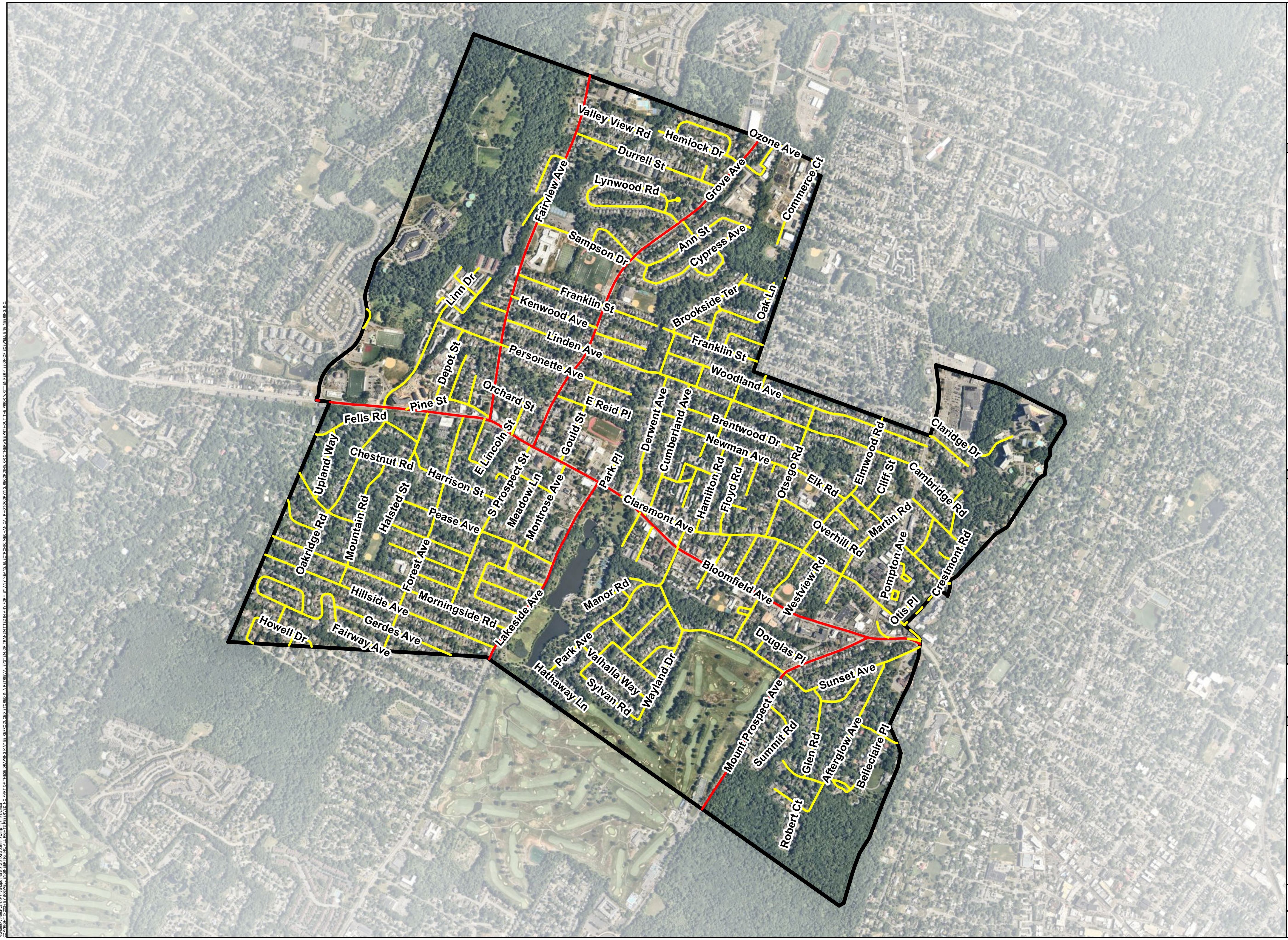
The Township of Verona intends on maintaining its existing street sweeping program for all municipal streets as seen on the attached map. The Township will sweep all streets a minimum of 3 times a year. The total length of all street sweeping is 41.11 miles and the schedule of maintenance is recorded in the DPW Office located at: 5 Ozone Ave, Verona NJ.

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

The Township of Verona does not outsource sweeping.

Street Sweeping -- Required Roads

Date	Area Swept	Number of Miles Swept	Total Amount of Wet Tons/Month



NOTES:
NEARMAP IMAGE DATE:
JUNE 20, 2024

LEGEND:

- Local Road - 186,850 LF
- County Road - 30,200 LF
- Township of Verona

BOSWELL

TIER A MUNICIPAL
STORMWATER PERMITTING
STREET SWEEPING MAP
TOWNSHIP OF VERONA
ESSEX COUNTY, NEW JERSEY

DRAWN BY: JMW	DATE: OCTOBER 15, 2024	PROJECT NO.: VA-172
CHECKED BY: FJR	SCALE: 1 IN = 1,300 FT	SHEET: 1 OF 1

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. Our DPW crew conducts drive-by inspections of the storm drain inlets and open conveyances at which time they inspect the condition of the labels on storm drain inlets. If any buttons need to be replaced or paint needs re-stenciling, the DPW crew will make the repair or repaint as needed at that time or will schedule follow up work with the DPW supervisor.

b. Throughout major development project construction and during repaving projects, the Code Enforcement Office or Township Engineer performs site inspections and checks for proper storm drain inlet retrofits. Additionally, during day-to-day operations that entail driving through various areas of the Township, DPW staff are instructed to observe storm drain inlets and note those that have not been retrofitted. If any are located along Township roads or properties and are in areas that are known to have been repaved, they are identified by the staff for follow-up retrofitting and the responsible entity notified, if it is a private entity. As noted in the Private Storm Drain Inlet Retrofitting Ordinance, private entities are not authorized to complete repaving, repairing, resurfacing, reconstructing or altering any surface that is in direct contact with an existing storm drain inlet on that property unless the storm drain inlet already meets the design standards or is retrofitted or replaced to meet the standard.

c. The Township Engineer checks the 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 affect storm drain inlets. Records are retained in the annual certification that is filed with the NJDEP.

d. DPW staff perform inspections of all storm drain inlets at least annually as they drive the roads of the Township. The staff will either decide to stop then to remove any debris off the inlet grate and surrounding area and load the debris into their trucks for proper disposal or make a note of the location to return to conduct the cleaning within 1 week. Areas that clog and flood often during storms, such as Bloomfield Ave, are inspected more regularly 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. Township of Verona has a number catch basins which are identified on our stormwater infrastructure map. Each year, we inspect at least 20% of the total catch basins on rotation and ensure that all catch basins are inspected at least once within the 5-year permit cycle. Areas that clog and flood often during storms are inspected regularly and prior to large, forecasted storms, and cleaned if necessary. DPW staff conduct a visual inspection using a flashlight and measuring pole.

b. DPW staff are trained to check for debris collected in the catch basin. All catch basins that are 40% or more full are scheduled for clean-out by a vacuum truck contactor within one month of inspection.

Additionally, catch basins that are in areas of recent flooding complaints are inspected within 1 week of the complaint.

The Township also refers to previous records and puts those catch basins that have been noted as needing frequent cleaning on a more frequent inspection schedule.

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.

Similar to our procedure for inspecting our storm drain inlets as DPW staff drive the roads of the Township for various activities. If there is noticeable trash or debris interfering with the stormwater flow, the staff is required to clean up the debris preferably immediately, but no later than 1 week.

On an as needed basis, sewer inspection cameras and jetting are used by Montana Construction to view and clear enclosed pipe conveyances in areas associated with our catch basins, as we perform those inspections. If it appears that any ditches or swales need to be cleared, they will be added to our maintenance schedule to be completed as soon as possible, but no later than 3 months of the inspection.

Additionally, conveyance systems that are downstream of areas with recent flooding complaints are inspected within 1 week of the complaint.

We perform our outfall infrastructure inspections using the Department's Outfall Inspection Form when we inspect those outfalls for Stream Scouring and Illicit Discharges as noted below.

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.

The Township of Verona has a number of outfalls. Each year, we inspect at least 20% of the total outfalls and the surrounding areas for scouring. If scouring is detected, we complete the Stream Scouring Investigation Recordkeeping Form. Any time we identify a new outfall (due to expansion or a change to our conveyance system or one we hadn't inventoried before), we inspect it, and check it for scouring within 30 days of identification.

In the cases where steam scouring is detected, we will attempt to trace it back to the source within 3 months. If a source is identified, the Township would take corrective action if it related to municipally owned property or will ensure that the private entity(ies) perform necessary maintenance. If the Township is unable to identify the source, the enforcement inspector and MS4 case manager will be notified before the end of the 3 months.

Additionally, outfalls are inspected within 1 week of any complaints.

All identified scour problems will be evaluated and prioritized for remediation as soon as possible. If remediation cannot be completed within twelve months, a schedule will be submitted to the MS4 case manager prior to the twelve-month deadline. All restoration shall be made in accordance with the Soil Erosion and Sediment Control Standards and the requirements for bank stabilization and channel restoration found at N.J.A.C 7:13, as per our Tier A permit requirements. Prioritization of repairs will be based in part upon extend of scour, potential safety threat, and need for NJDEP permit(s).

All pertinent repair records including the date, location, type of repair, and copies of all applicable NJDEP permits will be kept in the Department of Public Works. Past repairs will be inspected annually to ensure scouring has not resumed. Appropriate repairs will be made at those outfall locations where such resumption has occurred.

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 Township of Verona has a number of outfalls. We inspect at least 20% of the total outfalls per year. We check for dry weather discharges (72 hours after rain event), intermittent non-stormwater flow, and discoloration or inappropriate debris (such as toilet paper) in an immediately downstream of the outfall.

If complaints are reported or if any outfalls are found to have suspected illicit discharge, we reinspect within 30 days and sample in accordance with NJDEP's MS4 Guidance to determine if an illicit connection exists.

If an illicit discharge is detected, the Township will begin the work to identify the source within 30 days. We fill out and submit the NJDEP Illicit Connection Inspection Report Forms for each suspected illicit discharge to submit within our Annual Report.

If the source is identified, the Township will notify the property owner(s) of their violation of the Illicit Connection Ordinance and will have the connection eliminated immediately. If we are unable to locate the source of the illicit connection within eleven months, the Township will notify the NJDEP Enforcement Inspector and the MS4 case manager within one month of the situation and to request an extension of the investigation period.

Any time we identify a new outfall (due to expansion or a change to our conveyance system or one we hadn't inventoried before), we inspect it, and check if for illicit discharge within 30 days of identification.

6. Other Municipal Infrastructure

List the types of MS4 infrastructure in your Township 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 Township operates the following:

Howell Drive Retention Basin

The stormwater facility is inspected regularly, cleaned, and maintained to ensure that it is functioning properly. In high-risk areas, preventative maintenance will be performed to ensure that it does not begin to fail.

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.

For all other stormwater infrastructure, each December, Township of Verona sends out a form to all private stormwater facility owners for them to complete and return to the Township by January 15th for the previous year. The form requires the location and type of each stormwater facility on the property and the dates and details of inspections, maintenance, cleaning and repairs that were performed. The form requires certification by the property owner that the stormwater facilities are functioning as designed, approved maintenance plans were followed (where appropriate) and has an area to explain if this is not the case.

In instances where the owners do not perform the necessary maintenance, the Township may perform the maintenance and bill the owner.

When we receive the forms, we update our database. If we do not receive responses from an owner by the end of January, we will follow up with them by the end of the first quarter.

8. Infrastructure Records

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

Township of Verona keeps an inventory list of all stormwater infrastructure (municipal and private) with records of inspections, cleanings, routine maintenance work, investigations of illicit connections and scouring near outfalls, and repairs that have been done as well as those projected for completion each year. These records are kept in the DPW office.

Department of Public Works
10 Commerce Court
Verona, NJ

Inlet Cleaning Log

Catch Basin #	Inspector	Date	Inspected	Cleaned	Repaired	Labeled	Comments

Outfall Inspection Form

This form is provided to assist MS4 permittees with appropriate recordkeeping for their routine outfall inspections as required by the current MS4 NJPDES permit. Initial illicit connection inspections must be performed during dry weather, which is at least 72 hours after the previous precipitation or snowmelt event.

It is recommended to attach photo(s) of the inspection of the outfall to this form.

Upon discovery of stream scouring, you may use "Stream Scouring Investigation Record Keeping Form" for required documentation.

Upon discovery of any possible illicit connections, you MUST use "Illicit Connection Inspection Report Form."

SECTION 1: PERMITTEE INFORMATION

MS4 Permittee: _____ NJPDES #: NJG0_____

SECTION 2: OUTFALL SUMMARY INFORMATION

If this outfall is newly identified, be sure to add it to your electronic outfall pipe map.

Outfall ID: _____ Outfall Location Description: _____

_____

Municipality: _____ County:_____

Receiving Waterbody: _____

Describe the type of conveyance(s) that delivers the stormwater to the receiving waterbody (concrete or corrugated pipe, concrete channel, etc.): _____

_____

_____

If the ultimate discharge into the receiving water **is from an enclosed pipe**, is any part of the end of the pipe fully or partially submerged? ☐ NEVER ☐ SOMETIMES* ☐ ALWAYS*

*If 'Sometimes' or 'Always,' describe submerged conditions and condition at time of inspection:

_____

_____

_____

If the ultimate discharge into the receiving water **is not from an enclosed pipe**, what is the approximate distance between the end of the last enclosed stormwater conveyance pipe to the receiving waterbody (ft): _____

Do any other NJPDES permittees discharge through this MS4 outfall? ☐ YES* ☐ NO ☐ UNKNOWN

*If 'YES', list Permittee Name(s) or NJPDES #(s): _____

_____

_____

If 'YES', please contact your MS4 Case Manager.

SECTION 3: INSPECTION CONDITIONS

Date of current inspection: ___/___/___ Date of previous inspection: ___/___/___

Latest precipitation/snowmelt event: _____/_____/_____ Amount of Precipitation (in.): _____

Outfall condition: ☐ PROPER CONDITION ☐ NEEDS MAINTENANCE ☐ NEEDS REPAIR

If applicable, describe the type of maintenance or repair needed: _____

_____

_____

_____

Bank Stability around outfall: ☐ GOOD ☐ FAIR ☐ NEEDS STABILIZATION

If applicable, describe problem and the work needed to stabilize the outfall: _____

_____

_____

_____

Is there a dry weather flow present at the outfall or other evidence that a previous illicit discharge may have occurred? *(If the outfall is partially or fully submerged, dry weather flow observations must be made at the next upstream point (e.g. manhole) above the influence of the receiving surface waterbody.)*

☐ PRESENT ☐ EVIDENCE ☐ NEITHER

If applicable: *Manhole ID:* _____ *Approximate distance upstream from outfall (ft.):* _____

If a dry weather flow is present at the outfall or there is other evidence that a previous illicit discharge may have occurred, the permittee must document the illicit discharge investigation on the **"Illicit Connection Inspection Report Form"** at the link above.

SECTION 4: STREAM SCOURING

Is stream scouring present? ☐ YES* ☐ NO

*If 'YES', describe the scouring, including where the scouring is occurring relative to the outfall:

_____

_____

_____

_____

If you answered 'YES,' you must document sources of stormwater that contribute to the outfall. The Department has created the **"Stream Scouring Investigation Record Keeping Form" for your use at the link above.**

SECTION 5: INSPECTOR INFORMATION

Inspector's Name: _____

Title: _____ Affiliation: _____

Signature: _____ Date: _____

Illicit Connection Inspection Report Form

For additional information regarding illicit discharge investigations, refer to Chapter 3.6 of the Tier A Guidance Document.

If a dry weather flow or other evidence of an intermittent illicit discharge is observed, this form shall be used to document the illicit discharge investigation in accordance with the current MS4 NJPDES Permit. This completed form shall be uploaded with the permittee's Annual Report and Certification and be kept with the permittee's SPPP as per the recordkeeping requirements of the permit. Initial illicit connection inspections must be performed during dry weather, which is at least 72 hours after the end of the previous precipitation or snowmelt event.

It is required to attach photos of the investigation to this form.

Illicit discharges must be reported immediately to the NJDEP Hotline at 1-877-WARNDEP (1-877-927-6337).

SECTION 1: PERMITTEE INFORMATION

MS4 Permittee: _____ NJPDES #: NJG0_____

SECTION 2: OUTFALL SUMMARY INFORMATION

If this outfall is newly identified, be sure to add it to your electronic outfall pipe map.

Outfall ID: _____ Outfall Location Description: _____

_____

Municipality: _____ County:_____

Receiving Waterbody: _____

Describe the type of conveyance(s) that delivers the stormwater to the receiving waterbody (concrete or corrugated pipe, concrete channel, etc.): _____

_____

_____

If the ultimate discharge into the receiving water **is from an enclosed pipe**, is the end of the pipe fully or partially submerged? ☐ NEVER ☐ SOMETIMES* ☐ ALWAYS*

*If 'Sometimes' or 'Always,' describe submerged condition at time of inspection:

_____

_____

_____

_____

If the ultimate discharge into the receiving water **is not from an enclosed pipe**, what is the approximate distance between the end of the last enclosed stormwater conveyance pipe to the receiving waterbody (ft.): _____

Do any other NJPDES permittees discharge through this MS4 outfall? ☐ YES* ☐ NO ☐ UNKNOWN

*If 'YES', list Permittee Name(s), NJPDES #(s), and Location of Connection:

_____

_____

_____

_____

If 'YES', please contact your MS4 Case Manager.

SECTION 3: OUTFALL INSPECTION

Date of current inspection: ____/____/_____

Latest precipitation/snowmelt event: _____ /_____ /_____ Amount of Precipitation (in.): _____

Date dry weather flow or other evidence of an intermittent illicit discharge was first discovered:___/___/___

List the date(s) of previous inspection(s) and describe the actions taken, if applicable: _____

_____

_____

_____

SECTION 4: PHYSICAL OBSERVATIONS

If the outfall is either partially or fully submerged, dry weather flow observations must be made at the next upstream point (e.g. manhole) above the influence of the receiving surface waterbody.

If applicable: *Manhole ID:* _____ *Approximate distance upstream from outfall (ft.):* _____

The permittee shall use the table below to describe 1) the observed dry weather flow and/or 2) when there are indications of intermittent illicit discharges present.

(Potential illicit discharge sources are listed in parentheses.)

Odor	☐ None ☐ Sewage (stale/septic sanitary wastewater) ☐ Petroleum/Gas (petroleum refineries, vehicle maintenance facilities, petroleum product storage) ☐ Rancid/Sour (food preparation facilities, e.g. restaurants, hotels, etc.) ☐ Sulfide (industries discharging sulfide compounds or organics, e.g. meat packers, canneries, dairies, etc.) ☐ Other: _____
Color	☐ Clear ☐ Brown (meat packers, printing plants, metal works, concrete or stone operations, fertilizer facilities, and petroleum refining facilities) ☐ Gray (dairies, sewage) ☐ Yellow (chemical plants, textile and tanning plants) ☐ Red (meat packers) ☐ Other: _____
Turbidity	☐ Clear ☐ Cloudy (sanitary wastewater, concrete or stone operations, fertilizer facilities, and automotive dealers) ☐ Opaque (food processors, lumber mills, metal works, pigment plants)
Floatable Matter (Does not include litter)	*Floatables of industrial origin may include animal fats, spoiled foods, solvents, sawdust, foams, packing materials, or fuel. Floatables in sanitary wastewater include fecal matter, toilet paper, sanitary napkins, and condoms.* ☐ None ☐ Sewage (toilet paper, etc.) ☐ Suds ☐ Petroleum (oil sheen) ☐ Other: _____

Deposits and Stains within outfall	*Coatings, residues or fragments of material may be indicators of a potential intermittent non-stormwater discharge* ☐ None ☐ Grayish-Black (leather tanneries) ☐ White crystalline powder (Nitrogenous fertilizers) ☐ Excessive sediments (construction sites) ☐ Oily residues (petroleum refineries, storage facilities, vehicle service areas) ☐ Other:_____
Vegetation	*As compared to surrounding Riparian bank and/or stream vegetation* ☐ Normal ☐ Excessive growth and/or algal presence (Food processing plants) ☐ Inhibited Growth (Industrial operation effluent, CAFOs)

**If the Physical Observations have been conducted and it was determined there was no odor, no discoloration of the water or no deposits and stains left on the outfall, turbidity was clear, no floatable matter, and the vegetation surrounding outfall appears normal, then the dry weather discharge is likely from a groundwater source, but the "Field Monitoring" section below must still be completed for verification.*

*Prior to conducting the analyses in Sections 5 & 6, the source may be traced back upstream in the storm sewer to a more definitive location by various methods, such as opening manholes, using a camera and/or performing dye tests or smoke tests.**

SECTION 5: FIELD MONITORING

Field calibrate instruments in accordance with manufacturer's instructions prior to testing.

Estimated Dry Weather Flow Rate	The Tier A guidance document recommends taking the estimate flow rate during the physical observations. _____ GPM
Detergents Examples include surfactants and methylene blue active substances (MBAS)	Potential discharge types include sewage, washwater, industrial or commercial liquid waste Measurement: _____ mg/L
Temperature of dry weather discharge	Temperatures >70°F may indicate cooling water discharges depending on the season Measurement: _____°F

Proceed to Section 6 in accordance with the Guidance Document recommendations.

SECTION 6: DRY WEATHER FLOW ANALYSIS - WATER QUALITY

** Based on the potential discharge types determined in the 'Physical Observation' and 'Field Monitoring' sections, further testing must be conducted using the appropriate subset of parameters below. The following parameters are recommended by the EPA for specific types of discharges as noted in the table below. For more information, refer to Chapter 12 of the EPA's Illicit Discharge Detection and Elimination guidance document* (https://www3.epa.gov/npdes/pubs/idde_manualwithappendices.pdf).

Indicate the location of your measurements (e.g. outfall, manhole number, etc.): _____

_____

_____

_____

Parameter	Potential Discharge Type (EPA Guidance)	Discharge Measurement
Ammonia	Sewage, washwater	mg/L
Potassium	Sewage, industrial or commercial liquid waste	mg/L
Boron	>0.35 mg/L likely indicates sewage or washwater	mg/L
Chlorine	Industrial or commercial liquid waste	mg/L
Conductivity	Sewage, washwater, and industrial or commercial liquid waste	S/m
E. coli (FW & PL waters)**	>12,000 Count/100 mL is likely Sanitary Wastewater	Count/100 mL
Enterococci (SC & SE1 waters)**	>5,000 Count/100 mL is likely Sanitary Wastewater	Count/100 mL
Fecal Coliform (SE2 & SE3 waters)**	Sewage	Count/100 mL
Fluoride	Distinguishes potable water from natural or irrigation water	mg/L
pH of Dry Weather Discharge	Washwater	SU

**The abbreviations FW, PL, SC, SE 1, SE2, and SE3 refer to the surface water quality classification of the receiving surface waterbody where the outfall discharges, as defined in N.J.A.C. 7:9B. FW=Freshwater, PL=Pinelands, SC=Saline Coastal, SE=Saline Estuary. Map coverage of these classifications is available on NJ-GeoWeb (https://njdep.maps.arcgis.com/apps/webappviewer/index.html?id=02251e521d97454aabadfd8cf168e44d) using the layer under 'Water' of 'Surface Water Quality Classification.'

SECTION 7: ILLICIT DISCHARGE INVESTIGATION

The investigation is not complete until the source of the dry weather flow is found, and any illicit discharge is eliminated.

Based on the latest results from the investigation, including the results in Sections 4, 5 and 6, is/was this dry weather flow from an illicit connection? ☐ YES ☐ NO ☐ INVESTIGATION IS ONGOING

If the investigation has been completed, what was the source of the dry weather flow or illicit connection?

_____

_____

_____

_____

_____

_____

_____

Describe the investigation, including the methods that were/will be used to identify the suspected source of the illegal discharge, or conclude there was no illicit discharge, along with the timeline of the steps of the investigation. Attach additional pages if necessary.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

SECTION 8: ILLICIT DISCHARGE ELIMINATION

If it was an illicit discharge, has the source been eliminated? ☐ YES ☐ NO

Describe the plan of action that was/will be followed to eliminate the illicit connection. This plan should detail who is/was responsible for the discharge, what methods were/will be used to fix it, how long it took/will take, and how removal was/will be confirmed and rechecked: _____

_____

_____

_____

_____

_____

_____

_____

SECTION 9: INSPECTOR INFORMATION

Inspector's Name: _____

Title: _____ Affiliation: _____

Signature: _____ Date: _____

Stream Scouring Investigation Recordkeeping Form

This form is provided to assist MS4 permittees with appropriate recordkeeping throughout the investigation process of outfall stream scouring. This form is to be kept with the permittee's SPPP, as per the recordkeeping requirements of the MS4 NJPDES permit. It is recommended to attach photo(s) of the outfall and scouring to this form.

SECTION 1: PERMITTEE INFORMATION

MS4 Permittee: _____ NJPDES #: NJG0_____

SECTION 2: OUTFALL SUMMARY INFORMATION

If this outfall is newly identified, be sure to add it to your electronic outfall pipe map.

Outfall ID: _____ Outfall Location Description: _____

_____

Municipality: _____ County:_____

Receiving Waterbody: _____

Describe the type of conveyance(s) that delivers the stormwater to the receiving waterbody (concrete or corrugated pipe, concrete channel, etc.): _____

_____

_____

If the ultimate discharge into the receiving water **is from an enclosed pipe**, is the end of the pipe fully or partially submerged? ☐ NEVER ☐ SOMETIMES* ☐ ALWAYS*

*If 'Sometimes' or 'Always,' describe submerged conditions and condition at time of inspection:

_____

_____

_____

If the ultimate discharge into the receiving water **is not from an enclosed pipe**, what is the approximate distance between the end of the last enclosed stormwater conveyance pipe to the receiving waterbody (ft.): _____

Do any other NJPDES permittees discharge through this MS4 outfall? ☐ YES* ☐ NO ☐ UNKNOWN

*If 'YES', list Permittee Name(s) or NJPDES #(s): _____

_____

_____

If 'YES', please contact your MS4 Case Manager.

SECTION 3: INSPECTION CONDITIONS

When was the stream scouring first identified? ____/____/____

Date of current inspection: ____/____/_____ Date of previous inspection: ____/____/_____

Latest precipitation/snowmelt event: ____/____/_____ Amount of Precipitation (in.): _____

Provide a description of the stream scouring and outfall condition: _____

_____

_____

Describe investigation and findings, including suspected sources and action(s) being taken to reduce the volume or rate of flow from the sources contributing stormwater to the outfall, including dates of actions taken: _____

_____

_____

_____

Was stream scouring identified during the previous inspection? ☐ YES* ☐ NO

*If 'YES', describe previous actions taken: _____

_____

_____

_____

Since the date of last inspection, has the stream scouring worsened? ☐ YES* ☐ NO

*If 'YES', describe any potential causes, including new source(s) contributing stormwater to the MS4 discharging at this outfall since previous inspection (e.g. new housing developments, commercial plazas, etc.):

_____

_____

_____

_____

_____

SECTION 4: SCHEDULING OF STREAM REMEDIATION

Description of the remediation project: _____

_____

_____

_____

_____

_____

List milestones and dates of remediation (i.e. applied for permit, advertised for bid, awarded bid for project, completed project, etc.): _____

_____

_____

_____

_____

_____

_____

SECTION 5: PERMITS OBTAINED (Flood Hazard, Freshwater Wetlands, Soil Conservation District, etc.)

Permit Type	Permit Authorization #	Application date	Authorization date
_____	_____	___/___/___	___/___/___
_____	_____	___/___/___	___/___/___
_____	_____	___/___/___	___/___/___
_____	_____	___/___/___	___/___/___
_____	_____	___/___/___	___/___/___

SECTION 6: INSPECTOR INFORMATION

Inspector's Name: _____

Title: _____ Affiliation: _____

Signature: _____ Date: _____

Municipal Stormwater Facility Inspection Log

Address	Coordinates	Inspector	Inspection		Repair		Date	Preventative/Corrective Maintenance	Findings
			Yes	No	Yes	No			

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.
Township of Verona does not apply herbicides at all. We do all de-vegetation by mowing or clipping and have not experienced erosion because of this practice.
2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
Township of Verona's DPW staff are trained to sweep up excess salt piles that remains on roadways and parking areas within three days (72 hours) after the storm is over, conditions permitting.
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.).
The Township of Verona maintains all roadside vegetation by trimming (leave in place). All areas of uncurbed roadside vegetation are monitored for erosion problems from vehicular traffic. Monthly inspections are performed to ensure that the Best Management Practices of the Permit are being executed.
4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.
As DPW staff perform annual storm drain inlet inspections as noted above, they also check for erosion of shoulders, embankments, ditches, and soils along roads. If they notice any such erosion or sedimentation collecting in areas, including in the waters near the road, they log it in the maintenance schedule and fix the issue within three months. We either plant vegetation or use other methods, such as riprap in areas prone to erosion along roads to promote soil stabilization as described in the Standards for Soil Erosion and Sediment Control. We will contact our MS4 Case Manager for guidance for cases where planting will not remedy this issue.

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

Part IV.F.5.

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

1. Site Name and Address

Department of Public Works Garage, Yard & Recycling Center
10 Commerce Court
Verona, NJ 07044

2. Monthly Site Inspections

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

Daily inspections are conducted by DPW crew during daily operations. A trained DPW crew member walks the whole site at least once each month to ensure that all materials and machinery stored outside are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces as requires, and completely covered. Remedial actions taken during inspection, as well as those that are still needed are noted in the inspection log. Follow-up actions are scheduled for completion within one week. Specifically, we check if outdoor containers are covered and placed on spill platforms or clean pallets and labels are in good condition. We check that spill kits are accessible near liquid transfer areas. We check if bulk liquids are protected with secondary containment and that all accessories (hoses, valves, etc.) are in good condition and within containment area. We check that all outdoor refuse containers and dumpsters are always covered. We keep all inspection records in the DPW office.

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

Materials	Machinery/Equipment
QP	*Pickup Trucks*
Sand	
Crushed Stone	
Clay	
Winter mix	

4. Discharge of Stormwater from Secondary Containment
Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.

Non-applicable. No material stored outside of the garage is held within secondary containment.

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.

Yes, fueling occurs on site. The maintenance yard has one (1) 2,000-gallon gasoline and one (1) 2,000-gallon diesel double walled aboveground fuel storage tank. All fueling operations are performed in accordance with the Best Management Practices. Drip pans are placed under hoses and pipe connections, inlets are block, and safety operations are posted during bulk fuel transfer. Equipment is immediately replaced or repaired when leaking or disrepair is discovered.

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

All maintenance is performed inside. However, any maintenance or repairs that are performed outdoors include the use of tarps and drip pans to collect motor vehicle fluids.

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.

All DPW pickup trucks are washed off site at a private facility. All equipment and vehicle washing performed on site are hosed down only. Equipment and vehicle washing is performed in accordance with the Best Management Practices.

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 Township is in the process of installing a salt storage shed (to be complete by the upcoming Winter season). The Township does not store any brine or liquid calcium.

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.

All aggregate material, wood chips, and leaf compost are stored in block bins. These containers are stored outside with more than a 50-foot setback from any stormwater inlet and outside of any regulated area (including but not limited to coastal areas, wetlands, and floodplains) in accordance with the Best Management Practices. Wood Chips and leaf compost are brought directly hauled off for proper disposal weekly in accordance with Best Management Practices.

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.

The Township does store cold patch asphalt (bulk) in a concrete bin that is tarped.

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.
All street sweeping, catch basin clean out, and other material are stored in a 30-yard roll off container and hauled off for proper disposal weekly in accordance with Best Management Practices.
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.
All construction and demolition waste, wood waste and yard trimmings are temporarily stored in 30-yard roll offs and hauled off weekly for proper disposal in accordance with the Best Management Practices.
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.
The Township does store scrap tires in a concrete bin (tarped).
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.
The Township does not store, accept or collect inoperable vehicles.

Stormwater Permit Compliance

DPW YARD/RECYCLING YARD MONTHLY INSPECTION RECORD

Municipality Name: _____ Year _____

The permittee shall inspect the entire site, including site periphery, monthly (under 30th day and set conditions when possible) and identify conditions that would contribute to stormwater contamination, illicit discharges or negative impacts to the municipalities MS4.

	Inspection Criteria	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes/Corrective Actions
1	Uncontaminated stormwater discharge from fuel/chemical storage secondary containment													
2	Fueling Operations													
3	Vehicle/Equipment Maintenance and Repair													
4	Vehicle-wash wastewater containment													
5	Salt and Other Granular De-icing Materials													
6	Aggregate Material/Wood Chips/Finished Leaf Compost													
7	Cold Patch Asphalt													
8	Street Sweepings and Storm Sewer Cleanout Materials													
9	Construction and Demolition Waste/Wood Waste/Yard													
10	Scrap tires													
11	Inoperable Vehicles and Equipment													
12	Other Non Compliance with MS-4 Permit													
13	Inspector's Initials													
14	Date													
15	Time													

Enter **Y** (Yes) for Items **Compliant** or **N** (No) for Items **Non Compliant** with SPPP and MS4 Permit; NA for items not applicable
Items marked N require corrective action
Stormwater Permit: https//dep.nj.gov/njpdes-stormwater/municipal-stormwater-regulation-program/tier_a/

Version 1.0, Aug 2023 BE

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
The Stormwater Program Coordinator (SPC) for the Township of Verona attends NJDEP training every permit cycle. Training covers the SPC responsibilities, permit conditions, annual reporting, and required submissions and documentation.

Topic	**Municipal Employees** Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
Describe the training provided for municipal staff.	
SPPP	*Township of Verona trains staff whose job duties support the stormwater program. Training on the site-specific details in the SPPP, review MS4 permit requirements, and record-keeping is conducted annually via combined in-person/virtual training.* *This and all these training modules listed below are also recorded and made available for informational purposes for staff to re-review certain material presented, and for any absent or new staff, or staff that takes on new responsibilities prior to the next training session.*
Construction Site Stormwater Runoff	*Staff responsible for inspections of construction projects that disturb one acre of soil or more, are trained annually on relates MS4 permit conditions. Property owners must obtain a 5G3 permit from NJDEP prior to commencement of construction activities and must comply with their approved soil erosion and sediment plan.*
Post-Construction Stormwater Management in New and Redevelopment	*Staff responsible for implementing stormwater permit requirements receive an annual review of the fundamentals of the municipality's post-construction stormwater management program to address stormwater runoff. Training explains the municipality's definition of major development and the interconnection among the Stormwater Management rules at N.J.A.C. 7:8, the Township of Verona SCO, stormwater permit conditions, the Department's BMP Manual, and Guidance Documents.*
Community-wide Ordinances	*Staff responsible for implementing and/or enforcing stormwater-related ordinances receive annual training on related MS4 permit conditions and to review the purpose of each ordinance and what steps to take if violations are reported.*

Community-wide Measures	*Staff responsible for conducting activities associated with community-wide stormwater management measures attend annual training to discuss the MS4 permit requirements and Township 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. Information is also presented regarding current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work*
Stormwater Facilities Maintenance	*Staff responsible for conducting activities associated with inspections, maintenance and repair of stormwater infrastructure attend annual training on the MS4 related permit requirements. This training details what infrastructure is to be maintained according to approved manufacturer's maintenance plans, versus the remaining infrastructure that is to be maintained according to the NJDEP's BMP Manual. Training also includes requirements for current BMPs, safety equipment and procedures, frequency of activities, and proper documentation of work.* *All types of stormwater infrastructure in the Township are addressed in the training, which includes but is not limited to storm drain inlets, catch basins, piped and open swale MS4 conveyances, stormwater infiltration basins, and manufactured treatment devices.*
Municipal Maintenance Yards and Other Ancillary Operations	*Staff responsible for conducting activities associated with our municipal maintenance yard attend annual training to discuss MS4 permit conditions, current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.*
MS4 Mapping	*Boswell Engineering who prepared and submit our electronic mapping of stormwater infrastructure attend annual training to review the MS4 permit requirements for electronic mapping.*
Outfall Stream Scouring	*Staff responsible for conducting inspections and repairs of stormwater outfalls attend annual training to discuss how to identify, remediate, and document cases of stream scouring as described in the MS4 permit. Training also includes current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.*
Illicit Discharge Detection and Elimination	*Staff responsible for conducting inspections and repairs of stormwater outfalls attend annual training to discuss how to identify, remediate, and document cases of illicit discharge as described in the MS4 permit. Training also includes the current best management practices, safety*

	equipment and procedures, frequency of activities, and proper documentation of work.

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
Individuals who review and approve stormwater management designs for major developments on behalf of the municipality are required under the MS4 permit to attend the mandatory NJDEP Stormwater Management Design Review course at least once every 5 years. They are required by the MS4 permit to also attend mandatory NJDEP training on amendments to the stormwater management rules at N.J.A.C. 7:8.

Municipal Board and Governing Body Members
Describe the training provided for members of the planning/zoning board and municipal council.
Within 6 months of joining Township council or the planning or zoning board, each member is required under the MS4 permit to watch the NJDEP video tilted, Asking the Right Questions in Stormwater Review https://nj.gov/dep/stormwater/asking_the_right_questions.html. *Each term thereafter, members are required to watch another NJDEP video from the choices provided on the stormwater training webpage:* *Stormwater Management Rules Applicability http://nj.gov/dep/stormwater/training.htm* *Stormwater Management Rules Planning http://nj.gov/dep/stormwater/training.htm* *Stormwater Management Rules Design & Performance http://nj.gov/dep/stormwater/training.htm* *Stormwater Management Rules Safety http://nj.gov/dep/stormwater/training.htm* *Stormwater Management Through General Permit for MS4s http://nj.gov/dep/stormwater/training.htm*

Training Records
Indicate the location of training records for the above required training.
Logs of all training including the type of training, date conducted, attendees and trainers are kept in the DPW office.

Tier A Stormwater Training

Trainer:	
Location:	
Class Name:	
Trainer:	

Name	Date Completed	Signature

Additional Notes/Topics Covered:

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
https://www.veronanj.org/stormwater	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	*TBD*
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	*TBD*
c. MS4 interconnections	*TBD*
d. MS4 storm drain inlets	*TBD*
e. MS4 manholes	*TBD*
f. Length of conveyance (channels, pipes, ditches, etc.)	*TBD*
g. MS4 pump stations	*TBD*
h. MS4 stormwater facilities (any that are not listed above)	*TBD*
i. Maintenance yard(s) and other ancillary operations	*TBD*
3. Describe how the 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.).	
DPW staff coordinate with the Township Engineer to discuss any new major development projects happening around the Township throughout the year. All infrastructure being built for those projects are then mapped, and the corresponding data is submitted to our MS4 Case Manager.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
We plan to continue working to complete the MS4 Infrastructure Map. Our staff will work to locate and map all stormwater infrastructure around the Township until all infrastructure is mapped. Data will be converted into Shape files and submitted to our MS4 Case Manager before the mapping deadline of 01 Jan 2026.	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
The Township of Verona is gathering data to meet the requirements for the phase 1, Watershed Inventory Report, which is due and will be posted on our stormwater webpage by 01/01/2026 *We have been expanding on our stormwater infrastructure map to include these requirements. We have included the Township of Verona Environmental Commission and other stakeholders in our discussions to identify opportunities for public participation and education sessions.*
2. Describe any regional projects or collaboration efforts with other municipalities.
The Township does not collaborate with any other municipalities.
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
Logs of all comments received during public information sessions and minutes from meetings will be kept in the municipal clerk's office.