Public Complex Stormwater General Permit

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: *Jeffrey Montany*
Title: *Environmental/OSHA Coordinator*
Public Complex: *Garden State University*
NJPDES#: NJG *0646464*
PIID #: *12345*
Effective Date of Permit Authorization (EDPA): *April 1, 2004*
Date of completion: *3/7/05*
Date of most recent update: _____

Stormwater Program Coordinator: *Jeffrey Montany*
Title: *Environmental / OSHA Coordinator*
Office Phone #: *(973) 555-9876*
Emergency Phone #: *(973) 555-1234*

Public Notice Coordinator: *Linda Smith*
Title: *Garden State University Legal Counsel*
Office Phone #: *(973) 555-4567*
Emergency Phone #: *(973) 555-5432*

Post-Construction Stormwater Management Coordinator: *Matthew Mount*
Title: *Facility Planning and Operations Manager*
Office Phone #: *(973) 555-7410*
Emergency Phone #: *(973) 555-8520*

Local Public Education Coordinator: *Charles Miller*
Title: *Education Director for Calico River Watershed Association*
Office Phone #: *(973) 555-9630*
Emergency Phone #: *(973) 555-0369*

Regulatory Mechanism Coordinator: *Linda Smith*
Title: *Garden State University Legal Council*
Office Phone #: *(973) 555-4567*
Emergency Phone #: *(973) 555-5432*

Physical Plant Manager: *Mary Park*
Title: *Physical Plant Manager*
Office Phone #: *(973) 555-9731*
Emergency Phone #: *(973) 555-8426*

Employee Training Coordinator: *Jeffrey Montany*
Title: *Environmental / OSHA Coordinator*
Office Phone #: *(973) 555-9876*
Emergency Phone #: *(973) 555-1234*

Other: *Shannon Greenfield*
Title: *Campus Police Chief*
Office Phone #: *(973) 555-1313*
Emergency Phone #: *(973) 555-4646*

Other: *Dr. Richard Milano*
Title: *Ecology Professor*
Office Phone #: *(973) 555-2927*
Emergency Phone #: *(973) 555-8621*

SPPP Form 2 - Public Notice

Public Complex Information	
	Public Complex: *Garden State University*
	NJPDES # : NJG *0646464* PI ID #: *12345*
	Team Member/Title: *Linda Smith, Garden State University Legal Counsel*
	Effective Date of Permit Authorization (EDPA): *4/1/04*
	Date of Completion: *3/7/05* Date of most recent update: _____

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 Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), Garden State University provides public notice in a manner that complies with the requirements of that Act. In addition, Garden State University will solicit input while developing its Stormwater Program from the municipalities, interested students, employees, and neighboring residents. Linda Smith, Garden State University Legal Counsel, will prepare all Public Notice(s) required by this program.

SPPP Form 3 – New Development and Redevelopment Program

Public Complex Information	
	Public Complex: *Garden State University*
	NJPDES # : NJG *0646464* PI ID #: *12345*
	Team Member/Title: *Matthew Mount, Facility Planning and Operations Manager*
	Effective Date of Permit Authorization (EDPA): *4/1/04*
	Date of Completion: *3/7/05* Date of most recent update: _____

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.

Garden State University is implementing a post-construction stormwater management in new development and redevelopment program 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, Garden State University will hire ABC Environmental/Engineering Group to help determine which of our development projects are subject to the standard, and to assist in the design and execution of these projects. The University's Annual Reports will list the projects subject to the standard, including the construction of a new Lakeview Auditorium. On February 1, 2005, the University's Board of Trustees promulgated Regulation No. 1-2005, 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 inlet 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) Requires 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 for most projects, we will comply with the storm drain inlet design standard 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 drain inlets will also be engineered to ensure adequate hydraulic performance.

Since the EDPA, Garden State University has not constructed any projects regulated by the Public Complex Permit as new development and redevelopment projects. (In the immediate future, the University will be building a new athletic facility disturbing approximately 5 acres. This project does not require any NJDEP Land Use permits and went to bid on January 15, 2004. Therefore, pursuant to Part I, Section F.3.iv of the Public Complex Permit, this project is not considered a "new development or redevelopment project" and is not subject to the requirements of the permit.)

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 BMPs 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's implementation of that plan. For BMPs at stormwater facilities, maintenance of these BMPs will also be an integral part of the stormwater facility maintenance 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

(Colleges, Universities, and Military Bases only)

Public Complex Information	
	Public Complex: *Garden State University*
	NJPDES # : NJG *0646464* PI ID #: *12345*
	Team Member/Title: *Charles Miller, Education Director at Calico River Watershed Association*
	Effective Date of Permit Authorization (EDPA): *4/1/04*
	Date of Completion: *3/7/05* Date of most recent update: _____

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 (colleges and universities only). Attach additional pages with the date(s) of your annual mailing and the date and location of your annual event. (NOTE: This requirement is fulfilled in the employee training program for all other public complexes.)

Garden State University will develop and implement a Local Public Education Program in partnership with Charles Miller, Education Director at Calico River Watershed Association, who will be the contact individual for this program. (See partnership letter between Garden State University and XYZ Association, dated 1/5/05.) Charles Miller and university volunteers will copy and distribute the NJDEP educational pamphlet. The educational pamphlet will be placed in the mailboxes of all residences at Garden State University. Those employees and students who do not reside on campus will be mailed a package to their home address. The educational pamphlet will be sent along with other information at the beginning of each fall semester.

The University's Environmental Club holds an annual "Earth Day Fair" at the end of April. The educational brochure will be placed at a booth along with other environmental education material including for individuals, including T-shirts, posters, keychains, magnets, and pencils with a stormwater message. It is usually held outside the university common area, or indoors in the Terrapin Gymnasium. There will be additional activities, such as a campus cleanup and activities combined with the Calico River Watershed Association. For more information, the environmental club has an existing website, which can be located at www.gardenstateuniversity.edu/enviroclub. The website has been updated to include appropriate stormwater information on topics contained in the Public Complex permit.

While Garden State University is relying on both the Calico River Watershed Association and the Environmental Club to fulfill the Local Public Education requirement, Garden State University understands that it is ultimately their responsibility to comply with all permit requirements.

SPPP Form 5 – Storm Drain Inlet Labeling

Public Complex Information	
	Public Complex: *Garden State University*
	NJPDES # : NJG *0646464* PI ID #: *12345*
	Team Member/Title: *Charles Miller, Education Director at Calico River Watershed Association*
	Effective Date of Permit Authorization (EDPA): *4/1/04*
	Date of Completion: *3/7/05* Date of most recent update: _____

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.

Garden State University will implement a Storm Drain Inlet Labeling Program. Charles Miller, Education Director for the Calico River Watershed Association, will work with the University's Environmental Club to run this program. Although, Mr. Miller is not a university employee, he fully understands the responsibilities and tasks of this position. (See partnership letter between Garden State University and XYZ Association, dated 1/5/05.) The attached map divides the university into 2 sectors. Sector A is the area south of Calico Lake, and Sector B is the area north of Calico Lake. To heighten awareness about the labeling program, advertisements about the project will be posted throughout the campus. The Environmental Club, volunteers of the Calico River Watershed Association, and volunteers from the general public will do the storm drain inlet labeling. Although the permit allows up to 60 months to complete the storm drain inlet labeling, Garden State University will complete the labeling during 4 weekend labeling events scheduled for April and May 2005 (Sector A – April 2005, Sector B – May 2005). Garden State University will use plastic labels ordered from Binder Industries that is applied using adhesive. These labels are expected to last up to 10 years and require little maintenance. Each label will be printed with "No Dumping – Drains to Calico River".

SPPP Form 6 – MS4 Outfall Pipe Mapping

Public Complex Information	
	Public Complex: *Garden State University*
	NJPDES # : NJG *0646464* PI ID #: *12345*
	Team Member/Title: *Dr. Richard Milano, Ecology Professor & Mary Park, Physical Plant Manager*
	Effective Date of Permit Authorization (EDPA): *4/1/04*
	Date of Completion: *3/7/05* Date of most recent update: _____

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.)?

Dr. Richard Milano, Ecology Professor, will use a GPS Unit to locate the end of all outfall pipes operated by Garden State University. He will work with students enrolled in his Environmental Ecology and Biodiversity course, with other students and/or other professors, and with Mary Park's staff in order to accomplish this task. Garden State University has been divided into 2 sectors (see attached map): the area south of Calico Lake (Sector A), and the area north of Calico Lake (Sector B). The mapping will be conducted in the spring of 2006, and, if necessary, in the summer of 2006 as part of a summer college course, which will require students to conduct a survey of sections of Calico Lake, which is located on and divides the campus. Students will identify, GPS, map and investigate (see Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program) each outfall pipe. In addition to the mapping, students will conduct a biodiversity survey at various locations to identify potential impacts from Garden State University's stormwater discharges. Findings of the survey may be incorporated into future site design (see New Development and Redevelopment Program) and possible retrofitting of existing BMPs. Once all locations are identified, Dr. Milano will develop a map displaying outfall pipe locations, with an alphanumeric identifier at a scale of 1 inch = 100 feet. Calico Lake and all waterbodies receiving outfall pipe discharges will also be identified on the outfall pipe map. By April 2007, all outfall pipes will be mapped.

SPPP Form 7 – Illicit Connection Elimination Program

Public Complex Information	
	Public Complex: *Garden State University*
	NJPDES # : NJG *4646464* PI ID #: *12345*
	Team Member/Title: *Richard Milano, Ecology Professor and Mary Park, Physical Plant Manager*
	Effective Date of Permit Authorization (EDPA): *4/1/04*
	Date of Completion: *3/7/05* Date of most recent update: _____

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.

Garden State University will develop and implement an Illicit Connection Elimination Program. In this program, the initial investigation will be conducted by Dr. Richard Milano, students, and Mary Park's staff during the outfall pipe mapping process (see outfall pipe mapping). If there are any complaints from students, employees, or the general public of any illicit connections, Dr. Milano will be notified, and he and Mary Park's staff will make an initial investigation of the discharge. Garden State University will be using NJDEP Illicit Connection Inspection Report forms and protocol for determining if a discharge is an illicit connection. Copies of all inspection reports of discharges with dry weather flows will be submitted to the NJDEP along with the Annual Inspection and Recertification. If the connection is found to be from Garden State University, any necessary corrections to eliminate the discharge will be made under the supervision of Mary Park or Matthew Mount, as appropriate. However, if the connection is found to be from another responsible party, Garden State University will report the illicit connection in writing to the NJDEP.

SPPP Form 8 – Illicit Connection Records

Public Complex Information	
	Public Complex: *Garden State University*
	NJPDES # : NJG *4646464* PI ID #: *12345*
	Team Member/Title: *Richard Milano, Ecology Professor*
	Effective Date of Permit Authorization (EDPA): *4/1/04*
	Date of Completion: *3/7/05* Date of most recent update: _____

Prior to July 1, 2006
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? *N/A*
Number of outfalls found to have a dry weather flow? *N/A*
Number of outfalls found to have an illicit connection? *N/A*
How many of the Public Complex's own illicit connections were eliminated? *N/A*
Of the Public Complex's own illicit connections found, how many remain? *N/A*
How many illicit connections found to emanate from another entity were reported to NJDEP? *N/A*

July 1, 2006 – June 30, 2007
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? *N/A*
Number of outfalls found to have a dry weather flow? *N/A*
Number of outfalls found to have an illicit connection? *N/A*
How many of the Public Complex's own illicit connections were eliminated? *N/A*
Of the Public Complex's own illicit connections found, how many remain? *N/A*
How many illicit connections found to emanate from another entity were reported to NJDEP? *N/A*

July 1, 2007 – June 30, 2008
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? *N/A*
Number of outfalls found to have a dry weather flow? *N/A*
Number of outfalls found to have an illicit connection? *N/A*
How many of the Public Complex's own illicit connections were eliminated? *N/A*
Of the Public Complex's own illicit connections found, how many remain? *N/A*
How many illicit connections found to emanate from another entity were reported to NJDEP? *N/A*

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? *N/A*
Number of outfalls found to have a dry weather flow? *N/A*
Number of outfalls found to have an illicit connection? *N/A*
How many of the Public Complex's own illicit connections were eliminated? *N/A*
Of the Public Complex's own illicit connections found, how many remain? *N/A*
How many illicit connections found to emanate from another entity were reported to NJDEP? *N/A*

SPPP Form 9 – Vegetative Waste Collection and Disposal Program

Public Complex Information	
	Public Complex: *Garden State University*
	NJPDES # : NJG *0646464* PI ID #: *12345*
	Team Member/Title: *Mary Park, Physical Plant Manager*
	Effective Date of Permit Authorization (EDPA): *4/1/04*
	Date of Completion: *3/7/05* Date of most recent update: _____

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.

Garden State University has no homes where residents are responsible for their own yard maintenance or generate any yard waste. All maintenance of common areas is performed by Garden State University employees. A program has been developed to ensure vegetative waste from the University is properly collected, handled, and disposed. All lawns and grass areas located on Garden State University property will be mowed by maintenance personnel, who will also rake and collect leaves and other vegetative debris. Grass clippings, leaves and all other vegetative waste from the University are shipped offsite to a DEP approved county regional recycling center.

SPPP Form 10 – Regulatory Mechanisms

Public Complex Information	
	Public Complex: *Garden State University*
	NJPDES # : NJG *0646464* PI ID #: *12345*
	Team Member/Title: *Linda Smith, Garden State University Counsel*
	Effective Date of Permit Authorization (EDPA): *4/1/04*
	Date of Completion: *3/7/05* Date of most recent update: _____

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

Pet Waste: *draft under review by University Board of Trustees*

Litter: *draft under review by University Board of Trustees*

Improper Waste Disposal: *draft under review by University Board of Trustees*

Wildlife Feeding: *draft under review by University Board of Trustees*

Vegetative Waste: *N/A (the University has no homes where residents maintain yards)*
(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: *draft under review by University Board of Trustees*

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

The regulatory mechanisms will consist of regulations made and promulgated by the Garden State University Board of Trustees under N.J.S.A. 18A:64-6. In accordance with N.J.S.A. 18A:64-8, the University President shall have such powers as shall be requisite for the execution and enforcement of these regulations, subject to the powers and duties held by the Board of Trustees (e.g., authority over employment matters under N.J.S.A. 18A:3B-6, 6-18, and 64-6). Draft regulations prepared by the University Counsel are under review by that Board. The type of enforcement action will depend on the nature of the violator. For example, any University student who violates a regulation will be subject to sanctions in accordance with the University's Student Conduct Code; any University employee who violates a regulation will be subject to employee disciplinary action in accordance with applicable employment statutes and contracts; and any visitor who violates a regulation will be subject to ejection from University property.

The promulgated versions of all five applicable regulatory mechanisms will be effective by October 1, 2005.

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: *Garden State University*

NJPDES # : NJG *0646464* PI ID #: *12345*

Team Member/Title: *Mary Park, Physical Plant Manager*

Effective Date of Permit Authorization (EDPA): *4/1/04*

Date of Completion: *3/7/05* Date of most recent update: _____

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

For most projects, Garden State University will use the NJDOT bicycle safe grate style and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

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
College Drive	*2/1/05*	*2/1/05*	*Ongoing*	*3*	*1*
Student Parking Lot 5	*8/15/05*	*N/A*	N/A	*1*	*0*

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

Since Garden State University's storm drain inlets do not combine into a common outfall, but discharge through numerous discrete discharge points, an alternative device, such as trash netting, at the discharge points would not be cost effective. Also, Garden State University is not located in a historic district. However, Garden State University is studying the feasibility of retrofitting infiltration BMPs into the existing campus to reduce the flow of stormwater to Calico Lake and increase recharge into the groundwater. These BMPs may include a trash rack (a 1/2" spacing on each bar) and therefore, those storm drain inlets which discharge to the BMP would not need to be retrofitted.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Public Complex Information	
	Public Complex: *Garden State University*
	NJPDES # : NJG *0646464* PI ID #: *12345*
	Team Member/Title: *Mary Park, Physical Plant Manager & Shannon Greenfield, Campus Police Chief*
	Effective Date of Permit Authorization (EDPA): *4/1/04*
	Date of Completion: *3/7/05* Date of most recent update: _____

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.)

Garden State University shall sweep all defined areas, including parking lots and curbed streets. All such areas located within the dormitories and residence halls complex will be swept during the 1st week of each month. All such areas located within the academic building complex and the apartment complex will be swept during the 2nd and 3rd weeks of each month, consecutively. Please see attached sheet(s) for Garden State University's Street Sweeping Log.

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.)

Garden State University will use Campus Police to monitor all roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to Shannon Greenfield, Campus Police Chief. During quarterly SPPP Team meetings, identified areas of erosion will be discussed and repairs prioritized. All erosion repairs will be made in accordance with Standards for Soil Erosion and Sediment Control in NJ by the University maintenance staff. Campus Police will maintain an inspection log, and Mary Park, Physical Plant Manager, will maintain a 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: *Garden State University*
	NJPDES # : NJG *0646464* PI ID #: *12345*
	Team Member/Title: *Mary Park, Physical Plant Manager & Shannon Greenfield, Campus Police Chief*
	Effective Date of Permit Authorization (EDPA): *4/1/04*
	Date of Completion: *3/7/05* Date of most recent update: _____

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

Garden State University will implement an annual catch basin cleaning program to remove debris and maintain catch basin function and efficiency. Robin Doe, Maintenance Engineer of Garden State University, will ensure that all catch basins are inspected and cleaned once every April/May. If, at the time of inspection, no sediment, trash, or debris are 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 begin April 2005 (12 months from the EDPA). If any repairs need to be made, Garden State University will take proper measures to see that all catch basins are repaired. Garden State University will submit an annual report including a record of inspections, maintenance, and repairs to the NJDEP.

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.)

Garden State University will implement a stormwater facility maintenance program to ensure all stormwater facilities operated by the university function properly. Garden State University has identified the following stormwater facilities which they own or operate:
- catch basins
- storm drains
- swale along Campus Drive
- infiltration basin near north side of campus
- infiltration basin near south side of campus
- oil/water separator at maintenance yard
- wetland project next to Zoleta Hall

The stormwater facilities identified above will be inspected at least annually by Robin Doe and staff, and any identified repairs will be made.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Public Complex Information	
	Public Complex: *Garden State University*
	NJPDES # : NJG *0646464* PI ID #: *12345*
	Team Member/Title: *Mary Park, Physical Plant Manager*
	Effective Date of Permit Authorization (EDPA): *4/1/04*
	Date of Completion: *3/7/05* Date of most recent update: _____

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.)

Garden State University will implement an outfall pipe scouring detection, remediation and maintenance program. Garden State University will assess active scouring at its outfall pipes when they are mapped. A spreadsheet will be maintained indicating any necessary remediation and maintenance to any outfall pipes. If remediation is necessary, Garden State University will repair in accordance with the Standards for Soil Erosion and Sediment Control in NJ. Garden State University will conduct annual inspections of the stormwater outfall pipes. During inspection, Garden State University will also photodocument the outfall pipe locations. Garden State University 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: *Garden State University*
	NJPDES # : NJG *4646464* PI ID #: *12345*
	Team Member/Title: *Matthew Mount, Facility Planning and Operations Manager*
	Effective Date of Permit Authorization (EDPA): *4/1/04*
	Date of Completion: *3/7/05* Date of most recent update: _____

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.

Garden State University currently stores its de-icing materials in a stockpile on top of a maintenance pad. Garden State University will implement the interim seasonal tarping procedures at these sites until a permanent structure is built. From October 15th through April 30th we will inspect each tarp weekly to ensure that it is covering the salt pile. Inspections for spilled salt will be completed after loading and unloading activities.

Garden State University plans on using a storage structure for the de-icing materials. The following tentative schedule is set for the construction:

1/05 - site selection

4/05 - site design

7/05 - bid construction contract

8/05 - apply for required permits

4/06 - begin construction

10/06 - complete construction

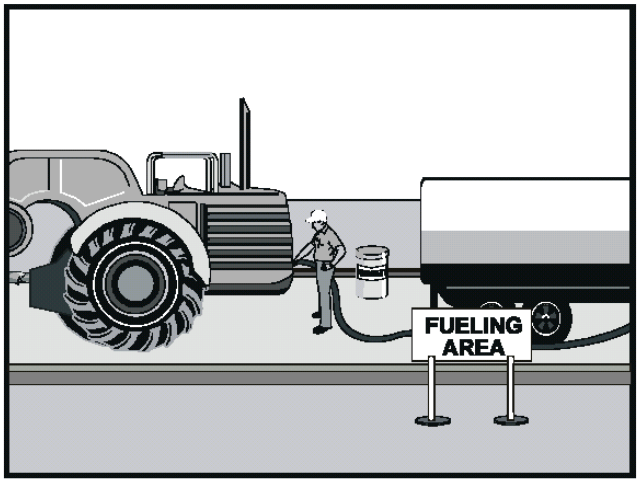
A 7 month buffer is built into the tentative schedule for potential delays in bidding of the project, procuring permits or delays due to weather. However, the storage structure should be complete within 36 months of EDPA (4/07).

SPPP Form 16 – Standard Operating Procedures

Public Complex Information	
	Public Complex: *Garden State University*
	NJPDES # : NJG *4646464* PI ID #: *12345*
	Team Member/Title: *Mary Park, Physical Plant Manager*
	Effective Date of Permit Authorization (EDPA): *4/1/04*
	Date of Completion: *3/7/05* Date of most recent update: _____

BMP	Date SOP went into effect.	Describe your inspection schedule.
Fueling Operations (including the required practices listed in Attachment D of the permit)	*May 7, 2004*	*Semi-annual inspections of all fueling locations will be conducted.*
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	*May 22, 2004*	*Quarterly inspections will be conducted.*
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) **Attach inventory list required by Attachment D of the permit.**	*June 1, 2004*	*Monthly inspections at Garden State University will be conducted to ensure good housekeeping practices are being implemented.*

Garden State University
Standard Operating Procedures
Vehicle and Equipment Fueling



Garden State University
Maintenance Yards with
Fueling Operations

East College Drive
Maintenance Yard

West College Drive
Maintenance Yard

Introduction and Purpose

Vehicle and equipment fueling procedures and practices are designed to minimize pollution of surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

Scope

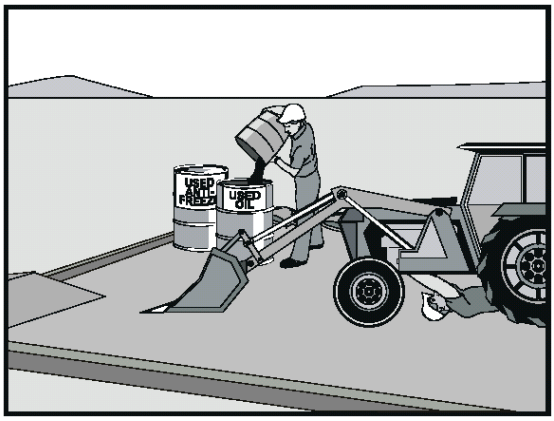
These procedures are to be implemented at all maintenance yards with fueling, including mobile fueling operations.

Standards and Specifications (for vehicle and equipment fueling)

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

Standards and Specifications (for bulk fueling)	• Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling. • Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels. • Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills. • A trained employee must always be present to supervise during bulk transfer.
Spill Response	• Conduct cleanups of any fuel spills immediately after discovery. • Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up. • Collected waste is to be disposed of properly. • Contact the Garden State University Spill Response Team at 555-7644.
Maintenance and Inspection	• Fueling areas and storage tanks shall be inspected monthly. • Keep an ample supply of spill cleanup material on the site. • Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.

Garden State University
Standard Operating Procedure
Vehicle Maintenance



Garden State University Maintenance Yards BMP Objectives

- Waste Management
- Spill Prevention, Containment and Countermeasures
- Pollution Control

Introduction and Purpose

This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations at Garden State University. The purpose of this SOP is to provide a set of guidelines to the Garden State University vehicle maintenance yards including maintenance activities at ancillary operations.

Scope

This SOP applies to all maintenance yards including maintenance activities at ancillary operations within Garden State University.

Standards and Specifications

- Conduct vehicle maintenance operation only in designated areas.
- Whenever possible, perform all vehicle and equipment maintenance activities at an indoor location with a paved floor.
- Always use drip pans.
- Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
- Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet from downstream drainage facilities and watercourses.
- Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.

- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

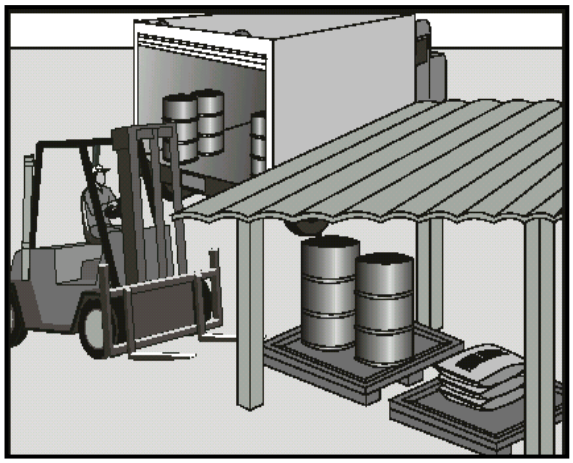
Spill Response and Reporting

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the Garden State University Spill Response Team at 555-1515.

Maintenance and Inspection

- Periodically check for leaks and damaged equipment and make repairs as necessary.

Garden State University
Standard Operating Procedure
Good Housekeeping



Garden State University Good Housekeeping Goals

-Proper Recycling
-Proper Waste Disposal
-Pollution Prevention

Introduction and Purpose

This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations at Garden State University. The purpose of this SOP is to provide a set of guidelines for the employees of Garden State University for Good Housekeeping Practices at their maintenance yards including maintenance yards at ancillary operations.

Scope

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Garden State University.

Standards and Specifications (General)

- All containers should be properly labeled and marked, and the labels must remain clean and visible.
- All containers must be kept in good condition and tightly closed when not in use.
- When practical, chemicals, fluids and supplies should be kept indoors.
- If containers are stored outside, they must be covered and placed on spill platforms.
- Keep storage areas clean and well organized.
- Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
- Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
- Place trash, dirt and other debris in the dumpster.
- Collect waste fluids in properly labeled containers and dispose of them properly.
- Establish and maintain a recycling program by disposing papers, cans, bottles and trash in designated bins.

Standards and Specifications (Salt and De-icing Material Handling)	• During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded. • Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical. • Minimize the tracking of materials from storage and loading/unloading areas. • Minimize the distance that salt and de-icing materials are transported during loading/unloading activities. • Any materials that are stored outside must be tarped when not actively being used. • If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15th through April 30th.
Spill Response and Reporting	• Conduct clean up of any spill(s) immediately after discovery. • Spills are to be cleaned using dry cleaning methods only. • Contact the Garden State University Spill Response Team At 555-1515.
Maintenance and Inspection	• Periodically check for leaks and damaged equipment and make repairs as necessary. • Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.

SPPP Form 17 – Employee Training

Public Complex Information	
	Public Complex: *Garden State University*
	NJPDES # : NJG *4646464* PI ID #: *12345*
	Team Member/Title: *Jeffrey Montany, Environmental/OSHA Coordinator*
	Effective Date of Permit Authorization (EDPA): *4/1/04*
	Date of Completion: *3/7/05* Date of most recent update: _____

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.

Garden State University will conduct a training program for appropriate employees in accordance with topics contained in the permit. The coordinator for these trainings will be Jeffrey Montany, Environmental/OSHA Coordinator. All training sessions will be held in Zoleta Hall, Room 100. Sign-In sheets will be attached to the SPPP.

Tentative Schedule for classes:

June/July 2005

The Waste Disposal Education course will cover topics such as: Pet Waste Control, Improper Waste Disposal Control, Wildlife Feeding Control, Illicit Connection Prohibition. This course will be given by Linda Smith, Garden State University Legal Counsel, along with assistance from Shannon Greenfield, Campus Police Chief. All maintenance personnel and campus police staff will be required to attend, along with representatives from the employee and student discipline programs of the Human Resources and Dean of Students Departments.

June/July 2005

Stormwater Facility Maintenance, Street Sweeping, and Road Erosion Control training will be covered in a morning classroom session. Maintenance Yard Operations training will be given in the afternoon covering fueling, vehicle maintenance, and good housekeeping practices. Robin Doe and Mary Park will conduct this session. All maintenance personnel will be required to attend.

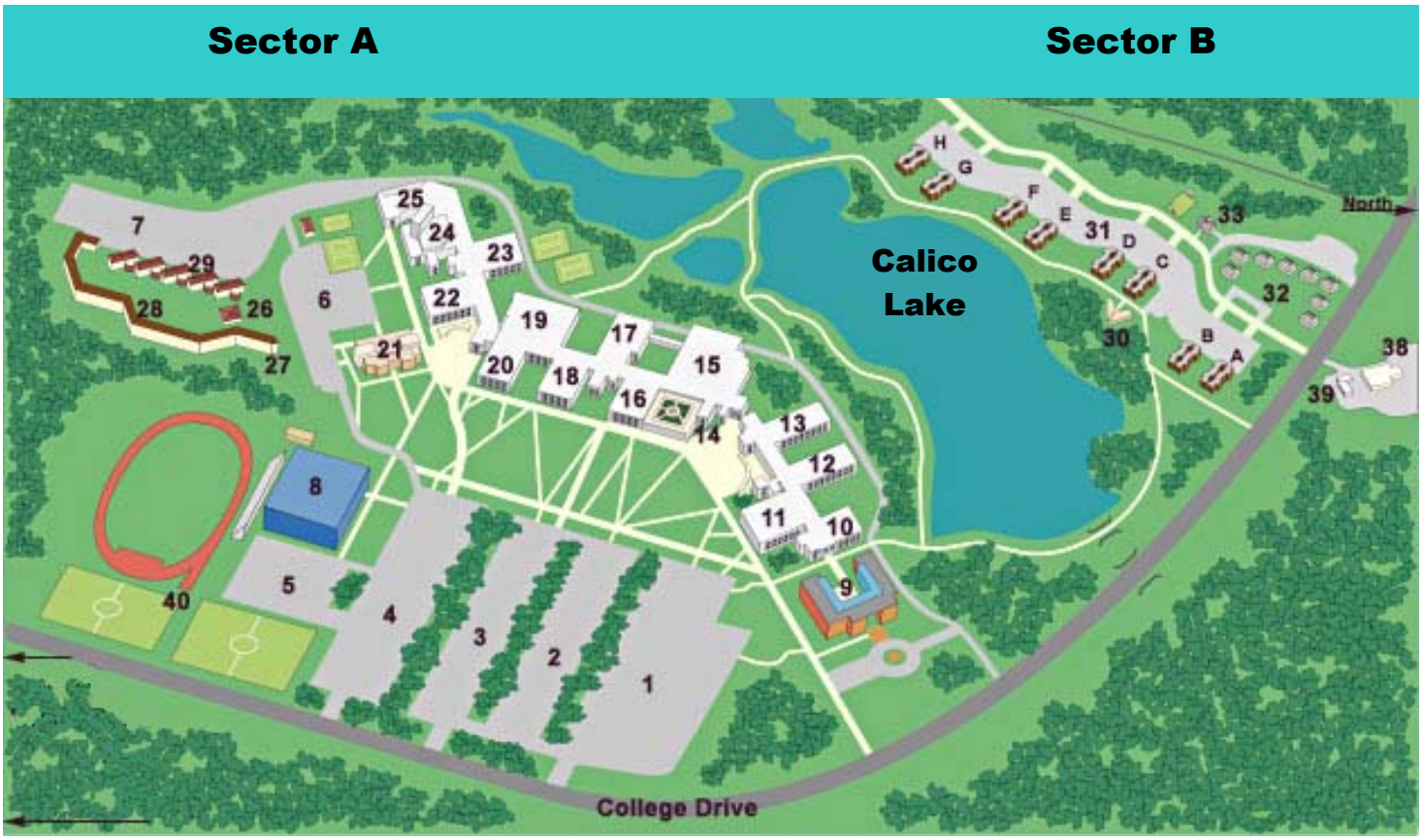
August 2005

A morning classroom session of Illicit Connection Elimination and Outfall Pipe Mapping, and Outfall Pipe Stream Scouring Remediation will be given by Dr. Richard Milano, Ecology Professor. The afternoon session will consist of GPS and field mapping, training on investigating and inspecting of illicit connections, and training on identifying outfall pipe stream scouring. All appropriate professors and employees will be required to attend.

August 2005

The Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment Seminar will be conducted by Matthew Mount, Facility Planning and Operations. All ABC Environmental/Engineering Group employees involved with the Garden State University project will be required to attend.

Garden State University
Storm Drain Inlets Labeling and Outfall Pipe Map



Garden State University has been divided into two sectors for the purposes of storm drain inlet labeling and outfall pipe mapping. Sector A is the area south of Calico Lake. Sector B is the area north of Calico Lake.

- Garden State University shall label (see storm drain inlet labeling program in SPPP for details) all required storm drain inlets in accordance with the following schedule:
  Sector A – April 2005
  Sector B – May 2005
- Garden State University shall map (see outfall pipe mapping program in SPPP for details) all required outfall pipes in the spring of 2006, and, if necessary, in the summer of 2006.

GARDEN STATE UNIVERSITY

Subject: Pet Waste Control

Effective Date: _____, 200_

Approved by: _____

I. Purpose:

A regulation to establish requirements for the proper disposal of pet solid waste at Garden State University, so as to protect public health, safety and welfare, and to prescribe penalties for failure to comply.

II. Definitions:

For the purpose of this regulation, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this regulation clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

a. Immediate – shall mean that the pet solid waste is removed at once, without delay.

b. Owner/Keeper – any person who shall possess, maintain, house or harbor any pet or otherwise have custody of any pet, whether or not the owner of such pet.

c. Person – any individual (including but not limited to a University student; visiting faculty member or other visitor; guest; professional member of the University's academic, administrative, or teaching staff; or other University officer, agent, or employee), corporation, company, partnership, firm, association, or political subdivision of this State whose conduct on University property is subject to regulation by the University.

d. Pet – a domesticated animal kept for amusement or companionship rather than utility.

e. Pet solid waste – waste matter expelled from the bowels of the pet; excrement.

f. Proper disposal – placement in a designated waste receptacle, or other suitable container, and discarded in a refuse container which is regularly emptied by the University or some other refuse collector; or disposal into a system designed to convey domestic sewage for proper treatment and disposal.

g. University - Garden State University.

h. University property – Lands and buildings owned or controlled by Garden State University.

III. Requirement for Disposal:

All pet owners and keepers are required to immediately and properly dispose of their pet's solid waste deposited on University property.

IV. Exemptions:

Any owner or keeper who requires the use of a disability assistance animal shall be exempt from the provisions of this regulation while such animal is being used for that purpose.

V. Violations:

a. Any University student who is found to be in violation of this regulation shall be subject to official warning, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the University's Student Conduct Code.

b. Any University officer, staff member, employee, or agent who is found to be in violation of this regulation shall be subject to dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements.

c. Any other person who has entered into a contract or agreement with the University to provide equipment, materials, supplies, or services on University property, and who is found to be in violation of this regulation, shall be subject to sanctions in accordance with the contract or agreement.

d. Any visitor, guest, or other person who is not identified under V.a, V.b, or V.c above, and who is found to be in violation of this regulation, is subject to ejection from University property and, if the person refuses to leave after being asked to leave, to prosecution for criminal trespass under N.J.S.A. 2C:18-3.

GARDEN STATE UNIVERSITY

Subject: Pets

Effective Date: _____, 200_

Approved by: _____

I. Purpose:

A regulation to prohibit pets at Garden State University, so as to protect public health, safety and welfare, and to prescribe penalties for failure to comply.

II. Definitions:

For the purpose of this regulation, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this regulation clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

a. Owner/Keeper – any person who shall possess, maintain, house or harbor any pet or otherwise have custody of any pet, whether or not the owner of such pet.

b. Person – any individual (including but not limited to a University student; visiting faculty member or other visitor; guest; professional member of the University's academic, administrative, or teaching staff; or other University officer, agent, or employee), corporation, company, partnership, firm, association, or political subdivision of this State whose conduct on University property is subject to regulation by the University.

c. Pet – a domesticated animal kept for amusement or companionship rather than utility.

d. University - Garden State University.

e. University property – Lands and buildings owned or controlled by Garden State University.

III. Prohibited Conduct:

No person shall possess, maintain, house or harbor any pet or otherwise have custody of any pet on University property.

IV. Exemptions to Prohibition:

Any owner or keeper who requires the use of a disability assistance animal shall be exempt from the provisions of this regulation while such animal is being used for that purpose.

V. Violations:

a. Any University student who is found to be in violation of this regulation shall be subject to official warning, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the University's Student Conduct Code.

b. Any University officer, staff member, employee, or agent who is found to be in violation of this regulation shall be subject to dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements.

c. Any other person who has entered into a contract or agreement with the University to provide equipment, materials, supplies, or services on University property, and who is found to be in violation of this regulation, shall be subject to sanctions in accordance with the contract or agreement.

d. Any visitor, guest, or other person who is not identified under V.a, V.b, or V.c above, and who is found to be in violation of this regulation, is subject to ejection from University property and, if the person refuses to leave after being asked to leave, to prosecution for criminal trespass under N.J.S.A. 2C:18-3.

III. Prohibited Conduct:

No person shall throw, drop, discard or otherwise place any litter of any nature upon University property other than in a litter receptacle, or having done so to allow such litter to remain.

Whenever any litter is thrown or discarded or allowed to fall from a vehicle or boat in violation of this regulation, the operator or owner, or both, of the motor vehicle or boat shall also be deemed to have violated this regulation.

IV. Violations:

a. Any University student who is found to be in violation of this regulation shall be subject to official warning, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the University's Student Conduct Code.

b. Any University officer, staff member, employee, or agent who is found to be in violation of this regulation shall be subject to dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements.

c. Any other person who has entered into a contract or agreement with the University to provide equipment, materials, supplies, or services on University property, and who is found to be in violation of this regulation, shall be subject to sanctions in accordance with the contract or agreement.

d. Any visitor, guest, or other person who is not identified under IV.a, IV.b, or IV.c above, and who is found to be in violation of this regulation, is subject to ejection from University property and, if the person refuses to leave after being asked to leave, to prosecution for criminal trespass under N.J.S.A. 2C:18-3.

e. Any person who throws, drops, discards or otherwise places any litter of any nature upon University property other than in a litter receptacle is also subject to prosecution under applicable New Jersey statutes.

GARDEN STATE UNIVERSITY

Subject: Litter Control

Effective Date: _____, 200_

Approved by: _____

I. Purpose:

A regulation to prohibit littering at Garden State University, so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

II. Definitions:

For the purpose of this regulation, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this regulation demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

a. Litter - any used or unconsumed substance or waste material which has been discarded, whether made of aluminum, glass, plastic, rubber, paper, or other natural or synthetic material, or any combination thereof, including, but not limited to, any bottle, jar or can, or any top, cap or detachable tab of any bottle, jar or can, any unlighted cigarette, cigar, match or any flaming or glowing material or any garbage, trash, refuse, debris, rubbish, grass clippings or other lawn or garden waste, newspapers, magazines, glass, metal, plastic or paper containers or other packaging or construction material, but does not include the waste of the primary processes of mining or other extraction processes, logging, sawmilling, farming or manufacturing.

b. Litter Receptacle – a container suitable for the depositing of litter.

c. Person – any individual (including but not limited to a University student; visiting faculty member or other visitor; guest; professional member of the University's academic, administrative, or teaching staff; or other University officer, agent, or employee), corporation, company, partnership, firm, association, or political subdivision of this State whose conduct on University property is subject to regulation by the University.

d. University - Garden State University.

e. University property – Lands and buildings owned or controlled by Garden State University.

GARDEN STATE UNIVERSITY

Subject: Improper Disposal of Waste Into Storm Sewers on University Property

Effective Date: _____, 200_

Approved by: _____

I. Purpose:

A regulation to prohibit the spilling, dumping, or disposal of materials other than stormwater to the municipal separate storm sewer system (MS4) operated by Garden State University, so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

II. Definitions:

For the purpose of this regulation, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this regulation clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

a. Municipal separate storm sewer system (MS4) – a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that is owned or operated by Garden State University or other public body, and is designed and used for collecting and conveying stormwater.

   (Note: For public complexes that operate combined sewer systems, add the following: "MS4s do not include combined sewer systems, which are sewer systems that are designed to carry sanitary sewage at all times and to collect and transport stormwater from streets and other sources.")

b. Person – any individual (including but not limited to a University student; visiting faculty member or other visitor; guest; professional member of the University's academic, administrative, or teaching staff; or other University officer, agent, or employee), corporation (including Garden State University), company, partnership, firm, association, or political subdivision of this State whose conduct on University property is subject to regulation by the University.

c. Stormwater – water resulting from precipitation (including rain and snow) that runs off the land's surface, is transmitted to the subsurface, is captured by

separate storm sewers or other sewerage or drainage facilities, or is conveyed by snow removal equipment.

d. University - Garden State University.

e. University property – lands and buildings owned or controlled by Garden State University.

III. Prohibited Conduct:

All persons are prohibited while on University property from:

a. Spilling, dumping, or disposing of materials other than stormwater to the municipal separate storm sewer system operated by the University.

b. Spilling, dumping, or disposing of materials other than stormwater in such a manner as to cause the discharge of pollutants to the municipal separate storm sewer system operated by the University.

IV. Exceptions

a. Water line flushing and discharges from potable water sources
b. Uncontaminated ground water (e.g., infiltration, crawl space or basement sump pumps, foundation or footing drains, rising ground waters)
c. Air conditioning condensate (excluding contact and non-contact cooling water)
d. Irrigation water (including landscape and lawn watering runoff)
e. Flows from springs, riparian habitats and wetlands, water reservoir discharges and diverted stream flows
f. Residential car washing water, and residential swimming pool discharges
g. Sidewalk, driveway and street wash water
h. Flows from fire fighting activities
i. Flows from rinsing of the following equipment with clean water:
    1. Beach maintenance equipment immediately following their use for their intended purposes; and
    a. Equipment used in the application of salt and de-icing materials immediately following salt and de-icing material applications. Prior to rinsing with clean water, all residual salt and de-icing materials must be removed from equipment and vehicles to the maximum extent practicable using dry cleaning methods (e.g., shoveling and sweeping). Recovered materials are to be returned to storage for reuse or properly discarded.

    Rinsing of equipment in the above situations is limited to exterior, undercarriage, and exposed parts and does not apply to engines or other enclosed machinery.

V. Violations:

a. Any University student who continues to be in violation of this regulation, after being duly notified, shall be subject to official warning, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the University's Student Conduct Code.

b. Any University officer, staff member, employee, or agent who continues to be in violation of this regulation, after being duly notified, shall be subject to dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements.

c. Any other person who has entered into a contract or agreement with the University to provide equipment, materials, supplies, or services on University property, and who continues to be in violation of this regulation, after being duly notified, shall be subject to sanctions in accordance with the contract or agreement.

d. Any visitor, guest, or other person who is not identified under V.a, V.b, or V.c above, and who continues to be in violation of this regulation, after being duly notified, is subject to ejection from University property and, if the person refuses to leave after being asked to leave, to prosecution for criminal trespass under N.J.S.A. 2C:18-3.

e. Any person who violates this regulation may also be subject to prosecution under applicable New Jersey statutes.

GARDEN STATE UNIVERSITY

Subject: Wildlife Feeding Control

Effective Date: _____, 200_

Approved by: _____

I. Purpose:

A regulation to prohibit the feeding of unconfined wildlife at Garden State University, so as to protect public health, safety and welfare, and to prescribe penalties for failure to comply.

II. Definitions:

For the purpose of this regulation, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this regulation clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

a. Feed – to give, place, expose, deposit, distribute or scatter any edible material with the intention of feeding, attracting or enticing wildlife. Feeding does not include baiting in the legal taking of fish and/or game.

b. Person – any individual (including but not limited to a University student; visiting faculty member or other visitor; guest; professional member of the University's academic, administrative, or teaching staff; or other University officer, agent, or employee), corporation, company, partnership, firm, association, or political subdivision of this State whose conduct on University property is subject to regulation by the University.

c. University - Garden State University.

d. University property – Lands and buildings owned or controlled by Garden State University.

e. Wildlife – all animals that are neither human nor domesticated.

III. Prohibited Conduct:

No person shall feed any unconfined wildlife on University property, except as part of academic research.

IV. Violations:

a. Any University student who is found to be in violation of this regulation shall be subject to official warning, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the University's Student Conduct Code.

b. Any University officer, staff member, employee, or agent who is found to be in violation of this regulation shall be subject to dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements.

c. Any other person who has entered into a contract or agreement with the University to provide equipment, materials, supplies, or services on University property, and who is found to be in violation of this regulation, shall be subject to sanctions in accordance with the contract or agreement.

d. Any visitor, guest, or other person who is not identified under IV.a, IV.b, or IV.c above, and who is found to be in violation of this regulation, is subject to ejection from University property and, if the person refuses to leave after being asked to leave, to prosecution for criminal trespass under N.J.S.A. 2C:18-3.

GARDEN STATE UNIVERSITY

Subject: Illicit Connections to the University's Storm Sewers

Effective Date: _____, 200_

Approved by: _____

I. Purpose:

A regulation to prohibit illicit connections to the municipal separate storm sewer system(s) operated by Garden State University, so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply. This regulation does not apply to any illicit connection which emanates from a location outside Garden State University property.

II. Definitions:

For the purpose of this regulation, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this regulation clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory. Most of the definitions below are the same as or based on corresponding definitions in the New Jersey Pollutant Discharge Elimination System (NJPDES) rules at N.J.A.C. 7:14A-1.2.

a. Domestic sewage - waste and wastewater from humans or household operations.

b. Illicit connection – any physical or non-physical connection that discharges domestic sewage, non-contact cooling water, process wastewater, or other industrial waste (other than stormwater) to the municipal separate storm sewer system operated by Garden State University, unless that discharge is authorized under a NJPDES permit other than the Public Complex Stormwater General Permit (NJPDES Permit Number NJ0141879). Non-physical connections may include, but are not limited to, leaks, flows, or overflows into the municipal separate storm sewer system.

c. Industrial waste - non-domestic waste, including, but not limited to, those pollutants regulated under Section 307(a), (b), or (c) of the Federal Clean Water Act (33 U.S.C. §1317(a), (b), or (c)).

d. Municipal separate storm sewer system (MS4) – a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that is owned or operated by Garden State University or other public body, and is designed and used for collecting and conveying stormwater.

   (Note: For public complexes that operate combined sewer systems, add the following: "MS4s do not include combined sewer systems, which are sewer systems that are designed to carry sanitary sewage at all times and to collect and transport stormwater from streets and other sources.")

e. NJPDES permit – a permit issued by the New Jersey Department of Environmental Protection to implement the New Jersey Pollutant Discharge Elimination System (NJPDES) rules at N.J.A.C. 7:14A

f. Non-contact cooling water - water used to reduce temperature for the purpose of cooling. Such waters do not come into direct contact with any raw material, intermediate product (other than heat) or finished product. Non-contact cooling water may however contain algaecides, or biocides to control fouling of equipment such as heat exchangers, and/or corrosion inhibitors.

g. Person – any individual (including but not limited to a University officer, agent, professional staff member, other employee, or student), corporation (including Garden State University), company, partnership, firm, association, or political subdivision of this State, whose conduct on University property is subject to regulation by the University.

h. Process wastewater - any water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct, or waste product. Process wastewater includes, but is not limited to, leachate and cooling water other than non-contact cooling water.

i. Stormwater – water resulting from precipitation (including rain and snow) that runs off the land's surface, is transmitted to the subsurface, is captured by separate storm sewers or other sewerage or drainage facilities, or is conveyed by snow removal equipment.

j. University - Garden State University.

k. University property – lands and buildings owned or controlled by Garden State University.

III. Prohibited Conduct:

Garden State University and its officers, staff, agents, other employees, contractors, and students shall not discharge or cause to be discharged, through an illicit connection to the municipal separate storm sewer system operated by Garden State University, any domestic sewage, non-contact cooling water, process wastewater, or other industrial waste (other than stormwater).

IV. Violations:

a. Any University officer, staff member, employee, or agent who is found to be in violation of this regulation shall be subject to dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements.

b. Any University student who is found to be in violation of this regulation shall be subject to official warning, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the University's Student Conduct Code.

c. Any other person who has entered into a contract or agreement with the University to provide equipment, materials, supplies, or services on University property, and who is found to be in violation of this regulation, shall be subject to sanctions in accordance with the contract or agreement.

d. Any person who violates this regulation may also be subject to prosecution under applicable Federal or New Jersey statutes.