

Stormwater Pollution Prevention Plan

Permittee Name: John Fitch Complex

Facility Address: John Fitch Way

Permit Number: NJG 0152340

Annual Review Date: 07/01/24

Stormwater Program Coordinator: Georgette Bunch

Table of Contents

Form 1 – Team Members	3
Form 2 – Revision History	4
Form 3 – Public Announcements	5
Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment ...	6
Form 5 – Regulatory Mechanisms	7
Form 6 – Monthly Street Sweeping	8
Form 7 – MS4 Infrastructure	9
Form 8 – Good Housekeeping	12
Form 9 – Best Management Practices at Maintenance Yards & Other Ancillary Operations	14
Form 10 – Training	18
Form 11 – MS4 Mapping	20
Form 12 – Watershed Improvement Plan	21

Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Georgette Bunch, Chief Health & Safety Officer	
Phone	609-633-2127	Email	Georgette.bunch@treas.nj.gov
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Rosemary Lafferty, Environmental Scientist	
Phone	609-633-0832	Email	Rosemary.lafferty@treas.nj.gov
Name and Title		Ross David Jeneske, Assistant Chief Engineer, Capital Services	
		Email	Ross.Jeneske@treas.nj.gov
Other Stormwater Team Members			
Name and Title		Roseann Schomberg / Building Manager	
Phone	609-414-5226	Email	Roseann.Schomberg@treas.nj.gov
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	
Apex Environmental	Contractors listed under task	Renewed according to terms of contract	
Central Jersey Waste Clarke Moynihan, LLC	Contractors named under specific service rendered	Renewed according to terms of contract	

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

1. Provide the link to the dedicated stormwater webpage for your Public Complex.
http://www.nj.gov/treasury/dpmc/public-complexes/
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Georgette Bunch, Chief Health & Safety Officer
3. Only for colleges, universities, and military bases with dependents living on base: 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.
NA

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

Part IV.E.

<p>1. How does the permittee define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.</p>
<p>The Permittee's definition is consistent with NJAC 7:8, all State projects incorporate this language into the Terms and Conditions of the project.</p>
<p>2. Describe the process for reviewing and approving major development project applications for compliance with the Stormwater Management Rules at N.J.A.C. 7:8.</p>
<p>For all projects defined as a major development, Treasury DPMC hires a professional engineering firm (A/E) with knowledge of applicable state and local environmental regulations. The A/E reviews the plans to ensure they are in compliance with the Stormwater Control Ordinance, Residential Site Improvement Standards and the City’s Stormwater Requirements. Treasury ensures all contractor(s) are current with Stormwater training/certification.</p>
<p>3. Did the permittee request a variance from the design and performance standards for the stormwater measures? Describe the process of developing a mitigation plan.</p>
<p>No variances have been requested.</p>
<p>4. Indicate the physical location of approved applications for major development projects and Major Development Summary Sheets.</p>
<p>Each Building Manager/Assistant Building Manager oversees daily operations and projects at their facility. They participate in all redevelopment activities and communicate this information to the Stormwater Program Coordinator. Documentation pertaining to the project is located and stored at the facility in question.</p>

Form 5 – Regulatory Mechanisms
Part IV.F.1.

Regulatory Mechanism	Date Adopted	Was the DEP model adopted without change? If not, explain how the Public Complex's Regulatory Mechanism is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste Control	3/5/2005	SOPs/signage in place and enforced by Building Manager & Building Security. Pets are prohibited unless a service animal. Disciplinary action taken for repeated offenses.	Building Mgr, Security, HR	\$ ___
2. Wildlife Feeding Control	3/5/2005	SOPs/signage in place and enforced by Building Manager & Building Security; monitor compliance.	Building Mgr, Security, HR	\$ ___
3. Litter Control	3/5/2005	DPMC contracts with outside vendors	Building Mgr, Security, HR	\$ ___
4. Improper Disposal of Waste	3/5/2005	Stormwater drains are labeled to show impacts of improper disposal of waste. SOPs/signage in place and enforced by Building Manager & Building Security.	Building Mgr, Security, HR	\$ ___
5. Yard Waste	NA	NA	NA	\$ ___

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

NA

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

Respective Building Mgr. maintains records of any violation(s), disciplinary action(s) and/or notices; as well as HR if repeated offenses take place.

Form 6 – Monthly Street Sweeping

Part IV.F.2.c.

1. Provide a written description and/or attach a map outlining all paved parking lots and streets on your property that have storm drain inlets that direct stormwater runoff into an MS4 or discharge directly to surface water.

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.

Although the drain inlets in this Public Complex do not directly discharge to a surface water body, DPMC contracts outside vendors for sweeping activities quarterly around the State owned complex (currently: Apex Environmental Solutions) to reduce the amount of debris available for deposition into storm drain inlets. With less debris swept into the storm drains, the frequency of cleaning out the storm drains is reduced. Parking areas, garages, courtyards and plazas are swept to maintain compliance with the permit. The outsourced vendor completes a log every time they sweep. This complex has considerable parking space as this complex includes both Taxation and Labor.

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

Please see above. This contract is bid out yearly and documentation is submitted quarterly from the vendor accounting for the volume of debris, reported in cubic yards, collected from each of our Public Complexes. This information is reported annually in the MSRP Annual Report for each complex.

Form 7 – MS4 Infrastructure

Part IV.F.2.d-f. and Part IV.F.3.

1. Storm Drain Inlets

- a. Describe how inlets owned or operated by the permittee that do not have a permanent wording cast into the design have been properly labelled.
- b. Describe how you ensure that Public Complex owned 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.

Storm Drain Inlets Inspect ALL within the complex annually.

- Building Managers are responsible for securing the appropriate stormwater medallions/buttons on all inlets that are not retrofitted with permanent wording cast into their design.
- When upgrades take place within a complex (e.g., paving, patio replacement, etc.) the Stormwater Public Complex Coordinator/Team are to verify that any new storm drain inlets are designed consistent with retrofitting requirements outlined in the stormwater regulations (e.g., NJDOT "Bicycle Safe" grate)
- Storm drain inlets are to be inspected annually to determine if cleaning is needed and/or the medallions remain fastened. After visual inspection (completed by driving or walking by an inlet and ensuring there are no solids or floatables clogging the drain) to confirm if cleaning is warranted, DPMC would hire contracted outside vendors to physically remove all debris possible to ensure proper maintenance conditions and functioning of the inlet. If debris is found to be clogging the inlet grate, the contractor would shovel or sweep the debris and dispose of it properly.

2. 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. Include a description of the equipment and techniques used.

A total of six (6) catch basins are present in this complex according to the drainage plan submitted by Langan, on behalf of EDA, as part of the demolition project at the former Health and Agriculture (H&A) building. These catch basins are part of the proposed detention basin at the center of the former H&A buildings consisting of ten rows of piping at approximately 20 feet below grade. There are several clean-out ports along the stormwater piping in the event that a catch basin needs to be cleaned out. An accumulation of debris that infers with flow, particularly from the center detention basin, would necessitate cleaning. With regard to equipment and procedures used that would be determined by the contractor.

3. Conveyance System

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

According to the drainage plan submitted by Langan, on behalf of EDA, as part of the demolition project at the former Health and Agriculture (H&A) building there is stormwater piping leading from the underground central drainage basin to the various cleanout ports and drains prior to discharging to the City of Trenton's MS4 stormwater system. Stormwater discharges for this complex are directly into another entity's MS4 at an interconnection (City of Trenton). Trenton Water Works has completed the city's MS4 infrastructure mapping in an electronic GIS format. At this time, inspecting and cleaning all MS4 conveyance systems is conducted by the City of Trenton Water Works in response to drainage problems developing within these conveyances. Details regarding inspection/cleaning process implemented by the City can be found on their Stormwater webpage at www.trentonnj.org/788/Stormwater

4. Outfall Inspections

- a. Structural Integrity – Describe the program in place to check the overall condition of stormwater outfalls. Include a description of the equipment and techniques used.
- b. 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.
- c. Illicit Discharge Detection and Elimination – Describe the program in place for conducting visual dry weather inspections of Public Complex 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.

There are no known direct outfall lines leading from this complex to a surface water body. Stormwater discharges from this complex are directly into another entity's MS4 at an interconnection (City of Trenton).

Following demolition of the H&A buildings there was an increase in the dry weather flow coming from primarily one of the weep holes in the retaining wall located at the entrance to the Labor loading dock/parking garage. The discharge was sampled and an illicit connection form was submitted to NJDEP. Lab analysis confirmed the discharge was not contaminated and determined to be part of the concrete aggregate backfill used by EDA after the demolition project. This backfill material has since been removed and replaced with clean fill material similar to the native soil.

5. Other Infrastructure

List the types of MS4 infrastructure on the Public Complex property that requires inspection but are not noted above in items 1-4. 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.

There is a detention basin at the center of the former location of the H&A buildings consisting of ten rows of piping at approximately 20 feet below grade. This basin is proposed and intended to handle stormwater overflow/infiltration at the surface. A decrease in the flow of stormwater through any of the cleanout ports and/or drains associated with the basin would warrant an inspection of any buildup of debris within the detention basin. Removal of debris would be conducted by a contracted outside vendor. All waste/trash disposal responsibilities at this Complex are handled by: Central Jersey Waste.

6. Infrastructure Records

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

Supporting documentation would be retained by the Building Manager who oversees the buildings within this Public Complex.

Form 8 – Good Housekeeping

Part IV.F.2.g-l.

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.
Herbicides are not applied within this complex. Removal of weeds and unwanted vegetation is performed by a professional landscaping vendor at this complex (Clarke Moynihan Landscaping & Construction, LLC.) frequently enough that the need for applying chemicals is unnecessary. If application were required, all products (SDS) & procedures used would be reviewed by the Treasury Health & Safety.
2. Excess De-icing Material Management Describe your program for ensuring that excess piles of salt and de-icing/anti-icing materials are removed in a timely manner after storm events.
NA there is no storage of salt and de-icing materials. If needed, its application would be completed by an outside vendor who would bring this material to the location.
3. Vegetative Waste Management Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated at the Public Complex, such as trimming trees, mowing, etc.
This Public Complex does not consists of homes where residents maintain yards.
4. Tree Replacement Management Describe your program for ensuring the proper removal and replacement of trees at your Public Complex.
Treasury has a contract with a vendor for landscaping in the event that shrubbery or foliage needs to be removed/replaced. Following removal, any shrubs or vegetation would be taken off the premises by the contracted vendor - Clarke Moynihan Landscaping & Construction, LLC

5. Roadside Erosion Control

Describe your program to detect and repair erosion along Public Complex owned driveways, streets, and parking areas.

The condition and integrity of the parking lots is inspected and maintained by the Building Manager and their staff. This includes the surrounding plaza areas. If the integrity of these areas were compromised an outside vendor (paving company or mason) would be hired to restore these areas to their original condition. Erosion of these surfaces represents a trip hazard and would necessitate repair. Note: any streets/highways intersecting or running adjacent to this complex are owned and maintained by the City of Trenton/DOT.

6. Outdoor Refuse Containers and Dumpsters

Describe your program to ensure that outdoor dumpsters and refuse containers on Public Complex property are covered and not discharging pollutants to stormwater or surface water.

Outside in the plaza areas there are tables and benches for employees to sit during breaks or lunch. There are a few covered refuse containers distributed within these areas, they are not dumpsters. These cans are covered at all times with the exception of when a contracted vendor (Central Jersey Waste and/or ACCESS) opens them to dispose of this refuse and remove it from the complex.

Form 9 – Best Management Practices at Maintenance Yards & Other Ancillary Operations

Part IV.F.4.

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

1. Site Name and Address	
NA	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
NA	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery/Equipment

4. Discharge of Stormwater from Secondary Containment

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

NA - The only outdoor containers present at this facility are the covered cans around the plaza to be used by employees. According to the Building Manager, these cans are covered, checked and emptied daily by housekeeping who are contracted through OTC (a division of ACCESS).

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.

NA - There is no fueling or re-fueling taking place at any of the buildings within this complex.

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.

NA - There is no vehicle/equipment maintenance or repair taking place at any of the buildings within this complex.

<p>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.</p>
<p>NA - There is no washing of vehicles taking place at any of the buildings within this complex.</p>
<p>8. Salt and Other Granular De-icing/Anti-icing Materials Do you store salt and other granular de-icing/anti-icing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>NA - there is no storage of any granular de-icing or anti-icing materials in any of the buildings within this complex.</p>
<p>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.</p>
<p>NA - there is no storage of any of these materials in any of the buildings within this complex.</p>
<p>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.</p>
<p>NA - storage of cold patching materials does not take place in any of the buildings with this complex.</p>

11. Street Sweepings and Storm Sewer Clean-out 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.

Street sweeping takes place on a quarterly basis by a contracted outside vendor (APEX Environmental Solutions) who removes all debris collected from the location(s) where it was collected and no materials are stored on site.

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.

NA - yard waste is not generated. Contracted vendors for any construction projects would remove all construction/demolition debris from the complex following completion of the project. There is no storage of any of these materials.

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.

NA - no these materials are not stored on-site at any time. All State-owned vehicles are serviced by their assigned motor pool center.

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.

NA - no these items are not stored on-site at any time. All State-owned vehicles are serviced by their assigned motor pool location.

Form 10 – Training
Part IV.F.5-8.

Stormwater Program Coordinators
Describe the training provided for the Stormwater Program Coordinator.
The Stormwater Program Coordinator is required to attend DEP's NJPDES MS4 General Permit Stormwater Program Coordinator Training and is obligated to remain current on any changes to the regulations as well as attend those DEP training sessions addresses such changes.

Topic	Public Complex Employees Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
Describe the training provided for staff.	
SPPP	A copy of the SPPP for each Public Complex is kept on file with the Building Manager and can be reviewed by employees at all times. This information is discussed/reviewed during trainings.
Construction Site Stormwater Runoff	The scope of work for any construction project within any our complexes requires the contractor to submit a stormwater runoff management plan and all permits. Treasury employees are made aware of the importance of ensuring the management plan is followed.
Post-Construction Stormwater Management in New and Redevelopment	Any permanent construction would be included in a plan/map incorporated into the SPPP; this information would be communicated to employees by the Building Manager.
Regulatory Mechanisms	All employees are made aware of Treasury's SOPs regarding the regulatory mechanisms that are in place during their on-boarding session as a new employee and during annual training sessions.
Good Housekeeping	Good housekeeping practices are discussed and examples are provided during training. Employees are trained on topics as they relate to their jobs and safe stormwater management practices.
Stormwater Facilities Maintenance	During on-line or in-person training, all employees would be made aware of the proper strategies employed for safe stormwater management practices at all facilities. Focus is on prevention and limiting impacts to any on-site stormwater features.
Maintenance Yards and Other Ancillary Operations	NA - Treasury does not have maintenance yards or ancillary operations.

MS4 Mapping	As of 5/25/2023, all storm drain inlets and storm water features within this complex were mapped out using a hand-held GPS unit. This task was accomplished with the assistance of the DEP Stormwater Case Manager, Louisa Lubiak, for this complex using the DEP mapping tool. All information collected was automatically uploaded to the DEP ArcGIS on line database. At the present time, the link to access all mapped locations can be found on NJ-WET.
Outfall Stream Scouring	NA - there are no known outfalls in this complex.
Illicit Discharge Detection and Elimination	Employees are trained as to what constitutes an illicit discharge, who to report a suspected illicit discharge to and why they are a violation of the stormwater regulations: N.J.A.C. 7:8

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs and any amendments to N.J.A.C. 7:8 if applicable.
The scope of work for any construction project within any our complexes would require the contractor to submit a stormwater runoff management plan and obtain all necessary permits. All vendors awarded these projects would be required to provide proof that they have attended the DEP's Stormwater Management Design Review Course.

Training Records
Indicate the location of training records for the above required training.
Training records (attendance) associated with the above topics are kept with DPMC Health & Safety and copies are forwarded to Building Managers. As noted, this training is provided to all DPMC OBMO employees during our HazCom Training sessions. Attendance is taken during each training session; on-line and in-person.

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
<p>Facility Complex maps were submitted to the DEP Case Manager in PDF format in April 2022. As of 5/25/2023, all storm drain inlets and storm water features within this complex were mapped out using a hand-held GPS unit. In addition, this task was accomplished with the assistance of the DEP Stormwater Case Manager, Louisa Lubiak, for this complex using the DEP mapping tool. All information collected was automatically uploaded to the DEP ArcGIS on line database. At the present time, a link to access this mapping has not been provided/obtained from DEP.</p>	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	0
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	1
c. MS4 interconnections	to Trenton Water Works
d. MS4 storm drain inlets	8 - drains/inlets
e. MS4 manholes	4
f. Length of conveyance (channels, pipes, ditches, etc.)	Piping to detention basis=300'
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	0
i. Maintenance yard(s) and other ancillary operations	0
3. Describe how the Public Complex’s outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
<p>Any new construction projects or upgrades such as paving within this complex would necessitate an update to the SPPP. The Building Manager and OBMO staff would notify the Stormwater Coordinator of the pending project and the need to update the SPPP. Both remediation projects at this complex are working towards completion - the EDA excavation to remove RCA backfill and the PSE&G John Fitch Way Remediation Project. Both projects have received the necessary permits from DEP and the city. All storm drains previously mapped out for John Fitch Way Project are in the same location. Six additional storm drains were added to the parking lot at the former H&A building. All storm drains are connected to the city of Trenton’s storm water MS4.</p>	
4. Describe how the Public Complex will create and update its MS4 Infrastructure Map.	
<p>Mapping of MS4 infrastructure took place in 5/2023 and this location was under construction. PSE&G project installed all storm drains in their former locations. EDA project added a few more drains in the parking lot that will be added to this complex's MS4 Infrastructure map. All data points were uploaded into this system and can be viewed on NJ-WET at: https://experience.arcgis.com/experience/f40f65d807bb4372bd92b48bb98f1972</p>	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your Public Complex is developing or helping to develop a Watershed Improvement Plan.
Treasury has initiated Phase 1 of the Watershed Inventory Report by completing the MS4 Infrastructure map. An inventory of all stormwater facilities and other relevant information was completed in May 2023. This complex does not have any outfalls. All information regarding interconnections can be found on the City of Trenton's Stormwater Public Complex website managed by the municipality which would result in a combined WIP for the John Fitch Public Complex. www.trentonnj.org/788/Stormwater
2. Describe any regional projects or collaboration efforts with municipalities.
Treasury will review and evaluate the information presented in the City of Trenton's WIP, which currently is not available on their website. Accurate information regarding these interconnections/discharge points must come from this source prior to finalizing the WIP Report (Phase 3) for this complex as we all share the same watershed within the City of Trenton. The City's Stormwater Management Plan is posted on their website, with info. on Groundwater Recharge Areas in the Borough, Hydrologic Features (HUC14s) Within the Borough, Mitigation Projects, Land Use, and Well Head Protection Overall in the Borough, etc. all applicable to this complex.
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
The Stormwater Program Coordinator would retain any records related to public information sessions on the WIP. Employees receive this information during HazCom Training. For the public sector, site specific information for this complex is available on DEP's NJ-WET website and at http://www.nj.gov/treasury/dpmc/public-complexes/ .