

Stormwater Pollution Prevention Plan

Permittee Name: Trenton Office

Facility Address: 225 E State St.

Permit Number: NJG # 0152102

Annual Review Date: 7/01/2024

Stormwater Program Coordinator: Georgette Bunch

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title	Georgette Bunch		
Phone	609-633-2127	Email	Georgette.bunch@treas.nj.gov
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title	Michael Gresko		
Phone	609-984-0761	Email	MichaelGresko@treas.nj.gov
Name and Title			
		Email	
Other Stormwater Team Members			
Name and Title	Rosemary Lafferty, Environmental Scientist		
Phone	609-633-0832	Email	Rosemary.lafferty@treas.nj.gov
Name and Title	R. David Jeneske, Asst. Chief Engineer, DPMC		
Phone	609-256-1146	Email	Ross.Jeneske@treas.nj.gov
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 contract	
Seaside Waste Mgmt. Clarke Moynihan	Contractors listed under specific service below	Renewed according to contract	

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.

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.

The Permittee's definition is consistent with NJAC 7:8, all State projects incorporate this language into the Terms and Conditions of the project.

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.

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.

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.

NA

4. Indicate the physical location of approved applications for major development projects and Major Development Summary Sheets.

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.

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	Yes, Treasury has SOPs in place	Building Mgr. Security & HR	\$ ____
2. Wildlife Feeding Control	3/5/2005	Yes, Treasury has SOPs in place	Building Mgr. Security & HR	\$ ____
3. Litter Control	3/5/2005	Treasury contracts w/ outside vendor	Building Mgr. Security & HR	\$ ____
4. Improper Disposal of Waste	3/5/2005	Yes, Treasury has SOPs in place	Building Mgr. Security & HR	\$ ____
5. Yard Waste	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 street sweeping activities using Apex Environmental Solutions around this State-owned complex to reduce the amount of debris accumulating near storm drain inlets. Parking areas, garages, courtyards and plazas are swept to maintain compliance with the permit. The outsourced vendor completes a log every time they sweep. The amount of debris recovered is reported annually in the MSRP Annual Report for this complex.

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

Please see above. This contract is bid out annually 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 within each complex are to be inspected annually.

- Building Managers are responsible for securing the 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 Project Engineer inspects the site to make sure the inlets are properly retrofitted prior to issuing final approval and/or Certificate of Occupancy at the end of the project.

- Storm drain inlets are to be inspected annually to determine if cleaning is needed and medallions are fastened. After visual inspection, if deficiencies are noted, DPMC would hire an outside vendor to address the issue(s) or contact DOT to assist in rectifying the infraction to ensure proper maintenance conditions and functioning of the inlet.

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.

Catch Basins - There are no catch basins in this complex to maintain.

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.

Stormwater discharges for this complex are directed into another entity's MS4 at an interconnection with the City of Trenton. Treasury relies on the effectiveness of the protocols implemented by the City/Trenton Water Works when it comes to inspecting, cleaning and repairing clogged pipes or back-ups in the conveyance system in response to drainage problems. Details regarding Trenton Water Works Municipal Stormwater Management Plan and MS4 outfall pipes/connections can be found on their Stormwater webpage at <https://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.

- This complex has no stormwater outfalls, therefore, no scouring or illicit discharges to report.

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.

NA

6. Infrastructure Records

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

All supporting documentation should be stored at each facility residing 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 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, 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 consist 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 if 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 streets and driveways associated with this Public Complex are owned and maintained by the City of Trenton. The Building Manager and staff examine the overall integrity of these areas on a regular basis and would notify the City to complete the necessary repairs if damage were noted.

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.

Any refuse containers/dumpsters servicing the buildings within this complex are not kept outside or on the exterior of these buildings but rather would be staged inside garage areas or enclosures for pick/disposal by a contracted vendor - Seaside Waste Management.

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: 0

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 - there are no containers stored outside of any of these buildings within this complex.

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. Any State-owned vehicles would be serviced by one of our motor pool garages.

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.

NA - There is no washing of vehicles taking place at any of the buildings within this complex.

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.

NA - there is no storage of any granular de-icing or anti-icing materials in any of the buildings within this complex.

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.

NA - there is no storage of any of these materials in any of the buildings within this complex.

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.

NA - storage of cold patching materials does not take place in any of the buildings with this complex. Coal patching within this Complex would be done by the City of Trenton .

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 is 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 - there are no private residences within this complex with yards that would generate yard trimmings. Contracted vendors that Treasury would hire to for any construction or demolish projects would remove all such debris from the location. There is no on-site storage.

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 vehicle repairs, including tires changes, are performed by motor pool and disposed of properly.

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 vehicle repairs are performed by motor pool.

Form 10 – Training

Part IV.F.5-8.

Stormwater Program Coordinators	
Describe the training provided for the Stormwater Program Coordinator.	
<p>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.</p>	
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 any employee at all times. This information is discussed during training to all employees.
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 necessary permits. During training, employees are made aware of the importance of ensuring the management plan is adhered to.
Post-Construction Stormwater Management in New and Redevelopment	Any permanent construction would be included in a plan/map that would be incorporated into the SPPP and maintained by the Building Manager for review by all employees. This information would be disseminated during training to all employees.
Regulatory Mechanisms	All employees are made aware of Treasury's SOPs regarding the regulatory mechanisms that are in place during their onboarding session as a new employee and during training. They are made aware of new ordinances and regulations as they develop.
Good Housekeeping	Good housekeeping practices are discussed and examples are provided during training. Employees are trained on topics as they relate to their job duties 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 negative 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 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. As noted, this training is provided to all DPMC OBMO employees during our HazCom Training sessions. Attendance is taken during each training session; both 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.

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 online database.

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)	0
c. MS4 interconnections	Trenton Water Works
d. MS4 storm drain inlets	9
e. MS4 manholes	7
f. Length of conveyance (channels, pipes, ditches, etc.)	0
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.).

Any new construction projects or upgrades such as paving within this complex would necessitate a review and update to the SPPP to reflect the change(s). The Building Manager and OBMO staff would notify the Stormwater Coordinator of the pending project and the need to update the SPPP.

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

During the summer of 2023, along with the DEP Stormwater Case Manager for this complex, Treasury mapped all of the MS4 infrastructure using a hand-held GPS unit, while the Case Manager used a unit equipped with the DEP ArcGIS mapping tool. All data points were uploaded into this system and can be viewed on NJ-WET at: <https://experience.arcgis.com/experience/f40f65d807bb4372bd92b48bb98f1972>

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. While the permittee is required to collect data from outfall drainage areas and interconnection drainage areas, 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; this would result in a combined WIP for the Trenton Office Public Complex at <https://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/>