

# Stormwater Pollution Prevention Plan

Township of Bernards

Somerset County

NJPDES # NJG0148661

December 13, 2022

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## SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

<b>Stormwater Program Coordinator (SPC)</b>	
Print/Type Name and Title	Thomas Timko, P.E.
Office Phone # and eMail	908 204-3020, ttimko@bernards.org
Signature/Date	<div>Thomas Timko</div> <div>Digitally signed by Thomas Timko DN: cn=Thomas Timko, o=Township of Bernards, ou=Engineering Department, email=ttimko@bernards.org, c=US Date: 2022.12.13 11:46:48 -05'00'</div>
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>	
Print/Type Name and Title	Planning Board, Cathleen Marcelli, PE, Mott MacDonald
Print/Type Name and Title	Zoning Board, Tom Quinn, PE, EKA Associates
Print/Type Name and Title	Katelyn Dmitruck, PE, Assistant Township Engineer
Print/Type Name and Title	
Print/Type Name and Title	
<b>Other SPPP Team Members</b>	
Print/Type Name and Title	Christine Kieffer, Township Clerk
Print/Type Name and Title	Ryan Wallace, Director DPW
Print/Type Name and Title	
Print/Type Name and Title	

## SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	12/13/22	TT	Team Members	annual update
2.				
3.				
4.				
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19.				
20.				

### SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	<a href="https://www.bernards.org/engineering-page-list/247-clean-water">https://www.bernards.org/engineering-page-list/247-clean-water</a>
2. Date of most current SPPP:	<b>Dec 13, 2022</b>
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	<a href="http://www.bernards.org/Departments_Services/Engineering/eng_clean_water.aspx">http://www.bernards.org/Departments_Services/Engineering/eng_clean_water.aspx</a>
4. Date of most current MSWMP:	<b>Mar 15, 2005</b>
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	1 collyer lane, Basking Ridge, NJ 07920, <a href="http://www.bernards.org">www.bernards.org</a>
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
All public notice requirements are administered by the Township Clerk in accordance with state statutes.	

## SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.
Township website and Township Committee meetings agenda at <a href="http://www.Bernards.org">www.Bernards.org</a> . Materials are available at the Engineering Department, 277 South Maple Avenue, Basking Ridge, NJ 07920.
2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.
Informational brochures are mailed to all residents with their tax bill.
3. Indicate where public education and outreach records are maintained.
Materials are available at the Engineering Department, 277 South Maple Avenue, Basking Ridge, NJ 07920

## **SPPP Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program**

All records must be available upon request by NJDEP.

1. How does the municipality define 'major development'?
as defined by N.J.A.C. 7.8 et. seq.
2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?
No. All projects are classified as either major or minor development.
3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?
All projects are reviewed for compliance with all New Jersey, Somerset County and Bernards Township regulations either by consultant engineers during a land use board application process or if no land use board application is necessary, by staff through the UCC permit process.

<p>4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.</p>	
<p>Land Use applications are reviewed and comment letters issued before the public hearing for the application by consultant engineers for the boards. Prior to the issuance of any permits revised plans are reviewed by staff again, a developer's agreement is approved at a Township Committee meeting and any required performance bonds are posted by the applicant. Easements to the Township are filed if required prior to the issuance of a Certificate of Occupancy.</p>	
<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>No</p>
<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p>	<p>Materials are available at the Engineering Department, 277 South Maple Avenue, Basking Ridge, NJ 07920.</p>



## SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	06/30/04	<a href="https://ecode360.com/BE1659">https://ecode360.com/BE1659</a>		Bd. of Health
2. Wildlife Feeding permit cite IV.B5.a.ii	09/30/04	<a href="https://ecode360.com/BE1659">https://ecode360.com/BE1659</a>		Police Dept.
3. Litter Control permit cite IV.B5.a.iii	09/30/04	<a href="https://ecode360.com/BE1659">https://ecode360.com/BE1659</a>		Zoning Officer
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	10/26/05	<a href="https://ecode360.com/BE1659">https://ecode360.com/BE1659</a>		Zoning Officer
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	09/30/20 04	<a href="https://ecode360.com/BE1659">https://ecode360.com/BE1659</a>		Zoning Officer
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	06/09/200 9	<a href="https://ecode360.com/BE1659">https://ecode360.com/BE1659</a>		Engineering Dept.
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	09/13/20 05	<a href="https://ecode360.com/BE1659">https://ecode360.com/BE1659</a>		Engineering Dept.
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	10/26/20 04	<a href="https://ecode360.com/BE1659">https://ecode360.com/BE1659</a>		Zoning Officer
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	06/09/20 09	<a href="https://ecode360.com/BE1659">https://ecode360.com/BE1659</a>		Zoning Officer
Indicate the location of records associated with ordinances and related enforcement actions:				
Materials are available at the Engineering Department, 277 South Maple Avenue, Basking Ridge, NJ 07920.				

## SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
All municipal streets are swept. Sweeping is conducted through out the year except during winter weather. No shared service arrangement is used.
2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
Municipal parking lots and park drives are swept as needed. No shared service arrangement is used
3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.
no
4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.
Materials are available at the Department of Public Works, 277 South Maple Avenue, Basking Ridge, NJ 07920.

## SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
Inspections are performed throughout non-winter months.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
List is on file in the DPW Supervisor's Office, 277 South Maple Avenue, Basking Ridge, NJ 07920.
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
Reoccurring issues are checked and cleaned prior to predicted significant storm events.
4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.
Labels are checked as part of the overall and regular ongoing inspection of inlets.
5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.
Materials are available at the Department of Public Works, 277 South Maple Avenue, Basking Ridge, NJ 07920.

## SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.
The Township maintains a map of inlets that have been retrofitted and annually budgets funds and retrofits inlets. All inlets on roads scheduled for repaving are inspected and retrofitted as needed.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
Retrofit installations are checked by either the DPW Supervisor or in the case of capital construction projects, by an engineer.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
Repaving of existing facilities require retrofitting of inlets. New construction is reviewed prior to the issuance of permits.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
Facilities are inspected prior to the release of any bonds or issuance of certificate of occupancy.

## SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

<i>Complete separate forms for each municipal yard or ancillary operation location.</i>	
Address of municipal yard or ancillary operation: 277 S Maple Avenue, Basking Ridge, NJ 07920	
List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge:	
Raw materials –	Information is on file in the DPW Supervisor's Office.
Intermediate products –	Information is on file in the DPW Supervisor's Office.
Final products –	Information is on file in the DPW Supervisor's Office.
Waste materials –	Information is on file in the DPW Supervisor's Office.
By-products –	Information is on file in the DPW Supervisor's Office.
Machinery –	Information is on file in the DPW Supervisor's Office.
Fuel –	Information is on file in the DPW Supervisor's Office.
Lubricants –	Information is on file in the DPW Supervisor's Office.
Solvents –	Information is on file in the DPW Supervisor's Office.
Detergents related to municipal maintenance yard or ancillary operations –	Information is on file in the DPW Supervisor's Office.
Other –	

<p>For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.</p> <p>Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.</p>	
1. Fueling Operations	
Information is on file in the DPW Supervisor's Office.	
2. Vehicle Maintenance	
Information is on file in the DPW Supervisor's Office. Information is on file in the DPW Supervisor's Office.	
3. On-Site Equipment and Vehicle Washing	
<i>See permit attachment E for certification and log forms for Underground Storage Tanks.</i>	
Information is on file in the DPW Supervisor's Office.	
4. Discharge of Stormwater from Secondary Containment	
Information is on file in the DPW Supervisor's Office.	

5. Salt and De-Icing Material Storage and Handling
Information is on file in the DPW Supervisor's Office.
6. Aggregate Material and Construction Debris Storage
Information is on file in the DPW Supervisor's Office.
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
Information is on file in the DPW Supervisor's Office.
8. Yard Trimmings and Wood Waste Management Sites
Information is on file in the DPW Supervisor's Office.
9. Roadside Vegetation Management
Information is on file in the DPW Supervisor's Office.

## SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p><b>A. Municipal Employee Training:</b> Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	<b>DPW</b>
2. Stormwater Facility Maintenance	Every year	DPW
3. SPPP Training & Recordkeeping	Every year	Engineering
4. Yard Waste Collection Program	Every 2 years	N/A
5. Street Sweeping	Every 2 years	DPW
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	<b>Engineering</b>
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	<b>Engineering</b>
8. Waste Disposal Education	Every 2 years	Engineering
9. Municipal Ordinances	Every 2 years	Engineering
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Engineering
<p><b>B. Municipal Board and Governing Body Members Training:</b> Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>.</p> <p>Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p>		
<p><b>C. Stormwater Management Design Reviewer Training:</b> All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>. Indicate the location of the DEP certificate of completion for each reviewer.</p>		



## SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

1. **Mapping:** Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year.

*Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see [http://www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](http://www.nj.gov/dep/dwq/msrp_map_aid.htm).*

2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

Outfalls are inspected during the late fall and winter months. Outfall records are on file in the Engineering Department, 277 S Maple Avenue, Basking Ridge, NJ 07920. See Appendix A and Appendix B.

3. **Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

Stream scour is identified during outfall inspections. Scour information is part of the outfall records on file in the Engineering Department, 277 S Maple Avenue, Basking Ridge, NJ 07920. See Appendix B.

4. **Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfall pipes. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form ([www.nj.gov/dep/dwq/tier\\_a\\_forms.htm](http://www.nj.gov/dep/dwq/tier_a_forms.htm)) and indicate the location of these forms and related illicit discharge records.

*Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to DEP with the annual report.*

Illicit Discharges are identified during outfall inspections. Illicit Discharges information is part of the outfall records and are on file in the Engineering Department, 277 S Maple Avenue, Basking Ridge, NJ 07920. See Appendix B.

## SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.
See Appendix C
2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.
See Appendix D
3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.
Information is on file in the Engineering Department, 277 S Maple Avenue, Basking Ridge, NJ 07920.
<p>Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at <a href="http://www.nj.gov/dep/stormwater/maintenance_guidance.htm">http://www.nj.gov/dep/stormwater/maintenance_guidance.htm</a> (select specific logs from choices listed in the Field Manuals section).</p> <p><i>Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see <a href="https://hydro.rutgers.edu">https://hydro.rutgers.edu</a>. To download data in an Excel format, see <a href="https://hydro.rutgers.edu/public_data/">https://hydro.rutgers.edu/public_data/</a>.</i></p>

## SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

1. Using the Total Maximum Daily Load (TMDL) reports provided on [www.nj.gov/dep/dwq/msrp-tmdl-rh.htm](http://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm), list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.

See Appendix E.

2. Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.

From the NJDEP NJPDES Master General Permit Program Interest dated 11/9/2017, page 19: "The Department maintains that the BMPs as included in the Tier A MS4 NJPDES permit, partnered with the Department's existing ambient monitoring program, are the most effective way to reduce the discharge of pollutants to the maximum extent practicable." Therefore, the Township shall implement strategies identified by this permit to meet required TMDLs.

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.

yes, Ord #2075, 6/18/09

# APPENDICES

**BERNARDS TOWNSHIP**  
**Somerset County, New Jersey**

**OUTFALL MAP**  
**SPPP Appendix A**



## **APPENDIX B**

### **Outfall Stream Scour Program**

1. Each outfall shall be inspected at least once every five years for localized stream scouring resulting from discharge from an outfall. Stream scour inspection shall be conducted as part of the regular outfall inspection. Scour inspection is limited to scour in the immediate vicinity of the outfall as caused by the outfall. Scour and erosion along stream and river banks are not required by NJDEP to be inspected and are not part of this program.
2. Outfall/stream scour inspection shall be scheduled 72 hours after a rain event.
3. Locations of outfalls with stream scour shall be noted in the inspection.
4. The inspector shall review each location with either the Township Engineer or Assistant Township Engineer to determine necessary corrective work.
5. Work orders for each location shall be logged into the Township's work order system, GeoClient, for corrective action assigned to the Department of Public Works. For corrective action to be performed by a hired contractor, an entry into GeoClient will be created and assigned to the Engineering Department.
6. When the corrective work is finished, the work order shall be completed, noting action taken, and closed out.

### **Illicit Discharge Detection and Elimination Program**

1. Each outfall shall be inspected at least once every five years for illicit discharges. Illicit discharge inspection shall be conducted as part of the regular outfall inspection or investigated, within three months of receipt, complaints and reports of illicit connections.
2. Outfall/illicit discharge inspection shall be scheduled 72 hours after a rain event.
3. Locations of outfalls with suspected illicit discharge shall be noted in the inspection.
4. The inspector shall review each location with either the Township Engineer or Assistant Township Engineer to determine the applicable investigative process.
5. The inspector will review information gathered through investigation with either the Township Engineer or Assistant Township Engineer to determine necessary corrective work.
6. Work orders for each location shall be logged into the Township's work order system, GeoClient, for corrective action assigned to the Department of Public Works. For corrective action to be performed by a hired contractor, an entry into GeoClient will be created and assigned to the Engineering Department. For locations where no illicit discharge is confirmed after investigation, the investigation shall still be entered into GeoClient for recordkeeping purposes.
7. When the investigation and corrective work is finished, the work order shall be completed, noting action taken, and closed out. The NJDEP Illicit Connection Inspection Report will be completed and attached to the work order.



## **APPENDIX C**

### **Municipally Owned Stormwater Facility Maintenance Program**

#### **Detention Basins and Storm Inlets**

1. Locations of detention basins and storm inlets are maintained in the Township's Geographic Information System.
2. The DPW Supervisor shall determine the annual or semi-annual schedule for detention basin maintenance work including mowing and debris removal.
3. The DPW Supervisor shall assign inspection and cleaning assignments to DPW personnel to inspect and clean the required minimum 1,000 inlets annually.
4. Routine maintenance records shall be kept on file in the DPW office.
5. For corrective work beyond routine maintenance, work orders for each location shall be logged into the Township's work order system, GeoClient, for corrective action assigned to the Department of Public Works. For corrective action to be performed by a hired contractor, an entry into GeoClient will be created and assigned to the Engineering Department.
6. When the corrective work is finished the work order shall be completed, noting action taken, and closed out.

#### **Storm Sewers**

1. Locations of storm sewers are maintained in the Township's Geographic Information System.
2. Storm sewers shall receive internal CCTV inspection prior to any repaving of the street. Repairs shall be made as part of the repaving contract or by hired contractor.
3. Investigation and inspection shall occur upon any complaint received by the Township. Any needed repairs shall be prioritized accordingly.
4. For corrective work beyond routine maintenance, work orders for each location shall be logged into the Township's work order system, GeoClient, for corrective action assigned to the Department of Public Works. For corrective action to be performed by a hired contractor, an entry into GeoClient will be created and assigned to the Engineering Department. When the corrective work is finished the work order shall be completed, noting action taken, and closed out.

## **APPENDIX D**

### **Private Stormwater Facilities Maintenance Program**

1. Each facility shall be inspected and certified every year for conformance to NJDEP Best Management Practices in accordance with the Township's Stormwater Facility Maintenance ordinance.
2. The inspection shall note the condition of the facility and any corrective action taken.
3. The annual certification shall be submitted on Township forms or Township computer system including:
  - a. Name and address of the person certifying maintenance practices.
  - b. A description of each facility and a brief description of the facility location.
  - c. The date maintenance occurred and a brief description of action taken.
4. All certifications shall be reviewed annually including follow-up for any property that fails to submit the certification.
5. The log of certifications shall be submitted to DEP with the annual Township stormwater report filing.
6. As projects are approved through the construction permitting process or through other means, as information becomes available, they shall be added to the Township database of facilities for annual certification.

# Bernards Township Water Quality Assessment Appendix E

