PREPARED FOR:

Borough of Matawan
201 Broad Street
Matawan, NJ 07747

PREPARED BY:

T&M Associates
11 Tindall Road
Middletown, NJ 07748

TIER A MUNICIPAL
STORMWATER GENERAL PERMIT

NJPDES General Permit #NJG0148903
Program Interest ID #221849

STORMWATER POLLUTION PREVENTION PLAN 2023 UPDATE

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

T&M PROJECT NO. MATN-04168
JUNE 2023; LAST REVISED – MAY 2026

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Appendices

1 – Standard Operating Procedures

- Vehicle and Equipment Fueling Standard Operating Procedures
- Vehicle Maintenance Standard Operating Procedures
- Good Housekeeping Practices Standard Operating Procedures

NJPDES Tier A Municipal Stormwater General Permit

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: *Robert R. Keady, Jr., P.E.*
Title: *Borough Engineer*
Municipal Name: *Matawan*
NJPDES #: *NJG0148903*
PI ID #: *221849*
Effective Date of Permit Authorization (EDPA): *04/01/2004*
Date Form Completed: *03/21/2005*
Date of most recent update: *05/01/2026*

Stormwater Program Coordinator: *Robert R. Keady, P.E.*
Title: *Borough Engineer*
Office Phone #: *(732) 671-6400 ext. 9480*
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INDIVIDUALS RESPONSIBLE FOR MAJOR DEVELOPMENT PROJECT STORMWATER MANAGEMENT REVIEW

Name: *Louis J. Ploskonka, P.E., C.M.E.*
Title: *Board Engineer*
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Name:
Title:
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OTHER SPPP TEAM MEMBERS

Name: *Eric Frye*
Title: *DPW Superintendent*
Office Phone #: *(732) 566-3898*
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Name: *Chad Peterson*
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Name:
Title:
Office Phone #: ( )
Email:

NJPDES Tier A Municipal Stormwater General Permit

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Date Form Completed: *03/21/2005*
Date of most recent update: *05/01/2026*

SHARED SERVICES

Monmouth County – Catch Basin Cleaning assistance as needed; completed work is invoiced and records maintained by the Public Works Office.

Monmouth County – Vehicle Car Washing assistance as needed; use of the facility is invoiced and records maintained by the Borough.

SPPP Form 2 - Revision History

Municipality Information

Municipality: Borough of Matawan County: Monmouth

NJPDES #: NJG 0148903 PI ID #: 221849

Effective Date of Permit Authorization (EDPA): 04/01/2004

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	04/01/2018	RRK	Various	Updated to include new requirements outlined in the 2018 permit renewal.
2.	04/24/2020	RRK	SP-18	Updated to include the SP-18 Form, TMDL Info, outlining assessment of the Borough's TMDL's.
3.	06/30/2023	RRK	Various	Updated to include new requirements outlined in the 2023 permit renewal.
4.	04/23/2024	RRK	Various	Minor edits to text on various forms.
5.	04/24/2024	RRK	Form 13	Updated to include a TMDL Info form outlining assessment of the Borough's TMDL's.
6.	07/11/2025	RRK	Various	Minor edits to text; updated Form 5 – Ordinances and Form 11 – MS4 Mapping; Added Shared Services
7.	05/01/2026	RRK	Various	Minor edits to text and program updates.
8.				
9.				
10.				
11.				
12.				
13.				
14.				

SPPP Form 3 - Public Announcements

1. *Provide the link to the dedicated stormwater webpage for your municipality.*

https://www.matawanborough.com/matawan/Departments/Public%20Works/Road%20%26%20Storm%20Water%20System%20Maintenance/Stormwater%20Management/

2. *List the name and title of person(s) responsible for stormwater webpage postings/updates.*

Grace Rainforth, Recycling Coordinator and Borough Webmaster

3. *List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.*

The Borough currently posts Public Notices in local newspapers designated at their annual reorganization meeting. For 2026, the designated publications are The Asbury Park Press, and The Star Ledger.

Additionally, public notice on stormwater related education and outreach activities are posted on the Borough's website and Facebook page, as well as distributed through mass mailings if necessary. Copies of various public education or outreach documents may also be found in the Municipal Building/Community Center.

Website: https://www.matawanborough.com/matawan/_top

Facebook: https://www.facebook.com/BoroughofMatawan/

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

1. How does the Municipality define "major development"? If it is different from the definition in N.J.A.C. 7:8, explain the difference.

A. An individual development, as well as multiple developments that individually or collectively result in:

(1) The disturbance of one or more acres of land since February 2, 2004;
(2) The creation of ¼ acre or more of "regulated impervious surface" since February 2, 2004;
(3) The creation of ¼ acre or more of "regulated motor vehicle surface" since March 2, 2021; or the effective date of this section, whichever is earlier; or
(4) A combination of Subsection A(2) and (3) above that totals an area of ¼ acre or more. The same surface shall not be counted twice when determining if the combination area equals ¼ acre or more.

B. Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of Subsection A(1), (2), (3) or (4) above. Projects undertaken by any government agency that otherwise meet the definition of "major development" but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered "major development.

2. Is the municipality's stormwater control ordinance (SCO) the same as or more stringent than NJDEP's model SCO? If more stringent, explain the difference.

The Borough adopted the NJDEP's model SCO.

3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).

Major developments projects that are subject to RSIS for stormwater management are reviewed by the appropriate personnel representing the Borough's Unified Planning and Zoning Boards for compliance with the water quality, water quantity, groundwater recharge and green infrastructure design standards as per NJAC 7:8, and the criteria outlined in the Borough's SCO.

Once the project is deemed compliant with the stormwater management and SCO requirements and all comments noted have been addressed to the satisfaction of the Borough, Board Engineer and/or its consultants, the application is presented before the Unified Planning and Zoning Boards for final approval.

Throughout construction, representatives from the Borough and/or its consultants shall inspect the construction site to ensure that the project is constructed in accordance with the approved development plans.

SPPP Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment (Cont'd)

4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.

The Borough's adopted Municipal Stormwater Management Plan and Stormwater Control Ordinance includes a Mitigation Plan that allows proposed development or redevelopments projects the opportunity to seek a variance or exemption from the stormwater management design and performance standards as set forth in the Borough Municipal Stormwater Management Plan and NJAC 7:8-5. The plan outlines mitigation project criteria, as well as requirements for submission of the Mitigation Plan to the Borough for review and approval prior to granting final approval of the site development, as well as potential options for consideration.

To date though no variances or exemptions have been requested or granted.

In the event a variance or exemption is requested or granted, records will be submitted to the Borough Planning / Zoning Board and the NJDEP upon approval.

Copies of the variances granted will be maintained with the Board Secretary.

5. Indicate the dates of each iteration of the Borough's Stormwater Control Ordinance, starting with the initial adoption and including revisions.

The Borough's Stormwater Control Ordinance (SCO) was originally adopted on September 5, 2006. It was last amended and re-adopted on November 9, 2023, to comply with the NJDEP requirements.

6. Indicate the dates of each iteration of the Borough's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.

The Borough's Municipal Stormwater Management Plan (MSWMP) was adopted on March 7, 2005, and memorialized on October 3, 2005. It was last amended on April 16, 2007.

SPPP Form 5 – Ordinances

Regulatory Mechanism	Date of Adoption	Was the NJDEP model adopted without change? If not, explain how it's more stringent	Entity Responsible for Enforcement	Fees and Fines
Pet Waste	10/11/2005	Yes	Property Maintenance Officer	Not to Exceed $1,000
Wildlife Feeding	10/11/2005	Yes	Property Maintenance Officer	Not to Exceed $1,000
Litter Control	10/11/2005	Yes	Property Maintenance Officer	Not to Exceed $2,000
Improper Disposal of Waste	10/11/2005	Yes	Recycling Coordinator	Not to Exceed $1,000
Yard Waste	10/11/2005	Yes	Recycling Coordinator	Not to Exceed $2,000
Private Storm Drain Inlet Retrofitting	09/21/2010	Yes	DPW Superintendent	Not to Exceed $1,250
Illicit Connection Ordinance	10/11/2005	Yes	DPW Superintendent	Not to Exceed $2,000
Privately-Owned Salt Storage	11/09/2023	Yes	Property Maintenance Officer	Not to Exceed $1,000
Tree Removal / Replacement	05/07/2024	Yes	Code Enforcement, Police Department	Not to Exceed $1.500 / each offense

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

Refuse Containers and Dumpsters, adopted per the NJDEP model on September 21, 2010. The ordinance is enforced through the Code Enforcement Office, the Health Officer or the Police Department and is subject to fines not to exceed $1,250 for anyone found to be in violation of the provisions established within the ordinance.

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

Records of any warnings or violations issued in relation to the above referenced community wide ordinances are maintained by Code Enforcement or applicable enforcing office or department. They are reported to the Stormwater Program Coordinator annually for inclusion in the Borough's annual stormwater report and supplemental questionnaire.

SPPP Form 6 – Street Sweeping

1. *Provide a written description and/or attach a map outlining the sweeping schedule for the following:*

   - *Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)*
   - *Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 time each year)*

Note: Only asphalt and concrete roads need to be swept. Roads that do not have storm drain inlets and do not discharge to surface water do not need to be swept.

Currently, the Borough has an existing street sweeping program that includes mechanical sweeping of the entire Borough on a monthly basis. The Borough is divided into four street cleaning areas.

- Area 1 is completed the first Wednesday of each month;
- Area 2 is completed the second Wednesday of each month;
- Area 3 is completed the third Wednesday of each month; and
- Area 4 is completed the fourth Wednesday of each month.

No sweepings are done on months that have a fifth Wednesday. This is continued each month from March through September of each year.

Sweepings collected go into a 20 CY roll off container/dumpster and are collected by a 3rd party for offsite disposal. Temporary storage of the container/dumpster is kept at the DPW yard and does not exceed more than 6 months.

Since the existing program exceeds the new permit sweeping requirements, the Borough will continue with their current program as is.

Records of miles swept, and sweepings collected are recorded and maintained by DPW for future reference and inclusion in the Borough's annual stormwater report.

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

All street sweeping is conducted by Borough DPW personnel.

SPPP Form 7 – MS4 Infrastructure

1. *Municipal Storm Drain Inlets*
   a. *Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.*
   b. *Describe how you ensure that municipal and private storm drain inlets have been retrofitted.*
   c. *Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.*
   d. *Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.*

a. DPW staff conduct visual inspections of the stormwater labels installed on those inlets or catch basins that do not have permanent wording cast into their design. Replacement of the label is conducted and then reported back to the DPW office.

b. Throughout construction of major development projects or during repaving projects, the Code Enforcement Office or Borough Engineer/representatives shall perform site inspections to confirm proper storm drain inlets have been installed or retrofitted as approved. For existing inlets or catch basins that have not been retrofitted, DPW staff will conduct visual inspections during their day-to-day operations and identify any unit that needs retrofitting. Retrofitting work will be scheduled accordingly to ensure completion of all retrofit and replacement work is completed by December 1, 2027.

c. The Borough Engineer shall check plans for road projects and major developments to verify that a catch basin or some sort of BMP to capture solids is included with, or downstream of, the affected storm drain inlet in accordance with NJDEP requirements.

d. DPW staff shall perform inspections of all identified storm drain inlets on an annual basis in accordance with NJDEP requirements. Any storm drain inlet noted with debris will be reported back to the DPW office and scheduled for cleaning. Spoils collected will be dumped in the 20 CY container/dumpster kept at the yard for sweepings and will be collected by a 3rd party contractor for disposal offsite. Areas that clog and flood often during storms shall be inspected more frequently and prior to large, forecasted storms, and cleaned if necessary. 3rd party contractors may be engaged as needed to assist with cleaning efforts.

2. *Municipal Catch Basins*
   a. *Describe when and how you conduct inspections of catch basins.*
   b. *Describe the criteria used to determine when catch basins need to be cleaned.*

a. DPW staff shall perform inspections of a minimum of 20% of the Borough's catch basins on an annual basis in accordance with NJDEP requirements. Any catch basin identified with debris will be reported back to the DPW office and scheduled for cleaning. Spoils collected will be dumped in a 20 CY dumpster and collected for offsite disposal by a 3rd party contractor. Areas that clog and flood often during storms shall be inspected more frequently and prior to large, forecasted storms, and cleaned if necessary.

b. All catch basins that are 40% or more full will be scheduled for clean-out by DPW staff. Areas that are prone to clogging or flooding during storm events shall be inspected more frequently, as well as prior to large, forecasted storms. They shall be cleaned as necessary. Additionally, catch basins that are in areas of recent flooding complaints shall be inspected within 1 week of receipt of the complaint and cleaned as needed.

SPPP Form 7 – MS4 Infrastructure (Cont'd)

3. *Municipal Conveyance System*
   Describe when and how inspections of MS4 conveyance systems are conducted, and the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.

Stormwater pipe systems in known flood areas will be inspected as needed before and after storm events to minimize potential flooding that may be caused by accumulation of debris or blockages.

The rest of the stormwater piping system will be visually inspected periodically during cleaning of select catch basins or storm drain inlets. Those stormwater pipe systems found with blockages or evidence of debris will be reported back to the DPW office further investigation and action, which may include additional television inspection.

4. *Municipal Outfall Inspections – Stream Scouring*
   Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used.

During inspection of the outfalls for dry weather flow, DPW personnel will also conduct inspections of the outfalls for signs of scouring. All sites in which scouring is identified will be reported back to the Borough Engineer and the Borough DPW Director. The outfall will be assessed and placed on a prioritized list for repair. Repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits will be addressed first. A Stream Scouring Investigation Recordkeeping form will also be completed.

The Borough will follow-up each repair with an annual inspection of the site to ensure that scouring has not resumed.

Long Term Maintenance

Outfall pipe stream scouring inspections will be done at a minimum once every five (5) years or 20% of the Borough's outfalls on an annual basis in accordance with NJDEP requirements alongside inspections for dry weather flow.

All outfall pipes in which scouring has been detected and addressed in the past, shall be inspected annually thereafter to ensure the associated stabilization projects were successful. Once it is determined that the scouring repairs have adequately mitigated any subsequent scouring, those outfalls can again be inspected only once during each 5-year permit iteration.

SPPP Form 7 – MS4 Infrastructure (Cont'd)

5. *Municipal Outfall Inspections – Illicit Discharge Detection and Elimination*
   Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form from the Department's main stormwater webpage.

A minimum of 20% of the Borough's outfalls will be inspected annually in accordance with permit requirements. Outfalls will be inspected for dry weather discharges 72 hours after a rain event, intermittent stormwater flow, discoloration or inappropriate debris in and immediately downstream of the outfall.

Outfalls found to have suspected illicit discharge will be re-inspected within 30 days and sampled as needed in accordance with NJDEP guidelines. Illicit discharges detected will be investigated to identify the source of the discharge. An NJDEP Illicit Connection Inspection Report Form will be completed and submitted to the NJDEP as part of the Annual Report.

If the source is identified, property owner(s) will be notified of their violation of the Illicit Connection Ordinance and will have the connection eliminated immediately. If the source of the illicit connection cannot be located within eleven months, the Borough will notify the NJDEP Enforcement Inspector and the MS4 case manager within one month of the situation and request an extension of the investigation period.

6. *Other Municipal Infrastructure*
   List the types of MS4 infrastructure in the Borough that require inspection but are not noted above in items 1-5. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or cleaned.

The Borough will continue to implement their existing stormwater facility maintenance program to ensure that all stormwater facilities owned and operated by the Borough are functioning properly. Aside from storm drain inlets, catch basins, stormwater pipes and outfalls, the Borough operates **detention basins (both public and privately owned).**

These stormwater facilities are inspected monthly to ensure that they are functioning properly. In high-risk areas, preventative maintenance is performed on all stormwater facilities to ensure proper functioning. Detention basins are cleaned as needed to ensure proper functioning of the infrastructure. Additional maintenance is scheduled accordingly during the growing season and conducted by Borough personnel.

List of Borough-Owned and Operated Facilities:

Name: Christine Court (Detention Basin), **Location:** Located next to 109 Christine Court
Name: Gravelly Brook (Detention Basin), **Location:** Gravelly Brook Park
Name: Matawan Green Lane (Detention Basin), **Location:** Located between 5 & 7 Matawan Green Lane
Name: Somerset Place (Detention Basin), **Location:** Behind 42 and 40 Somerset Place
Name: Tina Place (Detention Basin), **Location:** Located next to 7 Tina Place

SPPP Form 7 – MS4 Infrastructure (Cont'd)

7. *Stormwater Facilities Not Owned or Operated by the Municipality*
   Describe your program for ensuring adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality. This should include your plan for ensuring annual inspections are being done on these private properties and describe how you record the locations and logs associated with private infrastructure.

Stormwater facilities not owned or operated by the Borough include privately-owned **detention basins.**

These stormwater facilities are inspected monthly to ensure that they are functioning properly. Any deficiencies noted are reported to the property owner for scheduling of the necessary maintenance in accordance with approved O&M manuals.

Compliance with completion of the work is verified at the next inspection. If work is not completed, Code Enforcement is contacted for violation notification.

List of Privately-Owned Facilities:

Name: Ravine Drive School (Detention Basin), **Location:** 170 Ravine Drive
Name: Sloan Court (Detention Basin), **Location:** Located between Sloan Court and Mill Road
Name: Spring Hills (Detention Basin), **Location:** 40 Freneau Avenue
Name: The Shoppes at Matawan (Detention Basin), **Location:** Behind 1016 Highway 34

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

Records of inspections and maintenance conducted are kept in the DPW office. This includes records of inspections, cleanings, routine maintenance work, investigations of illicit connections and scouring near outfalls and any repairs conducted throughout the year.

SPPP Form 8 – Community Wide Measures

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.

The Borough does not apply herbicides. Any necessary de-vegetation is completed by mowing or clipping and no erosion has been experienced as a result of these activities.

2. *Excess Deicing Material Management*
   Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.

The Borough will schedule inspections of its roadways and parking areas after storm events to identify areas of excess deicing material. DPW personnel will be assigned to shovel/pick up the excess material within 72 hours after the storm is over, conditions permitting. Excess deicing material will be collected and returned to the Borough's salt dome/shed to be reused during the next storm event as needed.

3. *Roadside Vegetative Waste*
   Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).

No grass clippings are collected by the Borough. Residential yard waste including brush is collected from the curb the first Tuesday of every month between March and October. Curbside leaf removal is conducted between November through February of each year. Leaves and brush are stored in 30 cy dumpsters at both the DPW and Recycling Center facility and disposed offsite by a 3rd party contractor.

4. *Roadside Erosion Control*
   Describe your program to detect and repair erosion along municipal roadways.

The Borough DPW monitors Borough roads and streets for signs of potential erosion during their typical day to day operations. All identified road erosion problems will be reported to the DPW Superintendent.

Identified areas of erosion will be evaluated and repairs prioritized based on their severity. DPW personnel will then be assigned to complete the necessary repair work in accordance with all applicable standards for Soil Erosion and Sediment Control in New Jersey.

Once completed, all repair details and dates will be documented and submitted to the DPW office for their record.

SPPP Form 9A – Municipal Maintenance Yards and Other Ancillary Operations

1. Site Name and Address of maintenance yard or ancillary operation.

Borough of Matawan DPW Facility
1 Public Works Drive
Matawan, NJ 07747

2. Monthly Site Inspections
Describe the nature of inspections conducted at this site and the location of inspection logs.

Visual observations are conducted by DPW staff during their day-to-day operations. Any deficiencies noted are reported for further evaluation and action. On a monthly basis, a more detailed inspection is conducted to verify that materials and machinery stored outdoors are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces where feasible and covered as needed. Any deficiencies are noted and reported for further action.

The salt shed is also inspected to ensure that materials are protected from exposure to rain, snow, and stormwater running across the paved surfaces. Any deficiencies are noted and reported for further action.

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

Materials	Machinery
Scrap Tires	20 cy / 30 cy dumpsters/containers
Sweepings & Catch Basin Cleanout materials	Backhoe
Cold Patch	DPW Maintenance Vehicles
Temporary storage of leaves and brush	Fuel Tank
Road Salt	Waste Oil Tank/Drums
Automotive liquids and oils	Street Sweeper/Vacuum Truck
Miscellaneous Paint cans and other liquids	Salt spreading vehicle
Miscellaneous Castings/Road traffic signs/cones	

SPPP Form 9A – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

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

Not applicable.

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.

Only diesel fueling is conducted onsite at the Borough's DPW facility. A Standard Operating Procedure has been developed outlining do's and don'ts. The Borough maintains speedy dry and other absorbent materials in the event of leaks or spills. The fueling area is inspected and any deficiencies are reported and scheduled for necessary maintenance. All other fueling is conducted at commercial fueling stations.

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.

Routine minor vehicle maintenance is conducted by Borough personnel in their maintenance garage building. All minor maintenance and repair work is completed indoors. The maintenance garage does not have any storm or trench drains. Automotive fluids emptied are stored and/or disposed in various storage drums/containers and disposed offsite as needed.

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.

No washing of vehicles is conducted onsite at the Borough's DPW facility. Vehicles utilize the County Wash Facility.

SPPP Form 9A – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

8. Salt and Other Granular De-icing Materials
Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Salt is stored year-round in a permanent shed located at the Borough's DPW facility. Materials are pushed back away from the entrance and into the structure to eliminate precipitation reaching the stored material. When not in use the front end is tarped if necessary.

During loading and unloading, Borough personnel sweep the spilled salt back into the main salt pile after storm events to minimize tracking of materials.

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.

Not applicable.

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.

Cold patch is stored inside in the maintenance garage in a pile and is covered with a tarp. No trench drains or inlets are located near the storage location.

11. Street Sweepings and Storm Sewer Cleanout Materials
Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Sweepings and storm sewer cleanout materials are temporarily stored in a 20-cy container/dumpster. Container/dumpster is collected and disposed offsite by a 3rd party contractor once full and never more than 6 months in duration.

SPPP Form 9A – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

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.

No construction or demolition waste is stored or maintained.

Collected yard waste is also temporarily stored in dedicated 30 cy dumpsters at the Recycling Center facility and are collected and disposed offsite by a 3rd party contractor. Temporary storage is no more than 6 months out of the year.

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.

Scrap tires are periodically stored at the DPW facility. Storage is located inside and not within vicinity of any storm drain. Scrap tires are disposed offsite as needed by a 3rd party contractor.

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.

Inoperable vehicles are temporarily stored outdoors at the DPW facility until they are sent to auction and removed offsite.

SPPP Form 9B – Municipal Maintenance Yards and Other Ancillary Operations

1. Site Name and Address of maintenance yard or ancillary operation.

Borough of Matawan Recycling Center
62 Main Street
Matawan, NJ 07747

2. Monthly Site Inspections
Describe the nature of inspections conducted at this site and the location of inspection logs.

Visual observations are conducted by DPW staff during their day-to-day operations. Any deficiencies noted are reported for further evaluation and action. On a monthly basis, a more detailed inspection is conducted to verify that materials and machinery stored outdoors are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces where feasible and covered as needed.

Any deficiencies are noted and reported for further action.

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

Materials	Machinery
Temporary storage of leaves and brush	20 cy / 30 cy dumpsters/containers
Scrap metal	
Plastic bags	

SPPP Form 9B – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

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

Not applicable.

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.

Not applicable.

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.

Not applicable.

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.

Not applicable.

SPPP Form 9B – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

8. *Salt and Other Granular De-icing Materials*
   Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Not applicable.

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.

Not applicable.

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.

Not applicable.

11. *Street Sweepings and Storm Sewer Cleanout Materials*
    Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Not applicable.

SPPP Form 9B – Municipal Maintenance Yards and Other Ancillary Operations (Cont'd)

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.

No construction or demolition waste is stored or maintained.

The Borough allows for disposal of leaves, brush and other yard waste at the Recycling Center in dedicated dumpsters. Collected yard waste is also temporarily stored in dedicated 30 cy dumpsters at the Recycling Center facility and are collected and disposed offsite by a 3rd party contractor. Temporary storage is no more than 6 months out of the year.

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.

Not applicable.

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.

Not applicable.

SPPP Form 10 –Training

Stormwater Program Coordinator

Describe the training provided for the municipal Stormwater Program Coordinator.

The Stormwater Program Coordinator (SPC) for the Borough will attend the NJDEP training seminar every permit cycle. Training shall cover SPC responsibilities, permit conditions, annual reporting and required submissions and documentation. Once training is completed, documentation will be included in the SPPP for reference.

Topic	Office/Entity Responsible for Training
Describe the training provided for municipal staff.	
SPPP	Staff responsible for any aspect of the stormwater program shall attend annual training on the site-specific details of the SPPP to review MS4 permit requirements, and record-keeping requirements. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.
Construction Site Stormwater Runoff	Staff responsible for inspections of construction projects that disturb one acre of soil or more, shall attend annual training on related MS4 permit conditions. Training will be conducted using training videos provided either by JIF or the NJDEP.
Post-Construction Stormwater Management in New and Redevelopment	Staff responsible for implementing stormwater permit requirements shall attend annual training to review the fundamentals of the Borough's post-construction stormwater management program to address stormwater runoff. Training shall discuss the Borough's definition of major development and the interconnection among the Stormwater Management rules at N.J.A.C. 7:8, the Borough's SCO, stormwater permit conditions, the Department's BMP Manual, and Guidance Documents. Training will be conducted using training videos provided either by JIF or the NJDEP.
Community-wide Ordinances	Staff responsible for approving and/or enforcing stormwater-related ordinances shall attend annual training on related MS4 permit conditions and review the purpose of each ordinance and what steps to take if violations are reported. Training will be conducted using training videos provided either by JIF or the NJDEP.
Community-wide Measures	Staff responsible for conducting activities associated with community-wide stormwater management measures shall attend annual training to review the MS4 permit requirements and Borough specific measures employed to comply with the street sweeping, storm drain inlets (labeling, retrofitting, and installations), herbicide application, de-icing operations, roadside vegetative waste, and roadside erosion control requirements. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.

SPPP Form 10 –Training (Cont'd)

Topic	Office/Entity Responsible for Training
Describe the training provided for municipal staff.	
Stormwater Facilities Maintenance	Staff responsible for conducting activities associated with inspections, maintenance and repair of stormwater infrastructure shall attend annual training on the MS4 related permit requirements. This training shall detail what infrastructure is to be maintained per approved manufacturers' maintenance plans, versus the remaining infrastructure that is to be maintained according to the NJDEP's BMP Manual. Training will be conducted using training videos provided either by JIF or the NJDEP. Stormwater infrastructure to be included are storm drain inlets, catch basins, MS4 pipe conveyances, and detention basins.
Municipal Maintenance Yards and Other Ancillary Operations	Staff responsible for conducting activities associated with the Borough's maintenance yard and salt yard shall attend annual training to review related MS4 permit conditions, current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.
MS4 Mapping	Outside personnel responsible for the preparation and submission of the Borough's electronic stormwater infrastructure map shall attend annual training to review the MS4 permit requirements for electronic mapping.
Outfall Steam Scouring	Staff responsible for conducting inspections and repairs of stormwater outfalls shall attend annual training to review how to identify, remediate, and document cases of stream scouring in accordance with the Borough's MS4 permit. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.
Illicit Discharge Detection and Elimination	Staff responsible for conducting inspections and repairs of stormwater outfalls shall attend annual training to review how to identify, remediate, and document cases of illicit discharge in accordance with the Borough's MS4 permit. Training will be conducted using training videos provided either by JIF or the Office of the Borough's Engineer.
Stormwater Management Design Reviewers	
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.	
Personnel who review and approve stormwater management designs for major developments on behalf of the Borough will attend the mandatory NJDEP Stormwater Management Design Review course at least once every 5 years, as well as attend mandatory NJDEP training on amendments to the stormwater management rules at N.J.A.C. 7:8 as needed. Once training is completed, records of attendance will be maintained by the Borough's professionals and provided to the Borough upon request.	

SPPP Form 10 –Training (Cont'd)

Municipal Board and Governing Body Members

Describe the training provided for members of the planning/zoning board and municipal council.

Borough Board and Governing Body Members that review and approve applications for development and redevelopment projects have been required to watch the NJDEP video entitled "Asking the Right Questions in Stormwater Review." New members will be required to watch the video within six (6) months of joining the board. The video can be accessed through the following link:

https://nj.gov/dep/stormwater/asking_the_right_questions.html

The Borough Clerk and/or the Board Secretary shall maintain record of when the Board or Governing Body Members complete the training.

Training Records

Indicate the location of training records for the above required training.

Logs of training completed by Borough DPW personnel, which include the type of training, date completed, names of attendees and trainers (if available) shall be kept by the DPW for reference and inclusion in the Borough's annual stormwater report.

SPPP Form 11 – MS4 Mapping

1. *Provide a link to the most current MS4 outfall/infrastructure map.*

https://www.matawanborough.com/matawan/Departments/Public%20Works/Road%20%26%20Storm%20Water%20System%20Maintenance/Stormwater%20Management/MS4%20Infrastructure%20Map.pdf

2. *Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).*

e. *MS4 outfalls*	*148*
f. *MS4 groundwater discharge points (basins or overland flow infiltration areas)*	*5*
g. *MS4 interconnections*	*6*
h. *MS4 storm drain inlets*	*748*
i. *MS4 manholes*	*116*
j. *Length of conveyance (channels, pipes, ditches, etc.)*	*69,716 LF*
k. *MS4 pump stations*	*None*
l. *MS4 stormwater facilities (any that are not listed above)*	*5*
m. *Maintenance yard(s) and other ancillary operations*	*2*

3. *Describe how the municipality's outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).*

On an annual basis, DPW staff will coordinate with the Borough's Engineer to review any new major development projects completed throughout the year and identify new stormwater infrastructure constructed as part of those developments or capital projects completed by the Borough. GPS data will be obtained on these new structures/units as needed and the information uploaded into the Borough's MS4 Map. A copy of the data points will also be submitted to the Borough's MS4 Case Manager.

4. *Describe how the municipality will create and update its MS4 Infrastructure Map.*

The Borough worked with the Engineer's Office and other representatives and expanded the Borough's current Outfall Map to include the above noted MS4 infrastructure in accordance with permit requirements. MS4 components where field located, had their GPS data collected and were mapped utilizing a GIS mapping system. Once all data was collected, the map was completed and submitted to the NJDEP in 2024. A copy of the MS4 Map is uploaded to the Borough's stormwater webpage.

SPPP Form 12 – Watershed Improvement Plan

1. Describe how your municipality is developing its Watershed Improvement Plan.

The Borough and their representatives have initiated Phase 1 of the Watershed Inventory Report (WIP). The Infrastructure Map was completed and submitted to the NJDEP. Currently, the Borough is addressing comments from the NJDEP regarding the initial submission of the map.

Once the map is completed, the Phase 1 report will be finalized utilizing the NJDEP provided template and a copy submitted to the NJDEP for approval. A final copy of the report will be posted on the Borough's stormwater webpage upon approval.

2. Describe any regional projects or collaboration efforts with other municipalities.

Based on information available from the NJDEP's GeoWeb website, there is one (1) Watershed (HUC11) within the Borough's municipal boundary.

- **Raritan / Sandy Hook Bay tributaries**, which is shared with City of South Amboy, Sayreville Borough, Old Bridge Township, Aberdeen Township, Keyport Borough, Marlboro Township, Hazlet Township, Union Beach Township, Keansburg Borough, Holmdel Township, Middletown Township, Atlantic Highlands Borough and Highlands Borough.

Currently, discussions on potential collaboration efforts with these municipalities have not been initiated as of yet. The SPPP will be updated once additional information is available.

3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.

Records of all comments received during scheduled public information sessions and minutes of meetings held will be maintained by the Borough Clerk's office and/or Engineer's Office.

SPPP Form 13 – TMDL Info

1. *Using the Total Maximum Daily Load (TMDL) reports provided on the NJDEP website, list adopted TMDLs for the municipality, parameters addressed, and affected waters bodies impacted. Describe how you will use the TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.*

Applicable Stream TMDLs:

- *TMDL for Mercury Impairments Based on Concentration in Fish Tissue Caused Mainly by Air Disposition to Address 122 HUC 14s Statewide*
  MERCURY – 2010: Matawan Creek (above Ravine Drive)

- *TMDL for Mercury Impairments Based on Concentration in Fish Tissue Caused Mainly by Air Disposition to Address 122 HUC 14s Statewide*
  MERCURY – 2010: Matawan Creek (below Ravine Drive)

Based on a review of the above referenced TMDL reports, a TMDL for Mercury contamination through air disposition was identified within the Borough boundary limits. Implementation recommendations were reviewed and the Borough has already complied with implementation of their Phase II Stormwater Program, including adoption of the necessary pet waste, wildlife feeding and other community wide ordinances.

The Borough also continues to actively inspect and clean their stormwater infrastructure as outlined in the street sweeping, catch basin cleaning and outfall inspection requirements of their MS4 permit and they meet or exceed the minimum annual requirements where necessary.

The Borough's Local Public Education has been evaluated and additional educational material associated with mercury contamination/poisoning is being provided to area residents and businesses at select local events where necessary. The Borough will continue to evaluate their program to determine if additional activities or material is warranted at future events.

APPENDIX 1 – Standard Operating Procedures

Vehicle and Equipment Fueling Standard Operating Procedures
Vehicle Maintenance Standard Operating Procedures
Good Housekeeping Practices Standard Operating Procedures

BOROUGH OF MATAWAN

STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Vehicle and Equipment Fueling	000

DESCRIPTION:

This Standard Operating Procedure (SOP) contains the procedures and practices designed to minimize pollution to surface and ground waters.

PURPOSE:

This SOP provides a set of guidelines for the Borough of Matawan employees to implement procedures for delivering fuel into vehicles and equipment, storage tanks, and mobile fuel tanks safely while minimizing pollution to surface and ground waters.

STANDARDS AND SPECIFICATIONS:

Vehicle and Equipment Fueling

1. There is to be no smoking in the fueling area.
2. Shut off engine.
3. Ensure the proper type of fuel is used for each vehicle or piece of equipment.
4. Absorbent spill clean-up materials shall be available in all fueling areas, including on mobile fueling vehicles. Clean-up material shall be disposed of properly.
5. Nozzles used in fueling vehicles and equipment shall be equipped with automatic shut-off to prevent overfilling of tanks.
6. Fuel tanks shall not be “topped off.”
7. Mobile fueling shall be minimized. Fueling shall only occur in designated areas, whenever possible.
8. In a prominent area, clearly post the instructions for safe operation of all fueling equipment, and appropriate Spill Response contact information.

Bulk Fueling

1. Always use drip pans or absorbent pads under all hose and pipe connections and other leak prone areas.
2. Block storm drain inlets or contain tank trucks using temporary berms or absorbent booms. All hose connection points associated with bulk fueling must be contained within the berm during bulk loading/unloading if storm drain inlets are not blocked.
3. Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and contain spills.
4. A trained employee must be present to oversee bulk fuel transfer.

Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
   - Level 1: Contact the local police department at (732) 566-1010.
   - Level 2: Contact the Monmouth County Health Department at (732) 431-7456.
     Contact NJDEP at (877) WARN DEP or (877) 927-6337.

Maintenance and Inspection

1. Inspect fueling area, storage tanks, and pumps monthly.
2. Keep an ample supply of spill clean-up material on the site.
3. Check for leaks and damaged equipment, periodically. Any tanks, pumps, piping, equipment, and fuel dispensing equipment found to be damaged, or leaking shall be repaired immediately.

BOROUGH OF MATAWAN

STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Vehicle Maintenance	000

DESCRIPTION:

This Standard Operating Procedure (SOP) contains the basic vehicle maintenance practices to be implemented at the Borough maintenance yards including maintenance areas at ancillary operations.

PURPOSE:

This SOP provides a set of guidelines for the Borough of Matawan vehicle maintenance for its maintenance yards and ancillary operations' maintenance areas.

STANDARDS AND SPECIFICATIONS:

Vehicle Maintenance

1. Conduct all vehicle maintenance only in designated areas.
2. When possible, perform vehicle and equipment maintenance indoors and on a paved floor.
3. Always use drip pans.
4. Absorbent spill clean-up materials shall be available in all maintenance areas. Material shall be properly disposed of after use.
5. Protect maintenance areas from both stormwater runoff and stormwater run-on. Areas should be located 50 feet downstream of any drainage facility or watercourse.
6. Do not dump or dispose of oils, grease, fluids, and lubricants on the ground. Waste oil and waste antifreeze shall be collected in properly labeled containers and disposed of properly.
7. Do not dump or dispose batteries, used oils, antifreeze or other toxic fluids into a storm drain or watercourse.
8. Do not bury or burn tires.
9. Collect waste fluids in properly labeled containers and dispose properly.

Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
   - Level 1: Contact the local police department at (732) 566-1010.
   - Level 2: Contact the Monmouth County Health Department at (732) 431-7456.
     Contact NJDEP at (877) WARN DEP or (877) 927-6337.

Maintenance and Inspection

1. Periodically check for leaks and damaged equipment and make necessary repairs.

BOROUGH OF MATAWAN

STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Good Housekeeping Practices	000

DESCRIPTION:

This Standard Operating Procedure (SOP) contains the basic good housekeeping practices to be implemented at the Borough maintenance yards including maintenance areas at ancillary operations.

PURPOSE:

This SOP provides a set of guidelines for the Borough of Matawan employees to implement Good Housekeeping Practices for its maintenance yards and ancillary operations' maintenance areas.

STANDARDS AND SPECIFICATIONS:

General

1. All containers should be properly marked and labeled. Labels should be clean and legible.
2. Keep all containers in good condition and sealed tightly when they are not in use.
3. Keep all chemicals, fluids, and supplies indoors, where practical.
4. Containers stored outdoors must be covered and placed on spill containment platforms.
5. Keep storage areas clean and organized.
6. Keep spill kits and drip pans near any liquid transfer areas. Keep them protected from rain.
7. Absorbent spill clean-up materials must be available in maintenance areas and must be properly disposed of after spills.
8. All trash, dirt, and other debris must be placed in the dumpster.
9. Waste fluids must be collected in properly labeled containers and dispose of properly.
10. Maintain the recycling program by disposing of bottles, cans, paper, and trash in their designated containers.
11. Sweep and clean garages and yard once per week.

Salt and De-icing Material Handling

1. Prevent or minimize spills during material loading and unloading. If de-icing materials are spilled, remove the material using dry cleaning methods, and reuse or dispose of the material properly.
2. Inspect, sweep and clean area once per week to remove dirt and debris. Sweep area immediately following loading and unloading operations, when practical.
3. Minimize tracking material from the storage and loading/unloading areas.
4. Minimize the distance materials are transported during loading and unloading activities
5. Tarp any materials stored outside when they are not in use.
6. If interim seasonal tarping is used, de-icing materials may only be store outside between October 15th and April 30th.

BOROUGH OF MATAWAN

STANDARD OPERATING PROCEDURES

Recycling Center

1. Sweep and clean area once per week to remove dirt and debris. Sweep area immediately following loading and unloading operations, when practical.
2. All trash, dirt, and other debris must be placed in the dumpster.
3. Waste fluids must be collected in properly labeled containers and dispose of properly.

Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
   - Level 1: Contact the local police department at (732) 566-1010.
   - Level 2: Contact the Monmouth County Health Department at (732) 431-7456.
     Contact NJDEP at (877) WARN DEP or (877) 927-6337.

Maintenance and Inspection

1. Check for leaks and damaged equipment, periodically. Make repairs as necessary.
2. Perform monthly inspections of all storage areas and containers, both in and outdoors.
3. Perform overall facility inspection and maintenance annually.