

# Stormwater Pollution Prevention Plan

*Township of Elk*

*Gloucester County*

*Permit Number NJG0148997*

*Annual Review Date: 02/06/2024*

*Stormwater Program Coordinator: Donna Nicholson*

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## Form 1 – Team Members

<b>Stormwater Program Coordinator (SPC)</b>			
Name and Title		Donna Nicholson, Deputy Mayor	
Phone	(609) 202-0925	Email	dnicholson@elktownshipnj.gov
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>			
Name and Title		Steven Bach, PE Township Engineer	
Phone	856-546-8611	Email	sbach@bachassociates.com
Name and Title			
Phone		Email	
<b>Other Municipal Stormwater Team Members</b>			
Name and Title		Debbie Pine, RMC, CMC, CRVS, Township Clerk	
Phone	(856) 881-6525 Ext . 110	Email	dpine@elktownshipnj.gov
Name and Title		Clint Nicholson, Public Works Dave Henderson, Public Works	
Phone	856-881-6525 ext 121	Email	pw@elktownshipnj.gov
Name and Title			
Phone		Email	
<b>Shared/Contracted Service Providers</b>			
Provider Name	Service Provided	Term of Service	

## Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
<i>02/06/2024</i>		<i>New</i>
<i>05/03/2024</i>		<i>NJDEP Comments.</i>
<i>10/17/2024</i>		<i>NJDEP Review Comments #2.</i>
<i>11/04/2024</i>		<i>NJDEP Review Comments #3.</i>
<i>12/05/2024</i>		<i>NJDEP Review Comments #4</i>
<i>03/05/2025</i>		<i>NJDEP Review Comments #5</i>

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
<a href="https://elktownshipnj.gov/departments/stormwater/">https://elktownshipnj.gov/departments/stormwater/</a>
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Debbie Pine, RMC, CMC, CRVS, Township Clerk
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.
<a href="https://elktownshipnj.gov/departments/stormwater/">https://elktownshipnj.gov/departments/stormwater/</a>

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

## *Part IV.E.*

<p>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.</p>
<p>The "Major Development" definition matches the definition in NJAC 7:8-1.2 § 86-2 Definitions.  <b>MAJOR DEVELOPMENT</b>          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, 2024; 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.</p>
<p>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.</p>
<p>The Townships SCO matches the NJDEP's model ordinance.</p>
<p>3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).</p>
<p>A. Submission of site development stormwater plan.          (1) Whenever applicant seeks municipal approval of a development subject to this ordinance, the applicant shall submit all the required components of the checklist for the site development stormwater plan.          (2) Applicant shall demonstrate that the project meets the standards set forth in Chapter 86, Article I Stormwater Control.          (3) Applicant shall submit six sets of reports and calculations, 20 sets of plans and documents, and one electronic media set of all calculations, software input and output files,</p>

cadd files, and pdf copies of all items submitted, and any other materials listed in the checklist for site development stormwater plans. For major stormwater developments that require site plan or major subdivision approval, these documents shall be included as part of the site plan or major subdivision application.

B. Site development stormwater plan approval. The applicant's site development project shall be reviewed as a part of the review process by the municipal board or official from which municipal approval is sought. That municipal board or official shall consult the municipality's review engineer to determine if all checklist requirements have been satisfied and to determine if the project meets the standards set forth in Chapter 86, Article I Stormwater Control.

C. Submission of site development stormwater plan. The following information shall be required: All applicants shall submit a completed stormwater management checklist, which shall be signed by the applicant's licensed professional engineer. The checklist form shall be prepared and updated annually by the Township Engineer and shall be made available in the Township Planning office and on the Township website.

(9) Stormwater maintenance inspection easement. The maintenance and repair plan shall include a citation of the easement which shall have granted the Township, and its duly appointed officials, the right to enter upon the lands and to inspect the stormwater systems and BMPs and management measures and the inspection and maintenance records for these items, in order to confirm that they are being maintained properly and that records are being kept in accordance with these rules and with N.J.A.C 7:8.

Stormwater management for all development projects shall be in compliance with N.J.A.C 5:21-7. Also, stormwater management for residential projects shall also comply with N.J.A.C 5:21-1 and RSIS as applicable.

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.

Elk Township has not granted any stormwater variances, therefore, Elk Township has not adopted a mitigation plan in its stormwater management plan nor has a regional stormwater management plan (RSMP) or a water quality management plan (WQMP) been adopted that includes any part of Elk Township.

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

Adopted 4-1-2021 by Ord. No. O-2-2021  
Stormwater Control, adopted 8-3-2006 by Ord. No. O-2006-5  
Flood Damage Prevention, adopted 10-15-2024 by Ord. No. O-8-2024

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

The original MSWMP was adopted on June 1, 2006.

A re-examination of the MSWMP is conducted as part of the re-examination of the municipal master plan at least every 10 years, or more often as necessary, to reflect changes related to the Township's stormwater management program.

**Form 5 – Ordinances**  
*Part IV.F.1.*

<b>Ordinance</b>	<b>Date Adopted</b>	<b>Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.</b>	<b>Entity Responsible for Enforcement</b>	<b>Fees &amp; Fines</b>
Pet Waste	03-02-2023	60-28 to 60-33 DEP Model	Code Enforcer, Police Department	fine not exceeding \$1,250
Wildlife Feeding	03-02-2023	60-34 to 60-38 DEP Model	Code Enforcer, Police Department	fine not exceeding \$1,250
Litter Control	03-02-2023	84-20 to 84-25 DEP Model	Code Enforcer, Police Department	fine not exceeding \$1,250
Improper Disposal of Waste	03-02-2023	86-21 to 86-26 DEP Model	Code Enforcer, Police Department	fine not exceeding \$1,250
Yard Waste	03-02-2023	84-28 to 84-30	Code Enforcer, Police Department	fine not exceeding \$1,250
Private Storm Drain Inlet Retrofitting	07-01-2010	86-10 to 86-15 DEP Model	Code Enforcer	fine not exceeding \$2,000
Illicit Connections	03-02-2023	86-16 to 86-20 DEP Model	Code Enforcer	fine not exceeding \$1,250
Privately-Owned Salt Storage	11-07-2024	86-27 to 86-32 DEP Model	Code Enforcer, Elk Township Engineer	Fine not exceeding \$1,250
Tree Removal- Replacement	11-07-2024	95A-1 to 95A-6 DEP Model	Cod Enforcer, Police Department	Fine not exceeding \$1,250
<b>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.</b>				
None				
<b>Indicate the location of records associated with ordinances and related violations and enforcement actions below.</b>				
Elk Township Municipal Building, Elk Township Police Department.				

## Form 6 – Street Sweeping

### *Part IV.F.2.a.i. and ii.*

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.*

The Township is in the process of developing a street sweeping program. The program will be in place by January 1, 2026 and the SPPP will be updated accordingly at that time.

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

To be determined

## Form 7 – MS4 Infrastructure

### *Part IV.F.2-4. and Part IV.G.2-3.*

#### **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.) During the annual inlet cleaning program, storm drain inlet conditions are checked to ensure that they are still visible and if not are relabeled with “Drains to Stream” stickers as needed. Any repairs or relabeling will be completed by the DPW.
- b.) Site inspections are performed by the Township Engineer on major development projects and repaving projects to ensure that the inlets are retrofitted. Any inlets located on Township owned roads or properties that are not properly retrofitted are identified for follow-up retrofitting. If the inlet is not retrofitted and privately owned the responsible entity is notified. Additionally, during day-to-day operations that entail driving through various areas of the Township, DPW staff are instructed to observe storm drain inlets and note those that have not been retrofitted.
- c.) The Township Engineer is responsible for designing storm drain inlets installed by the Township. The Township Engineer will design catch basin inlets for any new installations made by the Township, or other BMP designed for solids collection in areas which drain to surface waters and do not have any other downstream BMPs.
- d.) Inlets are inspected annually by DPW employees. Any inlets/curb openings that are found to have sediment, trash, or other debris on the inlet grates or the surrounding area are cleaned by hand.

#### **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.) The Township owns and operates 126 catch basins. Each year, the Township inspects at least 20% of the catch basins and inspects all catch basins that they own and operate within a 5 year cycle.
  - b.) Cleaning and maintenance shall be implemented as frequently as necessary to ensure, at a minimum, that sediment, trash, or other debris is removed as necessary to control it from entering the waters of the State; to eliminate recurring problems; and maintain proper function. Catch basins will be cleaned when they reach 50% capacity of the sump bottom. Any catch basins within a reported area of flooding will be inspected and cleaned as necessary.

**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.

The conveyance system is inspected as part of any planned road work in the vicinity of the conveyance system or as needed based on observed restrictions in the flow of rainwater in the system.

Any part of the system found to have a buildup of sediment or debris will be cleaned by an outside contractor. A jet-vac will be used to ensure the material is vacuumed from the system and not permitted to travel downstream.

**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.

The Township's DPW owns and visually inspect fourteen (14) outfall pipes for signs of scouring annually.

Investigate, within 30 days of receipt, all complaints and reports of stream scouring.

If scouring is detected, DPW complete the Stream Scouring Investigation Record keeping Form.

In the cases where stream scouring is detected, the Township will attempt to trace it back to the source within 3 months. If a source is identified, the Township will take corrective action if it is related to municipally owned property or will ensure that the private entities perform necessary maintenance.

All identified scour problems will be evaluated and prioritized for remediation as soon as possible. If remediation cannot be completed within 12 months, a schedule will be submitted to the MS4 case manager prior to the 12-month deadline. All restoration shall be made in accordance with the Soil Erosion and Sediment Control Standards in New Storm and the requirements for bank stabilization and channel restoration found at N.J.A.C. 7:13, as per our Tier A permit requirements. Privatization of repairs will be based in part upon extent of scour, potential safety threat, and need for NJDEP permit(s).

A log of all sites with outfall pipe scouring, as well as the dates and methods of corresponding repairs will be maintained.

**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.

The Township will inspect all of our outfall pipes annually. Any outfall pipes that are found to have a dry weather or intermittent non-storm flow will be further investigated for an illicit connection.

Reports of illicit connections from outside parties will be investigated within 30 days of the report.

The Township will use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each form will be kept with our SPPP records

If the source is identified, the Township will notify the property owner(s) of their violation of the Illicit Connection Ordinance and will have the connection eliminated immediately.

If we are unable to locate the source of the illicit connection within eleven months, the Township will notify the NJDEP Enforcement Inspector and the MS4 Case Manager within one month of the situation to request an extension of the investigation period.

**6. Other Municipal Infrastructure**

List the types of MS4 infrastructure in your town 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.

N/A

**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.

The Township ensures that stormwater facilities not owned or operated by the Township are inspected and maintained pursuant to approved maintenance plans, or more frequently as needed to ensure the proper function and operation of the stormwater facility, but at a frequency of not less than once per year.

The Township ensures that proper maintenance includes cleaning and removal of solid and float-able materials, including trash/little, excess leaves or grass clippings, branches, logs, any other debris, or excess growth.

Private owners are notified yearly with a letter from the Township that they must provide annual stormwater facility inspection reports to the Township. If private owners do not maintain their stormwater facility the Township provides a written warning to said private owner.

**8. Infrastructure Records**

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

Records are stored at the Township Municipal Building.

## Form 8 – Community-wide Measures

### Part IV.F.2.

<b>1. Herbicide Application Management</b> Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
The Township does not currently use herbicides. If herbicides are used in the future, the Township shall:(1) not apply herbicides on or adjacent to storm drain inlets, or on steeply sloping ground; (2) only apply herbicides along curb lines and unobstructed shoulders that contain unwanted vegetation; and (3) only apply herbicides within a 2-foot radius around structures where overgrowth presents a safety hazard, and where it is unsafe to mow.
<b>2. Excess Deicing Material Management</b> Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
Township's DPW removes excess deicing material by shoveling and sweeping and returned to storage for reuse or properly discarded within 72 hours after a storm event, conditions permitting.
<b>3. Roadside Vegetative Waste</b> 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.).
The Township picks up wood waste and yard trimmings immediately for delivery to the County Landfill site.  Yard trimmings and grass clippings generated during roadside maintenance shall not be blown or deposited into storm drain inlets and stormwater facilities.
<b>4. Roadside Erosion Control</b> Describe your program to detect and repair erosion along municipal roadways.
Township monitors the roads for erosion problems. Identified roadway erosion problems are reported to the Public Works Department and further investigated to schedule maintenance accordingly. Any repairs made will be in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey.  Inspections of municipal roads shall occur at least once per year, and any repairs shall be completed as soon as practicable, but no later than 90 days from discovery.

# Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

## Part IV.F.5.

*Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the municipality owns or operates: 1*

<b>1. Site Name and Address</b>	
Elk Township Municipal Building 680 Whig Lane, Monroeville, NJ 08343	
<b>2. Monthly Site Inspections</b>	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>Monthly inspections of the municipal maintenance yard is done by the DPW. The DPW inspects the site and identifies conditions that can contribute to stormwater contamination, illicit discharge, or negatively impact MS4 requirements. An inspection log is kept on site in the DPW office. The log includes dates and times, names of inspectors, and conditions requiring attention and remedial action.</p>	
<b>3. Inventory List</b>	
List all materials and machinery that are potentially exposed to stormwater.	
<b>Materials</b>	<b>Machinery/Equipment</b>
1,000-gallon above ground gasoline tank	Backhoe loader
1,000-gallon above ground off road diesel tank	(2) six wheel dump truck
	F-550 dump truck
	(1) F-350 trucks
	(1) JD Boom Mower
	(1) Flail Mower

<p><b>4. Discharge of Stormwater from Secondary Containment</b> Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>
<p>The two 1,000-gallon tanks are double walled tanks that serve as storage containment.</p>
<p><b>5. Fueling Operations</b> 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.</p>
<p>Yes, fueling operations occur on site. Drip pans and block storm sewer inlets are used for bulk transfer. Instructions are posted for safe operations of fueling equipment. All tanks, pumps, piping, and fuel dispensing equipment experiencing signs of leaking or disrepair are replaced or repaired immediately. A spill kit is readily available for use.</p>
<p><b>6. Vehicle/Equipment Maintenance and Repair</b> 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.</p>
<p>Yes, indoors</p>
<p><b>7. Wash Wastewater Containment</b> Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.</p>
<p>Elk Township uses a local commercial private car wash facility.</p>

<p><b>8. Salt and Other Granular De-icing Materials</b> 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.</p>
<p>Yes, salt and other granular de-icing material is stored in a permanent structure for long-term storage. Storage area prevents exposure from outside weather conditions, spillage has been minimized, tracking of material has been minimized after loading and unloading operations, areas are swept after loading and unloading operations, and restrictions have been made for temporary outdoor storage of salt and other granular de-icing materials.</p>
<p><b>9. Aggregate Material, Wood Chips, and Finished Leaf Compost</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>None stored on site.</p>
<p><b>10. Cold Patch Asphalt</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Yes, inside asphalt hot box. Hot box is kept dry out of the elements.</p>
<p><b>11. Street Sweepings and Storm Sewer Cleanout Materials</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>Yes, the material is stored on an impervious surface and covered with a waterproof material and is contained to control leachate and stormwater run-on or run-through. The material is disposed of within 90 days to the County Landfill.</p>

**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.

The Township does not store material onsite. Waste is taken to the Gloucester County Solid Waste Complex.

**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.

The Township does not store scrap tires onsite.

**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.

No, inoperable vehicles are immediately scrapped.

## Form 10 – Training

### Part IV.F.6-10.

<b>Stormwater Program Coordinators</b>
Describe the training provided for the municipal Stormwater Program Coordinator.
<p>The Township shall ensure that all individuals who serve as Stormwater Program Coordinators (SPC) complete mandatory Department training regarding their responsibilities to implement the stormwater program in the municipality.</p> <p><a href="https://dep.nj.gov/njpdес-stormwater/municipal-stormwater-regulation-program/tier_a/">https://dep.nj.gov/njpdес-stormwater/municipal-stormwater-regulation-program/tier_a/</a></p> <p>SPCs are required to attend this training by December 2025 and once per permit cycle thereafter.</p>

<b>Topic</b>	<b>Municipal Employees</b>
Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos	
Describe the training provided for municipal staff.	
SPPP	<p>The Township will train all DPW employees. Annual Training includes review of this SPPP, applicable recordkeeping, and detailed training as needed.</p> <p><a href="#">NJDEP  Stormwater   Stormwater Training</a></p> <p>Training is conducted within 3 months of commencement of duties and then on an annual basis.</p>
Construction Site Stormwater Runoff	<p>The Township provides general training on the permitting requirements for construction activity and Post-Construction Stormwater Management in New Development and Redevelopment. See guidance at:</p> <p><a href="https://dep.nj.gov/wp-content/uploads/njpdес-stormwater/tier-a-chapter-3-3.pdf">https://dep.nj.gov/wp-content/uploads/njpdес-stormwater/tier-a-chapter-3-3.pdf</a></p> <p><a href="#">NJDEP  Stormwater   Stormwater Training</a></p> <p>Construction Activity Stormwater (5G3) permit:  <a href="https://dep.nj.gov/njpdес-stormwater/industrial-stormwater-program/general-permits/5g3/">https://dep.nj.gov/njpdес-stormwater/industrial-stormwater-program/general-permits/5g3/</a></p>
Post-Construction Stormwater Management in New and Redevelopment	<p>Staff responsible for implementing stormwater permit requirements receive an annual review of the fundamentals of the municipality’s post construction stormwater management program to address stormwater runoff. Training explains the municipality’s definition of major</p>

	development and the interconnection among the Stormwater Management rules at N.J.A.C. 7:8, the Storm Township SCO, stormwater permit conditions, the Department’s BMP Manual, and Guidance Documents.
Community-wide Ordinances	The Township provides training on the community-wide ordinances including a review of the requirements, enforcement, and the repercussions of non-compliance.
Community-wide Measures	Staff responsible for conducting activities associated with community-wide stormwater management measures attend annual training on the MS4 related permit requirements. This training complies with triannual and annual street sweeping, storm drain inlet labeling, retrofitting and installation, herbicide application management, de-icing management, roadside vegetative waste management, roadside erosion control, and proper documentation of work.
Stormwater Facilities Maintenance	Staff responsible for conducting activities associated with inspections, maintenance and repair of stormwater infrastructure attend annual training on the MS4 related permit requirements. This training details what infrastructure is to be maintained according to approved manufacturers’ maintenance plans, versus the remaining infrastructure that is to be maintained according to the NJDEP’s BMP Manual. Training also includes the requirements for current BMPs, safety equipment and procedures, frequency of activities, and proper documentation of work.  <a href="https://dep.nj.gov/stormwater/stormwater-training/#dpw-training">https://dep.nj.gov/stormwater/stormwater-training/#dpw-training</a>
Municipal Maintenance Yards and Other Ancillary Operations	Staff responsible for conducting activities associated with our municipal maintenance yard attend annual training to discuss related MS4 permit conditions, current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.
MS4 Mapping	The Township utilizes the Township Engineer for MS4 Mapping.  The Township employees review the MS4 Permit annually for requirements.
Outfall Stream Scouring	The Township provides training on how to inspect, identify, correct, and document outfall pipe stream scouring and contributing factors. NJDEP Outfall Inspection Form and Stream Scouring Investigation Recordkeeping Form will be utilized.

Illicit Discharge Detection and Elimination	Staff responsible for conducting activities associated with inspecting, identifying, eliminating, and documenting the impacts associated with illicit connections attend annual training to discuss related MS4 permit requirements. This training complies with best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.
Watershed Improvement Plan	Staff responsible for developing the Watershed Improvement Plan attend annual training to discuss progress that has been made toward completing each phase of the Watershed Improvement Plan, including mapping for the Watershed Inventory Report and conducting semi-annual public information sessions.

<b>Stormwater Management Design Reviewers</b>	
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.	
Individuals who review and approve stormwater management designs for major developments on behalf of the municipality are required under the MS4 permit to attend the mandatory NJDEP Stormwater Management Design Review course at least once every 5 years. They are required by the MS4 permit to also attend mandatory NJDEP training on amendments to the stormwater management rules at N.J.A.C. 7:8.	

<b>Municipal Board and Governing Body Members</b>	
Describe the training provided for members of the planning/zoning board and municipal council.	
<p>Elk Township ensures that municipal board and governing body members complete the "Asking the Right Questions in Stormwater Review Training Tool" posed at <a href="https://dep.nj.gov/stormwater/stormwater-training/#municipal-boards-and-governing-body-training">https://dep.nj.gov/stormwater/stormwater-training/#municipal-boards-and-governing-body-training</a></p> <p>This training is required for planning board members, zoning board members, and governing body members who review and approve applications for development and redevelopment projects on behalf of Elk Township.</p> <p>And once per term of service thereafter, must review at least one of the training tools offered under Post-Construction Stormwater Management found at the training website.</p>	

<b>Training Records</b>	
Indicate the location of training records for the above required training.	
Logs of all training including the type of training, date conducted, attendees and trainers are kept in the Clerk's Office	

## Form 11 – MS4 Mapping

### Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
The Township will complete the mapping of the MS4 Infrastructure Map for submission to the DEP by the deadline of January 1, 2026	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	<i>TBD</i>
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	<i>TBD</i>
c. MS4 interconnections	<i>TBD</i>
d. MS4 storm drain inlets	<i>TBD</i>
e. MS4 manholes	<i>TBD</i>
f. Length of conveyance (channels, pipes, ditches, etc.)	<i>TBD</i>
g. MS4 pump stations	<i>TBD</i>
h. MS4 stormwater facilities (any that are not listed above)	<i>TBD</i>
i. Maintenance yard(s) and other ancillary operations	<i>TBD</i>
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.).	
DPW staff will coordinate with the Township Engineer every January to discuss any new major development projects happening around town throughout the year. All infrastructure being built for those projects are then mapped by Township employees.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
The Township will hire a firm or purchase equipment and utilize Township personnel to complete the mapping of the MS4 Infrastructure Map and all data will be converted into shape files for submission to the DEP by the deadline of January 1, 2026	

## Form 12 – Watershed Improvement Plan

### *Part IV.H.*

<p>1. Describe how your municipality is developing its Watershed Improvement Plan.</p>
<p>Elk Township will be gathering data to meet the requirements for the first phase of the Watershed Inventory Report. Elk Township will gather solicit input from stake holders, conduct semi-annual public information sessions, and prepare and submit a Watershed Inventory Report.</p>
<p>2. Describe any regional projects or collaboration efforts with other municipalities.</p>
<p>The Township is not currently involved with any regional projects or collaboration efforts with other municipalities. The Township will review any regional projects or collaboration efforts with other municipalities on a case by case basis.</p>
<p>3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.</p>
<p>Comment Logs received during public information sessions and/or minutes from meetings will be maintained in the municipal clerk’s office.</p>