

NJPDES Highway Agency Stormwater
General Permit

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: [Vincent M. Voltaggio, P.E.](#)
Title: [Public Works Director/County Engineer](#)
Highway Agency Name: [Gloucester County Highway Division](#)
NJPDES #: [NJG 0141887](#)
PIID #: [228439](#)
Effective Date of Permit Authorization (EDPA): [May 1, 2004](#)
Date form Complete: [May 1, 2005](#)
Date of most recent update: [March 13, 2020](#)

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Title:
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SPPP Form 2 - Public Notice

Highway Agency Name: [Gloucester County](#)

NJPDES # : NJG [0141887](#) PI ID #: [228439](#)

Team Member/Title: [Joseph M. D'Alessandro](#)

Effective Date of Permit Authorization (EDPA): [May 1, 2004](#)

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Briefly outline the principal ways in which you comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program.

[Meetings that require public notice under the Open Public Meetings Act \(Sunshine Law, NJSA 10:4-6 et seq.\) are advertised in a manner that complies with the requirements of the Act. Gloucester County provides budget notice in a mannner that complies with the requirements of the Local Budget Law \(NJSA 40A:4-1 et seq.\). All resolutions that provide a penalty or fine will be noticed in accordance with the requirements of NJSA 40:24-3.](#)

SPPP Form 3 – New Development and Redevelopment Program

Highway Agency Name: [Gloucester County](#)

NJPDES # : NJG [0141887](#) PI ID #: [228439](#)

Team Member/Title: [Theresa M. Ziegler](#)

Effective Date of Permit Authorization (EDPA): [May 1, 2004](#)

Date of Completion: [May 1, 2005](#) Date of most recent update: [March 13, 2020](#)

Describe in general terms your post-construction stormwater management in new development and redevelopment program (post-construction program), and how it complies with the Highway Permit minimum standard. This description must address how adequate long term operation and maintenance of BMPs will be ensured; compliance with the standard in Attachment C of the permit (new storm drain inlet design standard); adoption and implementation of applicable design and performance standards established under N.J.A.C. 7:8 for major development; and use of the Post-Construction Program Design Checklist for Individual Projects. Attach additional pages as necessary.

[The Gloucester County Highway Division designs \(sometimes with the consultant support\) and maintains projects which are new development and redevelopment projects described in the Highway Agency Permit in accordance with the permit requirements for such projects. The County's Annual Reports list these projects. On or about September 2007 the Gloucester County Board of Freeholders passed a Resolution which incorporates the provisions listed below.](#)

- [\(1\) Adopts and incorporates by reference the applicable design and performance standards and maintenance requirements established under NJAC 7:8 for major development including the storm drain inlet design standard in Attachment C of the NJPDES Highway Agency General Permit](#)
- [\(2\) Requires that all such projects be designed to comply with these standards.](#)
- [\(3\) Requires that the NJPDES Highway Agency General Permit's "Post-Construction Program Design Checklist for Individual Projects" be completed before each project's construction is approved.](#)

[The Gloucester County Engineer, Highway Division and Planning Department discuss the stormwater design and performance standards in order to encourage consistency and coordination among the County's stormwater management activities.](#)

[Gloucester County uses storm drain inlets and grates that comply with Attachment C for new construction. Repaving and reconstruction projects incorporate the retrofitting of inlets and grates to comply with Attachment C, unless adequate hydraulic performance can not be achieved.](#)

[The County ensures adequate long term operation and maintenance of BMPs for future projects by preparing a Project Maintenance Plan in accordance with N.J.A.C. 7:8-5.8, where applicable, and through funding of the maintenance program to ensure proper function and operation of the County Highway Division's regulated stormwater facilities.](#)

SPPP Form 4 - Local Public Education Program

Highway Agency Name: [Gloucester County](#)

NJPDES # : NJG [0141887](#) PI ID #: [228439](#)

Team Member/Title: [Joseph M. D'Alessandro](#)

Effective Date of Permit Authorization (EDPA): [May 1, 2004](#)

Date of Completion: [May 1, 2005](#) Date of most recent update: [March 13, 2020](#)

Local Public Education Program

Describe your Local Public Education Program. Be specific on how you will distribute your educational information.

[The Gloucester County Highway Division does not own or operate any service areas within the County's highway system. The County does not provide rest or picnic areas along county roadways or at scenic locations and does not maintain any litter or trash receptacles.](#)

[The County of Gloucester is distributed the NJDEP stormwater brochure as a part of its countywide newsletter.](#)

SPPP Form 5 – Storm Drain Inlet Labeling

Highway Agency Name: Gloucester County

NJPDES # : NJG 0141887 PI ID #: 228439

Team Member/Title: Vincent M. Voltaggio, P.E.

Effective Date of Permit Authorization (EDPA): May 1, 2004

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Storm Drain Inlet Labeling

Describe your storm drain inlet labeling program, including your labeling schedule, the details of your long-term maintenance plan, and plans on coordinating with watershed groups or other volunteer organizations.

Because of safety concerns, Gloucester County utilized Highway Division employees to accomplish inlet labeling. New curb box inlets are purchased with the inlet label information stamped on the casting by the foundry.

Storm drain inlets located at maintenance facilities and along county highways with sidewalks were labeled in accordance with the NJPDES Highway Agency Stormwater General Permit. Gloucester County's roadways have been divided into 2 sectors and inlets in 50% of these sectors were labeled within 3 years (by May 2007) of the EDPA. The remaining sector were labeled within 5 years (by May 2009) of the EDPA. (See sectors on attached county roadway map.)

The county, through the GCIA, purchased fish shaped, 4-inch by 12-inch, Scotchlane labels, white with blue text that read, "No Dumping—Drains to Stream" for use by the Highway Division.

The curb box inlet labels are periodically inspected and maintained as needed by Gloucester County Highway Division employees.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Highway Agency Name: Gloucester County

NJPDES # : NJG 0141887 PI ID #: 228439

Team Member/Title: Vincent M. Voltaggio, P.E.

Effective Date of Permit Authorization (EDPA): May 1, 2004

Date of Completion: May 1, 2005 Date of most recent update: March 13, 2020

Explain how you will prepare your map (include its type and scale, and the schedule for the mapping process). Who will prepare your map (e.g., employees, a consultant, etc.)?

Gloucester County, through the GCIA, mapped outfall pipes associated with the County Highway Division's stormwater system. Gloucester County utilized an alphanumeric identifier for each outfall. The system was proposed by the DVRPC for outfalls in the tri-county region. The name and location of the surface water body is included. The County used its GIS for mapping, managing and storing the outfall information and has used GPS dataloggers for collecting field data for each outfall. The data was also available for the DVRPC outfall GIS-database.

The SCS and Rowan University have collected outfall data for a portion of the Maurice River, Raccoon Creek, and Mantua Creek basins in Gloucester County and this information has also been utilized. Gloucester County's roadways have been divided into sectors and outfalls in 50% of these sectors were mapped within 3 years (by May 2007) of the EDPA. Outfalls within the remaining sectors were mapped within 5 years (by May 2009) of the EDPA. (See sectors on attached county roadway map.)

Gloucester County produced the outfall maps using GIS and the NJDEP's 2002 aerial photos as a base map.

During the outfall pipe mapping, outfall pipes were inspected for evidence of illicit connections and for outfall pipe related stream scouring. This information was entered into the outfall GIS, along with digital pictures of the outfall and stream conditions. (See below for the illicit connection program)

SPPP Form 7 – Illicit Connection Elimination Program

Highway Agency Name: Gloucester County

NJPDES # : NJG 0141887 PI ID #: 228439

Team Member/Title: Vincent M. Voltaggio, P.E.

Effective Date of Permit Authorization (EDPA): May 1, 2004

Date of Completion: May 1, 2005 Date of most recent update: March 13, 2020

Describe your Illicit Connection Elimination Program, and explain how you plan on responding to complaints and/or reports of illicit connections (e.g., hotlines, etc.). Attach additional pages as necessary.

Gloucester County, through the GCIA outfall mapping, identified potential illicit connections. The Illicit Connection Inspection Report Form or a similar spreadsheet or database was used to record the collected information. This information was used to complete the Annual Report and to update Form 8.

Outfall pipes found to have dry weather flow or intermittent non-stormwater flow were tested following the NJDEP's illicit connection testing protocol. If the test results were positive, efforts were made to identify the location and source of the illicit connection. None were found. If found illicit connections associated with the County will be eliminated within 6 months of their discovery. Illicit connections from other public or private sources will be reported to the source and to the appropriate County or local health department for enforcement. A written explanation of all illicit connection investigations and their outcome was prepared and provided to the NJDEP. Illicit connections from private sources will be reported to the NJDEP. If the illicit connection poses an immediate threat, the NJDEP hotline will be contacted and separate written notification will be sent to the NJDEP.

SPPP Form 8 – Illicit Connection Records

Highway Agency Name: Gloucester County

NJPDES # : NJG 0141887

PI ID #: 228439

Team Member/Title: Vincent M. Voltaggio, P.E.

Effective Date of Permit Authorization (EDPA): May 1, 2004

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Prior to July 1, 2006

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? _____

Number of outfalls found to have a dry weather flow? _____

Number of outfalls found to have an illicit connection? _____

How many of the Highway Agency's own illicit connections were eliminated? _____

Of the Highway Agency's own illicit connections found, how many remain? _____

How many illicit connections found to emanate from another entity were reported to NJDEP? _____

July 1, 2006 – June 30, 2007

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? 171

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many of the Highway Agency's own illicit connections were eliminated? 0

Of the Highway Agency's own illicit connections found, how many remain? 0

How many illicit connections found to emanate from another entity were reported to NJDEP? 0

July 1, 2007 – June 30, 2008

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? _____

Number of outfalls found to have a dry weather flow? _____

Number of outfalls found to have an illicit connection? _____

How many of the Highway Agency's own illicit connections were eliminated? _____

Of the Highway Agency's own illicit connections found, how many remain? _____

How many illicit connections found to emanate from another entity were reported to NJDEP? _____

| |
|--|
| July 1, 2008 – June 30, 2009 |
| Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow. |
| Total number of inspections performed this year? _____ |
| Number of outfalls found to have a dry weather flow? _____ |
| Number of outfalls found to have an illicit connection? _____ |
| How many of the Highway Agency's own illicit connections were eliminated? _____ |
| Of the Highway Agency's own illicit connections found, how many remain? _____ |
| How many illicit connections found to emanate from another entity were reported to NJDEP? _____ |

SPPP Form 9 – Litter Pick Up Program

Highway Agency Name: Gloucester County

NJPDES # : NJG 0141887 PI ID #: 228439

Team Member/Title: Vincent M. Voltaggio, P.E.

Effective Date of Permit Authorization (EDPA): May 1, 2004

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Please describe your litter pick up program. Be sure to include the refuse collection schedule and detail how rest area, service area, and roadside clean ups will be implemented.

(NOTE: Attach a litter pick up log containing the following information: dates of roadside clean ups and estimates of the total amount of trash and debris collected.)

There are no rest areas, picnic areas, or other roadside areas or receptacles owned or maintained by the Gloucester County Highway Division. The County Highway Division does routinely inspect county roadway rights-of way for litter and debris during routine maintenance operations. The County Highway Division also responds to calls from residents or motorists concerning debris in the rights-of way. Highway Division trucks are dispatched to cleanup and remove litter and debris along county roadways.

The Gloucester County Improvement Authority maintains an Adopt-a Highway program providing bags for litter and the county picks up the bags for disposal. The County Improvement Authority also conducts cleanup days, using volunteer groups (scouts) and keeps track of the amount of waste cleaned up.

SPPP Form 10 – Regulatory Mechanisms

Highway Agency Name: Gloucester County
 NJPDES # : NJG 0141887 PI ID #: 228439
 Team Member/Title: Vincent M. Voltaggio, P.E.
 Effective Date of Permit Authorization (EDPA): May 1, 2004
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For each regulatory mechanism, give the date of adoption. If not yet adopted, explain the development status: There are no rest areas or service areas in the county highway system.

Pet Waste _____

(NOTE: If the Highway Agency is not developing a pet waste regulatory mechanism because the Agency does not operate any rest areas or service areas for the Agency facilities subject to this permit, provide that explanation above.)

Improper Disposal of Waste 8/23/2006

Wildlife Feeding c. 8/23/2006

Illicit Connections c. 8/23/2006

What is the nature of these regulatory mechanisms and how will they be enforced?

The County does not have enforcement capability and will therefore rely on state or local authorities. (See below)

If your position is that the Highway Agency has no legal authority to adopt and/or enforce a mechanism to regulate pet waste disposal or wildlife feeding by the general public on Highway Agency property, attach a statement from your attorney supporting this position.

The Gloucester County Highway Division has no legal authority to adopt or enforce a mechanism to regulate pet waste and other waste disposal or wildlife feeding by the general public on Highway Division property (roads). A statement supporting this position from the County Counsel will be attached. Illicit connections are controlled through the operation and maintenance of the highway system and the illicit connection elimination program that is conducted in conjunction with the highway system outfall mapping. If necessary, local municipal codes, ordinances and enforcement procedures will be utilized to enforce the elimination of any illicit connections.

SPPP Form 11 – Storm Drain Inlets (Retrofitting)

Highway Agency Name: [Gloucester County](#)

NJPDES # : NJG [0141887](#) PI ID #: [228439](#)

Team Member/Title: [Vincent M. Voltaggio, P.E.](#)

Effective Date of Permit Authorization (EDPA): [May 1, 2004](#)

Date of Completion: [May 1, 2005](#) Date of most recent update: [March 13, 2020](#)

What type of storm drain inlet design will generally be used for retrofitting?

| Repaving, repairing, reconstruction or alteration project name (attach additional pages as necessary) | Projected start date | Start date | Date of completion | # of storm drain inlets | # of storm drains with exemptions |
|---|----------------------|------------|--------------------|-------------------------|-----------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Are you claiming any alternate device exemptions or historic place exemptions for any of the above projects? Please explain.

[See attached list.](#)

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Highway Agency Name: Gloucester County

NJPDES # : NJG 0141887

PI ID #: 228439

Team Member/Title: Vincent M. Voltaggio, P.E.

Effective Date of Permit Authorization (EDPA): May 1, 2004

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Street Sweeping

Please describe the street sweeping schedule that you will maintain.

(NOTE: Attach a street sweeping log containing the following information: date and area swept, # of miles swept and the total amount of materials collected.)

The Gloucester County Highway Division has identified roads that require monthly street sweeping under the permit (commercial areas with speed limits less than 35mph with curbs and storm drains) and has implemented a monthly street sweeping program. Gloucester County also maintains its existing street sweeping schedule for other county roads.

Road Erosion Control Maintenance

Describe your Road Erosion Control Maintenance Program, including how you will perform inspections and frequency. A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.

(NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date)

Gloucester County utilizes existing highway department employees to identify existing roadside erosion and perform inspections. Erosion sites are repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. Maintenance personnel keep an inspection log including a list of repairs and the dates that the repairs were completed. The list is included in the Annual Report and Certification.

SPPP Form 13 – Stormwater Facility Maintenance

Highway Agency Name: Gloucester County

NJPDES # : NJG 0141887 PI ID #: 228439

Team Member/Title: Vincent M. Voltaggio, P.E.

Effective Date of Permit Authorization (EDPA): May 1, 2004

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Please describe your annual catch basin cleaning program and schedule. Attach additional pages as necessary.

The Gloucester County Highway Division inspects, and if necessary cleans, catch basins at least once per year in accordance with the permit standards. Catch basins found to be in disrepair are identified and maintenance is scheduled.

Material (debris) removed from catch basins is disposed in accordance with the NJDEP Division of Solid and Hazardous Waste standards. Material is hauled to the GCIA landfill for disposal. Solid wastes are tested in accordance with the landfill requirements.

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the Highway Agency. Attach additional pages as necessary.

(NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

The Gloucester County Highway Division developed and implemented a stormwater facility maintenance program that ensures proper operation of the highway division's stormwater facilities. The system has been mapped using GPS dataloggers. This include inlets, catch basins, pipes, swales, ponds and seperators. These facilities are regularly inspected and major repairs included in the capital program. Routine maintenance and repairs are performed by the Highway Division staff on a routine basis.

Further, the Highway Division is aware of stormwater facilities that require increased levels of maintenace in order to avoid blockages and flooding. These locations are more frequently inspected and maintained.

SPPP Form 14 - Roadside Vegetation Management

Highway Agency Name: Gloucester County

NJPDES # : NJG 0141887 PI ID #: 228439

Team Member/Title: Vincent M. Voltaggio, P.E.

Effective Date of Permit Authorization (EDPA): May 1, 2004

Date of Completion: May 1, 2005 Date of most recent update: March 13, 2020

Describe your roadside vegetation management program to limit the application of herbicides and mulch. Attach additional pages as necessary.

The Gloucester County Highway Division does not use herbicides and will not apply them outside the prescribed two-foot radius of any structure for which it is impractical to mow around. Should workers use herbicides, they will be trained in the NJPDES permit requirements and in proper application methods.

In addition, low maintenance plantings (wildflowers and other vegetation types) are used along county highways where mowing is difficult or impossible (steep slopes, naturally wet areas, highway shoulders etc.)

SPPP Form 15 - Outfall Pipe Stream Scouring Remediation

Highway Agency Name: Gloucester County

NJPDES # : NJG 0141887

PI ID #: 228439

Team Member/Title: Vincent M. Voltaggio, P.E.

Effective Date of Permit Authorization (EDPA): May 1, 2004

Date of Completion: May 1, 2005 Date of most recent update: March 13, 2020

Describe your stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control active, localized stream and stream bank scouring. Attach additional pages as necessary.

(NOTE: Attach a prioritized list of sites observed to have scouring, date of anticipated repair, method of repair and date of completion.)

The Gloucester County Highway Division, through the GCIA, has developed and implemented a stormwater outfall pipe stream scouring detection, remediation and maintenance program to control localized stream and stream bank scouring in the vicinity of the highway system outfall pipes. The initial inspection of stream scour was conducted with the outfall pipe mapping activities, and scour information was included in the GIS, following the protocol developed by the DVRPC. Priorities for repair of scour were established based on these initial inspections and a schedule developed for the repairs, including state and federal permits, when needed. Repairs that did not require state or federal permits were accomplished first. The design of repairs is in accordance with the Standards of Soil Erosion and Sediment Control in New Jersey.

SPPP Form 16 – De-icing Material Storage

Highway Agency Name: [Gloucester County](#)

NJPDES # : NJG [0141887](#)

PI ID #: [228439](#)

Team Member/Title: [Vincent M. Voltaggio, P.E.](#)

Effective Date of Permit Authorization (EDPA): [May 1, 2004](#)

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De-icing Material Storage

Describe how you currently store your highway agency's de-icing materials, and describe your inspection schedule. If your current storage practices do not meet the de-icing material storage SBR describe your construction schedule and your seasonal tarping interim measures. If you plan on sharing a storage structure, please include its location, as well as a complete list of all concerned public entities. If you store sand outdoors, describe how it meets the minimum standard.

[The Gloucester County Highway Division currently stores deicing materials in covered storage sheds at the county yard and at municipal yards where shared storage sheds were built by the County.](#)

SPPP Form 17 – Standard Operating Procedures

| Highway Agency Name: Gloucester County NJPDES # : NJG 0141887 PI ID #: 228439 Team Member/Title: Vincent M. Voltaggio, P.E. Effective Date of Permit Authorization (EDPA): May 1, 2004 Date of Completion: May 1, 2005 Date of most recent update: March 13, 2020 | | |
|---|------------------------------|-------------------------------------|
| BMP | Date SOP went into effect | Describe your inspection schedule |
| Fueling Operations (including the required practices listed in Attachment D of the permit) | July 1, 2005 | Inspections monthly |
| Vehicle Maintenance (including the required practices listed in Attachment D of the permit) | July 1, 2005 | Inspections monthly |
| Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit | July 1, 2005 | Inspections monthly |

SPPP Form 18 – Employee Training

Highway Agency Name: Gloucester County

NJPDES # : NJG 0141887

PI ID #: 228439

Team Member/Title: Barry Beckett

Effective Date of Permit Authorization (EDPA): May 1, 2004

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Describe your employee training program. For each required topic, list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

The Gloucester County Highway Division employee training is conducted in groups including those employees that are involved or affected by each of the permit compliance issues. The County proposes the following groupings and schedule for training.

(1) **Waste Disposal Control** - Training to be discussed inconjunction with Form 10- Regulatory Mechanisms.

(2) **Stormwater Facility Maintenance** - This training involves the stormwater permit requirements for county owned stormwater facilities and the maintenace yard. NJPDES permit compliance requirements including periodic inspections, record keeping and rehabilitation is addressed. The training covers catch basin cleaning, debris disposal, problematic portions of the stormwater system, and the maintenace yard operating procedures.

(3) **Outfalls** - This training involves outfall pipe mapping, illicit connection elimination, and outfall related stream scour. The training involves those employees involved with these portions of the NJPDES highway agency stormwater general permit compliance. The GIS, GPS and data acquisition requirements are discussed and include training for field evaluation of pipe, flow and stream bank conditions.

(4) **Roadsides and Repaving** - This training involves roadside vegetation management, roadside erosion and Adopt-A-Highway. The training involves those employees involved with roadside maintenance and repaving. The inlet requirements, inlet retrofitting requirements, and inlet labeling requirements are also addressed as part of this training.

(5) **New Construction and Redevelopment** - Stormwater requirements for design engineering including the new stormwater regulations, BMPs and the BMP maintenance requirements are discussed at this training session. Appropriate representative from the engineering, Highway Division, and the planning departments are in attendance.

In addition, the county conducts a 4 hour annual meeting for stormwater coordinators and other public works officials from the county and its municipalities to review the county wide deicing program, listen to safety presentations for winter operations, and to provide an update of the statewide MS4 management program, including permit compliance and reporting, inspections and other stormwater management changes.

Stormwater Pollution Prevention Plan

NJPDES Highway Agency Stormwater General Permit

Highway Agency Name: Gloucester County

NJPDES # : NJG 0141887 PI ID #: 228439

Team Member/Title: Vincent M. Voltaggio, P.E.

Effective Date of Permit Authorization (EDPA): May 1, 2004

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Signature _____ Date March 13, 2020

Print or Type Name and Title Vincent M. Voltaggio, P.E., Stormwater Program Coordinator