



# Basic Industrial Stormwater General Permit Guidance Document – Marina Edition

NJPDES General Permit No NJ0088315

June 1, 2007



New Jersey Department of Environmental Protection  
Division of Water Quality  
**Bureau of Nonpoint Pollution Control**

State of New Jersey  
New Jersey Department of Environmental Protection  
Bureau of Nonpoint Pollution Control  
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Basic Industrial Stormwater General Permit  
Guidance Document – Marina Edition  
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## Acknowledgements

**Barry Chalofsky, P.P., Chief**

Bureau of Nonpoint Pollution Control  
Division of Water Quality

**General Permitting Unit – Basic Industrial Stormwater General Permit  
Guidance Document– Marina Edition**

The following members of the Bureau of Nonpoint Pollution Control, over the last 12 months, developed the Basic Industrial Stormwater General Permit Guidance Document – Marina Edition to assist marinas in complying with the Basic Industrial Stormwater General Permit:

Tara Wood, Team Leader  
Bruce Friedman, Supervisor  
John Gray  
Mathew Klewin

Kimberly Maxwell  
Tosin Sekoni  
Raj Shah  
JulieAnn Zoleta

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# Overview of the Basic Industrial Stormwater General Permit

In 1990, the Environmental Protection Agency (EPA) published regulations, known as the Phase I rules, that required the issuance of permits for stormwater discharges associated with certain industrial activities, such as marinas. Any marina engaging in vehicle (boat) maintenance activities such as vehicle rehabilitation, mechanical repairs, painting, fueling, and lubrication or equipment cleaning operations was required to apply for a permit. In response to these rules, New Jersey Department of Environmental Protection (Department) issued the Basic Industrial Stormwater General Permit (NJ0088315) for facilities that can eliminate the exposure of industrial source materials to stormwater that is discharged to the surface and/or ground waters of the State.

The Basic Industrial Stormwater General Permit (General Permit) emphasizes pollution prevention techniques and source control rather than "end-of-pipe" treatment. Marinas authorized under the General Permit must prepare and implement a Stormwater Pollution Prevention Plan (SPPP). In general, the SPPP calls for removing pollutants from contact with stormwater. This may be achieved in a variety of ways such as covering with a roof or tarp, moving source materials inside, or simple housekeeping procedures. These plans stress the development of reasonable and cost effective Best Management Practices (BMPs) that eliminate the contact between source materials and stormwater, preventing pollution and saving industry by reducing inventory and material losses.

The SPPP is a written document that describes how your marina will eliminate exposure through the implementation of specific BMPs and also provides a place for record keeping. This guidance document is provided to all permittees to assist in the development of their SPPP. Recommended BMPs and SPPP forms are provided in subsequent chapters of this guidance document. Blank copies of the SPPP forms can be found on the Basic Industrial Stormwater general Permit webpage at [www.state.nj.us/dep/dwq/5g2.htm](http://www.state.nj.us/dep/dwq/5g2.htm).

All marinas are required to have their SPPP prepared within six (6) months from the effective date of their permit authorization (EDPA) as indicated on your Authorization to Discharge page, and implemented within eighteen (18) months from EDPA. Existing permittees that are being reauthorized under the General Permit during the June 2007 automatic renewal are required to update their existing SPPP on or before October 1, 2007 to include any additional permit requirements. Some of the additional permit requirements include annual employee training for appropriate employees on stormwater pollution prevention, the inclusion of roof drainage flow in SPPP map, and the establishment of a schedule of compliance for marinas to properly manage any existing unpermitted equipment and vehicle wash wastewater.

The Department has met with representatives from the NJ Marine Trades Association, NJ Marine Sciences Consortium, and marina owners to discuss this change to the General Permit and how it could be effectively implemented at marinas. The guidance that follows is a result of this advisory committee. If, after reviewing this document, you still have questions regarding your permit or permit conditions please contact the Bureau of Nonpoint Pollution Control at (609) 633 – 7021.

## Recommended Best Management Practices

The Best Management Practices (BMPs) recommended in this guidance document are meant to aid marina owners and patrons in achieving environmental compliance and to preserve water quality. Marinas can use these recommended BMPs when developing their Stormwater Pollution Prevention Plan (SPPP) or may decide to implement other BMPs. You may even have some BMPs already in place at the marina that are successful in keeping source materials from coming into contact with stormwater. Marinas need to consider all potential pollution sources when choosing which BMP(s) will be the best for them.

In addition to the BMPs included in this guidance, the Department also provides assistance to marinas through the Clean Marina Program. The New Jersey Clean Marina Program is a voluntary education program that provides information, guidance, and technical assistance to marina operators, local government, and recreational boaters regarding the most effective practices to protect water quality and coastal resources. Facilities that meet the requirements of the Program are recognized as “Clean Marinas.” For more information please contact the Department’s Coastal Management Office at 609-633-2201.



The following BMPs are provided to assist your marina in developing your SPPP. Please keep in mind that these are only a handful of the many BMP options that may be available to your marina.

### Boater/Employee Education



The environmental choices that marina owners, employees and your customers make can affect water quality and the appearance of your facility. Boaters who are educated about environmentally sound practices and have access to convenient environmental services are more likely to develop clean boating habits.

There is no definitive method for educating boaters. However, the more information you post and the more you talk about it, the greater the likelihood that your customers will support and aid your efforts to operate a clean marina. Changing behavior through education depends on getting a message out in more ways than one. Marina environmental policies and practices help to set standards for tenants, visitors, contractors, and staff for acceptable environmental practices at the facility.

Signs at your marina can make the environmental message even clearer:

### No Fish Scraps

Please do not discard fish scraps within the marina basin.

- Use our fish cleaning station.
- Bag the scraps and dispose in dumpster or at home.
- Freeze and reuse as chum or bait.

### THINK BEFORE YOU THROW AWAY

The following items may not be placed in this dumpster:

Oil  
 Antifreeze  
 Paint or varnish  
 Solvents  
 Pesticides  
 Lead batteries  
 Transmission fluid  
 Distress flares  
 Loose polystyrene peanuts  
 Hazardous wastes

- Use pamphlets and signage to educate boaters about all aspects of boating and marina use.
- Provide containers for the recycling of appropriate materials such as glass, aluminum and plastic.
- Provide information to boaters on collection and recycling programs for oil and oil absorbing pads.
- Label storm drain inlets.
- Incorporate language into slip rental agreements that requires tenants to:
  - use specific areas and techniques when conducting boat maintenance.
  - dispose of hazardous material in the proper containment facilities.
  - use fuel/air separators and oil absorption materials.
  - rinse boats in their slips with clean water only.

### Good Housekeeping/Preventative Maintenance

In general, good housekeeping focuses on keeping your marina clean and handling materials and wastes in a manner that minimizes potential pollutant runoff. Many good housekeeping practices, such as those listed below, have been developed to reduce or eliminate runoff of pollutants. The runoff from parking areas, buildings, repair yards, and access roads can carry nutrients, metals, suspended solids, hydrocarbons and other potential pollutants into nearby waterbodies. Your preventative measures can greatly contribute to lowering the impact that chemicals and products used during maintenance, cleaning, and repairing activities have on the bay, river, or lake where your marina is located.

- Properly store, transfer, contain, and dispose of liquid materials used in boat maintenance and recycle those materials whenever possible.
- Minimize the use of potentially harmful hull cleaners and bottom paints.
- Immediately and properly dispose of any solid and/or hazardous wastes produced in operating, cleaning, maintaining and repairing boats.
- Have separate containers for the disposal of liquid materials.

- Maintain a spill prevention and recovery plan.
- Have adequate spill response equipment for hazardous material.
- Remove contaminated materials from bilges before and after repairs that open the hull.
- Inspect and clean out sediment traps on a regularly scheduled basis.
- Post signs indicating disposal area locations and procedures.
- Capture and treat stormwater onsite.
- Instruct employees, customers, and sub-contractors as to proper procedures for maintenance, repair, cleaning, and painting operations.
- Use devices such as hay bales, silt fences, storm drain filters, sediment traps, and earth dikes to prevent sediments from leaving construction areas.
- Plant or maintain existing vegetated buffers between your upland property and the water's edge.

## **Fueling and Oil**

A gallon of fuel can contaminate over a million gallons of water. Needless to say, fuel spills are very damaging to the marine environment. Gasoline in or on the water is not only toxic to marine life but also contains benzene, which can cause cancer, and oil contains zinc, sulfur, and phosphorous. The metals found in waste oil can be consumed or processed by animals and plant-life, posing serious health risks to humans by contaminating the food chain. Once petroleum is introduced into the water, it may linger on the surface, evaporate into the air, become suspended in the water column, or settle to the water's bottom, harming benthic organisms.



- Construct a roof over the fuel area.
- Store petroleum absorbent pads at fueling points; during fueling operations, use pads to catch drops and minor spills.
- Do not “top off” fuel tanks when filling.
- Use automatic shut-off nozzles.
- Design and locate marina fueling stations to effectively contain accidental spills.
- Place containment berms around fixed pieces of machinery within the facility that use oil and gas.
- Add an absorbent pad to the bilge before changing the oil filter.
- Regularly inspect, maintain, and replace fuel hoses, pipes and tanks.

## **Fish Cleaning/Wastes**

Disposal of fish waste into marina waters should be prohibited by your marina and especially in area where tidal flushing is limited. Marinas with large numbers of sport fishermen, without proper fish cleaning stations, are likely to have a concentrated amount of fish waste. These wastes cause oxygen depletion and elevated bacteria levels resulting in impaired water quality.

Marinas should promote sound fish waste management through a combination of fish-cleaning restrictions, public education, and proper disposal of fish waste. Particular areas can be set aside or designated for the cleaning of fish, and receptacles can be provided for the waste. Boaters and fishermen should be advised to use only these areas for fish cleaning, and the waste collected in the receptacles should be disposed of properly. Marinas can issue rules regarding the cleaning of fish at the marina, depending on the type of services offered by the marina and its clientele.

Marinas not equipped to handle fish wastes may prohibit the cleaning of fish at the marina; those hosting fishing competitions or having a large fishing clientele should establish fish-cleaning areas with specific rules for their use and should establish penalties for violation of the rules.

Boaters should be educated about the problems created by discarding their fish waste into marina waters, proper disposal practices, and the ecological advantages of cleaning their fish at sea and discarding the wastes into the water where the fish were caught. Signs posted on the docks (especially where fish cleaning has typically been done) and talks with boaters during the course of other marina operations can help to educate boaters about marina rules governing fish waste and its proper disposal.

- Establish fish-cleaning areas.
- Properly manage fish wastes.
- Issue rules governing the conduct and location of proper fish-cleaning practices.

## **Boat Maintenance**

Hull, deck and engine maintenance and repair are important services offered by most full service marinas and are necessary for a vessel to function properly. Nevertheless, even routine services can generate hazardous and/or toxic wastes. For example, paint chips and dust generated during vessel sanding may contain heavy metals such as aluminum, iron, lead, nickel, zinc, cadmium, copper, tin and chromium. These and other heavy metals are known to accumulate in benthic sediments.



Antifouling bottom paints are frequently used in coastal areas to protect hulls from barnacles and other organisms that can affect vessel function and performance. Copper-based antifouling paints slowly release a pesticide that can affect non-targeted organisms, and can leach into surface and groundwater if not properly managed.

- Perform maintenance work inside buildings and on impervious surfaces whenever possible.
- Perform maintenance over tarps or spill absorbent pads.
- Provide and clearly mark with signage the designated work areas for boat repairs and maintenance.
- Perform engine and stern drive unit repair out of water.
- Do not wash engine parts over bare ground or water, use an aqueous or solvent based part washing system that reuses washing fluids.
- Conduct hull and deck sanding and painting in a building with proper ventilation, filters and air permits.

## Above Ground Storage Tanks (ASTs)

Aboveground Storage Tanks (ASTs) at marinas are commonly used to store oil and gasoline. Spills and releases of chemicals from an AST can contaminate soils or accumulate on impervious surfaces and possibly be transported by stormwater runoff, degrading surface and/or ground water quality. The common causes of spills and releases are: external corrosion, structural failure, installation problems, spills due to product transfer and overfilling, equipment (tanks and pumps) leaks, ancillary valves and piping leaks (flanges, hoses, and couplings).



This AST should be on an impervious pad and within secondary containment.

- Keep an accurate, up-to-date inventory of the materials delivered and stored on-site.
- Develop an operations plan that describes procedures for loading and/or unloading.
- Berm or surround tank or container with secondary containment systems, including liners, vaults, or double walled tanks.
- Provide barriers such as posts or guardrails, where tanks are exposed, to prevent collision damage with vehicles.
- Place drip pans or absorbent materials beneath all mounted container taps, and at all potential drip and spill locations during filling and unloading of containers. Any collected liquids or soiled absorbent materials should be reused/recycled or properly disposed.
- Conduct routine inspections and check for external corrosion of material containers. Also check for structural failure, spills and overfills due to operator error, failure of piping system.

## Annual Employee Training

Your marina is **required** to establish an annual employee training program to educate your employees about stormwater management, potential sources of contaminants at your marina and pollution prevention. Employee training programs should provide all personnel with a thorough understanding of their SPPP, including BMPs, processes and materials they are working with, safety hazards, practices for preventing discharges, and procedures for responding quickly and properly to spills and releases. Training is important because one mistake or misunderstanding has the potential to result in the discharge of pollutants into our ecosystem.

- Conduct an annual stormwater management and BMP educational training for appropriate topics for appropriate employees.
- Complete “classroom” training before moving on to any fieldwork.
- Present materials in several different ways, such as handouts and/or verbal. Handouts can be a good way for staff to follow along during the training.
- Make employees aware of BMP monitoring and spill reporting procedures.
- Regularly review your BMP strategies and discuss with employees the effectiveness of the program.

## Boat Bottom Washing

The Department is aware that many marinas authorized under this General Permit currently engage in some type of boat bottom washing activities (including, but not limited to, power washing) and that many of these activities produce discharges of wastewater to the surface and/or ground waters of the State. Unless such discharges are authorized by a separate New Jersey Discharge Elimination System (NJPDES) discharge permit, such discharges are in violation of both the Water Pollution Control Act (N.J.S.A. 58:10A-6) and the NJPDES rules (N.J.A.C. 7:14A).

To help marinas authorized under the General Permit come into compliance with federal and State regulations and to allow the marinas with such discharges to continue to operate (while working towards the proper management of the wastewater discharge), the Department has temporarily authorized existing discharges of wastewater from boat bottom washing. On June 1, 2009, the temporary authorization to discharge boat bottom wash water will expire and marinas must have implemented a mechanism to properly manage their wastewater discharge. Marinas must eliminate the unpermitted discharge of equipment and vehicle wash wastewater, including rinse water with or without detergents, by either installing a vehicle wash wastewater reclaim system, capturing and hauling the wastewater for proper disposal, connecting to sanitary sewer (where applicable and approved by local authorities), ceasing the activity, and/or applying for and obtaining a separate NJPDES permit.

### Install a Vehicle Wash Reclaim System

Numerous systems are commercially available that recycle and treat wash wastewater for reuse, which can be sized for a wide range of flows. A wash water reclaim system usually includes a sump, or some other mechanism to collect the water, a treatment system using one or more treatment technologies to remove contaminants, and a tank to store the treated water that is then reused. The Department has found that these systems offer many advantages including flexibility of design, relatively low initial capital costs, low operational costs, low disposal costs (when compared to discharges to sanitary sewer), significant reduction in water usage and no requirement for a NJPDES discharge permit, since there is no discharge to surface or ground water. Below is a list of some treatment technologies that may be used individually or in combination as part of a wash reclaim system:

Technology	How it works
Electrocoagulation	As wastewater travels through a series of cells, an electrical current is applied to the stream providing an electromotive force that allows certain compounds to approach a more stable state. Typically, the more stable state for an element or compound results in a solid form that is removed by settling or filtration. The pollutant removal efficiency of electrocoagulation systems can be maintained throughout a range of influent pollutant concentrations. This process effectively removes emulsified oils and hydrocarbons, suspended solids, and heavy metals.
Filtration	Filters can mechanically separate various components of a waste stream. Filter selection is an important part of a marina's assessment of this technology. The different filter media used by various manufacturers are designed to remove a wide range of pollutants, but certain media are only appropriate for particular compounds. For instance, activated carbon filter media are efficient at removing sediment and volatile organic compounds, not necessarily inorganic compounds like metals. Typical maintenance of these systems is the replacement of filter cartridges after periods of use.
Chemical Treatment	Certain chemicals may be added to a waste stream to remove particular pollutants of concern. Various chemicals achieve pollutant removal through a number of chemical or mechanical processes. Examples include pH adjustment to neutralize wastewater, pH adjustment to facilitate the precipitation of metals or the addition of flocculants to improve settling of solids. The quantity of chemicals fed into the treatment process may change depending on the strength of pollutants entering the treatment system. Chemical treatment is generally effective; however, it can be cost prohibitive and require properly trained operators.

Settling	Settling is the process by which particulates, aided by gravity, settle to the bottom of a liquid and form sediment. The settling efficiency is dependent on the particle properties and the time given to the wastewater volume to remain at a low flow. Some pollutants, such as metals, may be chemically trapped in solution and the act of settling will not reduce the concentration of these pollutants.
Biological Treatment	Biological treatment utilizes bacteria that feed on organic materials, reducing pollutant load, specifically nutrients, biochemical oxygen demanding (BOD) substances, and oil and grease. Biological treatment is generally used to treat sanitary waste streams and require a constant source of organic matter and therefore may not be suitable for treatment of wash wastewater.

Note: The construction of any of the above systems, and accompanying wash pads, may require a Coastal Area Facility Review Act (CAFRA) Permit from the Department's Land Use Regulation Program (see Important Names, Addresses and Contacts).

### **Capture and Haul Wastewater for Proper Disposal**

Marinas may construct or use an existing impervious area with berms or other methods to facilitate the collection of wash water and then have the wash water hauled for proper disposal. The wash water would need to be characterized and based on that characterization may be accepted at a sewage treatment plant or may need to be disposed of as a hazardous waste.

### **Connect to Sanitary Sewer**

It may be acceptable in some areas to connect to and discharge the wash water directly to a sanitary sewer (where applicable). However, your marina will need approval from the local sewerage authority prior to connection. A sewerage authority may require characterization of the wash water prior to discharging and based on that characterization may require pretreatment of the wash water. In addition, the sewerage authority may require that the wash water meet pretreatment standards and require regular monitoring of the discharge to ensure the discharge meets these standards. Lastly, most sewerage authorities will require a connection fee and will charge a monthly sewerage fee.

### **Cease the Activity**

Your marina may find ceasing the discharge of wash water to be the easiest and most cost effective option depending on the amount of boats you wash and money this activity brings to the marina. Depending on your marina, and if you wash only a few boats, it may be more cost efficient to simply eliminate that service rather than to spend money on a treatment system. How much business would your marina lose if this service were discontinued? If your marina does not discharge wash wastewater to the surface and/or ground waters of the State, it is not in violation of State or federal regulations.

### **Apply For and Obtain a Separate NJPDES Permit**

A marina always has the option to apply for a separate NJPDES permit that will specifically authorize the wash water discharge. NJPDES permits limit the mass and/or concentration of pollutants discharged to surface or ground water of the State. Discharges must meet effluent limitations set in the permit designed to protect surface and ground water quality. In order to meet the effluent limitation in the NJPDES permit a marina would need to design and build a treatment unit. Permit holders are required to monitor the discharges, likely on a monthly basis, and submit discharge monitoring reports (DMRs). Marinas that exceed their permitted discharge limits and/or fail to submit the DMR are subject to significant mandatory penalties. In addition, NJPDES permits have an annual fee based on pollutant load. The minimum fee during fiscal year 2006 for an individual DSW permit was \$4,200.

**Rinsing of Boats by Boat Owners:** Please note that boat owners may rinse their boats in their slips. The Department would prefer that boaters avoid using detergents. However, if the boater must use a cleaning product it should be non-toxic and biodegradable, and should not cause foaming in the water. Marina owners should educate their boaters of this policy and include language in the slip rental agreement regarding this issue.

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# SPPP Form 1

## Stormwater Pollution Prevention Team Members

### Purpose

The Stormwater Pollution Prevention Team responsible for overseeing the implementation of the various permit requirements. Individuals who participate on this team should be selected for their knowledge in the subject area or as a result of their current responsibilities at your marina. Due to the wide range of tasks that may be required, this team should include a variety of personnel, such as the marina owner or manager, maintenance yard supervisor and administrative staff.

One person needs to be named the Facility Contact. This individual will be the primary contact for the Department and may be contacted when the Department schedules an inspection. It is recommended that the team meet on a regular basis to coordinate activities, discuss permit compliance issues, and update the SPPP.

### How do I fill out this form?

On the top of each Stormwater Pollution Prevention Plan (SPPP) Form is a “Facility Information” section. This section should be completed in the same manner for each SPPP form.

**Facility Name:** This is the name of your marina, as provided on your Request For Authorization and listed on your Authorization to Discharge page.

**County:** Please indicate in which county your marina is located.

**NJPDES #:** This is the permit number assigned to your marina by the Department. Your general permit authorization number can be found on your Authorization to Discharge page, and begins with “NJG.”

**PI ID #:** This is your Program Interest Identification number, as assigned by the Department. This number is also listed on your Authorization to Discharge page.

**Team Member/Title:** Please provide the name and title of the Stormwater Pollution Prevention Team member who is completing the form.

**Effective Date of Permit Authorization (EDPA):** This is the date that your permit became effective. This date can be found on your Authorization to Discharge page.

**Date of Completion:** Please list the date your SPP Team member completed the form.

**Date of Most Recent Update:** Each time your marina operations change or the SPP Team members change, you must update your SPPP. Please provide the date of the most recent update here.

### Stormwater Pollution Prevention Team

The bottom portion of this form is where you list each member of your SPP Team and identify their individual responsibilities on the team. The first space is for your Facility Contact and the rest of the form is for the other team members. For each person listed, please provide their Name, Title, Office Phone number, Emergency Phone number and their specific responsibilities on the SPP Team.

**Note:** Blank copies of all SPPP forms can be found on the Basic Industrial Stormwater general Permit webpage at [www.state.nj.us/dep/dwq/5g2.htm](http://www.state.nj.us/dep/dwq/5g2.htm).

## Example SPPP Form 1 – Stormwater Pollution Prevention Team

Facility Information	Facility Name: <i>Grasmere Marina</i>	County: <i>Ocean</i>
	NJPDES # : <i>NJG0121325</i>	PI ID #: <i>113080</i>
	Team Member/Title: <i>Les Williamsen / Owner</i>	
	Effective Date of Permit Authorization (EDPA): <i>5/01/03</i>	
	Date of Completion: <i>10/17/03</i>	Date of most recent update: <i>10/01/07</i>
<b>Number of team members may vary.</b>		
<p>Facility Contact: <i>Les Williamsen</i>                  Title: <i>Owner</i>                  Office Phone #: <i>609-555-1212</i>                  Emergency Phone #: <i>856-229-0114</i>                  Responsibilities: <i>Responsible for overseeing operating budget, approving marina upgrades and expenditures, including those required for stormwater improvements. Authorized to sign stormwater permit certifications.</i></p>		
<p>Member: <i>Pete Reimer</i>                  Title: <i>General Manager</i>                  Office Phone #: <i>609-555-1213</i>                  Emergency Phone #: <i>609-555-4481</i>                  Responsibilities: <i>Oversee marina operations, environmental compliance, employees, and employee training. Develop and maintain SPPP. Conduct facility inspections.</i></p>		
<p>Member: <i>Michael Jones</i>                  Title: <i>Maintenance Supervisor</i>                  Office Phone #: <i>609-555-1221</i>                  Emergency Phone #: <i>609-555-2338</i>                  Responsibilities: <i>Supervise and oversee maintenance staff and maintenance operations. Responsible for over-all housekeeping, fueling operations, and vessel winterizing and storage. Develop and ensure implementation of all BMPs associated with good housekeeping, fueling, and waste material storage.</i></p>		
<p>Member: <i>Butch Davies</i>                  Title: <i>Marine Technician, Supervisor</i>                  Office Phone #: <i>609-555-1229</i>                  Emergency Phone #: <i>609-555-2339</i>                  Responsibilities: <i>Supervise all mechanics, boat repairs, parts and part storage, and new and used materials (oil, anti-freeze, batteries, etc.). Develop and ensure implementation of all BMPs associated with boat maintenance and repair operations.</i></p>		

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## SPPP Form 2

### Inventory Requirements

#### Purpose

Your marina must develop an inventory of all industrial activities, source materials and non-stormwater discharges that exist at the marina. It is important to be as thorough as possible when developing your inventory because this information will be useful to you when developing other portions of your SPPP. You may want to refer to your “Right-to-Know” inventory to assist you in writing part of this inventory.

The discharge of process wastewater, non-contact cooling water and/or domestic sewage is not authorized by the Basic Industrial Stormwater General Permit and may require a separate NJPDES/DSW or NJPDES/DGW permit. If your marina has a non-stormwater discharge, you should stop the discharge or apply for the appropriate permit. More information on the requirements for these types of discharges can be obtained from the Bureau of Point Source Permitting at 609-633-3869, or from the Bureau of Nonpoint Pollution Control’s Individual Ground Water Permitting Unit at 609-292-0407.

#### How do I fill out this form?

The first section of this form should be used to provide a detailed description of all industrial activities that are conducted at your marina. Industrial activity includes, but is not limited to, manufacturing, processing, disposing, storing, loading and unloading, transporting or conveying any raw material, intermediate product, final product, by-product, waste product or equipment. This also includes the treatment of a by-product or waste product and/or the maintenance of equipment associated with the regulated activity.

The second section of this form should be used to describe all source materials that are used, stored and/or handled at your marina that are directly or indirectly related to your industrial activities. Source materials may include, but are not limited to waste materials, industrial machinery, fuels, lubricants, solvents, and detergents.

The last section of this form should be used to list all non-stormwater discharges that are generated at your marina and are discharged through separate storm sewers to surface waters, or to ground water. Examples of non-stormwater discharges may include domestic sewage, non-contact cooling water, and/or process wastewater (including boat bottom wash wastewater \*, leachate and contact cooling water). For all non-stormwater discharges listed, please provide any final or draft NJPDES permit, pending NJPDES permit application, or pending requests for authorization under another NJPDES permit (including the NJPDES permit number where available), and identify the location of each discharge.

\* Note: The Basic Industrial Stormwater Permit authorizes the temporary discharge of boat bottom wash wastewater until May 31, 2009. For complete details, please see Part I, Section E of the permit.

## Example SPPP Form 2 – Inventory Requirements

<b>Facility Information</b>	Facility Name: <i>Grasmere Marina</i> NJPDES # : <i>NJG0121325</i> Team Member/Title: <i>Michael Jones / Maintenance Supervisor</i> Effective Date of Permit Authorization (EDPA): <i>6/01/2007</i> Date of Completion: <i>6/14/2007</i>	County: <i>Ocean</i> PI ID #: <i>113080</i> Date of most recent update: <i>6/14/2007</i>
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**Inventory of all industrial activities, source materials and non-stormwater discharges. Attach additional pages as necessary.**

Please provide a detailed description of all industrial activities conducted at the facility:  
*Grasmere Marina is a full service marina with over one hundred slips, haul and launch facilities, and dockside fueling (gas and diesel). Indoor service department provides mechanical service on inboards, inboard/outboards, outboard engines, lower unit and stern drive repair, gel coat and fiberglass specialists, riggers, and marine electrical. Routine maintenance including oil changes and tune-ups and winterizing including hauling, pressure washing, cleaning, painting, shrink-wrap services and vessel storage.*

**Describe all source materials used, stored, or otherwise located at the facility:**

Material	Use	Storage	Handling
Waste Oil and Anti-freeze	Store for proper disposal	55-gal drums outside maintenance building	Delivered by truck, unloaded by forklift
Used Batteries	Hold for recycling	Outside maintenance building	Hand truck
Fuel	Marina and customer use	2 above ground storage tanks with secondary containment	Bulk delivery by outside contracted company
Lumber	Dock and deck repair	Uncovered outside of maintenance building	Manually
Used and spare parts and engines	Boat and engine maintenance	Behind service building and in yard	

**List all non-stormwater discharges generated at the facility and any appropriate permit authorizing such discharges.**

Type of Discharge	NJPDES # or other permit # (if applicable)	Discharge Location
Boat Bottom Wash Wastewater	none	Wash water is discharged from collection sump into <i>Garage Bay</i>

## SPPP Form 3

### Developing a Site Map

#### Purpose

Your marina site map provides you with an overall idea of how stormwater flows on your property and must include, at minimum, all of the applicable features listed below. Locating these features on your map will help you assess where potential stormwater pollutants are located on your site, where they mix with stormwater and where stormwater leaves your site. This information is essential in identifying the best opportunities for stormwater pollution prevention or control. This form is designed to help you develop an appropriate and useful site map.

#### How do I fill out this form?

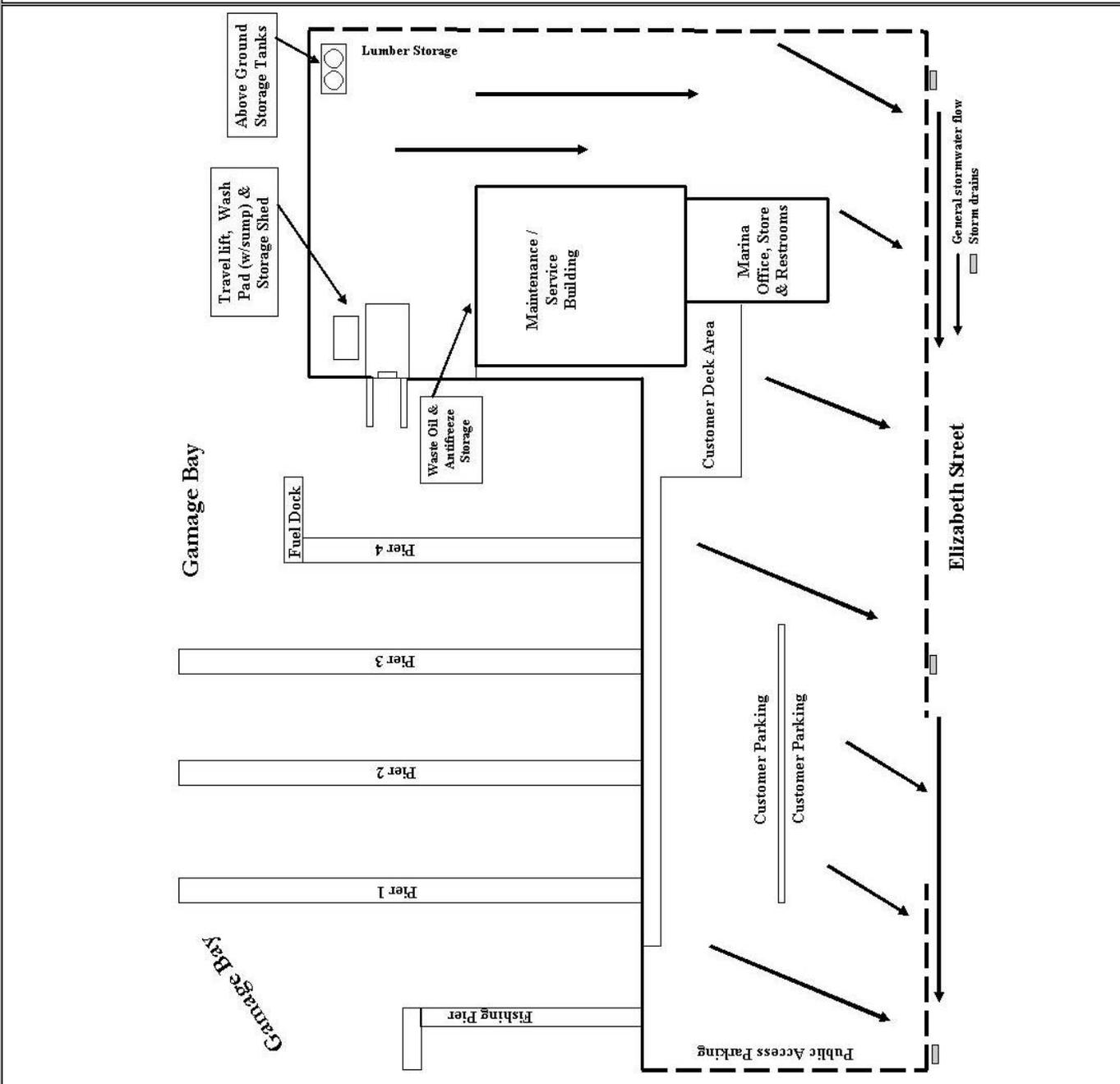
Use the space provided on this form to develop a map of your site. If the space provided is not adequate, you may attach a separate page. Existing engineered drawings should be used if available, but hand drawn maps are acceptable if all features are clearly indicated and labeled. The map should be drawn to scale and must include the following (if applicable):

- The location(s) of existing buildings and other permanent structures.
- All paved areas, including roads and access areas.
- Stormwater flow including, drainage patterns, stormwater conveyances [e.g., storm sewers, surface drainage (sheet flow), rooftop drainage, swales and ditches], and the location of all stormwater discharge structures.
- The location(s), if any, where sanitary sewage, non-contact cooling water, or process waste water (other than stormwater) generated by the marina enters storm sewers that discharge to the surface and/or ground waters of the State.
- All locations where source materials are used, stored, or otherwise located at the marina and where all industrial activities occur at the marina, including, but not limited to, the following:
  - Outdoor handling, treatment, storage, or disposal activities;
  - Loading and unloading areas;
  - Outdoor manufacturing, processing, or cleaning activities; and other activities that disturb the land surface (except for construction activities authorized under NJPDES Permit No. NJ0088323);
  - Significant dust or particulate generating processes;
  - Hazardous waste storage or disposal facilities;
  - On-site waste management, storage and disposal practices, including wastes not associated with or derived from on-site industrial activities.

# Example SPPP Form 3 – Developing a Site Map

Facility Information	Facility Name: <i>Grasmere Marina</i>	County: <i>Ocean</i>
	NJPDES #: <i>NJG0121325</i>	PI ID #: <i>113080</i>
	Team Member/Title: <i>Pete Reimer / General Manager</i>	
	Effective Date of Permit Authorization (EDPA): <i>5/01/03</i>	
	Date of Completion: <i>10/17/03</i>	Date of most recent update: <i>10/01/07</i>

**Attach a map (preferably drawn to scale) of your site. Existing engineered drawings should be used if available. Hand drawn maps are acceptable if all features are clearly indicated and labeled.**



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# SPPP Form 4

## Initial Facility Assessment

### Purpose

Performing an Initial Facility Assessment allows you to evaluate how stormwater is currently handled at your marina, and which Best Management Practices (BMPs), if any, are presently being used. This will help to identify areas where your marina needs improvement to meet the conditions of the permit. Remember that the purpose of a BMP is to reduce or eliminate the introduction of pollutants into your local receiving water body(ies).

### How do I fill out this form?

The first section of this form should be used to describe the location and method of material handling and transport. This includes any loading and unloading activities that occur at the marina, as well as the shipping and receiving of materials, waste management, material stockpiles, liquid storage tanks, liquid transfer, and loading and unloading bays.

The second section of this form should be used to describe any existing BMPs (structural and/or non-structural) that are currently being implemented at your marina to minimize or reduce the contact of source materials and/or industrial activities with stormwater. Examples of structural BMPs include retention/detention ponds; flow diversion structures (including berms, ditches and culverts); vegetative swales; porous pavement; sediment traps and any soil stabilization or erosion control practices. Examples of non-structural BMPs include a schedule of activities; standard operating procedures (SOPs); maintenance procedures and preventative maintenance (including sweeping, good housekeeping practices, and spill prevention and response); visual inspections; and employee training.

The third section of this form should be used to describe any existing BMPs currently used to divert stormwater to specific areas on or off-site. Examples may include collecting stormwater and diverting it to containment areas or holding tanks for treatment (onsite or off-site) or discharged to sanitary or combined sewers (where applicable and approved by local authorities).

The last section of this form should be used to describe any stormwater treatment(s) at your marina, including manufactured treatment devices. A manufactured treatment device is a prefabricated stormwater treatment structure utilizing settling, filtration, absorptive/adsorptive materials, vortex separation, oil/water separators and other appropriate technology to remove pollutants from stormwater runoff.

## Example SPPP Form 4 – Initial Facility Assessment

Facility Information	Facility Name: <i>Grasmere Marina</i>	County: <i>Ocean</i>
	NJPDES # : <i>NJG0121325</i>	PI ID #: <i>113080</i>
	Team Member/Title: <i>Pete Reimer / General Manager</i>	
	Effective Date of Permit Authorization (EDPA): <i>5/01/03</i>	
	Date of Completion: <i>10/17/03</i>	Date of most recent update: <i>10/01/07</i>

**Please describe how source materials are managed at the facility that come into contact, or have the potential to come into contact, with stormwater (including, but not limited to, handling, transport, treatment, storage, and disposal). Attach additional pages as necessary.**

Location and method of material handling and transport (including loading and unloading):  
 The initial facility assessment has identified a number of areas and handling practices that do not meet the "no exposure" requirement of the stormwater general permit. The marina currently stores pressure treated lumber and wood, used batteries, 55 gallon drums of waste oil and antifreeze, and various used boat parts, engines, and lower units outside and exposed to stormwater. Our fish cleaning station discharges fish waste directly into *Gamage Bay*. Stormwater accumulated in above ground fuel tank secondary containment is routinely discharged into *Gamage Bay* without any prior inspection. Fuel is delivered by outside fuel delivery company without blocking off storm drains or having trained marina staff present. No spill kits, clean up materials or absorbent booms available in maintenance building, above ground storage tanks or fuel dock.  
**(Updated 6/7/07)** Boat bottom pressure washing wastewater is discharged directly into *Gamage Bay* without a proper permit.

**Any existing Best Management Practices (structural and non-structural) used to minimize or reduce contact of source materials and/or industrial activity with stormwater:**  
 Most boat maintenance performed indoors;  
 Secondary containment around above ground storage tanks;  
 Boat wash pad swept after pressure washing;  
 Filter fabric installed over sump to capture paint chips and large debris from boat bottom pressure washing.

**Any existing Best Management Practices used to divert stormwater to specific areas on or off-site, including diversion to containment areas, holding tanks, treatment facilities, or sanitary or combined sewers:**  
 Marina is generally graded from bulkhead to street. Stormwater flows to municipal separate storm sewers which discharge to *Gamage Bay*.

**Any stormwater treatment(s):** *None*

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# SPPP Form 5

## Best Management Practices

### Purpose

During the initial facility assessment, you needed to take a broad look at your marina operations and identified any source materials and/or industrial activities you found. Once you have identified and assessed potential and existing sources of stormwater pollution at your marina, the next step is to take corrective action and select the appropriate Best Management Practices (BMPs) that will eliminate these pollutant sources. BMPs include, but are not limited to, structural and non structural controls, and operation and maintenance procedures which can be applied before, during, and after pollution producing activities to eliminate the introduction of pollutants into receiving waters. The primary objective of BMPs is to prevent the opportunity for stormwater to come into contact (e.g., run-on, run-through or run-off) with source materials. Once implemented, the BMPs will ensure that there will be no exposure of source material to stormwater that is discharged to surface and/or ground waters.

### How do I fill out this form?

In the “Source Material / Industrial Activity” column, indicate the sources of materials and industrial activities you have at your marina. You should refer to the activities and sources identified in SPPP Form 2 when completing this list. An example of a source material may be boat bottom wash wastewater.

In the “Corrective Action / BMP” column, indicate how you are going to eliminate these sources. For example, you would eliminate the wash wastewater from boat washing activities by recycling it through a wash reclaim system. Other examples of corrective actions/BMPs include: ceasing the activity, relocating equipment underneath a cover, conducting activities indoors, implementing good housekeeping practices, removing or covering/tarping exposed materials, recycling waste, berming storage areas, etc.

In the “Scheduled Completion Date(s)” column, list the dates the BMPs were fully implemented. For example, you installed a wash reclaim system at your marina on 5/7/07, ceasing the discharge of wash wastewater to stormwater.

## Example SPPP Form 5 – Best Management Practices

Facility Information	Facility Name: Grasmere Marina	County: Ocean
	NJPDES # : NJG0121325	PI ID #:113080
	Team Member/Title: Les Williamsen / Owner	
	Effective Date of Permit Authorization (EDPA): 5/01/03	
	Date of Completion: 10/17/03	Date of most recent update: 10/01/07
<p><b>Describe the BMPs that will be implemented at your facility to eliminate exposure of source material / industrial activity to stormwater and to ensure that the facility does not discharge any unpermitted wastewaters. Include a schedule for full implementation of the BMPs identified. Attach additional pages as necessary.</b></p>		
Source Material / Industrial Activity	Corrective Action / BMP	Scheduled Completion Date(s)
Battery storage	Marina will collect and store used batteries for recycling inside Maintenance/Service building	11/01/03
Discharge of water from secondary containment	Develop and implement BMP to inspect and document quality of water within secondary containment prior to discharging. If stormwater has visible sheen or fuel odor, stormwater will be hauled for proper disposal	11/01/03
Fuel delivery	Implement BMP for fuel delivery to prevent spills and ensure proper clean-up. Trained employee will be present during every delivery	11/01/03
Wood Storage	Construct covered wood storage rack	3/15/04
Spill kits and boom	Spill Kits will be purchased for maintenance areas and for above ground storage tanks; absorbent booms for fuel dock	5/1/04
Customer boat maintenance	No customer maintenance in the water or in parking lot; rinsing in water with clean water only or biodegradable / non-toxic cleaning products per slip rental contract	5/1/04
Fish cleaning station	Upgrade existing fish cleaning station near public access fishing pier to direct waste to sanitary sewer; prohibit fish cleaning on docks; educate boaters	5/1/04
Storage shed for used parts	Inventory existing stockpile of used boat and engine parts. Move useable parts to new storage shed*. Scrap worthless parts; store no parts outside	10/15/04
Waste oil / antifreeze storage	Purchase a non-combustible, weatherproof drum storage shed that holds 8 drums w/ sump for spills or drum failure *	10/15/04
Boat wash water Recycling	Purchase and install wash water recycling system*	5/31/09

\* NJDEP Land Use permit may be required

# SPPP Form 6

## Maintenance Plan

### Purpose

On SPPP Form 5 – Best Management Practices, your marina identified the BMPs that you will use onsite. Regular and thorough maintenance of your structural BMPs is necessary to ensure that they are functioning properly and effectively. (Structural BMPs are physically constructed features that are used specifically to change the way that stormwater flows or that are used to remove pollutants from stormwater.) Failure to perform such maintenance can lead to diminished performance, deterioration and, ultimately, the failure of your BMPs. Non-structural BMPs, such as Standard Operating Procedures (SOPs) will also need to be updated and maintained periodically to ensure that they are still accurate and up-to-date.

### How do I fill out this form?

The first section of this form should be used to describe how your marina will implement regular, preventative maintenance and appropriate repair/replacement of all structural BMPs. Examples may include mowing and/or trimming vegetated areas, checking for excessive clogging and/or debris and removing what has accumulated, and repairing or replacing broken structures. This section should also explain and how your marina will maintain all non-structural BMPs. Examples may include reviewing and updating your SOPs, ensuring that your annual employee training is effectively targeting the correct audience, and periodically evaluating your good housekeeping practices to ensure that they continue to address all of the areas of your marina where source materials are present and industrial activities occur.

The second section of this form should be used to identify any problematic areas of your marina that may require special attention.

## Example SPPP Form 6 – Maintenance Plan

Facility Information	Facility Name: Grasmere Marina	County: Ocean
	NJPDES # : NJG0121325	PI ID #:113080
	Team Member/Title: Michael Jones / Maintenance Supervisor	
	Effective Date of Permit Authorization (EDPA): 5/1/03	
	Date of Completion: 10/17/03	Date of most recent update: 10/01/07

**Narrative description of structural BMP maintenance, repairs and/or replacement, the updating of non-structural BMPs, and any problematic areas needing special attention. Attach additional pages as necessary.**

Describe how your facility will ensure regular, preventative maintenance and appropriate repairs, including replacement, of all structural BMPs and how your facility will update all non-structural BMPs.

General Manger will conduct monthly inspections, as well as more frequent spot checks to ensure that all BMPs are being properly implemented and that maintenance is being performed, as needed, to ensure the long term operation of all structural BMPs.

Grasmere Marina has allotted funds as part of the operating budget for the repair and/or replacement of structural BMPs including the waste oil / antifreeze drum storage unit, above ground storage tanks, and used part storage shed.

**(Updated 6/7/07)** A maintenance manual with regular preventive maintenance requirements will be provided with new boat wash water recycling unit. These maintenance procedures will be incorporated to prevent break down of unit during busy fall season. An inventory of back-up parts, including filters, will be maintained to ensure quick repairs. System will be winterized in accordance with manufacturer's instructions to prevent freezing of underground lines.

Procedural BMPs such as fueling, employee training, and good housekeeping will be reviewed during each Annual Inspection and updated, if appropriate. Slip rental contracts will be reviewed and additional requirements on marina use and rules will be added (if needed to ensure stormwater runoff and water quality) prior to each season.

Identify any problematic areas that may require special attention.

Secondary containment and above ground fuel tanks are steel and rust quickly in a marine environment. Structure is beginning to show rust and pitting. Repair and repainting will need to be considered every off-season.

Trash cans near public access fishing pier require more frequent emptying.

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# SPPP Form 7

## Inspection Schedule

### Purpose

Qualified and trained personnel must inspect the marina on a regular basis to ensure operations and equipment areas are in good condition. Marina personnel also need to inspect all areas where Best Management Practices (BMPs) have been implemented, and ensure that those BMPs are functioning properly and are effective. If the marina inspector identifies any problems with these BMPs during their regular inspections, then they need to correct the problem and make a record of what was done. Inspection records should include: when inspections were done, what areas were inspected, what problems were found, and what steps were taken to correct any problems and prevent them from recurring. If certain BMPs fail to meet the goals of eliminating pollutants from stormwater, the inspector must indicate the cause(s) for such failure and then resolve these problems. However, if the failure of the BMP is intrinsic to the BMP, then the area of concern must be re-evaluated, and new or additional BMPs must be installed.

### How do I fill out this form?

In the “Date” column of this form, indicate the date of the inspection.

In the “BMP Inspected” column, refer to SPPP Form 5, and list the BMPs from that form into this column. For example, if your marina is using a tarp to cover machinery and equipment, then the tarp would be one of the BMPs marina personnel would regularly inspect.

In the “Problem(s) Found” column, indicate any problems identified during the inspection. For example, you might use a tarp to cover machinery and equipment (BMP Inspected), but you noted during the inspection that it was ripped, exposing the source materials (Problem Found). Another example may include “Good Housekeeping” (BMP Inspected) and “No Spill Kit in Maintenance Garage” (Problems Found).

In the “Steps taken to Correct the Problem and Date Completed” column, indicate what was done to correct the problem(s). Also, indicate the date of the corrected/repared BMP. For example, you may have inspected the tarp used to cover the machinery and equipment (BMP Inspected), but it had a rip in it (Problem Found). Therefore, you replaced the tarp with a new one on 5/7/07 (Steps Taken to Correct Problem and Date).

## Example SPPP Form 7 – Inspection Schedule

Facility Information	Facility Name: Grasmere Marina		County: Ocean
	NJPDES # : NJG0121325		PI ID #:113080
	Team Member/Title: Pete Reimer / General Manager		
	Effective Date of Permit Authorization (EDPA): 5/01/03		
	Date of Completion: 10/17/03		Date of most recent update: 10/1/2007
<p><b>Conduct regular inspections of your entire facility and review your SPPP to ensure that all BMPs are properly implemented and/or maintained. Identify any problems and the corrective action(s) taken. Attach additional pages as necessary.</b></p>			
Date	BMP Inspected	Problem(s) Found	Steps Taken to Correct the Problem and Date Completed
2/10/04	Discharge of water from fuel tank secondary containment	Accumulated water had an obvious sheen and odor	Water was pumped and hauled on 2/12/04 by Safe Harbors Environmental Services for proper disposal.
5/12/05	Bulk fuel delivery	A Grasmere Marina employee was not available to supervise bulk fuel delivery	Pete Reimer met with marina staff and went over fueling SOP. Future deliveries will not be accepted unless a trained employee is available.
7/15/05	Waste Oil/Anti-Freeze Storage	Spill kit missing	New kit purchased
3/07/06	Wood storage	Treated wood for dock and deck repairs was not being stored under covered storage rack	Michael Jones had wood moved to storage area and staff was again advised of marina SOP and policies.
6/27/06	Waste Oil/Anti-Freeze Storage	55 gallon drum of waste anti-freeze stored outside storage unit	Storage unit was filled so drum was left outside. Michael Jones will ensure that Safe Harbors Environmental Services is called to haul drums before storage unit is full.
8/17/06	Visual Inspection	Sheen in water (patron changing oil in water)	Boater reminded of marina policies.

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## SPPP Form 8

# Coordination of SPPP with Other Existing Environmental Management Plans

### Purpose

Your marina may have already incorporated stormwater management practices into daily operations as part of an environmental management plan required by other regulations. It is the responsibility of your SPP team to evaluate any other plans to determine which provisions can be incorporated into your SPPP. In some cases it may be possible to build on the relevant elements of these plans. For example, if your marina already has an effective spill prevention and response plan in place, elements of that plan may be incorporated into your SPPP. While the Department encourages such coordination, it is important to note that your SPPP must be a comprehensive, stand-alone document.

### How do I fill out this form?

The first section of this form provides space for you to include, or cite, the location(s) of any notifications prepared under section 313 in Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986, 42 U.S.C. 9601 et seq. If your marina is subject to SARA Title III (also known as the Emergency Planning and Right-to-Know Act) and has prepared a Toxic Chemical Release Inventory Form (Form R), you should include a copy of the form(s) or provide the location(s) of the form(s) as part of your SPPP.

The second section of this form provides space for you to include, or cite, the location(s) of any Spill Prevention Control and Countermeasure Plan (SPCC plan) prepared under 40 CFR 112 and section 311 of the Clean Water Act, 33 U.S.C. 1321. The regulation applies to non-transportation related facilities with a total aboveground (e.g., not completely buried) oil storage capacity of greater than 1,320 gallons, or total completely buried oil storage capacity greater than 42,000 gallons. The regulations apply specifically to a marina's storage capacity, regardless of whether the tank(s) is completely filled.

The third section of this form provides space for you to include, or cite, the location(s) of any discharge prevention, containment and countermeasure plan (DPCC plan) and discharge cleanup and removal plan (DCR plan) prepared under N.J.A.C. 7:1E. DPCC/DCR plans are required for facilities that store, transfer or process 20,000 gallons or more of New Jersey-regulated hazardous substances, excluding petroleum products, or 200,000 gallons of regulated hazardous substances including petroleum products. These plans are regulated by the Department's Bureau of Discharge Prevention and describe the storage, marina complex, maintenance procedures, training procedures, SOPs and contact information in the event of an accident.

The last section of this form provides space for you to include, or cite, the location(s) of any other environmental management plans your marina may already have in place. Examples may include, but are not limited to, the Preparedness, Prevention and Contingency Plan and the Occupational Health and Safety Administration (OSHA) Emergency Action Plan.

## Example SPPP Form 8 – Coordination of SPPP with Other Existing Environmental Management Plans

Facility Information	Facility Name: <i>Grasmere Marina</i>	County: <i>Ocean</i>
	NJPDES # : <i>NJG0121325</i>	PI ID #: <i>113080</i>
	Team Member/Title: <i>Les Williamsen / Owner</i>	
	Effective Date of Permit Authorization (EDPA): <i>5/01/03</i>	
	Date of Completion: <i>10/17/03</i>	Date of most recent update: <i>10/1/07</i>

**Evaluate any existing environmental management plans (if applicable) for consistency, and determine if any provisions can be incorporated into the SPPP. Attach additional pages as necessary.**

Include, or cite, the location(s) of any Toxic Chemical Release Inventory Form(s) prepared under section 313 in Title III of the Superfund Amendments and Reauthorization Act of 1986, 42 U.S.C. 9601 et seq.

Not applicable because the marina stores no hazardous substances.

Include, or cite, the location(s) of any Spill Prevention Control and Countermeasure Plan (SPCC Plan) prepared under 40 CFR 112 and section 311 of the Clean Water Act, 33 U.S.C. 1321.

Not applicable because our above ground storage tank does not hold a volume greater than 1, 320 gallons.

Include, or cite, the location(s) of any discharge prevention, containment and countermeasure plan (DPCC plan) and discharge cleanup and removal plan (DCR plan) prepared under N.J.A.C. 7:1E.

Our facility is not required to prepare DPCC/DCR plans as we do not transfer or process 20,000 gallons or more of New Jersey-regulated hazardous substances.

Include, or cite, the location (s) of any other environmental management plans (e.g., the Preparedness, Prevention and Contingency Plan and the Occupational Health and Safety Administration (OSHA) Emergency Action Plan).

Our facility, having more than 11 full-time employees on a day to day basis, is required to have a written Emergency Action Plan. This plan is kept in a binder in the office along with MSDS sheets for those chemicals that employees may handle.

# SPPP Form 9

## Employee Training

### Purpose

Employee Training is essential to effectively implementing your SPPP. The purpose of a training program is to teach personnel at all levels of responsibility the components and goals of the SPPP. When properly trained, personnel are more capable of preventing spills, responding safely and effectively to an accident when one occurs, and recognizing situations that could lead to stormwater contamination.

Employee training sessions can be conducted in any manner that you choose. In some cases it may be necessary to train your employees out in the field (e.g., how to properly clean up after a spill), but in other cases it may be more appropriate to have sit-down training in a classroom (e.g., how to identify source materials). Each training event should accurately reflect any changes in your facility's operations and be held annually to ensure that all employees receive the same training.

### How do I fill out this form?

The first column of this form should include the date each employee training session is conducted.

The second column of this form should include the topic of your employee training session. Examples of possible training topics could include spill response and clean-up, good housekeeping practices, pollution prevention, and how to identify potential source materials.

The third column of this form should include a list of employees that received the training. Employees should be trained only on each aspect of the SPPP that is related to their daily responsibilities at your marina. The employees that receive these training sessions may vary depending on the topic being discussed.

## Example SPPP Form 9 – Employee Training

Facility Information	Facility Name: <i>Grasmere Marina</i>	County: <i>Ocean</i>
	NJPDES # : <i>NJG0121325</i>	PI ID #: <i>113080</i>
	Team Member/Title: <i>Michael Jones / Maintenance Supervisor</i>	
	Effective Date of Permit Authorization (EDPA): <i>5/1/03</i>	
	Date of Completion: <i>10/17/03</i>	Date of most recent update: <i>10/1/07</i>

**Conduct an annual Stormwater Pollution Prevention training program for appropriate employees on appropriate topics. Record all training sessions below. Attach additional pages as necessary.**

Date	Training Topic	Employees Receiving Training
8/1/07	Training on permit requirements and modified marina policies	Supervisors and Office Staff
10/1/07	Training on permit requirements, modified marina policies and good housekeeping procedures	Marine Technicians and Maintenance Staff

# SPPP Form 10

## Annual Self-Inspection Schedule

### Purpose

Annual self-inspections are comprehensive compliance evaluations performed by individuals specifically designated on your SPP Team as having responsibility for conducting such inspections. These employees must be familiar with your marina operations, as well as your SPPP goals and requirements, and be able to make necessary management decisions or have direct access to management.

Your annual self-inspection provides a basis for evaluating the overall effectiveness of your SPPP. In particular, this inspection will allow you to verify that the description of source materials and industrial activity indicated in your SPPP is correct; that the BMPs/corrective actions described in your SPPP are accurately identified, in place and working; and that the SPPP is accurate or has been updated to reflect current conditions. The annual self-inspection will also identify where new BMPs are needed so that you may implement them and incorporate them into the SPPP.

### How do I fill out this form?

The first column of this form should include the date each self-inspection is conducted.

The second column of this form should be checked if, during your annual self-inspection, it is determined that your marina is in complete compliance with its SPPP and all applicable permit conditions.

The third column of this form should be checked if, during your annual self-inspection, it is determined that your marina is not in compliance with the SPPP and all applicable permit conditions, and that additional measures are needed to meet the permit conditions. If your marina is out of compliance an Incidents of Noncompliance Form must be completed and attached to your SPPP.

## Example SPPP Form 10 – Annual Inspection Schedule

<b>Facility Information</b>	Facility Name: <i>Grasmere Marina</i> NJPDES # : <i>NJG0121325</i> Team Member/Title: <i>Pete Reimer / General Manager</i> Effective Date of Permit Authorization (EDPA): <i>5/1/03</i> Date of Completion: <i>10/17/03</i>	County: <i>Ocean</i> PI ID #: <i>113080</i> Date of most recent update: <i>10/1/07</i>
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**Conduct annual inspections to ensure that the SPPP is current and up-to-date, properly implemented and effectively eliminating exposure of source materials and industrial activity to stormwater. If it is determined that additional measures are needed to meet the permit conditions, attach an Incidents of Noncompliance Form.**

Inspection Date	In Compliance	Out of Compliance
9/28/05	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10/21/06	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10/1/07	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

## Example Incident of Noncompliance Report Form

This form may be completed and submitted for any incidents of noncompliance identified in a facility's annual report and certification. A separate form must be completed for each incident.

### A. NJPDES Permit and Facility Information

1. Indicate which NJPDES permit your facility currently has:

- Basic Industrial Stormwater General Permit (NJ0088315)**  
 **Concrete Products Manufacturing General Permit (NJ0108456)**  
 **Scrap Metal Processing/Auto Recycling General Permit (NJ0107671)**  
 **Hot Mix Asphalt Producers General Permit (NJ0132721)**  
 **Newark Airport Complex General Permit (NJ0134791)**  
 **Concentrated Animal Feeding Operations General Permit (NJ0138631)**  
 **Mining & Quarrying General Permit (NJ0141950)**  
 **Individual Industrial Stormwater Permit**

2. NAME OF FACILITY: *Grasmere Marina*

3. NJPDES No.: *NJG0121325*

4. PI ID No.: *113080*

5. CONTACT: *Les Williamsen*

6. TELEPHONE NUMBER: *609-555-1212*

### B. Incident of Noncompliance

1. Describe Incident of Noncompliance (include date of incident occurrence)

Bulk fuel transfer was conducted on September 12, 2007. Maintenance supervisor, Michael Jones, was present to supervise the transfer. Due to the lack of an automatic shut off valve on the fuel company's equipment and a broken high-level alarm on our AST, fuel spilled out of the tank and into the secondary containment facility. No fuel was discharged to Gamage Bay, but some diesel fuel spilled onto the ground. NJDEP Hotline was called.

2. Steps taken to remedy noncompliance and to prevent incidents from reoccurring

*Les Williamsen, Owner, called the marina's waste disposal service (Safe Harbors) to dispose of the diesel-contaminated stormwater within-in the containment area and to remove any contaminated soil. Hauling records are available for inspection. The high level alarm on the tank was repaired the next day.*

### C. Signature of Person Responsible for this Report

NAME (Please Print): *Les Williamsen*

TITLE: *Owner*

SIGNATURE: \_\_\_\_\_ DATE: *10/1/2007*

## “Source Material” Guidance

This guidance is provided to help marinas distinguish between source materials and non-source materials.

It would be impossible for the Department to compile a complete list of source materials that are applicable to each specific industry within the federal definition of "stormwater discharges associated with industrial activity". Instead, the Department has developed this self-screening procedure as a means for identifying source materials that must be addressed under this program based on their physical and chemical properties. This can be accomplished via a visual inspection to ascertain whether materials themselves are being transported by stormwater or if materials are producing pollutants, which can be transported by stormwater. The following basic criteria shall be applied:

1. **Is the material an industrial liquid that is exposed to and easily transported by stormwater?**  
Examples include coolants, lubricants, fuels, antifreeze, additives, other chemicals and trash.
2. **Is the material eroding or easily susceptible to erosion by water or wind?**  
Examples include piles of raw materials, powders, and pellets.
3. **Is some or all of the material dissolving in stormwater or easily susceptible to dissolving or transport by stormwater?**  
Examples include lubricants, and protective coatings on finished products, solvents, degreasers, and salt piles.
4. **Will the material degrade, break down, or disintergrate in such a manner as to add pollutants if the stormwater were to come into contact with it?**  
Examples include degradation or corrosion that results in flaking or crumbling of plastic or rusty metal.
5. **Does the material add a distinct odor or color to the stormwater discharge?**  
Examples include dyes, pigments, mulch, food wastes.

If you answered **YES** to any of these, the material in question is a **SOURCE MATERIAL** and your marina must implement BMPs to ensure that they are not exposed to stormwater that discharges to the surface and or groundwaters of the State. If the substance in question does not have one of the above-mentioned physical states, then that material generally may not be considered a source material. However, please keep in mind that the physical properties as listed above, although representative, do not comprise a complete list of applicable situations in which substances would be classified as source material.

The Department has developed specific guidance regarding the following:

### **Materials Intended for Outside Use**

Examples of materials that generally will not be considered source materials (unless any of the above criteria are met) are: finished pre-cast concrete products; stone and gravel which is pre-washed prior to delivery; clean, wooden pallets; and clean, solid, durable finished products intended for outdoor use, such as structural steel beams and outdoor furniture. Such materials should not have any coatings on their exterior such as creosote or a lubricant film.

### **Drums – New and Used**

The Department has determined that drums that hold or have held material, are source material, regardless of the type and condition of the drums, the varying products they contain, and the varying handling techniques applied. This does include factory sealed unopened drums that contain materials. However, drums that remain empty after their previous contents have been removed, cleaned thoroughly in a manner not contributing pollutants to the land or water, and where no residue of materials remain on the drums,

shall not be considered a source material. Additionally, new unused drums that are devoid of contents will not be considered source materials.

### **Dumpsters and Roll-Off Containers**

Dumpsters and roll-off containers which receive the following materials as waste: industrial raw materials, intermediate products, by-products, waste products or residues from material handling equipment, shall be considered source materials unless the dumpsters are covered and watertight, and maintained so as to prevent any leaking materials from mixing with stormwater running off the site. In addition, there should be no evidence of debris or other contaminants on the exterior of the dumpster including the cover. Even if a dumpster or roll-off container meets these conditions, they should still be identified in the SPPP. If a dumpster is receiving non-industrial waste only (e.g., office waste or cafeteria waste), the dumpster does not need to be addressed in the SPPP, as the dumpster will not be considered a source material by the Department. Similarly, this guidance shall apply to smaller waste containers such as garbage cans.

### **Vehicles and Industrial Machinery**

Vehicles and industrial machinery shall be considered source materials where engines, grease, oil, antifreeze, or other vehicle or machinery fluids are exposed to storm water. For vehicles whose engines are under hoods, only exposure of engines and vehicle fluids shall be considered source materials. An example is increased exposure due to vehicle maintenance or dismantling activities. However, exposed source materials transported by or left as residues on vehicles or machinery after transporting source materials, must be addressed in the marina's SPPP. All marinas that fuel vehicles and/or machinery must prevent the discharge to surface water of stormwater that has come into contact with fuels at the marina. This may be accomplished with a variety of best management practices (BMPs) solely or in combination, such as roofing the fueling area and preventing storm water run-on and run-through that area, or fuel/spill containment BMPs that do not allow any discharge of fuels or storm water exposed to fuels to surface waters. Furthermore, residues from wash water and cleansing agents that are used to clean vehicles or machinery shall be considered source materials if exposed to stormwater.

### **Materials not Associated with Industrial Activity**

Materials which are stored in minimal quantities outdoors, which do not pertain to the marina's primary industrial function(s), and which are stored on a temporary basis for purposes such as emergency repairs, alterations, recycling, or maintenance activities such as landscaping, minor construction, etc., will not be considered a source material. The material must not be stored for longer than fourteen (14) days in order to be considered temporary, nor exceed ten (10) cubic yards of material in order to be considered a minimal amount. However, in all scenarios source materials should be covered whenever feasible.

### **Source Material Exceptions for Discharges to Ground Water**

In situations where a marina discharges stormwater to ground water only either via overland flow or through a unit designed to discharge to ground water (with no overflow weir, outfall or spillway), certain materials are not considered a source material because they do not have the potential to impact ground water quality. Specifically in these situations, solid materials such as sand, aggregate piles, or soil piles are NOT considered source materials

## Important Names, Addresses and Contacts

### Bureau of Nonpoint Pollution Control

Issues NJPDES permits for discharges to stormwater and ground water.

Division of Water Quality.

PO Box 029

Trenton, New Jersey 08625-0029

Tele: (609) 633-7021

### Bureau of Permit Management

Receives and conducts the administrative review of Requests for Authorization (RFAs) under the Basic Industrial Stormwater General Permit. RFA, permit fee and billing questions should be submitted to this bureau.

Division of Water Quality

PO Box 029

Trenton, New Jersey 08625-0029

Tele: (609) 984-4428

### Bureau of Point Source Permitting

Issues permits for non-stormwater discharges to surface water including process wastewater, non-contact cooling water, or domestic sewage discharges.

### Region 1

Serving northern and western parts of the State, plus Monmouth and Ocean Counties

Tele: (609) 633-3869

### Region 2

Serving southern and central parts of the State

Tele: (609) 292-4860

### Land Use Regulation Program

Reviews applications for permits to build or develop on land such as freshwater wetlands, coastal areas and floodplains.

Division of Land Use Regulation

P.O. Box 439

Trenton, New Jersey 08625-0439

Tele: (609) 984-0162

### Regional NJDEP Water Compliance and Enforcement Offices

Conducts compliance evaluation inspections of NJPDES permitted facilities.

Northern (& Metro)	Central	Southern
7 Ridgedale Avenue Cedar Knolls, NJ 07927 Tele: (973) 656-4099 Fax: (973) 656-4400  (serves Bergen, Essex, Hudson, Hunterdon, Morris, Passaic, Somerset, Sussex & Warren Counties)	Horizon Center PO Box 407 Robbinsville, New Jersey 08625-0407 Tele: (609) 584-4201 Fax: (609) 584-4220  (serves Mercer, Middlesex, Monmouth, Ocean & Union Counties)	One Port Center 2 Riverside Drive Camden, New Jersey 08102 Tele: (856) 614-3655 Fax: (856) 614-3608  (serves Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester & Salem Counties)