

Stormwater Pollution Prevention Plan

Municipality: Passaic

County: Passaic

Permit Number NJG 0148083

Annual Review Date: Stormwater 4/22/2025

Program Coordinator: Mark Watkins, Sr.

Table of Contents

Form 1 – Team Members	3
Form 2 – Revision History	4
Form 3 – Public Announcements.....	5
Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment ...	6
Form 5 – Ordinances	8
Form 6 – Street Sweeping.....	9
Form 7 – MS4 Infrastructure	10
Form 8 – Community-wide Measures.....	14
Form 9 – Municipal Maintenance Yards & Other Ancillary Operations	15
Form 10 – Training.....	19
Form 11 – MS4 Mapping	22
Form 12 – Watershed Improvement Plan	23

Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Mark Watkin Sr. / City of Passaic DPW Superintendent	
Phone	973-365-5662	Email	publicworks@cityofpassaicnj.gov
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Yasseen Saad, P.E. / Municipal Engineering Consultant (Neglia Group)	
Phone	(973) 365-5624	Email	ysaad@cityofpassaicnj.gov
Name and Title		Norberto Hernandez, P.E. / Planning & Zoning Board Engineering Consultant (Neglia Group)	
Phone	(201) 939-8805	Email	nhernandez@negliagroup.com
Other Municipal Stormwater Team Members			
Name and Title		Vivian Vergel / City of Passaic Engineering Division	
Phone	(973) 365-5624	Email	vvergel@cityofpassaicnj.gov
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	
Collier's Engineering	GIS Stormwater Mapping Services	2022-2023	
Delgado Brothers General Contractors, LLC	Maintenance of City's Catch Basins/Inlets	2023-2024	

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

1. Provide the link to the dedicated stormwater webpage for your municipality.
https://www.cityofpassaic.com/371/Stormwater-Management-and-Flood-Control
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Chris Post, City of Passaic Head of IT / Yasseen M. Saad, P.E., Municipal Engineering Consultant
3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.
<p>The News Bulletin and City of Passaic Free Press newspaper, the City of Passaic Main webpage, community digital billboards, annual newsletters, and the City's Facebook page. Public Meetings such as the City Council Meetings, Zoning & Planning Board meetings, public hearings that are required for certain stormwater related projects (both private and public), Community Stormwater related Activities: Stormwater webpage page, City of Passaic Public Meeting agenda postings, park cleanups, Paper copies of newsletters mailed to residents and businesses and posted on webpage educating them of hazards associated with illicit connections and improper disposal of waste.</p> <p>The City of Passaic provides adequate public notice for public participation in the development and implementation of the MS4 stormwater program as per the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.); statutory procedures for the enactment of ordinances (N.J.S.A. 40:49-2), including the municipal stormwater control ordinance; and the Municipal Land Use Law concerning the adoption or amendment of the MSWMP (N.J.S.A. 40:55D-13, 28 and 94) and the review of applications for development (N.J.S.A. 40:55D-12).</p>

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

Part IV.E.

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

Passaic City defines "Major development" identical to the criteria from the March 2, 2021 Stormwater Management Rules at NJAC 7:8-1.2.

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

Passaic City's stormwater control ordinance is the same as the NJDEP model SCO.

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

The process for reviewing major development project applications for compliance is as follows:

1. Examination of the existing and proposed site conditions to verify whether the development is subject to the Stormwater Control Ordinance(s).

2. Examination of the hydraulic, hydrologic, and geographic conditions of the development site, such as land use cover, topography, flooding history, and discharge point(s).

3. Examination of proposed stormwater management measures:

- A determination is made as to whether the proposed stormwater management measures first incorporate nonstructural strategies to meet the design and performance standards to the maximum extent practicable. The nine nonstructural strategies must be adopted in the municipality’s Stormwater Control Ordinance(s). They can be also found in N.J.A.C. 7:8-5.3. The Department has prepared a Low Impact Development Checklist that provides information to assist reviewers and designers in demonstrating that nonstructural stormwater management Tier A Municipal Stormwater Guidance Document October 2018 Chapter 3.4 Post Construction Stormwater Management in New Development and Redevelopment Page 12 measures have been implemented in a project.

The checklist is available online from the Department at http://www.nj.gov/dep/stormwater/bmp_manuai/NJ_SWBMP_A.pdf; and

- After incorporating the nonstructural strategies, a determination is made to ascertain whether the proposed development still requires structural measures in order to meet the design and performance standards for water quality, quantity and groundwater recharge.

4. Examination of whether the proposed structural measures follow the design and performance standards as well as the best management practices required in the Municipal Stormwater Control Ordinance(s), the Residential Site Improvement Standards and the Stormwater Management rules. The Department provides the New Jersey Stormwater BMP manual to guide the detailed designs of stormwater management measures. The municipality’s review engineers must be familiar with the design guidelines in order to perform an effective review. The New Jersey Stormwater BMP Manual is available at http://www.nj.gov/dep/stormwater/bmp_manual2.htm

<p>4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.</p>
<p>Yes, City's Municipal Stormwater Management Plan and SCO include a mitigation plan. However, no variances have been requested to date. Records are kept with the Zoning and Planning Board secretary.</p>
<p>5. Indicate the dates of each iteration of the township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.</p>
<p>The original SCO was adopted on 26 April 2008. It was revised due to a NJ stormwater rule amendment on November 10, 2022.</p>
<p>6. Indicate the dates of each iteration of the township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.</p>
<p>The original MSWMP was adopted on 26 April 2008. It was revised and re-adopted in August 2021 and then revised again in August 2024.</p>

Form 5 – Ordinances
Part IV.F.1.

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	2/12/2008	Yes	Police/Fire, DF ⁺	\$___
2. Wildlife Feeding	2/12/2008	Yes	Police/Fire, DF ⁺	\$___
3. Litter Control	2/12/2008	Yes	Police/Fire, DF ⁺	\$___
4. Improper Disposal of Waste	2/12/2008	Yes	Police/Fire, DPW, Department & Code Enfo ⁺	\$___
5. Yard Waste	2/12/2008	Yes	Police/Fire, DF ⁺	\$___
6. Private Storm Drain Inlet Retrofitting	5/11/2017	Yes	Police/Fire, DPW, Department & Code Enfo ⁺	\$___
7. Illicit Connections	2/12/2008	Yes	Police/Fire, DF ⁺	\$___
8. Privately-Owned Salt Storage	6/6/2024	Yes	Police/Fire, DF ⁺	\$___
9. Tree Removal- Replacement		Yes	Police/Fire, DF ⁺	\$___
List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.				
n/a				
Indicate the location of records associated with ordinances and related violations and enforcement actions below.				
Records of all ordinances and related enforcement actions are kept at the Passaic Public Works building located at: 870 Main Ave, Passaic, NJ 07055 and the Passaic Municipal Building at: 330 Passaic Street, Passaic, NJ 07055 at the Building/Zoning Department, Health Department, and Police Department. ***Police Department, Fire Department, DPW, Department of Community Development, Division of Housing, Division of Health, Division of Building Code Enforcement, in addition to City employees who enforce Property Maintenance Code.***				

Form 6 – Street Sweeping

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

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

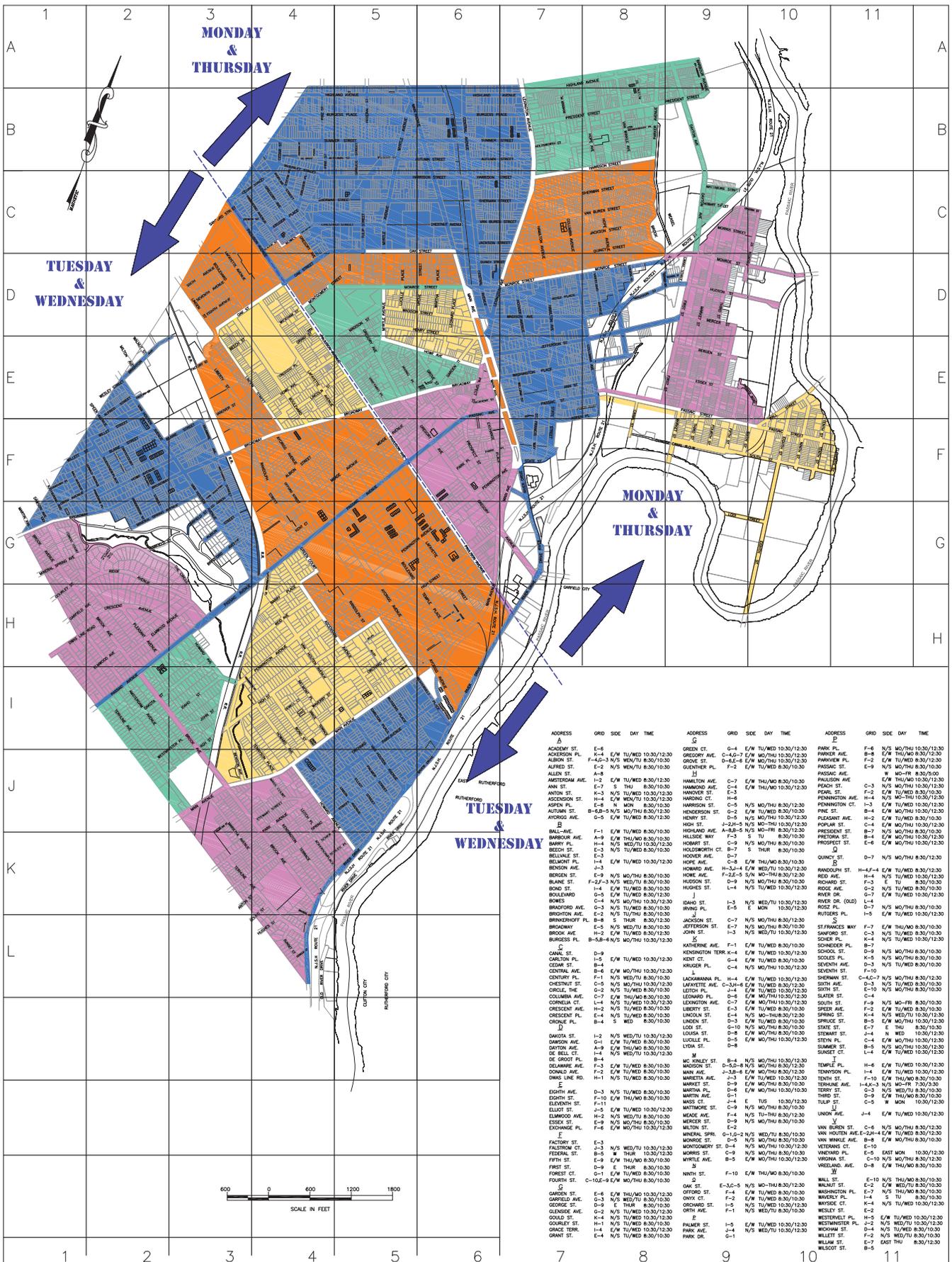
- Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)
- Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 time each year)

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

Sweeping map is attached. The City of Passaic has approximately 5.8 miles (30,616.13 LF) of required street sweeping within the City, as seen on the attached map. All road in the City are swept in excess of 3 times annually.

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

DPW Department has in-house sweeper crew and equipment to sweep the street in compliance with the MS4 permit conditions and no sweeping is outsourced.



SWEPPER CAR NUMBER

- #55
- #56
- #57
- #58
- #59

REVISIONS			
DATE	NO.	DESCRIPTION	

I HEREBY CERTIFY THAT THIS MAP IS A TRUE AND ACCURATE REPRODUCTION OF AN ORIGINAL MAP MAINTAINED AS A PUBLIC RECORD BY THE ENGINEERING DIVISION OF THE CITY OF PASSAIC

DIVISION OF ENGINEERING
MAP OF
SWEPPER AREAS

CITY OF PASSAIC
PASSAIC COUNTY - NEW JERSEY

Form 7 – MS4 Infrastructure
Part IV.F.2-4. and Part IV.G.2-3.

1. Municipal Storm Drain Inlets

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

a. All municipal inlets are labeled digitally on GIS. DPW road supervisors inspect the condition of labels on storm inlets and conduct the necessary maintenance and add required adhesive labels.

b. Throughout major development project construction and during repaving projects, the City Engineer or awarded design firm performs site inspections and checks for proper storm drain inlet retrofits. Additionally, DPW staff observe storm drain inlets and note those that have not been retrofitted during daily drive-by inspections. If any are located along city roads or properties and are in areas that are known to have been repaved, they are identified by the staff for follow-up for retrofitting and the responsible entity is notified, if it is a private entity.

c. The City Engineer reviews all design plans/shop drawing submittals for roads projects and major developments to verify that a catch basin or some sort of BMP to capture solids is included with, or downstream of the affected storm drain inlets.

d. DPW staff perform inspections of all storm drain inlets at least annually and remove any debris off the inlet grate and surrounding area and load the debris into their trucks for proper disposal. Problem areas that are known to clog and flood often are cleaned before and after major storms. Additionally, the City has hired a catch basin maintenance contractor (Delgado Brothers) through an annual contract to clean out and maintain all municipal catch basins. They submit work reports with their monthly bills that indicate which inlets were cleaned out, with the goal of cleaning every inlet at least once per year.

2. Municipal Catch Basins

- a. Describe when and how you conduct inspections of catch basins.
- b. Describe the criteria used to determine when catch basins need to be cleaned.

a. The City operates approximately 852 catch basins which are each inspected at least twice/year and are identified on the stormwater infrastructure mapping. Areas that are known to clog and flood more often during storms are inspected more regularly and prior to large, forecasted storms, and cleaned if necessary. DPW and the City's maintenance contractor (Delgado) conduct a visual inspection using a flashlight and remove the grate when more access is needed. The City's catch basin maintenance contractor utilizes jet-vac and CCTV Camera inspection for both inlet and conveyance inspections.

b. DPW staff are trained to check for debris collected around and into the catch basin. All catch basins with debris observed are scheduled for clean-out by a vacuum truck contractor and catch basins that are in areas of recent flooding are inspected within 1 week of a major storm event.

3. Municipal Conveyance System

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

Dedicated DPW staff drive the City Roads for inspections and also check the conditions of streams, brooks, ditches and swales. If there is noticeable trash or debris interfering with stormwater flow, the staff is required to clean up the debris immediately. If it appears that any ditches or swales need to be cleared, they will be added to our maintenance schedule to be completed as soon as possible. Common equipment are hand tools such as rakes, shovels and mechanical equipment such as vacuum trucks and backhoes. Conveyance systems that are downstream of areas with recent flooding complaints are inspected within 1 week of the complaint. Additionally, the City has an annual contract with Delgado Brothers for CCTV inspection and regular maintenance of underground pipe conveyances through jet-vac methods. We perform our outfall inspections using the Department’s Outfall Inspection Form when we inspect those outfalls for Stream Scouring and Illicit Discharges as noted below.

4. Municipal Outfall Inspections – Stream Scouring

Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used.

When the City is performing the outfall condition assessment all outfall pipes are inspected for scouring and instances are placed on a prioritized list. Repairs are made in accordance with the New Jersey Standards for Soil Erosion and Sediment Control as well as the requirements for bank stabilization and channel restoration as per NJAC 7:13. The City will follow each repair up with an annual inspection of the site to ensure that scouring has not resumed. Records of localized stream scour are kept at the Passaic Public Works (DPW) located at 870 Main Ave, Passaic NJ 07055

5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination

Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP’s Illicit Connection Inspection Report Form from the Department’s main stormwater webpage.

The City conducted an initial physical inspection of all outfall pipes during the mapping process. During this process and as a part of the continued inspection of outfalls the City implemented an ongoing Illicit Discharge Detection and Elimination Program as follows:

- Conducting visual dry weather inspection of all outfall pipes owned and operated by the municipality;
- Investigating the source if evidence of illicit discharge is found;
- Eliminating non-stormwater discharges that are traced to their source and found to result from illicit connections;
- Documenting investigations and actions taken;
- Inspecting any newly identified outfall pipes for illicit discharges;
- Investigating dry weather flows discovered during routine inspection and maintenance; and
- Investigating all complaints and reports of illicit discharges within three months of receipt.

Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked to locate the illicit connection. If the City is able to locate the illicit connection and the connection is within the City of Passaic, we will cite the responsible party for being in violation of our Illicit Connection Ordinance and we will have the connection eliminated immediately. If, after the appropriate amount of investigation, the City is unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the City of Passaic will report the illicit connection to the Department.

Illicit connections can be reported to the City of Passaic Police Department.

6. Other Municipal Infrastructure

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

Infiltration Basins – DPW staff performs inspections according to maintenance plans that were approved by the City and any trash or debris gets cleaned up on the spot.

7. Stormwater Facilities Not Owned or Operated by the Municipality

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

All properties with Stormwater BMPs are required to submit stormwater operations and maintenance plans that are recorded on the deed of the property. By recording on the deed, the maintenance requirements get passed down to the new property owner. The maintenance manuals have inspection logs that are required to be filled out at least twice a year or after major storm events and shall be submitted to the City at the end of each calendar year.

8. Infrastructure Records

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

Passaic Public Works (DPW) located at 870 Main Ave, Passaic NJ 07055 (SDL/GIS)

Form 8 – Community-wide Measures

Part IV.F.2.

1. Herbicide Application Management Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
Passaic City does not apply herbicides and all de-vegetation is done by mowing or clipping and we have not experienced erosion because of this practice.
2. Excess Deicing Material Management Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
Passaic City does not usually have excess salt piles throughout municipal roads. Remaining salt from recent storms are swept up by the street sweeper among other residual sweepings and disposed of through approved methods at Covanta.
3. Roadside Vegetative Waste Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).
DPW staff collect grass clippings and chipped tree trimmings which are stored in 30 yard roll-off containers and disposed of by Gaeta.
4. Roadside Erosion Control Describe your program to detect and repair erosion along municipal roadways.
DPW road supervisors check for erosion of shoulders, embankments, ditches, and soils along roads on a daily basis. If they notice any such erosion or sedimentation collecting in areas, it is corrected by planting vegetation, placing barriers or installation of gravel/riprap in areas prone to erosion along roads to promote soil stabilization as described in the Standards for Soil Erosion and Sediment Control.

Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

Part IV.F.5.

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

1. Site Name and Address

Passaic Public Works (DPW) located at 870 Main Ave, Passaic NJ 07055
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2. Monthly Site Inspections Describe the nature of inspections conducted at this site and the location of inspection logs.
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<p>Inspections are conducted by DPW Supervisors during daily operations who walk the whole site (inside and outside) at least once each month to ensure that all materials and machinery stored outside are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces as required, and completely covered. Remedial actions taken during inspection, as well as those that are still needed, are noted in the inspection log and follow-up actions are scheduled. Additionally, a 3rd party Public Employee Joint Insurance Fund inspects the facility for compliance with all OSHA regulations. All outdoor containers are placed on impervious surfaces and checked for labels in good condition. We check that spill kits are accessible near liquid transfer areas. We keep all inspection records in the DPW office.</p>

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

Materials	Machinery/Equipment
Scrap Tires	Lawn Mowers (stored indoors)
Catch Basin Cleanout Materials (temporary)	Street Sweeper (stored indoors)
Yard Waste (temporary)	Backhoe
	Roll-off dumpsters
	Backup generator

<p>4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>
<p>n/a</p>
<p>5. Fueling Operations Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.</p>
<p>Yes, we fuel on site the DPW yard has an underground fuel tank that we register every year through Clas A Operator H.A. Fernot Co. in accordance with all NJDEP regulations. Site is required to have one (1) 55 gallon drum on-site for liquid/water removal from containments if found during 30-day walk-through inspections.</p>
<p>6. Vehicle/Equipment Maintenance and Repair Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.</p>
<p>All vehicle maintenance is performed onsite indoors or at a 3rd Party auto shop.</p>
<p>7. Wash Wastewater Containment Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.</p>
<p>Vehicles are washed offsite.</p>

8. Salt and Other Granular De-icing Materials

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

Road salt is stored year-round in a permanent structure/dome with a 15' alcove entrance. Materials are pushed back away from the alcove and into the structure, so precipitation does not reach the materials.

9. Aggregate Material, Wood Chips, and Finished Leaf Compost

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

We do store these materials on site in three-sided storage bays where the openings are situated on an upslope and more than 50 feet away from any stormwater inlets and surface water. Any material left on the ground outside of the bays is swept up and put back in the storage bays.

10. Cold Patch Asphalt

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

Cold patch is stored on an impervious surface and covered with a tarp in designated locations away from any catch basins.

11. Street Sweepings and Storm Sewer Cleanout Materials

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

Our cleanout materials are temporarily stored in a 30-yard roll off dumpsters dedicated to these materials. The dumpster is regularly checked for damage or leaks although they are rented from a 3rd party. The dumpster is hauled for proper disposal at a facility when it is full or every 4 months, whichever is sooner.

12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings

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

We store construction and demolition waste, wood waste, and yard trimmings temporarily at our site. Construction and demolition wastes are stored in a dedicated dumpster, which is covered when not in use and hauled for proper disposal when the container is full or every 4 months, whichever is sooner. Wood waste and yard trimmings are stored in storage bays which are more than 50 feet from any stormwater inlets and surface water.

13. Scrap Tires

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

All scrap tires are stored in a 30 yard roll-off container outdoors, stored away from catch basins.

14. Inoperable Vehicles and Equipment

Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.

We do store inoperable vehicles temporarily onsite and we utilize tarps to prevent stormwater run-off where needed.

Form 10 – Training

Part IV.F.6-10.

Stormwater Program Coordinators
Describe the training provided for the municipal Stormwater Program Coordinator.
The Stormwater Program Coordinator (SPC) attends every NJDEP annual training that covers the SPC responsibilities, permit conditions, annual reporting, and required submissions and documentation.

Topic	Municipal Employees
Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos	
Describe the training provided for municipal staff.	
SPPP	<p>Passaic trains staff whose job duties support the stormwater program. Training on the site-specific details in the SPPP, review MS4 permit requirements, and record-keeping is conducted annually via combined in-person/virtual training.</p> <p>This and all these training modules listed below are also recorded and made available for informational purposes for staff to re-review certain material presented, and for any absent or new staff, or staff that takes on new responsibilities prior to the next training session.</p>
Construction Site Stormwater Runoff	Staff responsible for inspections of construction projects that disturb one acre of soil or more, are trained annually on related MS4 permit conditions. Property owners must obtain a 5G3 permit from NJDEP prior to commencement of construction activities and must comply with their approved soil erosion and sediment control plan.
Post-Construction Stormwater Management in New and Redevelopment	Staff responsible for implementing stormwater permit requirements receive an annual review of the fundamentals of the municipality’s post-construction stormwater management program to address stormwater runoff. Training explains the municipality’s definition of major development and the interconnection among the Stormwater Management rules at N.J.A.C. 7:8, the Storm Township SCO, stormwater permit conditions, the Department’s BMP Manual, and Guidance Documents. For example, we identify where the Department’s maintenance guidance is available on the website for DPW staff reference when an approved maintenance plan does not exist.
Community-wide Ordinances	Staff responsible for approving and/or enforcing stormwater-related ordinances receive annual training on related MS4 permit conditions and to review the purpose of each ordinance and what steps to take if violations are reported
Community-wide Measures	Staff responsible for conducting activities associated with community-wide stormwater management measures attend annual training to discuss the MS4 permit requirements and City specific measures employed to comply with the street sweeping, storm drain inlets (labeling, retrofitting, and installations), herbicide application, de-icing operations, roadside vegetative waste, and roadside erosion control requirements. Information is also presented regarding current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.

<p>Stormwater Facilities Maintenance</p>	<p>Staff responsible for conducting activities associated with inspections, maintenance and repair of stormwater infrastructure attend annual training on the MS4 related permit requirements. This training details what infrastructure is to be maintained according to approved manufacturers' maintenance plans, versus the remaining infrastructure that is to be maintained according to the NJDEP's BMP Manual. Training also includes requirements for current BMPs, safety equipment and procedures, frequency of activities, and proper documentation of work.</p> <p>All types of stormwater infrastructure in the Township are addressed in the training, which includes but is not limited to storm drain inlets, catch basins, piped and open swale MS4 conveyances, stormwater infiltration basins, and manufactured treatment devices.</p>
<p>Municipal Maintenance Yards and Other Ancillary Operations</p>	<p>Staff responsible for conducting activities associated with our municipal maintenance yard and salt yard attend annual training to discuss related MS4 permit conditions, current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.</p>
<p>MS4 Mapping</p>	<p>Colliers Engineering is the firm preparing our electronic mapping of stormwater infrastructure. City attends annual training to review the MS4 permit requirements for electronic mapping so that work can be reviewed appropriately.</p>
<p>Outfall Stream Scouring</p>	<p>Staff responsible for conducting inspections and repairs of stormwater outfalls attend annual training to discuss how to identify, remediate, and document cases of stream scouring as described in the MS4 permit. Training also includes current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.</p>
<p>Illicit Discharge Detection and Elimination</p>	<p>Staff responsible for conducting inspections and repairs of stormwater outfalls attend annual training to discuss how to identify, remediate, and document cases of illicit discharge as described in the MS4 permit. Training also includes current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work.</p>

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

Municipal Board and Governing Body Members
Describe the training provided for members of the planning/zoning board and municipal council.
<p>Within 6 months of joining City council or the planning or zoning board, each member is required under the MS4 permit to watch the NJDEP video titled, Asking the Right Questions in Stormwater Review https://nj.gov/dep/stormwater/asking_the_right_questions.html.</p> <p>Each term thereafter, members are required to watch another NJDEP video from the choices provided on the stormwater training webpage:</p> <p>Stormwater Management Rules Applicability https://nj.gov/dep/stormwater/training.htm Stormwater Management Rules Planning https://nj.gov/dep/stormwater/training.htm Stormwater Management Rules Design & Performance https://nj.gov/dep/stormwater/training.htm Stormwater Management Rules Safety https://nj.gov/dep/stormwater/training.htm Stormwater Management Through General Permit for MS4s https://nj.gov/dep/stormwater/training.htm</p>

Training Records
Indicate the location of training records for the above required training.
<p>Logs of all training including the type of training, date conducted, attendees and trainers are kept in the municipal clerk’s office and with the zoning/planning board secretary.</p>

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
https://www.cityofpassaic.com/371/Stormwater-Management-and-Flood-Control	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	108
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	0
c. MS4 interconnections	0
d. MS4 storm drain inlets	852
e. MS4 manholes	429
f. Length of conveyance (channels, pipes, ditches, etc.)	
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	0
i. Maintenance yard(s) and other ancillary operations	1
3. Describe how the municipality’s outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
DPW and the City Engineer log all new development projects as well as public infrastructure projects throughout the City every year. All infrastructure being built for those projects are then mapped by Colliers Engineering, and the corresponding data is submitted to our MS4 Case Manager.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
We plan to continue working with Colliers Engineering until to complete the MS4 Infrastructure Map. Their staff will work with our DPW staff to locate and map all stormwater infrastructure around town until all infrastructure is mapped. Colliers engineering staff will then convert all data into Shape files and submit to our MS4 Case Manager before the mapping deadline of 31 December.	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan.
Passaic City is gathering data to meet the requirements for the phase 1, Watershed Inventory Report, which is due and will be posted on our stormwater webpage by 01/01/2026.
2. Describe any regional projects or collaboration efforts with other municipalities.
N/A
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
N/A