



Ramapo College of New Jersey

Stormwater Pollution Prevention Plan

2025 Update

R11 -MS4 - Public Complex
Stormwater General Permit
NJPDES: General Permit #NJ0141879
Program Interest ID #50577

Stormwater Program Coordinator: Gina Mayer-Costa, CSP, CHMM
Director of Environmental Health and Safety

Annual Review Date March 2025

505 Ramapo Valley Rd, Mahwah NJ 07430
NJPDES #NJG0154661

Table of Contents

Stormwater Pollution Prevention Plan (SPPP)

Form 1 – Team Members	1
Form 2 – Revision History	2
Form 3 – Public Announcements.....	3
Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment.....	4
Form 5 – Regulatory Mechanisms.....	5
Form 6 – Monthly Street Sweeping.....	6
Form 7 – MS4 Infrastructure	7
Form 8 – Good Housekeeping	10
Form 9 – Best Management Practices at Maintenance Yards & Other Ancillary Operations Part IV.F.4.	11
Form 10 – Training	14
Form 11 – MS4 Mapping.....	16
Form 12 – Watershed Improvement Plan.....	17

Appendix 1: Monthly Street Sweeping Map

Appendix 2: Standard Operating Procedures

- De-Icing Policy
 - Good Housekeeping of Maintenance Yards Policy
 - Herbicide Management Policy
 - Illicit Connections Policy
 - Improper Disposal of Waste Policy
 - Litter Control Policy
 - Pet Waste Policy
 - Vehicle Fueling Policy
 - Wildlife Feeding Policy
 - Yard Waste/Roadside Vegetation Policy
-

Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Gina Mayer-Costa, Director of Environmental Health and Safety (EHS)	
Phone	201-648-7531	Email	Gmayerco@ramapo.edu
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Qualified consultants are hired for Stormwater design review on a per project basis.	
Phone		Email	
Other Stormwater Team Members			
Name and Title		Samuel Antoshak, Fire & Safety Specialist	
Phone	201-684-7614	Email	Santosha@ramapo.edu
Name and Title		Alan Kashian, Director of Facilities	
Phone	(201) 684-7665	Email	Akashian@ramapo.edu
Name and Title		Ed Roessler, Building Manager, Grounds	
Phone	(201) 684-7114	Email	Eroessle@ramapo.edu
Name and Title		Jason Balsan, Director of Public Safety	
Phone	(201) 684-7786	Email	jbalsan@ramapo.edu
Shared/Contracted Service Providers			
Provider Name		Service Provided	Term of Service
Mott MacDonald		MS4 Inspection and Engineering Services	Yearly/as needed
All County Sewer and Drain Service		Street Sweeping	Monthly/as needed
Stormwater Compliance Solutions, LLC		Storm filter inspections and maintenance (Cartridge and Sediment Removal)	Yearly/as needed

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
01/28/2019	Various	GM: Updated to include new requirements outlined in the 2018 permit renewal.
04/01/2024	Various	GM: Updated to include new requirements for the 2024 permit renewal.
03/25/2025	Various	GM: Updated team members, maintenance yard location, communication methods, major development definition, maintenance yard and operations

Form 3 – Public Announcements

Part IV.B. and C.

1. Provide the link to the dedicated stormwater webpage for your Public Complex.
Stormwater – Keep Our Waterways Clean (https://www.ramapo.edu/ehs/stormwater/)
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
<p>Samuel Antoshak, Fire & Safety Specialist Gina Mayer-Costa, Director of Environmental Health and Safety (EHS)</p>
3. <u>Only for colleges, universities, and military bases with dependents living on base:</u> 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.
<ul style="list-style-type: none"> Radio Ads on WRPR-FM (90.3) Posting in College “Daily Digest” Emails to Faculty, Staff, Retirees and Students Educational Displays and Participation at events: Earth Fair and Arbor Day Celebrations, End of Year Move Out Event, Wellness Fair, Safety Fair, etc Campus Clean Ups – EHS partners with the Office of Civic and Community Engagement Center, the President’s Committee on Campus Sustainability and student run clubs: Ramapo Green, 1-Step and the Biology Club. We invite all faculty, staff, students and retirees to participate. This is advertised on internal campus monitors in hallways, email blasts, club meetings and the Civic and Community Engagement Center Instagram: @ccec_ramapo.

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

Part IV.E.

1. How does the permittee define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.
We define “major development” as defined in N.J.A.C. 7:8.
2. Describe the process for reviewing and approving major development project applications for compliance with the Stormwater Management Rules at N.J.A.C. 7:8.
The Engineer is responsible for designing the projects and are reviewed and approved by a different certified engineer. The Plans are reviewed to ensure they are in compliance with the water quality, water quantity, groundwater recharge and green infrastructure design standards in accordance with N.J.A.C. 7:8.
3. Did the permittee request a variance from the design and performance standards for the stormwater measures? Describe the process of developing a mitigation plan.
No variances have been requested; however, if they are, records will be submitted to NJDEP and the Stormwater County Planning Board upon approval and copies will be kept for reference.
4. Indicate the physical location of approved applications for major development projects and Major Development Summary Sheets.
The location of approved applications for major development projects and Major Development Summary Sheets are kept in the Environmental Health and Safety office and available for review.

Form 5 – Regulatory Mechanisms

Part IV.F.1.

Regulatory Mechanism	Date Adopted	Was the DEP model adopted without change? If not, explain how the Public Complex's Regulatory Mechanism is more stringent.	Entity Responsible for Enforcement
1. Pet Waste Control	08/16/2005	Yes	Public Safety
2. Wildlife Feeding Control	08/16/2005	Yes	Public Safety
3. Litter Control	08/16/2005	Yes	Public Safety
4. Improper Disposal of Waste	08/16/2005	Yes	Public Safety
5. Yard Waste	08/16/2005	Yes	Public Safety
List any additional stormwater-related regulations the permittee has adopted that address issues beyond the scope of the MS4 permit, if applicable. Include adoption date, entity responsible for enforcement, and related fees and fines.			
<p>The below regulatory mechanisms are enforced by Public Safety</p> <ul style="list-style-type: none"> De-Icing – Adopted 01/01/2024 General Housekeeping: Maintenance yards – Adopted 01/01/2024 Herbicide Management – Adopted 01/01/2024 Illicit Connections – Adopted 01/01/2024 Vehicle Fueling – Adopted 01/01/2024 			
Indicate the location of records associated with regulations and related violations and enforcement actions below.			
Records of any warnings or violations issued in relation to the above referenced regulatory mechanisms are maintained by Public Safety and shared with the Stormwater Program Coordinator..			

Form 6 – Monthly Street Sweeping

Part IV.F.2.c.

1. Provide a written description and/or attach a map outlining all paved parking lots and streets on your property that have storm drain inlets that direct stormwater runoff into an MS4 or discharge directly to surface water.

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.

All parking areas and roads owned or operated by Ramapo College are swept once a month, weather and street surface condition permitting.

See map in Appendix 1.

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

Street sweeping is outsourced and the contract is managed with the Office of Facilities, Grounds Department. The contractor provides the date, number of miles swept and total amount of material collected. Record of sweepings collected are maintained by the Offices of Facilities and EHS. Information is recorded for future reference and inclusion in the College's annual stormwater report.

Form 7 – MS4 Infrastructure

Part IV.F.2.d-f. and Part IV.F.3.

1. Storm Drain Inlets

- a. Describe how inlets owned or operated by the permittee that do not have a permanent wording cast into the design have been properly labelled.
- b. Describe how you ensure that Public Complex owned 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. Inlets that do not have a permanent wording cast into the design have been labelled by affixing metal labels to ensure it is known that the storm drain leads to a waterway.
- b. If there is major development project construction, the Offices of Capital Planning ensures all retrofits are proper.
- c. It is confirmed that the plans for newly constructed storm drain inlets include a catch basin or some sort of BMP to collect solids and floatables.
- d. All storm drains are inspected at least annually. This can be done by driving or walking by an inlet and ensuring there are not solids or floatables clogging the drain. If debris is found to be clogging the inlet grate, then the contractor notifies the College to shovel or sweep the debris and dispose of it properly.

2. 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. Include a description of the equipment and techniques used.

- a. Catch basins are inspected at least annually. Inspections are done by using a light to look into the catch basin to determine if it needs cleaning. Catch basins are cleaned to remove debris and maintain catch basin function and efficiency. All catch basins will be inspected each year, even if they were found to be “clean” the previous year.
- b. Ramapo College determined that a catch basin required cleaning when it is about 40% full. They are then scheduled for a vacuum cleanout. The routine equipment expected to be utilized for the maintenance tasks include the maintenance log, a pen, a jet vacuum vehicle, shovels, lighting equipment, and a wheel barrow or truck for the hauling of debris.

3. Conveyance System

- a. Describe when and how inspections of MS4 conveyance systems are conducted.
 - b. Describe the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.
- a. Conveyance systems, including inlets and pipes, are expected to receive and possibly accumulate debris and sediment. These systems are inspected for clogging and excessive debris and sediment accumulation at least annually. Sediment removal takes place when all runoff has drained from the conveyance network and the systems are reasonably dry.
 - b. Conveyance system cleanouts are done on an as needed basis or when catch basin cleanouts occur. Cameras may be used to inspect the systems. Hand tools, water jets and vacuum equipment are used in the cleanout process. The routine equipment expected to be utilized for the maintenance tasks include the maintenance log, a pen, a jet vacuum vehicle, shovels, lighting equipment, and a wheel barrow or truck for the hauling of debris. Water and concrete repair materials may also be required depending on the condition of the structures.

4. Outfall Inspections

- a. Structural Integrity – Describe the program in place to check the overall condition of stormwater outfalls. Include a description of the equipment and techniques used.
- b. 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.
- c. Illicit Discharge Detection and Elimination – Describe the program in place for conducting visual dry weather inspections of Public Complex owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form from the Department's main stormwater webpage.

- a. We check all of our outfalls annually and check for the overall structural integrity during our inspections. This can include looking at the outfall and noting any cracks, points of weakness, etc. We use the Departments Outfall Inspection Form and check off whether the outfall is in proper condition, needs maintenance, or needs repair. The routine equipment expected to be utilized for the maintenance tasks may include a jet vacuum vehicle, shovels, lighting equipment and a wheel barrel or truck for the hauling off of debris. Water, mosquito control chemicals, and concrete repair materials may also be required depending on the condition of the structure.
- b. First, we check to see if stream scouring is present, if it is, we note it on the Outfall Inspection Form. If there are instances of scouring, then we use vegetative stabilization or other approved means to offset the velocity of the water from the outfall pipes. All sites in which scouring is identified will be placed on a prioritized list and repairs will be made in accordance with permit requirements.
- c. We conduct visual dry weather inspections to see if there are any instances of illicit discharge. We see if there is any flow coming out of the outfall 72 hours or more after a rain event. We also look for signs of dry weather flows that may have occurred before the inspection such as staining of the outfall pipes, odors, or deterioration of the outfall structure. Outfalls found to have suspected illicit discharge will be re-inspected within 30 days and sampled as needed in accordance with NJDEP guidelines. Illicit discharges detected will be investigated to identify the source of the discharge. An NJDEP Illicit Connection Inspection Report Form will be completed and submitted to the NJDEP as part of the Annual Report. If the source is identified, property owner(s) will be notified of their violation of the Illicit Connection and will be asked to have the connection eliminated immediately. If the source of the illicit connection cannot be located, the College will notify the MS4 case manager and request an extension of the investigation period.

Scheduled inspections are supplemented by informal inspections by daily on-site personnel during routine work activities.

4. Other Infrastructure

List the types of MS4 infrastructure on the Public Complex property that requires inspection but are not noted above in items 1-4. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or

The College will continue to implement the existing stormwater facility maintenance program to ensure that all stormwater infrastructure owned and operated by the College is functioning properly. Aside from storm drain inlets, catch basins, stormwater pipes and outfalls, the College operates the below additional 10 stormwater components as indicted in BMP 1-10 listed below. Inspections are conducted a minimum of once a year in compliance with our permit and maintenance plan. All outfall pipes are monitored, cleaned and repaired when appropriate. Scheduled inspections are supplemented by informal inspections by daily on-site personnel during routine work activities.

BMP 1 is a detention basin between Parking Loop Road and Darlington Brook, near the western access road off Route 202. The vegetation in the basin is monitored and the detention basin is mowed at least once a month during the growing season.

BMP 2 is a detention basin northeast of Loop Road and just southeast of Parking Loop Road. The rip-rap in the low-flow channel is monitored as well as vegetation growth. The vegetation is maintained to allow the full capacity of the BMP to be utilized.

BMP 3 consists of a forebay, sand filter, and detention basin on the north side of Loop Road. Seasonal vegetation and gabion basket control structures are monitored. The detention basin and low flow channel are cleaned and relined with rip-rap as needed.

BMP 4 consists of a sand filter and detention basin just north and west of Pine Hall. The sand filter is inspected as well as the vegetation. The detention basin and the low flow channel are inspected with periodic removal of excess vegetation from the sand filter, cleaning the spillway, and cleaned and relined with rip-rap as needed.

BMP 5 is a forebay and sand filter located in the infield area just southwest of the Facilities parking area. The sand filter and vegetation are monitored and kept in good condition with the appropriate vegetation.

BMP 6 is a detention basin just west of the Phase VIII Overlook parking area. There is periodic landscaping to assure the spillway is cleared of leaf debris.

BMP 7 consists of a stone settling basin with gabion walls that drains to an underground sand filter. It is located just west of the Phase VIII Overlook dormitory. The stone and gabions are maintained in good condition, as well as the surrounding fence. Litter and debris are routinely removed.

BMP 8 is a detention basin located between the Mackin Hall parking area and Route 202. The rip-rap in the low-flow channel is monitored as well as vegetation growth. The vegetation is maintained to allow the full capacity of the BMP to be utilized.

BMP 9 is a manufactured treatment device with filter cartridges inside. The device is routinely inspected in accordance with the manufacturer's maintenance guidelines.

BMP 10 is an underground seepage pit near the Overlook dormitory building. The pit is inspected to assure that it is not clogged and functioning properly.

6. Infrastructure Records

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

Records of inspections and maintenance conducted are kept in the Offices of Facilities and EHS. This includes records of inspections, cleanings, routine maintenance work, investigations of illicit connections and scouring near outfalls and any repairs conducted throughout the year. EHS also maintains stormwater related records in a binder that is dedicated to our Stormwater Program.

Form 8 – Good Housekeeping

Part IV.F.2.g-1

<p>1. Herbicide Application Management</p> <p>Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation</p> <p>The application of herbicides is prohibited on, or adjacent to storm drain inlets, on steeply sloping grounds, along curb lines and unobstructed shoulders. Application will only be permitted within a 2-foot radius around structures where overgrowth presents a safety hazard or where it is unsafe to mow. The College has an Herbicide Management Policy adopted 01/01/2024</p>
<p>2. Excess De-icing Material Management</p> <p>Describe your program for ensuring that excess piles of salt and de-icing/anti-icing materials are removed in a timely manner after storm events.</p> <p>Within 72 hours of a rain or snow event, we remove any piles of leftover salt or other de-icing materials that were deposited during spreading operations. The College has an Excess De-icing Material Management Policy adopted 01/01/2024</p>
<p>3. Vegetative Waste Management</p> <p>Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated at the Public Complex, such as trimming trees, mowing, etc.</p> <p>No person shall sweep, rake, blow, or otherwise place yard waste into the street unless it is for a scheduled collection. For non-containerized (loose) yard waste collection: Placement of loose yard waste must be at least 10 feet away from any storm drain. Placement of yard waste on the street at any other time or in any other manner is a violation of this regulation. If such placement of yard waste occurs, the person responsible for placement of the yard waste shall be in violation of this regulation and must remove the yard waste immediately. The College has a Vegetative Waste Management Policy adopted 01/01/2024.</p>
<p>4. Tree Replacement Management</p> <p>Describe your program for ensuring the proper removal and replacement of trees at your Public Complex.</p> <p>We typically only remove trees when said tree is considered a hazard tree. If in the future, we need to remove a healthy tree, we will replace it with one in accordance with the table provided by the Department.</p>
<p>5. Roadside Erosion Control</p> <p>Describe your program to detect and repair erosion along Public Complex owned driveways, streets, and parking areas.</p> <p>All roads are inspected annually along with recommendations to repair any identified erosion. Any instances of roadside erosion is immediately addressed and repairs start as soon as possible, but no later than 30 days after discovery. Information is detailed in the annual report provided by the outside contractor, maintenance plan and submitted to the NJ DEP in the annual report.</p>
<p>6. Outdoor Refuse Containers and Dumpsters</p> <p>Describe your program to ensure that outdoor dumpsters and refuse containers on Public Complex property are covered and not discharging pollutants to stormwater or surface water.</p> <p>Dumpsters on campus that may discharge pollutants have covers that remain closed except for loading and unloading. Trash and recycling is on a schedule and routinely emptied.</p>

Form 9 – Best Management Practices at Maintenance Yards & Other Ancillary Operations Part IV.F.4.

1. Site Name and Address	
Ramapo College of New Jersey 505 Ramapo Valley Road, Mahwah, NJ 07430-1623 North Field/lot	
2. Monthly Site Inspections	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
Visual observations are conducted by EHS and Facilities. Any deficiencies noted are reported for further evaluation and action. The inspection is conducted to verify that materials and machinery stored outdoors are stored in such a way that minimizes exposure to stormwater, ensuring the materials are on impervious surfaces where feasible and covered as needed. Any deficiencies are noted and reported for further action. Scheduled inspections each month are documented and supplemented by informal inspections by daily on-site personnel during routine work activities. The inspection logs are kept in the EHS office.	
3. Inventory List	
List all materials and machinery that are potentially exposed to stormwater.	
Materials	Machinery
Road Salt and Calcium Chloride	Backhoe/Loader
Cold Patch (Periodically)	College Fleet Vehicles (list on file)
Automotive liquids, oils and hydraulic fluids	Contractor vehicles (list on file)
Aggregate materials (gravel, stone, sand, soil, mulch)	Salt spreading vehicles / plows
Ice melting pellets	Wood Chipper
	Diesel Fuel tank
	Portable generator
4. Discharge of Stormwater from Secondary Containment Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
Not applicable	
5. Fueling Operations	
Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.	
Vehicle fleet fueling is conducted off campus. Small engine landscape type equipment fueling is conducted onsite as well as diesel fueling. The College maintains speedy dry and other absorbent materials in the event of leaks or spills. The above ground diesel tank is double walled to protect against any leaks. See fueling policy for more information.	
6. Vehicle/Equipment Maintenance and Repair	
Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.	
Not applicable	

<p>7. Wash Wastewater Containment</p> <p>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>Not applicable</p>
<p>8. Salt and Other Granular De-icing/Anti-icing Materials</p> <p>Do you store salt and other granular de-icing/anti-icing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p> <p>See De-icing policy. Salt is stored on site in a closed and secured building. Routine maintenance and inspection of the de-icing material storage structure and surrounding area is conducted as needed throughout the year in addition to monthly inspections.</p>
<p>9. Aggregate Material, Wood Chips, and Finished Leaf Compost</p> <p>Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p> <p>Aggregate material such as gravel, stone, sand, mulch and soil is occasionally temporarily stored. It is stored in a manner to minimize water pooling and to prevent runoff and run-on with berms or curbs. The area is inspected monthly and documented according to the maintenance plan. Visual inspections are conducted by the Grounds supervisor and EHS personnel more frequently. Any deficiencies are noted and remedy as needed. The material is stored at least 50 ft away from any storm drain inlets or surface water. If there is any spillage during transfers, it is immediately swept.</p>
<p>10. Cold Patch Asphalt</p> <p>Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p> <p>Cold patch cold bags are stored inside the Grounds Yard/Barn as needed throughout the year. The material is secure from the outside elements and included in a monthly inspection plan.</p>
<p>11. Street Sweepings and Storm Sewer Clean-out Materials</p> <p>Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p> <p>Not applicable.</p>

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

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

Occasionally, these materials are stored on site, temporarily for no longer than 60 days and at least 50 feet away from any storm drain inlets or 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.

Not applicable.

14. Inoperable Vehicles and Equipment

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

Inoperable vehicles are sometimes temporarily stored outdoors until they are sent to auction and removed offsite. The storage area is inspected monthly for signs of contamination. EHS maintains spill kits to contain any possible leaks.

Form 10 – Training

Part IV.F.5-8.

Stormwater Program Coordinator	
Describe the training provided for the Stormwater Program Coordinator	
The Stormwater Program Coordinator (SPC) for the College will attend the NJDEP training seminar every permit cycle. Training shall cover SPC responsibilities, permit conditions, annual reporting and required submissions and documentation. Documentation of attendance will be kept in the EHS Office.	
Topic	Public Complex Employees
Describe the training provided for staff.	
SPPP	Staff responsible for any aspect of the stormwater program shall attend annual training on the site-specific details of the SPPP to review MS4 permit requirements, and record-keeping requirements. Training will be conducted in person or using the Colleges learning management system with a video and detailed powerpoint presentation.
Construction Site Stormwater Runoff	Staff responsible for inspections of construction projects that disturb one acre of soil or more, shall attend annual training on related MS4 permit conditions. Training will be conducted in person or using the Colleges learning management system with a video and detailed powerpoint presentation.
Post-Construction Stormwater Management in New and Redevelopment	Staff responsible for implementing stormwater permit requirements shall attend annual training to review the fundamentals of the College's post-construction stormwater management program to address stormwater runoff. Training shall discuss the College's definition of major development and the interconnection among the Stormwater Management rules at N.J.A.C. 7:8, the College's stormwater permit conditions, the Department's BMP Manual, and Guidance Documents. Training will be conducted in person or using the Colleges learning management system with a video and detailed powerpoint presentation.
Regulatory Mechanisms	Staff responsible for conducting activities associated with regulatory mechanisms shall attend annual training on related MS4 permit conditions and review the purpose of each regulatory mechanism and what steps to take if violations are reported. Training will be conducted in person or using the Colleges learning management system with a video and detailed powerpoint presentation.
Good Housekeeping	Staff responsible to verify and maintain that materials and machinery stored outdoors are stored in such a way that minimizes exposure to stormwater shall attend annual training on related MS4 permit conditions. Training will include maintaining a work area with containers that are properly labeled and marked. Training will be conducted in person or using the Colleges learning management system with a video and detailed powerpoint presentation.

Stormwater Facilities Maintenance	Staff responsible for conducting activities associated with inspections, maintenance and repair of stormwater infrastructure shall attend annual training on the MS4 related permit requirements. This training shall detail what infrastructure is to be maintained per the College's Stormwater Maintenance Plan. Stormwater infrastructure to be included are storm drain inlets, catch basins, MS4 pipe conveyances, and the other infrastructure listed in Form 7, Section 5. Training will be conducted in person or using the Colleges learning management system with a video and detailed powerpoint presentation.
Maintenance Yards and Other Ancillary Operations	Staff responsible for conducting activities associated with the College's maintenance yard and salt storage shall attend annual training to review related MS4 permit conditions, current best management practices, safety equipment and procedures, frequency of activities, and proper documentation of work. Training will be conducted in person or using the Colleges learning management system with a video and detailed powerpoint presentation.
MS4 Mapping	Outside personnel responsible for the preparation and submission of the College's electronic stormwater infrastructure map shall attend annual training to review the MS4 permit requirements for electronic mapping.
Outfall Stream Scouring	Staff responsible for conducting inspections and repairs of stormwater outfalls shall attend annual training to review how to identify, remediate, and document cases of stream scouring in accordance with the College's MS4 permit. Training will be conducted in person or using the Colleges learning management system with a video and detailed powerpoint presentation.
Illicit Discharge Detection and Elimination	Staff responsible for conducting inspections and repairs of stormwater outfalls shall attend annual training to review how to identify, remediate, and document cases of illicit discharge in accordance with the College's MS4 permit. This also includes BMPs, safety equipment and procedures, frequency of activities, and proper documentation of work. Training will be conducted in person or using the Colleges learning management system with a video and detailed powerpoint presentation.

Stormwater Management Design Reviewers

Describe the training provided for individuals responsible for reviews and approvals of Stormwater management designs and any amendments N.J.A.C 7:8 if applicable
Those who review and approve stormwater management designs for major development projects must complete this course every 5 years to stay certified. They also need to attend another training if any amendments are made to the 7:8 rules.
Training Records
Indicate the location of training records for the above required training
Training documentation is located in the Office of Environmental Health and Safety.

Form 11 – MS4 Mapping

Part IV.G.1.

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

The College maintains this information on the stormwater website:

[Stormwater – Keep Our Waterways Clean](https://www.ramapo.edu/ehs/stormwater/) (<https://www.ramapo.edu/ehs/stormwater/>)

The maps are also located in the Office of Environmental Health and Safety.

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

a. MS4 outfalls	7
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	TBD
c. MS4 interconnections	None
d. MS4 outfalls we have this listed in report	7
e. MS4 manholes	TBD
f. Length of conveyance (channels, pipes, ditches, etc.)	TBD
g. MS4 pump stations	0
h. MS4 stormwater facilities (any that are not listed above)	TBD
i. Maintenance yard(s) and other ancillary operations	1

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

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

4. Describe how the Public Complex will create and update its MS4 Infrastructure Map.

The College will review and expand the College's current Outfall Map to include the above noted MS4 infrastructure in accordance with permit requirements. MS4 components will be field located, have their GPS data collected and then mapped utilizing a GIS mapping system. Once all data is collected and the map completed, copies of the data files will be submitted to the College's MS4 Case Manager no later than January 1, 2026. A copy of the final MS4 Map will be uploaded to the College's stormwater webpage.

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your Public Complex is developing or helping to develop a Watershed Improvement Plan.

The College is evaluating the permit requirements to determine how best to initiate Phase 1 of the Watershed Improvement Plan, which is the development of the College's Watershed Inventory Report. This includes the selection of stakeholders and coordination of public information sessions throughout development of the overall improvement plan.

Once Phase 1 is completed, a copy of the report will be posted on the College's stormwater webpage no later than January 1, 2026.

Currently, the College is focusing our effort on expanding the current outfall map to include the additional stormwater system components required as part of the inventory report.

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

Plan is still under development.

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

Records of all comments received during scheduled public information sessions and minutes of meetings held will be maintained by the Office of Environmental Health and Safety. Information is kept in a binder dedicated to stormwater management.

APPENDIX 1 – Monthly Street Sweeping Map

APPENDIX 2 – Standard Operating Procedures

De-Icing Policy
Good Housekeeping of Maintenance Yards Policy
Herbicide Management Policy
Illicit Connections Policy
Improper Disposal of Waste Policy
Litter Control Policy
Pet Waste Policy
Vehicle Fueling Policy
Wildlife Feeding Policy
Yard Waste/Roadside Vegetation Policy

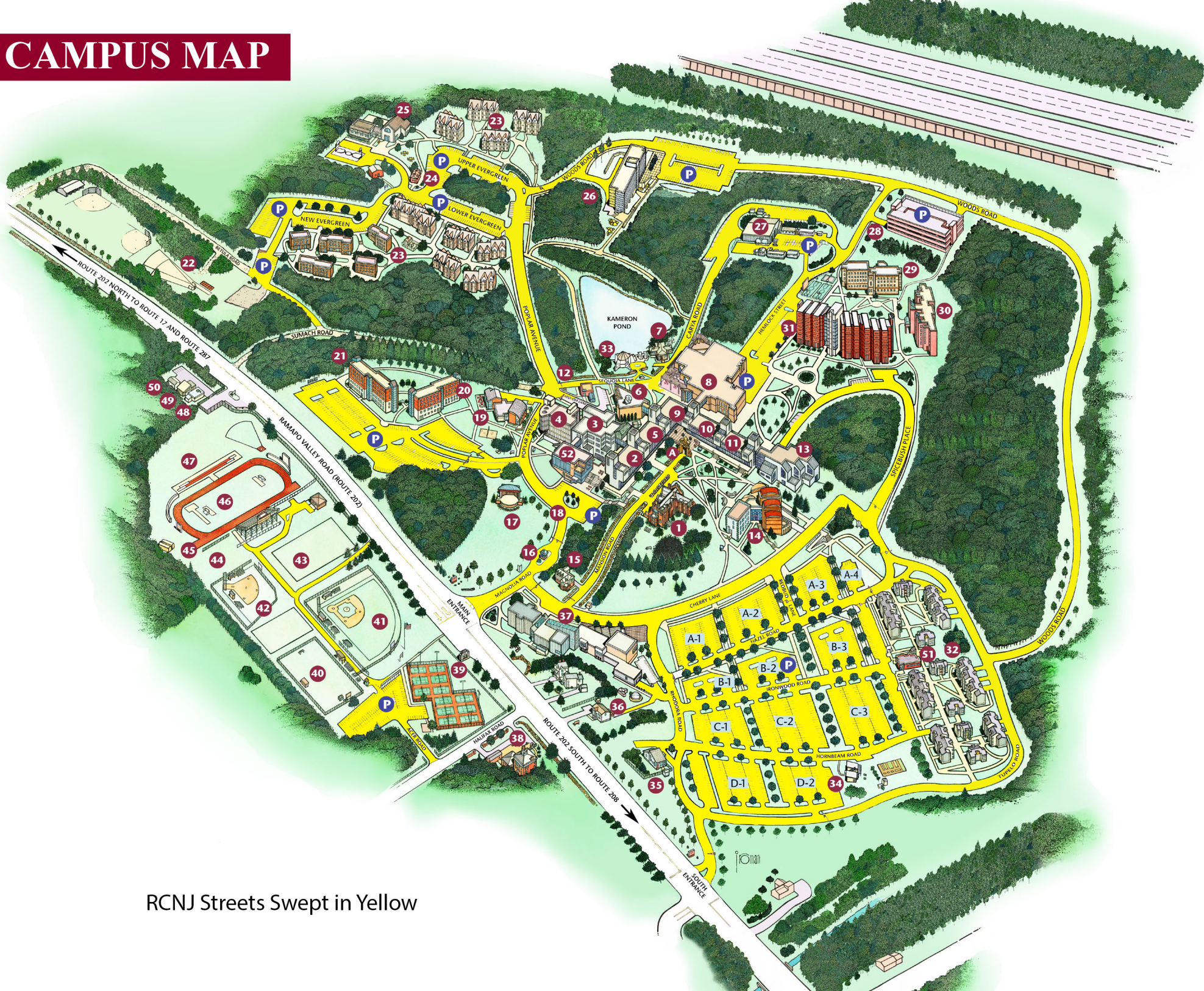
APPENDIX 1 – Monthly Street Sweeping Map

APPENDIX 2 – Standard Operating Procedures

De-Icing Policy
Good Housekeeping of Maintenance Yards Policy
Herbicide Management Policy
Illicit Connections Policy
Improper Disposal of Waste Policy
Litter Control Policy
Pet Waste Policy
Vehicle Fueling Policy
Wildlife Feeding Policy
Yard Waste/Roadside Vegetation Policy

APPENDIX 1 – Monthly Street Sweeping Map

CAMPUS MAP



RCNJ Streets Swept in Yellow

APPENDIX 2 – Standard Operating Procedures

De-Icing Policy
Good Housekeeping of Maintenance Yards Policy
Herbicide Management Policy
Illicit Connections Policy
Improper Disposal of Waste Policy
Litter Control Policy
Pet Waste Policy
Vehicle Fueling Policy
Wildlife Feeding Policy
Yard Waste/Roadside Vegetation Policy



ENVIRONMENTAL HEALTH & SAFETY

505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-7531 EMAIL: ehs@ramapo.edu
www.ramapo.edu/ehs

De-Icing Policy

I. Purpose:

Road salt contributes to increased salinity in freshwater bodies, causing degradation of the habitat necessary to support aquatic life, such as trout. This policy is aimed at cleaning up leftover salt piles that are sometimes deposited when the driver starts up or stops the spreader.

II. Definitions:

Road Salt - Road salt is a large-crystal rock salt that's sprinkled directly onto roadways using specially equipped salt trucks. Chemically, road salt is typically either sodium chloride (the same as table salt) or calcium chloride

Salt - for this purpose deicing salts that reduce the melting point of water and prevent ice from forming. Sodium chloride is the most commonly used product for deicing roads, sidewalks, parking lots and driveways.

Salt Piles - the commercial storage of common salt (sodium chloride)]

Spreader - a device used for spreading or scattering a substance over a wide area.

III. Regulated Activities:

RCNJ Staff should routinely inspect storage structures. During active months, grounds employees/outside contractors shall immediately collect any material spilled during loading or unloading operations and return it to the storage structure. Salt piles must be cleaned up within 72 hours of the storm, as conditions allow. During the offseason, Grounds employees shall identify and fix any leaks, weak points or corroded areas at any salt storage structure or any salt spreading equipment.

IV. Exemptions:

None

V. Violations:

- a) Any College student who is found to be in violation of this regulation shall be subject to official warning, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the College's Student Conduct Code.
- b) Any College officer, staff member, employee, or agent who is found to be in violation of this regulation shall be subject to dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements.
- c) Any other person who has entered into a contract or agreement with the College to provide equipment, materials, supplies, or services on college property, and who is found to be in violation of this regulation, shall be subject to sanctions in accordance with the contract or agreement.
- d) Any visitor, guest, or other person who is not identified under V.a, V.b, or V.c above, and who continues to be in violation of this regulation, after being duly notified, is subject to being banned from college property by the Director of Public Safety or prosecution for criminal trespass under N.J.S.A. 2C:18-3.



ENVIRONMENTAL HEALTH & SAFETY

505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-7531 EMAIL: ehs@ramapo.edu
www.ramapo.edu/ehs

Good Housekeeping of Maintenance Yards Policy

I. Purpose:

To provide a standard operating procedure (SOP) containing the basic practices of good housekeeping to be implemented at maintenance yards, including maintenance activities at ancillary operations at Ramapo College. The purpose of this SOP is to provide a set of guidelines for the employees of Ramapo College for Good Housekeeping Practices at maintenance yards including maintenance yards at ancillary operations.

II. Scope

Applies to all maintenance yards, including maintenance activities at ancillary operations, on Ramapo College property.

III. Standards and Specifications (General)

All containers should be properly labeled and marked, and the labels must remain clean and visible.

All containers must be kept in good condition and tightly closed when not in use.

When practical, chemicals, fluids and supplies should be kept indoors.

If containers are stored outside, they must be covered and placed on spill platforms.

Keep storage areas clean and well organized.

Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.

Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.

Place trash, dirt and other debris in the dumpster.

All refuse containers and dumpsters on campus should remain covered and not leaking. Collect waste fluids in properly labeled containers and dispose of them properly.

Establish and maintain a recycling program by disposing papers, cans, bottles and trash in designated bins.

All storage of flammable and hazardous chemicals shall comply with New Jersey State Fire Code and all regulations set forth by the College Fire Marshal.

IV. Standards and Specifications (Salt and Deicing Material Handling)

During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.

Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.

Minimize the tracking of materials from storage and loading/unloading areas.

Minimize the distance that salt and de-icing materials are transported during loading/unloading.

Any materials that are stored outside must be tarped when not actively being used.

See Regulatory De-icing Policy for further guidance.

V. Spill Response and Reporting

Contact Public Safety at (201) 684-6666 upon the discovery of a spill. Refer to the Spill Prevention Control and Countermeasures Plan for more Instructions.



ENVIRONMENTAL HEALTH & SAFETY

505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-7531 EMAIL: ehs@ramapo.edu
www.ramapo.edu/ehs

VI. Maintenance and Inspection

Facilities employees will periodically check for leaks and damaged equipment and make repairs as necessary. Monthly inspections of all (indoor and outdoor if applicable) storage locations will be completed and documented by Environmental Health and Safety (EHS). Documentation must be available on site upon request.

VII. Violations:

- a) Any College student who is found to be in violation of this regulation shall be subject to official warning, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the College's Student Conduct Code.
- b) Any College officer, staff member, employee, or agent who is found to be in violation of this regulation shall be subject to dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements.
- c) Any other person who has entered into a contract or agreement with the College to provide equipment, materials, supplies, or services on college property, and who is found to be in violation of this regulation, shall be subject to sanctions in accordance with the contract or agreement.
- d) Any visitor, guest, or other person who is not identified under V.a, V.b, or V.c above, and who continues to be in violation of this regulation, after being duly notified, is subject to being banned from college property by the Director of Public Safety or prosecution for criminal trespass under N.J.S.A. 2C:18-3.



ENVIRONMENTAL HEALTH & SAFETY

505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-7531 EMAIL: ehs@ramapo.edu
www.ramapo.edu/ehs

Herbicide Management Policy

I. Purpose:

To prevent the unnecessary exposure of herbicides into the local stormwater waterway and to minimize erosion and destabilization of steep banks.

II. Definitions:

Herbicides - Chemicals used to manipulate or control undesirable vegetation

Person – any individual (including but not limited to a college officer, agent, professional staff member, another employee, or student), corporation (including Ramapo College), company, partnership, firm, association, or political subdivision of this State, whose conduct on college property is subject to regulation by the College.

Stormwater – water resulting from precipitation (including rain and snow) that runs off the land's surface, is transmitted to the subsurface, is captured by separate storm sewers or other sewerage or drainage facilities, or is conveyed by snow removal equipment.

III. Regulated Activities:

Herbicides must only be applied in areas where it's unsafe to mow.

When spraying around structures the effective area must remain within a 2-foot radius of the structure.

Herbicides should only be applied along curb lines and unobstructed shoulders that contain unwanted vegetation.

IV. Exemptions:

None

V. Violations:

- a) Any College student who is found to be in violation of this regulation shall be subject to official warning, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the College's Student Conduct Code.
- b) Any College officer, staff member, employee, or agent who is found to be in violation of this regulation shall be subject to dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements.
- c) Any other person who has entered into a contract or agreement with the College to provide equipment, materials, supplies, or services on college property, and who is found to be in violation of this regulation, shall be subject to sanctions in accordance with the contract or agreement.
- d) Any visitor, guest, or other person who is not identified under V.a, V.b, or V.c above, and who continues to be in violation of this regulation, after being duly notified, is subject to being banned from college property by the Director of Public Safety or prosecution for criminal trespass under N.J.S.A. 2C:18-3.



ENVIRONMENTAL HEALTH & SAFETY

505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-7531 EMAIL: ehs@ramapo.edu
www.ramapo.edu/ehs

Illicit Connections Policy

I. Purpose:

A regulation to prohibit illicit connections to the municipal separate storm sewer system(s) operated by Ramapo College, so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply. This regulation does not apply to any illicit connection which emanates from a location outside Ramapo College property.

II. Definitions:

For the purpose of this regulation, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this regulation clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory. Most of the definitions below are the same as or based on corresponding definitions in the New Jersey Pollutant Discharge Elimination System (NJPDES) rules at N.J.A.C. 7:14A-1.2.

- a) **Domestic sewage** - waste and wastewater from humans or household operations.
- b) **Illicit connection** – any physical or non-physical connection that discharges domestic sewage, non-contact cooling water, process wastewater, or other industrial waste (other than stormwater) to the municipal separate storm sewer system operated by Ramapo College, unless that discharge is authorized under a NJPDES permit other than the Public Complex Stormwater General Permit (NJPDES Permit Number NJ0141879). Non-physical connections may include, but are not limited to, leaks, flows, or overflows into the municipal separate storm sewer system.
- c) **Industrial waste** - non-domestic waste, including, but not limited to, those pollutants regulated under Section 307(a), (b), or (c) of the Federal Clean Water Act (33 U.S.C. §1317(a), (b), or (c)).
- d) **Municipal separate storm sewer system (MS4)** – a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that is owned or operated by Ramapo College or other public body, and is designed and used for collecting and conveying stormwater.
- e) **NJPDES permit** – a permit issued by the New Jersey Department of Environmental Protection to implement the New Jersey Pollutant Discharge Elimination System (NJPDES) rules at N.J.A.C. 7:14A.
- f) **Non-contact cooling water** - water used to reduce temperature for the purpose of cooling. Such waters do not come into direct contact with any raw material, intermediate product (other than heat) or finished product. Non-contact cooling water may however contain algacides, or biocides to control fouling of equipment such as heat exchangers, and/or corrosion inhibitors.
- g) **Person** – any individual (including but not limited to a college officer, agent, professional staff member, another employee, or student), corporation (including Ramapo College), company, partnership, firm, association, or political subdivision of this State, whose conduct on college property is subject to regulation by the College.
- h) **Process wastewater** - any water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct, or waste product. Process wastewater includes, but is not limited to, leachate and cooling water other than non-contact cooling water.



ENVIRONMENTAL HEALTH & SAFETY

505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-7531 EMAIL: ehs@ramapo.edu
www.ramapo.edu/ehs

- i) **Stormwater** – water resulting from precipitation (including rain and snow) that runs off the land's surface, is transmitted to the subsurface, is captured by separate storm sewers or other sewerage or drainage facilities, or is conveyed by snow removal equipment.
- j) **College** - Ramapo College of New Jersey.
- k) **College property** – lands and buildings owned or controlled by Ramapo College.

III. Regulated Activities:

Ramapo College and its officers, staff, agents, other employees, contractors, and students shall not discharge or cause to be discharged, through an illicit connection to the municipal separate storm sewer system operated by Ramapo College, any domestic sewage, non-contact cooling water, process wastewater, or other industrial waste (other than stormwater).

IV. Violations:

- a) Any College student who is found to be in violation of this regulation shall be subject to official warning, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the College's Student Conduct Code.
- b) Any College officer, staff member, employee, or agent who is found to be in violation of this regulation shall be subject to dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements.
- c) Any other person who has entered into a contract or agreement with the College to provide equipment, materials, supplies, or services on college property, and who is found to be in violation of this regulation, shall be subject to sanctions in accordance with the contract or agreement.
- d) Any visitor, guest, or other person who is not identified under V.a, V.b, or V.c above, and who continues to be in violation of this regulation, after being duly notified, is subject to being banned from college property by the Director of Public Safety or prosecution for criminal trespass under N.J.S.A. 2C:18-3.



ENVIRONMENTAL HEALTH & SAFETY

505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-7531 EMAIL: ehs@ramapo.edu
www.ramapo.edu/ehs

Improper Disposal of Waste Policy

I. Purpose:

A regulation to prohibit the spilling, dumping, or disposal of materials other than stormwater to the municipal separate storm sewer system (MS4) operated by Ramapo College of New Jersey to protect the environment, public health, safety, and welfare, and to prescribe penalties for failure to comply.

II. Definitions:

For the purpose of this regulation, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When consistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

"Municipal separate storm sewer system (MS4)" means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that is owned or operated Ramapo College of New Jersey or other public body, and is designed and used for collecting and conveying stormwater.

"Stormwater" means water resulting from precipitation (including rain and snow) that runs off the land's surface, is transmitted to the subsurface, is captured by separate storm sewers or other sewerage or drainage facilities or is conveyed by snow removal equipment.

III. Regulated Activities:

The spilling, dumping, or disposal of materials other than stormwater that causes the discharge of pollutants to the municipal separate storm sewer system operated by Ramapo College of New Jersey is prohibited.

IV. Exemptions:

Potable water line flushing and discharges from potable water sources, excluding the discharge of filter backwash and first flush water from potable well development/redevelopment activities utilizing chemicals in accordance with N.J.A.C. 7:9D. The volume of first flush water, which is a minimum of three times the volume of the well water column, shall be handled and disposed of properly;

Uncontaminated ground water (e.g., infiltration, crawl space or basement sump pumps, foundation or footing drains, rising ground waters);

Air conditioning condensate (excluding contact and non-contact cooling water; and industrial refrigerant condensate);

Irrigation water (including landscape and lawn watering runoff);

Flows from springs, riparian habitats, wetlands, water reservoir discharges and diverted stream flows;

Flows from clean water rinsing of equipment and vehicles used in the application of salt and deicing materials. Prior to rinsing, all equipment shall be cleaned using dry methods such as shoveling and sweeping. Recovered materials are to be returned to storage or properly discarded; and Rinsing of deicing equipment is limited to exterior, undercarriage, and exposed parts and does not apply to engines or other enclosed machinery.

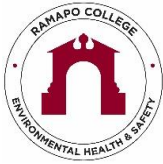


ENVIRONMENTAL HEALTH & SAFETY

505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-7531 EMAIL: ehs@ramapo.edu
www.ramapo.edu/ehs

V. Violations:

- a) Any College student who is found to be in violation of this regulation shall be subject to official warning, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the College's Student Conduct Code.
- b) Any College officer, staff member, employee, or agent who is found to be in violation of this regulation shall be subject to dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements.
- c) Any other person who has entered into a contract or agreement with the College to provide equipment, materials, supplies, or services on college property, and who is found to be in violation of this regulation, shall be subject to sanctions in accordance with the contract or agreement.
- d) Any visitor, guest, or other person who is not identified under V.a, V.b, or V.c above, and who continues to be in violation of this regulation, after being duly notified, is subject to being banned from college property by the Director of Public Safety or prosecution for criminal trespass under N.J.S.A. 2C:18-3.



ENVIRONMENTAL HEALTH & SAFETY

505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-7531 EMAIL: ehs@ramapo.edu
www.ramapo.edu/ehs

Litter Control Policy

I. Purpose:

A regulation to prohibit littering at Ramapo College, so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

II. Definitions:

For the purpose of this regulation, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this regulation demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

- a) Litter - any used or unconsumed substance or waste material which has been discarded, whether made of aluminum, glass, plastic, rubber, paper, or other natural or synthetic material, or any combination thereof, including, but not limited to, any bottle, jar or can, or any top, cap or detachable tab of any bottle, jar or can, any unlighted cigarette, cigar, match or any flaming or glowing material or any garbage, trash, refuse, debris, rubbish, grass clippings or other lawn or garden waste, newspapers, magazines, glass, metal, plastic or paper containers or other packaging or construction material, but does not include the waste of the primary processes of mining or other extraction processes, logging, sawmilling, farming or manufacturing.
- b) **Litter Receptacle** – a container suitable for the depositing of litter.
- c) **Person** – any individual (including but not limited to a College student; visiting faculty member or other visitor; guest; professional member of the College's academic, administrative, or teaching staff; or other College officer, agent, or employee), corporation, company, partnership, firm, association, or political subdivision of this State whose conduct on College property is subject to regulation by the College.
- d) **College** - Ramapo College.
- e) **College property** – Lands and buildings owned or controlled by Ramapo College.

III. Prohibited Conduct:

No person shall throw, drop, discard or otherwise place any litter of any nature upon College property other than in a litter receptacle, or having done so to allow such litter to remain. Whenever any litter is thrown or discarded or allowed to fall from a vehicle in violation of this regulation, the operator or owner, or both, of the motor vehicle shall also be deemed to have violated this regulation.

IV. Violations:

- a) Any College student who is found to be in violation of this regulation shall be subject to official warning, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the College's Student Conduct Code.
- b) Any College officer, staff member, employee, or agent who is found to be in violation of this regulation shall be subject to dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements.



ENVIRONMENTAL HEALTH & SAFETY

505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-7531 EMAIL: ehs@ramapo.edu
www.ramapo.edu/ehs

-
- c) Any other person who has entered into a contract or agreement with the College to provide equipment, materials, supplies, or services on college property, and who is found to be in violation of this regulation, shall be subject to sanctions in accordance with the contract or agreement.
 - d) Any visitor, guest, or other person who is not identified under V.a, V.b, or V.c above, and who continues to be in violation of this regulation, after being duly notified, is subject to being banned from college property by the Director of Public Safety or prosecution for criminal trespass under N.J.S.A. 2C:18-3.



ENVIRONMENTAL HEALTH & SAFETY

505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-7531 EMAIL: ehs@ramapo.edu
www.ramapo.edu/ehs

Pet Waste Policy

I. Purpose:

A regulation to establish requirements for the proper disposal of pet solid waste in Ramapo College of New Jersey to protect the environment, public health, safety and welfare, and to prescribe penalties for failure to comply.

II. Definitions:

For the purpose of this regulation, the following terms, phrases, words, and their derivations, shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When consistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

"Owner/Keeper" means any person who shall possess, maintain, house or harbor any pet or otherwise have custody of any pet, whether the owner of such pet.

"Person" means any individual, corporation, company, partnership, firm, association, or political subdivision of this State that is subject to the Public Complex's jurisdiction.

"Pet" means any domesticated animal kept for companionship. This also includes emotional support animals.

"Pet solid waste" means feces from any domesticated animal.

"Proper disposal" means placement in a designated waste receptacle, or other suitable container which is regularly emptied by the municipality or some other refuse collector; or disposal into a system designed to convey domestic sewage for proper treatment and disposal.

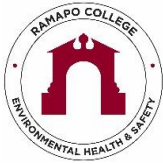
III. Regulated Activities:

All pet owners and keepers are required to immediately and properly dispose of their pet's solid waste deposited on any property, public or private, not owned or possessed by that person.

IV. Exemptions: None

I. Violations:

- a) Any College student who is found to be in violation of this regulation shall be subject to official warning, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the College's Student Conduct Code.
- b) Any College officer, staff member, employee, or agent who is found to be in violation of this regulation shall be subject to dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements.
- c) Any other person who has entered into a contract or agreement with the College to provide equipment, materials, supplies, or services on college property, and who is found to be in violation of this regulation, shall be subject to sanctions in accordance with the contract or agreement.
- d) Any visitor, guest, or other person who is not identified under V.a, V.b, or V.c above, and who continues to be in violation of this regulation, after being duly notified, is subject to being banned from college property by the Director of Public Safety or prosecution for criminal trespass under N.J.S.A. 2C:18-3.



ENVIRONMENTAL HEALTH & SAFETY

505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-7531 EMAIL: ehs@ramapo.edu
www.ramapo.edu/ehs

Vehicle Fueling Policy

I. Purpose:

Vehicle and equipment fueling procedures and practices are designed to minimize pollution of surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose.

II. Scope

These procedures are to be implemented at all maintenance yards with fueling, including mobile fueling operations. All gas fueled Ramapo College Vehicles are currently fueled off campus. Diesel vehicles and small gas engines are still being fueled on campus at the time of revision.

III. Standards and Specifications (for vehicle and equipment fueling)

- a) Shut the engine off
- b) Ensure that the fuel is the proper type of fuel.
- c) Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
- d) Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill. Exception: Small 5 Gallon portable gas cans used for emergency refueling or small engine refueling
- e) Fuel tanks shall not be "topped off."

IV. Standards and Specifications (for bulk fueling)

- a) Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
- b) Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
- c) Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
- d) A trained employee must always be present to supervise during bulk transfer.

V. Spill Response

Contact Public Safety at (201) 684-6666 upon the discovery of a spill.
Refer to the Spill Prevention Control and Countermeasures Plan for more Instructions.

VI. Maintenance and Inspection

Fueling areas and storage tanks shall be inspected monthly by Environmental Health and Safety (EHS).

Keep an ample supply of spill cleanup material on the site.

Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.



ENVIRONMENTAL HEALTH & SAFETY

505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-7531 EMAIL: ehs@ramapo.edu
www.ramapo.edu/ehs

VII. Violations:

- a) Any College student who is found to be in violation of this regulation shall be subject to official warning, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the College's Student Conduct Code.
- b) Any College officer, staff member, employee, or agent who is found to be in violation of this regulation shall be subject to dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements.
- c) Any other person who has entered into a contract or agreement with the College to provide equipment, materials, supplies, or services on college property, and who is found to be in violation of this regulation, shall be subject to sanctions in accordance with the contract or agreement.
- d) Any visitor, guest, or other person who is not identified under V.a, V.b, or V.c above, and who continues to be in violation of this regulation, after being duly notified, is subject to being banned from college property by the Director of Public Safety or prosecution for criminal trespass under N.J.S.A. 2C:18-3.



ENVIRONMENTAL HEALTH & SAFETY

505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-7531 EMAIL: ehs@ramapo.edu
www.ramapo.edu/ehs

Wildlife Feeding Policy

I. Purpose:

A regulation to prohibit the feeding of unconfined wildlife on any property owned or operated by Ramapo College of New Jersey to protect the environment, public health, safety and welfare, and to prescribe penalties for failure to comply.

II. Definitions:

For the purpose of this regulation, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this chapter clearly demonstrates a different meaning. When consistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

Feed - means to distribute or scatter any edible material with the intention of feeding or attracting wildlife. Feeding does not include baiting in the legal taking of fish and/or game.

Person - means any individual, corporation, company, partnership, firm, association, or political subdivision of this State that is subject to the Public complex's jurisdiction.

Wildlife - means any undomesticated animal and includes all organisms that live wild in an area.

III. Regulated Activities:

No person shall feed any wildlife on any property owned or operated by Ramapo College of New Jersey.

IV. Exemptions:

Exemptions include unconfined wildlife at an environmental education center.

I. Violations:

- a) Any College student who is found to be in violation of this regulation shall be subject to official warning, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the College's Student Conduct Code.
- b) Any College officer, staff member, employee, or agent who is found to be in violation of this regulation shall be subject to dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements.
- c) Any other person who has entered into a contract or agreement with the College to provide equipment, materials, supplies, or services on college property, and who is found to be in violation of this regulation, shall be subject to sanctions in accordance with the contract or agreement.
- d) Any visitor, guest, or other person who is not identified under V.a, V.b, or V.c above, and who continues to be in violation of this regulation, after being duly notified, is subject to being banned from college property by the Director of Public Safety or prosecution for criminal trespass under N.J.S.A. 2C:18-3.



ENVIRONMENTAL HEALTH & SAFETY

505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-7531 EMAIL: ehs@ramapo.edu
www.ramapo.edu/ehs

Yard Waste/Roadside Vegetation Policy

I. Purpose:

A regulation establishing proper management of yard waste in Ramapo College of New Jersey to protect the environment, public health, safety and welfare, and to prescribe penalties for failure to comply.

II. Definitions:

For this regulation, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When consistent with the context, words used in the present tense includes the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

"Person" means any individual, corporation, company, partnership, firm, association, or political subdivision of this State that is subject to Ramapo College's jurisdiction.

"Street" means an improved or unimproved road in Ramapo College property which includes driving lanes, shoulders, gutters, curbs, sidewalks, and parking areas.

"Yard Waste" means loose leaves and grass clippings.

III. Regulated Activities:

- a) No person shall sweep, rake, blow, or otherwise place yard waste into the street unless it is for a scheduled collection.
- b) Placement of yard waste must be at least 10 feet away from any storm drain inlet and no sooner than 2 days prior to a scheduled collection.
- c) Placement of such yard waste on the street at any other time or in any other manner is a violation of this regulation. If such placement of yard waste occurs, the person responsible for placement of the yard waste shall be in violation of this regulation and must remove the yard waste immediately.

IV. Exemptions: None

I. Violations:

- a) Any College student who is found to be in violation of this regulation shall be subject to official warning, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the College's Student Conduct Code.
- b) Any College officer, staff member, employee, or agent who is found to be in violation of this regulation shall be subject to dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements.
- c) Any other person who has entered into a contract or agreement with the College to provide equipment, materials, supplies, or services on college property, and who is found to be in violation of this regulation, shall be subject to sanctions in accordance with the contract or agreement.
- d) Any visitor, guest, or other person who is not identified under V.a, V.b, or V.c above, and who continues to be in violation of this regulation, after being duly notified, is subject to being banned from college property by the Director of Public Safety or prosecution for criminal trespass under N.J.S.A. 2C:18-3.