Kean University

Stormwater Pollution Prevention Plan

N.J.A.C. 7:14A

1000 Morris Avenue | Union, NJ 07083
NJPDES #NJG1047991

June 2025

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title	Suzanne Kupiec, Director EHS		
Phone	908-737-4804	Email	skupiec@kean.edu
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title	Campus Planning		
Phone	908-737-5000	Email	
Name and Title			
		Email	
Other Stormwater Team Members			
Name and Title	Steve Remotti, VP Facilities and Campus Planning		
Phone	908-737-5018	Email	stremott@kean.edu
Name and Title	Karen Smith, VP University Relations		
Phone	908-737-0585	Email	ksmith@kean.edu
Name and Title	Ana Coyle & Dareinis Medrano, Managing Assistant Directors EHS		
Phone	908-737-4816 & 908-737-4836	Email	anacoyle@kean.edu & medranda@kean.edu

Shared/Contracted Service Providers		
Provider Name	Service Provided	Term of Service
Kean does not share services with another public entity.		

Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
Created 2005	All	Prepared by Environmental Risk Limited.
May 2009	1, 8	Annual revision.
May 2013	1, 8	Annual revision.
Jan 2015	1, 8	Annual revision.
April 2015	8	Form update.
Jan 2016	8	Annual revision.
April 2017	8	Annual revision.
Jan 2018	All	Annual revision.
March 2019	All	Annual revision and reformatting for website posting.
Sept 2019	All	Update plan to new forms.
Aug 2020	1, 8	Annual Revision.
May 2021	1, 8	Annual Revision
April 2022	All	New forms & updates, annual revision, moved to new form set NJDEP
March 2023	1,8	Annual Revision
Jan 2024	All	New forms & updates
June 2024	All	Misc. Updates
June 2025	1	Removed details about vendors.

Form 3 – Public Announcements

Part IV.B. and C.

1. Provide the link to the dedicated stormwater webpage for your Public Complex.
https://sites.google.com/a/kean.edu/ehs/stormwater-management
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Suzanne Kupiec, Director EHS
3. Only for colleges, universities, and military bases with dependents living on base: 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.
Our population consists of students and staff of Kean University. As such, public notices and advertising will be published and distributed through our in-house newspapers and newsletters, radio station and TV station, rather than outside commercial outlets. In addition, the information can be sent via email to the Kean Community using official Kean email addresses. University Relations will publish all Public Notice(s) required by this program.

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.
Kean University defines 'major development' as per the Public Complex Stormwater General Permit definition.
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.
Kean University has implemented post-construction stormwater management in new development and redevelopment program as per the Public Complex Permit minimum standard. Kean considers the applicable design and performance standards as early as possible in the project planning and design process. The Office of Campus Planning reviews each construction project to ensure that standards are met or exceeded.
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.
None at this time.
4. Indicate the physical location of approved applications for major development projects and Major Development Summary Sheets.
Campus Planning maintains records for approved applications for major development projects and EHS maintains Major Development Summary Sheets.

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	Fees & Fines
1. Pet Waste Control	4/5/2005	N/A	Public Safety/Police	$___
2. Wildlife Feeding Control	4/5/2005	N/A	Human Resources/Student Conduct Court	$___
3. Litter Control	4/5/2005	N/A	Human Resources/ Student Conduct Court	$___
4. Improper Disposal of Waste	4/5/2005	N/A	Environmental Health and Safety	$___
5. Yard Waste	NA			$___

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.

Kean has not adopted any additional regulatory mechanisms.

Indicate the location of records associated with regulations and related violations and enforcement actions below.

Public Safety/Police, Human Resources, and/or Student Conduct Court

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 <u>not</u> need to be swept.*
Since May, 2005, Kean has swept all streets and parking lots owned or operated by Kean which have storm inlet drains that direct stormwater runoff into an MS4 or discharge directly to surface water. The map is posted at: https://www.kean.edu/stormwatermgmt
2. Indicate if sweeping work is outsourced and if so, describe the arrangement.
Currently, Kean hires a vendor to sweep all of the streets at least monthly, weather permitting. A summary log is maintained by FCP. In keeping with the updated requirements of the permit, Kean will sweep the streets more frequently, if needed.

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. All of the storm drain inlets at Kean are labeled. Storm drains are inspected at least annually, and missing labels are replaced either by an outside vendor or student volunteers at that time.

b. Kean ensures storm drain inlet retrofits happen during any repaving, resurfacing and repair events. For most projects, Kean will use a bicycle-safe grate and curb-opening inlet that meets the NJ Department of Transportation design standard.

c. Annually, Kean hires an engineering firm to inspect and document the condition of each storm drain inlet. Based on the findings, storm drain inlets are scheduled for cleaning and repairs.

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. Annually, Kean hires an engineering firm to inspect and document the condition of each catch basin.

b. The engineers inspection report is used to identify which catch basins need to be cleaned. Kean hires a jet vac service vendor with vacuum truck, water jets and hand tools to clean out all dirty catch basins. The service vendor crew is accompanied by a Kean Facilities employee. Additionally, if catch basins are found or suspected to be dirty between inspection (for example, if water is ponding on a parking lot), Kean has an on-call vendor to clean catch basins or clear sewer lines on an “as-needed” basis.

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. During annual storm drain inlet and catch basin inspections, the engineering firm notes any issues.

b. Conveyance system clean outs are done on an as needed basis. Kean primarily uses a JetVac vendor.

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. Kean has maintained a map of the outfalls since 1991. The current map was prepared by Stormwater Compliance Solutions, and it indicates inlets, outfalls, and the location of manufactured treatment devices on the Main, Liberty Hall, and East Campuses. It is annually reviewed and updated, as needed.

b. Stream scouring is investigated and documented in our annual inspection report by our vendor.

c. All of the property, buildings, and facilities on the Main, Liberty Hall and East Campuses are owned and controlled by Kean University. Outfalls are inspected at least annually and, to date, no illicit connections have been found. As no homes or businesses directly about the property, it is unlikely that an illicit connection can be made to our MS4.

5. 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 cleaned.

Kean University has implemented a stormwater facility maintenance program to ensure all stormwater facilities at Kean campus function properly. The following is a list of stormwater facilities located at the Kean campus:

MANUFACTURED TREATMENT DEVICES
(Nearest Building/Type)

1. Green Lane Building Parking Lot: Aquashield Aqua-Swirl™ Stormwater Treatment System and an above ground detention basin
2. East Campus Under the Lower Parking Lot :Contech Stormfilter® System and Detention Basin
3. East Campus Faculty Housing: Under the roadway in front of complex Contech Jellyfish® System and Detention Basin
4. Liberty Hall Academic Building: Under the Parking Lot and along the East Campus bridge Contech Jellyfish® System and Detention Basin
5. Maintenance Building: In the grass near the Greenhouse Stormceptor®
6. New Freshman/New Upper: Under the Patio and sidewalk near service road Detention Basin
7. North Avenue Academic Building: Under the Parking Lot Detention Basin
8. NJCSTM: Under the Parking Lot Detention Basin

6. Infrastructure Records

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

The stormwater facilities identified above will be inspected at least annually by an outside vendor and/or in-house staff and repairs will be made on a priority basis.

Form 8 – Good Housekeeping

Part IV.F.2.g-l.

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.
Kean uses herbicides sparingly, and they are applied by licensed applicators.
2. Excess De-icing Material Management 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.
Within 72 hours of a rain or snow event, the grounds crew removes any piles of excess salt that was deposited during spreading operations.
3. Vegetative Waste Management 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.
Kean has no homes where residents are responsible for their own yard maintenance. FCP ensures that vegetative waste from the Kean campus is properly collected, handled, and sent for disposal. All Kean University property is mowed by grounds staff (a vendor), who also rake and collect leaves and other vegetative debris. Grass clippings from areas further than twenty feet from the creek are mulched in place. If grass along the edge of Trotters Creek is mowed, the Kean will use a mower equipped with a bag to prevent the clippings from entering the creek. The bagged grass clippings, leaves and all other vegetative waste from the Kean campus are shipped offsite to a DEP approved county/regional waste management/recycling center by a properly licensed waste hauler contracted by Kean.
4. Tree Replacement Management Describe your program for ensuring the proper removal and replacement of trees at your Public Complex.

Kean's Facilities department ensures proper tree removal. If a tree is considered a hazard, it is removed safely by an outside vendor. If in the future, Kean needs to remove a healthy tree, it will be replaced with one in accordance with NJDEP standards.

5. Roadside Erosion Control

Describe your program to detect and repair erosion along Public Complex owned driveways, streets, and parking areas.

All campus roadways are paved and most of the roads are curbed. Erosion is expected only at the edges of the roadways where there are no curbs.

6. Outdoor Refuse Containers and Dumpsters

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.

Kean ensures all outdoor refuse containers are emptied daily and by design all containers have a protective cover to eliminate discharge of pollutants to stormwater and surface water. Refuse containers are strategically placed on impervious surfaces and away from the creek.

Form 9 – Best Management Practices at Maintenance Yards & Other Ancillary Operations

Part IV.F.4.

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

1. Site Name and Address

Maintenance Yard. 1000 Morris Ave. Union, NJ 07083

2. Monthly Site Inspections
Describe the nature of inspections conducted at this site and the location of inspection logs.

The Maintenance Yard is inspected monthly to ensure that there is no runoff to nearby storm drains and that all materials being stored are contained.

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

Materials	Machinery/Equipment
Vegetative Waste dumpster	Backhoe
Metal Scrap dumpster	
Refuse dumpster	

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.

The fueling area contains a 1,000 gallon diesel underground storage tank and 4,000 gallon gasoline underground storage tank. Fueling areas, pumps and tanks are inspected daily by facilities and once per month by EHS. Drip pans and storm drain covers are available during large fueling operations. A 55 gallon drum filled with spill supplies and PPE is located directly behind the fuel pumps for quick access.

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.

All vehicle maintenance is performed inside the Auto Shop or at an off-site vendor. If maintenance is performed onsite, drip pans are used to minimize contamination of stormwater.

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.

Not applicable.

8. Salt and Other Granular De-icing/Anti-icing Materials

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.

Bulk salt is stored in a permanent, covered shed near the Maintenance Building. Staff are trained to minimize tracking of material from loading and unloading operations, and to sweep any loose materials on the ground back into the bulk storage bin for reuse.

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.

Aggregate materials are brought onsite for specific project with a short window. Wood chips and leaf composting are not applicable.

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.

No asphalt is stored onsite. An outside vendor is hired for asphalt work.

11. Street Sweepings and Storm Sewer Clean-out 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.

No, any debris from street sweeping and storm sewer clean-outs is immediately sent off campus by the hired vendor after cleaning.

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.

Construction and demolition waste are stored temporarily on site in dumpsters. Those dumpsters are regularly picked up and replaced as soon as they are filled.

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.
Scrap tires are stored on site, generally indoors. If they are stored outdoors, then they will be covered with a tarp to prevent any contact with stormwater.
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.
N/A

Form 10 – Training

Part IV.F.5-8.

Stormwater Program Coordinators
Describe the training provided for the Stormwater Program Coordinator.
The SPC and three other employees have completed the course.

Topic	**Public Complex Employees** Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
Describe the training provided for staff.	
SPPP	Staff are required to attend an in-person group training session that covers all SPPP topics.
Construction Site Stormwater Runoff	
Post-Construction Stormwater Management in New and Redevelopment	
Regulatory Mechanisms	
Good Housekeeping	
Stormwater Facilities Maintenance	
Maintenance Yards and Other Ancillary Operations	
MS4 Mapping	
Outfall Stream	

Scouring	
Illicit Discharge Detection and Elimination	

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs and any amendments to N.J.A.C. 7:8 if applicable.
We do not have any in-house management designs. That would be outsourced to a qualified vendor.

Training Records
Indicate the location of training records for the above required training.
Training records are kept in the EHS office.

Form 11 – MS4 Mapping

Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
https://www.kean.edu/stormwatermgmt	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	40
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	
c. MS4 interconnections	
d. MS4 storm drain inlets	371
e. MS4 manholes	
f. Length of conveyance (channels, pipes, ditches, etc.)	
g. MS4 pump stations	
h. MS4 stormwater facilities (any that are not listed above)	18
i. Maintenance yard(s) and other ancillary operations	
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.).	
Annually, an engineering firm is hired to review and update the outfall/ infrastructure map. Any new construction, projects or newly identified infrastructure are sent to the engineer to include on the map.	
4. Describe how the Public Complex will create and update its MS4 Infrastructure Map.	
We hire an engineering firm to annually inventory and inspect all stormwater-related infrastructure and to create and maintain our maps.	

Form 12 – Watershed Improvement Plan

Part IV.H.

1. Describe how your Public Complex is developing or helping to develop a Watershed Improvement Plan.
Kean is gathering the required data for completion of Phase 1, the Watershed Inventory Report. As data is gathered and mapped, the infrastructure map will be periodically updated.
2. Describe any regional projects or collaboration efforts with municipalities.
Kean will continue its collaborations with Americorps Watershed Ambassador and Environmental Alliance group. No regional projects are planned at this time.
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.
All records will be kept in the EHS office.