



Monmouth County Park System

805 NEWMAN SPRINGS ROAD, LINCROFT, NJ 07738
www.monmouthcountyparks.com

Jennifer Kaczala, QPA, Purchasing Agent
Phone: (732) 842-4000 Ext. 4217
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NOTICE OF RFP Exempt Services

The Monmouth County Park System is soliciting proposals through a **Fair and Open** process in accordance with the N.J.S.A. 19:44A-20.4 et seq.

Sealed RFP responses will be received by the Purchasing Agent on **Tuesday, December 13, at 10:00 AM** at the Park System Purchasing Department located at the Monmouth County Park System Headquarters, 805 Newman Springs Road, Lincroft, NJ 07738 at which time and place responses will be opened for:

SAMPLING, TESTING, AND REPORT PREPARATION FOR NJPDES PERMIT FOR CHARLESTON SPRINGS GOLF COURSE CLUBHOUSE FOR 2023 (PS #03-23)

Specifications and instructions may be obtained at the Purchasing Office or on the Monmouth County Park System website, www.monmouthcountyparks.com.

Respondents shall comply with the requirements of Affirmative Action P.L. 1975 C127 (N.J.S.A. 17:27 et seq). Statement of Ownership (N.J.S.A. 52:25 – 24.2) is required with your proposal. A copy of your New Jersey Business Registration is preferred with the proposal but mandatory prior to award of contract.

Jennifer Kaczala, QPA
Purchasing Agent



THE NATION'S FIRST ACCREDITED PARK AND RECREATION AGENCY

Serving the Citizens of Monmouth County Since 1961
RECYCLED PAPER

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1. Introduction

(PS#03-23)

The Monmouth County Park System invites you to submit a proposal for Providing Professional Services required in the Sampling, Testing, and Report Preparation for New Jersey Pollution Discharge Elimination System (NJPDES) Permit for Charleston Springs Golf Course Clubhouse for the period January 1, 2023, through December 31, 2023.

2. Administrative Conditions and Requirements

The following items express the administrative conditions and requirements of this RFP. Together with the other RFP sections, they will apply to the RFP process, the subsequent contract, and project production. Any proposed change, modification, or exception to these conditions and requirements may be the basis for the Monmouth County Park System, hereinafter referred to as owners, to determine the proposal as non-responsive to the RFP and will be a factor in the determination of an award of a contract. The contents of the proposal of the successful Respondent, as accepted by the owner, will become part of any contract awarded as a result of this RFP.

2.1. Proposal Submission Information

Proposals must be accompanied by the completed "Proposal Checklist," and must be enclosed in a sealed envelope, bearing the project name and the name of address of the respondent on the outside.

Submission (On or Before) Date and Time: Tuesday, December 13, 2022, at 10:00am

Number of Original Proposals to be submitted: Two (2) Original Proposals with Original Signatures
***Please Note: Fax copies will not be accepted.**

Submission Office:

Jennifer Kaczala, QPA
Purchasing Agent
Monmouth County Park System Headquarters
805 Newman Springs Road
Lincroft, NJ 07738
(732) 842-4000 Ext. 4217
(732) 842-4162

Clearly mark the submittal package with the title of this RFP and the responding firm, addressed to the Purchasing Agent.

Only those RFP responses received prior to or on the submission date will be considered. Responses delivered before the submission date and time specified above may be withdrawn upon written application of the respondent who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the proposal. After the submission date and time specified above, responses must remain firm for a period of sixty (60) days.

2.2. Using Department Information

Please direct all questions in writing, by mail, e-mail, or fax:

**Monmouth County Park System
Acquisition & Design Department
805 Newman Springs Road
Lincroft, NJ 07738
Attention: James Mowczan
732-842-4000, Ext. 4299
732-842-3640 (Fax)
E-mail: Jim.Mowczan@co.monmouth.nj.us**

2.3. Statutory and Other Requirements

2.3.1. Compliance with Laws

Any contract entered into between the vendor and the owner must be in accordance with and subject to compliance by both parties with the New Jersey Local Public Contract Law. The vendor must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services there under. The vendor shall sign and acknowledge such forms and certificates as may be required by this section.

2.3.2. Mandatory Affirmative Action Compliance

No firm may be issued a contract unless it complies with the Affirmative Action requirements of P.L. 1975, C. 127 as identified in the document attached.

2.3.3. Americans with Disabilities Act of 1990

Discrimination on the basis of disability in contracting for the delivery of services is prohibited. Vendors are required to read Americans with Disabilities language that is part of the documents attached hereto and agree that the provisions of Title II of the Act are made part of the contract. The vendor is obligated to comply with the Act and hold the owner harmless.

2.3.4. Statement of Ownership

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods, unless, with receipt of the proposal of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders who own ten (10) percent or greater interest therein. The vendor shall complete and submit the form of statement that is included in this RFP.

2.3.5. N.J. Business Registration Certificate

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS GOODS, SERVICES, AND CONSTRUCTION* CONTRACTS

Proof of valid business registration (a Business Registration Certificate) with the New Jersey Department of Treasury, Division of Revenue must be submitted to the contracting agency prior to the award of any contract, including purchase orders. No contract will be awarded without proof of such business registration. N.J.S.A. 52:32-44 imposes the following requirements on contractors and on all subcontractors that knowingly enter into a contract, or construct a construction project, with a contractor in the fulfillment of a contract with a contracting agency. *In the case of a construction contract, "subcontractor" shall mean only designated subcontractors who are required by N.J.S.A. 40A:11-16 to be named in the submission of a bid.

A subcontractor named in a bid or other proposal made by a contractor to a contracting agency shall provide a copy of its business registration to the contractor who shall provide it to the contracting agency. The contractor shall provide the contracting agency with the business registration of the contractor and that of any named subcontractors prior to the time a contract is awarded.

The contractor shall maintain and submit to the contracting agency a list of subcontractors and their addresses that may be updated from time to time during the course of the contract performance. Before final payment of the contract is made by the contracting agency, the contractor shall submit a complete and accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract or shall attest that no subcontractors were used.


For the term of the contract, the contractor and each of its affiliates and each subcontractor and each of its affiliates (N.J.S.A. 52:32-44 (g) (3)) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the "Sales and Use Tax Act" (N.J.S.A. 54:32 B-1, et seq.) on all taxable sales of tangible personal property delivered into this state.

A business organization that fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency


Sample Business Registration Certificates are attached for convenience. Questions on obtaining a Business Registration Certificate or on the law and its requirements can be directed to the Division of Revenue at (609) 292-9292.

(Revised 5/2017)

THESE ARE SAMPLES OF BUSINESS REGISTRATION CERTIFICATES.

	STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
Taxpayer Name:	
Trade Name:	
Address:	
Certificate Number:	
Date of Issuance:	
For Office Use Only:	

OR

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY DIVISION OF REVENUE P.O. BOX 232 TRENTON, N.J. 08646-0232
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:		
FORM-BRC(08-01)	<small>Acting Director</small>	<small>This Certificate is NOT assignable or transferable. It must be immediately displayed at above address.</small>

2.3.6. Non-Collusion Affidavit

The Non-Collusion Affidavit, which is part of this RFP, shall be properly executed and submitted with the RFP response.

2.3.7. Insurance

For the duration of this agreement, the vendor will procure and maintain insurance, at the vendor's expense, provided by insurance companies authorized to do business in the State of New Jersey, covering all services performed under this Agreement by the Professional or the Professionals subcontractors, as follows:

- (a) General Liability and Property Damage Insurance: The Professional shall maintain General Liability and Property Damage Insurance, in an amount of not less than \$1,000,000.00 combined single limit, covering the Professional and the Professional's subcontractors. The policy shall insure against claims for bodily injury, including accidental death, as well as claims for property damage which may arise from the services rendered under this Agreement, whether performed directly by the Professional or by the Professional's subcontractor or by anyone directly or indirectly employed by either.
- (b) Business/Personal Automobile Coverage: The Professional shall maintain Comprehensive Automobile Liability Insurance, in an amount of not less than \$1,000,000.00 combined single limit, covering all vehicles used by the Professional in furtherance of this contract, prior to commencement of work under this Agreement.
- (c) (For Professional Services Contract only) Professional Liability (Errors & Omissions) Insurance: The Professional shall maintain Professional Liability Insurance in an amount of not less than \$1,000,000.00 combined single limit covering the Professional and the Professional's sub-contractor.
- (d) Workers' Compensation Insurance: The Professional shall maintain Workers' Compensation Insurance in accordance with the Laws of the State of New Jersey.
- (e) **Prior to award the lowest responsible bidder will provide the Park System with a copy of their Certificate of Liability Insurance in the amounts stated in the specifications. Bidder must supply the Certificate of Liability Insurance within five days of notification by the Agency. Failure to provide such Certificate within this time period will be grounds for rejection of bid. The certificate for Public Liability/Property Damage and Business/Personal Automobile coverage must name the County of Monmouth, Monmouth County Board of Recreation Commissioners, and their respective officers, servants and agents as additional insured on all policies except the Worker's Compensation policy.**

2.3.8. Indemnification

The vendor hereby agrees to indemnify and hold harmless the Board of Recreation Commissioners and the County of Monmouth, their agents, servants, and employees from and against all loss, damage, claims, actions, liability and expense, in connection with the loss of life, bodily injury, and/or property damage, if occasioned in whole or in part by any negligent act or omission of the professional or the professional's agent's, servants, employees, and subcontractors limited to services performed under the terms and conditions of this contract. This obligation shall include the provision of a defense for the County of Monmouth and the Board at all stages of the claims or judicial process.

2.3.9. Alternate Dispute Resolution

Non-Binding Mediation: If a dispute between the County and the Contractor arises during the course of the contract, the parties will participate, in good faith, in non-binding mediation.

Either party may demand such mediation by written notice of the other party. The written notice shall contain at least (a) a brief statement of the nature of the dispute, and (b) the name, address, and phone number of that party's designated representative for the purposes of mediation. The other party shall designate its representative for mediation in writing no later than five business days after receipt of the demand for mediation. The respective designees shall thereupon, and promptly, with due regard for the need for timely action, choose a mediator. If the parties cannot agree on a mediator, or if they prefer, they shall choose a reputable mediation firm. Any mediation firm so chosen shall present a list of at least five proposed mediators to the parties and shall provide the parties with a summary of each person's qualifications to serve as the mediator. Each party shall rank the proposed mediators in order of preference.

The fifth person on each list will be excluded from further consideration. The chosen mediator shall be the person who is the combined highest-ranking mediator on both preference lists excluding the fifth person on each list. In the event of a tie, the mediator shall be chosen by lot. The parties will not be bound by the Rules of Evidence in presenting the positions before the mediator.

The mediation shall be conducted in such reasonable and efficient manner as may be agreed between the parties and the mediator or, the lack of such an agreement, as may be determined by the mediator.

Each party will bear its own costs of participation in mediation, and they will divide the costs of the mediations equally.

If, after a good faith effort to resolve the dispute through mediation, the dispute is not resolved, either party may terminate the mediation by written notice to the mediator and to the other part, whereupon either party may submit the dispute to the Superior Court of New Jersey, Monmouth County, for adjudication, which Court shall have exclusive original jurisdiction over the dispute.

2.4. Addenda

All addenda will be posted on the Monmouth County Park System website (www.monmouthcountyparks.com). It is the responsibility of the vendor to check the website prior to submission of proposal.

2.5. Multiple Proposals Not Accepted

More than one proposal from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

2.6. Failure to Enter Contract

Should the vendor, to whom the contract is awarded, fail to enter into a contract within ten (10) days, Sundays and holidays excepted, the owner may then, at its option, accept the proposal of another vendor.

2.7. Commencement of Work

The vendor agrees to commence work after receipt of a Purchase Order and upon notice from the using department to proceed.

2.8. Termination of Contract

If, through any cause, the vendor shall fail to fulfill in a timely and proper manner obligations under the Contract if the vendor violates any requirements of the Contract, the owner shall thereupon have the right to terminate the Contract by giving written notice to the vendor of such termination at least 30 days prior to the proposed effective date of the termination. Such termination shall relieve the owner of any obligation for the balances to the vendor any sum or sums set forth in the Contract.

The vendor agrees to indemnify and hold the owner harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the Contract by the owner under this provision. In case of default by the vendor, the owner may procure the articles or services from other sources and hold the vendor responsible for any excess cost occasioned thereby.

2.9. Notice of Award

The successful vendor will be notified of the award of contract upon a favorable decision by the governing body. The Purchasing Agent will then send a Purchase Order and Voucher to the vendor.

2.10. Prompt Payment of Construction Contracts P.L. 2006, c. 96 (if applicable)

When the Professional has performed in accordance with the provisions of the contract, and the invoice (bill) including a properly prepared, dated, and signed voucher for the work has been approved and certified by the Monmouth County Board of Recreation Commissioners and the Monmouth County Board of County Commissioners, the board shall pay the amount due to the contractor for each payment not more than 30 days after the date received. The invoice shall be deemed approved and certified 20 days after the board receives it unless the board, before the 20-day period, informs the contractor in a written statement of the amount withheld and the amount to be paid, the reason for withholding the payment and how the deficiency can be cured.

Approved (bills) with a properly prepared, dated and signed voucher will be approved for payment by the Board of Recreation Commissioners at the first public meeting after the 20th day. After the board approves payment of invoices (bills) with properly prepared, dated, and signed voucher, invoices will be

forwarded to the Board of County Commissioners for their approval. All payments will be released in accordance with the attached payment schedule and will be mailed unless other arrangements have been made with our Accounts Payable Department.

In the event that Alternate Dispute Resolution is needed, mediation is the method that shall be used.

2.11. Ownership of Material

The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the vendor for the purpose of assisting the vendor in the performance of this contract. All such items shall be returned immediately to the owner at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the owner or permitted by the owner to be used by their parties at any time except in the performance of the resulting contract. Ownership of all data, materials and documentation originated and prepared for the owner pursuant to this contract shall belong exclusively to the owner. All data, reports, computerized information, programs, and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The vendor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the owner. All information supplied to the owner may be required to be supplied on CD-ROM media compatible with Microsoft Office Operating System.

3. Specifications

(PS#03-23)

3.1 Project Description

Since 1997, the Park System has been developing a 619-acre golfing facility. As part of the site development, a NJPDES-DGW permit was required to build and operate the six (6) planned septic disposal systems. Presently, only three of the six septic systems are in operation, the Golf Course Clubhouse, the North Maintenance Facility, and the South Maintenance Facility. No other septic system is planned to go into operation during the duration of this proposed contract.

Since issuance, all sampling, testing, and reporting required by the permit has been performed by an outside consultant contracted on an annual basis. Accordingly, the Monmouth County Park System invites you to submit a proposal to perform all sampling, testing and preparation of reports for the 2018 calendar year required by the attached New Jersey Pollution Discharge Elimination System - Discharge to Groundwater Permit.

In August of 2015, A sludge quality exemption permit was issued by the NJDEP deactivating all sludge monitoring requirements of the initial NJPDES-DGW permit.

For your reference a copy of NJPDES Permit NJ0133353 (issued August 24, 2017, effective 09-01-2017 to 08-31-22) and a copy of NJPDES Permit NJG0236047 (issued September 17, 2020, effective 01-01-21 to 12-31-25) have been attached to this request.

3.2 Scope of Work

- a. Periodically obtain from Park System professional staff the blank NJDEP formwork for submitting all monthly, quarterly, and annual reports as required by the permit.
- b. Coordinate with both golf course personnel and Park System professional staff to perfect a procedure of obtaining/reporting the monthly quantity of disposal, to gain access to the sites to perform all requisite testing, and to submit completed reports to the Park System for signature and forwarding to the NJDEP.
- c. Sample, test and prepare reports for submission to the NJDEP for the septic system servicing the golf course Clubhouse to include:
 1. On a monthly basis, prepare discharge monitoring reports for the daily effluent discharge. (Flow quantity provided by golf course personnel.)
 2. On a quarterly basis, sample, test and prepare reports on the effluent for pH. Sample, test and prepare reports on two existing monitoring wells for pH, ammonia, fecal coliform, and nitrate analyses. Field measurements are to be obtained and recorded in conjunction with the well testing. All testing shall be performed by a New Jersey-certified laboratory.
- d. All reports will be submitted to Park System staff for appropriate endorsement.
- e. Inform Park System staff of any irregular or peculiar results and provide an opinion of explanation.
- f. Assist Park System staff in preparing annual residuals transfer report

3.3 Site Access and Inquires

a. Site Access

1. This site is located in an area open to the public during regular golf course hours of operation. However, the golf course access is restricted/controlled by the golf course staff.
2. Should the respondent require access prior to the proposal date, contact Tim Mariner, Superintendent – Charleston Springs Golf Course (732) 409-1-7227 to arrange an appointment.

b. Inquiries

1. **All questions are to be in writing** and either mailed, emailed, or faxed to:

Monmouth County Park System
Acquisition & Design Dept., Attn: James Mowczan
805 Newman Springs Road
Lincroft, NJ 07753
(732) 842-3640 (fax)
Jim.Mowczan@co.monmouth.nj.us

2. Inquiries not in writing will not be entertained.

3.4 Schedule

1. The Park System intends to award a professional services contract based upon its review of your proposal at a January 2023 meeting of the Monmouth County Board of Recreation Commissioners. Shortly after the award, the Park System anticipates that the consultant will prepare the January 2023 discharge monitoring report and continue throughout the 2023 calendar year.

3.5 Content of Proposal

In addition to the Monmouth County Park System supplied Proposal Form, the respondent shall also submit the following:

a. The Firm's and Testing Laboratories' Experience and Qualifications

1. Discuss and demonstrate the firm's success in directly providing engineering services for projects similar in nature and scope to the project described in this RFP.
2. Identify no more than five (5), no less than three (3) previous projects that the firm has performed which are similar in nature and type to the project described in this RFP.
3. Provide information on the extent, quality, and relevance of the firm's experience, including client satisfaction information.
4. If the Proposer is a joint venture, delineate the areas of responsibility and expertise of each joint venture partner.

- b. The Project Team's Experience
 - 1. Provide information by attaching the resumes of the proposed key personnel who will be assigned to this project detailing their managerial and technical qualifications.
- c. Technical Approach
 - 1. Provide a statement of the proposed methodology, including project approach, and design objectives as described in this RFP. Provide and explain the proposed project management structure.
- d. Firm's Capability
 - 1. Demonstrate the firm's capability to provide the requisite staff, managerial personnel, and other resources to meet and satisfactory perform the scope set forth in this RFP.
 - 2. Specifically include a discussion of the firm's current workload and anticipated workload during the term of this contract.

3.6 Basis of Award

- a. The Monmouth County Park System shall award a professional services contract to the responsible Proposer whose proposal is determined to be the most advantageous to the Park System, taking into consideration:
 - 1. The pricing submitted on the Monmouth County Park System supplied Proposal form.
 - 2. Understanding of the scope of the work and the objectives of the project.
 - 3. Experience of the firm in similar work.
 - 4. Applicable qualifications of key office and field personnel.
 - 5. Experience of the firm in Park System procedures.
 - 6. Proximity to the project.
 - 7. Firm size and capacity to perform the work in a timely manner.

PROPOSAL FORMS CHECKLIST (PS #03-23)

(Owner's checkmarks) Items submitted with bid
(Bidder's INITIALS)

↓ **A. FAILURE TO SUBMIT ANY OF THESE ITEMS WITH THE PROPOSAL IS MANDATORY CAUSE FOR REJECTION OF THE PROPOSAL** ↓

- Respondent's Proposal (two copies requested) _____
- Statement of Ownership _____
- Non-Collusion Affidavit _____
- Acknowledgement of Addenda/Clarification (if any) _____

B. ITEMS PREFERRED WITH THE PROPOSAL, BUT MANDATORY PRIOR TO AWARD OF CONTRACT

- Copy of Respondent's N.J. Business Registration Certificate _____
- Copy of subcontractors N.J. Business Registration Certificate _____
- EEO/Affirmative Action Compliance Notice _____
- Certificate of Employee Information Report _____
- Reference/List of previous and/or active relevant work _____
- Disclosure of Energy Sector Investment Activities in Iran _____

THE UNDERSIGNED BIDDER HEREWITH SUBMITS THE ABOVE REQUIRED DOCUMENTS:

PRINT OFFICIAL COMPANY NAME: _____

SIGNED BY: _____

PRINT NAME AND TITLE: _____

DATE: _____

THIS CHECKLIST SHOULD BE INITIALED AND SIGNED WHERE INDICATED AND RETURNED WITH ALL DOCUMENTS.

PROPOSAL

RRFP #22-58
PS #03-23

Submitted By: _____
(Company Name)

PROVIDING PROFESSIONAL SERVICES REQUIRED IN THE SAMPLING, TESTING, AND PREPARATION OF REPORTS REQUIRED BY THE NEW JERSEY POLLUTION DISCHARGE ELIMINATION SYSTEM (NJPDES) PERMIT FOR CHARLESTON SPRINGS GOLF COURSE, MILLSTONE TOWNSHIP, NJ, FOR THE PERIOD JANUARY 1, 2023, THROUGH DECEMBER 31, 2023.

TO THE MONMOUTH COUNTY PARK SYSTEM, LINCROFT, NEW JERSEY
TO THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS

The undersigned hereby declares that he has carefully examined the advertisement, specifications, and form of contract for furnishing the specified items and that they will execute the contract according to the specifications, terms, and conditions with respect to the following:

1. Cost for the preparation of the monthly discharge monitoring reports required for the septic system servicing the Golf Course Clubhouse. \$ _____
 2. Cost for sampling and testing of the effluent and two monitoring wells and the preparation of quarterly reports required for the septic system servicing the Golf Course Clubhouse. \$ _____
- TOTAL COST: \$ _____

Payment schedule for services shall be as described in the Specifications.

TAX EXEMPT #69-0220842

VARIANCE IF ANY: _____

The undersigned is a partnership under the laws of the State of _____
 a corporation (*please circle one*)
 an individual

having principal offices at:

MAILING ADDRESS: _____

PRINT NAME & TITLE: _____

FEDERAL ID # OR SOCIAL SECURITY #: _____

BUSINESS PHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

SIGNATURE: _____ DATED: _____

CONSULTANTS QUALIFICATION AND REFERENCES

The Bidder must supply a minimum of three references. References must be from jobs similar to this project.

References

1. Contact: _____
Company Name: _____
Address: _____
Phone Number: _____
Project: _____
Description of Work: _____

2. Contact: _____
Company Name: _____
Address: _____
Phone Number: _____
Project: _____
Description of Work: _____

3. Contact: _____
Company Name: _____
Address: _____
Phone Number: _____
Project: _____
Description of Work: _____

4. Contact: _____
Company Name: _____
Address: _____
Phone Number: _____
Project: _____
Description of Work: _____

STATEMENT OF OWNERSHIP
(N.J.S.A. 52:25-24.2)

The CONTRACTOR is (check one):

- Partnership Corporation Sole Proprietorship Limited Liability Partnership
 Limited Liability Corporation Limited Partnership
 Subchapter S Corporation Other, Please List _____

I certify that:

No individual person or entity owns a 10% or greater interest in the Contractor.

OR

The list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the Contractor. However, if a parent entity holding 10% or more is a publicly traded entity, then the Contractor in complying with N.J.S.A. 52:25-24.2 may submit the name and address of each publicly traded entity, and the name and address of each person holding 10% or more beneficial interest in the publicly traded entity as of the last annual filing with the Security Exchange Commission (SEC), or foreign equivalent.

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Check here if additional sheets are attached.

NOTE: If an entity owns a 10% or greater interest in the Contractor, list all owners of 10% or greater interest for each such entity. Repeat the process of disclosure as necessary for each tier or level of ownership until the name and address of each individual person who owns a 10% or greater interest in each listed entity has been disclosed.

Publicly Traded Parent Company Disclosure:

Provide the Website (URL) providing the last annual Security Exchange Commission (SEC) filing, or foreign equivalent:

The requested information is available on the following page number(s) of the SEC, or foreign equivalent, filing:

CONTRACTOR _____

SIGNED BY: X _____

PRINT NAME & TITLE: _____

DATE: _____

(Corporate seal if a corporation)

Revised 6/2020

NON-COLLUSION AFFIDAVIT
(N.J.S.A. 52:34-15)

STATE OF _____)

§:

COUNTY OF _____)

Re: PROVIDING PROFESSIONAL SERVICES REQUIRED IN THE SAMPLING, TESTING, AND REPORT PREPARATION FOR NJPDES PERMIT FOR CHARLESTON SPRINGS GOLF COURSE CLUBHOUSE FOR 2023 PS#03-23

I, _____ (name)
of full age, being duly sworn according to law, on my oath depose and say:

I am the _____ (title)

of _____ (name of bidder), the bidder for the above named project, and that I executed the said bid with full authority so to do; that the bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in the bid and in this affidavit are true and correct, and made with full knowledge that the County of Monmouth relies upon the truth of the statements contained in the bid and in the statements contained in this affidavit in awarding a contract for the project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by my firm for the purpose of securing business.

Signed: X _____

Subscribed and sworn to
before me this _____ day
of _____, 20__.

Notary Public of

My commission expires _____, 20__.

EXHIBIT A

MANDATORY ANTI-DISCRIMINATION IN EMPLOYMENT LANGUAGE N.J.S.A. 10:2-1

CONSTRUCTION, ALTERATION OR REPAIR OF ANY PUBLIC BUILDING OR PUBLIC WORK OR FOR THE ACQUISITION OF MATERIALS, EQUIPMENT, SUPPLIES OR SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates.

No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex.

There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract.

This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L. 1985, c. 490 (C.18A:18A-51 et seq.).

(Revised 2/2017)

EXHIBIT B

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127)

N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to *N.J.S.A. 10:5-31 et seq.*, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with *N.J.A.C. 17:27-5.2*.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey, and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA-302 (electronically provided by the Division of Purchase & Property, CCAU, EEO Monitoring Program and distributed to the public agency through the Division of Purchase & Property, CCAU, EEO Monitoring Program's website at www.state.nj.us/treasury/contract_compliance/)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to *N.J.A.C. 17:27-1.1 et seq.*

(Revised 2/2017)

EXHIBIT C

AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The contractor and the County of Monmouth, (hereafter “owner”) do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. §12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner’s grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees, and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor’s obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

(Revised 2/2017)

EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

All successful bidders are required to submit evidence of appropriate affirmative action compliance to the County and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the County files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the Commission, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the Commission and the Division. This approval letter is valid for one year from the date of issuance.

Do you have a federally approved or sanctioned EEO/AA program? Yes No
If yes, please submit a photostatic copy of such approval.

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the Commission as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

Do you have a State Certificate of Employee Information Report Approval? Yes No
If yes, please submit a photostatic copy of such approval.

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with a \$150.00 Fee and forward a copy of the Form to the Commission. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website www.state.nj.us/treasury/contract_compliance.

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ **SIGNATURE:** _____
PRINT NAME: _____ **TITLE:** _____
DATE: _____

County of Monmouth, State of New Jersey
Division of Purchasing
DISCLOSURE OF ENERGY SECTOR INVESTMENT ACTIVITIES IN IRAN
New Jersey Public Law 2012, Chapter 25

Solicitation Number:PS#03-23 Bidder / Respondent: _____

Project Description: Providing professional services required in the Sampling, Testing, And Report Preparation for NJPDES Permit for Charleston Springs Golf Course Clubhouse For 2023

PART 1 – CERTIFICATION – CHECK THE APPROPRIATE BOX:

A. I certify that neither the Bidder / Respondent nor any of the Bidder’s / Respondent’s parents, subsidiaries, or affiliates, as defined in C.52:32-56(e), is on the “Chapter 25 List” created and maintained by the New Jersey Department of the Treasury, as a person or entity engaging in the energy sector investment activities in Iran described in C.52:32-56(f). The Chapter 25 List may be found at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>.

OR

B. The Bidder / Respondent and/or one or more of its parents, subsidiaries or affiliates is a person or entity on the Chapter 25 List referred to above. A detailed and precise description of the relevant activities of the listed Bidder / Respondent and/or listed parents, subsidiaries or affiliates is provided in Part 2 below.

PART 2 – ADDITIONAL INFORMATION – COMPLETE PART 2 ONLY IF B. IN PART 1 IS CHECKED:

The following is an accurate and precise description of the energy sector investment activities in Iran of the Bidder / Respondent and/or listed parents, subsidiaries, or affiliates, on the Chapter 25 List (attach additional pages as necessary to make full disclosure):

Name of Person(s) or Entity(ies) on the Chapter 25 List: _____

Relationship to Bidder / Respondent: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Bidder / Respondent Contact Name: _____ Contact Phone Number: _____

Check here if additional pages are attached and state number of attached pages: _____ (Number of pages attached.)

CERTIFICATION FOR PART 1 AND, IF APPLICABLE, PART 2: I, being of full age, hereby certify that the foregoing information and any attachments hereto are to the best of my knowledge true and complete. I certify that I am authorized to execute this certification on behalf of the Respondent. I acknowledge that the County of Monmouth will rely on the information contained herein and thereby acknowledge that I and the Bidder / Respondent are under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers or information contained herein.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me is willfully false, I am subject to punishment and the Bidder / Respondent is subject to the penalties stated in C. 52:32-59 and C. 40A:11-2.1.

Full Name (Print) _____ Signature: _____

Title: _____ Date: _____

MONMOUTH COUNTY PARK SYSTEM
805 NEWMAN SPRINGS ROAD
LINCROFT, NJ 07738
(732) 842-4000

ACKNOWLEDGMENT OF ADDENDA/CLARIFICATION

BIDDER acknowledges receipt of the following listed Addenda or Clarification that have been issued for this Project. BIDDER warrants that this Bid fully accounts for all requirements, terms and conditions of these Addenda or Clarification. (BIDDER must type or print acknowledged Addenda or Clarification numbers and dates --- This bid form does not need to be returned if no Addenda (s) were issued.

Addendum or Clarification # _____ Date Received: _____

Addendum or Clarification # _____ Date Received: _____

Addendum or Clarification # _____ Date Received: _____

Vendor Name: _____

PS/Bid#: _____

Signature: _____

Name (Please Print): _____

Title: _____

Date: _____

PLEASE SUBMIT THIS SHEET WITH YOUR BID PACKET

NJPDES PERMIT NO. NJ0133353 / P.I. ID 49677
Charleston Springs Golf Course
Millstone Twp., Monmouth County, NJ



State of New Jersey

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DEPARTMENT OF ENVIRONMENTAL PROTECTION
Mail Code - 401-02B
Water Pollution Management Element
Bureau of Nonpoint Pollution Control
P.O. Box 420 - 401 E. State St.
Trenton, NJ 08625-0420
Tel: 609-292-0407 / Fax: 609-777-0432

BOB MARTIN
Commissioner

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

8/24/2017

James Mowezan
MONMOUTH CNTY PARKS SYSTEM
805 NEWMAN SPRINGS RD
Lincroft, NJ 07738

Re: Ground Water Renewal Permit Action
Cat: GW -Discharge to Groundwater
NJPDES NJ0133353
CHARLESTON SPRINGS GOLF COURSE
Millstone Twp., Monmouth County

Dear Mr. Mowezan:

Enclosed is a **final** New Jersey Pollutant Discharge Elimination System (NJPDES) permit action identified above which has been issued in accordance with N.J.A.C. 7:14A.

No written comments were received on the draft action during the comment period, and no provisions of the draft permit have been changed in the final permit. Therefore, the right by you, or any third party, to contest the permit conditions in an adjudicatory hearing is hereby waived pursuant to N.J.A.C. 7:14A-15.13

As per N.J.A.C. 7:14A-4.2(e)3, any person planning to continue discharging after the expiration date of an existing NJPDES permit shall file an application for renewal at least 180 calendar days prior to the expiration of the existing permit.

Sincerely,

Ron Bannister, P.G., Section Chief
Ground Water Permitting Unit
Bureau of Nonpoint Pollution Control

Enclosures
cc: Permit Distribution List



NEW JERSEY POLLUTANT DISCHARGE ELIMINATION SYSTEM

The New Jersey Department of Environmental Protection hereby grants you a NJPDES permit for the facility/activity named in this document. This permit is the regulatory mechanism used by the Department to help ensure your discharge will not harm the environment. By complying with the terms and conditions specified, you are assuming an important role in protecting New Jersey's valuable water resources. Your acceptance of this permit is an agreement to conform with all of its provisions when constructing, installing, modifying, or operating any facility for the collection, treatment, or discharge of pollutants to waters of the state. If you have any questions about this document, please feel free to contact the Department representative listed in the permit cover letter. Your cooperation in helping us protect and safeguard our state's environment is appreciated.

Permit Number: NJ0133353

PI ID # 49677

Final: Ground Water Renewal Permit Action

Permittee:

MONMOUTH CNTY PARKS SYSTEM
805 NEWMAN SPRINGS RD
Lincroft, NJ 07738

Co-Permittee:

Property Owner:

MONMOUTH CNTY BOARD OF CHOSEN
FREEHOLDERS
PO BOX 1255
Freehold, NJ 07728

Location Of Activity:

CHARLESTON SPRINGS GOLF COURSE
RT 527 & SWEETMAN'S LANE
Millstone Twp., Monmouth County

Authorization(s) Covered Under This Approval	Issuance Date	Effective Date	Expiration Date
T- Underground Injection Control (UIC) - Sanitary	8/24/2017	9/1/2017	8/31/2022

By Authority of:
Commissioner's Office

DEP AUTHORIZATION
Ron Bannister, P.G, Section Chief
Bureau of Nonpoint Pollution Control
Division of Water Quality

(Terms, conditions and provisions attached hereto)

Division of Water Quality

Table of Contents

This Permit Package Contains the Items Listed Below

1. Cover Letter
2. NJPDES Permit Authorization Page
3. Table of Contents
4. Fact Sheet
5. Location Map
6. Part I NARRATIVE REQUIREMENTS
7. Part II GENERAL REQUIREMENTS: DISCHARGE CATEGORIES
8. Part III LIMITS AND MONITORING REQUIREMENTS
9. Part IV SPECIFIC REQUIREMENTS: NARRATIVE
10. Attachment 1

New Jersey Department of Environmental Protection
Division of Water Quality
Bureau of Nonpoint Pollution Control (Ground Water)
401 East State Street, Trenton, NJ 08625

FACT SHEET

This fact sheet sets forth the principal facts and the significant factual, legal, and policy considerations examined during preparation of the permit.

PERMIT ACTION: Ground Water Renewal Permit Action

Category: T – Underground Injection (UIC) - Sanitary

Name and Address of the Applicant:

MONMOUTH COUNTY PARKS SYSTEM
805 NEWMAN SPRINGS RD
Lincroft, NJ 07738

Name and Address of the Facility/Site:

CHARLESTON SPRINGS GOLF COURSE
RT 527 & SWEETMANS LN
Millstone Twp., NJ 07750

Name and Classification of the Receiving Water:

II-A
Mount Laurel

Description of the Facility/Site:

Charleston Spring Golf Course has applied for a renewal NJPDES DGW permit. This facility is a 619 acre public golf course which is comprised of a clubhouse, two halfway comfort stations, two maintenance buildings and a teaching facility. The sanitary sewage generated shall be directed to six (6) onsite subsurface sewage disposal systems. This facility will be serviced by on-site septic systems which will have a combined total flow of 9,582gpd discharge to subsurface disposal beds.

Location of the Facility:

Lot(s): 6, 15, 14.01
Block: 44
Millstone Township, Monmouth County

Type and Quantity of the Wastes, Fluids, or Pollutants (as applicable):

The total design flow for this facility is 9,582gpd. The clubhouse is designed for 5,322gpd, each rest station is designed for 1,000gpd, each maintenance building is 600gpd and the teaching facility is 1,060gpd. Two (2) ground water monitoring wells shall be monitored to determine compliance with Ground Water Quality Standards.

All treatment works with a discharge regulated under N.J.A.C. 7:14A must have permits that implement applicable technical standards for residual management. All applicable conditions for residual management have been included in NJPDES Residual General Permit Authorization No. NJG0236047; therefore, have been removed from this permit renewal.

Name, Bureau, and Phone Number of Contact Person:

Steve Kumpf, Environmental Services Trainee
Bureau of Nonpoint Pollution Control – (609) 633-7021

Permit Summary Table:

The following items were used to formulate the basis of the permit:

1	N.J.S.A. 58:10A-1 <i>et seq.</i> , New Jersey Water Pollution Control Act.*
2	N.J.A.C. 7:14A-1 <i>et seq.</i> , New Jersey Pollutant Discharge Elimination System Regulations.*
3	NJPDES-DGW Permit NJ0051322
4	Ground Water Monitoring Well Sampling Data submitted under NJPDES Permit NJ0051322
5	DMR Data Submitted Under NJPDES-DGW Permit No. NJ0051322
6	The NJPDES-DGW Renewal Permit Application Submitted 10/18/2016
7	Statewide Water Quality Management Planning Rules (N.J.A.C. 7:15)
8	Sludge Quality Assurance Regulations (N.J.A.C. 7:14C)
9	Ground Water Quality Standards (N.J.A.C. 7:9C)

*The document is part of the administrative record, but is not physically included in the record.

The discharge described above is a regulated activity under the New Jersey Water Pollution Control Act, N.J.S.A. 58:10A-1 *et seq.*, and its implementing regulations, the New Jersey Pollutant Discharge Elimination System (NJPDES) N.J.A.C. 7:14A-1 *et seq.* The permit has been developed pursuant to these regulations and is based on the administrative record, which contains any permit application submitted, correspondence concerning the permit, the Fact Sheet and documents cited therein, the results of any past monitoring, the draft permit, and any past permits issued to the facility under these regulations.

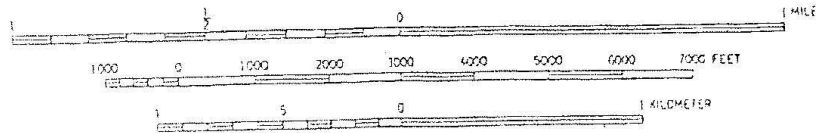
UNITED STATES
DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY

UNITED STATES
DEPARTMENT OF THE ARMY
CORPS OF ENGINEERS

ROOSEVELT QUADRANGLE
ADELPHIA QUADRANGLE
NEW JERSEY



SCALE 1:24000



CONTOUR INTERVAL 20 FEET
DATUM IS MEAN SEA LEVEL

COMPILED BY MONMOUTH COUNTY PARK SYSTEM

PART I GENERAL REQUIREMENTS: NJPDES

A. General Requirements of all NJPDES Permits

1. Requirements Incorporated by Reference

- a. The permittee shall comply with all conditions set forth in this permit and with all the applicable requirements incorporated into this permit by reference. The permittee is required to comply with the regulations, including those cited in paragraphs b. through e. following, which are in effect as of the effective date of the final permit.
- b. General Conditions
 - Penalties for Violations N.J.A.C. 7:14-8.1 *et seq.*
 - Incorporation by Reference N.J.A.C. 7:14A-2.3
 - Toxic Pollutants N.J.A.C. 7:14A-6.2(a)4i
 - Duty to Comply N.J.A.C. 7:14A-6.2(a)1 & 4
 - Duty to Mitigate N.J.A.C. 7:14A-6.2(a)5 & 11
 - Inspection and Entry N.J.A.C. 7:14A-2.11(e)
 - Enforcement Action N.J.A.C. 7:14A-2.9
 - Duty to Reapply N.J.A.C. 7:14A-4.2(e)3
 - Signatory Requirements for Applications and Reports N.J.A.C. 7:14A-4.9
 - Effect of Permit/Other Laws N.J.A.C. 7:14A-6.2(a)6 & 7 & 2.9(c)
 - Severability N.J.A.C. 7:14A-2.2
 - Administrative Continuation of Permits N.J.A.C. 7:14A-2.8
 - Permit Actions N.J.A.C. 7:14A-2.7(c)
 - Reopener Clause N.J.A.C. 7:14A-6.2(a)10
 - Permit Duration and Renewal N.J.A.C. 7:14A-2.7(a) & (b)
 - Consolidation of Permit Process N.J.A.C. 7:14A-15.5
 - Confidentiality N.J.A.C. 7:14A-18.2 & 2.11(g)
 - Fee Schedule N.J.A.C. 7:14A-3.1
 - Treatment Works Approval N.J.A.C. 7:14A-22 & 23
- c. Operation And Maintenance
 - Need to Halt or Reduce not a Defense N.J.A.C. 7:14A-2.9(b)
 - Proper Operation and Maintenance N.J.A.C. 7:14A-6.12
- d. Monitoring And Records
 - Monitoring N.J.A.C. 7:14A-6.5
 - Recordkeeping N.J.A.C. 7:14A-6.6
 - Signatory Requirements for Monitoring Reports N.J.A.C. 7:14A-6.9
- e. Reporting Requirements
 - Planned Changes N.J.A.C. 7:14A-6.7
 - Reporting of Monitoring Results N.J.A.C. 7:14A-6.8
 - Noncompliance Reporting N.J.A.C. 7:14A-6.10 & 6.8(h)
 - Hotline/Two Hour & Twenty-four Hour Reporting N.J.A.C. 7:14A-6.10(c) & (d)
 - Written Reporting N.J.A.C. 7:14A-6.10(e) & (f) & 6.8(h)
 - Duty to Provide Information N.J.A.C. 7:14A-2.11, 6.2(a)14 & 18.1
 - Schedules of Compliance N.J.A.C. 7:14A-6.4
 - Transfer N.J.A.C. 7:14A-6.2(a)8 & 16.2

PART II

GENERAL REQUIREMENTS: DISCHARGE CATEGORIES

A. Additional Requirements Incorporated By Reference

1. Requirements Incorporated by Reference

- a. For new construction, expansion or major repairs of regulated discharge units subject to N.J.A.C. 7:14A-22 and 23, the permittee shall obtain a Treatment Works Approval. For new construction, the permittee shall obtain the necessary Treatment Works Approval(s) to design, construct and operate a discharge unit capable of meeting any limits set forth in this permit.

2. Operator Notification

- a. Pursuant to N.J.A.C. 7:10A-1.1 et seq, every wastewater system not exempt pursuant to N.J.A.C. 7:10A-1.1(b) requires a licensed operator. The operator of a system shall meet the Department's requirements pursuant to N.J.A.C. 7:10-1.1 and any amendments. The name of the proposed operator, where required, shall be submitted to the Department at the address below, in order that his/her qualifications may be determined prior to initiating operation of the treatment works.

- i. Notifications shall be submitted to:

NJDEP
Examination and Licensing Unit
P.O. Box 417
Trenton, New Jersey 08625
(609)777-1012

- b. The permittee shall notify the Department of any changes in licensed operator within two weeks of the change.

B. General Conditions

1. Scope

- a. The issuance of this permit shall not be considered as a waiver of any applicable federal, state, and local rules, regulations and ordinances.

2. Permit Renewal Requirement

- a. Permit conditions remain in effect and enforceable until and unless the permit is modified, renewed or revoked by the Department.
- b. Submit a complete permit renewal application: 180 days before the Expiration Date.

3. Notification of Non-Compliance

- a. The permittee shall notify the Department of all non-compliance when required in accordance with N.J.A.C. 7:14A-6.10 by contacting the DEP HOTLINE at 1-877-WARNDEP (1-877-927-6337).

- b. The permittee shall submit a written report as required by N.J.A.C. 7:14A-6.10 within five days.

4. Notification of Changes

- a. The permittee shall give written notification to the Department of any planned physical or operational alterations or additions to the permitted facility when the alteration is expected to result in a significant change in the permittee's discharge and/or residuals use or disposal practices including the cessation of discharge in accordance with N.J.A.C. 7:14A-6.7.
- b. Prior to any change in ownership, the current permittee shall comply with the requirements of N.J.A.C. 7:14A-16.2, pertaining to the notification of change in ownership.

5. Access to Information

- a. The permittee shall allow an authorized representative of the Department, upon the presentation of credentials, to enter upon a person's premises, for purposes of inspection, and to access / copy any records that must be kept under the conditions of this permit.

6. Operation Requirements

- a. The permittee shall notify the applicable Bureau of Water Compliance and Enforcement office and the Bureau of Permit Management, prior to initiating discharges from newly constructed discharge facilities.

7. Contingency Requirements

- a. When a regulated unit causes contravention of the Ground Water Quality Standards of N.J.A.C. 7:9-6, corrective measures shall be implemented to address the problem. Such measures may include more extensive monitoring of the soil and ground water, remediation of the release, or an upgrade or closure of the existing system.
- b. When any regulated unit must be removed from service for reasons other than routine maintenance and/or scheduled rotation; or creates an unpermitted discharge; or fails hydraulically, the permittee shall:
 - i. Immediately cease any unpermitted discharge and implement the appropriate section of the facility's O & M Manual.
 - ii. Immediately contact the Department's Emergency Hotline at 1-877-927-6337 and contact the appropriate regional Bureau of Water Compliance and Enforcement. For details on reporting time frames please refer to N.J.A.C. 7:14A-6.2 and 6.10.
 - iii. Notify the Bureau of Engineering to determine if a Treatment Works Approval is required prior to repairing the failing regulated unit.
 - iv. If a new or altered regulated unit is to be constructed, the permittee must first obtain approval through modification of a GWPP or by applying for a NJPDES Permit modification, demonstrate that the alteration or new system shall reasonably improve the existing situation and obtain a letter approving the technical information before applying for a Treatment Works Approval. The NJPDES permit may be modified at a later date to reflect the change in the disposal systems if the improvement significantly changes the conditions of the permit.

- v. For units which rely on infiltration where the probable cause of hydraulic failure is unintentional overloading of the disposal area due to unequal distribution of the discharge or heavy rain, snow melt, etc., the permittee shall continue to implement the measures outlined in the facility's O & M Manual until the failing disposal area drains and returns to operational status. If the failing disposal area is determined to be under-sized for the given flow or physically clogged, Department approved measures must be taken to rectify the situation

8. Abandonment Requirements

- i. Adequately seal the influent and effluent lines.
- ii. Properly dispose of all physical facilities including the treatment units (septic tanks), outfall lines, and all mechanical and electrical equipment and piping.
- iii. Eliminate any piping where there may be a cross-connection (receiving both sanitary and any other discharge).
- iv. Submit to the Bureau of Pretreatment and Residuals, sludge quality assurance reports which are representative of the residuals removed following closure. Wherever quality information is not available, new samples must be obtained and analyzed upon closure. All residual samples and analyses shall be prepared in accordance with the Sludge Quality Assurance Regulations, N.J.A.C. 7:14-4.
- v. All residual material must be removed within 180 calendar days of system closure. Proof of proper residuals management must be submitted to the Bureau of Pretreatment and Residuals within 30 calendar days of their removal. The date(s) of removal and quantities removed must be specified.

MONITORED LOCATION GROUP: Monitoring Wells

Monitored Location Group Members

MW01 GW monitoring, MW02 GW monitoring

GW Mon. Well WCR - Quarterly Reporting Requirements:

Submit a Quarterly WCR: Within twenty-five days after the end of every quarterly monitoring period beginning from the effective date of the permit (EDP).

Table III - B - 1: GW Mon. Well WCR - Quarterly Limits and Monitoring Requirements
 PHASE: Final PHASE Start Date: PHASE End Date:

Parameter	Sample Point	Compliance Quantity	Units	Sample Type	Monitoring Period
pH	Monitoring Well	REPORT	SU	Grab	January thru December
Nitrogen, Ammonia Total (as N)	Monitoring Well	3.0	MG/L	Grab	January thru December
Nitrogen, Nitrate Total (as NO3)	Monitoring Well	10	MG/L	Grab	January thru December
Coliform, Fecal General	Monitoring Well	REPORT	#/100ML	Grab	January thru December
Depth To H2o From Infiltrative Surface	Monitoring Well	REPORT	0.01FT	Measured	January thru December
Depth To H2o From Origin Ground Level	Monitoring Well	REPORT	0.01FT	Measured	January thru December
Elev. Top Mon. Well Casing above MSL	Monitoring Well	REPORT	0.01FT	Measured	January thru December
Depth To Water Table From Top Of Casing	Monitoring Well	REPORT	0.01FT	Measured	January thru December

MONITORED LOCATION: ROCK FORMATION: DISCHARGE CATEGORY(IES):
 TOIT discharge point Mount Laurel GW - Discharge to Groundwater

Contributing Waste Types

Sanitary

Ground Water DMR Reporting Requirements:

Submit a Monthly DMR: Within twenty-five days after the end of every month beginning from the effective date of the permit (EDP)..

Comments:

Discharge samples shall be taken at a point prior to the disposal area.

Table III - C - 1: Ground Water DMR Limits and Monitoring Requirements

Parameter	Sample Point	PHASE Start Date:			PHASE End Date:			Units	Frequency	Sample Type
		Limit	Limit	Limit	Limit	Limit	Limit			
Flow Rate	Effluent Gross Value	REPORT Monthly Average	5322 Daily Maximum	*****	*****	*****	*****	1/Day	Calculated	
		***	***	***	***	***	***			
pH	Effluent Gross Value	*****	*****	*****	*****	*****	SU	1/Quarter	Grab	
		***	***	***	***	***	***			
Organics-Volatile Tot	Effluent Gross Value	*****	*****	*****	*****	*****	UG/L	1/Year	Grab	
		***	***	***	***	***	***			
January thru December	QL	***	***	***	***	***				

PART IV

SPECIFIC REQUIREMENTS: NARRATIVE

Notes and Definitions

A. Footnotes

1. **Conditions Associated with Both Discharge Monitoring and Ground Water Monitoring**
 - a. All completed monitoring forms shall be submitted to: Division of Water Quality, Bureau of Permit Management, Monitoring Reports Unit, P.O. Box 420, Trenton, New Jersey 08625.
 - b. 40 CFR Part 136-Method 624 shall be used to identify and monitor for the volatile organic compounds at N.J.A.C. 7:14A-4, Appendix A. The analyses shall include the identification of 15 unknown peaks. For tentatively identified compounds, a forward library search must be performed. If the spectra do not meet the criteria of identification of the Library, the compound shall be reported as "unknown". If possible, an additional classification of the unknown compound shall be presented (e.g. unknown aromatic, unknown hydrocarbon, etc.).
 - c. The method detection limits (MDL) specified in 40 CFR Part 136-Method 624 and/or 625 should be achieved, and the quality assurance and quality control methods specified in 40 CFR Part 136-Method 624 and 625 shall be utilized. Documentation of these quality assurance and quality control measures, including the results of field and trip blanks, must be submitted within 30 days of a written request from the Department.
 - d. After the first year of sampling, the permittee may propose another analytical method for Departmental approval. Such a proposal shall be accompanied by a statement explaining how the method adequately monitors all the compounds of concern.
 - e. The Department reserves the right to direct the permittee to use other analytical methods by giving the permittee 30 days written notice to do so.
 - f. In ground water samples, pursuant to prevailing Safe Drinking Water Act (PL 1993C.523) Regulations, any positive result for fecal coliform is in violation of the Maximum Contaminant Level (MCL) and is, therefore, an exceedence of the ground water quality standards.
 - i. By membrane filtration, no colonies to be present in any standard portion.
 - ii. By multiple tube fermentation technique, with a standard 10 ml dilution, no positive reaction in any portion of any sample.
 - g. The parameter pH is to be field determined.

B. Definitions

1. **Conditions Associated with Both Discharge Monitoring and Ground Water Monitoring**
 - a. "Grab" means an individual sample collected over a period not exceeding 15 minutes.
 - b. "Aliquot" means a sample of specified volume used to make up a total composite sample.

- c. "Composite" means a combination of individual (or continuously taken) samples (aliquots) collected at periodic intervals over the entire discharge day. The composite should be flow proportional; either the time interval between each aliquot or the volume of each aliquot should be proportional to either the flow at the time of sampling or the total flow since the collection of the previous aliquot. Aliquots may be collected manually or automatically.
- d. "Daily" ("day") means monitoring conducted every calendar day, including weekends and holidays.
- e. "Month(ly)" means monitoring conducted at a minimum of once every calendar month.
- f. "Quarter(ly)" means monitoring conducted at a minimum frequency of once every three calendar months.
- g. "Annual" ("year") means monitoring conducted at a minimum of once every twelve calendar months.

Discharge to Groundwater

A. Monitoring Requirements

1. Conditions Associated with Discharge Monitoring in Part III

- a. Discharge Sample T01T, T02T and T03T, shall be taken prior to the disposal area.
- b. All discharge monitoring shall be conducted as specified in Part III.
- c. For new discharges, sampling shall begin with the commencement of discharge.
- d. All discharge sampling shall be conducted in accordance with the Department's current Field Sampling Procedures Manual; or an alternate method approved by the Department in writing.
- e. For new discharges, all discharge limitations will become effective and enforceable 60 days after commencement of discharge.
- f. Unless otherwise noted, all discharge limitations are instantaneous maximum limitations.
- g. Chlorine shall not be incorporated into the treatment process
- h. Parameters with a "Report" requirement have no limit established by this permit. The permittee is still required to analyze the discharge sample for the parameter and report its value. Failure to sample and report the value is a permit violation
- i. The discharge of non-sanitary waste is a violation of this permit

2. Conditions Associated with Ground Water Monitoring in Part III

- a. The permittee shall maintain two (2) existing ground water monitoring wells.
- b. All ground water monitoring shall be conducted as specified in Part III.
- c. Ground Water Quality Standards (GWQS) are to be achieved in MW01 and MW02.
- d. For existing discharges, ground water monitoring shall begin upon EDP. If new wells are required for existing discharges, the new wells shall be incorporated into the existing monitoring schedule.
- e. The upgradient well(s) must be sampled first and then the downgradient wells may be sampled in any order.
- f. All ground water elevations must be determined prior to evacuation and sampling of the wells.
- g. The permittee must develop a sampling plan in accordance with the method specified in N.J.A.C. 7:14A-7.7 of the NJPDES regulations and in the latest version of the Department's Field Sampling Procedures Manual.
 - i. This sampling plan must utilize field and trip blanks as specified in the Field Sampling Procedures Manual.
 - ii. The permittee must submit the sampling plan within 30 days of a written request from the Department.
- h. Parameters with a "Report" requirement, except for fecal coliform bacteria, have no limit established by this permit. The permittee is still required to analyze the ground water for that parameter and report its value. Failure to sample and report the value is a permit violation.

- i. All required statistical analyses shall be submitted annually beginning with the month of the effective date of the permit and must be postmarked by the 25th day of the month following the conclusion of the twelve month period. For example, a permit with an effective date of December 1, 2000 would require the submission of any required statistical analyses to be postmarked by January 25th 2002. Each submission should include the statistical analyses for all exceedances that occurred in the previous twelve month period. If no exceedances occurred, no submission is required.
- j. If it is determined that the any exceedance is a statistically significant increase over background ground water quality, the permittee must submit a proposal for the implementation of measures in accordance with Part II of this permit. Contingency Requirements for exceedances of the ground water quality standards. The proposal must be submitted within 60 days of the submission of the annual statistical report.
- k. Each analysis required by this permit (except for those parameters that are field determined) shall be performed by a New Jersey Certified Laboratory that is certified to perform that analysis .

B. Reporting Requirements

1. Conditions Associated with Discharge Monitoring in Part III

- a. The permittee shall submit discharge monitoring data on Discharge Monitoring Report (DMR) forms or Wastewater Characterization Report (WCR) forms in accordance with Part III of this permit.
- b. Failure to submit sampling data on DMR's is a permit violation and may place the permittee subject to civil and administrative penalties pursuant to N.J.S.A. 58:10A-10 et seq.
- c. DMRs shall be postmarked no later than the 25th day of the month following the completed monitoring period and should be received by the Department no later than the 1st day of the next month.
- d. If a priority pollutant is detected above the MDL, the permittee must provide written notification, by certified mail to the Chief, Bureau of Nonpoint Pollution Control at P.O. Box 420, Trenton, New Jersey 08625. Notification shall be made within seven (7) days of receiving the analytical results and is in addition to reporting this analytical result on a DMR. After reviewing the analytical results for any priority pollutant required to be monitored, the Department may require the permittee to: increase the monitoring frequency for the substance in question; impose ground water quality monitoring for that substance; locate and remove the source of the substance from the wastestream; develop and implement measures to ensure that contamination of the system will not occur. The permittee shall comply with any deadline or requirement imposed by the Department regarding additional monitoring or removal of the substance(s) from the system.

2. Conditions Associated with Ground Water Monitoring in Part III

- a. The permittee shall submit Ground Water Monitoring data on WCR's.
- b. A "Monitoring Report Submittal Form" shall always be submitted with an original signature.
- c. Failure to submit ground water sampling data on the appropriate forms is a permit violation and may place the permittee subject to civil and administrative penalties pursuant to N.J.S.A. 58:10A-10 et seq.

- d. The report shall be postmarked no later than the 25th day of the month following the completed monitoring period and should be received by the Department no later than the 1st day of the next month.
- e. The submission of ground water monitoring reports is not required for wells that are sampled for water level measurements only. These reports shall be kept on site and made available to the Department upon request.
- f. If a listed priority pollutant is detected above the ground water quality criteria or the PQL (highest as outlined in N.J.A.C 7:9-6), the permittee must provide written notification, by certified mail, to the Chief, Bureau of Nonpoint Pollution Control at P.O. Box 420, Trenton, New Jersey 08625. Notification shall be made within seven (7) days of receiving the analytical results and in addition to reporting this analytical result on the WCR's.

C. Recordkeeping Requirements

I. Conditions Associated with Monitoring Requirements in Part III

- a. The permittee shall retain records of all monitoring information including all calibration and maintenance records, all original strip chart recordings for continuous monitoring instrumentation, copies of all reports, and all data used to complete the application for this permit.
- b. Records of monitoring information shall include the date, locations and time of the sampling or measurements, the individual who performed the sampling or measurements, the date the samples were collected, the date the samples were analyzed, the individual who performed the analysis, the analytical method used, and the results.
- c. The permittee shall retain copies of all reports required by a NJPDES permit and records of all data used to complete the application for a NJPDES permit for a period of at least 5 years unless otherwise required by 40 CFR Part 503.
- d. The permittee shall allow an authorized representative of the Department, upon the presentation of credentials, to enter a persons premises for the purpose of inspection and to access /copy any records that must be kept under the conditions of this permit.

D. Submission Requirements

I. Plot Plan

- a. Submit a plot plan: within 90 days from the effective date of the permit (EDP) and thereafter when site conditions change to the BNPC. The plot plan shall include:
 - i. Legal site boundaries surveyed by a licensed New Jersey land surveyor within the last twelve (12) months. If the permittee has a survey of the property which is older than 1 year, the survey may be submitted to fulfill this requirement if the survey is signed and sealed by a New Jersey licensed land surveyor certifying that the survey reflects the current site boundaries as measured by the latest standards.
 - ii. The location of all regulated units. Each regulated unit shall be identified as Unit #1, Unit #2, etc. For example, a subsurface disposal bed would be labeled Bed #1 and a spray irrigation field would be labeled Spray Field #1. The plot plan shall include all pertinent information about the regulated unit such as whether a basin is lined, the exact location of the discharge monitoring point including a description of the sampling device if applicable, its label (T01T for Subsurface Disposal Bed #1 and P01P for Spray Field #1).

- iii. The location of all existing and proposed ground water monitoring wells, piezometers and water supply wells. Include a table on the plan which lists, a) the latitude and longitude of each well to the nearest one-tenth of a second; b) the vertical elevation of each well to the nearest one-hundredth of a foot at top of casing, based on the most current New Jersey Control Survey datum; c) ground surface elevation to the nearest one-hundredth of a foot, d) the "Well Permit Number" issued by the Bureau of Water Allocation; e) the monitoring well number as identified in this permit; f) the total depth of the well advancement to the nearest one-hundredth (1/100) of a foot; g) the depth to the top of screen or top of open hole length (i.e., bottom of casing) to the nearest one-hundredth (1/100) of a foot; h) the length of screen or open hole to the nearest one-hundredth (1/100) of a foot; i) the internal diameter of the well in inches; and j) the depth to static water table from the top of casing to the nearest one-hundredth (1/100) of a foot at the time of installation.
- iv. The location of discharge monitoring point T01T, T02T, and T03T, if applicable.

2. Operations & Maintenance Manual

- a. Prepare Operation and Maintenance (O&M) Manual: within 90 days from the effective date of the permit (EDP).
- b. The permittee shall submit written verification to the Department that the O & M Manual has been or will be completed in accordance with the time frame above.
- c. If the items required in the O & M Manual are addressed in another document which has been approved by the Department, the permittee may submit a letter to the BNPC referencing which document contains the applicable information.
- d. The most recent version of the O & M Manual as well as all records of maintenance and inspections must be kept on-site at all times and be available for inspection upon request by the Department.
- e. The permittee must educate all appropriate personnel and licensed operators (as applicable) as to the contents and procedures of the O & M Manual to ensure proper implementation.
- f. The O & M Manual shall include, at a minimum, the following provisions, as applicable:
 - i. A list of all pollutants generated and/or discharged to all units regulated by this permit.
 - ii. A schedule of maintenance and inspections of the processes including the pollutant generation, conveyance and the discharge unit(s).
 - iii. A schedule of the required inspections for all monitoring devices (piezometers, ground water monitoring wells, lysimeters, flow meters, etc.).
 - iv. Requirements established in this permit for unit-specific maintenance and inspection.
 - v. Assessment of emergency situations which affect the discharge activities as outlined in N.J.A.C. 7:14A-6.12(d)3. Emergency procedures in the O & M Manual shall not create an unpermitted discharge or contravene any rules or regulations. If the discharge flows to the regulated units without the aid of pumps, the emergency plan only needs to address equipment and emergency procedures.
 - vi. Procedures for correcting emergency situations.

- vii. Procedures for notifying the appropriate agencies.
 - viii. Location of any onsite temporary or permanent pollutant storage areas.
 - ix. Provisions for utilizing previously approved and constructed diversion mechanisms, if applicable. These provisions shall include the ability to monitor for permit compliance.
 - g. After an emergency situation has been corrected, the permittee shall review the emergency procedures in place and submit, if necessary, an updated O & M Manual.
 - h. The permittee shall notify in writing the appropriate Bureau of Water Compliance and Enforcement office no less than 180 days prior to the expected closure of the regulated unit requesting current closure requirements. The permittee, upon receipt of these requirements, shall submit a closure plan the permit issuing bureau for review and approval.
- 3. Well Certifications**
- a. Within 30 days of well installation, the permittee shall complete and submit Well Certification Forms A and B to the BNPC. For all existing wells intended to be used within the ground water protection program of this permit, the certifications are similarly required within 30 days of EDP if the forms have not been previously submitted to the BNPC. Information for each well must be shown on a separate form.
- 4. General Provisions**
- a. All the above referenced materials shall be submitted, as applicable, to the following address:
Division of Water Quality
Bureau of Nonpoint Pollution Control
P.O. Box 420
Trenton, New Jersey 08625.

E. Conditions Relating to Ground Water Discharge Units

- 1. General Provisions**
- a. Failure to operate and maintain treatment works and facilities which are installed or used by the permittee to achieve compliance with the terms and conditions of the permit as specified in the O&M Manual is a violation of this permit.
 - b. The permittee shall notify the Department in writing whenever there is a change in operation which could potentially effect the characteristics of a regulated discharge.
 - c. When a regulated unit poses a potential health risk or hazard, measures must be taken to restrict unauthorized access to the site or unit and to minimize the potential for contact with the pollutants.
 - d. If the discharge from a regulated unit causes contravention of the GWQS, the permittee is required to implement corrective measures in accordance with the contingency requirements outlined in this permit.
- 2. Requirements for UIC discharges**

- a. The immediate and surrounding area of the disposal areas shall be inspected on, at least, a weekly basis for evidence of malfunctioning. Said evidence shall include, but not be limited to, breakout, ponding, wet areas, odors and an overabundance or loss of vegetative cover. The permittee shall keep detailed records of these inspections which shall be made available to the Department upon request.
- b. For sanitary discharges, a minimum of four (4) feet of unsaturated soil shall be maintained during all periods of discharge between the highest elevation of the mounded ground water table and the infiltrative surface unless otherwise approved by the Department. Piezometers shall be installed outside the disposal area as close to the downgradient edge of each disposal area as possible to determine the maximum ground water elevations encountered by the mounded ground water table underneath the recharge area. In the event that the mounded water table is within four (4) feet, or other approved distance, of the infiltrative surface, the permittee shall immediately implement corrective measures outlined in the O & M Manual to re-establish the required unsaturated zone. If a portion of the disposal area must be removed from service, the permittee shall follow the facility's O & M Manual for proper notification and remedial procedures, as previously defined in this permit.
- c. The permittee shall comply with the applicable provisions of the Additional Requirements for Underground Injection Control (UIC) Program, of the NJPDES regulations, N.J.A.C. 7:14A-8.

F. Conditions Relating to Ground Water Monitoring Wells

1. Well Installation & Abandonment Requirements

- a. The permittee shall provide a minimum of 2 weeks notification to the BNPC prior to installing any wells required by this permit. At the permittee's option, a representative of the BNPC will assist in field locating the wells prior to the installation of the wells or, if possible, on the day the wells are to be drilled.
- b. Satisfactory ground water monitor wells are defined in N.J.A.C. 7:14A-9.4 of the NJPDES regulations and shall be subject to Departmental approval. If the wells do not meet these standards, they must be replaced with satisfactory wells.
- c. All wells must be installed by a licensed New Jersey well driller pursuant to N.J.S.A. 58:4A-6 and constructed according to the specifications outlined in the latest edition of the Department's Field Sampling Procedures Manual for the appropriate site conditions (bedrock formation, unconsolidated, and confined unconsolidated aquifers).
 - i. At the time of construction, the well driller must possess a valid well permit number for each well.
- d. Replacement wells that are installed within 10 feet of the damaged wells require Department notification at the same time the well certification forms are submitted. Replacement wells installed greater than 10 feet from the damaged wells require prior written approval from the Department. Replacement wells must be sampled between the fourteenth day and the thirtieth day after their installation and development. The requirement to replace a damaged well does not relieve the permittee from compliance with their monitoring schedule.

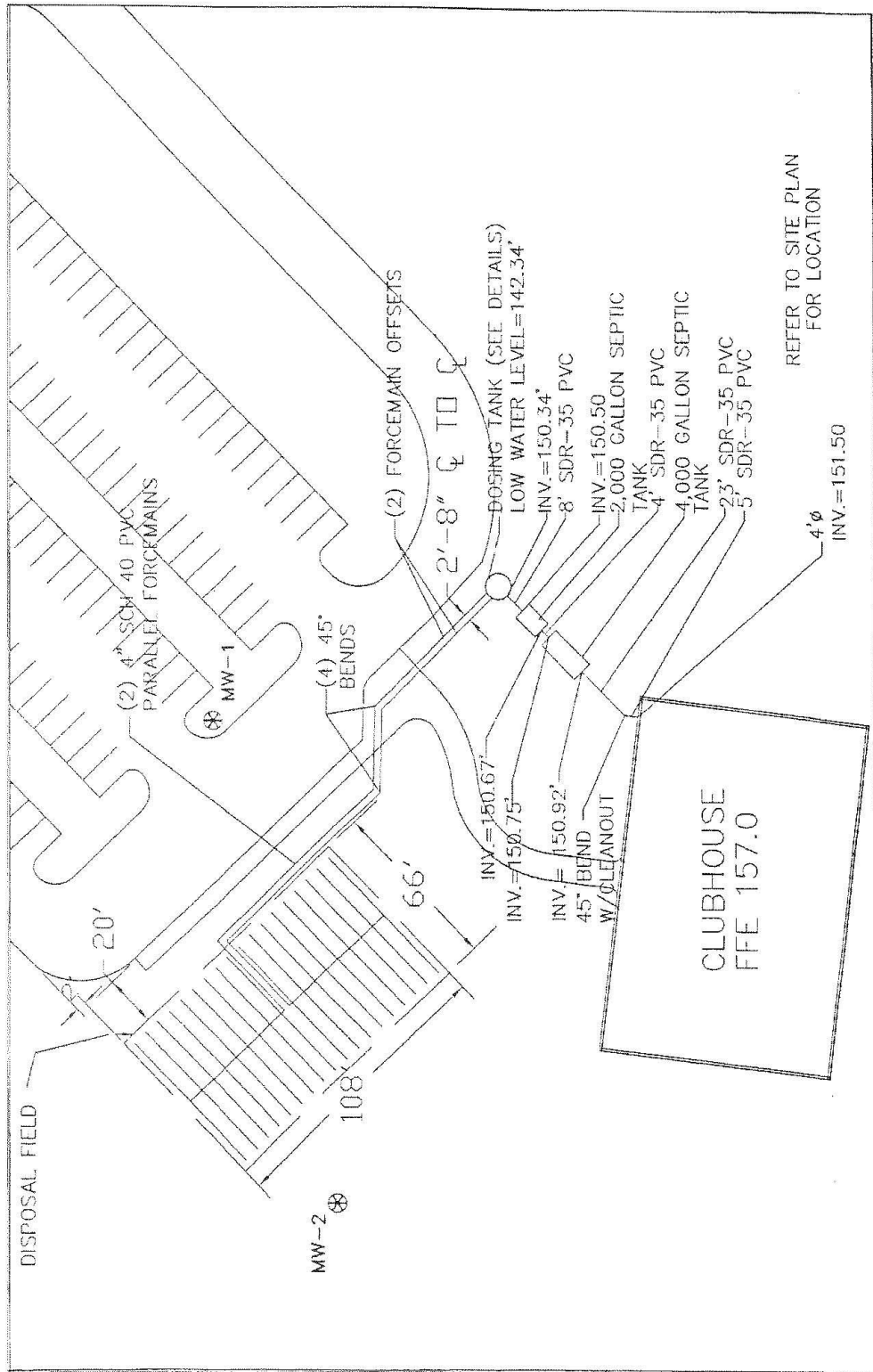
- e. Inadequate or damaged wells must be properly sealed and abandoned pursuant to N.J.S.A. 58:4A-4.1 et. seq. All sealing must be performed by a New Jersey licensed well driller who is certified to seal wells. Instructions regarding sealing, a list of certified drillers to seal wells, and well abandonment forms may be obtained by contacting the Bureau of Water Allocation at (609) 292-2957.

2. Well Certifications

- a. For an existing well, if the information required on the Certifications (Forms A and B) cannot be determined or the well is not adequately constructed to meet the requirements of this permit, the Department may require its replacement. Criteria to be used by the Department in judging the adequacy of a well will be related to the well's ability to provide a representative ground water sample from the interval of the formation which the Department requires to be sampled.

3. Maintenance & Record Keeping

- a. At a minimum, each well shall be inspected during each sampling event for structural integrity and/or damage.
 - i. The permittee shall maintain a complete inspection record indicating dates of inspection, inspector's name, and conditions observed.
 - ii. These records shall be made available to the Department upon request.
 - iii. Failure to maintain complete and accurate records, or to submit them upon request, is a violation of this permit.



REVISION	DATE	CHECKED BY

MONMOUTH COUNTY PARK SYSTEM
 BOARD OF PARK AND RECREATION COMMISSIONERS
 500 NEWARK SPRINGS ROAD
 MILLISHTONE, NEW JERSEY 07068-1000
 PHONE: (732) 642-3000 FAX: (732) 642-3040



Charleston Springs Golf Course
 T-01 Line Drawing Clubhouse Septic
 Blk 44/Lt 6,14,14.01 Millstone Twp., NJ

DATE: 11-20-16 SCALE: 1"=50' PROJECT # _____ DRAWN: JIM CHECKED: _____

SHEET NO. 3	of 3
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NJPDES PERMIT NO. NJG0236047 / P.I. ID 49677
Charleston Springs Golf Course
Millstone Twp., Monmouth County, NJ



State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION
MAIL CODE 401-02B
DIVISION OF WATER QUALITY
BUREAU OF PRETREATMENT AND RESIDUALS
401 E. STATE STREET, P.O. BOX 420
TRENTON, NJ 08625-0420
www.state.nj.us/dep/dwq

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

CATHERINE R. McCABE
Commissioner

VIA EMAIL TO: jmowczan@monmouthcountyparks.com

September 17, 2020

Mr. James Mowczan
Monmouth County Parks System
805 Newman Springs Road
Lincroft, NJ 07738

Re: Residual General Permit Authorization Renewal
Cat: SXG -Sludge Quality Exempt (GP)
NJPDES Permit No.: NJG0236047, Program Interest No.: 49677
Charleston Springs Golf Course
Millstone Township, Monmouth County

Dear Mr. Mowczan:

Enclosed is New Jersey Pollutant Discharge Elimination System (NJPDES) Authorization to Discharge No. NJG0236047 (Category SXG -Sludge Quality Exempt (GP)) issued under the authority of Residual NJPDES General Permit No. NJ0235075. Permit conditions are described herein and the General Permit is available for viewing at www.state.nj.us/dep/dwq/gp_residuals.htm.

A copy of this Authorization should be located at the regulated facility at all times and be available for inspection by any authorized representative of the Department. If you have designated an agent, you must notify them about this General Permit Authorization and its requirements.

If you have any questions or comments regarding the above referenced action, please contact Susanne Hoffman by telephone at (609) 984-4428 or Susanne.Hoffman@dep.nj.gov.

Sincerely,

Anthony Pilawski, Section Chief
Bureau of Pretreatment and Residuals
Water Pollution Management Element

Enclosures

Gpcv_res.doc



AUTHORIZATION TO DISCHARGE
SXG -Sludge Quality Exempt (GP)

Facility Name: CHARLESTON SPRINGS GOLF COURSE

Permit Number: NJG0236047

Program Interest No.: 49677

Facility Address:
RT 527 & SWEETMANS LN
MILLSTONE TWP, NJ 07750

Type of Activity: Residual General Permit Authorization Renewal

Owner:
MONMOUTH CNTY BD OF CHOSEN FREEHOLDERS
PO BOX 1255
FREEHOLD, NJ 07728

Operating Entity:
MONMOUTH CNTY PARKS SYSTEM
805 NEWMAN SPRINGS RD
LINCROFT, NJ 07738

Issuance Date:	Effective Date:	Expiration Date:
09/17/2020	01/01/2021	12/31/2025

Your Request for Authorization under NJPDES General Permit No. NJ0235075 has been approved by the New Jersey Department of Environmental Protection.

This Authorization is issued to a Domestic Treatment Works that generates only domestic septage, or that has a permitted flow of 0.020 MGD or less and that removes all sewage sludge generated to an off-site in-State treatment works treating domestic sewage. It is intended to implement the provisions of the Sludge Quality Assurance Regulations (SQAR, N.J.A.C. 7:14C) for residual quality and quantity monitoring as well as other general conditions required by N.J.A.C. 7:14A-6.

Anthony Pilawski
Anthony Pilawski, Section Chief
Bureau of Pretreatment and Residuals
Date: 09/17/2020

(Terms, conditions and provisions attached hereto)
Division of Water Quality

PART I GENERAL REQUIREMENTS: NJPDES

A. General Requirements of all NJPDES Permits

1. Requirements Incorporated by Reference

- a. The permittee shall comply with all conditions set forth in this permit and with all the applicable requirements incorporated into this permit by reference. The permittee is required to comply with the regulations, including those cited in paragraphs b. through e. following, which are in effect as of the effective date of the final permit.
- b. General Conditions
 - Penalties for Violations N.J.A.C. 7:14-8.1 et seq.
 - Incorporation by Reference N.J.A.C. 7:14A-2.3
 - Toxic Pollutants N.J.A.C. 7:14A-6.2(a)4i
 - Duty to Comply N.J.A.C. 7:14A-6.2(a)1 & 4
 - Duty to Mitigate N.J.A.C. 7:14A-6.2(a)5 & 11
 - Inspection and Entry N.J.A.C. 7:14A-2.11(e)
 - Enforcement Action N.J.A.C. 7:14A-2.9
 - Duty to Reapply N.J.A.C. 7:14A-4.2(e)3
 - Signatory Requirements for Applications and Reports N.J.A.C. 7:14A-4.9
 - Effect of Permit/Other Laws N.J.A.C. 7:14A-6.2(a)6 & 7 & 2.9(c)
 - Severability N.J.A.C. 7:14A-2.2
 - Administrative Continuation of Permits N.J.A.C. 7:14A-2.8
 - Permit Actions N.J.A.C. 7:14A-2.7(c)
 - Reopener Clause N.J.A.C. 7:14A-6.2(a)10
 - Permit Duration and Renewal N.J.A.C. 7:14A-2.7(a) & (b)
 - Consolidation of Permit Process N.J.A.C. 7:14A-15.5
 - Confidentiality N.J.A.C. 7:14A-18.2 & 2.11(g)
 - Fee Schedule N.J.A.C. 7:14A-3.1
 - Treatment Works Approval N.J.A.C. 7:14A-22 & 23
- c. Operation And Maintenance
 - Need to Halt or Reduce not a Defense N.J.A.C. 7:14A-2.9(b)
 - Proper Operation and Maintenance N.J.A.C. 7:14A-6.12
- d. Monitoring And Records
 - Monitoring N.J.A.C. 7:14A-6.5
 - Recordkeeping N.J.A.C. 7:14A-6.6
 - Signatory Requirements for Monitoring Reports N.J.A.C. 7:14A-6.9
- e. Reporting Requirements
 - Planned Changes N.J.A.C. 7:14A-6.7
 - Reporting of Monitoring Results N.J.A.C. 7:14A-6.8
 - Noncompliance Reporting N.J.A.C. 7:14A-6.10 & 6.8(h)
 - Hotline/Two Hour & Twenty-four Hour Reporting N.J.A.C. 7:14A-6.10(c) & (d)
 - Written Reporting N.J.A.C. 7:14A-6.10(e) & (f) & 6.8(h)
 - Duty to Provide Information N.J.A.C. 7:14A-2.11, 6.2(a)14 & 18.1
 - Schedules of Compliance N.J.A.C. 7:14A-6.4
 - Transfer N.J.A.C. 7:14A-6.2(a)8 & 16.2

PART II

GENERAL REQUIREMENTS: DISCHARGE CATEGORIES

A. Additional Requirements Incorporated By Reference

1. General Discharge Requirements

- a. The permittee shall comply with land-based sludge management criteria and shall conform with the requirements for the management of residuals and grit and screenings under N.J.A.C. 7:14A-6.15(a), which includes:
 - i. Standards for the Use or Disposal of Residual, N.J.A.C. 7:14A-20;
 - ii. Section 405 of the Federal Act governing the disposal of sludge from treatment works treating domestic sewage;
 - iii. The Solid Waste Management Act, N.J.S.A. 13:1E-1 et seq., and the Solid Waste Management Rules, N.J.A.C. 7:26;
 - iv. The Sludge Quality Assurance Regulations, N.J.A.C. 7:14C;
 - v. The Statewide Sludge Management Plan promulgated pursuant to the Water Quality Planning Act, N.J.S.A. 58:11A-1 et seq., and the Solid Waste Management Act, N.J.S.A. 13:1E-1 et seq.;
 - vi. The provisions concerning disposal of sewage sludge and septage in sanitary landfills set forth at N.J.S.A. 13:1E-42 and the Statewide Sludge Management Plan; and
 - vii. Residual that is disposed in a municipal solid waste landfill unit shall meet the requirements in 40 CFR Part 258 and/or N.J.A.C. 7:26 concerning the quality of residual disposed in a municipal solid waste landfill unit. (That is, passes the Toxicity Characteristic Leaching Procedure and does not contain "free liquids" as defined at N.J.A.C. 7:14A-1.2.)

B. General Conditions

1. Standard Reporting Requirements – Monitoring Report Forms (MRFs)

- a. All MRFs shall be electronically submitted to the Department's MRF Submission Service.
- b. MRF data submission shall be in accordance with the guidelines and provisions outlined in the Department's Electronic Data Interchange (EDI) agreement with the permittee.
- c. MRFs shall be submitted at the frequencies identified in Part III of this permit.
- d. All MRFs shall be certified by the highest ranking official having day-to-day managerial and operational responsibilities for the discharging facility.
- e. The highest ranking official may delegate responsibility to certify the MRFs in his or her absence. Authorizations for other individuals to certify shall be made in accordance with N.J.A.C. 7:14A-4.9(b).

- f. Monitoring results shall be submitted in accordance with the current NJPDES MRF Reference Manual and any updates thereof.
- g. If monitoring for a parameter is not required in a monitoring period, the permittee must report "CODE=N" for that parameter.
- h. If, for a monitored location, there are no discharge events during an entire monitoring period, the permittee must notify the Department when submitting the monitoring results by checking the "No Discharge this monitoring period" box on the paper or electronic version of the monitoring report submittal form.

2. Scope

- a. The issuance of this permit shall not be considered as a waiver of any applicable federal, state, and local rules, regulations and ordinances.

3. Notification of Non-Compliance

- a. The permittee shall notify the Department of all non-compliance when required in accordance with N.J.A.C. 7:14A-6.10 by contacting the DEP HOTLINE at 1-877-WARNDEP (1-877-927-6337).
- b. The permittee shall report any noncompliance with the land-based sludge management criteria to the Department and to the ultimate sludge management alternative utilized by the permittee in accordance with Part IV, D.1.b of this permit.

4. Notification of Changes

- a. The permittee shall give written notice to the Department of any planned physical alterations or additions to the permitted facility when the alteration or addition is expected to result in a significant change in the permittee's discharge(s) and/or residual use or disposal practices. This includes, but is not limited to, any changes in the treatment process that would result in a change to: sludge quality, a monitored location, and/or addition of a monitored location.
- b. Prior to any change in ownership, the current permittee shall comply with the requirements of N.J.A.C. 7:14A-16.2, pertaining to the notification of change in ownership.

5. Permit Conditions Relating to Residuals Management

- a. If any applicable standard for residual use or disposal is promulgated under section 405(d) of the Federal Act and Sections 4 and 6 of the State Act and that standard is more stringent than any limitation on the pollutant or practice in the permit, the Department may modify or revoke and reissue the permit to conform to the standard for residual use or disposal.

- b. The permittee shall make provisions for storage, or some other approved alternative management strategy, for anticipated downtimes at a primary residual management alternative. The permittee shall not be permitted to store residual beyond the capacity of the structural treatment and storage components of the treatment works. N.J.A.C. 7:14A-20.8(a) and N.J.A.C. 7:26 provide for the temporary storage of residuals for periods not exceeding six months, provided such storage does not cause pollutants to enter surface or ground waters of the State. The storage of residual for more than six months is not authorized under this permit. However, this prohibition does not apply to residual that remains on the land for longer than six months when the person who prepares the residual demonstrates that the land on which the residual remains is not a surface disposal site or landfill. The demonstration shall explain why residual must remain on the land for longer than six months prior to final use or disposal, discuss the approximate time period during which the residual shall be used or disposed and provide documentation of ultimate residual management arrangements. Said demonstration shall be in writing, be kept on file by the person who prepares residual, and submitted to the Department upon request.
- c. The permittee shall comply with the appropriate adopted District Solid Waste or Sludge Management Plan (which by definition in N.J.A.C. 7:14A-1.2 includes Generator Sludge Management Plans), unless otherwise specifically exempted by the Department.
- d. The preparer must notify and provide information necessary to comply with the N.J.A.C. 7:14A-20 land application requirements to the person who applies bulk residual to the land. This shall include, but not be limited to, the applicable recordkeeping requirements and certification statements of 40 CFR 503.17 as referenced at N.J.A.C. 7:14A-20.7(j).
- e. The preparer who provides residual to another person who further prepares the residual for application to the land must provide this person with notification and information necessary to comply with the N.J.A.C. 7:14A-20 land application requirements.
- f. Any person who prepares bulk residual in New Jersey that is applied to land in a State other than New Jersey shall comply with the requirement at N.J.A.C. 7:14A-20.7(b)1.ix to submit to the Department written proof of compliance with or satisfaction of all applicable statutes, regulations, and guidelines of the state in which land application will occur.

6. Additional General Requirements

- a. This general permit may be issued, modified, revoked and reissued, or terminated in accordance with applicable requirements of N.J.A.C. 7:14A-15, 16 and 17.
- b. With the consent of the permittee, the Department shall revoke an authorization to discharge under this general permit without following the procedures set forth in N.J.A.C. 7:14A-15.6 if the discharge has ceased and provided that all applicable closure requirements as required by N.J.A.C. 7:14A-23.34 have been completed.

7. Requirements to Obtain an Individual Permit

- a. The Department may require any person authorized by this general New Jersey Pollutant Discharge Elimination System (NJPDES) permit to apply for and obtain an individual NJPDES permit. Cases in which an individual NJPDES permit may be required include the following:
 - i. The quantity and/or quality of the discharge changes such that site specific requirements are necessary;
 - ii. The permittee is not in compliance with the conditions of the general NJPDES permit;
 - iii. A change has occurred such that the source does not involve the same or substantially similar types of operating procedures; or

- iv. A change has occurred such that the source does not require the same or similar monitoring.
- b. The Department may require any owner, operator and/or discharger authorized by this general NJPDES permit to apply for an individual NJPDES permit as provided above, only if the owner, operator, or discharger has been notified in writing that a permit application is required. This notice shall include a statement establishing a deadline by which the owner, operator, and/or discharger is to file the application, and a statement that on the effective date of the individual NJPDES permit the general NJPDES permit as it applies to the individual permittee shall be revoked.

8. Exclusions

- a. Any owner, operator, and/or discharger authorized by this general permit may request to be excluded from the coverage of the general NJPDES permit by applying for an individual permit. The owner, operator, and/or discharger shall submit an application in accordance with N.J.A.C. 7:14A-4, with reasons supporting the request, to the NJDEP. The request shall be processed under N.J.A.C. 7:14A-15, 16 and 17. The request shall be granted by the issuance of an individual permit if the reasons cited by the owner, operator and/or discharger are adequate to support the request.
- b. An owner, operator, and/or discharger excluded from this general NJPDES permit solely because of an existing individual permit, may request that the individual permit be revoked or modified, as appropriate, and that the discharge be authorized by the general NJPDES permit. Upon revocation or modification of the individual permit, the permittee shall be authorized under the general permit.

9. Administrative Requirements

- a. Persons seeking authorization under this general permit shall submit to the Department a written Request for Authorization (RFA). A RFA under this general permit shall include the following: A completed NJPDES 1 Form and a completed Form R.
- b. The Department may notify a person that the discharge is authorized by a general permit, even if the person has not submitted a RFA. A person so notified may nonetheless request an individual permit under B.8 above.
- c. Authorizations under this general permit shall become effective upon receipt of notification of authorization by the Department as allowed pursuant to N.J.A.C. 7:14A-6.13(d)5.iii.
- d. Upon reissuance of this general permit, authorizations shall be automatically renewed as allowed pursuant to N.J.A.C. 7:14A-6.13(d)9. However, the renewal of an authorization either requires a notice to the Department that there are no changes or a new RFA to be submitted to update any information that is no longer true, accurate and/or complete

10. Access

- a. The permittee shall allow an authorized representative of the Department, upon the presentation of credentials to enter upon a person's premises, for purposes of inspection, and to access/copy any records that must be kept under the conditions of this permit. The Department or its designated agent may take samples of sludge to verify the reported analytical data and to determine if the permittee is in compliance with this permit.

PART III LIMITS AND MONITORING REQUIREMENTS

MONITORED LOCATION:
SLXS SQAR – Septic Tank(s)

DISCHARGE CATEGORY(IES):
SXG - Sludge Quality Exempt (GP)

Location Description

Information on all septage removed from the septic tank(s) for use or disposal during the reporting period must be reported on the Monitoring Report Forms.

Contributing Waste Types

Dom Residual-Other

Residuals Transfer Reporting Requirements:

Submit an Annual RTR: due 60 calendar days after the end of each calendar year.

PART IV

SPECIFIC REQUIREMENTS: NARRATIVE

Notes and Definitions

A. Definitions

1. Definitions

- a. All words and terms used in this permit shall have meanings as defined in the "Regulations Concerning the New Jersey Pollutant Discharge Elimination System" (N.J.A.C. 7:14A), unless otherwise stated or unless the context clearly requires a different meaning.
- b. "Land-based sludge management criteria" means those standards established by the Department in the Statewide Sludge Management Plan adopted pursuant to the Solid Waste Management Act, N.J.S.A. 13:1E-1 et seq., or established pursuant to the Clean Water Act or the Federal Water Pollution Control Act (33 U.S.C. Section 1251 et seq.) including all subsequent supplements and amendments, or any regulations adopted pursuant thereto.
- c. "Sludge" means the solid residue and associated liquid resulting from physical, chemical, and/or biological treatment of domestic or industrial wastewaters.
- d. "Treatment works" means any treatment works as defined by N.J.A.C. 7:14A-1.2 and N.J.S.A. 58:10A-3.
- e. "Ultimate sludge management alternative" means the final management of sludge at a facility or operation such that no additional permit or approval actions are required for further processing or movement.

Sludge Quality Exempt (GP)

A. Sludge Quality Requirements

1. Residuals Information

- a. All residuals removed from the treatment works during the reporting period must be reported on the RTR. If the permittee is removing residuals for use or disposal from a location other than the monitored location in Part III of the permit, the permittee shall contact BPR prior to removal to determine if the residual should be reported on the existing MRF's or if a new monitored location should be added.

B. Recordkeeping

1. Standard Recordkeeping Requirements

- a. The permittee shall retain copies of all reports required by a NJPDES permit and records of all data used to complete the application for a NJPDES permit for a period of at least 5 years.

2. Residuals Information

- a. In addition to the information required under Part III, the permittee shall retain the following information for a period of at least five (5) years:
 - i. Records on the quality of all residual received pursuant to the Sludge Quality Assurance Regulations at N.J.A.C. 7:14C.

C. Reporting

1. Residuals Information

- a. The frequency of reporting to the Department of the records kept under Part III shall be as specifically stated therein.
- b. The permittee shall report monitoring results on the Residuals Transfer Reports (RTR), or other monitoring report forms, where specified, and all applicable information required on the forms shall be entered in the manner specified therein before submission. Any information not in compliance with this condition shall not be deemed to fulfill the reporting requirements of this permit.

D. Operation and Management

1. Residuals Information

- a. The permittee shall comply with the land-based sludge management criteria applicable to the ultimate sludge management alternative utilized by the permittee. It shall be the responsibility of the permittee to ensure that all residual is compatible with the land-based sludge management criteria applicable to the ultimate sludge management alternative utilized by the permittee.

Sludge Quality Exempt (GP)

- b. If the nature or quantity of pollutants in the discharge into the treatment works changes such that the sludge from the treatment works would violate the land-based sludge management criteria, the permittee shall orally report such change within 24 hours of becoming aware of the change to the Bureau of Pretreatment and Residuals at (609) 984-4428 and to the ultimate sludge management alternative. A written submission shall be made within five days thereafter to: Mail Code 401-02B, Division of Water Quality, Bureau of Pretreatment and Residuals, P.O. Box 420, Trenton, New Jersey 08625-0420, with a copy to the ultimate sludge management alternative, and shall include the following information:
 - i. Dates of occurrence;
 - ii. A description of the change such that the sludge from the treatment works would violate the land-based sludge management criteria;
 - iii. The cause of the change in the nature or quantity of pollutants in the discharge into the treatment works; and
 - iv. Steps being taken to reduce, eliminate and prevent reoccurrence of the noncompliance.
- c. If the nature of the sludge produced by a domestic treatment works on a modified reporting schedule should change at any time due to an increase or change in process wastewater contributions or a change in treatment processes at the domestic treatment works (including a change in the ultimate sludge management alternative), the owner or operator shall, within 30 days, notify the Department of the nature of the change.
- d. Based on information submitted pursuant to (b) and (c) above, the Department may require the permittee to apply for authorization under the Sludge Quality Category 1 General Permit No. NJ0223131. In addition, pursuant to N.J.A.C. 7:14A-20.5, the Department may also require the permittee to perform and submit the results of additional sludge analyses, obtain under N.J.A.C. 7:26G a formal waste classification of the sludge removed for use or disposal, and/or require other actions when necessary to protect public health or the environment from any adverse effect of a pollutant in the sludge.

2. Acceptance of Customer Residuals by Treatment Works located in New Jersey

- a. Prior to accepting a residual source that has not been issued an Authorization under one of the New Jersey Sludge Quality Assurance Regulation (SQAR) General Permits, the permittee shall submit a completed Domestic or Industrial Generator Form R (whichever is applicable), signed by a duly authorized representative of the residual generator.
- b. The permittee has one hundred eighty (180) days from the effective date of this permit to submit a completed Form R from a residual source that is currently being accepted and has not been issued an Authorization under one of the New Jersey Sludge Quality Assurance Regulation (SQAR) General Permits.
- c. The permittee is prohibited from receiving residual sources that do not have a completed Form R on file with the Department pursuant to (a) and (b) above.

3. Closure Requirements

- a. The permittee shall follow the closure procedures at N.J.A.C. 7:14A-23.34.
- b. All residual material shall be removed within 180 calendar days after the treatment works and/or equipment is taken out of service.

- c. Proof of proper residual management shall be submitted within thirty (30) calendar days after their removal from a closed unit.