

Stormwater Pollution Prevention Plan

Township of Burlington

County of Burlington

NJPDES #NJG0149454

December 31, 2019

REVISED: March 17, 2021

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SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Scott W. Hatfield, PE, Twp. Engineer
Office Phone # and eMail	609-239-5836; shatfield@twp.burlington.nj.us
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Scott W. Hatfield, PE, Twp. Engineer
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	Jennifer Bupp, Administrative Officer, Planning & Zoning
Print/Type Name and Title	Anthony Trappanese, Zoning Officer / Housing Inspector
Print/Type Name and Title	Bruce Smith, Director of Public Works
Print/Type Name and Title	

SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	5/29/09	RLS		Annual Revision
2.	5/16/14	SWH		Annual Revision
3.	11/30/15	SWH		Annual Revision
4.	9/8/16	SWH		Annual Revision
5.	10/12/17	SWH		Annual Revision
6.	11/13/18	SWH		Annual Revision
7.	12/31/19	SWH		Annual Revision; New Format
8.	3/17/2021	SWH		Annual Revision; Audit Comments
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	http://twp.burlington.nj.us/filestorage/279/993/Storm_Pollution_Prevention_Team_2018.pdf
2. Date of most current SPPP:	March 17, 2021
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	http://twp.burlington.nj.us/filestorage/279/993/Stormwater_Management_Plan.pdf
4. Date of most current MSWMP:	October 10, 2006; Re-Examined December 12, 2018
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	Office of the Township Engineer, 851 Old York Rd., 2 nd Floor, Burlington Twp., NJ
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
<p>For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), Burlington Township provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Burlington Township provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-I et seq. In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), Burlington Township complies with those requirements. In addition, any public noticing required for informal events that are held in connection with our MS4 permit are noticed in the official Township newspaper and/or the official Township website and/or Nixle.</p>	

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.

These events are advertised on our website at:

(<http://twp.burlington.nj.us/content/159/201/default.aspx>) as well as Nixle and on social media.

2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.

We have placed numerous educational posters that were provided by the NJDEP at various public facilities. We maintain a stormwater display in the lobby of the Municipal Building.

3. Indicate where public education and outreach records are maintained.

The Office of the Township Engineer (851 Old York Road).

SPPP Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program

All records must be available upon request by NJDEP.

<p>1. How does the municipality define 'major development'?</p>
<p>Any development that provides for ultimately disturbing one or more acres of land. Disturbance for the purpose of this rule is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of vegetation.</p>
<p>2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?</p>
<p>No.</p>
<p>3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?</p>
<p>All land development applications defined as major development with respect to stormwater are required to submit a site development stormwater plan in accordance with Section 330-87(E) of our Code.</p>

<p>4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.</p>	
<p>Any application meeting the definition of major development is reviewed against the requirements set forth on Section 330-87 of the Township Code and Subchapter 7 of the RSIS.</p>	
<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>Yes.</p>
<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p>	<p>The summary sheets are available upon request. No mitigation projects have been approved to date.</p>

SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	10/11/2005	http://twp.burlington.nj.us/filestorage/279/993/CommunityWideStormwaterOrdinances.pdf	Yes	Police
2. Wildlife Feeding permit cite IV.B5.a.ii	10/11/2005	Same as above	Yes	Police
3. Litter Control permit cite IV.B5.a.iii	10/11/2005	Same as above	Yes	Police
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	10/11/2005	Same as above	Yes	Police
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	10/11/2005; 9/8/2020	Same as above	Yes	N/A
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	8/24/2010	Same as above	Yes	Zoning Officer
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	5/23/2006; 2/9/2021	Same as above	No	Land Use Board Having Jurisdiction
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	10/11/2005	http://twp.burlington.nj.us/filestorage/279/993/CommunityWideStormwaterOrdinances.pdf	Yes	Chief Sewer Plant Operator
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	8/24/2010	Same as above	No	Municipal Recycling Coordinator

Indicate the location of records associated with ordinances and related enforcement actions:

Engineering Dept. and Police Dept. (851 Old York Rd.)

SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

As required by our Tier A permit, a minimum of once a month, weather permitting we attempt to sweep all municipal roadways with a posted speed limit of 35mph or less that are located in predominantly commercial districts. Refer to list of streets appended to page #12. We do not have a shared services agreement for street sweeping.

2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

We occasionally sweep streets that are not required to be swept by a NJPDES permit. This is performed on an as needed basis. We do not have a shared services agreement for street sweeping.

3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.

No.

4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.

Department of Public Works Main Office (1106 Oxmead Rd.)

STREETS REQUIRED TO BE SWEEPED IN ACCORDANCE WITH PERMIT SECTION B.5.b(i)

1. Neck Rd. (Rt.130 To Dulty's Ln.)

2. Neck Rd. (Jerry's Dr. to Bustleton Rd.)

3. Bustleton Rd.

4. Richards Run

5. Hancock Ln.

6. Bromley Blvd. (Rt. 541 to Hancock Ln.)

7. Elbow Ln.

8. Terri Ln.

9. Manhattan Dr.

10. Connecticut Dr.

11. Commerce Dr.

12. Kissel Dr.

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
The Township has been divided into five (5) sectors and each catch basin/inlet within each of the sectors is inspected and, if necessary, cleaned once every five years.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
None that we are aware of.
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
N/A
4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.
These are inspected at the same time as the catch basin/inlet and replaced as necessary.
5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.
Department of Public Works Main Office. The amount of materials collected varies from year-to-year.

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

<p>1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.</p>	
	<p>The Township Engineer, who also acts as the Stormwater Program Coordinator, ensures that storm drain inlets are retrofitted as part of all municipal roadway paving projects.</p>
<p>2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.</p>	
	<p>A Township Public Works Inspector is assigned to every project that involves retrofitting storm drain inlets.</p>
<p>3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.</p>	
	<p>All land development projects reviewed by a Board are required to retrofit any storm drains in accordance with the requirements set forth in our SCO. Other projects are required to retrofit storm drains in accordance with Ordinance 10-OR-026 (Retrofitting of Storm Drains on Private Property).</p>
<p>4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.</p>	
	<p>This work is inspected by the Township Public Works Inspector and violations are reported to the Municipal Stormwater Coordinator who then passes it on to enforcement entity (Zoning Officer), if necessary.</p>

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

Complete separate forms for each municipal yard or ancillary operation location.

Address of municipal yard or ancillary operation: 27 Central Ave.

List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge:

Raw materials – None

Intermediate products – None

Final products – None

Waste materials – None

By-products – None

Machinery – 2 Leaf Machines, 2 Tractors, 1 Skidsteer, Trash Trucks

Fuel – None

Lubricants – None

Solvents – None

Detergents related to municipal maintenance yard or ancillary operations – None

Other – N/A

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

Complete separate forms for each municipal yard or ancillary operation location.

Address of municipal yard or ancillary operation: 902 Lake Ave.

List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge:

Raw materials – Soils

Intermediate products – None

Final products – Concrete, Asphalt, Leaf Mulch

Waste materials – Street Sweepings

By-products – None

Machinery – Loader, Backhoe, Trash Trucks, Leaf Turner, Excavator, Shredder

Fuel – 500 gallon A.S.T. for Diesel and 250 gallon A.S.T. for Fuel Oil

Lubricants – None

Solvents – None

Detergents related to municipal maintenance yard or ancillary operations – None

Other – N/A

For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.

Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

1. Fueling Operations

Department of Engineering and Dept. Public Works Main Office (1106 Oxmead Rd.)
Main fueling facility at 851 Old York Rd. was completely replaced in 2018 and there are presently no known issues.

UST's were also replaced with AST's.

The 500 gallon A.S.T. for Diesel and 250 gallon A.S.T. for Fuel Oil at 902 Lake Ave. are used to fuel only equipment, not motor vehicles, and have spill kits.

At least once a month, the facility is inspected (and documented) and all spill kits are also checked. Documentation is kept in the Garage at the Fueling Facility.

2. Vehicle Maintenance

Department of Public Works Main Office.

An existing above-ground waste oil tank was replaced with a new 500 gallon double-walled tank in 2020.

Approx. 95% of vehicle maintenance is performed inside. Any maintenance performed outdoors includes the use of drain dolly to collect motor vehicle fluids.

<p>3. On-Site Equipment and Vehicle Washing</p> <p><i>See permit attachment E for certification and log forms for Underground Storage Tanks.</i></p>
<p>Department of Public Works Main Office. Oil-Water Separator was recently inspected by a certified inspection company was re-built in October 2019.</p> <p>All vehicles are washed in our wash bay so no liquid escapes.</p>
<p>4. Discharge of Stormwater from Secondary Containment</p>
<p>N/A</p>
<p>5. Salt and De-Icing Material Storage and Handling</p>
<p>Department of Public Works Main Office. Facilities are located 113 Connecticut Dr. and 902 Lake Ave. Both sites were recently inspected. Minor issue (spillage) has been addressed. The structures are not filled to more than approx. 85% capacity so as to prevent migration of de-icing materials outside the containment area. De-icing materials are not stored in the vicinity of openings and these areas are swept after loading and unloading operations.</p>
<p>6. Aggregate Material and Construction Debris Storage</p>
<p>Department of Public Works Main Office. Material is stored at 902 Lake Ave. Materials are stored in designated “bin” areas and the facility has a continuous earthen berm around its perimeter to prevent any materials from migrating offsite.</p>
<p>7. Street Sweepings, Catch Basin Clean Out and Other Material Storage</p>

Department of Public Works Main Office.

Street sweepings are stored separately in a bin with an impervious (asphalt) surface.

8. Yard Trimmings and Wood Waste Management Sites

Department of Public Works Main Office. Material is stored at 902 Lake Ave.

Yard waste is stored on an impervious (asphalt) surface for a maximum of 24 hours then transferred to dumpster where it is stored until it is transported to a disposal facility.

9. Roadside Vegetation Management

Department of Public Works Main Office.

All of our mowers are “mulching” mowers equipped with a shield to prevent the discharge of vegetation beyond the work area.

SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p>A. Municipal Employee Training: Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	Department of Public Works
2. Stormwater Facility Maintenance	Every year	Department of Public Works
3. SPPP Training & Recordkeeping	Every year	Engineering Dept.
4. Yard Waste Collection Program	Every 2 years	Department of Public Works
5. Street Sweeping	Every 2 years	Department of Public Works
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Engineering Dept.
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Department of Public Works
8. Waste Disposal Education	Every 2 years	Department of Public Works
9. Municipal Ordinances	Every 2 years	Engineering Dept.
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Engineering Dept.
<p>B. Municipal Board and Governing Body Members Training: Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.</p> <p>Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member. (Records on file in the Engineering Dept.)</p>		
<p>C. Stormwater Management Design Reviewer Training: All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer. (Certificate on file in the Engineering Dept.)</p>		

SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

1. **Mapping:** Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year.

http://twp.burlington.nj.us/filestorage/279/993/MS-4_Basin_Outfall_Map.pdf

2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

Outfall pipes are inspected at the time of annual basin inspection. Inspection records are available in the Dept. of Engineering (851 Old York Rd.).

3. **Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

Outfall pipes are inspected at the time of annual basin inspection. Any stream scouring that is observed is repaired by the Township DPW in coordination with the Township Engineer's Office and the County SCD in accordance with the NJ Standards for Soil Erosion & Sediment Control. Records of repairs are maintained in the DPW Road Supervisor's Office at our Central Avenue Garage facility.

4. **Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfall pipes. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form (www.nj.gov/dep/dwq/tier_a_forms.htm) and indicate the location of these forms and related illicit discharge records.

Dry weather inspections are performed at least once every five (5) years and if an illicit connection is suspected, an investigation is performed in accordance with our Tier A general stormwater permit requirements. Records of these actions are maintained in the Office of the Township Engineer (851 Old York Rd.) and the Chief Sewer Plant Operator's office at our Central Avenue Wastewater Treatment Facility.

SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.

Our DPW regularly maintains the 63 stormwater management basins that the Township owns. Each of these basins is inspected annually by the County SCD under an Interlocal Services Agreement. Inspection reports are forwarded to the Township DPW for the required actions. The DPW keeps detailed records in the form of work orders and also utilizes a Stormwater Basin Maintenance Manual, which was prepared by the Office of the Township Engineer utilizing materials provided by the NJDEP.

2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.

There are 93 known private stormwater management basins in Burlington Township. Starting in 2019 each of these basins is inspected annually by the County SCD under an Interlocal Services Agreement. Inspection reports are reviewed by the Office of the Township Engineer and the Owner is notified of any required repairs. This program is still being developed and will likely evolve in 2020.

3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.

Department of Public Works Main Office, 1106 Oxmead Road, Burlington Twp., NJ

Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at http://www.nj.gov/dep/stormwater/maintenance_guidance.htm (select specific logs from choices listed in the Field Manuals section).

Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see <https://hydro.rutgers.edu>. To download data in an Excel format, see https://hydro.rutgers.edu/public_data/.

SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

1. Using the Total Maximum Daily Load (TMDL) reports provided on www.nj.gov/dep/dwq/msrp-tmdl-rh.htm, list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.

- Total Maximum Daily Load for Mercury Impairments Based on Concentration in Fish Tissue Caused Mainly by Air Deposition to Address 122 HUC 14s Statewide
Mercury - 2010 : LDRV tribs (Assiscunk Ck to Blacks Ck)
- Total Maximum Daily Loads for Polychlorinated Biphenyls (PCBs) for Zones 2 - 5 of the Tidal Delaware River
Polychlorinated Biphenyls (PCBs) - 2003 : Assiscunk Ck(Neck Rd to Jacksonville rd)
- Total Maximum Daily Loads for Polychlorinated Biphenyls (PCBs) for Zones 2 - 5 of the Tidal Delaware River
Polychlorinated Biphenyls (PCBs) - 2003 : Assiscunk Creek (below Neck Rd)
- Total Maximum Daily Loads for Polychlorinated Biphenyls (PCBs) for Zones 2 - 5 of the Tidal Delaware River
Polychlorinated Biphenyls (PCBs) - 2003 : LDRV tribs (Beverly to Assiscunk Ck)
- Total Maximum Daily Loads for Polychlorinated Biphenyls (PCBs) for Zones 2 - 5 of the Tidal Delaware River
Polychlorinated Biphenyls (PCBs) - 2003 : LDRV tribs (Bustleton Creek area)
- Total Maximum Daily Loads for Polychlorinated Biphenyls (PCBs) for Zones 2 - 5 of the Tidal Delaware River
Polychlorinated Biphenyls (PCBs) - 2003 : Mill Creek (Willingboro)
- Report on the Establishment of Total Maximum Daily Load (TMDL) For Phosphorus in the Lower Sylvan Lake Burlington Township, Burlington County, NJ Amendment to the Tri-County Water Quality Management Plan
Total Phosphorus - 2000 : Lower Sylvan Lake
- Total Maximum Daily Loads for Pathogens to Address 17 Lakes in the Lower Delaware Water Region
Fecal Coliform - 2007 : Sylvan Lake

2. Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.

In an effort to address fecal coliform and phosphorous impacts to the Sylvan Lakes, in the mid-1990's the Township disconnected the storm drain system from the lakes and removed outfall structures and also provides public education regarding the potential impact of pet waste and lawn fertilizer has on the lake's ecosystem. The lower lake is tested weekly for fecal coliform during the swimming season and during the 2019 swim season, there were not any closures due to elevated fecal coliform levels.

SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.

The Township has not developed any additional BMP's for the purpose of preventing or reducing water pollution.

2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?

Yes.