Stormwater Pollution Prevention Plan

Permittee Name: Rowan College at Burlington County Facility Address: 900 College Circle Mount Laurel NJ, 08054 NJPDES #: NJG0153192 PI ID #: 222868

Annual Review Date: September 01 Stormwater Program Coordinator: Jerry Gagliano

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Form 1 – Team Members

Stormwater Program Coordinator (SPC)						
Name and Title						
Phone (856) 22	2 9311	x1481	Email	jgagliand	o@rcbc.edu	
	Individ	ual(s) Responsi Stormwate		•	relopment Project eview	
Name and Title		*		~ ~	for major development projects	
		that require sto		design exp	pertise.	
Phone			Email			
Name and Title						
			Email			
		Other Stor	mwater '	Team Me	mbers	
Name and Tit	le	Thomas Browe	r, Lead (Groundske	eper and Fleet Coordinator	
Phone 856 222 9311 x2964			Email	tbrower@rcbc.edu		
Name and Title						
Phone			Email			
Name and Title						
Phone			Email			
		Shared/Con	tracted S	Service Pr	oviders	
Provider Nan	ne	Service	e Provided		Term of Service	
Burlington County Street sweeping		Street sweeping	g		Monthly/As needed	
Burlington Count	y	Salt			As needed	
GE Mechanical Stormwater Ca Cleaning		tch Basin		Annually/ As needed		

Form 2 – Review and Revision History

Date Changed (Updates to staff, policy, webpage, etc.) 2005	Revision	Form #	Reason for Review or Revision
2005 Updated to meet stormwater requirements 2011 Updated to meet stormwater requirements Updated to meet stormwater requirements including a		Changed	(Updates to staff, policy, webpage, etc.)
Updated to meet stormwater requirements including a			Updated to meet stormwater requirements
Updated to meet stormwater requirements including a webpage and trainings.	2011		Updated to meet stormwater requirements
09/2025 webpage and trainings.			Updated to meet stormwater requirements including a
	09/2025		webpage and trainings.

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

1. Provide the link to the dedicated stormwater webpage for your Public Complex.

https://rcbc.edu/stormwater-management-rowan-college-burlington-county

2. List the name and title of person(s) responsible for stormwater webpage postings/updates.

Jerry Gagliano, Assistant Director of Facilities and Operations

3. Only for colleges, universities, and military bases with dependents living on base: List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.

The communication strategies of the Public Complex were previously misaligned with the SPPP and are now being revised to improve outreach and engagement regarding stormwater program information and related activities. The updated approaches will include:

Adding a dedicated webpage.

Providing staff training.

Sending targeted email communications.

Utilizing social media platforms.

Including updates in RCBC newsletters.

Posting announcements on campus televisions and digital signs.

4. Only for colleges, universities, and military bases with dependents living on base: Describe the educational activities you conducted last year to earn the required 12 points and provide dates for those activities.

The required activities were not conducted last year to earn the 12 points. Onsite Meeting with the DEP on August 14, 2025 revealed insufficiencies in providing educational activities.

5. Indicate the location of records associated with public education and outreach activities.

Rowan College at Burlington County Central Energy Plant

1100 College Circle

Mount Laurel, NJ 08054

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

Part IV.E.

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

Rowan College at Burlington County defines "major development" as defined in N.J.A.C. 7:8.

2. Describe the process for reviewing and approving major development project applications for compliance with the Stormwater Management Rules at N.J.A.C. 7:8.

For all major development projects, the college engages a licensed engineering firm to design stormwater controls and review plans for compliance with N.J.A.C. 7:8. The firm submits approved plans and records to the Facilities Department, which maintains documentation of all approved applications and Major Development Summary Sheets.

3. Did the permittee request a variance from the design and performance standards for the stormwater measures? Describe the process of developing a mitigation plan.

No variances have been requested at this time. However, if any are needed in the future, records will be submitted to NJDEP and the Stormwater County Planning Board upon approval, with copies retained for reference.

4. Indicate the physical location of approved applications for major development projects and Major Development Summary Sheets.

The Facilities Department maintains records of the locations for approved applications related to major development projects.

Rowan College at Burlington County

Central Energy Plant

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Form 5 – Regulatory Mechanism *Part IV.F.1*.

Regulatory Mechanism	Date Adopted	Was the DEP model adopted without change? If not, explain how the Public Complex's Regulatory Mechanism is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste Control	2005	Yes	RCBC	\$0.00
2. Wildlife Feeding Control	2005	Yes	RCBC	\$0.00
3. Litter Control	2005	Yes	RCBC	\$0.00
4. Improper Disposal of Waste	2005	Yes	RCBC	\$0.00
5. Yard Waste	2005	Yes	RCBC	\$0.00

List any additional stormwater-related regulations the permittee has adopted that address issues beyond the scope of the MS4 permit, if applicable. Include adoption date, entity responsible for enforcement, and related fees and fines.

The college has adopted the DEP model regulations verbatim and enforces them through campus policies. Violations are documented by security or facilities staff, and enforcement actions are recorded in the campus compliance database.

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

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Form 6 – Monthly Street Sweeping Part IV.F.2.c.

1. Provide a written description and/or attach a map outlining all paved parking lots and streets on your property that have storm drain inlets that direct stormwater runoff into an MS4 or discharge directly to surface water. Note: Only asphalt and concrete roads need to be swept. Roads that do not have storm drain inlets and do not discharge to surface water do not need to be swept. The college collaborates with Burlington County to conduct monthly street sweeping along College Circle, Penmark Drive, Technology Way, and all college-owned parking lots. Sweep schedules and routes are maintained by Burlington County, with logs submitted monthly to the Stormwater Program Coordinator. 2. Indicate if sweeping work is outsourced and if so, describe the arrangement. Burlington County provides street sweeping services on a monthly basis or as needed. The street sweeping vehicles cover College Circle, Penmark Drive, Technology Way, and the collegeowned parking lots. After each sweeping, the logs are emailed to the Stormwater Coordinator to document the service.

Form 7 – MS4 Infrastructure *Part IV.F.2.d-f. and Part IV.F.3.*

1. Storm Drain Inlets

- a. Describe how inlets owned or operated by the permittee that do not have a permanent wording cast into the design have been properly labelled.
- b. Describe how you ensure that Public Complex owned storm drain inlets have been retrofitted.
- c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.
- d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.
- a. All storm drain inlets without permanent cast-in labels are retrofitted quarterly with durable, weather-resistant stickers indicating 'Discharges to Waterway' or similar language. Inspection logs confirm that all inlets are properly labeled, and records are maintained in the Facilities Department.
- b. If there is a major development project, the college hires a qualified contractor to retrofit the inlets that do not have permanent wording cast into the design, using stickers to clearly indicate that the storm drain leads to a waterway.

The Public Complex will conduct quarterly inspections of the storm drain inlets to assess if retrofit conditions are present.

- c. Plans for newly constructed storm drain inlets will include the installation of a catch basin or similar BMP (Best Management Practice) designed to effectively collect solids and floatables. We include catch basins or BMPs in all newly constructed storm drain inlets to ensure effective solids and floatables are collected.
- d. The college conducts daily inspections of storm drain inlets, cleaning them promptly when debris, sediment, or blockages are observed to ensure proper drainage and prevent flooding.

2. Catch Basins

- a. Describe when and how you conduct inspections of catch basins.
- b. Describe the criteria used to determine when catch basins need to be cleaned. Include a description of the equipment and techniques used.
- a. The college conducts annual inspections of storm basins to ensure their proper function and to identify any need for maintenance. Annually, a contractor is hired to clean the storm basins and visually evaluate their condition, inspecting for sediment buildup, debris accumulation, obstructions, or structural damage.
- b. Based on the inspection results, any required structural repairs may be performed by the contractor or by another qualified professional. Additional inspections are carried out as necessary, especially if signs of clogging are observed or after significant storm events, to maintain optimal drainage performance.

3. Conveyance System

- a. Describe when and how inspections of MS4 conveyance systems are conducted.
- b. Describe the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.
- a. Inspections of the MS4 conveyance systems are conducted at a minimum of quarterly by the Public Complex to ensure proper function and identify any issues. Additionally, engineers may be engaged to perform more comprehensive inspections as needed.
- b. Inspections of the conveyance system are conducted to assess its condition, including identifying blockages or structural issues, in order to determine any necessary maintenance or repairs. Debris removal may involve manual methods, such as using hands or hand tools like shovels to clear sediment and debris. For larger debris or significant blockages, mechanical equipment such as a small skid steer may be used to efficiently and effectively clear the system.

4. Outfall Inspections

- a. Structural Integrity Describe the program in place to check the overall condition of stormwater outfalls. Include a description of the equipment and techniques used.
- b. Stream Scouring Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used.
- c. Illicit Discharge Detection and Elimination Describe the program in place for conducting visual dry weather inspections of Public Complex owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form from the Department's main stormwater webpage.
- a. Annual inspections of stormwater outfalls are performed by trained staff. Inspections include visual assessments for cracks, erosion, or corrosion, and findings are documented electronically. Any necessary repairs are scheduled within 30 days of inspection.
- b. The program to address stream scouring from stormwater outfalls involves regular inspections to detect erosion around the outfalls. During inspections, staff check for signs of streambed or bank erosion and record their findings. If scouring is found, they first try planting vegetation to slow water flow and reduce erosion. They also use tools like flashlights, shovels, and measuring devices to examine hard-to-reach areas. If needed, vegetative stabilization is used to control and prevent further scouring and protect the stream.
- c. Visual dry weather inspections are conducted to identify any signs of illicit connections. Flow is checked at least 72 hours after rainfall to ensure normal conditions, but observations are also made during dry periods. During these inspections, staff look for unusual flow, odors, or other indications that could suggest illegal discharges.

5. Other Infrastructure

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

Any other types of infrastructure not specifically listed are maintained using the same procedures as for the stormwater system. This includes conducting regular inspections, and following standard procedures to identify and remove debris. Tools like shovels, flashlights, and other basic equipment are used to ensure thorough inspection and maintenance, ensuring all infrastructure functions properly and remains in good working condition.

6. Infrastructure Records

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

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Form 8 – Good Housekeeping *Part IV.F.2.g-l.*

1. Herbicide Application Management

Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.

Monthly inspections of the maintenance yard are conducted by Facilities staff. Any issues or corrective actions are documented within 7 days in the campus's environmental compliance database.

2. Excess De-icing Material Management

Describe your program for ensuring that excess piles of salt and de-icing/anti-icing materials are removed in a timely manner after storm events.

We remove excess salt and de-icing materials promptly after storm events to prevent runoff. Unused salt is not kept on campus and is returned to the county salt yard.

3. Vegetative Waste Management

Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated at the Public Complex, such as trimming trees, mowing, etc.

Typically, wood waste and yard trimmings are not stored on site; however, if present, they are kept in designated, areas away from stormwater pathways, with containment measures in place to prevent runoff.

Disposal of wood waste and trimmings is carried out by a certified waste management company.

4. Tree Replacement Management

Describe your program for ensuring the proper removal and replacement of trees at your Public Complex.

Healthy trees that need to be removed shall be replaced at a ratio often 1:1 or higher for significant trees. Replacement trees should be native species. Documentation of the replacement plan should include details of the replacement species, size, and location.

5. Roadside Erosion Control

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

Our grounds staff monitor for erosion during routine activities and assess the need for repairs, engaging contractors if necessary.

6. Outdoor Refuse Containers and Dumpsters

Describe your program to ensure that outdoor dumpsters and refuse containers on Public Complex property are covered and not discharging pollutants to stormwater or surface water.

At Rowan College at Burlington County, best management practices for refuse containment include keeping all refuse containers covered when not in use to prevent accidental leaks and spills.

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

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

1. Site Name and Address

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2. Monthly Site Inspections

Describe the nature of inspections conducted at this site and the location of inspection logs.

Stormwater inspections at the college maintenance yard involves visual assessments of runoff, material storage, stormwater controls, equipment leaks, drainage systems, and documentation review to prevent pollution and ensure compliance with stormwater regulations.

3. Inventory List

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

Materials	Machinery/Equipment
Fuel, Gasoline and Diesel	Lawn Mowers
Deicing Materials, Calcium	Small Engine Equipment (string trimmers, etc.)
Landscaping Materials	Fleet Vehicles
Stockpiled Debris	Spreaders
Construction Materials (New)	Cooking Grease Containers
	Storage Sheds
	Generators

4. Discharge of Stormwater from Secondary Containment

Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.

The process for discharging stormwater from secondary containment areas includes checking it regularly for leaks, dirt, or pollution. If the water is clean, it can be safely drained. If it's dirty, it must be removed and disposed of properly. Regular inspections and quick action help prevent pollution.

5. Fueling Operations

Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.

Vehicles are fueled off-site at local gas stations using a fleet fuel card, ensuring a clean and safe fueling process away from the facility. Small equipment, such as mowers and string trimmers, are fueled on-site, with spill kits readily available to prevent and address any spills.

6. Vehicle/Equipment Maintenance and Repair

Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.

Vehicles and equipment are serviced and repaired at local repair shops.

7. Wash Wastewater Containment

Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.

No vehicles are washed on site. Vehicles are washed at a local car wash.

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

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

Salt is not stored on site; any unused salt is returned within 72 hours to Burlington County. De-icing materials, such as calcium are typically kept in designated, covered storage areas to prevent exposure to the elements and minimize the risk of runoff or contamination.

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

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

Aggregate materials are stored in designated, covered areas away from stormwater pathways to prevent runoff.

We store wood chips and compost in covered, well-drained areas and cover piles during heavy rain.

10. Cold Patch Asphalt

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

Cold patch asphalt is not stored on site; larger projects are handled by licensed contractors.

11. Street Sweepings and Storm Sewer Clean-out Materials

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

We collect and dispose of stormwater debris in accordance with stormwater guidelines, utilizing waste management vendors for larger debris.

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

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

We contract services to manage construction and demolition waste, ensuring proper disposal in designated dumpsters.

Wood waste and yard trimmings are covered, and stored in designated areas away from stormwater pathways.

13. Scrap Tires

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

We do not store scrap tires on site; repairs are done at local shops.

14. Inoperable Vehicles and Equipment

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

We do not store inoperable vehicles; they are disposed of or sold.

Form 10 – Training Part IV.F.5-8.

St	or	mw	ater	Program	Coord	linator	'S

Describe the training provided for the Stormwater Program Coordinator. The Stormwater Program Coordinator gets training and a certification from the NJ DEP to make sure they understand and correctly follow the NJPDES MS4 General Permits everywhere in the state. Every year, they also do additional training to stay updated on NJDEP stormwater rules. This covers things like best management practices (BMPs), how to do inspections, and the reporting needed. The goal is to keep the coordinator in the loop about any changes, know the right enforcement steps, and find the best ways to manage stormwater. This ongoing training helps us stay compliant and makes sure the college is doing its part to protect the environment.

Topic	Public Complex Employees
1	1 1 0

	Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
	Describe the training provided for staff.
SPPP	We provide staff involved in the stormwater program annual training, including online courses, hands-on field training, and reviews of permit rules. The training materials are kept on file and updated regularly so everyone stays up-to-date. All staff who help with stormwater tasks complete this training every year to make sure we're following the rules and doing things right.
Construction Site Stormwater Runoff	We provide yearly in person training to staff on controlling stormwater runoff during construction, including rules, erosion controls, and site inspections. We also do site visits to show them how to set up and check stormwater measures.
Post-Construction Stormwater Management in New and Redevelopment	We provide annual training sessions, field trainings, and videos for staff on post-construction stormwater management. We also regularly review the definition of major development and stormwater rules to stay compliant and ensure understanding.
Regulatory Mechanisms	Examples of training for staff responsible for regulatory mechanisms include annual sessions on MS4 permit conditions, how each regulation helps protect water quality, and enforcement procedures. This training may be conducted through in-person meetings and review of relevant policies.
Good Housekeeping	We provide yearly training to staff on how to properly maintain stormwater facilities, making sure they know the rules and best ways to keep everything working correctly.
Stormwater Facilities Maintenance	We train staff each year to review MS4 permit requirements, including best management practices (BMPs), safety procedures, remediation steps, and the importance of keeping accurate records.
Maintenance Yards and Other Ancillary Operations	We provide annual training for staff working at maintenance yards and other ancillary operations, covering MS4 permit requirements, and best management practice.
MS4 Mapping	Mapping was provided by Burlington County. Those individuals are trained to review the permit conditions of mapping.
Outfall Stream Scouring	College staff receive annual training on stream scouring, focusing on how to identify signs of erosion or damage at outfalls to ensure any issues are detected and addressed promptly.
Illicit Discharge Detection and Elimination	We provide training for staff on how to detect and eliminate illicit discharges, focusing on identifying sources of illegal runoff and proper response procedures to prevent water pollution.

Watershed
Improvement
Plan

We conduct in-person training sessions to review the goals, strategies, and specific actions outlined in the watershed improvement plan. Updated training materials, and guidelines will be provided.

Stormwater Management Design Reviewers

Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs and any amendments to N.J.A.C. 7:8 if applicable.

Individuals who review and approve stormwater management designs for major development projects must complete the required course every five years to maintain their certification. Additional training is also necessary whenever there are amendments to the applicable 7:8 rules or regulations.

Training Records

Indicate the location of training records for the above required training.

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Form 11 – MS4 Mapping *Part IV.G.1*.

1. Provide a link to the most current MS4 outfall/infrastructure map.				
https://rcbc.edu/stormwater-management-rowan-college-burlington-county				
2. Indicate the total of each type of MS4 infrastructure listed below (due 01	Jan 2026).			
a. MS4 outfalls	13			
b. MS4 ground water discharge points (basins or overland flow	4			
infiltration areas)				
c. MS4 interconnections	0			
d. MS4 storm drain inlets	141			
e. MS4 manholes	TBD			
f. Length of conveyance (channels, pipes, ditches, etc.)	Miles			
g. MS4 pump stations	0			
h. MS4 stormwater facilities (any that are not listed above)	0			
i. Maintenance yard(s) and other ancillary operations	1			

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

Each year, we review all major development projects completed during the year to identify any new stormwater infrastructure built as part of those projects. We then update our MS4 map to include these new structures and provide the updated map and information to the NJ DEP.

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

The Public Complex collects information on any new or modified stormwater infrastructure and updates the map accordingly. The revised map is then shared with the NJ DEP and posted on the Public Complex website for public access.

Form 12 – Watershed Improvement Plan *Part IV.H.*

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

Watershed Management Plan for Rowan College at Burlington County

Introduction

This Watershed Management Plan (WMP) developed by Rowan College at Burlington County (RCBC) to promote effective stormwater management, protect water quality, and ensure compliance with New Jersey Department of Environmental Protection (NJDEP) stormwater regulations. The plan outlines strategic measures to minimize environmental impacts across the campus.

Location:

Rowan College at Burlington County 3331 Route 38, Mount Laurel, NJ

Goals and Objectives:

Reduce stormwater runoff volume and peak flows.

Improve water quality through the implementation of Best Management Practices (BMPs).

Ensure compliance with NJDEP stormwater management requirements.

Promote sustainable and environmentally responsible campus operations.

Strategies and Measures:

Source Control: We limit impervious surfaces by using permeable pavements and reducing paved areas where feasible.

Structural BMPs: We incorporate rain gardens and bioretention basins to facilitate infiltration and filtration of stormwater.

Maintenance: We establish a routine inspection and maintenance schedule for all stormwater infrastructure, including cleaning catch basins, inspecting outfalls, and repairing erosion issues. These activities are documented and performed annually or as needed.

Education and Outreach: We engage students and staff through educational programs, signage, and workshops on stormwater pollution prevention and sustainable practices. Outreach efforts are scheduled regularly to promote awareness and stewardship.

Implementation and Oversight:

The Facilities Department is responsible for BMP maintenance, inspections, and recordkeeping.

We conduct regular inspections, at least quarterly, and document all activities to ensure ongoing effectiveness.

Stormwater system performance is monitored annually through inspections and data review, with adjustments made to practices based on findings.

Any new infrastructure or modifications are incorporated into the campus stormwater management system promptly.

Expected Outcomes:

Improved stormwater quality and reduced environmental impacts.

Full compliance with NJDEP stormwater regulations.

Increased awareness and active participation in stormwater stewardship among the campus community.

Conclusion:

This Watershed Management Plan provides a clear, actionable framework for sustainable stormwater management at RCBC. Through ongoing evaluation, maintenance, and community engagement, we aim to protect water resources and support a resilient, environmentally responsible campus.

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

There are no regional projects or collaborations efforts with municipalities at this time.

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

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