 National Pollutant Discharge Elimination System (NPDES)

Storm Water Management Program

Site Registration Form

for

# West Virginia

# Municipal Separate Storm Sewer Systems (MS4s)

# General Permit WV0116025

The site registration application (SRA) is for local governments or other regulated entities to submit the required information necessary for their Stormwater Management Program (SWMP) for compliance under the National Pollutant Discharge Elimination System (NPDES) MS4 General Permit to discharge stormwater runoff from a small municipal separate storm sewer system (MS4).

An authorized signature as required by 47CSR10 is needed to complete the application. All information should be included on this form or if needed, additional information can be attached at the end of the SRA.

**Two (2) copies** of the site registration application form shall be mailed to the address below.

**West Virginia Department of Environmental Protection**

**Division of Water and Waste Management – MS4 Program**

**601 57th Street, SE**

**Charleston, WV 25304**

Section I. General Information

**MS4 Operator**

Part II A.

1.a. Name of City, County or other public entity that operates a small MS4:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.b. Mailing Address:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local staff contact, person responsible for overall program implementation and coordination.

(This is the person DEP will contact as the need arises for more information and/or details about your stormwater management program or general questions concerning stormwater in your community.)

1.c. Name

1.d. Title

1.e. Phone

1.f. E-mail address

**Certification**

47CSR10

By completing and submitting this application, I have reviewed and understand and agree to the terms and conditions of #WV0116025 small MS4 General Permit issued on June 22, 2009. I understand that provisions of the MS4 general permit are enforceable by law. Violations of any term and condition of the general permit and/or other applicable law or regulations can lead to enforcement action.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

2.a. Authorized signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Mayor or Principle Executive Officer)

2.b. Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.c. Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.d. Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Co-permittees** (Complete this section if co-permitting with another MS4 entity)

Part III. A.

3.a. Name of MS4 Operator

3.b. Contact person

3.c. Telephone

3.d. Address

3.e. Email address

3.f. Have legal agreements been finalized between co-permittees?

3.g. If yes, provide agreement with this application. (With signatures)

**Section II. Storm Sewer System**

**Description of storm sewer system**

4.a. Area (in acres) that drains into the MS4 from outside the corporate or jurisdictional boundaries:

4.b. Area (in acres) within current corporate or jurisdictional boundaries:

4.c. For all MS4s, population (using the most recent U.S. Census data) for area served:

(Universities: give current enrollment plus staff and faculty. Transportation agencies: give population of your MS4 in urbanized areas. Prisons; give current inmate plus staff population.)

Part IV.B.

4.d. Latitude and Longitude of representative outfall:

Longitude- Degrees: Minutes: Seconds:

Latitude- Degrees: Minutes: Seconds:

Tip: The MS4 general permit requires that you sample from one representative outfall twice a year. The location of this outfall will be in your most densely populated area.

Part IV.B.

4.e. Describe the physical location of your representative outfall. If a street address is not possible use cross street descriptions.

Part IV.B.

4.f. Describe your monitoring plan to include the frequency and parameters.

**Storm Sewer Infrastructure**

Provide the most accurate number possible.

|  |  |
| --- | --- |
| 5.a. Storm sewers, in feet  |  |
| 5.b. Open ditches, in feet |  |
| 5.c. Outfalls |  |
| 5.d. Catch basins |  |
| 5.e. Detention\* facilities |  |
| 5.f. Retention\*\* facilities |  |
| 5.g. Treatment facilities |  |
| 5.h. Regional stormwater facilities |  |

*What’s the difference between Detention and Retention?*

\*DETENTION- short-term storage of stormwater.

The objective of a detention facility is to regulate the runoff from a given rainfall event and to control discharge rates to reduce the impact on downstream stormwater systems.

\*\*RETENTION– permanent storing of stormwater indefinitely.

Water is stored until it is lost through percolation, taken in by plants, or through evaporation. Retention systems do not have any discharge of stormwater and associated pollutants.

6.a. Does your MS4 receive stormwater discharges from WVDOT storm sewer system, roads or right-of-ways?

6.b. Does your MS4 discharge into WVDOT storm sewer systems or right-of-ways?

7. Is your MS4 interconnected with another MS4? (Does stormwater flow into or out of your storm sewer system to or from another MS4?) If yes, describe.

8. Does your municipality contain combined sewer systems?

9.a. What percentage is drained by Combined Sewer System?

9.b. What percentage is drained by separate storm sewer system?

**Industrial Facilities owned by the MS4 entity**

Part II.C.b.6.d.

10.a. Does your MS4 own and/or operate an industrial facility that discharges stormwater into the MS4?

Tip: These types of facilities include vehicle maintenance garages, vehicle washing or fueling areas, parks and recreational facilities that may store chemicals, pesticides and/or fertilizers, salt storage facility, waste transfer facility, wastewater treatment plants and any other industrial facility. Please note, additional information about your facilities must be provided under Minimum Control Measure #6.

10.b. If yes, how many?

(Item 11 is intentionally empty)

**Map Requirements**

Please provide a legible map that identifies the following information:

12.a. City, County or jurisdiction boundaries

12.b. State or Federal operated vocational/college/university campuses and military institutions

12.c. Urban area as defined by the 2000 Census, use 2010 Census data if available

12.d. Municipal, County, or State wastewater treatment plants and their associated outfalls

12.e. Landfills

12.f. Municipal, County or State operated vehicle or fleet maintenance garages

12.g. Any other Municipal, County or State operated industrial activities, these could include; salt storage areas, parks and recreational areas, chemical storage areas, etc.

12.h. Arterial, Municipal, or State roads

12.i. Stormwater discharge points and receiving streams

12.j. Streams and waterways within the MS4

12.k. Delineation of watershed area that drains into your MS4

Part.II.C.b.3.a.iv.

12.l. Submit paper maps folded to 8.5” x 11”.

Part.II.C.b.3.a.iv.

12.m. Multiple maps must be of the same scale, 1:1000 or 1:2000.

**Receiving Streams and Impaired Waterbodies/TMDLs**

Part III.D.1

### List all named receiving waters within your MS4 jurisdiction. Indicate those identified as impaired pursuant to Clean Water Act Section 303(d). For a listing of West Virginia’s impaired water bodies and the source of impairment please use WVDEP’s most recent 303d list found at this website: [http://www.dep.wv.gov/WWE/watershed/IR/Pages/303d\_305b.aspx](https://dep.wv.gov/WWE/watershed/IR/Pages/303d_305b.aspx)

Part III.D.1.a.

13. Locations & Pollutants of Concern

|  |  |  |  |
| --- | --- | --- | --- |
| Name of receiving stream | Impaired?Yes or No | Parameters of impairment | Has a TMDL been established? Yes or No |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Please add additional pages if needed to list your Receiving Waterbodies and any impairments.

**\*\*IMPORTANT\*\***

MS4s that discharge into a receiving water which has been listed on the West Virginia Section 303(d) list of impaired waters, and with discharges that contain the pollutant(s) for which the water body is impaired, ***must document in the SWMP how the BMPs will control the discharge of the pollutant(s) of concern.*** They must demonstrate that there will be no increase of the pollutants of concern. As you work your way through, describing the various practices, consider how that BMP will address or control the pollutant of concern.

If your MS4 discharges into a water body with an approved TMDL, and that TMDL contains requirements for control of pollutants from the MS4 stormwater discharges, then your SWMP must include BMPs ***specifically targeted to achieve the wasteload allocations prescribed by the TMDL***. A monitoring component to assess the effectiveness of the BMPs in achieving the wasteload allocations must also be included in the SWMP. Monitoring shall be specific for the pollutants of concern and be of sufficient frequency to determine if the stormwater BMPs are adequate to meet wasteload allocations. Monitoring can entail a number of activities including but not limited to: outfall monitoring, in-stream monitoring, and/or modeling.

14.a. List and quantify the BMPs you plan to implement to address each impairment. For each BMP describe how it is expected to control the pollutant of concern.

Tip: BMPs for Fecal Coliform might include a robust pet waste program; sewer line inspections and repair; procedures for identifying and repairing failing septic tanks.

Your plan needs to be quantifiable. For example: how many sewer line inspections do you plan to conduct each year? How many and of what sort of outreach campaigns to the community about pet waste do you plan to conduct, etc.?

Part III.D.1.b & Part III.D.2

14.b. Describe your monitoring plan for impaired waterbodies and those with TMDLs. Give locations and frequencies.

14.c. If visual documentation of removal of pollutant sources, is a component of your plan please describe fully. For example, do you plan to use before and after photos?

Evaluating the effectiveness of your SWMP for impaired waterbodies/TMDLs

14.d. Explain how your approach is expected to achieve wasteload allocations for waterbodies with established TMDLs. Discuss flow monitoring, outfall monitoring, in-stream monitoring, modeling, and/or other methodology to evaluate effectiveness.

14.e. Explain how will you determine if your SWMP and mix of BMP’s need to be modified to meet wasteload allocations?

You are required to evaluate the effectiveness of your stormwater management program and your chosen BMP’s. There are a variety of ways to do this. By identifying appropriate evaluation methods early, you then have a road map that will guide overall program implementation and BMP implementation. For example, you might analyze all your monitoring data, assess how aggressively your chosen BMPs were used, and describe any reductions in the pollutant of concern.

**Section III. Minimum Control Measures**

Instructions:

For each Minimum Control Measure (MCM), state your control objective and describe BMPs selected for implementation in your jurisdiction. For each BMP, include a brief description, measurable goals, and milestones as appropriate towards achieving each goal. Indicate if the BMP is part of an existing program and if another entity will share responsibility for implementing that BMP.

In cases where another entity will perform one or more BMPs or components thereof on behalf of the permittee, specifically describe the activities each entity will conduct and include reference to legal agreement where appropriate.

Describe as many BMPs as necessary to fulfill the requirements of the small MS4 General Permit. If you need more space attach additional pages.

**Measurable Goals**

Measurable goals are numeric or narrative standards used to gauge program effectiveness. These are design objectives or goals that quantify the progress of program implementation. For each BMP a measurable goal must be established. Describe what you expect to accomplish or achieve by certain dates or milestones, when you implement that particular BMP. Your expected outcome or accomplishment should be expressed as a measurable goal. You should have a variety of short and long term goals.

Milestones are a quantifiable target to measure progress toward achieving the activity or implementation of that BMP.

Additional guidance on selecting BMPs and developing measurable goals can be found at the following EPA website: [www.epa.gov/npdes/stormwater/measurablegoals/index.htm](http://www.epa.gov/npdes/stormwater/measurablegoals/index.htm)

USEPA’s measureable goal guidance can be found here:

<http://cfpub.epa.gov/npdes/stormwater/measurablegoals/index.cfm>

**Your stormwater management program should specify:**

* + *What* needs to happen (Specific stormwater control measure)
	+ *Who* needs to do it (Which department of the MS4 will be implementing this stormwater control measure?)
	+ *How* *much* they need to do (milestones and measurable goals)
	+ *When* they need to get it done
	+ *Where* it is to be done

There must be specific performance measures. Without a goal, you will have a difficult time measuring progress.

**Public Education and Outreach on Storm Water Impacts – MCM #1**

Part II.C.b.1.

**Responsible Person**

Identify the responsible person(s) for implementing this MCM. (There may be more than one person or

different departments that provide outreach to various targeted groups. If so, discuss.)

15.a. Name:

15.b. Title:

15.c. Department:

15.d. Address:

15.e. Phone number:

15.f. Email address:

Part II.C.b.1.

15.g. State your overall objective for this minimum control measure.

15.h. State and describe your BMPs. Indicate if BMP are part of your existing program.

15.i. Is another entity sharing responsibility for the BMP? If so, who?

**MCM Components**

Part II.C.b.1.a.i

15.j. Describe your education and outreach strategy targeting the general public.

 Part II.C.a.ii

15.k. Describe your education and outreach strategy targeting businesses including home-based and mobile businesses.

Part II.C.b.1.a.iii.

15.l. Describe your education and outreach strategy targeting homeowners, landscapers, and property managers.

Part II.C.b.1.a.iv

15.m. Describe your education and outreach strategy targeting engineers, contractors, developers, review staff, and land use planners.

**Schedule**

Part II.C.a.1

15.n. Provide a schedule for implementing each component, including dates for interim and full implementation.

**Measurable Goals**

Part II.B.4

 15.o. List and fully describe your Measurable goal(s) for this MCM.

**Tracking**

Part II.C.b.1.c.

15.p. Describe your plan to track the activities associated with this MCM.

**Evaluation**

Part II.B.7 & Part II.C.b.1.b.

15.q. Explain how you plan to gauge the effectiveness of your public education and outreach efforts.

TIP: Changes in awareness, knowledge, and attitudes can be measured effectively using statistically valid surveys or questionnaires. Other approaches include monitoring attendance at public meetings, tracking requests for information, and counting hits on web sites. Keep in mind that simply reporting the number of meetings held or the number of brochures printed is not an effective method to document changes in stormwater knowledge.

Assess behavior changes. Measurement of change in pollution-generating behavior in a watershed can be an important indicator of progress toward achieving SWMP goals. Examples include: A. Changes in lawn fertilizer sales in response to a publicity campaign, B. Pounds of hazardous waste turned in at collection events, participation in streambank clean-up events, and C. Sign-ups for environmental action pledges.

**Public Involvement and Participation – MCM #2**

Part II.C.b.2.

**Responsible Person:**

 Identify the responsible person(s) for implementing this MCM. There may be more than one person or different departments responsible for various projects. If so, discuss.

16.a. Name:

16.b. Title:

16.c. Department:

16.d. Address:

16.e. Phone number:

16.f. Email address:

16.g. State your overall objective for this minimum control measure.

16.h. State and describe your BMPs. Indicate if the BMP is part of the existing program.

16.i. Is another entity sharing responsibility for the BMP? If so, who?

 **MCM Components**

Part II.C.b.2.

16.j. Describe at least two methods you plan to use to engage the public in your SWMP.

 Part II.C.b.2.a

16.k. Describe how you will accommodate public participation in the decision making process for your SWMP.

Part II.C.b.2.b

16.l. Describe your communication process for notifying groups of opportunities to become involved in stormwater activities in your watershed(s).

Part II.C.b.2.c

16.m. List the URL of your ***Stormwater*** website.

**Schedule**

Part II.C.a.1

16.n. Provide a timeline of implementation of each component of your program for this MCM, including dates for interim and full implementation.

 **Measurable Goals**

Part IV.A. & Part II.B.4

 16.o. List and fully describe your measurable goal(s) for this MCM.

 **Tracking**

Part II.B.7.

16.p. Describe your plan for tracking activities associated with this MCM.

 **Evaluation**

Part II.B.7

16.q. Explain how you plan to gauge the effectiveness of your Public Involvement and Participation program.

**Illicit Discharge Detection and Elimination – MCM #3**

Part II.C.b.3.

**Responsible Person**

Identify the responsible person(s) for implementing this MCM. If there is more than one person or department responsible for implementation of this MCM, please discuss.

17.a. Name:

17.b. Title:

17.c. Department:

17.d. Address:

17.e. Phone number:

17.f. Email address:

17.g. Is another entity sharing responsibility for the MCM? If so, who?

**Control Objective & BMPs**

17.h. State your overall objective for this MCM.

17.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.

 **MCM Components**

Part II.C.b.3.a.

17.j. Do you have a current map of your municipal storm sewer system?

Do your map components include/do you plan to include:

Part II.C.b.3.ai

17.k. All known storm sewer outfalls?

17.l. Receiving waters?

17.m. Structural BMP’s owned, operated or maintained by the permittee?

17.n. The location and type of all other stormwater conveyances located within the boundaries of the permittees MS4 watershed?

17.o. Updating the known connections to the municipal separate storm sewer authorized after July 22, 2009?

17.p. Geographic areas that discharge stormwater into the permittees MS4, which may not be located within the municipal boundary?

Tip: Your map should show new outfalls, structural stormwater BMPs owned by the MS4, other stormwater conveyances, and other pertinent information. You must update your map on an annual basis.

Part II.C.b.3.b.

17.q. Do you have an IDDE Ordinance?

Part II.C.b.3.b.

17.r. Describe your Ordinance review and update procedure, including milestones of IDDE Ordinance review.

Does your IDDE Ordinance prohibit the following:

Part II.C.b.3.ii

17.s. Discharges from hyperchlorinated water line flushing? Yes or No. If not, how are these discharges handled when they occur?

17.t. Lawn watering and other irrigation runoff? Yes or No. If not, have you addressed lawn watering in your public education and outreach activities?

17.u. Street, parking lot, and sidewalk wash water, and external building wash down? Yes or No. If not, have you addressed these types of runoff in your public education and outreach activities?

Part II.C.b.3.b.v.

17.v. Does your IDDE Ordinance include escalating enforcement procedures and actions?

Part II.C.b.3.b.v.

17.w. Briefly describe your enforcement strategy.

Tip: The IDDE Ordinance shall be reviewed on an annual basis. The Ordinance shall be reviewed to ensure that it contains the necessary required information that the 2009 small MS4 general permit requires.

Your Ordinance is required to prohibit and eliminate non stormwater discharges, illegal discharges, and/or dumping into the storm sewer system, and any necessary procedures for evaluation, assessment, investigation and enforcement to prevent polluted stormwater discharges from entering local streams, lakes or rivers. Except for newly permitted entities, MS4’s should already have this Ordinance in place.

Part II.C.b.3.c .

17.x. Describe your field assessment activities, including how many assessments you plan to conduct each year.

Part II.C.b.3.c.i.

17.y. Describe how you will locate “priority areas”.

Part II.C.b.3.c .iii

17.z. Describe your procedures for characterization of illicit discharges.

Part II.C.b.3.c .iv

17.aa. Describe your procedures for tracing the source of the discharge.

Part II.C.b.3.c.v

17.bb. Describe your procedures for removing the source of the discharge.

Tip: Each permittee shall continue to assess, update and implement an ongoing program to detect and address non-stormwater discharges, spills, illicit connections and illegal dumping into the MS4.

C.b.3.d.

17.cc. Describe how you will inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.

Part II.C.b.3.f.

17.dd. Describe your plan to training your staff on the identification and reporting of illicit discharges. Include the number of training sessions planned for each year.

 **Schedule**

Part II.C.a.1

17.ee. Describe how and when you will implement each component of program, including dates for interim and full implementation.

 **Measurable Goals**

Part II.B.4

17.ff. List and fully describe your Measurable goal(s) for this MCM:

**Tracking:**

Part II.C.b.3.d.ii & Part II.C.b.3.e.

17.gg. Describe your procedures for tracking activities related to each component of this MCM.

**Evaluation**

Part II.B.7

17.hh. Fully explain how you plan to gauge the effectiveness of your IDDE program.

Tip: The IDDE program evaluation can consist of a data base that contains the information including tracking the number and type of spills, illicit discharges identified, inspections conducted, illicit connections removed, and any feedback received from public education efforts. If you have a hotline, you may also be able to determine trends of awareness to your IDDE program.

**Construction Site Run-off Control – MCM #4**

Part II.C.b.4.

**Responsible Person:**

Identify the responsible person(s) for implementing this MCM. There may be more than one person or

different departments responsible for various projects. If so, discuss.

18.a. Name:

18.b. Title:

18.c. Department:

18.d. Address:

18.e. Phone number:

18.f. Email address:

18.g. Is another entity sharing responsibility for this MCM? If so, who?

**Control Objective & BMPs**

18.h. State your overall objective for this minimum control measure.

18.i. State and describe your BMPs. Indicate which BMPs are part of your existing program.

**MCM Components**

Part II.C.b.4.a.

 18.j. Do you have an Ordinance to control construction site run-off?

Part II.C.b.4

18.k. Does your program regulate disturbance of on acre or more and also less than one acre if part of a larger common plan? Does your Ordinance regulate disturbances of less than one acre? If so, what is the size threshold?

Part II.C.b.4.a.i-ix.

18.l. Does your Ordinance contain the nine required components?

Tip: The nine required components your ordinance must address include: Sediment & erosion control BMPs; requirements for construction site operators to actually implement these BMPs and to control waste; demonstration of appropriate NPDES registration; authority for site plan review; authority for public input; authority for site inspections & enforcement; adequate funding for inspections & enforcement; and training for construction site operators.

Part II.C.b.4.b.

18.m. Describe the plan review process for your construction site run off program.

18.n. Describe the inspection process of your construction site run off program.

18.o. Describe the enforcement process of your construction site run off program.

Part II.C.b.4.b.

18.p. Discuss how your program will address the regulation of both private and public sector construction site run-off.

**Schedule**

Part II.C.b.4.a.

18.q. The Ordinance shall be reviewed on an annual basis. Describe your Ordinance review and update procedures.

18.r. If your Ordinance does not contain the standards required by the permit, provide a schedule for implementation and measureable goals for getting these components into your Ordinance. Include a mid-point and full implementation date.

Tip: The components of your construction site runoff control program must include:

* Plan review and approval process for new development and redevelopment projects
* Inspection protocol
* Development of enforcement strategy
* Education and training for construction site operators
* Development of an application process.
* Record keeping for approved projects, inspections, and enforcement.

**Measurable Goals**

Part IV.A. & Part II.B.4

18.s. List and fully describe your measurable goal(s) for this minimum control measure.

**Tracking**

Part II.B.7.

18.t. Describe your plan for tracking activities associated with this minimum control measure.

**Evaluation**

Part II.B.7

18.u. Explain how you plan to gauge the effectiveness of your Construction Site Run-off Control program.

**Controlling Run-off from New Development and Redevelopment – MCM #5**

Part II.C.b.5

**Responsible Person(s):**

Identify the responsible person(s) for implementing this MCM. There may be more than one person or department responsible for various portions of this control measure, If so, discuss.

19.a. Name:

19.b. Title:

19.c. Department:

19.d. Address:

19.e. Phone number:

19.f. Email address:

19.g. Is another entity sharing responsibility for this MCM? If so, who?

Tip: This MCM will likely have more than one department responsible for implementation. Often planning, zoning, building, public works; sewer boards, and stormwater managers are involved in the new development and re-development program. Explain who deals with each component of this MCM.

**Control Objectives & BMPs**

19.h. State your overall objective for this MCM.

**MCM Components**

***Watershed Protection Elements***

Part II.C.b.5.ai.

19.i. Have you incorporated the six watershed protection elements into your subdivision ordinance or equivalent document? Name the document(s) where each element is found & give the review date for the document. \* If there is no review, describe how you will incorporate the element into your document(s).

|  |  |  |
| --- | --- | --- |
| Watershed Protection Elements | Name of document that contains the element | \*Review Date |
| 1. Minimizing impervious surfaces |  |  |
| 2. Preserving ecologically sensitive areas |  |  |
| 3. Reducing thermal impacts |  |  |
| 4. Reducing or avoiding hydromodification |  |  |
| 5. Tree protection |  |  |
| 6. Protection of native soils, prevention of compaction of soils |  |  |

Part II.C.b.5.a.i.B

19.j. List your quantifiable objectives for each watershed protection element, including time frames to achieve them.

19.k. State and describe your BMPs. Indicate if any BMPs are part of your existing program.

***Site Design Standards***

Part II.C.b.5a.ii.A.1.

19.l. Do you have an ordinance or other enforcement mechanism for the required site design standards? If not, what is your schedule of implementation? Include mid-term and full implementation dates for Ordinance review and enactment.

Tip: The site design standards should include managing the 1st 1-inch of rainfall in a 24-hr storm following 48 hrs without rain.

There are several practices that manage rainfall on site including: canopy interception, soil amendments, evaporation, rainfall harvesting, engineered infiltration, extended infiltration, and evapotranspiration and any combination of these practices.

Part II.C.b.5.ii.A.2.i,ii

19.m. Does your Ordinance have provisions for reducing pollutant loadings for stormwater discharges from Hot Spots? If the project is a potential hot spot and cannot meet water quality treatment with on-site controls, are there provisions for proper disposal of stormwater discharges at a treatment/disposal facility?

Part II.C.b.5.ii.A.2.iii

19.n. Do you know where drinking water source protection areas are located within your MS4 watershed? Describe how this information will be kept confidential, and made available to WVDEP only when requested.

Tip: You may need to coordinate with your local Health Department about where additional discharge protections may be needed to comply with source water protection. Document any obstacles that you encounter in regards to this component.

19.o. Describe your program for reducing impervious surfaces.

19.p. If you choose mitigation/payment in lieu for those projects that cannot implement the one inch runoff reduction requirements, please provide a time frame for creating an inventory of appropriate mitigation projects, and your process to develop standards to value, evaluate, and track transactions. (Note: WVDEP has plans to create standard criteria and guidance material to assist MS4’s in developing a mitigation and payment in lieu program. If your MS4 does not already have a mitigation or payment in lieu program – make a statement in the SWMP that you do not have one. If you want to use what WVDEP develops, then make a statement to that effect. If you are planning to develop your own mitigation and payment in lieu program, then your SWMP has to include a time frame for development of this program.)

Part II.C.b.5.ii.B.(1)

19.q. Describe the planning process for new development and redevelopment projects in your MS4.

Part II.C.b.5.ii.B(2)&(3)

19.r. Describe your plan review and approval process for new development and redevelopment projects.

Tip: Plan review, approval and enforcement processes include:

1. Procedures for review and approval of a pre-application concept plan
2. Procedures for site plan review and approval
3. Submittal of as-built drawings
4. Post construction verification
5. An educational program targeting internal staff and external project proponents about the stormwater management requirements.

Part II.C.b.5.ii.C

19.s. Describe your maintenance procedures for structural stormwater control practices including a detailed discussion about maintenance agreements & your ability to enforce them.

Part II.C.b.5.ii.D

19.t. Describe your method of inventory and tracking of stormwater control practices for this MCM.

Tip: The tracking system should accommodate: Source control practices, treatment practices, GIS locations, digital photographs, maintenance requirements, and inspection data.

Part II.C.b.5.ii.E

19.u. Describe your inspection protocol for ensuring stormwater control BMPs/practices function as designed and constructed: How many per year? How often?

Part II.C.b.5.b.

19.v. Does your MS4 have requirements for street design, parking, and parking lots? If so, which departments regulate this?

**Schedule**

Part II.C.b.5

19.w. Describe how and when you will implement each component of this minimum control measure. Include mid-point and full implementation dates for Ordinance revisions, implementation of plan review and approval, inspection and enforcement procedures, and for developing/acquiring and using a tracking system.

**Measurable Goals**

Part IV.A

19.x. List and describe your measurable goals for this MCM.

**Evaluation**

Part II.B.7

19.y. Describe how you plan to gauge the effectiveness of your program for this MCM.

**Pollution Prevention/Good Housekeeping for Municipal Operations- MCM #6**

Part II.C.b.6

**Responsible Person(s):**

Identify the responsible person(s) for implementing this MCM. There may be more than one person or

different departments responsible for various projects. If so, discuss.

20.a. Name:

20.b. Title:

20.c. Department:

20.d. Address:

20.e. Phone number:

20.f. Email address:

20.g. Is another entity sharing responsibility for this MCM? If so, who?

**Control Objectives & BMPs**

20.h. State your overall objective for this MCM.

20.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.

**MCM Components**

Part II.C.b.6

20.j. List the municipal facilities and their locations owned by your MS4.

Tip: List municipally owned or operated facilities that would reasonably be expected to discharge contaminated runoff and are not covered under a NPDES permit. For example; vehicle maintenance garages, vehicle fueling centers, waste transfer operations, golf courses, recreation areas with fertilizer or herbicide storage, salt or other materials storage, municipal construction activities, waste water treatment plant, potable drinking water treatment plant or open landfills.

Part II.C.b.6.a

20.k. Briefly describe your operation and maintenance program for each municipal facility.

Part II.C.b.6.a

20.l. Does each site have a pollution prevention plan? Is there a spill response plan included in the pollution prevention plan? If not, provide a time frame for developing pollution prevention plans at all MS4 owned municipal facilities, including mid-point and full completion dates.

Part II.C.b.6.b

20.m. Have you identified all the lands owned or operated by your MS4? (Such as parks, road right-of-ways, maintenance yards, and water/sewer/stormwater infrastructure.)

Part II.C.b.6.b

20.n. Describe your overall pollution control approach policy and procedures for these lands.

Tip: Your policy and procedures plan should address fertilizers, pesticides, and herbicides; sediment and erosion control; landscape maintenance and vegetation disposal; trash management; cleaning and maintenance of building exteriors; chemical and material storage; street sweeping & cleaning of inlets/catch basins.

Part II.C.b.6.c

20.o. Describe your training program including your target employees, and how often training occurs.

20.p. For any industrial facilities owned or operated by your MS4, list each facilities registration number under the WV NPDES General Permit for Storm Water Discharges Associated with Industrial Activities or the individual WV NPDES permit number. If your industrial facilities are not covered under another NPDES permit, you must will prompted to provide additional information below.

**Schedule**

Part II.C.b.6

20.q. Describe how and when you will implement each component of your program for this minimum control measure. Include mid-point and full implementation dates.

Part II.C.b.6

20.r. Describe the inspection schedule for ensuring municipal facilities are in compliance with pollution prevention plans.

**Measurable Goals**

Part IV.A

20.s. List and fully describe your measurable goals for this MCM.

**Tracking**

Part II.B.7 & Part II.C.b.6.a.iii

20.t. Describe your plan for record keeping and tracking of facilities, employee training, pollution prevention plans, and inspections for this MCM.

**Evaluation**

Part II.B.7

20.u. Explain how you plan to gauge the effectiveness of your good housekeeping/ municipal operations program efforts?

**Industrial Stormwater Coverage for Municipal Operations**

If your facility/s discharges stormwater from any industrial operation that is not covered under another NPDES permit, you must now obtain coverage for those discharges.

20.v. For each facility, provide the name and contact information of the operator if applicable.

20.w. For each outlet, list the latitude and longitude to the nearest second and the River Mile Point (if known).

|  |  |  |  |
| --- | --- | --- | --- |
| OutletNumber | Longitude | Latitude | RiverMile |
|  | Degrees | Minutes | Seconds | Degrees | Minutes | Seconds |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

20.x. List the Standard Industrial Classification (SIC) Code designated for your facility/s.

20.y. List the nature of activity at the industrial facility.

20.z. Is there a wet pond at your facility that collects runoff from areas on which industrial activities occur? If so, how many acres drain into it?

20.aa. Is there a dry pond at your facility that collects runoff from areas on which industrial activities occur? If so, how many acres drain into it?

20.bb. Do any of your storm water outlets discharge through an oil water separator? If yes, provide the outlet numbers.

Based on your responses to this section, a Discharge Monitoring Report may be issued.