



Division of Water and Waste Management

INSTRUCTIONS for MS4 SITE REGISTRATION APPLICATION FORM

WV/NPDES MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s) GENERAL PERMIT WV0116025

GENERAL INFORMATION

1. All information must be typed, using Times New Roman or Arial font.
2. All information must be in 12 point font.
3. Provide a footer on each page that contains the page number and name of your MS4, or MS4 entity. Open up the footer box and insert the name of your MS4. Doing this will cause the name to appear on every page.
4. Provide a cover letter with the REGISTRATION NUMBER for your MS4 entity, date and signature of chief official responsible for implementing the MS4 program. Registration numbers for the MS4 program begin with WVR03---. It is a unique number assigned to each MS4 to identify that particular MS4.
5. Be specific when describing your BMP's. See the measurable goal guidance below.
6. Provide specific dates when describing activities that you will undertake, do not use ambiguous words such as; 'Year 4' or 'last month'. All activities undertaken under the MS4 general permit should be well documented including dates. This will make it easier to write the annual report also.
7. It is not necessary to include brochures, Ordinances, trinkets, posters, and other documents that you have previously developed or disseminated to the public. However, you do want to describe your outreach efforts and the activities that will utilize these items. There may be times when DWWM will request these items.
8. Do not include lists of complaints, works orders, training or other meetings; rather provide a description of your administrative process that generates these lists.

9. Do not place the site registration application in a three ring, spiral, or coil type binder. DWWM removes these in order to scan the documents. A simple binder clip is all that is needed.
10. The site registration form provides the MS4 permit citation. This is so you can reference the section in the permit easily. Please use them to refer back to that section of the MS4 permit.

Be specific when describing your individual BMPs!

For each Minimum Control Measure (MCM), state your objective and describe each BMP* you have 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.

* What's a BMP? BMP means Best Management Practice. In the context of the MS4 permit, It's an activity or action undertaken to meet the terms and conditions of the permit. BMP's are to be specific activities or actions that contain milestones and a measurable goal. With a milestone and measurable goal, you will be able to measure the progress of your stormwater management program.

Your BMPs must contain Measurable Goals and Milestones

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. Generally, these are expressed as a date you will accomplish a certain activity.

Your stormwater management program should specify:

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

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

For permit holders who already have BMPs in place under the previous permit cycle, describe that BMP and any changes you will implement to ensure consistency with the current MS4 permit.

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

USEPA's measurable goal guidance can be found here:
<http://cfpub.epa.gov/npdes/stormwater/measurablegoals/index.cfm>

If you find an error, please send an e-mail to Sherry Wilkins with the page number and description of error.
E-mail: sherry.L.Wilkins@wv.gov

Mail two copies of the completed and signed application to:

West Virginia Department of Environmental Protection
Division of Water and Waste Management – MS4 Program
601 57th Street, SE
Charleston, WV 25304

This document will be updated as necessary.
Last update: January 14, 2011