

**State of North Carolina
Department of Environment and Natural Resources
Division of Water Quality**

**Instructions for Preparing
the Comprehensive Stormwater Management Program Report**

These instructions are to be used for preparing the Stormwater Management program report. The instructions below sequentially guide you through compiling the report. The Stormwater Management Program Report must detail the proposed stormwater management program for the five-year term that your NPDES stormwater permit will cover. The proposed stormwater management program must meet specific minimum requirements as explained below.

The Stormwater Management Program Report shall be prepared in accordance with the following format and instructions. The report must be assembled in the following order, bound with tabs identifying each section by name and include a Table of Contents with page numbers in accordance with Form SWU-264, Section X.

The following information, at a minimum, must be included in the Stormwater Management Program Report.

1. Storm Sewer System Information

- 1.1. Population Served: Describe the permanent and seasonal population served by the MS4 system. The source of the permanent population data should be listed. Methodology should be provided for any seasonal population estimates, as well as a description of the seasonal calendar. Seasonal population is an indicator of the stress placed on the MS4 during peak demands.
- 1.2. Growth Rate: The population growth rate for the service area should be calculated based on the simple analysis of the relative change between the US Census population in 1990 and 2000 stated as a percent change, annualized by dividing the percent change by 10. If your jurisdiction incorporated after 1990, use the based population established at the time of incorporation in place of the 1990 Census number to establish the change in population as a percent change as measured in 2000. More recent population data can be used to document the growth rate, if available.
- 1.3. Jurisdictional and MS4 Service Areas: List the jurisdictional and MS4 service area in square miles.
- 1.4. MS4 Conveyance System: Briefly describe the composition of the existing MS4 system (pipes, ditches, sheet flow, etc.) and state of maintenance of the system. This narrative should give the reader a general feel for how your stormwater is transported to receiving streams and what kind of maintenance activities are currently performed.
- 1.5. Land Use Composition Estimates: Estimate the percentage of the MS4 service area that is under residential, commercial, industrial, and open space land use.
- 1.6. Estimate Methodology: Briefly explain the methodology used to determine the land use estimates.
- 1.7. TMDL Identification: The Environmental Protection Agency or the NCDENR has the authority to establish and issue a Total Maximum Daily Load allocation on a body of

water or receiving stream. Acknowledge if your MS4 discharges into such a controlled body of water or receiving stream.

2. Receiving Streams

Complete a table (as shown in Table 1 below) for each river basin within the MS4 service area. The web sites and resource contacts listed below under Information Sources will help you locate the information you need.

Your river basin table should list the primary streams that receive stormwater runoff from the MS4 jurisdictional area. Primary streams are those that are shown on a USGS topo maps or SCS map. Streams that are shown on the USGS or SCS maps but do not have a name shall be listed as an unnamed tributary to the nearest named downstream receiving water body.

For each stream, the water quality classification(s) and the NCDENR Use Support Rating shall be listed. The water quality classification and/or use support rating for a single stream may change over its length. Therefore, stream segments shall be identified by index number and the corresponding water quality classification and use support rating shall be listed.

Your river basin table should also briefly identify any specific water quality issues identified in the most recent NCDENR river basin water quality plan, 303(d) List or identified at the local level. Issues can include specific pollutants of concern, pollutant sources and activities of concern, etc.

Information Sources:

Which river basin are you in? <http://h2o.enr.state.nc.us/basinwide/whichbasin.htm>
 Stream Index Numbers: <http://h2o.enr.state.nc.us/bims/Reports/reportsWB.html>
 Water Quality Classifications <http://h2o.enr.state.nc.us/bims/Reports/reportsWB.html>
 Basinwide Water Quality Plans: <http://h2o.enr.state.nc.us/basinwide/index.html>
 303(d) List: <http://h2o.enr.state.nc.us/mtu/download.html>

Table 1. XXXXX River Basin

Receiving Stream Name	Stream Segment	Water Quality Classification	Use Support Rating	Water Quality Issues

3. Existing Water Quality Programs

- 3.1. Local Programs: List and briefly describe the existing water quality programs that are implemented by your community within the MS4 service area. This includes such programs as Water Supply Watershed Protection, delegated Erosion and Sediment Control, Neuse NSW Urban Stormwater, Land Use Plans, etc.
- 3.2. State Programs: List existing programs that are implemented by the state within the MS4 service area. These include programs such as CAMA, State Stormwater Management, Erosion and Sediment Control, Riparian Buffers, etc.

4. Permitting Information.

- 4.1. Responsible Party Contact List: Provide a list or table of each measurable goal and the contact information for the person and/or position that is responsible for implementation of each goal listed. Contact information for existing positions must include name, position, phone, fax and e-mail. Contact information for proposed positions must include the position title, and a contact phone and fax number.
- 4.2. Organizational Chart: Provide an organizational chart that shows where the responsible parties listed above fit into the structure of your organization.
- 4.3. Signing Official: The application and permit application report shall be signed by a principal executive officer, ranking elected official or duly authorized representative. Provide the name, position and a brief explanation of why the signing official is the appropriate person to sign the permit application.
- 4.4. Duly Authorized Representative
 - 4.4.1. If you are delegating permit application responsibility to someone other than the signing official, provide documentation that the person is duly authorized. A person is a duly authorized representative for matters concerning the NPDES stormwater application and permit only if:
 - The authorization is made in writing by a principal executive officer or ranking elected official;
 - The authorization is approved through board action by an appropriate body such as City or Town Council, County Commissioners or similar authority;
 - The authorization specifies either an individual or a position having overall responsibility for environmental/stormwater matters; and
 - The written authorization is submitted to the Director along with the Stormwater Management Program Plan.

5. Co-Permitting Information (if applicable)

An MS4 may work with another MS4 or group of MS4s to develop and implement the Phase II stormwater program within their jurisdictional area. If subject MS4s are working jointly on development and implementation of all required minimum measures, then those entities may apply for a single NPDES permit as co-permittees.

If an MS4 is working with another MS4 or group of MS4s to develop and/or implement only a few of the required six minimum measures, then those MS4s may not apply as co-permittees. In this case, each MS4 must obtain their own NPDES permit and retain full responsibility for the implementation of the permit requirements through whatever mechanisms the MS4 may choose (contract, interlocal agreement, etc.).

- 5.1. Co-Permittees: List the name of each MS4 owner/operator and the responsible party contact information for each MS4 applying for the co-permit. Also list any existing individual NPDES stormwater permits that an MS4 may hold.

- 5.2. Legal Agreement(s): As a co-permittee, all cooperating MS4s will be permitted as responsible parties in the permit. The specific responsibilities of each participating MS4 should be clearly established through a legally binding inter-local agreement or establishment of a regional stormwater authority. Provide documentation of the legally binding agreement.
- 5.3. Responsible Parties: Clearly define the responsibilities of each co-permitting MS4 under the NPDES stormwater permit.

6. Reliance on other government entity to satisfy one or more permit obligations

If you are relying on another government entity to satisfy one or more permit obligation and are not applying as co-permittees, provide the following information on each entity and the permit obligation:

- 6.1. Name of the entity
- 6.2. Element to be Implemented
- 6.3. Contact Information for the Responsible Party
 - Name
 - Address
 - Phone Number
- 6.4. Is a legal agreement in place to establish the relationship and responsibilities of both parties?

7. Stormwater Management Program Plan

You must develop, implement, and enforce a stormwater management program (SWMP) designed to reduce the discharge of pollutants from your small MS4 to the maximum extent practicable (MEP), to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act. The SWMP must be developed and fully implemented within five years from the effective date of the issued NPDES stormwater permit.

For each of the measures listed below, provide a table that summarizes what best management practices will be used, the frequency of the BMP, the measurable goals for each BMP, the implementation schedule, and the responsible person or position for implementation. An example BMP summary table is provided in Appendix A.

7.1. Public Education and Outreach on Storm Water Impacts

You must implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants in storm water runoff. Include the following information to explain your proposed program to meet these requirements.

7.1.1. BMP Summary Table

- 7.1.2. Target Audience: Explain the target audiences for your education program. Target audiences should be those likely to have significant storm water impacts (including commercial, industrial and institutional entities). Describe why those target audiences were selected.
- 7.1.3. Target Pollutant Sources: Explain what target pollutant sources your public education program is designed to address and why those sources are an issue for your MS4.
- 7.1.4. Outreach Program: Describe your outreach strategy, including the mechanisms (e.g., printed brochures, newspapers, media, workshops, etc.) you will use to reach your target audiences , and how many people do you expect to reach by your outreach strategy over the permit term. Explain how you plan to inform individuals and households about the steps they can take to reduce storm water pollution and how you plan to inform individuals and groups on how to become involved in the storm water program (with activities such as local stream and beach restoration activities).
- 7.1.5. Decision Process: Document your decision process for the development of a storm water public education and outreach program. Your rationale statement must address your overall public education program and the individual BMPs, measurable goals and responsible persons for your program.
- 7.1.6. Evaluation: Explain how you will evaluate the success of this minimum measure, including the measurable goals for each of the BMPs.

7.2. Public Involvement and Participation

You must at a minimum, comply with State, Tribal, and local public notice requirements when implementing a public involvement/participation program. You can use this minimum requirement as your program for public involvement. If so, please provide appropriate documentation of the process followed and copies of the public notice(s) issued.

It is recommended that you also reach out and engage all economic and ethnic groups and provide opportunities for the public to participate in program development and implementation. Include the following information to explain your proposed program to meet these requirements.

- 7.2.1. BMP Summary Table
- 7.2.2. Target Audience: Describe the target audiences for your public involvement program, including a description of the types of ethnic and economic groups engaged. You are encouraged to actively involve all potentially affected stakeholder groups, including commercial and industrial businesses, trade associations, environmental groups, homeowners associations, and educational organizations, among others.

- 7.2.3. Participation Program: Describe how you have involved the public in the development and submittal of your permit application and storm water management program, your plan to actively involve the public in the development and implementation of your program, and the types of public involvement activities included in your program. Where appropriate, consider the following types of public involvement activities:
 - 7.2.3.1. Citizen representatives on a storm water management panel
 - 7.2.3.2. Public hearings
 - 7.2.3.3. Working with citizen volunteers willing to educate others about the program
 - 7.2.3.4. Volunteer monitoring or stream/beach clean-up activities
- 7.2.4. Decision Process: Document your decision process for the development of a storm water public involvement/participation program. Your rationale statement must address your overall public involvement/participation program and the individual BMPs, measurable goals, and responsible persons for your program.
- 7.2.5. Evaluation: Explain how you will evaluate the success of this minimum measure, including the measurable goals for each of the BMPs.

7.3. Illicit Discharge Detection and Elimination

You must develop, implement and enforce a program to detect and eliminate illicit discharges [as defined in 40 CFR §122.26(b)(2)] into your MS4. Include the following information to explain your proposed program to meet these requirements.

- 7.3.1. BMP Summary Table
- 7.3.2. Storm Sewer System Map: Describe how you will develop a storm sewer map showing the location of all outfalls and the names and location of all receiving waters. Describe the sources of information for the maps, and how you plan to verify the outfall locations. If already completed, describe how you developed this map. Also, describe how your map will be regularly updated.
- 7.3.3. Regulatory Mechanism: Describe the mechanism (ordinance or other regulatory mechanism) you will use to effectively prohibit illicit discharges into the MS4 and why you chose that mechanism. If you need to develop this mechanism, describe your plan and a schedule to do so.
- 7.3.4. Enforcement: Describe your plan to ensure appropriate enforcement procedures and actions such that your illicit discharge ordinance (or other regulatory mechanism) is implemented.

- 7.3.5. Detection and Elimination: Describe your plan to detect and address illicit discharges to your system, including discharges from illegal dumping and spills. Consider the use of Best Management Practices (BMPs) such as dry weather field screening for non-storm water flows, field tests of selected chemical parameters as indicators of discharge sources and on-site sewage disposal systems that flow into your storm drainage system. Your description must address the following, at a minimum:
- 7.3.5.1. Procedures for locating priority areas which includes areas with higher likelihood of illicit connections (e.g., areas with older sanitary sewer lines, for example) or ambient sampling to locate impacted reaches.
 - 7.3.5.2. Procedures for tracing the source of an illicit discharge, including the specific techniques you will use to detect the location of the source.
 - 7.3.5.3. Procedures for removing the source of the illicit discharge.
 - 7.3.5.4. Procedures for evaluation of the plan to detect and eliminate illicit discharges.
- 7.3.6. Non Stormwater Discharges: Address the following categories of non-storm water discharges or flows (i.e., illicit discharges) only if you identify them as significant contributors of pollutants to your small MS4: water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration (as defined at 40 CFR §35.2005(20)), uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, and street wash water (discharges or flows from fire fighting activities are excluded from the effective prohibition against non-storm water and need only be addressed where they are identified as significant sources of pollutants to waters of the United States).
- 7.3.7. You may also develop a list of other similar occasional incidental non-storm water discharges that will not be addressed as illicit discharges. These non-storm water discharges must not be reasonably expected (based on information available to the permittees) to be significant sources of pollutants to the Municipal Separate Storm Sewer System, because of either the nature of the discharges or conditions you have established for allowing these discharges to your MS4 (e.g., activity with appropriate controls on frequency, proximity to sensitive waterbodies, BMPs). You must document in your SWMP any local controls or conditions placed on the discharges. You must include a provision prohibiting any individual non-storm water discharge that is determined to be contributing significant amounts of pollutants to your MS4.
- 7.3.8. Outreach: Describe how you plan to inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste. Include in your description how this plan will coordinate with your public education minimum measure and your pollution prevention/good housekeeping minimum measure programs.

- 7.3.9. Decision Process: Document your decision process for the development of a storm water illicit discharge detection and elimination program. Your rationale statement must address your overall illicit discharge detection and elimination program and the individual BMPs, measurable goals, and responsible persons for your program.
- 7.3.10. Evaluation: Explain how you will evaluate the success of this minimum measure, including the measurable goals for each of the BMPs.

7.4. Construction Site Stormwater Runoff Control

You must develop, implement, and enforce a program to reduce pollutants in any storm water runoff to your small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of storm water discharges from construction activity disturbing less than one acre must be included in your program if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more.

You may indicate your intention to rely on the State Erosion and Sediment Control Program (or a locally delegated program) and the DWQ general stormwater permit for construction activities to meet these requirements. If you choose to develop and implement your own construction site stormwater runoff control program, then you must provide the following information.

- 7.4.1. BMP Summary Table
- 7.4.2. Regulatory Mechanism: Describe the mechanism (ordinance or other regulatory mechanism) you will use to require erosion and sediment controls at construction sites and why you chose that mechanism. If you need to develop this mechanism, describe your plan and a schedule to do so. If your ordinance or regulatory mechanism is already developed, include a copy of the relevant sections as an appendix. You must establish requirements for:
 - 7.4.2.1. construction site operators to implement appropriate erosion and sediment control best management practices;
 - 7.4.2.2. construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality;
- 7.4.3. Plan Reviews: Describe your procedures for site plan review, including the review of pre-construction site plans, which incorporate consideration of potential water quality impacts. Describe your procedures and the rationale for how you will identify certain sites for site plan review, if not all plans are reviewed. Describe the estimated number and percentage of sites that will have pre-construction site plans reviewed.

- 7.4.4. Enforcement: Describe your plan to ensure compliance with your erosion and sediment control regulatory mechanism, including the sanctions and enforcement mechanisms you will use to ensure compliance. Describe your procedures for when you will use certain sanctions. Possible sanctions include non-monetary penalties (such as stop work orders), fines, bonding requirements, and/or permit denials for non-compliance.
- 7.4.5. Inspections: Describe your procedures for site inspection and enforcement of control measures, including how you will prioritize sites for inspection.
- 7.4.6. Public Information: Explain your procedures for receipt and consideration of information submitted by the public. Consider coordinating this requirement with your public education program.
- 7.4.7. Decision Process: Document your decision process for the development of a construction site stormwater runoff control program.
- 7.4.8. Evaluation: Explain how you will evaluate the success of this minimum measure, including the measurable goals for each of the BMPs.

7.5. Post-Construction Storm Water Management in New Development and Redevelopment

You must develop, implement and enforce a program to manage post-construction stormwater discharges into your MS4.

Your program must ensure that controls are in place that would prevent or minimize water quality impacts.

You must develop and implement strategies, which include a combination of structural, and/or non-structural best management practices (BMPs) appropriate for your community.

You must ensure adequate long-term operation and maintenance of BMPs. Include information in your report to explain your proposed program to meet this requirement.

You must develop, implement, and enforce a program to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into your small MS4.

You must use an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects to the extent allowable under State, Tribal or local law. These ordinances, and subsequent modifications, will be reviewed and approved by the Department prior to implementation. The approval process will establish subsequent timeframes when the Department will review performance under the ordinance(s). The reviews will occur, at a minimum, every five years. Regulated public entities without ordinance making powers, shall demonstrate similar actions taken in their post construction stormwater management program to meet the minimum measure requirements.

Your post-construction program shall apply to all new development projects that cumulatively disturb one acre or more, and to projects less than an acre that are part of

a larger common plan of development or sale. The post-construction program shall apply to all redevelopment projects that cumulatively disturb one acre or more, and to projects less than an acre that are part of a larger common plan of development or sale.

The deadlines for implementation of the local post-construction program are as follows:

- 1990 Decennial Census federally designated small MS4's, March 10, 2005.
- 2000 Decennial Census and future decennial Census federally designated small MS4's, 12 months from date of permit issuance or 12 months from date of the granting of permit by rule status; and
- All other regulated public entities, 12 months from date of permit issuance or 12 months from date of the granting of permit by rule status.

You must develop and implement a post construction stormwater management program that meets the following requirements:

- 7.5.1. The program shall require all subject projects (as defined above) to apply for locally issued permit coverage under one of the following stormwater management options:
 - 7.5.1.1. Low Density Projects. Projects shall be permitted as low density if the project meets the following:
 - (I) No more than 2 dwelling units per acre or 24 percent built-upon area BUA for all residential and non-residential development;
 - (II) Stormwater runoff from the development shall be transported from the development by vegetated conveyances to the maximum extent practicable;
 - (III) All BUA shall be at a minimum of 30 feet landward of all perennial and intermittent surface waters. For the purpose of this Rule, a surface water shall be present if the feature is approximately shown on either the most recent version of the soil survey map prepared by the Natural Resources Conservation Service of the United States Department of Agriculture or the most recent version of the 1:24,000 scale (7.5 minute) quadrangle topographic maps prepared by the United States Geologic Survey (USGS). An exception to this requirement may be allowed when surface waters are not present in accordance with the provisions of 15A NCAC 2B .0233 (3)(a); and
 - (IV) The permit shall require recorded deed restrictions and protective covenants to ensure that development activities maintain the development consistent with the approved project plans.
 - 7.5.1.2. High Density Projects. Projects exceeding the low density threshold (established above in low density section) shall implement stormwater control measures that:
 - (I) Control and treat the difference in stormwater runoff volume leaving the project site between the pre and post development conditions for the 1 year 24 hour storm. Runoff volume drawdown time shall be a minimum of 24 hours, but not more than 120 hours;
 - (II) All structural stormwater treatment systems used to meet the requirements of the program shall be designed to have an 85% average annual removal for Total Suspended Solids;
 - (III) General Engineering Design Criteria for all projects shall be in accordance with 15A NCAC 2H .1008(c);

- (IV) All BUA shall be at a minimum of 30 feet landward of all perennial and intermittent surface waters. For the purpose of this Rule, a surface water shall be present if the feature is approximately shown on either the most recent version of the soil survey map prepared by the Natural Resources Conservation Service of the United States Department of Agriculture or the most recent version of the 1:24,000 scale (7.5 minute) quadrangle topographic maps prepared by the United States Geologic Survey (USGS). An exception to this requirement may be allowed when surface waters are not present in accordance with the provisions of 15A NCAC 2B .0233 (3)(a); and
- (V) The permit shall require recorded deed restrictions and protective covenants to ensure that development activities maintain the development consistent with the approved project plans;

7.5.2. Your program shall include an operation and maintenance component that ensures the adequate long-term operation of the structural BMP's required by the program. The program shall include a requirement that the owner of a permitted structural BMP, submit annually to the local program, a maintenance inspection report on each structural BMP. The inspection must be conducted by a qualified professional; and

7.5.3. Your program shall be developed to control, to the maximum extent practicable, the sources of fecal coliform. At a minimum, the program shall include the development and implementation of an oversight program to ensure proper operation and maintenance of on-site wastewater treatment systems for domestic wastewater. For municipalities, this program should be coordinated with the local county health department.

7.5.4. For programs with development/redevelopment draining to SA waters, the following additional requirements must be incorporated into your program:

7.5.4.1. A local ordinance shall be developed, adopted and implemented to ensure that the best practice for reducing fecal coliform loading is selected. The best practice shall be the practice that results in the highest degree of fecal die off and controls to the maximum extent practicable sources of fecal coliform while still meeting the requirements of Sub-Item (10)(e) of this Rule. The local ordinance(s) shall incorporate a program to control the sources of fecal coliform to the maximum extent practical, including:

7.5.4.2. Implementation of a pet waste management program. Appropriate revisions to an existing litter ordinance can be used to meet this requirement; and

7.5.4.3. Implementation of an oversight program to ensure proper operation and maintenance of on-site wastewater treatment systems for domestic wastewater. For municipalities, this program should be coordinated with the local county health department; and

7.5.4.4. New direct points of stormwater discharge to SA waters or expansion of existing points of discharge to any constructed stormwater conveyance system, or constructed system of conveyances that discharge to SA waters, shall not be allowed. Expansion is defined as an increase in drainage area or an increase in impervious surface within the drainage area resulting in a net increase in peak flow or volume from the 1 year 24 hour storm. Overland sheetflow of stormwater or stormwater discharge to a wetland, vegetated buffer or

other natural area capable of providing treatment or absorption will not be considered a direct point of stormwater discharge.

- 7.5.5. For programs with development/redevelopment draining to trout (Tr) waters, the following additional requirement must be incorporated into your program. A local ordinance shall be developed, adopted and implemented to ensure that the best management practices selected do not result in a sustained increase in the receiving water temperature, while still meeting the requirements of 15A NCAC .0126 (10)(e).
- 7.5.6. For programs with development/redevelopment draining to Nutrient Sensitive waters, the following additional requirements must be incorporated into their program:
 - 7.5.6.1. A local ordinance shall be developed, adopted and implemented to ensure that the best management practice for reducing nutrient loading is selected while still meeting the requirements of 15A NCAC .0126(10)(e). Where a Department approved NSW Urban Stormwater Management Program is in place, the provisions of that program fulfill this requirement; and
 - 7.5.6.2. A nutrient application (both inorganic fertilizer and organic nutrients) management program shall be developed and included in the stormwater management program.
- 7.5.7. Regulated public bodies may develop and implement comprehensive watershed protection plans that may be used to meet part, or all, of the requirements listed in section 7.5.

Include the following information to explain your proposed program to meet these requirements.

- 7.5.8. BMP Summary Table
- 7.5.9. Non-Structural BMPs: Describe any non-structural BMPs in your program, including, if appropriate:
 - 7.5.9.1. Policies and ordinances that provide requirements and standards to direct growth to identified areas, protect sensitive areas such as wetlands and riparian areas, maintain and/or increase open space (including a dedicated funding source for open space acquisition), provide buffers along sensitive water bodies, minimize impervious surfaces, and minimize disturbance of soils and vegetation;
 - 7.5.9.2. Policies or ordinances that encourage infill development in higher density urban areas, and areas with existing storm sewer infrastructure;
 - 7.5.9.3. Education programs for developers and the public about project designs that minimize water quality impacts; and
 - 7.5.9.4. Other measures such as minimization of the percentage of impervious area after development, use of measures to minimize directly connected impervious areas, and source control measures often thought of as good housekeeping, preventive maintenance and spill prevention.

- 7.5.10. Structural BMPs: Describe any structural BMPs in your program, including, if appropriate:
 - 7.5.10.1. Storage practices such as wet ponds and extended-detention outlet structures;
 - 7.5.10.2. Filtration practices such as grassed swales, bioretention cells, sand filters and filter strips; and
 - 7.5.10.3. Infiltration practices such as infiltration basins and infiltration trenches.
- 7.5.11. Regulatory Mechanism: Describe the mechanisms (ordinance or other regulatory mechanisms) you will use to address post-construction runoff from new developments and redevelopments and why did you choose that mechanism. If you need to develop a mechanism, describe your plan and a schedule to do so. If your ordinance or regulatory mechanism is already developed, include a copy of the relevant sections as an appendix.
- 7.5.12. Operation and Maintenance: Describe how you will ensure the long-term operation and maintenance (O&M) of your selected BMPs. Options to help ensure that future O&M responsibilities are clearly identified include an agreement between you and another party such as the post-development landowners or regional authorities.
- 7.5.13. Decision Process: Document your decision process for the development of a post-construction storm water management program. Your rationale statement must address your overall post-construction storm water management program and the individual BMPs, measurable goals, and responsible persons for your program. The rationale statement must include the following information, at a minimum:
 - 7.5.13.1. Your program to address storm water runoff from new development and redevelopment projects. Include in this description any specific priority areas for this program.
 - 7.5.13.2. How your program will be specifically tailored for your local community, minimize water quality impacts, and attempt to maintain pre-development runoff conditions.
- 7.5.14. Evaluation: Explain how you will evaluate the success of this minimum measure, including the measurable goals for each of the BMPs.

7.6. Pollution Prevention/Good Housekeeping for Municipal Operations

You must develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations.

Using training materials that are available from EPA, your State, Tribe, or other organizations, your program must include employee training to prevent and reduce storm water pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system

maintenance. Include the following information to explain your proposed program to meet these requirements.

- 7.6.1. BMP Summary Table
- 7.6.2. Affected Operations: Specifically list your municipal operations that are impacted by this operation and maintenance program. You must also include a list of industrial facilities you own or operate that are subject to NPDES Stormwater General Permits or individual NPDES permits for discharges of storm water associated with industrial activity that ultimately discharge to your MS4. Include the permit number and certificate of coverage number for each facility.
- 7.6.3. Training: Describe any government employee training program you will use to prevent and reduce storm water pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance. Describe any existing, available materials you plan to use. Describe how this training program will be coordinated with the outreach programs developed for the public information minimum measure and the illicit discharge minimum measure.
- 7.6.4. Maintenance and Inspections: Describe maintenance activities, maintenance schedules, and long-term inspection procedures for controls to reduce floatables and other pollutants to your MS4.
- 7.6.5. Vehicular Operations: Describe your controls for reducing or eliminating the discharge of pollutants from municipal parking lots, maintenance and storage yards, waste transfer stations, fleet or maintenance shops with outdoor storage areas, and salt/sand storage locations and snow disposal areas you operate.
- 7.6.6. Waste Disposal: Describe your procedures for the proper disposal of waste removed from your MS4 and your municipal operations, including dredge spoil, accumulated sediments, floatables, and other debris.
- 7.6.7. Flood Management Projects: Describe your procedures to ensure that new flood management projects are assessed for impacts on water quality and existing projects are assessed for incorporation of additional water quality protection devices or practices.
- 7.6.8. Existing ordinances: Describe your decision process for reviewing existing ordinances for possible modification to address stormwater issues.
- 7.6.9. Other evaluations: If other aspects of your municipal operation were evaluated, please describe the program feature and the results of the evaluation.
- 7.6.10. Decision Process: Document your decision process for the development of a pollution prevention/good housekeeping program for municipal operations. Your rationale statement must address both your overall pollution prevention/good housekeeping program and the individual BMPs, measurable goals, and responsible persons for your program.
- 7.6.11. Evaluation: Explain how you will evaluate the success of this minimum measure, including the measurable goals for each of the BMPs.

Appendix A: Example BMP Summary Table

1. BMP's and Measurable Goals for Public Education and Outreach

	BMP	Measurable Goals	YR 1	YR 2	YR 3	YR 4	YR 5	Responsible Position/Party
1	Distribute quarterly newsletter	Distribute quarterly stormwater newsletter through local newspaper and event displays. Include one article in each newsletter that targets a specific stormwater problem and how citizens and businesses can reduce their impacts.		X	X	X	X	Stormwater Engineer I
2	Distribute pollution prevention brochures	Distribute brochures through event displays and utility bill inserts. Include information on steps to reduce pollution sources including proper disposal of used oil and toxic materials, public reporting of illicit discharges and awareness of nutrient and fecal coliform issues.			X	X	X	Stormwater Engineer I
3	Informational Website	Develop and maintain a stormwater information page for the existing internet website. Post newsletters and brochures and provide information on water quality, stormwater pollutants and ways to minimize them, municipal stormwater projects and activities. Also provide contacts for reporting and questions.	X	X	X	X	X	Stormwater Engineer I
4	Golf Course Cooperative	Develop and implement a golf course cooperative program aimed at teaching golf course personnel about methods to reduce pollution and enhance water quality. Provide incentives for participation.				X	X	Stormwater Engineer I
5	Annual Public Workshops	Conduct annual informational workshops. Include information on past, present, and future projects and information on ways the public can work to enhance water quality.	X	X	X	X	X	Stormwater Engineer I
6	Educational Materials/Presentations for Schools	Develop age-specific educational information for use in schools and for presentations to school age children. Present information in appropriate forums.			X	X	X	Stormwater Engineer I
7	Business Outreach Program	Develop and conduct an educational campaign to inform businesses on illicit discharges, reporting, improper waste disposal, sources of nutrient and fecal coliform loading and actions they can take to minimize them.				X	X	Stormwater Engineer I