Town of Queensbury MS4 Stormwater Management Program Plan

State Pollution Discharge Elimination System ID#: NYR20A112
This Plan is a requirement under NYSDEC General Permit for Stormwater Discharges, Permit #GP-0-24-001 (January 3, 2024 to January 2, 2029)

Adopted: July 2024

Introduction

The Town of Queensbury (Town) is categorized as a Traditional Land Use Control Municipal Separate Storm Sewer System (MS4) Operator, under Part VI of the New York State Department of Environmental Conservation (NYSDEC) General Permit for MS4 Stormwater Discharges (GP-0-24-001). Under this mandate, the Town must have a working Program Plan which outlines their activities to address stormwater education, outreach, and implementation under the state requirements. The MS4 area designated by the NYSDEC is the full boundary of the Town.

This Stormwater Management Program (SWMP) Plan documents the efforts currently undertaken and planned by the Town under this program. These requirements correspond to the Town infrastructure and properties (roads, bridges, drainage infrastructure and facilities), but also include public information and outreach on stormwater issues and construction/post-construction stormwater runoff. The ultimate purpose of this plan is to protect and improve water quality of the lakes and streams in the MS4 area.

The SWMP Plan is based on the Federal Stormwater Phase II rule, issued in 1999, which requires MS4 owners and operators, in U.S. Census-defined urbanized areas as well as in additionally designated areas, to develop a Stormwater Management Program. As of March 10, 2003, these new regulations and requirements came into effect. There are six program elements designed to reduce the discharge of pollutants to the maximum extent practicable. The program elements, titled Minimum Control Measures (MCMs), include:

1. Public Education and Outreach Program
2. Public Involvement/Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post-Construction Stormwater Management
6. Pollution Prevention and Good Housekeeping

This document describes each MCM and the Best Management Practices (BMPs) that have been implemented to maintain compliance with the NYSDEC GP-0-24-001. Responsibilities to achieve and sustain compliance are clearly defined for each BMP. The Town has contracted with the Warren County Soil and Water Conservation District (SWCD) to provide administration of this MS4 stormwater management program and to undertake a variety of stormwater management tasks to achieve full compliance with these regulations. The primary entities responsible for the Town's MS4 program is the Warren County SWCD and the Town's MS4 Stormwater Program Coordinator.

This Plan will be updated as needed to address the latest technologies and information to maintain compliance with the NYSDEC GP-0-24-001, as well as to account for progress made.

There are several key personnel involved in the Town's Stormwater Management Program;

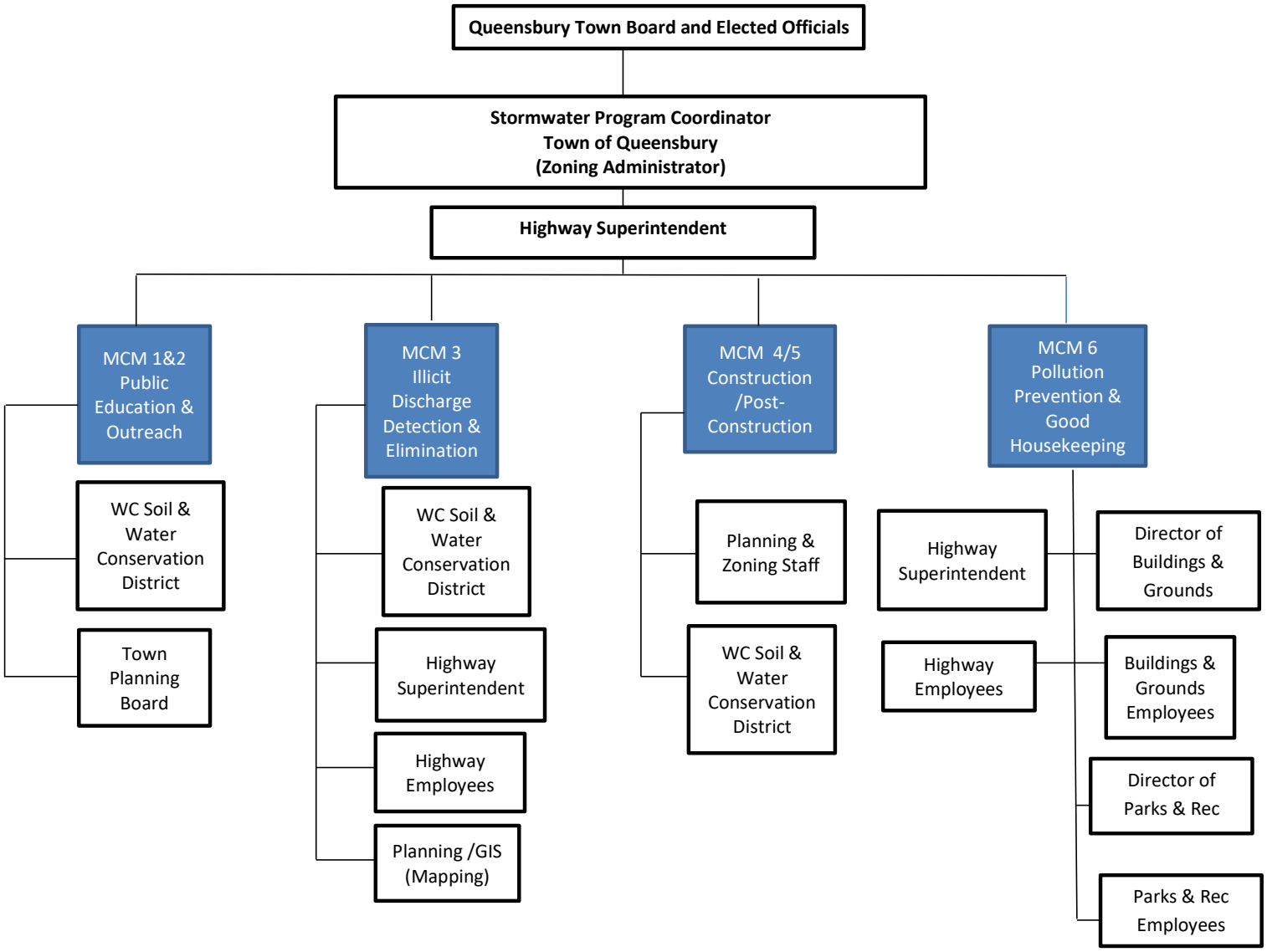
Key:

SPC = Stormwater Program Coordinator
SWCD = Warren County Soil and Water Conservation District
HD = Town Highway Department
CEO = Town Code Enforcement Officer
B&G = Town Building and Grounds Crew
TD = Town Information Technology Department
P&R = Parks and Recreation
WD = Water and Wastewater Department
TPB = Town Planning Board
PVC = Pine View Cemetery

Any public comments, concerns, questions or complaints under the MS4 program should be directed to the Town of Queensbury Stormwater Hotline at (518) 761-8212
Additional MS4 information can be found at www.queensbury.net/stormwater or www.warrenswcd.org/municipal-separate-storm-sewer-system-ms4

Program Administration

The designated Stormwater Program Coordinator for the Town of Queensbury is Craig Brown, Zoning Administrator. Overall MS4 program management within the Town follows the flow chart below.


Queensbury Town Board and Elected Officials
Stormwater Program Coordinator
Town of Queensbury
(Zoning Administrator)
Highway Superintendent
MCM 1&2 Public Education & Outreach
WC Soil & Water Conservation District
Town Planning Board
MCM 3 Illicit Discharge Detection & Elimination
WC Soil & Water Conservation District
Highway Superintendent
Highway Employees
Planning /GIS (Mapping)
MCM 4/5 Construction /Post-Construction
Planning & Zoning Staff
WC Soil & Water Conservation District
MCM 6 Pollution Prevention & Good Housekeeping
Highway Superintendent
Director of Buildings & Grounds
Highway Employees
Buildings & Grounds Employees
Director of Parks & Rec
Parks & Rec Employees

Program administration and oversight will be performed by the Stormwater Program Coordinator. All documentation will be located in the Town of Queensbury Planning and Community Office and Warren County Soil and Water Conservation District. Work for program administration includes;

- Maintaining all documentation necessary to demonstrate permit eligibility.
- Submitting updated Notices of Intent to the NYSDEC to ensure continued permit coverage as permit requirements change
- Developing and maintaining a staffing plan
- Maintaining all inter-municipal agreements and third-party contracts
- Oversight of third-party contractor work
- Maintaining the MS4 map
- Maintaining all documentation on public complaint calls
- Maintaining monitoring location inventory data
- Maintaining and updating construction site inventory
- Maintaining all construction site Stormwater Pollution Prevention Plans (SWPPP)
- Maintaining all documentation of SWPPP approval, implementation, and closeout process
- Maintaining construction site inspection documentation
- Maintaining and updating post-construction stormwater management practice inventory
- Maintaining post-construction inspection documentation
- Maintaining all monthly and annual municipal pollution prevention documentation
- Maintaining required regulations, procedures and programs and updating as necessary
- Interim Progress Certifications developed twice a year and provided to the Town for public notice and signature
- Submitting Interim Progress Certifications (due October 1 and April 1 each year)
- Completing Annual Report and provide it to the Town for public notice and signature
- Submitting Annual Report to the NYSDEC office by April 1 of each year
- Providing opportunities for and receiving public comments on the MS4 Program
- Providing public comments to the NYSDEC
- Updating SWMP Plan as necessary
- Staying up to date on permit requirements and changes to the MS4 Program
- Maintaining all records pertaining to the MS4 Program for at least five (5) years after they are generated
- Maintaining correspondence with the NYSDEC on the MS4 Program

Program Partnerships

The Town implements the SWMP Plan with the assistance of local partners in an effort to consolidate work and share ongoing services. These partnerships are maintained through agreements for the completion of the stated tasks. The Town's Stormwater Program Coordinator and Warren County SWCD will re-examine all contracts on a yearly basis and adjust as needed.

Stormwater Management Program (SWMP) Plan Development

As part of the NYSDEC's MS4 general permit, the Town developed a SWMP Plan to create and/or adopt all the requirements for a compliant SWMP Plan. This was accomplished utilizing funds from the Town, as well as staff support from the Lake Champlain Lake George Regional Planning Board and the Warren County Soil and Water Conservation District. Notable accomplishments to date include:

- Development of program partnerships to increase outreach efforts.
- Development of a Public Outreach Program and creation of outreach materials.
- Development of a Public Participation Program that has included stream/watershed cleanup activities and storm drain marking opportunities.
- Continuance of an Adopt-A-Highway Program for town roads within the MS4 boundary.
- Establishment of an Illicit Discharge Detection and Elimination Program.
- Completion of previous mapping requirements.
- Development of a municipal employee training program and affording staff the opportunity to attend various training events.
- Alteration of Town municipal facilities stormwater and maintenance activities that has led to a reduction in stormwater runoff.
- Stormwater management and erosion and sediment control reduction projects implemented through partnerships and grant funding.
- Continual maintenance of stormwater facilities and stormwater conveyance structures.
- Projects developed for water quality and hydraulic habitat modification improvements.

Non-stormwater discharges are defined in the MS4 General Permit (GP-0-24-001) Part I.A.3 and include:

- Water line flushing
- Landscape irrigation
- Diverted stream flows
- Rising ground water
- Uncontaminated groundwater infiltration
- Uncontaminated groundwater
- Discharges from potable water sources
- Foundation drains
- Air conditioning condensate
- Irrigation water
- Springs
- Flows from riparian habitats and wetlands
- Water from crawl space and basement sump pumps
- Footer drains
- Lawn and landscape watering runoff provided that all pesticides and fertilizers have been applied in accordance with the manufacturer's product label
- Water from individual residential car washing
- De-chlorinated swimming pool discharges
- Residual street wash water
- Discharges or flows from fire fighting activities
- De-chlorinated water reservoir discharges
- Any SPDES permitted discharge

If you have any questions about whether a discharge is illicit or not, please contact the MS4 hotline at (518)761-8212.

Pollutants of Concern (POC):

On a regional level:

- Silt/Sediment
- Ammonia
- Phosphorus
- Chloride

On a localized level:

- Floatables
- Oil and Grease
- Pet Waste

Waterbodies of Concern: **https://extapps.dec.ny.gov/docs/water_pdf/section303d2018.pdf**

NYS DEC 2010 Section 303(d) Impaired Waterbodies List

(1) Lake George (1006-0016)
(2) Tribs to Lake George, Village of Lake George (1006-0008)
(3) Upper Hudson River, Main Stem (1101-0047)
(4) Upper Hudson River, Main Stem (1101-0046)

- Halfway Brook begins in the Town of Queensbury and runs through the most commercially developed area of the Town. It then crosses county lines into the Town of Fort Ann, where it discharges into the Champlain Canal.

Within the Town there are also a number of small lakes with stormwater pollutant concerns. The table below lists the waterbodies.

#	PWL Waterbody	PWL Number	Pollutant of Concern (POC)	Geographic Location
1	Glen Lake	1005-0009	Ammonia, Phosphorus	Glen Lake proper
2	Glen Lake Brook, Lower, and Tribs	1005-0043	Unassessed	Below Rte 9, the Fen-downstream to HWB
3	Lake Sunnyside	1005-0047	Nitrite, Phosphorus	Lake Sunnyside proper
4	Halfway Creek, Upper and Tribs	1005-0063	Dissolved Oxygen, pH	Sweet Rd, Meadowbrook Rd, Cronin Rd
5	Halfway Creek Reservoir	1005-0051	Other Pollutants	Hovey Pond Park
6	Minor tribs to Upper Hudson	1101-0085	Dissolved Oxygen, Nutrients	Clendon Brook, Pitcher Road, Triangle Park

The MS4 Designated Urbanized Area of the Town of Queensbury is located within both the Lake Champlain and Upper Hudson River Watersheds and there are waterbodies of concern identified in both watersheds.

Note that Lake George (Appendix C) and Halfway Brook (Classification AA(T)) Watersheds are within the Lake Champlain watershed, which has an active TMDL for phosphorus. It is also important to note that the Focus Areas as identified in the permit relate to runoff to identified Waterbodies of Concern.

Focus Areas:

Focus Areas:	Target Audiences:	Educational and Outreach Goals
• Highly developed commercial corridors	• Businesses • General Public/Tourists	• Educate business owners on proper protocols for: pool draining, restaurant equipment cleaning (not over storm drains), dumpster management, wash water management, lawn and property maintenance, use of de-icing materials and sand • Promote green infrastructure technologies. • Educate business owners on IDDE law • Educate garages on proper disposal of gas, grease and oils • Educate tourists and visitors on littering and picking up pet waste
• Highly developed residential neighborhoods	• Residents • Youth	• Educate residents on phosphorus free fertilizer use and proper protocols for: residential car washing, disposal of household hazardous waste, snow removal, pool draining, implementing buffers along shoreline/streambanks to reduce erosion, picking up floatables, disposal of pet waste and proper septic system management
• Highway Garage	• Highway Dept.	• Educate Highway Department employees on proper facility management (see MCM 6)
• Active construction sites if applicable	• Contractors • Design Professionals	• Educate contractors and local engineers/landscape architects on proper erosion and sediment control practices, green infrastructure, and SPDES permit requirements

Target Audiences:

- Residential
- Businesses
- Contractors/Developers
- General Public

Minimum Control Measure 1: Public Education and Outreach Program

The Public Education and Outreach Program MCM consists of BMPs that focus on the development of educational materials designed to inform the public about the impacts that stormwater discharges have on local waterbodies. The educational materials contain specific actions as to how the public, as individuals or collectively as a group, can participate in reducing pollutants and their impact on the environment. The Public Education and Outreach program and BMPs, in combination, are expected to reach all of the constituents within the Town's permitted boundary. The target pollutant sources are construction site runoff, illicit discharges and local/regional Pollutants of Concern (POCs). Information directly from GP-0-24-001 is cited in italics below.

An MS4 must, at a minimum:

1. Development

a. Focus Areas

Within three (3) years of the EDC, the MS4 Operator must identify and document the focus areas in the SWMP Plan. The focus areas to be considered are as follows:

i. Areas discharging to waters with Class AA-S, A-S, AA, A, B, SA, or SB (mapped in accordance with Part IV.D.1.e.ii.a));

ii. Sewersheds for impaired waters listed in Appendix C (subject to Part VIII. requirements; mapped in accordance with Part IV.D.1.c. for MS4 Operators continuing coverage and Part IV.D.2.a.ii. for newly designated MS4 Operators);

iii. TMDL watersheds (subject to Part IX. requirements; mapped in accordance with Part IV.D.1.e.ii.c));

iv. Areas with construction activities;

v. Areas with on-site wastewater systems (subject to Part VIII. or Part IX. requirements);

vi. Residential, commercial, and industrial areas (mapped in accordance with Part IV.D.1.e.iii.);

vii. Stormwater hotspots; and

viii. Areas with illicit discharges.

b. Target Audiences and Associated Pollutant Generating Activities

Within three (3) years of the EDC, the MS4 Operator must identify and document the applicable target audience(s) and associated pollutant generating activities that the outreach and education will address for each focus area identified by the MS4 Operator in Part VI.A.1.a. in the SWMP Plan.

The target audiences are as follows:

i. Residents;

ii. Commercial: Business owners and staff;

iii. Institutions: Managers, staff, and students;

iv. Construction: Developers, contractors, and design professionals;

v. Industrial: Owners and staff; and

vi. MS4 Operator's municipal staff.

c. Education and Outreach Topics

Within three (3) years of the EDC, the MS4 Operator must identify and document in the SWMP Plan the education and outreach topics and how the education and outreach topics will reduce the potential for pollutants to be generated by the target audience(s) (Part VI.A.1.b.) for the focus area(s) (Part VI.A.1.a.).

d. Illicit Discharge Education

Within six (6) months of the EDC, the MS4 Operator must make information related to the prevention of illicit discharges, available to municipal employees, businesses, and the public and document the completion of this requirement in the SWMP Plan. The information related to the prevention of illicit discharges must include the following:

i. What types of discharges are allowable (Part I.A.3.);

ii. What is an illicit discharge and why is it prohibited (Part VI.C.);

iii. The environmental hazards associated with illicit discharges and improper disposal of waste;

iv. Proper handling and disposal practices for the most common behaviors within the community (e.g., septic care, car washing, household hazardous waste, swimming pool draining, or other activities resulting in
illicit discharges to the MS4); and

v. How to report illicit discharges they may observe (Part VI.C.1.a.).

2. Implementation and Frequency

a. Distribution Method of Educational Messages

Once every five (5) years, the MS4 Operator must identify and document in the SWMP Plan which of the following method(s) are used for the distribution of educational messages:

i. Printed materials (e.g., mail inserts, brochures, and newsletters);

ii. Electronic materials (e.g., websites, email listservs);

iii. Mass media (e.g., newspapers, public service announcements on radio or cable);

iv. Workshops or focus groups;

v. Displays in public areas (e.g., town halls, library, parks); or

vi. Social Media (e.g., Facebook, Twitter, blogs).

b. Frequency

Following the completion of Part VI.A.1.a, Part VI.A.1.b, and Part VI.A.1.c, within five (5) years of the EDC, and once every five (5) years, thereafter, the MS4 Operator must:

i. Deliver an educational message to each target audience(s) (Part VI.A.1.b.) for each focus area(s) (Part VI.A.1.a.) based on the defined education and outreach topic(s) (Part VI.A.1.c.); and

ii. Document the completion of this requirement in the SWMP Plan.

c. Updates to the Public Education and Outreach Program

Following the completion of Part VI.A.1.a, Part VI.A.1.b, and Part VI.A.1.c, annually, by April 1, the MS4 Operator must:

i. Review and update the focus areas, target audiences, and/or education and outreach topics; and

ii. Document the completion of this requirement in the SWMP Plan.

The table below depicts the BMPs that the Town currently performs or plans to perform for MCM 1, the parties responsible and any applicable deadlines.

Task	MCM 1	Public Education and Outreach Program	Responsible Party	Timeline	Date of Completion/ Occurrence
1.01	MCM1	The focus areas, target audiences, and education and outreach topics were identified and documented in the SWPP.	SPC, SWCD	Within three (3) years of the EDC	
1.02	MCM1	The focus areas, target audiences, and education and outreach topics are reviewed and updated.	SPC, SWCD	Annually	
1.03	MCM1	Participate in educational events for the general public and waterbody specific audiences related to water quality and stormwater runoff issues.	SWCD	Annually	
1.04	MCM1	Work with the media to get articles in local newspapers about stormwater projects, roadside clean-ups and other important water quality issues.	SPC, SWCD, TPB	Annually	
1.05	MCM1	Place "clean up after your pet" signs and pet waste bag distribution stations in Town parks.	P&R	Annually	
1.06	MCM1	Utilize and disperse existing brochures (online or in-person) and other literature developed by the Lake Champlain-Lake George Regional Planning Board, the DEC and the EPA regarding stormwater runoff.	SPC, SWCD, Town Clerk	Continuously	
1.07	MCM1	Provide stormwater educational information to general public.	SPC, Town Clerk	Annually	
1.08	MCM1	Maintain updated electronic files of stormwater outreach brochures on the Town and SWCD websites.	SPC, TD	As needed	
1.09	MCM1	Make information related to the prevention of illicit discharges available	SPC	Within six (6) months of the EDC	

Minimum Control Measure 2: Public Involvement/ Participation

The Public Involvement and Participation MCM consists of activities that are focused on getting members of the local community involved in the MS4's stormwater management program. Compliance with State and local public notice requirements will be maintained whenever public participation is sought or required. The

BMPs include several practices designed to seek public input on the SWMP Plan and Annual Report accomplishments in addition to describing specific activities that encourage public participation. The target audiences for the public involvement program are key individuals and groups that may have an interest in the particular BMPs as well as the public located within the permitted boundary. Information directly from GP-0-24-001 is cited in italics below.

An MS4 must, at a minimum:

1. Public Involvement/Participation

a. Annually, the MS4 Operator must provide an opportunity for public involvement/participation in the development and implementation of the SWMP. The MS4 Operator must document the public involvement/participation opportunities in the SWMP Plan. The opportunities for public involvement/participation are as follows:

i. Citizen advisory group on stormwater management;
ii. Public hearings or meetings;
iii. Citizen volunteers to educate other individuals about the SWMP;
iv. Coordination with other pre-existing public involvement/participation opportunities;
v. Reporting concerns about activities or behaviors observed; or
vi. Stewardship activities.

b. Annually, the MS4 Operator must inform the public of the opportunity (Part VI.B.1.a.) for their involvement/participation in the development and implementation of the SWMP and how they can become involved. The MS4 Operator must document the method for distribution of this information in the SWMP Plan. The methods for distribution are as follows:

i. Public notice;
ii. Printed materials (e.g., mail inserts, brochures and newsletters);
iii. Electronic materials (e.g., websites, email listservs);
iv. Mass media (e.g., newspapers, public service announcements on radio or cable);
v. Workshops or focus groups;
vi. Displays in public areas (e.g., town halls, library, parks); or
vii. Social Media (e.g., Facebook, Twitter, blogs).

c. Within six (6) months of the EDC, the MS4 Operator must identify a local point of contact to receive and respond to public concerns regarding stormwater management and compliance with permit requirements. The name or title of this individual, with contact information, must be published on public outreach and public participation materials and documented in the SWMP Plan.

2. Public Notice and Input Requirements

a. Public Notice and Input Requirements for SWMP Plan

Annually, the MS4 Operator must provide an opportunity for the public to review and comment on the publicly available SWMP Plan (Part IV.B.2.b.). The public must have the ability to ask questions and submit comments on the SWMP Plan. The completion of this permit requirement must be documented in the SWMP Plan. This requirement may be satisfied by Part VI.B.1.

b. Public Notice and Input Requirements for Draft Annual Report

i. Annually, the MS4 Operator must provide an opportunity for the public to review and comment on the draft Annual Report. The completion of this permit requirement must be documented in the SWMP Plan. This requirement may be satisfied by either:

a) Presentation of the draft Annual Report at a regular meeting of an existing board (e.g., administrative, planning, zoning) or a separate meeting specifically for stormwater, as designated by the MS4 or if requested by the public. The public must have the ability to ask questions about and make comments on the draft annual report during that presentation; or

b) Posting of the draft Annual Report on a public website. The website must provide information on the timeframes and procedures to submit comments and/or request a meeting. However, if a public meeting is requested by two or more persons, the MS4 Operator must hold such a meeting.

c. Consideration of Public Input

i. Annually, the MS4 Operator must include a summary of comments received on the SWMP Plan and draft Annual Report in the SWMP Plan.

ii. Within thirty (30) days of when public input is received, the MS4 Operator must update the SWMP Plan, where appropriate, based on the public input received.

The table below depicts the BMPs that the Town currently performs or plans to perform for MCM 2, the responsible parties and any applicable deadlines.

Task	MCM 2	Public Involvement/Participation	Responsible Party	Timeline	Date of Completion/ Occurrence
2.01	MCM2	Maintain and advertise a water quality hotline for the public to report spills, dumping, illegal pipes, etc. The HD clerk will be responsible for taking all calls and will set up an answering machine for post-operating hours calls. Refer all substantive calls to the SPC, who will follow up with site investigations as appropriate.	SPC, HD Clerk	Continually	
2.02	MCM2	Develop a program to work with various municipal and stakeholder groups to undertake a storm drain marking program for key areas within the town.	SWCD, HD	Annually	
2.03	MCM2	Engage the public in the Adopt-A-Highway program, and work to expand the mileage of Town roads covered by this initiative. This program is a beneficial means of addressing roadside litter while helping to educate the public about environmental issues.	SWCD, HD	Annually	
2.04	MCM2	Participate in Lake/Stream Cleanup Day once per year. Outreach this effort through the media, and encourage volunteer participation, including the Lake George Association and other lake associations.	SPC, SWCD, HD, B&G	Annually	
2.05	MCM2	Develop a volunteer water quality monitoring program for designated outfalls along priority waterbodies. Train volunteers in proper water quality testing techniques and provide volunteers with necessary supplies.	SPC, SWCD, HD	Completed	

2.06	MCM2	Implement volunteer water quality monitoring program.	SWCD, HD	Annually	
2.07	MCM2	Host at least 1 community meeting per year to discuss either regional or town-wide stormwater issues.	Town Board, SPC	Annually	
2.08	MCM2	If the opportunity becomes available, the Town will participate in a Household Hazardous Waste Collection program facilitated by NYS DEC.	SPC, SWCD, HD	When possible	
2.09	MCM2	Prepare and present the Annual Report for public review. Present this report to the Town Board, and publicly notice this meeting as required by Open Meetings Law. Provide DEC with public comments.	SPC	Annually	
2.10	MCM2	Host Annual Report on the Town & SWCD website in an easily findable location for public review and use. Provide opportunity for public comment.	SPC, TD	Annually	
2.11	MCM2	Name/Title and contact information of local point of contact to receive and respond to public concerns regarding stormwater management and compliance with permit requirements		Within six (6) months of the EDC	

Minimum Control Measure 3: Illicit Discharge Detection & Elimination

The Illicit Discharge Detection and Elimination (IDDE) MCM consists of BMPs that focus on the detection and elimination of illicit discharges located within the Town. The Town has adopted the NYS Department of Environmental Conservation Model IDDE Law, giving the Town the authority to locate and remove or cause to remove sources of the illicit discharge. Information directly from GP-0-24-001 is cited in italics below.

An MS4 must, at a minimum:

1. Illicit Discharge Detection

a. Public Reporting of Illicit Discharges

i. Within six (6) months of the EDC, the MS4 Operator must establish and document in the SWMP Plan an email or phone number (with message recording capability) for the public to report illicit discharges.

ii. Within thirty (30) days of an illicit discharge, the MS4 Operator must document each report of an illicit discharge in the SWMP Plan with the following information:

a) Date of the report;

b) Location of the illicit discharge;

c) Nature of the illicit discharge;

d) Follow up actions taken or needed (including response times); and

e) Inspection outcomes and any enforcement taken.

b. Monitoring Locations

The monitoring locations used to detect illicit discharges are identified as follows:

i. MS4 outfalls;

ii. Interconnections; and

iii. Municipal facility intraconnections.

c. Monitoring Locations Inventory

i. Within three (3) years of the EDC, the MS4 Operator must develop and maintain an inventory of the monitoring locations in the SWMP Plan. The following information must be included in the inventory:

a) Inventory information for MS4 outfalls

i) ID;

ii) Prioritization (high or low) (Part VI.C.1.d.);

iii) Type of monitoring location (Part VI.C.1.b.);

iv) Name of MS4 Operator's municipal facility, if located at a municipal facility;

v) Receiving waterbody name and class (mapped in accordance with Part IV.D.1.e.ii.a));

vi) Receiving waterbody WI/PWL Segment ID (mapped in accordance with Part IV.D.1.e.ii.b));

vii) Land use in drainage area;

viii) Type of conveyance (open drainage or closed pipe);

ix) Material;

x) Shape;

xi) Dimensions;

xii) Submerged in water; and

xiii) Submerged in sediment.

b) Inventory information for interconnections

i) ID;

ii) Prioritization (high or low) (Part VI.C.1.d.);

iii) Type of monitoring location (Part VI.C.1.b.);

iv) Name of MS4 Operator receiving discharge or private storm system;

v) Name of MS4 Operator's municipal facility, if located at a municipal facility; and

vi) Receiving waterbody name and class (mapped in accordance with Part IV.D.1.e.ii.a)).

c) Inventory information for municipal facility intraconnections

i)ID;

ii)Prioritization (high or low) (Part VI.C.1.d.);

iii)Type of monitoring location (Part VI.C.1.b.);
iv)Name of MS4 Operator's municipal facility; and
v)Receiving waterbody name and class (mapped in accordance with Part IV.D.1.e.ii.a)).
ii. Annually, the MS4 Operator must update the inventory if monitoring locations are created or discovered.

d. Monitoring Locations Prioritization

i. Within three (3) years of the EDC, the MS4 Operator must prioritize monitoring locations which are included in the monitoring locations inventory (Part VI.C.1.c.) as follows:
a) High priority monitoring locations include monitoring locations:
i) At a high priority municipal facility, as defined in Part VI.F.2.c;
ii) Discharging to impaired waters (subject to Part VIII. requirements;
mapped in accordance with Part IV.D.1.e.ii.b));
iii) Discharging within a TMDL watershed (subject to Part IX. requirements; mapped in accordance with Part IV.D.1.e.ii.c));
iv) Discharging to waters with Class AA-S, A-S, AA, A, B, SA, or SB (mapped in accordance with Part IV.D.1.e.ii.a)); and/or
v) Confirmed citizen complaints on three or more separate occasions in the last twelve (12) months.
b) All other monitoring locations are considered low priority.
ii. Within thirty (30) days of when a monitoring location is constructed or the MS4 Operator discovers it, the MS4 Operator must prioritize those monitoring locations; and
iii. Annually, after the initial prioritization (Part VI.C.1.d.i.), the MS4 Operator must update the monitoring location prioritization in the inventory (Part VI.C.1.c.) based on information gathered as part of the monitoring location inspection and sampling program (Part VI.C.1.e.). The completion of this permit requirement must be documented in the SWMP Plan.

e. Monitoring Locations Inspection and Sampling Program

Within two (2) years of the EDC, the MS4 Operator must develop and implement a monitoring locations inspection and sampling program. The monitoring locations inspection and sampling program must be documented in the SWMP Plan specifying:
i. The monitoring locations inspection and sampling procedures including:
a) During dry weather,18 one (1) inspection of each monitoring location identified in the inventory (Part VI.C.1.c.) every five (5) years following the most recent inspection;
b) Documentation of all monitoring location inspections, including any sampling results, using the Monitoring Locations Inspection and Sampling Field Sheet (Appendix D) or an equivalent form containing the same information and include the completed monitoring location inspections and sampling results in the SWMP Plan (e.g., the completed Monitoring Locations Inspection and Sampling Field Sheets);
c) Provisions to sample all monitoring locations which had inspections which resulted in a suspect or obvious illicit discharge characterization. The sampling requirement is based on the number and severity of
physical indicators present in the flow to better inform track down procedures (Part VI.C.2.). If the source of the illicit discharge is clear and discernable (e.g., sewage), sampling is not necessary;

d) Sampling may be done with field test kits or field instrumentation that are sufficiently sensitive to detect the parameter below the sampling action level used19 and are not subject to 40 CFR Part 136 requirements for approved methods and certified laboratories;

e) Provisions to initiate, or cause to initiate,20 track down procedures (Part VI.C.2.a.), in accordance with the timeframes specified in Part VI.C.2.a.iii, for monitoring locations with an overall characterization21

as suspect illicit discharge or obvious illicit discharge or that exceed any sampling action level used;

f) Provisions to re-inspect the monitoring location within thirty (30) days of initial inspection if there is a physical indicator not related to flow, potentially indicative of intermittent or transitory discharges, utilizing techniques described in Chapter 12.6 of the Center for Watershed Protection Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assistance, October 2004 (CWP 2004) or equivalent.

i) If those same physical indicators persist, the MS4 Operator must initiate illicit discharge track down procedures (Part VI.C.2.a.).

ii. The training provisions for the MS4 Operator's monitoring locations inspection and sampling procedures (Part VI.C.1.e.i.).

a) If new staff are added, training on the MS4 Operator's monitoring locations inspection and sampling procedures (Part VI.C.1.e.i.) must be given prior to conducting monitoring locations inspections and

sampling procedures;

b) For existing staff, training on the MS4 Operator's monitoring locations inspection and sampling procedures (Part VI.C.1.e.i.) must be given prior to conducting monitoring locations inspections and sampling and once every five (5) years, thereafter; and

c) If the monitoring locations inspection and sampling procedures (Part VI.C.1.e.i.) are updated (Part VI.C.1.e.iv.), training on the updates must be given to all staff prior to conducting monitoring locations inspections and sampling.

iii. The names, titles, and contact information for the individuals who have received monitoring locations inspection and sampling procedures training and update annually; and

iv. Annually, by April 1, the MS4 Operator must:

a) Review and update the monitoring location inspection and sampling procedures (Part VI.C.1.e.i.) based on monitoring location inspection results (e.g., trends, patterns, areas with illicit discharges, and common problems); and

b) Document the completion of this requirement in the SWMP Plan.

2. Illicit Discharge Track Down Program

Within two (2) years of the EDC, the MS4 Operator must develop and implement an illicit discharge track down program to identify the source of illicit discharges and the responsible party. The illicit discharge track down program must be documented in the SWMP Plan specifying:

a. The illicit discharge track down procedures including:

i. Procedures as described in Chapter 13 of CWP 2004 or equivalent;

ii. Steps taken for illicit discharge track down procedures;

iii. The following timeframes to initiate illicit discharge track down:

a) Within twenty-four (24) hours of discovery, the MS4 Operator must initiate track down procedures for flowing MS4 monitoring locations with obvious illicit discharges;

b) Within two (2) hours of discovery, the MS4 Operator must initiate track down procedures for obvious illicit discharges of sanitary wastewater that would affect bathing areas during bathing season, shell fishing
areas or public water intakes and report orally or electronically to the Regional Water Engineer and local health department; and
c) Within five (5) days of discovery, the MS4 Operator must initiate track down procedures for suspect illicit discharges.
b. The training provisions for the MS4 Operator's illicit discharge track down procedures (Part VI.C.2.a.).
i. If new staff are added, training on the MS4 Operator's illicit discharge track down procedures (Part VI.C.2.a.) must be given prior to conducting illicit discharge track downs;
ii. For existing staff, training on the MS4 Operator's illicit discharge track down procedures (Part VI.C.2.a.) must be given prior to conducting illicit discharge track downs and once every five (5) years, thereafter; and
iii. If the illicit discharge track down procedures (Part VI.C.2.a.) are updated (Part VI.C.2.d.), training on the updates must be given to all staff prior to conducting illicit discharge track downs.
c. The names, titles, and contact information for the individuals who have received illicit discharge track down procedures training and update annually; and
d. Annually, by April 1, the MS4 Operator must:
i. Review and update the illicit discharge track down procedures (Part VI.C.2.a.); and
ii. Document the completion of this requirement in the SWMP Plan.

3. Illicit Discharge Elimination Program

Within two (2) years of the EDC, the MS4 Operator must develop and implement an illicit discharge elimination program. The illicit discharge elimination program must be documented in the SWMP Plan specifying:
a. The illicit discharge elimination procedures including:
i. Provisions for escalating enforcement and tracking, both consistent with the ERP required in Part IV.F. of this SPDES general permit;
ii. Provisions to confirm the corrective actions have been taken;
iii. Steps taken for illicit discharge elimination procedures; and
iv. The following timeframes for illicit discharge elimination:
a) Within twenty-four (24) hours of identification of an illicit discharge that has a reasonable likelihood of adversely affecting human health or the environment, the MS4 Operator must eliminate the illicit discharge;
b) Within five (5) days of identification of an illicit discharge that does not have a reasonable likelihood of adversely affecting human health or the environment, the MS4 Operator must eliminate the illicit discharge; and
c) Where elimination of an illicit discharge within the specified timeframes (Part VI.C.3.a.iv.) is not possible, the MS4 Operator must notify the Regional Water Engineer.
b. The training provisions for the MS4 Operator's illicit discharge elimination procedures (Part VI.C.3.a.).
i. If new staff are added, training on the MS4 Operator's illicit discharge elimination procedures (Part VI.C.3.a.) must be given prior to conducting illicit discharge eliminations;

ii. For existing staff, training on the MS4 Operator's illicit discharge elimination procedures (Part VI.C.3.a.) must be given prior to conducting illicit discharge eliminations and once every five (5) years, thereafter; and
iii. If the illicit discharge elimination procedures (Part VI.C.3.a.) are updated (Part VI.C.3.d.), training on the updates must be given to all staff prior to conducting illicit discharge eliminations.
c. The names, titles, and contact information for the individuals who have received illicit discharge elimination procedures training and update annually; and
d. Annually, by April 1, the MS4 Operator must:
i. Review and update the illicit discharge elimination procedures (Part VI.C.3.a.); and
ii. Document the completion of this requirement in the SWMP Plan.

The table below depicts the BMPs that the Town currently performs or plans to perform for MCM 3, the responsible parties and any applicable deadlines.

Task	MCM 3	Illicit Discharge Detection & Elimination	Responsible Party	Timeline	Date of Completion/ Occurrence
3.01	MCM3	As the MS4 boundary has expanded, undertake a new mapping of the stormwater outfalls within the outermost boundaries of the Town. Include the names and DEC classification of any streams which receive stormwater discharge from a Town outfall.	SPC, SWCD, HD	Annually	
3.02	MCM3	Develop, approve, and implement a new town-wide law eliminating the use of phosphorus in fertilizers.	Town Board, Town Attorney	Law adopted Sept 2011	
3.03	MCM3	Develop an inventory of monitoring locations within the designated area.	SWCD, TD	Within three (3) years of the EDC	
3.04	MCM3	Update monitoring locations inventory within the designated area as new locations are constructed or newly discovered.	SWCD, TD	Annually	
3.05	MCM3	Map the drainage areas which contribute to the stormwater outfalls (their sewersheds) in ArcGIS, and create hard copy maps of those areas.	SPC, SWCD, HD	Annually	
3.06	MCM3	Develop and implement an Illicit Discharge Track Down and Illicit Discharge Elimination Program.	SPC, SWCD, HD, Town Attorney	Within two (2) year of the EDC	
3.07	MCM3	Enforce all provisions of the Town IDDE law regarding illicit discharges into Town drainage infrastructure.	CEO, SPC, Town Attorney	As needed	
3.08	MCM3	Prioritize monitoring locations defined by GP-0-24-001 VI.C.1.d.i	SWCD, SPC, TD	Within three (3) years of the EDC	

3.09	MCM3	Inventory high risk areas for possible illicit connections. Highest priority monitoring locations for inspection will be industrial areas, heavy commercial areas, areas of new development, and older areas of development.	SPC, SWCD, HD	By May 2014, Completed	
3.10	MCM3	Develop and implement a monitoring locations inspection and sampling program.	SWCD	Within three (3) years of the EDC	
3.11	MCM3	Inspect monitoring locations with sampling field form.	SWCD	Within five (5) years of the EDC	
3.12	MCM3	Obtain water quality data from Town stormwater outfalls.	SWCD, volunteers	Annually	
3.13	MCM3	Inspect Town sub-surface storm sewer infrastructure (sewer cam.) for possible illicit discharges.	HD, WD, SMO	As needed	
3.14	MCM3	Replace any Combined Sewer Overflows (CSOs) that are found during routine town maintenance and construction activities.	SPC, HD, Town WD	As needed	
3.15	MCM3	Confirm illicit discharges either found in routine Town activities or reported by the public. Eliminate discharges as necessary.	SPC, SWCD, HD, WD	As needed	
3.16	MCM3	Train all Town personnel (including labor, equipment operator, and field staff) regarding the IDDE provisions, including how to identify an illegal discharge and how to undertake the recommended follow-up actions. Update training as necessary.	SPC, SWCD, P&R, PVC, B&G, WD	As needed	
3.17	MCM3	Email or phone number used for the public to report illicit discharges		Within six (6) months of the EDC	

Minimum Control Measure 4: Construction Site Stormwater Runoff Control

The Construction Site Stormwater Runoff Control MCM consists of BMPs that focus on the reduction of pollutants to the MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of stormwater discharges from construction activities disturbing less than one acre will be considered if it is part of a larger common plan of development or sale that would disturb one acre or more. Information directly from GP-0-24-001 is cited in italics below.

An MS4 must, at a minimum:

1. Applicable Construction Activities/Projects/Sites

a. The construction site stormwater runoff control program must address stormwater runoff to the MS4 from sites with construction activities that:
i. Result in a total land disturbance of greater than or equal to one acre; or
ii. Disturb less than one acre if part of a larger common plan of development or sale.
b. For construction activities where the MS4 Operator is listed as the owner/operator on the Notice of Intent for coverage under the CGP:
i. The MS4 Operator must ensure compliance with the CGP; and
ii. The additional requirements for construction oversight described in Part VI.D.6 through Part VI.D.9 are not required.

2. Public Reporting of Construction Site Complaints

a. Within six (6) months of the EDC, the MS4 Operator must establish and document in the SWMP Plan an email or phone number (with message recording capability) for the public to report complaints related to construction stormwater activity.
b. The MS4 Operator must document reports of construction site complaints in the SWMP Plan with the following information:
i. Date of the report;
ii. Location of the construction site;
iii. Nature of complaint;
iv. Follow up actions taken or needed; and
v. Inspection outcomes and any enforcement taken.

3. Construction Oversight Program

Within one (1) year of the EDC, the MS4 Operator must develop and implement a construction oversight program. The construction oversight program must be documented in the SWMP Plan specifying:
a. The construction oversight procedures including:
i. When the construction site stormwater control program applies (Part VI.D.1.);
ii. What types of construction activity require a SWPPP;
iii. The procedures for submission of SWPPPs;
iv. SWPPP review requirements (Part VI.D.6.)
v. Pre-construction oversight requirements (Part VI.D.7.)
vi. Construction site inspection requirements (Part VI.D.8.);
vii. Construction site close-out requirements (Part VI.D.9.);
viii. Enforcement process/expectations for compliance; and
ix. Other procedures associated with the control of stormwater runoff from applicable construction activities.
b. The training provisions for the MS4 Operator's construction oversight procedures (Part VI.D.3.a.).
i. If new staff are added, training on the MS4 Operator's construction oversight procedures (Part VI.D.3.a.) must be given prior to conducting any construction oversight activities;
ii. For existing staff, training on the MS4 Operator's construction oversight procedures (Part VI.D.3.a.) must be given prior to conducting any construction oversight activities and once every five (5) years, thereafter; and
iii. If the construction oversight procedures (Part VI.D.3.a.) are updated (Part VI.D.3.a.), training on the updates must be given to all staff prior to conducting construction oversight.
c. The names, titles, and contact information for the individuals who have received construction oversight training and update annually;

d. Procedures to ensure those involved in the construction activity itself (e.g., contractor, subcontractor, qualified inspector, SWPPP reviewers) have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity; and

e. Annually, by April 1, the MS4 Operator must:

i. Review and update the construction oversight procedures (Part VI.D.3.a.); and

ii. Document the completion of this requirement in the SWMP Plan.

4. Construction Site Inventory & Inspection Tracking

a. Within six (6) months of the EDC, the MS4 Operator must develop and maintain an inventory of all applicable construction sites (Part VI.D.1.a.) in the SWMP Plan. The following information must be included in the inventory:

i. Location of the construction site;

ii. Owner/operator contact information, if other than the MS4 Operator;

iii. Receiving waterbody name and class (mapped in accordance with Part IV.D.1.e.ii.a));

iv. Receiving waterbody WI/PWL Segment ID (mapped in accordance with Part IV.D.1.e.ii.b));

v. Prioritization (high or low) (Part VI.D.5.);

vi. Construction project SPDES identification number;

vii. SWPPP approval date;

viii. Inspection history, including dates and ratings (satisfactory, marginal, or unsatisfactory, when available); and

ix. Current status of the construction site/project (i.e., active, temporarily shut down, complete24).

b. Annually, the MS4 Operator must update the inventory if construction projects are approved or completed.

5. Construction Site Prioritization

a. Within one (1) year of the EDC, the MS4 Operator must prioritize all construction sites which are included in the construction site inventory (Part VI.D.4.) as follows:

i. High priority construction sites include construction sites:

a) With a direct conveyance (e.g., channel, ditch, storm sewer) to a surface water of the State that is:

i) Listed in Appendix C with silt/sediment, phosphorus, or nitrogen as the POC;

ii) Classified as AA-S, AA, or A (mapped in accordance with Part IV.D.1.e.ii.a)); or

iii) Classified with a trout (T) or trout spawning (TS) designation (mapped in accordance with Part IV.D.1.e.ii.a));

b) With greater than five (5) acres of disturbed earth at any one time;

c) With earth disturbance within one hundred (100) feet of any lake or pond (mapped in accordance with Part IV.D.1.e.ii.b)); and/or

d) Within fifty (50) feet of any rivers or streams (mapped in accordance with Part IV.D.1.e.ii.b));

ii. All other construction sites are considered low priority.

b. Within thirty (30) days of when a construction site becomes active, the MS4 Operator must prioritize those construction sites; and

c. Annually, after the initial prioritization (Part VI.D.5.a.), the MS4 Operator must update the construction site prioritization in the inventory (Part VI.D.4.a.) based on information gathered as part of the construction oversight program (Part VI.D.3.). The completion of this permit requirement must be documented in the SWMP Plan.

i. If the prioritization of the construction site changes priority based on information gathered as part of the construction oversight program, the MS4 Operator must comply with the requirements that apply to that prioritization.

6. SWPPP Review

The MS4 Operator must:

a. Ensure individual(s), responsible for reviewing SWPPPs for acceptance, receive:

i. Four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity. This training must be completed within three (3) years of the EDC and every three (3) years thereafter.

ii. Document the completion of this requirement in the SWMP Plan.

b. Ensure SWPPP reviewers receive this training (Part VI.D.6.a.) prior to conducting SWPPP reviews for acceptance.

i. Individuals without these trainings cannot review SWPPPs for acceptance.

ii. Individuals who meet the definition of a qualified professional or qualified inspector are exempt from this requirement.

c. Ensure individuals responsible for reviewing SWPPPs review all SWPPPs for applicable construction activities (Part VI.D.1.) and for conformance with the requirements of the CGP, including:

i. Erosion and sediment controls must be reviewed for conformance with the NYS E&SC 2016, or equivalent;

ii. Individuals responsible for review of post-construction SMPs must be qualified professionals or under the supervision of a qualified professional; and

iii. Post-construction SMPs must be reviewed for conformance with the NYS SWMDM 2015 or equivalent, including:

a) All post-construction SMPs must meet the sizing criteria contained in the CGP and NYS SWMDM 2015.

b) Deviations from the performance criteria of the NYS SWMDM 2015 must demonstrate that they are equivalent.

c) The SWPPP must include an O&M plan that includes inspection and maintenance schedules and actions to ensure continuous and effective operation of each post-construction SMP. The SWPPP must identify the entity that will be responsible for the long-term operation and maintenance of each practice.

d. In the SWMP Plan, document and update annually the names, titles, and contact information for the individuals who have received the trainings listed in Part VI.D.6.a.

e. In the SWMP Plan, document the SWPPP review including the information found in Part III.B. of the CGP;

f. Prioritize new construction activities (Part VI.D.5.a.); and

g. Notify construction site owner/operators that their SWPPP has been accepted using the MS4 SWPPP Acceptance Form25 created by the Department and required by the CGP, signed in accordance with Part X.J.

7. Pre-Construction Meeting

Prior to commencement of construction activities, the MS4 Operator must ensure a pre-construction meeting is conducted. The date and content of the preconstruction inspection/meeting must be documented in the SWMP Plan. The owner/operator listed on the CGP NOI (if different from the MS4 Operator), the MS4 Operator, contractor(s) responsible for implementing the SWPPP for the construction activity, and the qualified inspector (if required for the construction activity by Part IV.C. the CGP) must attend the meeting in order to:

a. Confirm the approved project has received, or will receive, coverage under the CGP or an individual SPDES permit;

b. Verify contractors and subcontractors selected by the owner/operator of the construction activity have identified at least one individual that has received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District or other endorsed entity as required by the CGP and Part VI.D.3.d; and

c. Review the construction oversight program (Part VI.D.3.) and expectations for compliance.

8. Construction Site Inspections

The MS4 Operator must:

a. Ensure individuals(s), responsible for construction site inspections, receive:
i. Four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity. This training must be complete, within three (3) years of the EDC and every three (3) years thereafter.
ii. Document the completion of this requirement in the SWMP Plan.
b. Ensure all MS4 Construction Site Inspectors receive this training prior to conducting construction site inspections.
i. Individuals without these trainings cannot inspect construction sites.
ii. Individuals who meet the definition of a qualified professional or qualified inspector are exempt from this requirement.
c. Annually inspect all sites with construction activity identified in the inventory (Part VI.D.4.) during active construction after the pre-construction meeting (Part VI.D.7.), or sooner if deficiencies are noted that require attention.
i. Follow up to construction site inspections must confirm corrective actions are completed within timeframes established by the CGP and the MS4 Operator's ERP (Part IV.F.1.).
d. In the SWMP Plan, document and update annually the names, titles, and contact information for the individuals who have received the trainings listed in Part VI.D.8.a.
e. Document all inspections using the Construction Site Inspection Report Form (Appendix D) or an equivalent form containing the same information. The MS4 Operator must include the completed Construction Site Inspection Reports in the SWMP Plan.

9. Construction Site Close-out

a. The MS4 Operator must ensure a final construction site inspection is conducted and documentation of the final construction site inspection must be maintained in the SWMP Plan. The final construction site inspection must be documented using the Construction Site Inspection Report Form (Appendix D), or an equivalent form containing the same information, or accept the construction site owner/operator's qualified inspector final inspection certification required by the CGP.
b. The Notice of Termination (NOT)27 must be signed by the MS4 Operator as required by the CGP for projects determined to be complete. The NOT must be signed in accordance with Part X.J.

The table below depicts the BMPs that the Town currently performs or plans to perform for MCM 4, the responsible parties and any applicable deadlines.

Task	MCM 4	Construction Site Stormwater Runoff Control	Responsible Party	Timeline	Date of Completion/ Occurrence
4.01	MCM4	For any land development projects performed within the Town that anticipates exceeding one acre of land disturbance, the owner shall prepare an appropriate Stormwater Management Pollution Prevention Plan (SWPPP). This SWPPP must conform to all requirements and guidelines of the NYS SPDES General Permit Requirements. All SWPPPs will be reviewed by the contracted Town Engineer and Town Planning Board.	Town Engineer, Town Planning Board	As needed	
4.02	MCM4	Encourage developers/contractors to include the feasibility of Low Impact Development/ Better Site Design/ Green Infrastructure principles in the development of SWPPP.	Town Engineer, Town Planning Board	As needed	

4.03	MCM4	Ensure that all contractors working on such development projects are informed and knowledgeable of the SWPPP, and that each contractor sign a "Contractor's Certification Statement" acknowledging such.	CEO	As needed	
4.04	MCM4	Ensure that all individuals responsible for reviewing SWPPPs for acceptance receive four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity, prior to conducting SWPPP reviews/ or approvals and that all individuals are in possession of ID cards or certificates noting such training has been obtained.	CEO	Once every three (3) years	
4.05	MCM4	Ensure that all individuals responsible for construction site inspections for the Town receive four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water District, or other Department endorsed entity, prior to conducting construction site inspections and that all individuals are in possession of ID cards or certificates noting such training has been obtained.	CEO	Within three (3) years of the EDC	
4.06	MCM4	Ensure that all subcontractors on such development have obtained the 4-hour contractor Erosion and Sediment Control Training and are in possession of ID cards, noting such training has been obtained.	CEO	As needed	
4.07	MCM4	Keep updated records of all construction projects in the Town.	CEO	As needed	
4.08	MCM4	Perform weekly inspections of all construction sites by a Professional Engineer or a Certified Professional in Erosion and Sediment Control. Utilize the NYS DEC Region 5 inspection checklist for these inspections. Keep all inspection records on file in the Town offices.	CEO	As needed	
4.09	MCM4	Any public complaints regarding erosion and sediment control or stormwater runoff concerns from such development shall be directed to the Town CEO for review. The CEO will review the issue and ensure that all provisions of the approved SWPPP are in compliance.	CEO	As needed	
4.10	MCM4	The Town will issue Notices of Violations and Stop Work Orders to any construction site that does not follow the proper stormwater runoff management procedures.	CEO	As needed	
4.11	MCM4	Keep apprised of all new provisions of the SPDES General Stormwater Permit, and outreach this information to the appropriate parties at the Town.	SPC	As needed	
4.12	MCM4	Email, phone number or warrenswcd.org/municipal-separate-storm-sewer-system-ms4 used for the public to report complaints related to construction stormwater activity		Within six (6) months of the EDC	

Minimum Measure 5: Post-Construction Stormwater Management

The Post-Construction Stormwater Management MCM consists of BMPs that focus on the prevention or minimization of water quality impacts from both new and re-development projects that disturb one acre or more. This includes projects less than one acre that are part of a larger common plan of development or sale that discharge into the MS4. Information directly from GP-0-24-001 is cited in italics below.

An MS4 must, at a minimum:

1. Applicable Post-Construction SMPs

The post-construction SMP program must address stormwater runoff to the MS4 from publicly owned/operated and privately owned/operated post-construction SMPs that meet the following:

a. Post-construction SMPs that have been installed as part of any CGP covered construction site or individual SPDES permit (since March 10, 2003); and

b. All new post-construction SMPs constructed as part of the construction site stormwater runoff control program (Part VI.D.).

2. Post-Construction SMP Inventory & Inspection Tracking28

a. The MS4 Operators continuing coverage must:

i. Maintain the inventory from previous iterations of this SPDES general permit for post-construction SMPs installed after March 10, 2003; and

ii. Develop the inventory for post-construction SMPs installed after March 10, 2003 including post-construction SMPs:

a) As they are approved or discovered; or

b) After the owner/operator of the construction activity has filed the NOT with the Department (Part VI.D.9.b.).

b. The newly designated MS4 Operators must develop and maintain the inventory for post-construction SMPs installed after March 10, 2003 including post-construction SMPs:

i. As they are approved or discovered; or

ii. After the owner/operator of the construction activity has filed the NOT with the Department (Part VI.D.9.b.).

c. Annually, the MS4 Operator must update the inventory of post-construction SMPs to include the post construction SMPs in Part VI.E.2.a. and Part VI.E.2.b.

d. Within five (5) years of the EDC, the following information must be included in the inventory either by using the MS4 Operator maintenance records or by verification of maintenance records provided by the owner of the postconstruction SMP:

i. Street address or tax parcel;

ii. Type;29

iii. Receiving waterbody name and class (mapped in accordance with Part IV.D.1.e.ii.a));

iv. Receiving waterbody WI/PWL Segment ID (mapped in accordance with Part IV.D.1.e.ii.b));

v. Date of installation (if available) or discovery;

vi. Ownership;

vii. Responsible party for maintenance;

viii. Contact information for party responsible for maintenance;

ix. Location of documentation depicting O&M requirements and legal agreements for post-construction SMP;
x. Frequency for inspection of post-construction SMP, as specified in the New York State Department of Environmental Conservation Maintenance Guidance: Stormwater Management Practices, March 31, 2017 (NYS DEC Maintenance Guidance 2017) or as specified in the O&M plan contained in the approved SWPPP (Part VI.D.6.);
xi. Reason for installation (e.g., new development, redevelopment, retrofit, flood control), if known;
xii. Date of last inspection;
xiii. Inspection results; and
xiv. Any corrective actions identified and completed.
e. MS4 Operators must document the inventory of post-construction SMPs in the SWMP Plan.

3. SWPPP Review

For post-construction SMP SWPPP review requirements, see Part VI.D.6.

4. Post-Construction SMP Inspection & Maintenance Program

Within one (1) year of the EDC, the MS4 Operator must develop and implement a post-construction SMP inspection and maintenance program. The postconstruction SMP inspection and maintenance program must be documented in the SWMP Plan specifying:
a. The post-construction SMP inspection and maintenance procedures including:
i. Provisions to ensure that each post-construction SMP identified in the post-construction SMP inventory (Part VI.E.2.) is inspected at the frequency specified in the NYS DEC Maintenance Guidance 2017 or as
specified in the O&M plan contained in the approved SWPPP (Part VI.D.6.), if available;
a) The MS4 Operator can only accept Level 1 inspections (NYS DEC Maintenance Guidance 2017) by private owners inspecting postconstruction SMPs.
ii. Documentation of post-construction SMP inspections using the Post-Construction SMP Inspection Checklist30 or an equivalent form containing the same information. The MS4 Operator must include the completed post-construction SMP inspections (i.e., the completed Post-Construction SMP Inspection Checklist) in the SWMP Plan;
iii. Provisions to initiate follow-up actions (i.e., maintenance, repair, or higher level inspection) within thirty (30) days of post-construction SMP inspection; and
iv. Provisions to initiate enforcement within sixty (60) days of the inspection if follow-up actions are not complete.
b. The training provisions for the MS4 Operator's post-construction SMP inspection and maintenance procedures (Part VI.E.4.a.).
i. If new staff are added, training on the MS4 Operator's post-construction SMP inspection and maintenance procedures (Part VI.E.4.a.) and procedures outlined in the Department endorsed program must be given
prior to conducting any post-construction SMP inspection and maintenance;
ii. For existing staff, training on the MS4 Operator's post-construction SMP inspection and maintenance procedures (Part VI.E.4.a.) and procedures outlined in the Department endorsed program must be given prior to
conducting any post-construction SMP inspection and maintenance and once every five (5) years, thereafter; and
iii. If the post-construction SMP inspection and maintenance procedures (Part VI.E.4.a.) are updated (Part VI.E.4.d.), training on the updates must be given to all staff prior to conducting post-construction SMP inspection and maintenance.

c. The names, titles, and contact information for the individuals who have received post-construction SMP inspection and maintenance procedures training and update annually; and
d. Annually, by April 1, the MS4 Operator must:
i. Review and update the post-construction SMP inspection and maintenance procedures (Part VI.E.4.a.); and
ii. Document the completion of this requirement in the SWMP Plan.

The table below depicts the BMPs that the Town currently performs or plans to perform for MCM 5, the responsible parties and any applicable deadlines.

Task	MCM 5	Post-Construction Stormwater Management	Responsible Party	Timeline	Date of Completion/ Occurrence
5.01	MCM5	Develop a Post-Construction Plan for the Town that includes protocols for the inventory, inspection, and maintenance of post-construction stormwater activities on private and municipal construction projects.	CEO, Town Engineer, Town Planning Board	Continuously	
5.02	MCM5	Encourage that developers include the feasibility of Low Impact Development/ Better Site Design/ Green Infrastructure principles in the development of SWPPP Operation and Maintenance manual.	Town Planning Board, Town engineer	Continuously	
5.03	MCM5	Maintain an updated inventory of all post-construction stormwater management practices.	CEO	As needed	
5.04	MCM5	Prioritize all post-construction stormwater management practices and develop an inspection schedule for each project based upon the Operation and Maintenance manual developed during the SWPPP process. Update as necessary. High priority projects, as deemed by the Town, shall have their post-construction stormwater practices inspected a minimum of 2 times per year. Medium priority projects, as deemed by the Town, shall have their post-construction stormwater practices inspected a minimum of once per year. Low priority projects, as deemed by the Town, shall have their post-construction stormwater practices inspected at a minimum of every other year.	CEO	Annually	
5.05	MCM5	Inform the owner of any un-maintained post-construction stormwater practices and if necessary, issue warnings/ citations to ensure that all post-construction management practices are properly maintained.	CEO	As needed	
5.06	MCM5	Maintain or cause to maintain all post-construction management practices that the Town has contracted to manage.	HD	As needed	

5.07	MCM5	Attend trainings on Low Impact Development, Better Site Design and other Green Infrastructure principles.	CEO, Town Planning Board, Town Engineer	As available	

Minimum Measure 6: Pollution Prevention and Good Housekeeping

The Pollution Prevention and Good Housekeeping MCM consists of BMPs that focus on training and on the prevention or reduction of pollutant runoff from municipal operations. Information directly from GP-0-24-001 is cited in italics below.

An MS4 must, at a minimum:

1. Best Management Practices (BMPs) for Municipal Facilities & Operations

Within three (3) years of the EDC, the MS4 Operator must incorporate best management practices (BMPs) into the municipal facility program and municipal operations program to minimize the discharge of pollutants associated with municipal facilities and municipal operations, respectively. The BMPs to be considered are as follows and must be documented in the SWMP Plan:

a. Minimize Exposure

i. Exposure of materials to rain, snow, snowmelt, and runoff must be minimized, unless not technologically possible or not economically practicable and achievable in light of best industry practices, including areas used for loading and unloading, storage, disposal, cleaning, maintenance, and fueling operations, with the following BMPs:

a) Locate materials and activities inside or protect them with storm resistant coverings;

b) Use grading, berming, or curbing to prevent runoff of contaminated flows and divert run-on away from these areas;

c) Locate materials, equipment, and activities so leaks and spills are contained in existing containment and diversion systems;

d) Clean up spills and leaks promptly using dry methods (e.g., absorbents) to prevent the discharge of pollutants;

e) Store leaky vehicles and equipment indoors or, if stored outdoors, use drip pans and absorbents;

f) Use spill/overflow protection equipment;

g) Perform all vehicle and/or equipment cleaning operations indoors, under cover, or in bermed areas that prevent runoff and run-on and also captures any overspray;

h) Drain fluids, indoors or under cover, from equipment and vehicles that will be decommissioned, and, for any equipment and vehicles that will remain unused for extended periods of time, inspect at least monthly for leaks; and/or

i) Minimize exposure of chemicals by replacing with a less toxic alternative (e.g., use non-hazardous cleaners).

ii. No Exposure Certification for High Priority Municipal Facilities

a) Municipal facilities may qualify for No Exposure Certification (Appendix

D) when all activities and materials are completely sheltered from exposure to rain, snow, snowmelt and/or runoff.

b) High priority municipal facilities (Part VI.F.2.c.i.a)) with uncovered parking areas for vehicles awaiting maintenance may be considered a low priority municipal facility (Part VI.F.2.c.i.c)) if only routine maintenance is performed inside and all other no exposure criteria are met.
c) Municipal facilities accepting or repairing disabled vehicles and/or vehicles that have been involved in accidents are not eligible for the No Exposure Certification.
d) Municipal facilities must maintain the No Exposure Certification and document in the SWMP Plan. The No Exposure Certification ceases to apply when activities or materials become exposed.
b. Follow a Preventive Maintenance Program
i. Implement a preventative maintenance program that includes routine inspection, testing, maintenance, and repair of all fueling areas, vehicles and equipment and systems to prevent leaks, spills and other releases. This includes:
a) Performing inspections and preventive maintenance of stormwater drainage, source controls, treatment systems, and plant equipment and systems;
b) Maintaining non-structural BMPs (e.g., keep spill response supplies available, personnel appropriately trained, containment measures, covering fuel areas); and
c) Ensure vehicle washwater is not discharged to the MS4 or to surface waters of the State. Wash equipment/vehicles in a designated and/or covered area where washwater is collected to be recycled or
discharged to the sanitary sewer (Part I.B.2.d.).
ii. Routine maintenance must be performed to ensure BMPs are operating properly.
iii. When a BMP is not functioning to its designed effectiveness and needs repair or replacement:
a) Maintenance must be performed before the next anticipated storm event, or as necessary to maintain the continued effectiveness of stormwater controls. If maintenance prior to the next anticipated storm event is impracticable, maintenance must be scheduled and accomplished as soon as practicable; and
b) Interim measures must be taken to prevent or minimize the discharge of pollutants until the final repair or replacement is implemented, including cleaning up any contaminated surfaces so that the material will not be discharged during subsequent storm events.
c. Spill Prevention and Response Procedures
i. Minimize the potential for leaks, spills and other releases that may be exposed to stormwater and develop plans for effective response to such spills if or when they occur. At a minimum, the MS4 Operator must:
a) Store materials in appropriate containers;
b) Label containers (e.g., "Used Oil," "Spent Solvents," "Fertilizers and Pesticides") that could be susceptible to spillage or leakage to encourage proper handling and facilitate rapid response if spills or leaks occur;
c) Implement procedures for material storage and handling, including the use of secondary containment and barriers between material storage and traffic areas, or a similarly effective means designed to prevent the
discharge of pollutants from these areas;
d) Develop procedures for stopping, containing, and cleaning up leaks, spills, and other releases. As appropriate, execute such procedures as soon as possible;
e) Keep spill kits on-site, located near areas where spills may occur or where a rapid response can be made;

f) Develop procedures for notification of the appropriate facility personnel, emergency response agencies, and regulatory agencies when a leak, spill, or other release occurs. If possible, one of these individuals should be a member of the stormwater pollution prevention team (Part VI.F.2.d.i.a)). Any spills must be reported in accordance with 6 NYCRR 750-2.7; and

g) Following any spill or release, the MS4 Operator must evaluate the adequacy of the BMPs identified in the municipal facility specific SWPPP. If the BMPs are inadequate, the SWPPP must be updated to identify new BMPs that will prevent reoccurrence and improve the emergency response to such releases.

ii. Measures for cleaning up spills or leaks must be consistent with applicable petroleum bulk storage, chemical bulk storage, or hazardous waste management regulations at 6 NYCRR Parts 596-599, 613 and 370-373.

iii. This SPDES general permit does not relieve the MS4 Operator of any reporting or other requirements related to spills or other releases of petroleum or hazardous substances. Any spill of a hazardous substance must be reported in accordance with 6 NYCRR 597.4. Any spill of petroleum must be reported in accordance with 6 NYCRR 613.6 or 17 NYCRR 32.3.

d. Erosion and Sediment Controls31

i. Stabilize exposed areas and control runoff using structural and/or nonstructural controls to minimize onsite erosion and sedimentation.

ii. The MS4 Operator must consider:

a) Structural and/or non-structural controls found in the NYS E&SC 2016;

b) Areas that, due to topography, land disturbance (e.g., construction), or other factors, have potential for significant soil erosion;

c) Whether structural, vegetative, and/or stabilization BMPs are needed to limit erosion;

d) Whether velocity dissipation devices (or equivalent measures) are needed at discharge locations and along the length of any channel to provide a non-erosive flow velocity from the structure to a water course; and

e) Address erosion or areas with poor vegetative cover, especially if the erosion is within fifty (50) feet of a surface water of the State.

e. Manage Vegetated Areas and Open Space on Municipal Property

i. Maintain vegetated areas on MS4 Operator owned/operated property and right of ways:

a) Specify proper use, storage, and disposal of pesticides, herbicides, and fertilizers including minimizing the use of these products and using only in accordance manufacturer's instruction;

b) Use lawn maintenance and landscaping practices that are protective of water quality. Protective practices include: reduced mowing frequencies; proper disposal of lawn clippings; and use of alternative landscaping materials (e.g., drought resistant planting);

c) Place pet waste disposal containers and signage concerning the proper collection and disposal of pet waste at all parks and open space where pets are permitted; and

d) Address waterfowl congregation areas where needed to reduce waterfowl droppings from entering the MS4.

f. Salt Storage Piles or Pile Containing Salt Enclose or cover storage piles of salt, or piles containing salt, used for deicing or maintenance of paved surfaces, except during loading, unloading, and handling. Implement appropriate measures (e.g., good housekeeping, routine sweeping, diversions, containment) to minimize exposure resulting from adding to or removing materials from the pile.

g. Waste, Garbage, and Floatable Debris

i. Keep all dumpster lids closed when not in use. For dumpsters and roll off boxes that do not have lids and could leak, ensure that discharges have a control (e.g., secondary containment, treatment); and

ii. Keep exposed areas free of waste, garbage, and debris or intercept them before they are discharged:

a) Manage trash containers at parks and open space (scheduled cleanings; sufficient number);

b) Pick up trash and debris on MS4 Operator owned/operated property and rights of way; and

c) Clean out catch basins within the appropriate timeframes (Part VI.F.3.c.iii.).

h. Alternative Implementation Options When alternative implementation options (Part IV.A.1.) are utilized, require the parties performing municipal operations as contracted services, including but not limited to street sweeping, snow removal, and lawn/grounds care, to meet permit requirements as the requirements apply to the activity performed.

2. Municipal Facilities

a. Municipal Facility Program

Within three (3) years of the EDC, the MS4 Operator must develop and implement a municipal facility program. The municipal facility program must be documented in the SWMP Plan specifying:

i. The municipal facility procedures including:

a) The BMPs (Part VI.F.1.) incorporated into the municipal facility program;

b) The high priority municipal facility requirements (Part VI.F.2.d.) as applied to the specific municipal facility; and

c) The low priority municipal facility requirements (Part VI.F.2.e.) as applied to the specific municipal facility.

ii. The training provisions for the MS4 Operator's municipal facility procedures (Part VI.F.2.a.i.).

a) If new staff are added, training on the MS4 Operator's municipal facility procedures (Part VI.F.2.a.i.) must be given prior to conducting municipal facility procedures;

b) For existing staff, training on the MS4 Operator's municipal facility procedures (Part VI.F.2.a.i.) must be given prior to conducting municipal facility procedures and once every five (5) years, thereafter; and

c) If the municipal facility procedures (Part VI.F.2.a.i.) are updated (Part VI.F.2.a.iv.), training on the updates must be given to all staff prior to conducting municipal facility procedures.

iii. The names, titles, and contact information for the individuals who have received municipal facility training and update annually; and

iv. Annually, by April 1, the MS4 Operator must:

a) Review and update the municipal facility procedures (Part VI.F.2.a.i.); and

b) Document the completion of this requirement in the SWMP Plan.

b. Municipal Facility Inventory

i. Within two (2) years of the EDC, the MS4 Operator must develop and maintain an inventory of all municipal facilities in the SWMP Plan. The following information must be included in the inventory:

a) Name of municipal facility;

b) Street address;

c) Type of municipal facility;
d) Prioritization (high or low) (Part VI.F.2.c.);
e) Receiving waterbody name and class (mapped in accordance with Part IV.D.1.e.ii.a)) ;
f) Receiving waterbody WI/PWL Segment ID (mapped in accordance with Part IV.D.1.e.ii.b));
g) Contact information;
h) Responsible department;
i) Location of SWPPP (if high priority; when completed);
j) Type of activities present on site;
k) Size of facility (acres);
l) Date of last assessment;
m) BMPs identified; and
n) Projected date of next comprehensive site assessment (Part VI.F.2.d.ii.c) or Part VI.F.2.e.ii.c), depending on the municipal facility prioritization (Part VI.F.2.c.)).
ii. Annually, the MS4 Operator must update the inventory if new municipal facilities are added.
c. Municipal Facility Prioritization
i. Within three (3) years of the EDC, the MS4 Operator must prioritize all known municipal facilities as follows:
a) High priority municipal facilities include municipal facilities that have one or more of the following on site and exposed to stormwater:
i) Storage of chemicals, salt, petroleum, pesticides, fertilizers, antifreeze, lead-acid batteries, tires, waste/debris;
ii) Fueling stations; and/or
iii) Vehicle or equipment maintenance/repair.
b) Low priority municipal facilities include any municipal facilities that do not meet the criteria for a high priority (Part VI.F.2.c.i.a)) municipal facility.
c) High priority municipal facilities (Part IV.F.2.c.i.a)) which qualify for a No Exposure Certification (Part VI.F.1.a.ii.) are low priority municipal facilities.
ii. Within thirty (30) days of when a municipal facility is added to the inventory, the MS4 Operator must prioritize those municipal facilities; and
iii. Annually, after the initial prioritization (Part VI.F.2.c.i.), the MS4 Operator must update the municipal facility prioritization in the inventory (Part VI.F.2.b.i.) based on information gathered as part of the municipal facility
program (Part VI.F.2.a.), including cases where a No Exposure Certification (Part VI.F.1.a.ii.) ceases to apply. The completion of this permit requirement must be documented in the SWMP Plan.
d. High Priority Municipal Facility Requirements
i. Municipal Facility Specific SWPPP
Within five (5) years of the EDC, MS4 Operators must develop and implement a municipal facility specific SWPPP for each high priority municipal facility (Part VI.F.2.c.i.a)) and retain a copy of the municipal facility specific SWPPP on site of the respective municipal facility. The SWPPP must contain:

a) Stormwater Pollution Prevention Team The municipal facility specific SWPPP must identify the individuals (by name and/or title) and their role/responsibilities in developing, implementing, maintaining, and revising the municipal facility specific SWPPP. The activities and responsibilities of the team must address all aspects of the municipal facility specific SWPPP.

b) General Site Description

A written description of the nature of the activities occurring at the municipal facility with a potential to discharge pollutants, type of pollutants expected, and location of key features as detailed in the site map (Part VI.F.2.d.i.e)).

c) Summary of potential pollutant sources

The municipal facility specific SWPPP must identify each area at the municipal facility where materials or activities are exposed to stormwater or from which authorized non-stormwater discharges (Part I.A.3.) originate, including any potential pollutant sources for which the municipal facility has reporting requirements under the Emergency Planning and Community Right-To-Know Act (EPCRA), Section 313.

i) Materials or activities include: machinery; raw materials; intermediate products; byproducts; final products or waste products; and, material handling activities which includes storage, loading and unloading, transportation or conveyance of any raw material, intermediate product, final product or waste product.

ii) For each separate area identified, the description must include:

Activities - A list of the activities occurring in the area (e.g., material storage, equipment fueling and cleaning);

Pollutants - A list of the associated pollutant(s) for each activity. The pollutant(s) list must include all materials that are exposed to stormwater; and

Potential for presence in stormwater - For each area of the municipal facility that generates stormwater discharges, a prediction of the direction of flow, and the likelihood of the activity to contaminate the stormwater discharge. Factors to consider include the toxicity of chemicals, quantity of chemicals used, produced or discharged, the likelihood of contact with stormwater; and history of leaks or spills of toxic or hazardous pollutants.

d) Spills and Releases

For areas that are exposed to precipitation or that otherwise drain to a stormwater conveyance to be covered under this SPDES general permit, the municipal facility specific SWPPP must include a list of spills or releases34 of petroleum and hazardous substances or other pollutants, including unauthorized non-stormwater discharges, that may adversely affect water quality that occurred during the last three-year period. The list must be updated when spills or releases occur.

e) Site Map

The municipal facility specific SWPPP must include a site map identifying the following, as applicable:

i) Property boundaries and size in acres;

ii) Location and extent of significant structures (including materials shelters), and impervious surfaces;

iii) Monitoring locations (mapped in accordance with Part IV.D.2.a.i.) with its approximate sewershed. Each monitoring location must be labeled with the monitoring location identification;

iv) Location of all post-construction SMPs (mapped in accordance with Part IV.D.2.a.iv.) and MS4 infrastructure (mapped in accordance with Part IV.D.2.b.i.);

v) Locations of discharges authorized under other SPDES permits;

vi) Locations where potential spills or releases can contribute to pollutants in stormwater discharges and their accompanying drainage points;

vii) Locations of haul and access roads;
viii)Rail cars and tracks;
ix) Arrows showing direction of stormwater flow;
x) Location of all receiving waters in the immediate vicinity of the municipal facility, indicating if any of the waters are impaired and, if so, whether the waters have TMDLs established for them (mapped in accordance with Part IV.D.1.e.ii.);
xi) Locations where stormwater flows have significant potential to cause erosion;
xii) Location and source of run-on from adjacent property containing significant quantities of pollutants and/or volume of concern to the municipal facility; and
xiii) Locations of the following areas where such areas are exposed to precipitation or stormwater:
(a) Fueling stations;
(b) Vehicle and equipment maintenance and/or cleaning areas;
(c) Loading/unloading areas;
(d) Locations used for the treatment, storage or disposal of wastes;
(e) Liquid storage tanks;
(f) Processing and storage areas;
(g) Locations where significant materials, fuel or chemicals are stored and transferred;
(h) Locations where vehicles and/or machinery are stored when not in use
(i) Transfer areas for substances in bulk;
(j) Location and description of non-stormwater discharges (Part I.A.3.);
(k) Locations where spills35 or leaks have occurred; and
(l) Locations of all existing structural BMPs.
f) Stormwater Best Management Practices (BMPs)
The municipal facility specific SWPPP must document the location and type of BMPs implemented at the municipal facility (Part VI.F.1.). The municipal facility specific SWPPP must describe how each BMP is being implemented for all the potential pollutant sources.
g) Municipal facility assessments
The municipal facility specific SWPPP must include a schedule for completing and recording results of routine and comprehensive site assessments (Part VI.F.2.d.ii.c)).
ii. Municipal Facility Assessments
a) Wet Weather Visual Monitoring
i) Once every five (5) years, the MS4 Operator must conduct wet weather visual monitoring of the monitoring locations (Part VI.C.1.b.) and other sites of stormwater leaving the site that are discharging stormwater from fueling areas, storage areas, vehicle and equipment maintenance/fueling areas, material handling areas
and similar potential pollutant generating areas (Part VI.F.2.d.i.e)xiii)).

(a) All samples must be collected from discharges resulting from a qualifying storm event. The storm event must be documented using the Storm Event Data Form (Appendix D) and kept with the municipal facility specific SWPPP. The sample must be taken during the first thirty (30) minutes (or as soon as practical, but not to exceed one hour) of the discharge at the monitoring location.
(b) No analytical tests are required to be performed on the samples for the purpose of meeting the visual monitoring requirements.
(c) The visual examination must document observations of color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and any other obvious indicators of stormwater pollution.
(d) The visual examination of the sample must be conducted in a well-lit area.
(e) Where practicable, the same individual should carry out the collection and examination of discharges for the entire permit term for consistency.
(f) The MS4 Operator must document the visual examination using
the Visual Monitoring Form (Appendix D) and keep it with the municipal facility specific SWPPP to record:
(i) Monitoring location ID;
(ii) Examination date and time;
(iii) Personnel conducting the examination;
(iv) Nature of the discharge (runoff or snowmelt);
(v) Visual quality of the stormwater discharge including observations of color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and other obvious indicators of stormwater pollution; and
(vi) Probable sources of any observed stormwater contamination.
(vii) Corrective and follow up actions – If the visual examination indicates the presence of color, odor, floating solids, settled solids, suspended solids, foam, oil sheen, or other indicators of stormwater pollution, the MS4 Operator must, at minimum, complete and document the following actions:
(1) Evaluate the facility for potential sources;
(2) Remedy the problems identified;
(3) Revise the municipal facility specific SWPPP; and
(4) Perform an additional visual inspection during the first qualifying storm event following implementation of the corrective action. If the first qualifying storm event does not occur until the next visual monitoring period, this follow up action may be used as the next visual inspection.
b) The monitoring locations inspection and sampling program must be implemented at the municipal facility (Part VI.C.1.e.).
c) Comprehensive Site Assessments
i) Once every five (5) years following the most recent assessment, the MS4 Operator must complete a comprehensive site assessment for each high priority municipal facility as identified in the inventory (Part VI.F.2.b.) using the Municipal Facility Assessment Form (Appendix D) or an equivalent form containing the same information, and document in the municipal facility specific SWPPP and SWMP Plan that:
(a) The municipal facility is in compliance with the terms and conditions of this SPDES general permit;
(b) Deficiencies were identified and all reasonable steps will be taken to minimize any discharge in violation of the permit, which has a reasonable likelihood of adversely affecting human health or the environment;

(i) Within twenty-four (24) hours, the MS4 Operator must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is implemented; or

(c) Deficiencies were identified and all reasonable steps will be taken to minimize any discharge in violation of the permit, which does not have a reasonable likelihood of adversely affecting

human health or the environment;

(i) Within seven (7) days, the MS4 Operator must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is implemented.

e. Low Priority Municipal Facility Requirements

i. The MS4 Operator must identify procedures outlining BMPs for the types of activities that occur at the low priority municipal facilities as described in Part VI.F.1. A municipal facility specific SWPPP is not required.

ii. Municipal Facility Assessments

a) Low priority municipal facilities are not required to conduct wet weather visual monitoring.

b) The monitoring locations inspection and sampling program must be implemented at the municipal facility (Part VI.C.1.e.).

c) Comprehensive Site Assessments

i) Once every five (5) years following the most recent assessment, the MS4 Operator must complete a comprehensive site assessment for each low priority municipal facility as identified in the inventory (Part VI.F.2.b.) using the Municipal Facility Assessment Form (Appendix D) or an equivalent form containing the same information, and document in the SWMP Plan that:

(a) The municipal facility is in compliance with the terms and conditions of this SPDES general permit;

(b) Deficiencies were identified and all reasonable steps will be taken to minimize any discharge in violation of the permit, which has a reasonable likelihood of adversely affecting human health or the environment;

(i) Within twenty-four (24) hours, the MS4 Operator must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is implemented; or

(c) Deficiencies were identified and all reasonable steps will be to minimize any discharge in violation of the permit, which does not have a reasonable likelihood of adversely affecting human health or the environment;

(i) Within seven (7) days, the MS4 Operator must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is implemented.

3. Municipal Operations & Maintenance

Municipal Operations Program

Municipal operations are: street and bridge maintenance; winter road maintenance; MS4 maintenance; open space maintenance; solid waste management; new construction and land disturbances; right-of-way maintenance; marine operations; or hydrologic habitat modification.

Within three (3) years of the EDC, the MS4 Operator must develop and implement a municipal operations program. The municipal operations program must be documented in the SWMP Plan specifying:

The municipal operations procedures including:

a) The BMPs (Part VI.F.1.) incorporated into the municipal operations program;
b) The municipal operations corrective actions requirements (Part VI.F.3.b.);
c) Catch basin inspection and maintenance requirements (Part VI.F.3.c.);
d) Roads, bridges, parking lots, and right of way maintenance requirements (Part VI.F.3.d.); and
e) All other municipal operations maintenance requirements.
ii. The training provisions for the MS4 Operator's municipal operations procedures (Part VI.F.3.a.i.).
a) If new staff are added, training on the MS4 Operator's municipal operations procedures (Part VI.F.3.a.i.) must be given prior to conducting municipal operations procedures;
b) For existing staff, training on the MS4 Operator's municipal operations procedures (Part VI.F.3.a.i.) must be given prior to conducting municipal operations procedures and once every five (5) years, thereafter; and
c) If the municipal operations procedures (Part VI.F.3.a.i.) are updated (Part VI.F.3.a.iv.), training on the updates must be given to all staff prior to conducting municipal operations procedures.
iii. The names, titles, and contact information for the individuals who have received municipal operations training and update annually; and
iv. Annually, by April 1, the MS4 Operator must:
a) Review and update the municipal operations procedures (Part VI.F.3.a.i.); and
c) Document the completion of this requirement in the SWMP Plan.
Municipal Operations Corrective Actions
i. For municipal operations, MS4 Operators must either:
a) Ensure compliance with the terms and conditions of this SPDES general permit; or
b) Implement corrective actions according to the following schedule and, after implementation, ensure the operations are in compliance with the terms and conditions of this SPDES general permit:
i) Within twenty-four (24) hours of discovery for situations that have a reasonable likelihood of adversely affecting human health or the environment;
ii) Initiated within seven (7) days of inspection and completed within thirty (30) days of inspection for situations that do not have a reasonable likelihood of adversely affecting human health or the environment; and
iii) For corrective actions that require special funding or construction that will take longer than thirty (30) days to complete, a schedule must be prepared that specifies interim milestones that will ensure compliance in the shortest reasonable time.
Catch Basin Inspection and Maintenance
Within three (3) years of the EDC, the MS4 Operator must:
i. Identify when catch basin inspection is needed with consideration for:
a) Areas with construction activities (mapped in accordance with Part IV.D.2.a.iii.);
b) Residential, commercial, and industrial areas (mapped in accordance with Part IV.D.1.d.iii.);
c) Recurring or history of issues; or
d) Confirmed citizen complaints on three or more separate occasions in the last twelve (12) months.

ii. Inventory catch basin inspection information including:
a) Date of inspection;
b) Approximate level of trash, sediment, and/or debris captured at time of clean-out (no trash, sediment, and/or debris, <50% of the depth of the sump, >50% of the depth of the sump);
c) Depth of structure;
d) Depth of sump; and
e) Date of clean out, if applicable (Part VI.F.3.c.iii.).
iii. Based on inspection results, clean out catch basins within the following timeframes:
a) Within six (6) months after the catch basin inspection, catch basins which had trash, sediment, and/or debris exceeding 50% of the depth of the sump as a result of a catch basin inspection must be cleaned out;
b) Within one (1) year after the catch basin inspection, catch basins which had trash, sediment, and/or debris at less than 50% of the depth of the sump as a result of a catch basin inspection must be cleaned out; and
c) MS4 Operators are not required to clean out catch basins if the catch basins are operating properly and:
i. There is no trash, sediment, and/or debris in the catch basin; or
ii. The sump depth of the catch basin is less than or equal to two (2) feet.
iv. Properly manage (handling and disposal) materials removed from catch basins during clean out so that:
a) Water removed during the catch basin cleaning process will not reenter the MS4 or surface waters of the State;
b) Material removed from catch basins is disposed of in accordance with any applicable environmental laws and regulations; and
c) Material removed during the catch basin cleaning process will not reenter the MS4 or surface waters of the State.
v. Determine if there are signs/evidence of illicit discharges and procedures for referral/follow-up if illicit discharges are encountered.
d. Roads, Bridges, Parking Lots, & Right of Way Maintenance
i. Sweeping
Within six (6) months of the EDC, the MS4 Operator must develop and implement procedures for sweeping and/or cleaning municipal streets, bridges, parking lots, and right of ways owned/operated by the MS4 Operator. The procedures and completion of permit requirements must be documented in the SWMP Plan specifying:
a) All roads, bridges, parking lots, and right of ways must be swept and/or cleaned once every five (5) years in the spring (following winter activities such as sanding). This requirement is not applicable to:
i) Uncurbed roads with no catch basins;
ii) High-speed limited access highways; or
iii) Roads defined as interstates, freeways and expressways, or arterials by the United States Department of Transportation, Federal Highway Administration, Highway Functional Classification Concepts, Criteria and Procedures, 2013.
b) Annually, from April 1 through October 31, roads in business and commercial areas must be swept. This requirement is not applicable to:
i) Uncurbed roads with no catch basins;

ii) High-speed limited access highways; or
iii) Roads defined as interstates, freeways and expressways, or arterials by the USDOT 2013.
ii. Maintenance
Within five (5) years of the EDC, in addition to the BMPs (Part VI.F.1.), the MS4 Operator must implement the following provisions:
a) Pave, mark, and seal in dry conditions;
b) Stage road operations and maintenance activity (e.g., patching, potholes) to reduce the potential discharge of pollutants to the MS4 or surface waters of the State;
c) Restrict the use of herbicides/pesticide application to roadside vegetation; and
d) Contain pollutants associated with bridge maintenance activities (e.g., paint chips, dust, cleaning products, other debris).
iii. Winter Road Maintenance
Within five (5) years of the EDC, in addition to the BMPs (Part VI.F.1.), the MS4 Operator must implement the following provisions:
a) Routinely calibrate equipment to control salt/sand application rates; and
b) Ensure that routine snow disposal activities comply with the Division of Water Technical and Operation Guidance Series 5.1.11, Snow Disposal.

The table below depicts the BMPs that the Town currently performs or plans to perform for MCM 6, the responsible parties and any applicable deadlines.

Task	MCM 6	Pollution Prevention and Good Housekeeping	Responsible Party	Timeline	Date of Completion/ Occurrence
6.01	MCM6	Develop an inventory of municipal facilities.	SPC, TD, SWCD	Within two (2) years of the EDC	
6.02	MCM6	Incorporate best management practices (BMPs) into the municipal facility program and municipal operations program. See MCM 6: Pollution Prevention and Good Housekeeping Tasks 6.06-6.29	SPC, HD, B&G, P&R, PVC, WD	Within three (3) years of the EDC	
6.03	MCM6	Develop and implement a municipal operations program	SPC, HD, B&G, P&R, PVC, WD	Within three (3) years of the EDC	
6.04	MCM6	Develop and implement a municipal facilities program.	SPC, HD, B&G, P&R, PVC, WD	Within three (3) years of the EDC	
6.05	MCM6	Prioritize municipal facilities as defined in GP-0-24-001 VI.F.2.c.i.	SPC, TD, SWCD	Within three (3) years of the EDC	

6.06	MCM6	**Roadway and Bridge Maintenance.** Roadways and bridges will continue to be maintained in compliance with the Environmental Manual prepared by the New York State Department of Transportation.	HD	Continuously	
6.07	MCM6	**Parking Lot and Street Cleaning.** All parking lots within the Town boundaries will be inventoried and prioritized for cleaning.	HD, WD	Annually	
6.08	MCM6	**Parking Lot and Street Cleaning.** Street Cleanings will be scheduled in the spring and fall of every year.	HD	Annually	
6.09	MCM6	**Parking Lot and Street Cleaning.** Roadside leaf collection will be scheduled and performed in the fastest manner possible to decrease leaf buildup in storm sewers.	HD	Annually	
6.10	MCM6	**Parking Lot and Street Cleaning**. Draft ordinance requires all leaf litter to be bagged and placed on the curb within a certain time frame.	SPC, Town Board, Town Attorney	Completed	
6.11	MCM6	**Road Salt Application and Storage.** Continue to follow NYSDOT Guidelines for Snow and Ice Control for use of deicing salt. Salt will continue to be stored in buildings constructed for that purpose.	HD	Continuously	
6.12	MCM6	**Road Salt Application and Storage.** Inspections of the Town road salt storage facilities will be completed at least once per year and any issues will be addressed within on week of discovery.	HD	Annually	
6.13	MCM6	**Road Salt Application and Storage.** Evaluate the possibility of using alternative deicing materials on Town roads.	HD	Annually	
6.14	MCM6	**Road Salt Application and Storage**. Keep annual records on the amount of salt applied to Town roads.	HD	Annually	
6.15	MCM6	**Road Salt Application and Storage.** Collect water samples at outfalls near recent salt application sites during a snowmelt event.	HD, WD	Annually	
6.16	MCM6	**Septic System Management.** Minimize septic system wastewater impacts to municipal stormwater systems and local water bodies by diverting sources of surface and ground water away from septic systems; preventing growth of woody plants on the system; preventing hydraulic overloading, minimizing water usage and repairing leaky fixtures.	B&G	As needed	

6.17	MCM6	**Hydrologic Habitat Modification.** Stream and Wetlands disturbances will be kept to a minimum. All procedures established by NYSDEC, USACE, APA, USFW, and the NYSDOT Environmental Manual will be followed.	SPC, HD	As needed	
6.18	MCM6	**Building Maintenance.** Develop a list of the maintenance activities required inside and outside of each municipal building; Identify which activities have an impact on stormwater; and develop mitigation measures for each activity that impacts stormwater.	B&G, WD	Completed	
6.19	MCM6	**Building Maintenance.** Conduct building maintenance activities such that they do not impact the stormwater systems and local waterbodies whenever possible.	B&G, WD	Continuously	
6.20	MCM6	**Building Maintenance.** Review the maintenance activity lists on an annual basis to determine if any improvements are necessary.	B&G, WD	Annually	
6.21	MCM6	**Landscaping and Lawn Care.** Lawn care and landscaping areas and practices will be inventoried and evaluated, looking for reductions in: Fertilizers, Leaf litter & tree trimmings, Litter, Floatables, and Equipment Fluids.	B&G, WD, P&R, PVC	Continuously	
6.22	MCM6	**Landscaping and Lawn Care.** If possible, use slow release, natural or organic lawn care products, and record and document all use.	B&G, P&R, PVC	As applicable	
6.23	MCM6	**Catch Basin and Storm Drain Cleaning.** Inventory catch basin inspection information with consideration for GP-0-24-001 VI.F.3.c.	HD, TD	Within three (3) years of the EDC	
6.24	MCM6	**Catch Basin and Storm Drain Cleaning.** Identify catch basins that are in need of inspection.	HD, TD	Within three (3) years of the EDC	
6.25	MCM6	**Vehicle and Equipment Maintenance and Maintenance Procedures.** Evaluate maintenance procedures for opportunities to reduce discharge to storm sewer systems at the facility.	HD, WD	Continuously	
6.26	MCM6	**Vehicle and Equipment Maintenance and Maintenance Procedures.** All used motor oil from municipal vehicles will be properly recycled.	HD, WD, P&R, PVC	Continuously	
6.27	MCM6	**Vehicle and Equipment Maintenance and Maintenance Procedures.** Design specific areas for vehicle washing and collect all washwater in a system that discharges to the wastewater treatment plant.	HD, B&G, WD, P&R, PVC	Continuously	

6.28	MCM6	**Incorporate Green Infrastructure concepts into new landscaping techniques and maintenance activities on town property.**	SWCD, B&G, P&R, PVC	Continuously	
6.29	MCM6	**Hazardous Waste and Materials Management.** Develop a spill response plan and train all applicable personnel on proper response methods.	HD, B&G, WD, P&R, PVC	Annually	
6.30	MCM6	**Perform self-assessments of all operations on a rotating 3-year schedule.**	HD, B&G, WD, P&R, PVC	Annually	
6.31	MCM6	**Town Employee Training Program.** Provide or cause to provide stormwater management BMP training for applicable Town employees. The training will be prioritized first for management and supervisory staff, then to equipment operators and laborers.	SPC, SWCD, HD, B&G, WD, P&R, PVC	Annually	

Part VIII: Enhanced Requirements for Impaired Waters

The Enhanced Requirements for Impaired Waters consists of BMPs that focus on mapping, education, and the reduction of silt/sediment from entering an impaired water body. Information directly from GP-0-24-001 is cited in italics below.

An MS4 must, at a minimum:

B. Pollutant Specific BMPs for Silt/Sediment

Part VIII.B. must be implemented for all silt/sediment impaired waters listed in Appendix C.

1. Mapping

In accordance with the timeframes listed below, the MS4 Operator must update, in geographic information system (GIS) format with a scale of 1:24,000 or finer, the comprehensive system mapping (Part IV.D.) to include:

a. Within three (3) years of the EDC, MS4 infrastructure mapping requirements (Part IV.D.2.b.i.) and sewersheds for each:

i. MS4 outfall; and

ii. ADA MS4 outfall.

b. Within three (3) years of the EDC, facilities with SPDES permit coverage under the MSGP with stormwater discharges applicable under Sector C, E, L, or J with facility contact.

c. Within three (3) years of the EDC, ADA MS4 outfalls.

2. Public Education and Outreach

a. Within six (6) months of the EDC, the MS4 Operator must make available information on how the impairment is being addressed by implementation of the MS4 Operator's local law or legal mechanism with content equivalent to the model local law (Part IV.E.1 and Part IV.E.2.). MS4 Operators must document the completion of this requirement in the SWMP Plan.

b. Following the completion of Part VIII.B.1, each year of active construction, the MS4 Operator must educate individuals involved in construction activity (e.g., contractor, subcontractor, qualified inspector, SWPPP reviewers) within the sewershed boundary on the use of post-construction SMPs that are intended to collect and separate silt and sediment debris from stormwater before discharging to waters of the State (e.g., sediment forebays) as detailed in the NYS SWMDM 2015. MS4 Operators must document the completion of this requirement in the SWMP Plan.

3. Public Involvement/Participation

No additional requirements.

4. Illicit Discharge Detection and Elimination

Following the completion of Part VIII.B.1, within five (5) years of the EDC, the MS4 Operator must include on the MS4 outfall inventory (Part VI.C.1.c. or Part VII.C.1.c, depending on the MS4 Operator type) the number of each item identified in Part VIII.B.1.b. for each associated MS4 outfall.

5. Construction Site Stormwater Runoff Control

Following the completion of Part VIII.B.1, high priority construction sites must be inspected during active construction after the pre-construction meeting (Part VI.D.7. or Part VII.D.7, depending on the MS4 Operator type).

a. If the MS4 Operator is completing the inspection, the construction site must be inspected every ninety (90) days; or

b. If the MS4 Operator utilizes the qualified inspector's weekly inspection reports, as required by the CGP, to satisfy this requirement, the MS4 Operator must inspect the construction site once every six (6) months, or sooner if any deficiencies are noted that require attention. MS4 Operators must document the construction site inspections in the SWMP Plan.

6. Post-Construction Stormwater Management

No additional requirements.

7. Pollution Prevention and Good Housekeeping

Following the completion of Part VIII.B.1:

a. Annually, from April 1 through October 31, all streets located in sewersheds discharging to silt/sediment impaired segments must be swept. MS4 Operators must document the completion of this requirement in the SWMP Plan. This requirement is not applicable to:

i. Uncurbed roads with no catch basins;

ii. High-speed limited access highways; or

iii. Roads defined as interstates, freeways and expressways, or arterials by the United States Department of Transportation, Federal Highway Administration, Highway Functional Classification Concepts, Criteria and Procedures, 2013.

b. For areas within the sewershed that are compacted, poorly drained, contain areas of exposed soil, or nutrient deficient, the MS4 Operator must:

i. Refer to Section 4 of the NYS E&SC 2016 for Soil Stabilization practices, and follow BMP procedures; and

ii. Develop and implement procedures for watering and maintenance of implemented BMPs appropriate to establish root and vegetative cover, utilizing products which provide critical support to vegetation and soil

stabilization. MS4 Operators must document the completion of this requirement in the SWMP Plan.

c. Within six (6) months of MS4 outfall inspection, the MS4 Operator must initiate actions to repair all MS4 outfall protection and/or bank stability problems identified during the inspection. Repairs must be completed in accordance with the NYS E&SC 2016. MS4 Operators must document the completion of this requirement in the SWMP Plan.

8. Planned Upgrades to Municipal Facilities in Sewersheds to Impaired Waters

Incorporate, where feasible, cost-effective runoff reduction techniques during planned municipal upgrades including municipal right of ways (e.g., bioswales, green streets, porous pavement, replacement of closed drainage with grass swales, replacement of the existing islands in the parking lots with bioretention or curb cuts to route the flow through below-grade infiltration areas or other low-cost improvements that provide runoff treatment or reduction).

The table below depicts the BMPs that the Town currently performs or plans to perform for the Enhanced Requirements, the parties responsible and any applicable deadlines.

Task	MCM (All)	Enhanced Requirements for Impaired Waters	Responsible Party	Timeline	Date of Completion/ Occurrence
7.01	MCM 1-6	**Silt/Sediment**: Make information how the impairment is being addressed by implementation of the MS4 Operator's local law or legal mechanism with content equivalent to the model local law available	SPC	Within six (6) months of the EDC	
7.02	MCM 1-6	**Silt/Sediment**: Educate all individuals involved in construction activity within the sewershed boundary on the use of post-construction SMPs that are intended to collect and separate silt and sediment debris from stormwater before discharging to waters of the State	SPC, SWCD	Annually	
7.03	MCM 1-6	**Silt/Sediment**: Sweep all streets located in sewersheds discharging to silt/sediment impaired segments	HD	Annually	
7.04	MCM 1-6	Update, in geographic information system (GIS) format, the comprehensive system mapping to include MS4 infrastructure and sewershed information for each MS4 outfall and ADA MS4 outfall discharging to a silt/sediment impaired water listed in Appendix C	SWCD, TD	Within three (3) years of the EDC	
7.05	MCM 1-6	Update, in geographic information system (GIS) format, the comprehensive system mapping to include facilities with SPDES permit coverage under the MSGP with stormwater discharges applicable under Sector C, E, L, or J with facility contact	CEO, SPC, TD	Within three (3) years of the EDC	

7.06	MCM 1-6	Update, in geographic information system (GIS) format, the comprehensive system mapping to include ADA MS4 outfall discharging to a silt/sediment impaired water listed in Appendix C	SWCD, TD	Within three (3) years of the EDC	
7.07	MCM 1-6	Make information how the impairment is being addressed by implementation of the MS4 Operator's local law or legal mechanism with content equivalent to the model local law available	SPC	Within six (6) months of the EDC	
7.08	MCM 1-6	On the MS4 outfall inventory, include the number of each item identified in Part VIII.B.1.b. for each associated MS4 outfall	SWCD, TD	Within five (5) years of the EDC	

Appendices

Appendix C: List of Documents for Inclusion by Individual MS4s

This list was compiled from the New York State Department of Environmental Conservation General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (GP-0-24-001). It is not necessarily limited to all actions and documents for inclusion. It is the responsibility of the Town of Queensbury MS4 and the assigned Stormwater Program Coordinator to address the following components of the SWMP plan and any other required actions and documents for inclusion that may be required but are not present on this list.

The SWMP Plan shall be made readily available to the permittee's staff, the general public and regulators, such as DEC and EPA staff. Portions of the SWMP Plan, primarily policies and procedures, must be available to the management and staff of a permittee that will be called upon to use them.

Contact Information for Town MS4 Staff Members

Name	Title	Contact info
Craig Brown	Zoning Administrator, SPC	518-761-8218
Heath Brown	Code Compliance Officer	518-761-8268
Bruce Frank	Code Enforcement Officer	518-761-8226
Dave Duell	Highway Superintendent	518-761-8212
Mark DeMers	Deputy Highway Superintendent	518-761-8210
Ricky McFarlane	HWD Foreman	518-761-8211
Claude Troiano	HWD Foreman	518-761-8211
Rod Hall	HWD Laborer	518-761-8211
Ron Dufour	HWD Laborer	518-761-8211
John Holcomb	HWD Laborer	518-761-8211
Cory Tilley	HWD Laborer	518-761-8211
Chuck Rice	Buildings & Grounds	518-761-8258
Steve Lovering	Director Parks & Rec	518-761-8216
James Flansburg	Foreman Parks & Rec	518-761-8216
Steve Lovering	Director Parks & Rec	518-761-8216
Connie Goedert	Pine View Cemetery	518-796-1010
Matt Bearor	Senior Wastewater Maintenance Supervisor	518-793-8866 ext 2018
Jim Lieberum	Warren County SWCD	518-623-3119
Nick Rowell	Warren County SWCD	518-623-3119
Jake Dunkley	Warren County SWCD	518-623-3119
Theresa Hajos	Warren County SWCD	518-623-3119

Town of Queensbury MS4 Education Program Plan

The Town has put together this MS4 Education Program to ensure that all of the applicable Town staff and partners are properly trained for their respective roles in the Town's MS4 Program.

2025

		MCM3			MCM4	MCM5	MCM6	
Name	Title	Monitoring location and sampling procedures training	Illicit discharge track down training	Illicit discharge elimination procedure training	4 hr Erosion & Sediment Control Training	Post-construction SMP inspection & Maintenance Procedures Training	Municipal facility procedures training	Municipal operations procedures training
Craig Brown	Zoning Administrator, SPC	11/22/2024	11/22/2024	11/22/2024	2/19/2025	2/19/2025		
Heath Brown	Code Compliance Officer	11/22/2024	11/22/2024	11/22/2024	2/19/2025	2/19/2025		
Bruce Frank					2/19/2025	2/19/2025		
Dave Duell	Highway Superintendent	11/22/2024	11/22/2024	11/22/2024	1/17/2023			
Mark DeMers	Deputy Highway Superintendent	11/22/2024	11/22/2024	11/22/2024	1/17/2023			
Ricky McFarlane	HWD Foreman				1/17/2023			
Claude Troiano	HWD Foreman	11/22/2024	11/22/2024	11/22/2024	1/17/2023			
Rod Hall	HWD Laborer	11/22/2024	11/22/2024	11/22/2024				
Ron Dufour	HWD Laborer	11/22/2024	11/22/2024	11/22/2024				
John Holcomb	HWD Laborer	11/22/2024	11/22/2024	11/22/2024				
Cory Tilley	HWD Laborer							
Chuck Rice	Buildings & Grounds							
Steve Lovering	Director Parks & Rec							
James Flansburg	Foreman Parks & Rec							
Connie Goedert	Pine View Cemetery							
Matt Bearor	Senior Wastewater Maintenance Supervisor							
Jim Lieberum	Warren County SWCD	11/22/2024	11/22/2024	11/22/2024	12/3/2024			
Nick Rowell	Warren County SWCD	11/22/2024	11/22/2024	11/22/2024	12/3/2024			
Jake Dunkley	Warren County SWCD	11/22/2024	11/22/2024	11/22/2024	12/6/2022			
Theresa Hajos	Warren County SWCD	11/22/2024	11/22/2024	11/22/2024	7/16/2024			

Actions and Documents for Inclusion in the SWMP Plan

- **All applicable local laws or procedures (MCMs 3, 4 & 5)**
- **Inter-municipal agreements and other legal authorities**
- **Staffing and staff development programs and organization charts**
  - Organization charts should detail the applicable offices and/or individuals which are responsible for implementing various components of the permit
- **Program budget**
- **Policy, procedures, and materials for each minimum measure**
  - This item is largely satisfied by the body of this document; if, however, an MS4 wishes to elaborate or expand upon elements in Sections 1-6, it should do so.
- **Outfall and small MS4 system maps**
- **Stormwater management practice selection**
  - This item is largely satisfied by the body of this document; if, however, an MS4 wishes to elaborate or expand upon elements in Sections 1-6, it should do so.
- **Operation and maintenance schedules**
- **Documentation of public outreach efforts and public comments**
  - This item is largely satisfied by the body of this document; if, however, an MS4 wishes to elaborate or expand upon public outreach efforts detailed in Sections 1-6, or if it has received any public comments pertaining to implementation of MCMs 1-6, it should do so.
- **Submitted construction site SWPPPs and review letters and construction site inspection reports or reference to location**