



STATE OF WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION DIVISION OF WATER AND WASTE MANAGEMENT

**MS4 ANNUAL REPORT FORM**

For Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

Please see instructions before completing this form. If you need more space than allowed, please attach a document.

Abbreviations

BMP = Best Management Practice

IDDE = Illicit Discharge Detection and Elimination

MCM = Minimum Control Measure

SWMP = Storm Water Management Program

TMDL = Total Maximum Daily Load

WV = West Virginia

I. Small MS4 Operator Information		
1. Annual report reporting period: Jan 23, 2024-Jan 23, 2025		
2. Name of MS4: City of Williamstown	3. Registration number: WVRO30020	
4. Primary contact: Bob Stirling	5. Title: Chief Operator	
6. Mailing address: 100 West 5th St		
7. City: Williamstown	8. Zip code: 26187	9. County: Wood
10. Telephone number: 304-375-6128		
11. Email: sewerdepartment@williamstownwv.org		

II. Impaired Waters Information		
12. Does the MS4 discharge into impaired water bodies?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
13. Please provide a description of specific BMPs that were implemented to reduce pollutants of concern in impaired receiving waters and waters in which a TMDL has been developed. (WV MS4 2014 General Permit-p. 46, #12)		
<ul style="list-style-type: none"> <li>1. Burning Ordinance</li> <li>2. Pet Waste Ordinance</li> <li>3. Grading ordinance</li> <li>4. Inhouse Training</li> <li>5. Grass clippings ordinance</li> </ul>		
14. Has a TMDL been developed since your plan was approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

III. Fiscal Reporting	
15. Include or attach a fiscal analysis of capital and operating expenditures to implement the MCMs. The fiscal analysis shall include only those expenditures by the locality seeking coverage under the WV MS4 2014 General Permit and not those for MCMs implemented by other entities. (WV MS4 2014 General Permit, p. 46, #13)	
16. Please provide total capital expenditures for this reporting period.	\$ 0.00
17. Please provide total operating expenditures for this reporting period.	\$ 14662.19

#### IV. Coordination Efforts and Organization

18. Please provide a description of the coordination efforts with other MS4s, county governments, transportation agencies, colleges, universities, correctional facilities, prisons, and any other entities regarding the implementation of the MCMs, including the status of any memoranda of understanding or other agreements executed between the permittee(s) and any other entity. (WV MS4 2014 General Permit, p. 46, #9)

The City continues to be a member of the MWQA group formed several years ago.

19. Please provide name and contact information for individual with overall program management and implementation responsibility, and if different, name and contact information of individuals responsible for each minimum control measure. Please attach a table of organization.

Bob Stirling

Chief Operator

304-375-6128

#### V. Changes to SWMP

20. Did any of your activities, BMPs, or measurable goals as outlined in your SWMP change during the reporting period? Yes  No

21. Do you anticipate any planned activities, BMPs, or goals as outlined in your SWMP to change in the upcoming reporting period? Yes  No

22. If anything has changed, please indicate the MCM and performance measure and provide a brief description below, and attach detailed documentation of the changes, schedule of implementation, measurable goals, and overall effect on your program. (WV MS4 2014 General Permit, p. 24, #6 and #7)

N/A

23. Is additional documentation attached? Yes  No

**VI. MCM 1: Public Education and Outreach** (WV MS4 2014 General Permit,)

24. Did you complete all the proposed activities and performance measures for this MCM for this reporting period? Yes  No

25. Contact: Bob Stirling

26. Phone: 304-375-6128

**Performance Measure 1a: Program implementation**

27. Were the proposed activities for developing a public education and outreach program implemented? Yes  Partially  No

28. List and briefly describe each of the public education and outreach program development activities undertaken during this reporting period. (WV MS4 2014 General Permit, p. 46, #1)

Storm water brochures are made available at City building.  
City posted tips/messages 6 times on water bills.  
post 6 messages on new digital park advertising board.  
helped advertise local Lions club community paint clean up event.  
105 notices sent out to residents for proper pool drainage procedure.  
3 plastic pavement markers installed.

29. Did you achieve all the goals that you identified in your SWMP related to developing the education and outreach program for this reporting period? (WV MS4 2014 General Permit, p. 46, #3) Yes  No

30. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2014 General Permit, p. 46, #4)

N/A

**Performance Measure 1b: Evaluation of effectiveness of public education and outreach efforts**

31. Did you evaluate the effectiveness of the public education and outreach program? Yes  Partially  No

32. How did you evaluate the effectiveness of the public education and outreach program in this reporting period?  
(WV MS4 2014 General Permit, p. 46, #2)

We evaluate the effectiveness by the number of complaints we have received and compare them to previous years. By doing this we can modify our outreach to future help in areas that seem to be needing more attention.

33. Regardless of your answer to the previous question, have you identified new or better ways to evaluate the public's understanding of your program and water quality issues? Yes  No

34. If yes, please describe any changes you would like to consider to improve your evaluation of effectiveness of outreach.

N/A

<b>Performance Measure 1c: Documentation and tracking of public education and outreach efforts</b>			
35. Did you track and keep records of your outreach activities?	Yes	Partially	No
36. For print, radio, and television media activities, did you keep records that include i) a description of the content or theme; ii) the date of completion of the materials; iii) the date of release or distribution, and iv) the duration of air time or publication? (WV MS4 2014 General Permit, p. 46, #1)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
37. Are your records available upon request?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
38. For pamphlets, brochures, and other finite printed products, did you keep records that include: i) a description of the content or theme; ii) the date of completion of the materials; iii) the date of release or distribution; iv) the location or placement of the materials; and v) date of follow up visits to replenish or transition to the next outreach product? (WV MS4 2014 General Permit, p. 46, #1)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
39. Please describe any additional or alternative documentation and tracking of public education and outreach activities you are implementing.			
<p>Storm Water tips added 6 times this year to city water bills. also tips were put on new digital park billboard this year.</p>			

**VII. MCM 2: Public Involvement and Participation** (WV MS4 2014 General Permit)

40. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
41. Contact: Bob Stirling	42. Phone: 304-375-6128	

**Performance Measure 2a: Opportunities for ongoing public involvement and participation in the SWMP**

43. Did you create, or are you in the process of creating, ongoing opportunities for the public to participate in the development, implementation, and updating of your SWMP?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
44. Did you achieve all the goals that you identified in your SWMP related to creating and maintaining ongoing opportunities for public involvement and participation for this reporting period? (WV MS4 2014 General Permit, p. 46, #3)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

45. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2014 General Permit, p. 46, #4)

N/A

46. List and briefly describe each of the activities undertaken during the reporting period to create ongoing opportunities for the public to participate in your SWMP. (WV MS4 2014 General Permit, p. 46, #1)

Monthly board meetings were the public is invited to attend, speak, and be involved.

47. Describe how you evaluated the effectiveness of your public participation efforts (citizen attendance at public hearings, requests for information on your SWMP, hotline activity, etc.). (WV MS4 2014 General Permit, p. 46, #2)

All public meetings are recorded and minutes taken to record input from citizens. all stormwater complaints recieved are documented and investigated in a timely manner, all complaints are kept on file and available for viewing on request. We can evaluate the effectiveness by recording complaints/ concerns and using the outcome to gauge the effectiveness.

48. Describe the steps taken to ensure that public participation opportunities are ongoing and, if necessary, additional program maintenance activities in future reporting periods to ensure continued participation opportunities. (WV MS4 2014 General Permit, p. 46, #4)

Monthly public meetings are posted in common area of the city building as well as the door to the meeting hall. Which is visible from outside the building. The city also has installed a dual digital bulletin board in the main City park. meetings will be advertised on this board with other City information.

<b>Performance Measure 2b: Communications with community, watershed, and environmental organizations</b>		
49. Did you establish a program for routine communications with community based watershed groups or other organizations?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/> No <input type="checkbox"/>
50. Describe the steps taken to ensure that your programs for routine communications with community-based watershed groups or other organizations are ongoing, or any additional program activities that you believe may be required to ensure continued communications. (WV MS4 2014 General Permit, p. 46, #4)  Continued MWQA membership.		
51. Did you achieve all the goals that you identified in your SWMP related to creating and maintaining ongoing communications with community based watershed groups or other organizations for this reporting period? (WV MS4 2014 General Permit, p. 46, #3)	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/> No <input type="checkbox"/>
52. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2014 General Permit, p. 46, #4)  N/A		

<b>Performance Measure 2c: Public availability of SWMP and annual report</b>		
53. Did you make your SWMP and annual report available to the public?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
54. If yes, please indicate the web address, or if a physical location, please indicate where it is and the process, if any, required for the public to access it.  www.williamstownwv.org		

**VIII. MCM 3: Illicit Discharge Detection and Elimination** (WV MS4 2014 General Permit)

55. Did you complete all the proposed activities and performance measures for this MCM for this reporting period? Yes  No

56. Contact: Bob Stirling

57. Phone: 304-375-6128

**Performance Measure 3a: MS4 map**

58. Were your proposed activities for creating and annually updating your MS4 map for the reporting period implemented? Yes  Partially  No

59. List and briefly describe the activities undertaken to either develop or update your MS4 map. (WV MS4 2014 General Permit, p. 46, #1)

All existing known sewer manholes are mapped. The City currently uses two map programs Manifold and ESRI. Both are GIS programs, however the City is currently looking into and outside source to do our mapping using ESRI due to the fact we have been unable at attract a replacement GIS operator.



<b>Performance Measure 3b: Illicit Discharge Detection and Elimination (IDDE) ordinance development</b>		
60. Has your municipality adopted an IDDE ordinance in accordance with the requirements of the WV MS4 2014 General Permit (Part II Section C.7.c.10 &11)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
61. If not, please describe the activities or progress made in adopting or updating an existing ordinance and provide an estimated date for adoption. (WV MS4 2014 General Permit, p. 46, #1)		
N/A		

<b>Performance Measures 3c and 3e: IDDE program implementation and assessment, and program tracking</b>		
62. Is your IDDE program fully implemented, including visual inspections based on a system of prioritizing outfalls and procedures for characterizing discharges?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
63. If no, please describe obstacles, if any, to implementation, and an estimate of when your program will be fully implemented.		
N/A		
64. Were all your measurable goals met for implementing and evaluating an IDDE program during this reporting period? (WV MS4 2014 General Permit, p. 46, #3)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
65. How many field assessments were conducted during the reporting period?	5	
66. How many illicit discharges were identified during the reporting period?	3	
67. How would you characterize the type of illicit discharges found (sewer cross connections, spills, illegal dumping, unaware residents, etc.)? mainly grass clippings or sweep up after mowing.		
68. How would you characterize the type of pollutants discovered in illicit discharges (oil and grease, fecal coliform, chlorine, paints, etc.)? Name the top five pollutants discovered or uncovered by your IDDE program. mainly grass clippings		
69. How many corrective actions were taken to remove illicit discharges?	3	
70. How many enforcement actions were initiated to eliminate illicit discharges into the storm sewer system?	0	
71. Have you attached additional documentation to better identify the nature and extent of the program activities and accomplishments?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

**Performance Measure 3d: Public education on hazards of illegal discharges and improper disposal of waste**

72. Did you conduct any activities for educating the public on hazards of illegal discharges for this reporting period? (WV MS4 2014 General Permit, p. 46, #3) Yes  Partially  No

73. List and briefly describe each of the education and outreach activities undertaken during this reporting period. (WV MS4 2014 General Permit, p. 46, #1)

brochures made available at City Hall, verbal and written information given during building permit process, City Web site [www.williamstown.wv.org](http://www.williamstown.wv.org)

74. Were any of these activities included in the public education and outreach efforts described in MCM 1? Yes  No

75. How did you evaluate the effectiveness of the activities described in the list above? (WV MS4 2014 General Permit, p. 46, #2)

It can be evaluated by the number/type of complaints recieved in relation to the previous year numbers.

76. Did you achieve all the goals that you identified in your SWMP related to educating the public on hazards of illegal discharges for this reporting period? (WV MS4 2014 General Permit, p. 46, #3) Yes  No

77. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2014 General Permit, p. 46, #4)

N/A

**Performance Measure 3f: Training for municipal staff on identification, reporting, and elimination of illicit discharges**

78. Have you developed a program to train municipal employees on illicit discharges?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
79. Did you conduct any municipal employee training during this reporting period?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

80. List and briefly describe the training activities conducted during the reporting period.  
(WV MS4 2014 General Permit, p. 46, #1)

Annual inhouse training providing all elements required by the MS4 permit including IDDE Training utilizing training videos produced by excal videos/group discusstion with staff at the meeting.

Sign in Sheets on file

81. How did you evaluate the effectiveness of the training activities? (WV MS4 2014 General Permit, p. 46, #2)

We evaluate the effectiveness of training by group discusion during the training to better determine our employees understanding of their role in MS4 and IDDE.Plus a test is given at end of films which is gone over afterwards.

82. How many municipal employees were trained to identify and report illicit discharges?  
(WV MS4 2014 General Permit, p. 46, #2)

11 municipal employees were trained this year

83. Did you achieve all the goals that you identified in your SWMP related to training municipal employees on IDDE procedures for this reporting period? (WV MS4 2014 General Permit, p. 46, #3)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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84. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above.  
(WV MS4 2014 General Permit, p. 46 #4)

N/A

**IX. MCM 4: Construction Site Runoff Control (WV MS4 2014 General Permit, p. 19-22)**

85. Did you complete all proposed activities and performance measures for this MCM for this reporting period?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
86. Contact: Bob Stirling	87. Phone: 304-375-6128	

**Performance Measures 4a and 4b: Develop and implement an ordinance to address stormwater runoff from construction sites one acre or greater**

88. Has your municipality adopted a construction site runoff control ordinance in accordance with the requirements of the WV MS4 2014 General Permit (Part II Section C.7.d.2 and 4)	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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89. If a program ordinance has not been adopted, have the proposed activities for developing and implementing an ordinance to address stormwater runoff from construction sites been implemented?	Yes <input type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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90. Please indicate the anticipated ordinance adoption schedule. (WV MS4 2014 General Permit, p. 46, 4.a)1)

N/A

91. Has your construction site ordinance been reviewed and/or updated to include any new criteria during the reporting period?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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92. Is your construction site program being fully implemented to include provisions for: i) plan review, ii) routine site inspections, iii) enforcement, and iv) record keeping and reporting?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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93. Please indicate the number of plan approvals during the reporting period.

0 > acre

94. Please indicate the number of construction site inspections during the reporting period.

0

95. Please indicate the number of enforcement actions during the reporting period (can attach document).

0

96. Are enforcement records maintained and available upon request?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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97. Is there adequate funding to fulfill the program implementation requirements required by the WV MS4 2014 General Permit?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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98. Briefly list and describe any activities outlined in your SWMP completed during the past permit year related to construction site operator and/or permittee site inspector training. (WV MS4 2014 General Permit, p. 46, 4.a)1)

City has a certified stormwater inspector.

99. Did you achieve all the goals that you identified in your SWMP related to developing or implementation and assessment of a construction site runoff control program for this reporting period? (WV MS4 2014 General Permit, p. 46, #3)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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100. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2014 General Permit, p. 46, #4)

N/A

**X. MCM 5: Controlling Runoff from New Development and Redevelopment** (WV MS4 2014 General Permit, p. 22-33)

101. Did you complete all proposed activities and performance measures for this MCM for this reporting period?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
102. Contact: Bob Stirling	103. Phone: 304-375-6128	

**Performance Measure 5a: Develop, implement, and enforce a program to protect water resources by addressing stormwater discharges from regulated new and redevelopment projects**

104. Has your municipality adopted a stormwater management ordinance in accordance with WV MS4 2014 General Permit (Part II Section C.7.e.8, 11(a))	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
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105. If your ordinance has not been adopted, please describe the progress made towards final ordinance adoption during this reporting period, and expected date of final adoption. (WV MS4 2014 General Permit, p. 46, 4.a)1)

N/A

106. Does your (proposed) ordinance include language incorporating the development incentives described in the WV MS4 2014 General Permit (Part II Section C.7.e.13)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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107. Does your (proposed) ordinance include language incorporating the off-site mitigation or fee-in lieu alternatives to on-site BMP implementation as described in the WV MS4 2014 General Permit (Part II Section C.7.e.16)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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108. Have you developed a process for reviewing and updating your ordinance and program implementation to address the adequacy of provisions for: i) requiring runoff volume reduction on new and redevelopment sites, ii) plan review, iii) BMP construction and maintenance inspections, iv) enforcement, v) inventory and tracking, and vi) record keeping and reporting?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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109. How many projects were reviewed during the reporting period?	0
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110. What types of projects were reviewed (residential, commercial, industrial, etc.)? (WV MS4 2014 General Permit, p. 32, (u)(ii))

no projects greater then one acre

111. Provide a summary of the number and types of stormwater BMPs approved in new and redevelopment projects during the reporting period. Please list the BMPs according to the BMP specification number from the WV Stormwater Management Manual (2012). (WV MS4 2014 General Permit, p. 32, (u)(iii))

N/A

112. Provide a summary of the number and type of projects that qualified for each of the development incentives described in the WV MS4 2014 General Permit (Part II Section C.7.e.16.(u)(iii)) during the reporting period. Please indicate if you have attached additional documentation.

N/A

113. Provide a summary of the number of projects that qualified for any offsite mitigation or payment in lieu options described in the WV MS4 2014 General Permit (Part II, Section C.7.e.16(u)(iii)) during the reporting period. Please indicate if you attach additional documentation.

N/A

114. How many maintenance agreements were approved during the reporting period?  
(WV MS4 2014 General Permit, p. 32, (u)(iv))

0

115. Were any maintenance agreements recorded at the county courthouse?

Yes

No

116. Provide a summary of the number and type of stormwater BMP inspections conducted by MS4 personnel or contracted agents (construction as-built, ongoing operation and maintenance audits, complaint driven, etc.). Include (or attach) a summary of: i) the type and number of BMPs requiring maintenance or repair, ii) the number brought into compliance, and iii) the number of enforcement actions taken.  
(WV MS4 2014 General Permit, p. 32, (u)(v))

Currently there are 8 privately owned Storm BMPs, all were inspected and found to be satisfactory. inspection reports on file.

117. Did you achieve all the goals that you identified in your SWMP related to developing and/or implementing and assessing a stormwater management program for this reporting period?  
(WV MS4 2014 General Permit, p. 46, #3)

Yes

No

118. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above.  
(WV MS4 2014 General Permit, p. 46, #4)

N/A

<b>Performance Measure 5b: Long-term watershed protection elements</b>		
119. Does a local ordinance or equivalent document incorporate the watershed protection elements described in WV MS4 2014 General Permit (Part II Section C.7.e.8))	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/> No <input type="checkbox"/>
120. If yes, please describe how the permittee's legal authority addresses the following watershed protection elements: (WV MS4 2014 General Permit, p. 32,(u)(i))		
121. Minimize impervious cover.	stormwater management and surface water control ordinance	
122. Preserve, protect, create, and restore ecologically sensitive areas.	stormwater management and surface water control ordinance	
123. Implement practices that prevent or reduce thermal impacts to streams.	stormwater management and surface water control ordinance	
124. Seek to avoid or prevent hydromodification of water bodies caused by development.	stormwater management and surface water control ordinance	
125. Minimize impacts to existing vegetation (especially trees).	stormwater management and surface water control ordinance	
126. Minimize impacts to native undisturbed soils.	stormwater management and surface water control ordinance	
127. If the watershed protection elements have not yet been incorporated into a planning document or ordinance, please describe the actions to be taken to incorporate these elements. ( WV MS4 2014 General Permit, p. 23, # 10)		
N/A		

<b>Performance Measure 5c: Street and parking design assessments</b>		
128. Were the proposed activities for assessing the current street design guidelines and parking requirements implemented (WV MS4 2014 General Permit, page 33 (v))?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
129. If this is your third-year report, please attach your report assessing the current street and parking design requirements, and recommendations and proposed schedules for incorporating policies and standards to maximize vegetation and minimize impervious cover where possible. (WV MS4 2014 General Permit, p. 46, #8)		

**XI. MCM 6: Pollution Prevention & Good Housekeeping for Municipal Operations** (WV MS4 2014 General Permit, p. 33-38)

130. Did you complete all the required performance measures for this MCM for this reporting period? Yes  No

131. Contact: Bob Stirling

132. Phone: 304-375-6128

**Performance Measures 6a and 6b:** Develop and implement an operation and maintenance program for all municipal facilities that includes prevents or reduces the discharge of polluted runoff

133. Were the proposed activities for developing a pollution prevention and good housekeeping program for municipal operations implemented? Yes  Partially  No

134. List and briefly describe the activities outlined in your SWMP for the development of a pollution prevention and good housekeeping program for municipal operations undertaken during this reporting period.

Inhouse training program using excel videos to meet all requirements of the MS4 permit including IDDE

135. Do you have a pollution prevention plan for each of your municipal facilities as required by the WV MS4 2014 General Permit (Part II Section C.7.f)1)? Yes  No

136. Do you have an inspection schedule for conducting inspections at your municipal facilities as required by the WV MS4 2014 General Permit (Part II Section C.7.f)5)? Yes  No

137. Are you tracking and maintaining records of inspection and maintenance activities for each municipal facility as required by the WV MS4 2014 General Permit (Part II Section C.7.f)6)? Yes  No

138. If you answered no to any of the previous three questions, please indicate your proposed schedule for implementing the requirements of the WV MS4 2014 General Permit (page 46, 4.a)1).

N/A

139. How many inspections were conducted at each municipal facility during the reporting period? 1

140. List the top three problems that you have found while conducting inspections at municipal facilities.

- 1 always room for improvement on house keeping measures.
- 2 Staff must strive to always stay on top of their responsibilities

141. Were these problems corrected? (WV MS4 2014 General Permit, p. 46, 4.a)1)? Yes  No



142. Did you achieve all the goals that you identified in your SWMP related to developing a pollution prevention and good housekeeping program for municipal operations for this reporting period? (WV MS4 2014 General Permit, p. 46, 4.a)3)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
143. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2014 General Permit, p. 46, 4.a)4)  N/A		

<b>Performance Measure 6c: Municipal employee good housekeeping training</b>			
144. Were the proposed activities for developing a pollution prevention and good housekeeping training program for municipal employees implemented as described in the WV MS4 2014 General Permit (Part II, Section C.7.f.8)10)?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
145. Were the proposed activities for implementing a pollution prevention and good housekeeping training program for municipal employees implemented as described in the WV MS4 2014 General Permit (Part II, Section C.7.f.8)9)10)?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
146. Did municipal employees receive training in accordance with the guidelines described in the WV MS4 2014 General Permit (Part II, Section C.7.f)8)?	Yes <input checked="" type="checkbox"/>	Partially <input type="checkbox"/>	No <input type="checkbox"/>
147. How many employees received training during the reporting period? (WV MS4 2014 General Permit, p. 46, 4.a)1)?	11		
148. Are you maintaining records of all municipal training activities (including training agendas, learning objectives, instructor qualifications, sign in sheets, etc.)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
149. Explain how the effectiveness of the training activities was evaluated (number of employees trained and/or certified in specific good housekeeping skills, measurable improvements in cost or performance of facility maintenance activities, or as outlined in your SWMP). (WV MS4 2014 General Permit, p. 46, 4.a)4) After training testing class evaluation.			
150. Did you achieve all the goals that you identified in your SWMP related to training municipal employees on pollution prevention and good housekeeping for this reporting period? (WV MS4 2014 General Permit, p. 46, 4.a)3)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
151. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 20149 General Permit, p. 46, 4.a)4)  N/A			