**National Pollutant Discharge Elimination System (NPDES)**

# Storm Water Management Program
# Site Registration Form
# for
# West Virginia
# Municipal Separate Storm Sewer Systems (MS4s)
# General Permit WV0116025

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

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

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

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

## Section I. General Information

**MS4 Operator**
Part II A.

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

City of Williamstown

1.b. Mailing Address:

100 W. 5th Street, Williamstown, WV 26187-1597

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

1.c. Name: Robert Stirling
1.d. Chief Operator, Wastewater Treatment Plant
1.e. (304) 375-6128
1.f. williamstownwwtp@frontier.com

**Certification**
47CSR10

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

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

2.a. Authorized signature Jean Ford, Mayor

2.b. Print name Jean Ford

2.c. Title Mayor, City of Williamstown, West Virginia

2.d. Date 4/06/16

## Section II. Storm Sewer System

### Description of storm sewer system

4.a. Area (in acres) that drains into the MS4 from outside the corporate or jurisdictional boundaries: 1,200
4.b. Area (in acres) within current corporate or jurisdictional boundaries: 1,146
4.c. Williamstown population (2010 U.S. Census data) for area served: 2,908

Part IV.B.
4.d. Latitude and Longitude of representative outfall:
Longitude- Degrees: 39 Minutes: 24 Seconds: 25.59
Latitude- Degrees: 81 Minutes: 27 Seconds: 0.12

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

Part IV.B.
4.e. Describe the physical location of your representative outfall. If a street address is not possible use cross street descriptions. *Pipe empties into Ohio River at the Williamstown public boat launch dock near the Marietta Bridge off of Front Street.*

Part IV.B.
4.f. Describe your monitoring plan to include the frequency and parameters.
*Williamstown will monitor the outfall designated above outfall two times a year. Semi-annual samples will be taken at the representative outfall described above at a minimum of 3 months apart. Samples will be collected during normal business hours and during the first 30 minutes after a rainfall of at least 0.1 inches has begun preceded by a period of dry weather of at least 72 hours.. Discharge Monitoring Reports (DMRs) are created for Total Kneldahl Nitrogen, Nitrate Nitrogen, Nitrite Nitrogen, and Total Phosphorous.*

### Storm Sewer Infrastructure

Provide the most accurate number possible.

| | |
|---|---|
| 5.a. Storm sewers, in feet | 2,891 ft (mapped) |
| 5.b. Open ditches, in feet | 2,000 ft (estimated) |
| 5.c. Outfalls | 9 |
| 5.d. Catch basins | 515 |
| 5.e. Detention* facilities | 3 (all within private developments) |
| 5.f. Retention** facilities | 0 |
| 5.g. Treatment facilities | 0 |
| 5.h. Regional stormwater facilities | 0 |

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

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

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

6.a. Does your MS4 receive stormwater discharges from WVDOT storm sewer system, roads or right-of-ways? *Yes*
6.b. Does your MS4 discharge into WVDOT storm sewer systems or right-of-ways? *Yes*

7. Is your MS4 interconnected with another MS4? *Yes (WVDOH)*
8. Does your municipality contain combined sewer systems? *No*
9.a. What percentage is drained by Combined Sewer System? *N/A*
9.b. What percentage is drained by separate storm sewer system? *100%*

**Industrial Facilities owned by the MS4 entity**

Part II.C.b.6.d.

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

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

10.b. If yes, how many?
*One. All city maintenance and storage facilities are located on the WWTP property.*

(Item 11 is intentionally empty)

**Map Requirements**

Please provide a legible map that identifies the following information:

12.a. City, County or jurisdiction boundaries

12.b. State or Federal operated vocational/college/university campuses and military institutions
12.c. Urban area as defined by the 2000 Census, use 2010 Census data if available
12.d. Municipal, County, or State wastewater treatment plants and their associated outfalls
12.e. Landfills
12.f. Municipal, County or State operated vehicle or fleet maintenance garages
12.g. Any other Municipal, County or State operated industrial activities, these could include; salt storage areas, parks and recreational areas, chemical storage areas, etc.
12.h. Arterial, Municipal, or State roads
12.i. Stormwater discharge points and receiving streams
12.j. Streams and waterways within the MS4
12.k. Delineation of watershed area that drains into your MS4

Part.II.C.b.3.a.iv.
12.l. Submit paper maps folded to 8.5" x 11".

Part.II.C.b.3.a.iv.
12.m. Multiple maps must be of the same scale, 1:1000 or 1:2000.

**Receiving Streams and Impaired Waterbodies/TMDLs**
Part III.D.1

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

Part III.D.1.a.
13. Locations & Pollutants of Concern

| **Name of receiving stream** | **Impaired?** Yes or No | **Parameters of impairment** | **Has a TMDL been established?** Yes or No |
|---|---|---|---|
| **Williams Creek** | **Yes** | **Iron and Fecal coliform** | **Yes (8.31lbs/day) and Yes (1.40E+10 counts/day)** |
| **Ohio River** | **Yes** | **Dioxin and PCBs** | **No, Study In progress** |
| | | | |
| | | | |
| | | | |

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

****IMPORTANT****

MS4s that discharge into a receiving water which has been listed on the West Virginia Section 303(d) list of impaired waters, and with discharges that contain the pollutant(s) for which the water body is impaired, ***must document in the SWMP how the BMPs will control the discharge of the pollutant(s) of concern.*** They

must demonstrate that there will be no increase of the pollutants of concern. As you work your way through, describing the various practices, consider how that BMP will address or control the pollutant of concern.

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

14.a. List and quantify the BMPs you plan to implement to address each impairment. For each BMP describe how it is expected to control the pollutant of concern.
*The vast majority of the City's populated drainage area empties into the Ohio River. The City has pet waste collection ordinance, a ban on septic systems to help reduce fecal coliform loads into the waterways and a ban on open burning of trash to help reduce dioxin. Earth disturbing activities are required to utilize BMP under the construction stormwater permitting. The city also has spring street sweeping program that collects winter roadway sediment and waste before the spring wet season washes it into the waterways. The burning of trash in backyard burn barrels is a know source of Dioxin pollution. The City has an ordinance banning the burning of trash and residents are quick to report potential violations to the local authorities.*

> Tip: BMPs for Fecal Coliform might include a robust pet waste program; sewer line inspections and repair; procedures for identifying and repairing failing septic tanks.
>
> Your plan needs to be quantifiable. For example: how many sewer line inspections do you plan to conduct each year? How many and of what sort of outreach campaigns to the community about pet waste do you plan to conduct, etc.?

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

14.b. Describe your monitoring plan for impaired waterbodies and those with TMDLs. Give locations and frequencies.
*Stormwater outfall from each of the TMDL waterbodies (presently on one) will monitoried each year. The outfall will be monitored for the following parameters.*
*a. Williams Creek-Fecal Coliform*
*b. Ohio River-None*

*City will visually inspect the banks of the TMDL waterways for excessive erosion once per permit term. The City will use visual documentation for the pollutant Iron and photos will be used for waterways bank erosion. Photos will be taken on the first inspection and will be used on follow up inspections.*

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

Evaluating the effectiveness of your SWMP for impaired waterbodies/TMDLs

*The City will visually inspect the banks of the TMDL waterways within the MS4 boundary for areas of excess erosion. To address the pollutant Iron, the City will request the Army Corps of Engineers to consider these areas in future stream restoration projects.*

14.d. Explain how your approach is expected to achieve wasteload allocations for waterbodies with established TMDLs. Discuss flow monitoring, outfall monitoring, in-stream monitoring, modeling, and/or other methodology to evaluate effectiveness.
*The City will follow the General Permits "Pathway to Compliance" for meeting wasteload allocations with use of the following:*
*Mapping*
*Public Education*
*BMP and MCM Implementation*
*Monitoring*
*Enforcement of IDDE, construction site runoff and new development and redevelopment minimum control measures.*

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

*The City will review the results of analyzed water samples and if the results do not meet wasteload requirements, the City will try to correlate how current BMPs might be modified to improve water quality.*

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

## Section III. Minimum Control Measures

**Instructions:**

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

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

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

**Measurable Goals**

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

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

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

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

**Your stormwater management program should specify:**

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

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

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

Part II.C.b.1.

**Responsible Person**

Identify the responsible person(s) for implementing this MCM. (There may be more than one person or different departments that provide outreach to various targeted groups. If so, discuss.)

15.a. Name: Robert Stirling
15.b. Title: Chief Operator, Wastewater Treatment Plant
15.c. Public Works
15.d. 100 W. 5th Street, Williamstown, WV 26187-1597
15.e. (304) 375-6128
15.f. williamstownwwtp@frontier.com

Part II.C.b.1.

15.g. State your overall objective for this minimum control measure.
*Educate the residents and businesses about the storm water management program and how stormwater run off impacts their local environment. Education and Outreach will focus on the reduction of all potential pollutants and will emphasize reduction of sediment and fecal coliform.*

15.h. State and describe your BMPs. Indicate if BMP are part of your existing program.
*Develop most cost effective ways to inform residents about the stormwater program.*

| **Best Management Practice** | ***Year/Status*** | **BMP Description** | **Measurable Goals** | **Responsibility** |
|---|---|---|---|---|
| Public Education | On-going | Develop brochures and other alternative information sources to educate the public. | Document brochures and/or flyers developed. | Public Works Department |
| | On-going | Place brochures in City Hall and various other public facilities. Currently using EPAs Solution to Storm Water Pollution | Record number of copies of materials used and/or distributed. | Public Works Department |
| | On-going | Place plaques on storm drains throughout the City. | Document number of storm drains marked. Goal of 20 per year. | Public Works Department |
| | On-going | Run ad in local paper describing stormwater throughout the County. | Document ad in annual report. | Wood County MS4 Coalition |
| Public Outreach | On-going | Conduct storm water hotline. | Document the number of complaints and resulting actions. | Public Works Department |

| | | | | |
|---|---|---|---|---|
| | On-going | Monitor existing tributary signage for decay and damage. | Document condition of tributary signage. | Public Works Department |

15.i. Is another entity sharing responsibility for the BMP? If so, who?
*Yes, Wood County MS4s (Parkersburg and Vienna)*

**MCM Components**

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

15.j. Describe your education and outreach strategy targeting the general public.
*The City will use effective, low-cost methods of public education and outreach. These methods are described in the previous table. As the public becomes aware of the personal responsibilities we expect them and others in the community, including the individual actions they can take to protect or improve the quality of area waters, increased compliance with the stormwater plan is anticipated. The City hopes that small changes in habits will improve water quality throughout the region.*

Part II.C.a.ii

15.k. Describe your education and outreach strategy targeting businesses including home-based and mobile businesses.
*Continue to distribute stormwater brochures via general mail service through the local stormwater cooperative. These methods are described in the previous table.*

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

15.l. Describe your education and outreach strategy targeting homeowners, landscapers, and property managers.
*City workers are placing 20 "Drains to Waterway" thermoplastic plaques per year on storm drains throughout the City. These methods are described in the previous table in 15.h..*

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

15.m. Describe your education and outreach strategy targeting engineers, contractors, developers, review staff, and land use planners.
*Copies of current City ordinances, including IDDE Ordinance are available at City Hall that describe the local stormwater ordinances. The IDDE Ordinance was written from the EPA's suggested template. Information is be posted and given to them at city hall where contractors go to pay scheduled fees. Contractors are also directed to WVDEPs E&S handbook. The City is in the process of updating their Land Development Regulations to manage the impact of stormwater on receiving waters, the program will include site and neighborhood design elements implemented in tandem with watershed protection elements as described in the general permit.*

**Schedule**

Part II.C.a.1

15.n. Provide a schedule for implementing each component, including dates for interim and full implementation.
*All components have been implemented and are ongoing. The schedule is shown in the previous table in 15.h..*

## Measurable Goals

Part II.B.4

15.o. List and fully describe your Measurable goal(s) for this MCM.
*All goals are documented and reported in the annual stormwater report. The goals are shown in the previous table in 15.h..*

## Tracking

Part II.C.b.1.c.

15.p. Describe your plan to track the activities associated with this MCM.
*All activities are documented and reported in the annual stormwater report.*

## Evaluation

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

15.q. Explain how you plan to gauge the effectiveness of your public education and outreach efforts.
*The City will evaluate the effectiveness of the program by tracking the number of stormwater material handed out and number of followers of the City's Facebook group. Results will be documented and reported in the annual stormwater report.*

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

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

## Public Involvement and Participation – MCM #2

Part II.C.b.2.

**Responsible Person:**

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

16.a. Name: Robert Stirling
16.b. Title: Chief Operator, Wastewater Treatment Plant
16.c. Public Works
16.d. 100 W. 5th Street, Williamstown, WV 26187-1597
16.e. (304) 375-6128
16.f. williamstownwwtp@frontier.com

16.g. State your overall objective for this minimum control measure.
*To establish ongoing opportunities for public involvement in the City's Stormwater Management Plan (SWMP) development, and to facilitate opportunities by the general public for direction and input in stormwater management and quality improvement activities. Encourage citizen involvement in implementing stormwater management programs through promoting the monthly stormwater board meetings.*

16.h. State and describe your BMPs. Indicate if the BMP is part of the existing program.
*Monthly opportunities at regularly scheduled Sanitary/Stormwater Board meetings provide an opportunity to discuss various viewpoints and provide input concerning appropriate stormwater management policies and BMPs. Community cleanup projects for local streams and riparian corridors will be targeted. These cleanup projects include the ORSANCO River Sweep program. An "Adopt a Storm Drain" program, similar to the "Adopt a Highway" program will offer individuals and groups an opportunity to monitor what is entering our storm water system.*

| **Best Management Practice** | *Year/ Status* | **BMP Description** | **Measurable Goals** | **Responsibility** |
|---|---|---|---|---|
| Public Notice | On-going | Notify the public of upcoming monthly Sanitary/Stormwater Board meetings. | Document publication dates. | Public Works Department, Sanitary/Stormwater Board |
| Public Involvement | On-going | Promote the "Adopt a Drain" program. | Document the number of residents contacted and storm drains assigned. | Public Works Department |

| | | | | |
|---|---|---|---|---|
| Community Activities | On-going | Promote community cleanup projects. | Document number of cleanup programs available and the methods of promotion used. | Public Works Department |
| | On-going | Participate in community cleanup projects. | Document the date, location and number of individuals participating in the community cleanup programs. Document the amount of materials collected and amount of materials recycled. | Public Works Department |

16.i. Is another entity sharing responsibility for the BMP? If so, who?
*No.*

**MCM Components**

Part II.C.b.2.

16.j. Describe at least two methods you plan to use to engage the public in your SWMP.
*1. Monthly opportunity at regularly scheduled Sanitary/Stormwater Board meetings to allow citizens to discuss various viewpoints and provide input concerning potential stormwater management policies and BMPs.*
*2. Community clean-ups along local waterways and surrounding storm drains.*
*3. Implement an "Adopt a Storm Drain" program to encourage citizens or groups of citizens to keep storm drains free of debris and to monitor what is entering waters of the State through storm drains.*

Part II.C.b.2.a

16.k. Describe how you will accommodate public participation in the decision making process for your SWMP.
*Monthly, at regularly scheduled Sanitary/Stormwater Board meetings, an opportunity is provided for residents who wish to comment or provide input on the stormwater plan.*

Part II.C.b.2.b

16.l. Describe your communication process for notifying groups of opportunities to become involved in stormwater activities in your watershed(s).
*Postings on bulletin board City Building and announcements at meetings or in community publications are utilized.*

Part II.C.b.2.c

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

*The stormwater team plans to create a Facebook group to aid in the distribution of information and activities.*

**Schedule**

Part II.C.a.1

16.n. Provide a timeline of implementation of each component of your program for this MCM, including dates for interim and full implementation.
*The Facebook group will be created within the next 12 months. See Schedule in the previous answer for 16.h..*

**Measurable Goals**

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

16.o. List and fully describe your measurable goal(s) for this MCM.
*Document the number of residents contacted and storm drains assigned.*
*Document number of cleanup programs available and the methods of promotion used.*
*Document the date, location and number of individuals participating in the community cleanup programs. Document the amount of materials collected and amount of materials recycled*
*See goals in the previous answer for 16.h..*

**Tracking**

Part II.B.7.

16.p. Describe your plan for tracking activities associated with this MCM.
*All public meetings have sign-in sheets and attendance numbers are reported in the annual stormwater report.*

**Evaluation**

Part II.B.7

16.q. Explain how you plan to gauge the effectiveness of your Public Involvement and Participation program.
***The effectiveness of the program will be gauged be the number of volunteers that show up for the annual stream cleanup day and the amount of litter picked up. All participation numbers are documented and reported in the annual stormwater report***

## Illicit Discharge Detection and Elimination – MCM #3

Part II.C.b.3.

### Responsible Person

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

17.a. Name: Robert Stirling
17.b. Title: Chief Operator, Wastewater Treatment Plant
17.c. Public Works
17.d. 100 W. 5th Street, Williamstown, WV 26187-1597
17.e. (304) 375-6128
17.f. williamstownwwtp@frontier.com
17.g. Is another entity sharing responsibility for the MCM? If so, who?
*Yes, Public Works Department*

### Control Objective & BMPs

17.h. State your overall objective for this MCM.
*The City's overall objective for the Illicit Discharge Detection and Elimination MCM is to continue the ongoing program to detect and remove illicit connections and discharges as defined in 40 CFR 122.26(b)(2), and improper disposal, including any spills not under the purview of another responding authority, into the City's system.*

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

| **Best Management Practice** | ***Year/Status*** | **BMP Description** | **Measurable Goals** | **Responsibility** |
|---|---|---|---|---|
| Storm Sewer Map | On-going | Update existing City-wide mapping to include discovered separate storm water system components. | Document any updates made to storm sewer map. | Public Works Department |
| Regulations/ Enforcement | On-going | Enforce procedures and penalties resulting from illicit discharge and connection ordinance. | Document the number of enforcement actions taken. | Public Works Department, Police Department |
| Illicit Discharge Detection Program | On-going | Continue illicit discharge detection program. Program will include outfall screening, field/dye testing, and education of employees and public. | Submit evidence of illicit discharge detection program monitoring with initial annual report. | Public Works Department |

| | | | | |
|---|---|---|---|---|
| | In-progress | Provide Illicit Discharge Detection training to field staff. | Track employee training. | Public Works Department |
| | 2 | Check WVDEP's list of registered above ground storage tanks and report any known facilities not on the list to WVDEP. | Include statement of results in Annual Report. | Public Works Department |
| Public Involvement | On-going | Record citizen complaints on illicit connections or illegal dumping as part of response/complaint program. | Document the number of citizen complaints and the results of actions taken. | Public Works Department |

**MCM Components**

Part II.C.b.3.a.

17.j. Do you have a current map of your municipal storm sewer system?
*Yes, the City uses ArcGIS by ERSI to map and track the sanitary sewer collection, storm water and water distribution systems. The CPU for the mapping system is kept at the Waste Water Treatment Plant (WWTP) and the data is also accessible at the water treatment plant.*

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

Part II.C.b.3.ai

17.k. All known storm sewer outfalls? *Yes*

17.l. Receiving waters? *Yes*

17.m. Structural BMP's owned, operated or maintained by the permittee? *Yes*

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

17.o. Updating the known connections to the municipal separate storm sewer authorized after July 22, 2009? *Yes, new site development with storm sewers have been added to mapping.*

17.p. Geographic areas that discharge stormwater into the permittees MS4, which may not be located within the municipal boundary? *Yes, Williams Creek and the Ohio River watersheds both originate outside of the municipal boundary. Limits of both watersheds shown on Map 3.*

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

Part II.C.b.3.b.

17.q. Do you have an IDDE Ordinance? *Yes, the Ordinance has been updated to incorporate additional IDDE BPMs as suggested by the EPA.*

Part II.C.b.3.b.

17.r. Describe your Ordinance review and update procedure, including milestones of IDDE Ordinance review. *The IDDE Ordinance will be reviewed annually, following the completion of the annual report.*

Does your IDDE Ordinance prohibit the following:

Part II.C.b.3.ii

17.s. Discharges from hyperchlorinated water line flushing? No. If not, how are these discharges handled when they occur? *The City will purchase a fire hydrant de-chlorinator to treat flushed water.*

17.t. Lawn watering and other irrigation runoff? *Yes.* If not, have you addressed lawn watering in your public education and outreach activities?

17.u. Street, parking lot, and sidewalk wash water, and external building wash down? *No.* If not, have you addressed these types of runoff in your public education and outreach activities? *The City believes it would be more practical to introduce the possible effects of this runoff through an education brochure.*

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

17.v. Does your IDDE Ordinance include escalating enforcement procedures and actions? *Yes, update does address enforcement procedures (see below from Ordinance).*

*1. Notice of Violation.*

*Whenever the Williamstown City Council finds that a person has violated a prohibition or failed to meet a requirement of this Ordinance, the authorized enforcement agency may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:*

*(a) The performance of monitoring, analyses, and reporting;*

*(b) The elimination of illicit connections or discharges;*

*(c) That violating discharges, practices, or operations shall cease and desist;*

*(d) The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property; and*

*(e) Payment of a fine to cover administrative and remediation costs; and*

*(f) The implementation of source control or treatment BMPs.*

*If abatement of a violation and/or restoration of affected property are required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by a designated governmental agency or a contractor and the expense thereof shall be charged to the violator.*

(2) APPEAL OF NOTICE OF VIOLATION

(3) ENFORCEMENT MEASURES AFTER APPEAL

(4) INJUNCTIVE RELIEF

(5) COMPENSATORY ACTION

(6) VIOLATIONS DEEMED A PUBLIC NUISANCE

(7) CRIMINAL PROSECUTION

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

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

17.w. Briefly describe your enforcement strategy.
*See description in 17.v.*

Part II.C.b.3.c .

17.x. Describe your field assessment activities, including how many assessments you plan to conduct each year. *City inspects at least two outfalls every year and inspects all nine outfalls during the permit cycle.*

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

17.y. Describe how you will locate "priority areas". *The areas that have the highest density and potential "Hot Spot" pollution generating business types were assessed first.*

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

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

*The characterization of an illicit discharge will be any discharge within the MS4 that is not composed entirely of storm water. (some exception would be discharges from NPDES-permitted industrial sources and fire fighting activities) Generally speaking, any discharge that doesn't appear to be comprised completely of storm water (having discoloration or sheen) will be logged in and ultimately investigated. The City will immediately begin to contain and analyze any illicit discharge believed to be pose a hazard to water quality. In the event of a hazardous waste or hazardous material release or emergency, please contact: 1-800-642-3074. Additional Contact Information:1-800-424-8802 National Response Center*
*1-304-558-5938 DEP Elkview Emergency Response Unit*

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

17.aa. Describe your procedures for tracing the source of the discharge. *The City will use dye tests, smoke tests, video of pipes with the City's camera and water sampling to determine source.*

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

17.bb. Describe your procedures for removing the source of the discharge. *Once the source is located the offending discharger will be notified and directed to correct the problem. City will then follow enforcement process described in 17.v.*

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

C.b.3.d.

17.cc. Describe how you will inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.
*Public receives notice of upcoming monthly Sanitary/Stormwater Board meetings.*
*Employees will receive annual training on illicit discharge detection.*
*Businesses and the general public will receive educational materials on illegal discharges and improper disposal of wastes through the Facebook page. Information will be offered through educational materials handed out at city hall to businesses. Material will cover use and storage of products used in vehicular operation, care, or repair, such as petroleum, cleaning supplies and wastes, carwash soaps, and related materials or waste. Reporting and spill notification process will also be included.*

Part II.C.b.3.f.

17.dd. Describe your plan to training your staff on the identification and reporting of illicit discharges. Include the number of training sessions planned for each year.
*Training by videos (MS4 IDEE, Stormwatch, A Drop in the Bucket) once per year. Employees involved in tasks that could impact stormwater will be trained. Stormwater Pollution Prevention PowerPoint Presentations and literature distributed at training events will include pictures and descriptions to train employees to identify potential illicit discharges and report them to field assessment staff.*

**Schedule**

Part II.C.a.1

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

**Measurable Goals**

Part II.B.4

17.ff. List and fully describe your Measurable goal(s) for this MCM:
*See response to 17.i.*

**Tracking:**

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

17.gg. Describe your procedures for tracking activities related to each component of this MCM.
*The Responsible Person will track of the number of reported discharges from the public, from the City employees, number of actual illicit discharges detected, and number of illicit discharges corrected. This information is kept at the WWTP in a binder which contains the following information:*

- *Copies of all literature distributed*
- *Clippings of all newspaper articles/announcements related to the SWMP*
- *Sign in sheets and minutes from all meetings*
- *Feedback, in the form of emails, calls, and direct communication to the City*
- *Current mapping of the MS4 system*
- *Records of violations and enforcement actions*
- *Field assessment tracking sheets*
- *Illicit discharge tracking sheets*
- *Records of reports received from the illicit discharge web link and their resolution*

**Evaluation**

Part II.B.7

17.hh. Fully explain how you plan to gauge the effectiveness of your IDDE program.
*Measureable goals will be used to evaluate the effectiveness of the IDDE program. Through field investigations (both scheduled and derived from reports), sources of illicit discharges in the community will be identified. Enforcement actions and educational campaigns will then be implemented to remove sources of illicit discharges. In addition, the stormwater survey, will be used to identify gaps in stormwater knowledge and implementation of BMPs related to illicit discharges.*

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

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

Part II.C.b.4.

**Responsible Person:**

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

18.a. Name: Robert Stirling
18.b. Title: Chief Operator, Wastewater Treatment Plant
18.c. Public Works
18.d. 100 W. 5th Street, Williamstown, WV 26187-1597
18.e. (304) 375-6128
18.f. williamstownwwtp@frontier.com

18.g. Is another entity sharing responsibility for this MCM? If so, who?
*Yes, City Building Inspector and consulting engineer.*

**Control Objective & BMPs**

18.h. State your overall objective for this minimum control measure.
*This minimum control measure is designed to reduce pollutants in stormwater runoff to a MS4 from construction activities that result in a land disturbance of greater than or equal to one acre.*

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

| **Best Management Practice** | *Year/ Status* | **BMP Description** | **Measurable Goals** | **Responsibility** |
|---|---|---|---|---|
| Regulations/ Enforcement | On going | Review soil erosion and sediment control ordinance to incorporate enforcement procedures and penalties. | Review/Update ordinances and document changes. | Building Inspector, Sanitary/Stormwater Board |
| | On going | Enforce procedures and penalties. | Document the number and types of enforcement actions taken. | Building Inspector, Police Department |

| | | | | |
|---|---|---|---|---|
| Site Inspection | On going | Review City construction site inspection procedures. Revise or implement new procedures, if required. | Document revisions to site inspection procedures, if required. | Building Inspector |
| | On-going | Conduct inspection of construction sites. | Record number of site inspections performed and problems identified. | Building Inspector, DEP |
| Site Plan Review | On going | Review City site plan review process. Revise or implement new procedures, if required. | Document revisions to site plan review process, if required. | Building Inspector |
| | On-going | Conduct review of site plans. Develop checklist for plan reviews and on-site inspections during construction. | Document the number of total site plans reviewed. | Building Inspector |
| Employee Training | On-going | Conduct training of city employees on the proper construction BMPs. | Document the date of training and participants involved. | Public Works Department |

**MCM Components**

Part II.C.b.4.a.

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

Part II.C.b.4

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

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

18.l. Does your Ordinance contain the nine required components? *Yes, City Ordinance 22-2 contains the components except for construction site operator training. Training will be added to the ordinance within three months of permit issue.*

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

Part II.C.b.4.b.

18.m. Describe the plan review process for your construction site run off program.
*Plans are first submitted to city hall, then reviewed by the stormwater board and city planning commission. The City then forwards the plans and any concerns to our consulting engineer for additional review and input.*

18.n. Describe the inspection process of your construction site run off program.
*The City's building inspector is currently conducting construction site monitoring. Each site will be inspection no less than weekly and within 24 hours after any on-site rain event to ensure and verify effective erosion and sediment controls. Site visit will be documented with and a site inspection form that will be placed in MCM book. An inspection form is completed and returned to the WWTP for review and record keeping. If a violation is observed it will be documented with photos and inspection report. The coordinator is responsible for beginning the enforcement process if needed.*

18.o. Describe the enforcement process of your construction site run off program.
*Any person violating any of the provisions of the ordinance shall be deemed guilty of a misdemeanor and each day during which any violation of any of the provisions of this ordinance is committed, continued, or permitted, shall constitute a separate offense. Upon conviction of any such violation, such person, partnership, or corporation shall be punished by a fine to be determined by the City for each offense.*

Part II.C.b.4.b.

18.p. Discuss how your program will address the regulation of both private and public sector construction site run-off.
*The Stormwater Program will require both public and private sector contractors/construction sites to comply with regulation that cover design standard BMPs and then use inspections to verify installation erosion and sediment control measures. The City will train personnel to use BMPs as part of annual training of employees.*

**Schedule**

Part II.C.b.4.a.

18.q. The Ordinance shall be reviewed on an annual basis. Describe your Ordinance review and update procedures.
*The ordinance will be reviewed annually, following the completion of the annual report on the Storm Water Management Program. The Storm Water Management Program review will be used to gage the effectiveness of the Erosion and Sediment Control Ordinance. In addition, a report will be filed by the site inspector on how the previous year's controls had been working and maintained and should include suggestions for improving the program. City will then make determinations on possible revisions to the current ordinance.*

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

*The City review the stormwater ordinances and add education and training for construction site operators*

> Tip: The components of your construction site runoff control program must include:
>
> - Plan review and approval process for new development and redevelopment projects
> - Inspection protocol
> - Development of enforcement strategy
> - Education and training for construction site operators
> - Development of an application process.
> - Record keeping for approved projects, inspections, and enforcement.

**Measurable Goals**

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

18.s. List and fully describe your measurable goal(s) for this minimum control measure.
*See table in 18.1. for measurable goals.*

**Tracking**

Part II.B.7.

18.t. Describe your plan for tracking activities associated with this minimum control measure.
*The following items will be filed at the WWTP office to track activities.*
- *Feedback, in the form of emails, calls, and direct communication*
- *Records of violations and enforcement actions*
- *Review checklists from erosion and sediment control plan submittals*
- *Construction site inspection sheets from City Building Inspector*
- *Records of calls received related to construction sites*

**Evaluation**

Part II.B.7

18.u. Explain how you plan to gauge the effectiveness of your Construction Site Run-off Control program.
*Measureable goals will be used to evaluate the effectiveness of the Construction Site Run-off Control program. In addition, the occurrence of compliance issues will be used to gauge the effectiveness of the program. The following compliance issues will be tracked and will trigger additional educational campaigns, changes to local regulations, or changes to enforcement strategies:*
- *Failure of developers to submit plans in advance of land disturbance*
- *Failure of developers to develop sufficient erosion and sediment control plans*
- *Failure of developers to maintain erosion and sediment control measures*

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

Part II.C.b.5

**Responsible Person(s):**

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

19.a. Name: Robert Stirling
19.b. Title: Chief Operator, Wastewater Treatment Plant
19.c. Public Works
19.d. 100 W. 5th Street, Williamstown, WV 26187-1597
19.e. (304) 375-6128
19.f. williamstownwwtp@frontier.com

19.g. Is another entity sharing responsibility for this MCM? If so, who? *No.*

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

**Control Objectives & BMPs**

19.h. State your overall objective for this MCM.
*The City's objectives are to reduce stormwater pollutants originating from new and redevelopment projects. The City will adopt and update current land development regulations that protect water quality from stormwater runoff.*

**MCM Components**

***Watershed Protection Elements***
Part II.C.b.5.ai.

19.i. Have you incorporated the six watershed protection elements into your subdivision ordinance or equivalent document? Name the document(s) where each element is found & give the review date for the document. * If there is no review, describe how you will incorporate the element into your document(s).
*The City plans to meet this objective by revising their land use regulations to require best management practices to the greatest extent practicable, for land development or redevelopment. The City will also update the Stormwater Management Ordinance. The City will seek guidance from WVDEP and other local municipalities to write applicable ordinances.*

| Watershed Protection Elements | Name of document that contains the element | *Review Date |
|---|---|---|
| 1. Minimizing impervious surfaces | Stormwater Management Ordinance | February 2017 |
| 2. Preserving ecologically sensitive areas | Stormwater Management Ordinance | February 2017 |
| 3. Reducing thermal impacts | Stormwater Management Ordinance | February 2017 |
| 4. Reducing or avoiding hydromodification | Stormwater Management Ordinance | February 2018 |
| 5. Tree protection | Stormwater Management Ordinance | February 2018 |
| 6. Protection of native soils, prevention of compaction of soils | Stormwater Management Ordinance | February 2018 |

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

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

| **Best Management Practice** | ***Year/ Status*** | **BMP Description** | **Measurable Goals** | **Responsibility** |
|---|---|---|---|---|
| Regulations/ Enforcement | 1/2 | Update existing ordnances to meet current stormwater design requirements and allow for enforcement. | Document development of ordinance. | Building Inspector, Sanitary/ Stormwater Board |
| | 1/2 | Revise land use regulations to incorporate updated BMP's. | Document revisions to land use regulations. | Building Inspector, Sanitary/ Stormwater Board |
| | On-going | Enforce procedures and penalties. | Document the number and types of enforcement actions taken. | Building Inspector, Police Department |
| Site Inspection | On-going | Conduct inspection of stormwater detention facilities. | Record number of site inspections performed and problems identified. | Building Inspector, DEP |

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

*The City shall designate projects with reasonable potential for pollutant loadings as Hot Spots. Water quality treatment practices will be provided prior to infiltration or discharge and will be designed for*

*the specific pollutant and source. A Hot Spot feature, such as a dumpster pad, will be required to discharge to the City's sanitary sewer system if it cannot properly prevent or treat pollutants. See response to 19.j.*

***Site Design Standards***

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

19.l. Do you have an ordinance or other enforcement mechanism for the required site design standards? *No. City has ordinance but was written prior to the 2009 permit.* If not, what is your schedule of implementation? *The City has a draft ordinance written and will adopt the update prior to February 2017. The new ordinance includes management requirements for the 1st 1-inch of rainfall.* Include mid-term and full implementation dates for Ordinance review and enactment.

> Tip: The site design standards should include managing the 1st 1-inch of rainfall in a 24-hr storm following 48 hrs without rain.
> There are several practices that manage rainfall on site including: canopy interception, soil amendments, evaporation, rainfall harvesting, engineered infiltration, extended infiltration, and evapotranspiration and any combination of these practices.

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

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

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

19.n. Do you know where drinking water source protection areas are located within your MS4 watershed? *Yes.* Describe how this information will be kept confidential, and made available to WVDEP only when requested. *Plan is not made available to public.*

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

19.o. Describe your program for reducing impervious surfaces.
*Program for reducing impervious surface is to encourage developers to reduce their impervious area for the 1" capture and discussing the many options of using green infrastructure.*

19.p. If you choose mitigation/payment in lieu for those projects that cannot implement the one inch runoff reduction requirements, please provide a time frame for creating an inventory of appropriate mitigation projects, and your process to develop standards to value, evaluate, and track transactions.

*WVDEP has a standard criteria and guidance material to assist MS4's in developing a mitigation and payment in lieu program. The City will adopt the DEPs mitigation or payment in lieu program.*

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

19.q. Describe the planning process for new development and redevelopment projects in your MS4.
*Plans are submitted to city hall, then reviewed by the stormwater board and city planning commission. The City then forwards plans and concerns to our consulting engineer for input and approval.*

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

19.r. Describe your plan review and approval process for new development and redevelopment projects.
*The City's new Ordinance requires a Stormwater Management Plan as part of the Site Plan submittal for all land development activities. The plan review shall include erosion and sediment controls, stormwater control and conveyance and a maintenance plan.*
*(a) No changes shall be made in the contour of the land and no grading, excavating, removal, or destruction of topsoil, trees, or other vegetative cover shall commence until an Erosion and Sediment Control Plan for stabilizing disturbed areas has been reviewed and approved by the City of Williamstown .*

*(b) The Erosion and Sediment Control Plan shall be submitted as part of the Stormwater Management Plan at the same time the Subdivision Plat or Site Plan is to be submitted.*

*(c) The owner or developer shall submit the Erosion and Sediment Control Plan, and any supporting computations, to the City of Williamstown for review and approval as part of the Stormwater Management Plan. The Erosion and Sediment Control Plan shall contain sufficient information and notes to describe how soil Erosion and off-site sedimentation will be minimized. The City of Williamstown shall review the plan to determine compliance with the West Virginia Erosion and Sediment Control Handbook for Developing Areas and the regulations established in this Ordinance. The plan shall serve as a basis for all subsequent grading and stabilization.*

*(d) All plans must meet the requirements of the WVDEP's Construction Stormwater NPDES regulations, as applicable. In the event of conflict between the Williamstown Subdivision Ordinance's regulations and WVDEP's requirements, WVDEP's requirements shall prevail.*

*(e) Approval of the Subdivision Plat or Site Plan by the City of Williamstown shall constitute approval of the Erosion and Sediment Control Plan.*

Tip: Plan review, approval and enforcement processes include:

a. Procedures for review and approval of a pre-application concept plan
b. Procedures for site plan review and approval
c. Submittal of as-built drawings
d. Post construction verification
e. An educational program targeting internal staff and external project proponents about the stormwater management requirements.

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

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

*All maintenance and repair, periodic inspections, and cleaning of stormwater management facilities shall be the responsibility of the Homeowners Association or Lot Owners Association, and/or property owner or other responsible entity, and shall be performed in accordance with the Williamstown Stormwater Management Ordinance under which the project was approved. The Ordinance provides enforcement actions for non-compliance.*

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

19.t. Describe your method of inventory and tracking of stormwater control practices for this MCM.
*Structural stormwater BMPs will be documented, photographed, and put into the GIS system Maintenance requirements will be defined in the project's Stormwater Management Plan and will be on file in the Public Works office.*

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

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

19.u. Describe your inspection protocol for ensuring stormwater control BMPs/practices function as designed and constructed: How many per year? How often?
*The City's building inspector conducts onsite inspections during construction. Post construction inspection of facilities, presently only three detention ponds, is completed by the coordinator who completes an inspection report each year.*

Part II.C.b.5.b.

19.v. Does your MS4 have requirements for street design, parking, and parking lots? If so, which departments regulate this? *Yes, planning commission and building inspector.*

## Schedule

Part II.C.b.5

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

## Measurable Goals

Part IV.A

19.x. List and describe your measurable goals for this MCM.
*Measureable goals for this minimum control measure are the adoption of the stormwater management ordinance and incorporate formal plan review process. See response to 19.j.*

## Evaluation

Part II.B.7

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

*The effectiveness of this program will be gauged by the use of best management practices for stormwater management as well as development of the six watershed protection elements. The following compliance issues will be tracked and will trigger additional educational campaigns, changes to local regulations, or changes to enforcement strategies:*

- *Failure of developers to submit plans in advance of land disturbance*
- *Failure of developers to develop sufficient drainage plans, operation, and maintenance plans, or other required materials*
- *Failure of developers and site owners to maintain structural BMPs will be tracked through regular inspections and the need to implement enforcement measures.*

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

Part II.C.b.6

**Responsible Person(s):**

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

20.a. Name: Robert Stirling
20.b. Title: Chief Operator, Wastewater Treatment Plant
20.c. Public Works
20.d. 100 W. 5th Street, Williamstown, WV 26187-1597
20.e. (304) 375-6128
20.f. williamstownwwtp@frontier.com

20.g. Is another entity sharing responsibility for this MCM? If so, who? *No*

**Control Objectives & BMPs**

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

| **Best Management Practice** | *Year/ Status* | **BMP Description** | **Measurable Goals** | **Responsibility** |
|---|---|---|---|---|
| Vehicle Maintenance | On-going | Review current vehicle maintenance program. Make improvements to program as necessary. | Record dates of inspection, issues discovered, and dates corrected. | Public Works Department |
| | On-going | Inspect all City-owned vehicles on routine basis. | Record dates of inspections and corrections made. | Public Works Department |
| Facility Maintenance | On-going | Review all maintenance facilities. Eliminate any cross-connections and correct any containment issues. | Record dates of inspection, issues discovered, and dates corrected. | Public Works Department |
| Street Sweeping | On-going | Evaluate methods to improve street sweeping program. | Document changes made to program. | Public Works Department |
| | On-going | Perform street sweeping on routine basis. | Document the miles of street cleaned, amount of trash removed and frequency of street cleaning. | Public Works Department |

| | | | | |
|---|---|---|---|---|
| Employee Training | On-going | Review/revise existing training program for proper maintenance of storm sewer system. | Document changes to existing training programs. Develop list of potential instructors and participants. | Public Works Department |
| | On-going | Conduct training of city employees on the proper maintenance of the storm sewer system. | Document the date of training and participants involved. | Public Works Department |
| Salt Application | On-going | Review/revise road salt application program. | Document changes made to program. | Public Works Department |
| | On-going | Conduct road salt application analysis. | Document the amount of salt/ deicing materials applied to roadways. | Public Works Department |

20.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.
*An existing vehicle maintenance program requires that all city-owned vehicles be regularly inspected to reduce the amount of oil, grease, and fluid leaks. The vehicle inspection list will be maintained and made available for public viewing upon request. The City currently conducts a semi-annual street sweeping and catch basin cleaning program using rented equipment.*
*The City stores their road salt under roof at the Maintenance Garage on the Wastewater Treatment Plant property. There are no discharges to surface waters from the storage area.*
*Heavy maintenance is done offsite by contractor. See response to 20.h.*

**MCM Components**

Part II.C.b.6

20.j. List the municipal facilities and their locations owned by your MS4.
*Drinking water treatment plant*
*Wastewater treatment plant (includes vehicle maintenance area and salt storage garage)*

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

Part II.C.b.6.a

20.k. Briefly describe your operation and maintenance program for each municipal facility.
*The facilities listed above do have typical O&M practices; however do not have formalized programs. Part of the ongoing maintenance of this stormwater management program will be the development of*

*O&M practices for each of these facilities. The City will develop stormwater BMPs for each facility by the end of 2016. The City's maintenance and storage facilities are under roof at the WWTP site.*

Part II.C.b.6.a

20.l. Does each site have a pollution prevention plan? Is there a spill response plan included in the pollution prevention plan? If not, provide a time frame for developing pollution prevention plans at all MS4 owned municipal facilities, including mid-point and full completion dates.
*No, Pollution Prevention Plans will be developed for each facility within one year of the approval of this stormwater management program. Background information, survey, and other required information shall be gathered by the 3rd Quarter of 2016 and the complete plans shall be finished in the following 6 months.*

Part II.C.b.6.b

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

Part II.C.b.6.b

20.n. Describe your overall pollution control approach policy and procedures for these lands.
*See response to 20.h.*

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

Part II.C.b.6.c

20.o. Describe your training program including your target employees, and how often training occurs.
*Training is done annually by industry accepted videos (MS4 IDEE, Stormwatch, A Drop in the Bucket) that cover all related topics. New employees learn about the dangers of stormwater pollution as part of orientation.*

20.p. For any industrial facilities owned or operated by your MS4, list each facilities registration number under the WV NPDES General Permit for Storm Water Discharges Associated with Industrial Activities or the individual WV NPDES permit number. If your industrial facilities are not covered under another NPDES permit, you must will prompted to provide additional information below.
*Current numbers are WWTP WV0022071 and WTP WVR3305412 .*

**Schedule**

Part II.C.b.6

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

Part II.C.b.6

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

*The PPP will require site walkthroughs and documentation of activities conducted, chemical storage, the potential for stormwater pollution, and training needs. Operation and maintenance plans and documentation forms will be updated or developed following walkthroughs.*

**Measurable Goals**

Part IV.A

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

*See response to 20.h.*

**Tracking**

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

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

*See response to 20.h.*

**Evaluation**

Part II.B.7

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

*Measureable goals will be used to evaluate the effectiveness of the good housekeeping/municipal operations efforts. In addition, recurring training sessions and facility walkthroughs will be utilized to see if BMPs are being fully implemented by staff.*

**Industrial Stormwater Coverage for Municipal Operations**

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

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

Wastewater Treatment Plant, Robert Stirling, Chief Operator, (304) 375-6128

*See response to 20.p*

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

| Outlet Number | Longitude | | | Latitude | | | River Mile |
|---|---|---|---|---|---|---|---|
| | Degrees | Minutes | Seconds | Degrees | Minutes | Seconds | |
| 001 | 81 | 27 | 18 | 39 | 24 | 20 | 172.17 |
| | | | | | | | |
| | | | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

20.x. List the Standard Industrial Classification (SIC) Code designated for your facility/s.
*Waste Water Treatment Plant – 4952*

20.y. List the nature of activity at the industrial facility.
*Waste Water Treatment Plant – (treats sanitary sewer under permit* WV0022071) *City vehicle Maintenance and fueling, salt storage to be covered under new separate coverage*

20.z. Is there a wet pond at your facility that collects runoff from areas on which industrial activities occur? If so, how many acres drain into it? *No.*

20.aa. Is there a dry pond at your facility that collects runoff from areas on which industrial activities occur? If so, how many acres drain into it? *No.*

20.bb. Do any of your storm water outlets discharge through an oil water separator? If yes, provide the outlet numbers. *No.*

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