A 50-Year Tradition of Excellence

Scotia Glenville SCHOOLS

Storm Water Management Progam

Updated September 6, 2024

Submitted to:
Scotia-Glenville Central School District
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1.0 INTRODUCTION

1.1 Regulatory Background – Federal Clean Water Act

Through the early 1970s and into the 1990s, the major focus of the Environmental Protection Agency (EPA) on water quality improvements was on reduction of pollution from "point sources" of pollution from industrial wastewater sources and municipal sewage discharges. Over time it has become evident that more pollution is caused by diffuse sources of pollution ("non-point sources") from overland runoff and construction sites. Consequently, on November16, 1990, under the provisions of the federal Clean Water Act, EPA issued new regulations relative to the discharge of storm water runoff. Storm water management, therefore, has moved to the forefront, as environmentally protective, technically feasible and a cost-effective approach to water quality management.

The federal government has taken steps to set up and facilitate storm water management programs in its offices nationwide. Various state agencies and interagency committees have been established to promote storm water management activities. New York State is working with regional partners, such as New York State Association of Regional Councils and Soil and Water Conservation Districts, who can help communities conduct public education and outreach.

The federal Clean Water Act set March 10, 2003 as the start of the Phase II program and expects a Notice of Intent (NOI) to be filed and the initial Storm water Management Program Plan (SWMP PLAN) to be started. Municipalities and pubic entities have five (5) years to fully develop and implement their SWMP PLAN. New York State Department of Environmental Conservation (NYSDEC), the permitting state agency, requires that communities demonstrate substantial continual progress over the five (5) year life of the permit, or they will be in violation of its provisions. While programs must be fully implemented by 2008, NYSDEC encourages communities to maximize implementation of their programs and to have their full programs operational before 2008.

1.2 Phase I Storm Water Regulations

On November 16, 1990, new regulations, relative to the discharge of storm water runoff were issued, known as "Phase I Storm water Regulations". Under these regulations, a National Pollutant Discharge Elimination System (NPDES) Permit is required for all storm water discharges from "medium" and "large" urban communities. As designated by EPA, NYSDEC was granted the authority to issue two (2) storm water general permits: one for storm water runoff from industrial sites, and the other for discharges from construction sites.

1.3 Phase II Storm Water Regulations

On December 8, 1999, under the provisions of the Clean Water Act, the EPA amended the storm water regulations to include "Phase II Final Rule". The Phase II regulations require operators of **"**small" municipal separate storm sewer systems (MS4s), within an urbanized area to develop programs to control storm water discharges under their jurisdictions. The Phase II regulations also lowered the threshold of construction activity to include land disturbance to one or more acres of land. Effective January 9, 2017 the EPA revised the application requirements for Small MS4s in what is commonly called the Phase II Remand Rule.

1.4 Applicability of Phase II Storm Water Regulations

According to New York State Department of Environmental Conservation (NYSDEC), the new regulations cover all public entities that are located within an MS4 area, that own or operate a separate storm water sewer system. Examples of public entities include State Department of Transportation, State University Campuses, federal and State prisons, federal and State hospitals, Thruway and Dormitory Authorities, public housing authorities, school and other special Districts, such as the Scotia-Glenville Central School District.

Public entities in contiguous MS4 areas may also have to comply, if the State determines that the contiguous area is contributing significant pollutants to the adjacent MS4 area.

1.5 New York State General Requirements

As of January 3, 2024, all public entities within an MS4 area are regulated and must obtain coverage under the New York State Department of Conservation's updated SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems Permit GP-0-24-001(General Permit) by filing an Electronic Notice of Intent (eNOI) and developing or updating the entity's Stormwater Management Program PLan (SWMP PLAN) on how the MS4 intends to implement measurable goals to minimize pollutant runoff from storm water discharges. The SWMP PLAN must include measurable goals to address each of the following six (6) minimum control measures:

- Public Education and Outreach Program
- Public Involvement/Participation
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff Controls
- Post-Construction Stormwater Management
- Pollution Prevention and Good Housekeeping

MS4s can modify their programs at any time during the life of the permit, provided changes are reported to NYSDEC in the annual report.

An MS4 does not have the authority to control storm water runoff originating upstream or outside of its boundaries. The permitee is only responsible for the storm water originated from its own system. However, the MS4 is responsible for discharges that flow to another MS4, if the runoff is generated by the MS4, or from within its boundaries.

1.6 Definitions

A listing of definitions used in this document follows:

Municipal Separate Storm Sewer System (MS4) – A publicly-owned conveyance or system of conveyances that discharges to waters of the U.S. and is designed or used for collecting or conveying storm water, is not a combined sewer, and is not part of a publicly-owned treatment works (POTW).
Automatically Designated Areas – those areas served by MS4s that meet the automatic designation criteria, Designation Criteria for Identifying Regulated Municipal Separate Storm Sewer Systems (MS4s), January 2010, revised January 2023 as designated by the New York State Department of Environmental Conservation.

Additionally Designated Areas – those areas that meet the additional designation criteria, Designation Criteria for Identifying Regulated Municipal Separate Storm Sewer Systems (MS4s), January 2010, revised January 2023 as designated

Industrial Activity – includes any activity which is directly related to manufacturing, processing or raw materials storage areas at an industrial plant.

Non-traditional MS4 Operator – Any state, federal, county and other publicly owned properties such as state university campuses, prisons, office complexes, hospitals, military installations public housing authorities, school and other special districts.

Construction Activity – any clearing, grading, excavation, demolition or stockpiling activity that results in soil disturbance of an area equal to or greater than one acre. Clearing activities can include but are not limited to logging equipment operation, the cutting and skidding of trees, stump removal and/or brush root removal. Construction activity does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of a facility.

2.0 - IMPACTS OF STORM WATER POLLUTION

2.1 Impacts of Diffuse Sources of Pollution

Efforts to improve our nation's water quality have been focused on reducing pollutants from industrial process wastewater and municipal sewage treatment plant discharges (typically referred to Point Sources of Pollution)**.**

Over time it has become evident that more pollution is caused by diffuse sources of pollution from overland runoff and construction sites. Sources of pollution typically referred to as Non-Point Sources of Pollution, vary from location to location.

According to an inventory conducted by EPA, major sources of water pollution nationally, are as follows:

- 60% of total pollution results from overland runoff from diffuse sources
- 15% from urban storm water channelized flow
- 25% from wastewater facilities (point sources or piped discharges)

According to Federal Clean Water Action Plan:

- 40% of nation waters, assessed by the States, are still unsafe for fishing and swimming
- 50% of approximately 1000 watersheds evaluated are experiencing "significant" levels of degradation under generally accepted methodologies.

2.2 Commonly Discharged Pollutants from Storm Water

Pollutant Activity/Sources may include the following:

ACTIVITY/SOURCE	POLLUTANTS OF CONCERN
Building Maintenance (floor washing, stripping waxing, graffiti removal, asbestos and lead abatement)	Wash water, paint chips, asbestos, cleaning products, dirt and sediment
Carpet cleaning waste water	Cleaning products, soap
Chemical spills	Various cleaning compounds, paint, vehicle fluid.
Construction activities	Concrete, drywall, paint and sediment
Food service operations	Wash water, food residue, oil and grease
Ground maintenance	Green waste, fuel, oil, pesticides, herbicides, fertilizers
Impervious areas	Increased flows and pollutant loading
Irrigational runoff	Chloramines, fertilizers, pesticides
Litter and debris	Litter and debris
Loading and unloading areas	Fertilizers, pesticides, herbicides, cleaning solutions, paint
Painting (indoor)	Paint or rinse water (water based only)
Pet feces	Coliform bacteria
Roof runoff	Particulate matter and associated pollutants
Sewer line blockages and seepage	Raw sewage
Trash storage areas	Organic material, hazardous materials
Utility line maintenance and repairs (water/irrigation/sewer)	Chloramines, chlorine, sediment, adhesive cements, primers
Wood chips (play area ground cover)	Organic material

2.3 Purpose of the SWMP

This document has been developed to comply with U.S EPA Phase II NPDES requirements promulgated under the Clean Water Act and complies with the NYSDEC General Permit. The General Permit designates Scotia-Glenville Central Schools as a non-traditional MS4, and requires Scotia-Glenville to develop and implement a SWMP. This SWMP covers all Scotia-Glenville facilities.

The purpose of the SWMP is to:

- Identify pollutant sources potentially affecting the quality and quantity of storm water discharges.

- Provide Best Management Practices (BMPs) for municipal and construction activities to reduce contamination in storm water.
- Provide measurable goals to assess the effectiveness of BMPs that are designated to reduce the discharge of the pollutants into the storm drain system and associated waterways.

3.0 SITE INFORMATION

3.1 Facility Description

Scotia-Glenville is a public school district, located in Schenectady County, about 8 miles west of Albany. Currently, there is one campus with 6 individual school buildings, the Scotia-Glenville Expanded Campus, covered by the General Permit. Site maps showing drainage patterns are presented in Appendix B.

Scotia-Glenville Central School District is within the MS4 jurisdiction of the Town of Glenville that has its own SWMP. The average annual rainfall in the Glenville area is approximately 42 inches.

3.2 Facility Operation

Scotia-Glenville Central School District employs 517 employees for day-to-day operations and contracts out similar services to outside contractors. These include building maintenance (cleaning, painting, repairs), completion of department work requests, daily cleaning of common buildings, grounds maintenance, small construction jobs, and various repair and maintenance activities. District staff and outside contractors perform electrical, plumbing, utility, roofing, painting, asphalt repairs, and concrete work.

4.0 POTENTIAL SOURCES OF POLLUTION

To aid in the identification of pollutant sources, Needham Risk Management who developed this SWMP PLANutilized information on historic storm water issues as well as knowledge of day-to-day operations to identify activities and sources of potential pollutants of concern.

The MCMs to address the pollutant sources and activities described on Table 2.2 will be developed and implemented as described in the Section 5.0. In addition, Needham Risk Management conducted a site survey on November 6th, 2007 and identified some of the following potential sources:

Building	**Source**	**Status**
High School Roof	Roof Drains (4”)	See Appendix I
High School Roof	Roof A/C condensate	Covered by general permit
High School Boiler Room	Treated boiler water	See Appendix I
High School Boiler Room	Condensate	Covered by general permit
High School Auto Shop	Floor drain	See Appendix I
High School West Courtyard	Catch basins receiving storm water	See Appendix I
High School Alley Awning/Fitness Center	3 x Catch basins receiving surface water/roof water	See Appendix I

High School East Courtyard	2 x Catch basins receiving roof drain water	See Appendix I
High School Science Sink	Catch basin (all science sinks drain to this basin – filled with limestone)	See Appendix I
High School between A and D Wings	Manhole outside crosswing	See Appendix I
High School front of D Wing	Manhole cleanout	See Appendix I
High School Entrance East	Storm catch basin	See Appendix I
High School Front Lawn	Storm catch basin	See Appendix I
High School West Entrance	Storm catch basin	See Appendix I
High School Student Parking West Side adjacent to Cafeteria	Storm catch basin	See Appendix I
High School Student Parking Southwest outside Wood Shop	Storm catch basin	See Appendix I
High School South Site adjacent tennis court	Storm catch basin	See Appendix I
Sacandaga Elementary Town Road	Catch basins	See Appendix I
Sacandaga Elementary Roof	Roof drains (2 ½")	See Appendix I
Sacandaga Elementary Roof	A/C condensate drain to roof	Covered by general permit
Sacandaga Elementary Boiler Room	Sump – boiler draining condensate/treated water	See Appendix I
Middle School Upper Parking outside Auditorium	Catch basin	See Appendix I
Middle School Lawn outside Auditorium	Catch basin	See Appendix I
Middle School outside Auditorium New Lobby Entrance	Catch basin x 2	See Appendix I
Middle School Outside Main Entrance D Wing	Catch basin	See Appendix I
Middle School Mechanical Closet	Air handler drains	Covered by general permit
Middle School Machine Room	Floor drain – accepts water softener overflow/floor cleaning machine waste water/condensate	See Appendix I
Middle School Boiler Room	Floor drain	See Appendix I
Middle School outside D Wing adjacent to Flagpole	Catch basin receiving surface water	See Appendix I
Middle School in front of Skybox Rooms	Catch basin	See Appendix I
Middle School outside D Wing Wren Street Side	Catch basin receiving surface water	See Appendix I
Middle School outside Sitting Area	Catch basin receiving surface water	See Appendix I
Middle School behind sports field backstop	Catch Basic	See Appendix I

5.0 NYS SPDES Stormwater General Permit No. GP-0-24-001 Requirements

5.1 General Permit Requirements

Within six (6) months of the Effective Date of Coverage, January 3, 2024, (EDC), the MS4 Operator must develop a written staffing plan/organizational chart which includes job titles and other entities, and the roles and responsibilities for each corresponding to the required elements of the SWMP. The staffing plan must describe how information will be communicated and coordinated among all those with identified responsibilities. All staffing plan/organization charts must be documented in the SWMP.

The SWMP Plan must contain, at a minimum, all permit requirements implemented to meet the terms and conditions of this SPDES general permit, and documentation required by this SPDES general permit. The SWMP Plan may incorporate by reference any documents that meet the requirements of this SPDES general permit. If an MS4 Operator relies upon other documents to describe how the MS4 Operator will comply with the requirements of this SPDES general permit, the MS4 Operator must attach to the SWMP Plan a copy of these documents.

On the NOI, the MS4 Operator must designate a Stormwater Program Coordinator who must be knowledgeable in the principles and practices of stormwater management, the requirements of this SPDES general permit, and the SWMP. The Stormwater Program Coordinator oversees the development, implementation, and enforcement of the SWMP Plan; coordinates all elements of the SWMP Plan to ensure compliance with this SPDES general permit; and develops and submits the Annual Report. The name, title, and contact information of the Stormwater Program Coordinator must be documented in the SWMP Plan

Within six (6) months of the EDC, the MS4 Operator must make the current SWMP Plan, and documentation associated with the implementation of the SWMP Plan, available during normal business hours to the MS4 Operator's management and staff responsible for implementation as well as NYSDEC and United States Environmental Protection Agency (USEPA) staff. The completion of this permit requirement must be documented in the SWMP Plan.

Within six (6) months of the EDC, the MS4 Operator must make a copy of the current SWMP Plan available for public inspection during normal business hours at a location that is accessible to the public or on a public website. The location of the SWMP Plan must be kept current. The completion of this permit requirement must be documented in the SWMP Plan.

MS4 Operators must develop and implement their SWMP Plan in accordance with the timeframes set forth in this SPDES general permit. Annually, after the end of the Reporting Year and by April 1, the SWMP Plan must be updated to ensure the permit requirements are implemented. More frequent updates to the SWMP Plan are noted throughout this SPDES general permit in specific permit requirements

5.2 Minimum Control Measures

"Minimum Control Measures" (MCMs) is the term used by the U.S EPA and the NYS DEC General Permit for the six MS4 program elements aimed at achieving improved water quality. The following outlines the permit requirements for "small" MS4s. As a non-traditional MS4 the Scotia-Glenville CSD shall consider students, staff, faculty, and visitors as members of "the public" for purposes of implementation of the General Permit requirements.

The six MCMs are defined in the General Permit as:

- Public Education and Outreach Program
- Public Involvement/Participation
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff Controls
- Post-Construction Stormwater Management
- Pollution Prevention and Good Housekeeping

The goal of the SWMP Plan is to reduce the discharge of pollutants and to identify activities or structural improvements that help reduce the quantity and improve the quality of the storm water runoff.

Procedures and programs have been developed for the SWMP Plan to reduce the discharge of pollutants to the storm drain system. These include treatment controls, operating procedures, and practices to control site runoff, spills and leaks, sludge or waste disposal, or drainage from raw material storage. BMPs will be updated as appropriate to comply with any additions or changes to NPDES permit requirements.

The Procedures and programs described in Section 5.0 will be implemented by Scotia-Glenville staff and outside contractors. Whenever Scotia-Glenville staff or contractors perform work at the Scotia-Glenville Expanded Campus, procedures outlined for each relevant MCM, or other proven technique that reaches the same goal, must be used in order to ensure compliance with storm water discharges regulations.

Scotia-Glenville has already initiated the MCMs listed in Section 5.0 of this SWMP Plan. The SWMP Plan will document these existing procedures and programs, as well as the required periodic review of these procedures and programs.

5.3 Mapping

The MS4 Operator must develop and maintain comprehensive system mapping to include the mapping components within the MS4 Operator's automatically designated area or an additionally designated area subject to Criterion 1 or 2 of the Additional Designation Criteria (General Permit Appendix B), unless otherwise specified. The comprehensive system mapping must be documented in the SWMP Plan. The comprehensive system mapping must be in a readily accessible format, with scale and detail appropriate to provide a clear understanding of the MS4, to serve as a planning tool to allow for prioritization of efforts and facilitate management decisions by the MS4 Operator.

Annually, after Phase I completion, the MS4 Operator must update the comprehensive system mapping including updates to prioritization information of monitoring locations, construction sites, depending on and municipal facilities.

Within six (6) months of the EDC, the comprehensive system mapping must include the following information:

- MS4 outfalls (as required for MS4 Operators continuing coverage from previous iterations of this SPDES general permit);
- Interconnections (as required for MS4 Operators continuing coverage from previous iterations of this SPDES general permit);
- Preliminary storm-sewershed boundaries (as required for MS4 Operators continuing coverage from previous iterations of this SPDES general permit);
- Basemap information:

- Automatically and additionally designated areas (based on criterion 3 of Additional Designation Criteria in General Permit Appendix B);
- Names and location of all surface waters of the State, including:
  - Waterbody classification;
  - Waterbody Inventory/Priority Waterbodies List (WI/PWL);
  - Impairment status; and POC, if applicable;
  - Total Maximum Daily Load (TMDL) watershed areas;
- Land use, including:
  - Industrial;
  - Residential;
  - Commercial;
  - Open space; and
  - Institutional;
- Roads; and
- Topography

The comprehensive system mapping must be updated with the data collected for each phase of mapping within the timeframe for each phase as outlined below:

- Phase I: Within three (3) years of the EDC, the comprehensive system mapping must include the following information:
  - Monitoring locations, with associated prioritization
  - Preliminary storm-sewershed boundaries (for newly designated MS4 Operators);
  - Focus areas
  - Publicly owned/operated post-construction stormwater management practices (SMPs)
  - The publicly owned/operated post-construction SMPs subject to this requirement are in the automatically designated area or an additionally designated area subject to Criterion 1, 2, or 3 of the Additional Designation Criteria (General Permit Appendix B); and
  - Municipal facilities, with associated prioritization
- Phase II: Within five (5) years of the EDC, the comprehensive system mapping must include the following information:
  - MS4 infrastructure, including:
    - Conveyance system
      - Type (closed pipe or open drainage); and
      - Direction of flow;
    - Stormwater structures
      - Type (drop inlet, catch basin, or manhole); and
      - Number of connections to and from drop inlets, catch basins, and manholes;

5.4 Legal Authority

For MS4 Operators continuing coverage from previous iterations of the General Permit, adequate legal authority must be maintained.

The MS4 Operator must enact a legal mechanism or ensure that written policies/procedures are in place with content equivalent to the model local law, with documentation in the SWMP Plan from the attorney representing the MS4 Operator of the equivalence.

Equivalent legal mechanisms or written policies/procedures must include the following:

- For illicit discharges:
  - A prohibition of:

        - Illicit discharges, spills or other release of pollutants;
        - Unauthorized connections into the MS4;
    - A mechanism to:
        - Receive and collect information related to the introduction of pollutants into the MS4;
        - Require installation, implementation, and maintenance of post-construction SMPs;
        - Require compliance and take enforcement action; and,
        - Access property for inspection.
    - To be adequate the legal mechanism must also ensure:
        - Applicable construction activities are effectively controlled and include post-construction runoff controls for new development and redevelopment projects; and
        - Post-construction SMPs are properly operated and maintained by requiring the following:
            - A stormwater pollution prevention plan (SWPPP) with erosion and sediment controls that meets or exceed the New York State, Standards and Specifications for Erosion & Sediment Control, November 2016 (NYS E&SC 2016) and requires post-construction SMPs for applicable construction activity described in General Permit Part VI.D. in conformance with the General Permit Part IV.E.14 SPDES General Permit for Stormwater from Construction Activities, GP-0-20-001 (CGP);
            - Post-construction SMPs as required by CGP meet the sizing criteria specified in the New York State Stormwater Management Design Manual, January 2015 (NYS SWMDM 2015), and performance criteria, or equivalent, including Operation & Maintenance Plans for long term maintenance;
            - Construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste, all of which may cause adverse impacts to water quality; and
            - Receive and collect information related to compliance with the approved SWPPP including verification of maintenance of post-construction SMPs (if conducted by private entities).

5.5 Enforcement Measures and Tracking

Enforcement Response Plan

Within six (6) months, the MS4 Operator must develop and implement an enforcement response plan (ERP) which clearly describes the action(s) to be taken for violations that the MS4 Operator has enacted for illicit discharge, construction, and post-construction.

The ERP must be documented in the SWMP Plan. The ERP must set forth a protocol to address repeat and continuing violations through progressively stricter responses (i.e., escalation of enforcement) as needed to achieve compliance with the terms and conditions of this SPDES general permit.

- The ERP must describe how the MS4 Operator will use the following types of enforcement responses or combination of responses:

    - Verbal warnings;
    - Written notices;
    - Citations (and associated fines);
    - Stop work orders;
    - Withholding of plan approvals or other authorizations affecting the ability to discharge to the MS4; and
    - Additional measures, supported in local legal authorities, such as collecting against the project's bond or directly billing the responsible party to pay for work and materials to correct violations
- Enforcement responses are based on the type, magnitude, and duration of the violation, effect of the violation on the receiving water, compliance history of the operator, and good faith of the operator in compliance efforts.
- Efforts to obtain a voluntary correction of deficiencies through informal enforcement, such as verbal warnings or written notices, must not exceed sixty (60) days in duration (from the time of the MS4 Operator's initial determination until a return to compliance).

Enforcement Tracking

The MS4 Operator must track instances of non-compliance in the SWMP Plan. The enforcement case documentation must include, at a minimum, the following:

- Name of the owner/operator of the facility or site of the violation (can be redacted from the publicly available SWMP Plan);
- Location of the stormwater source (e.g., construction project);
- Description of the violation;
- Schedule for returning to compliance;
- Description of enforcement response used, including escalated responses if repeat violations occur or violations are not resolved in a timely manner;
- Accompanying documentation of enforcement response (e.g., notices of noncompliance, notices of violations);
- Any referrals to different departments or agencies; and
- Date violation was resolved

5.5 Recordkeeping

The MS4 Operator must keep records required by this SPDES general permit for five (5) years after they are generated. Records must be submitted to NYSDEC within a reasonable specified time period of a written Department request for such information. Documents can be maintained in electronic format if the manner reasonably assures the integrity of the records, in accordance with NYCRR 750-2.5(e)(1). Records, including the NOI and the SWMP Plan, must be made available to the public at reasonable times during regular business hours.

5.6 Reporting

Reports must be submitted electronically to NYSDEC using the forms located on NYSDEC's website (http://www.dec.ny.gov/).

Annually, MS4 Operators must submit an Annual Report to NYSDEC using the form provided by NYSDEC. The completion of this permit requirement must be documented in the SWMP Plan.

The reporting period for the Annual Report is January 3 of the current year to January 2 of the following year (Reporting Year).

For MS4 Operators continuing coverage, the Annual Report must be submitted to NYSDEC by April 1 of the year following the end of the Reporting Year.

Twice a year, MS4 Operators must submit to NYSDEC an Interim Progress Certification that verifies the activities included in this SPDES general permit have been completed by the date specified using the form provided by NYSDEC. The completion of this permit requirement must be documented in the SWMP Plan.

An Interim Progress Certification for the period of January 3 through June 30 of the same year must be submitted to NYSDEC by October 1 of the same year. An Interim Progress Certification for the period of July 1 through January 2 of the following year must be submitted to NYSDEC by April 1 of the following year along with the Annual Report. Submission of the Annual Report is not a substitute for submission of the Interim Progress Certification.

All reports specified within this Part must be signed and certified in accordance with General Permit Part X.J.

The Annual Report and Interim Progress Certifications shall summarize the activities performed throughout the Reporting Year, including:

- The status of compliance with permit requirements;
- Information documented in the SWMP Plan, as specified throughout this SPDES general permit; and a certification statement in accordance with 40 CFR 122.22(d).

5.7 SWMP Plan Evaluation

Once every five (5) years, the MS4 Operator must evaluate the SWMP Plan for compliance with the terms and conditions of the General Permit, including the effectiveness or deficiencies of components of the individual SWMP Plan, and the status of achieving the requirements outlined in this SPDES general permit. The SWMP Plan evaluation must be documented in the SWMP Plan.

6.0 Minimum Control Measures (MCMs) for Non-Traditional MS4 Operators

Non-traditional MS4 Operators must comply with the MCMs contained in the General Permit Part VII.

For the purposes of development and implementation of the following MCMs, as a non-traditional MS4 Operator, the Scotia-Glenville Central School District shall consider their public to be:

- Employees (i.e., staff, faculty);
- User population/visitors;
- Students, and;
- Contractors & developers working for MS4 Operator

6.1 MCM 1 - Public Education and Outreach Program on Storm Water Impacts

An MS4 Operator must develop and implement an education and outreach program to increase public awareness of pollutant generating activities and behaviors. and compliance for the storm water management program. This MCM is designed to inform the public about the impacts of stormwater on water quality, the general sources of stormwater pollutants, and the steps the general public can take to reduce pollutants in stormwater runoff.

Development

Focus Areas

Within three (3) years of the EDC, the MS4 Operator must
identify and document the focus areas for the SWMP Plan considering the following:

- Areas discharging to waters with Class AA-S, A-S, AA, A, B, SA, or SB according the NYS DEC
- Sewersheds for impaired waters listed in Appendix C of the NYS DEC General Permit.
- TMDL watersheds
- Areas with construction activities
- Ares with on-site wastewater systems
- Residential, commercial, and industrial areas
- Stormwater hotspots
- Areas with illicit discharges

Target Audiences and Associated Pollutant Generating Activities

Within three (3) years of the EDC, the MS4 Operator must identify and document the applicable target audience(s) and associated pollutant generating activities that the outreach and education will address for each focus area identified. Target audiences to be considered are as follows:

- Residents
- Commercial, business owners and staff
- Institutions, managers, staff, and students
- Construction, developers, contractors, and design professionals
- Industrial, owners and staff,
- MS4 Operator's municipal staff

Education and Outreach Topics

Within three (3) years of the EDC, the MS4 Operator must identify and document the education and outreach topics and how the education and outreach topics will reduce the potential for pollutants to be generated by the target audience(s) for the identified focus area(s).

Illicit Discharge Education

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

The information related to the prevention of illicit discharges must include the following:

- What types of discharges are allowable

- What is an illicit discharge and why is it prohibited
- The environmental hazards associated with illicit discharges and improper disposal of waste
- Proper handling and disposal practices for the most common behaviors within the community (e.g. septic care, car washing, household hazardous waste, swimming pool draining, or other activities resulting in illicit discharges to the MS4)
- How to report illicit discharges they may observe

Implementation and Frequency

Distribution Method of Educational Messages

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

- Printed materials (e.g., mail inserts, brochures, and newsletters)
- Electronic materials (e.g., websites, email listservs)
- Mass media (e.g., newspapers, public service announcements on radio or cable)
- Workshops or focus groups
- Displays in public areas (e.g., town halls, library, parks)
- Social media (e.g., Facebook, Twitter, blogs)

Frequency

Following completion of the identification of the Focus Areas, Target Audiences and Associated Pollutant Generating Activities, Education Outreach Topics, and Illicit Discharge Education information as defined under the 6.1 Development section, within five (5) years of the EDC, and once every five (5) years, thereafter, the MS4 Operator must deliver an educational message to each target audience(s) for each focus area(s) based on the defined education and outreach topics and document the completion of this requirement in the SWMP.

Updates to the Public Education and Outreach Program

Annually, by April 1, the MS4 Operator must review and update the focus areas, target audiences, and/or education and outreach topics and document the completion of this requirement in the SWMP.

Non-stormwater discharges are defined in the General Permit as discharges through outfalls listed in Part 6 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR) 750-1.2(a)(29)(vi) and 40 CFR 122.34(b)(3)(ii) provided they do not violate Environmental Conservation Law Section 17-0501. Non-stormwater discharges include:

- Waterline flushing
- Landscape irrigation
- Diverted stream flows
- Rising ground waters
- Uncontaminated ground water infiltration
- Uncontaminated pumped ground water
- Discharges from potable water sources
- Foundation and footing drains
- Air conditioning condensate
- Irrigation water
- Springs
- Water from crawl space and basement sump pumps
- Lawn watering runoff
- Water from individual residential car washing

- Flows from riparian habitats and wetlands
- Dechlorinated swimming pool and water reservoir discharges
- Residual street wash water
- Discharges from firefighting activities are authorized only when the firefighting activities are emergencies/unplanned
- Any SPDES permitted discharge

Methodology for Compliance with Permit Requirements

- The district will create a link on its website to storm water information sources.
- The district will provide training on storm water management to buildings and grounds employees.

6.2 MCM 2 - Public Involvement/Participation

The MS4 Operator must provide opportunities to involve the public in the development, review, and implementation of the SWMP. This MCM is designed to give the public the opportunity to include their opinions in the implementation of this SWMP.

Public Involvement/Participation
Annually, the MS4 Operator must provide an opportunity for public involvement/participation in the develop and implementation of the SWMP. The MS4 Operator must document the public involvement/participation opportunities in the SWMP. The opportunities for public involvement/participation may include:

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

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

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

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

The Stormwater Coordinator is the local point of contact to receive and response to public concerns. This individual may be contacted by calling 518-482-1294 or emailing mcary1@sgcsd.net.

Public Notice and Input Requirements

Public Notice and Input Requirements for the SWMP

Within six (6) months of the EDC, the MS4 Operator must provide an opportunity for the public to review and comment on the publicly available SWMP Plan. The public must have the ability to ask questions and submit comments on the SWMP Plan. The completion of this requirement must be documented in the SWMP. This requirement may be satisfied by the Public Involvement/Participation opportunity described above.

Public Notice and Input Requirements for the Draft Annual Report

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

- Presentation of the draft Annual Report at a regular meeting of an existing board or separate meeting specifically for stormwater, as designated by the MS4, or if requested by the public. The public must have the ability to ask questions about, and make comments on the draft annual report during that presentation; or
- Posting of the draft Annual Report on a public website. The website must provide information on the timeframes and procedures to submit comments and/or request a meeting. However, if a public meeting is requested by two or more persons, the MS4 Operator must hold such a meeting.

Consideration of Public Input

Annually, the MS4 Operator must include a summary of comments received on the SWMP Plan and draft Annual Report in the SWMP.
Within thirty (30) days of when public input is received, the MS4 Operator must update the SWMP, where appropriate, based on the public input received.

6.3 MCM 3 - Illicit Discharge Detection and Elimination

The MS4 Operator must develop, implement, and enforce a program which systematically detects, tracks down, and eliminates illicit discharges to the MS4. This MCM is designed to manage the MS4 so it is not conveying pollutants associated with flows other than those directly attributable to stormwater runoff.

Illicit Discharge Detection

Public Reporting of Illicit Discharges

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

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

- Date of the report
- Location of the illicit discharge
- Nature of the illicit discharge
- Follow-up actions taken or needed (including response times)

- Inspection outcomes or any enforcement taken

Monitoring Locations

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

- MS4 outfalls
- Interconnections
- Municipal facility intraconnections

Monitoring Locations Inventory

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

- Inventory information for MS4 outfalls:
    - Identification of the outfall (ID)
    - Prioritization (high or low)
    - Type of monitoring location
    - Name of the MS4 Operators municipal facility
    - Receiving waterbody name and class
    - Receiving waterbody WI/PWL Segment ID
    - Land use in drainage area
    - Type of conveyance (open drainage or closed pipe)
    - Material
    - Shape
    - Dimensions
    - Submerged in water
    - Submerged in sediment
- Inventory information for interconnections
    - Identification of the interconnection (ID)
    - Prioritization (high or low)
    - Type of monitoring location
    - Name of MS4 Operator receiving discharge or private storm system
    - Name of MS4 Operators municipal facility
    - Receiving waterbody name and class
- Inventory information for municipal facility intraconnections
    - Identification of the intraconnection (ID)
    - Prioritization (high or low)
    - Type of monitoring location
    - Name of the MS4 Operators municipal facility
    - Receiving waterbody name and class

Annually, the MS4 Operator must update the inventory if monitoring locations are created or discovered.

Monitoring Locations Prioritization

Within three (3) years of the EDC, the MS4 Operator must prioritize monitoring locations which are included in the monitoring locations inventory as follows:

- High Priority monitoring locations include monitoring locations:
    - At a high priority facility
    - Discharging to impaired waters
    - Discharging within a TMDL watershed
    - Discharging to waters with Class AA-S, A-S, AA- B, SA, or SB

    - Confirmed citizen complaints on three or more separate occasions in the last twelve (12) months
- All other monitoring locations are considered low priority

Within thirty (30) days of when a monitoring location is constructed or the MS4 Operator discovers it, the MS4 Operator must prioritize those monitoring locations.

Annually, after the initial prioritization, the MS4 Operator must update the monitoring location prioritization in the inventory based on information gathered as part of the monitoring location inspection and sampling program. The completion of this requirement must be documented in the SWMP.

Monitoring Locations Inspection and Sampling Program

Within two (2) years of the EDC, the MS4 Operator must develop and implement a monitoring locations inspection and sampling program. The monitoring locations inspection and sampling program must be documented in the SWMP Plan specifying

The monitoring locations inspection and sampling procedures including:

- During dry weather, one (1) inspection of each monitoring location identified in the inventory every five (5) years following the most recent inspection
- Documentation of all monitoring location inspections, including any sampling results, using the Monitoring Locations Inspection and Sampling Field Sheet from the General Permit or equivalent, and include the completed monitoring location inspections and sampling results in the SWMP.
- Provisions to sample all monitoring locations which had inspections which resulted in a suspect or obvious illicit discharge characterization. The sampling requirement is based on the number and severity of physical indicators present in the flow to better inform track down procedures. If the source of an illicit discharge is clear and discernable (e.g. sewage), sampling is not necessary.
- Sampling may be done with field test kits or field instrumentation that are sufficiently sensitive to detect the parameter below the sampling action level used and are not subject to 40 CFR Part 136 requirements for approved methods and certified laboratories.
- Provisions to initiate, or cause to initiate, track down procedures, in accordance with the timeframes specified in the General Permit Part VII.C.2.a.iii, for monitoring locations with an overall characterization as suspect illicit discharge or obvious illicit discharge or that exceed any sampling action level used
- Provisions to re-inspect the monitoring location within thirty (30) days of initial inspection if there is a physical indicator not related to flow, potentially indicative of intermittent or transitory discharges, utilizing techniques described in Chapter 12.6 of the Center for Watershed Protection Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assistance, October 2004 (CWP 2004), or equivalent
    - If those same physical indicators persist, the MS4 Operator must initial illicit discharge track down procedures
    -

The training provisions for the MS4 Operator's monitoring locations inspection and sampling procedures:

- If new staff are added, training on the MS4 Operator's monitoring locations inspection and sampling procedures must be given prior to conducting monitoring locations inspections and sampling procedures
- For existing staff, training on the MS4 Operator's monitoring locations inspection and sampling procedures must be given prior to conducting monitoring locations inspections and sampling and once every five (5) years, thereafter
- If the monitoring locations inspection and sampling procedures are updated, training on the

updates must be given to all staff prior to conducting monitoring locations inspections and sampling.

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

Annually by April 1, the MS4 Operator must review and update the monitoring location inspection and sampling procedures based on monitoring location inspection results (e.g. trends, patterns, areas with illicit discharges, and common problems) and document the completion of this requirement in the SWMP.

Illicit Discharge Track Down Program

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

- The illicit discharge track down procedures including:
    - Procedures as described in Chapter 13 of CWP 2004 or equivalent
    - Steps taken for illicit discharge track down procedures
    - The following timeframes to initiate illicit discharge track down
        - Within twenty-four (24) hours of discovery, the MS4 Operator must initiate track down procedures for flowing MS4 monitoring locations with obvious illicit discharges
        - Within two (2) hours of discovery, the MS4 Operator must initiate track down procedures for obvious illicit discharges of sanitary wastewater that would affect bathing areas during bathing season, shell fishing areas or public water intakes and report orally or electronically to the Regional Water Engineer and the local health department
        - And within five (5) days of discovery, the MS4 Operator must initiate track down procedures for suspect illicit discharges
- The training provisions for the MS4 Operator's illicit discharge track down procedures
    - If new staff are added, training on the MS4 Operator's illicit discharge track down procedures must be given prior to conducting illicit discharge track downs
    - For existing staff, training on the MS4 Operator's illicit discharge track down procedures must be given prior to conducting illicit discharge track downs and once every five (5) years, thereafter and
    - If the illicit discharge track down procedures are updated, training on the updates must be given to all staff prior to conducting illicit discharge track downs
- The names, titles, and contact information for the individuals who have received illicit discharge track down procedures training and update annually and
- Annually, by April 1, the MS4 Operator must
    - Review and update the illicit discharge track down procedures and
    - Document the completion of this requirement in the SWMP

Illicit Discharge Elimination Program

Within two (2) years of the EDC, the MS4 Operator must develop and implement an illicit discharge elimination program. The illicit discharge elimination program must be documented in the SWMP Plan specifying:

- The illicit discharge elimination procedures including:
    - Provisions for escalating enforcement and tracking, both consistent with the ERP required in Part IV.F of the General Permit
    - Provisions to confirm the corrective actions have been taken

    - Steps taken for illicit discharge elimination procedures, and
    - The following timeframes for illicit discharge elimination
        - Within twenty-four (24) hours of identification of an illicit discharge that has a reasonable likelihood of adversely affecting human health or the environment, the MS4 Operator must eliminate the illicit discharge
        - Within five (5) days of identification of an illicit discharge that does not have a reasonable likelihood of adversely affecting human health or the environment, the MS4 Operator must eliminate the illicit discharge and
        - Where elimination of an illicit discharge within the specified timeframes is not possible, the MS4 Operator must notify the Regional Water Engineer
- The training provisions for the MS4 Operator's illicit discharge elimination procedures
    - If new staff are added, training on the MS4 Operator's illicit discharge elimination procedures must be given prior to conducting illicit discharge eliminations
    - For existing staff, training on the MS4 Operator's illicit discharge elimination procedures must be given prior to conducting illicit discharge eliminations and once every five (5) years, thereafter, and
    - If the illicit discharge elimination procedures are updated, training on the updates must be given to all staff prior to conducting illicit discharge eliminations
- The names, titles, and contact information for the individuals what have received illicit discharge elimination procedures training and update annually; and
- Annually, by April 1, the MS4 Operator must:
    - Review and update the illicit discharge elimination procedures and
    - Document the completion of this requirement in the SWMP

6.4 MCM 4 - Construction Site Stormwater Runoff Control

The MS4 Operator must develop, implement, and enforce a program to ensure construction sites are effectively controlled. This MCM is designed to prevent pollutants from construction related activities, as well as promote the proper planning and installation of post-construction SMPs.

Applicable Construction Activities/Projects/Sites
The construction site stormwater runoff control program must address stormwater runoff to the MS4 from sites with construction activities permitted, approved, funded, or owned/operated by the MS4 Operator that:

- Result in a total land disturbance of greater than or equal to one acre, or
- Disturb less than one acre if part of a larger common plan of development or sale

For construction activities where the MS4 Operator is listed as the owner/operator on the Notice of Intent for coverage under the SPDES General Permit for Stormwater from Construction Activities, GP-0-20-001 (CGP):

- The MS4 Operator must ensure compliance with the CGP and
- The additional requirements for construction oversight described in the GP Part VII.D.6 throught Part VII.D.9 are not required.

Public Reporting of Construction Site Complaints
Withing six (6) months of the EDC, the MS4 Operator must establish and document in the SWMP Plan an email or phone number (with message recording capability) for the public to report complaints related to construction stormwater activity.

The MS4 Operator must document reports of construction site complaints in the SWMP Plan with the following information:

- Date of report
- Location of the construction site
- Nature of complaint
- Follow up actions taken or needed and
- Inspection outcomes and any enforcement taken

Construction Oversight Program

Within one (1) year of the EDC, the MS4 Operator must develop and implement a construction oversight program. The construction oversight program must be documented in the SWMP Plan specifying:

- The construction oversight procedures including:
    - When the construction site stormwater control program applies
    - What types of construction activity requires a SWPPP
    - The procedures for submission of SWPPPs
    - SWPPP review requirements
    - Pre-construction oversight requirements
    - Construction site inspection requirements
    - Construction site close-out requirements
    - Enforcement process/expectations for compliance and
    - Other procedures associated with the control of stormwater runoff from applicable construction activities
- The training provisions for the MS4 Operator's construction oversight procedures
    - If new staff are added, training on the MS4 Operator's construction oversight procedures must be given prior to conducting any construction oversight activities;
    - For existing staff, training on the MS4 Operator's construction oversight procedures must be given prior to conducting any construction oversight activities and once every five (5) years, thereafter; and
    - If the construction oversight procedures are updated, training on the updates must be given to all staff prior to conducting construction oversight.
- The names, titles, and contact information for the individuals who have received construction oversight training and update annually
- Procedures to ensure those involved in the construction activity itself (e.g. contractor, subcontractor, qualified inspector, SWPPP reviewers) have received four (4) hours of NYS DEC endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other NYS DEC endorsed entity, and
- Annually, by April 1, the MS4 Operator must:
    - Review and update the construction oversight procedures and
    - Document the completion of this requirement in the SWMP

Construction Site Inventory & Inspection Tracking

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

- Location of the construction site
- Owner/operator contact information, if other than the MS4 Operator
- Receiving waterbody name and class
- Receiving waterbody WI/PWL Segment ID
- Prioritization (high or low)
- Construction project SPDES identification number
- SWPPP approval date

- Inspection history, including dates and ratings (satisfactory, marginal, or unsatisfactory, when available) and
- Current status of the construction site/project (i.e. active, temporarily shut down, complete)

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

Construction Site Prioritization
Within one (1) year of the EDC, the MS4 Operator must prioritize all construction sites which are included in the construction site inventory as follows:

- High priority construction sites include construction sites:
    - With a direct conveyance (e.g. channel, ditch, storm sewer) to a surface water of the State that is:
        - Listed in Appendix C of the General Permit with silt/sediment, phosphorus, or nitrogen as the Pollutant of Concern
        - Classified as AA-S, AA, or A or
        - Classified with a trout (T) or trout spawning (TS) designation
    - With greater than five (5) acres of disturbed earth at any one time
    - With earth disturbance within one hundred (100) feet of any lake or pond, and/or
    - Within fifty (50) feet of any rivers or streams
- All other construction sites are considered low priority

Within thirty (30) days of when a construction site becomes active, the MS4 Operator must prioritize those construction sites and annually, after the prioritization, the MS4 Operator must update the construction site prioritization in the inventory based on information gathered as part of the construction oversight program. The completion of this permit requirement must be documented in the SWMP.

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

6.5 MCM 5 - Post-Construction Stormwater Management

The MS4 Operator must develop, implement, and enforce a program to ensure proper operation and maintenance of post-construction SMPs for new or redeveloped sites. This MCM is designed to promote the long-term performance of post-construction SMPs in removing pollutants from stormwater runoff.

Applicable Post-Construction SMPs

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

- Post-construction SMPs that have been installed as part of any CGP covered construction site or individual SPDES permit (since March 10, 2003); and
- All new post-construction SMPs constructed as part of the construction site stormwater runoff control program.

Post-Construction SMP Inventory and Inspection Tracking

The MS4 Operators continuing coverage must:

- Maintain the inventory from previous iterations of this SPDES general permit for post-construction SMPs installed after March 10, 2003; and
- Develop the inventory for post-construction SMPs installed after March 10, 2003 including post-construction SMPs:
    - As they are approved or discovered; or
    - After the owner/operator of the construction activity has filed the NOI with the NYS DEC

Annually, the MS4 Operator must update the inventory of post-construction SMPs to include the post-construction SMPs.

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

- Street address or tax parcel
- Type
- Receiving waterbody name and class
- Receiving waterbody WI/PWL Segment ID
- Date of installation (if available) or discovery
- Ownership
- Responsible party for maintenance
- Contact information for party responsible for maintenance
- Location of documentation depicting O&M requirements and legal agreements for post-construction SMP
- Frequency of inspection of post-construction SMP, as specified in the NYS DEC Maintenance Guidance: Stormwater Management Practices, March 31, 2017 (NYS DEC Maintenance Guidance 2017) or as specified in the O&M plan contained in the approved SWPPP
- Reason for installation (e.g. new development, redevelopment, retrofit, flood control), if known
- Date of last inspection
- Inspection results and
- Any corrective actions identified and completed

MS4 Operators must document the inventory of post-construction SMPs in the SWMP Plan.

SWPPP Review

For post-construction SMP Stormwater Pollution Prevention Plan (SWPPP) review requirements see General Permit 6.4 SWPPP Review

Post-Construction SMP Inspection and Maintenance Program

Within one (1) year of the EDC the MS4 Operator must develop and implement a post-construction SMP inspection and maintenance program. The post-construction SMP inspection and maintenance program must be documented in the SWMP Plan specifying:

- The post-construction SMP inspection and maintenance procedures including:
    - Provisions to ensure that each post-construction SMP identified in the post-construction SMP inventory is inspected at the frequency specified in the NYS DEC Maintenance Guidance 2017 or as specified in the O&M plan contained in the approved SWPPP, if available;
    - Documentation of post-construction SMP inspections using the Post-Construction SMP

Inspection Checklist or an equivalent form containing the same information. The MS4 Operator must include the completed post-construction SMP inspections (i.e., the completed Post-Construction SMP Inspection Checklist) in the SWMP Plan
    - Provisions to initiate follow-up actions (i.e., maintenance, repair, or higherlevel inspection) within thirty (30) days of post-construction SMP inspection; and
    - Provisions to initiate enforcement within sixty (60) days of the inspection if follow-up actions are not complete.
- The training provisions for the MS4 Operator's post-construction SMP inspection and maintenance procedures:
    - If new staff are added, training on the MS4 Operator's post-construction SMP inspection and maintenance procedures and procedures outlined in the NYS DEC endorsed program must be given prior to conducting any post-construction SMP inspection and maintenance;
    - For existing staff, training on the MS4 Operator's post-construction SMP inspection and maintenance procedures and procedures outlined in the NYS DEC endorsed program must be given prior to conducting any post-construction SMP inspection and maintenance and once every five (5) years, thereafter; and
    - If the post-construction SMP inspection and maintenance procedures are updated, training on the updates must be given to all staff prior to conducting post-construction SMP inspection and maintenance.
- The names, titles, and contact information for the individuals who have received post-construction SMP inspection and maintenance procedures training and update annually
- Annually, by April 1, the MS4 Operator must:
    - Review and update the post-construction SMP inspection and maintenance procedures
    - Document the completion of this requirement in the SWMP

6.6 MCM 6 – Pollution Prevention and Good Housekeeping

The MS4 Operator must develop and implement a pollution prevention and good housekeeping program for municipal facilities and municipal operations to minimize pollutant discharges. This MCM is designed to ensure the MS4 Operator's own activities do not contribute pollutants to surface waters of the State.

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

- Minimize Exposure
    - Exposure of materials to rain, snow, snowmelt, and runoff must be minimized, unless not technologically possible or not economically practicable and achievable in light of best industry practices, including areas used for loading and unloading, storage, disposal, cleaning, maintenance, and fueling operations, with the following BMPs
        - Locate materials and activities inside or protect them with storm resistant coverings;
        - Use grading, berming, or curbing to prevent runoff of contaminated flows and divert run-on away from these areas;
        - Locate materials, equipment, and activities so leaks and spills are contained in existing containment and diversion systems;
        - Clean up spills and leaks promptly using dry methods (e.g., absorbents) to

prevent the discharge of pollutants;
        - Store leaky vehicles and equipment indoors or, if stored outdoors, use drip pans and absorbents;
        - Use spill/overflow protection equipment;
        - Perform all vehicle and/or equipment cleaning operations indoors, under cover, or in bermed areas that prevent runoff and run-on and also captures any overspray;
        - Drain fluids, indoors or under cover, from equipment and vehicles that will be decommissioned, and, for any equipment and vehicles that will remain unused for extended periods of time, inspect at least monthly for leaks; and/or
        - Minimize exposure of chemicals by replacing with a less toxic alternative (e.g., use non-hazardous cleaners).
- No Exposure Certification for High Priority Municipal Facilities
    - Municipal facilities may qualify for No Exposure Certification (General Permit Appendix D) when all activities and materials are completely sheltered from exposure to rain, snow, snowmelt and/or runoff
    - High priority municipal facilities with uncovered parking areas for vehicles awaiting maintenance may be considered a low priority municipal facility if only routine maintenance is performed inside and all other no exposure criteria are met.
    - Municipal facilities accepting or repairing disabled vehicles and/or vehicles that have been involved in accidents are not eligible for the No Exposure Certification.
    - Municipal facilities must maintain the No Exposure Certification and document such in the SWMP Plan. The No Exposure Certification ceases to apply when activities or materials become exposed.
- Follow a Preventive Maintenance Program
    - Implement a preventative maintenance program that includes routine inspection, testing, maintenance, and repair of all fueling areas, vehicles and equipment, and systems to prevent leaks, spills and other releases. This includes:
        - Performing inspections and preventive maintenance of stormwater drainage, source controls, treatment systems, and plant equipment and systems;
        - Maintaining non-structural BMPs (e.g., keep spill response supplies available, personnel appropriately trained, containment measures, covering fuel areas); and
        - Ensure vehicle washwater is not discharged to the MS4 or to surface waters of the State. Wash equipment/vehicles in a designated and/or covered area where washwater is collected to be recycled or discharged to the sanitary sewer
    - Routine maintenance must be performed to ensure BMPs are operating properly.
    - When a BMP is not functioning to its designed effectiveness and needs repair or replacement:
        - Maintenance must be performed before the next anticipated storm event, or as necessary to maintain the continued effectiveness of stormwater controls. If maintenance prior to the next anticipated storm event is impracticable, maintenance must be scheduled and accomplished as soon as practicable; and
        - Interim measures must be taken to prevent or minimize the discharge of pollutants until the final repair or replacement is implemented, including cleaning up any contaminated surfaces so that the material will not be discharged during subsequent storm events.
- Spill Prevention and Response Procedures
    - Minimize the potential for leaks, spills and other releases that may be exposed to stormwater and develop plans for effective response to such spills if or when they occur. At a minimum, the MS4 Operator must:
        - Store materials in appropriate containers:

        - Label containers (e.g., “Used Oil,” “Spent Solvents,” “Fertilizers and Pesticides”) that could be susceptible to spillage or leakage to encourage proper handling and facilitate rapid response if spills or leaks occur;
        - Implement procedures for material storage and handling, including the use of secondary containment and barriers between material storage and traffic areas, or a similarly effective means designed to prevent the discharge of pollutants from these areas;
        - Develop procedures for stopping, containing, and cleaning up leaks, spills, and other releases. As appropriate, execute such procedures as soon as possible;
        - Keep spill kits on-site, located near areas where spills may occur or where a rapid response can be made;
        - Develop procedures for notification of the appropriate facility personnel, emergency response agencies, and regulatory agencies when a leak, spill, or other release occurs. If possible, one of these individuals should be a member of the stormwater pollution prevention team Any spills must be reported in accordance with 6 NYCRR 750-2.7; and
        - Following any spill or release, the MS4 Operator must evaluate the adequacy of the BMPs identified in the municipal facility specific SWPPP. If the BMPs are inadequate, the SWPPP must be updated to identify new BMPs that will prevent reoccurrence and improve the emergency response to such releases.
    - Measures for cleaning up spills or leaks must be consistent with applicable petroleum bulk storage, chemical bulk storage, or hazardous waste management regulations at 6 NYCRR Parts 596-599, 613 and 370-373.
    - The SPDES general permit does not relieve the MS4 Operator of any reporting or other requirements related to spills or other releases of petroleum or hazardous substances. Any spill of a hazardous substance must be reported in accordance with 6 NYCRR 597.4. Any spill of petroleum must be reported in accordance with 6 NYCRR 613.6 or 17 NYCRR 32.3
- Erosion and Sediment Controls
    - Stabilize exposed areas and control runoff using structural and/or non-structural controls to minimize onsite erosion and sedimentation.
    - The MS4 Operator must consider:
        - Structural and/or non-structural controls found in the NYS E&SC 2016;
        - Areas that, due to topography, land disturbance (e.g., construction), or other factors, have potential for significant soil erosion;
        - Whether structural, vegetative, and/or stabilization BMPs are needed to limit erosion;
        - Whether velocity dissipation devices (or equivalent measures) are needed at discharge locations and along the length of any channel to provide a non-erosive flow velocity from the structure to a water course; and
        - Address erosion or areas with poor vegetative cover, especially if the erosion is within fifty (50) feet of a surface water of the State
- Manage Vegetated Areas and Open Space on Municipal Property
    - Maintain vegetated areas on MS4 Operator owned/operated property and right of ways:
        - Specify proper use, storage, and disposal of pesticides, herbicides, and fertilizers including minimizing the use of these products and using only in accordance with manufacturer’s instruction;
        - Use lawn maintenance and landscaping practices that are protective of water quality. Protective practices include: reduced mowing frequencies; proper disposal of lawn clippings; and use of alternative landscaping materials (e.g., drought resistant planting);

        - Place pet waste disposal containers and signage concerning the proper collection and disposal of pet waste at all parks and open space where pets are permitted; and
        - Address waterfowl congregation areas where needed to reduce waterfowl droppings from entering the MS4.
- Salt Storage Piles or Pile Containing Salt
    - Enclose or cover storage piles of salt, or piles containing salt, used for deicing or maintenance of paved surfaces, except during loading, unloading, and handling. Implement appropriate measures (e.g., good housekeeping, routine sweeping, diversions, containment) to minimize exposure resulting from adding to or removing materials from the pile
- Waste, Garbage, and Floatable Debris
    - Keep all dumpster lids closed when not in use. For dumpsters and roll off boxes that do not have lids and could leak, ensure that discharges have a control (e.g., secondary containment, treatment); and
    - Keep exposed areas free of waste, garbage, and debris or intercept them before they are discharged:
        - Manage trash containers at parks and open space (scheduled cleanings; sufficient number);
        - Pick up trash and debris on MS4 Operator owned/operated property and rights of way; and
        - Clean out catch basins within the appropriate timeframes
- Alternative Implementation Options
    - When alternative implementation options are utilized, require the parties performing municipal operations as contracted services, including but not limited to street sweeping, snow removal, and lawn/grounds care, to meet permit requirements as the requirements apply to the activity performed.

Municipal Facilities

Municipal Facility Program

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

- The municipal facility procedures including:
    - The BMPs incorporated into the municipal facility program;
    - The high priority municipal facility requirements as applied to the specific municipal facility; and
    - The low priority municipal facility requirements as applied to the specific municipal facility
- The training provisions for the MS4 Operator's municipal facility procedures
    - If new staff are added, training on the MS4 Operator's municipal facility procedures must be given prior to conducting municipal facility procedures;
    - For existing staff, training on the MS4 Operator's municipal facility procedures must be given prior to conducting municipal facility procedures and once every five (5) years, thereafter; and
    - If the municipal facility procedures are updated training on the updates must be given to all staff prior to conducting municipal facility procedures
- The names, titles, and contact information for the individuals that have received municipal facility training and update annually, and
- Annually, by April 1, the MS4 Operator must:

- Review and update the municipal facility procedures and
- Document the completion of this requirement in the SWMP

Municipal Facility Inventory

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

- Name of the municipal facility
- Street address
- Type of municipal facility
- Prioritization (high or low)
- Receiving waterbody name and class
- Receiving waterbody WI/PWL Segment ID
- Contact information
- Responsible department
- Location of the SWPPP (if high priority, when completed)
- Type of activities present on the site
- Size of the facility (acres)
- Date of the last assessment
- BMPs identified and
- Projected date of the next comprehensive site assessment depending on the municipal facility prioritization

Annually, the MS4 Operator must update the inventory if new municipal facilities are added.

Municipal Facility Prioritization

Within three (3) years of the EDC, the MS4 Operator must prioritize all known municipal facilities as follows:

- High priority municipal facilities include municipal facilities that have one or more of the following on site and exposed to stormwater:
  - Storage of chemicals, salt, petroleum, pesticides, fertilizers, antifreeze, lead-acid batteries, tires, waste/debris;
  - Fueling stations; and/or
  - Vehicle or equipment maintenance/repair.
- Low priority municipal facilities include any municipal facilities that do not meet the criteria for a high priority municipal facility.
- High priority municipal facilities which qualify for a No Exposure Certification = are low priority municipal facilities.

Within thirty (30) days of when a municipal facility is added to the inventory, the MS4 Operator must prioritize those municipal facilities; and annually, after the initial prioritization the MS4 Operator must update the municipal facility prioritization in the inventory based on information gathered as part of the municipal facility program including cases where a No Exposure Certification ceases to apply. The completion of this permit requirement must be documented in the SWMP.

High Priority Municipal Facility Requirements

- Municipal Facility Specific SWPPP
  - Within five (5) years of the EDC, MS4 Operators must develop and implement a municipal facility specific SWPPP for each high priority municipal facility and retain a copy of the municipal facility specific SWPPP on site of the respective municipal facility.

The SWPPP must contain:

- Stormwater Pollution Prevention Team - The municipal facility specific SWPPP must identify the individuals (by name and/or title) and their role/responsibilities in developing, implementing, maintaining, and revising the municipal facility specific SWPPP. The activities and responsibilities of the team must address all aspects of the municipal facility specific SWPPP.
- General Site Description - A written description of the nature of the activities occurring at the municipal facility with a potential to discharge pollutants, type of pollutants expected, and location of key features as detailed in the site map
- Summary of potential pollutant sources - The municipal facility specific SWPPP must identify each area at the municipal facility where materials or activities are exposed to stormwater or from which authorized non-stormwater discharges originate, including any potential pollutant sources for which the municipal facility has reporting requirements under the Emergency Planning and Community Right-To-Know Act (EPCRA), Section 313
    - Materials or activities include: machinery; raw materials; intermediate products; byproducts; final products or waste products; and material handling activities which includes storage, loading and unloading, transportation or conveyance of any raw material, intermediate product, final product or waste product.
    - For each separate area identified, the description must include:
        - Activities - A list of the activities occurring in the area (e.g., material storage, equipment fueling and cleaning);
        - Pollutants - A list of the associated pollutant(s) for each activity. The pollutant(s) list must include all materials that are exposed to stormwater; and
        - Potential for presence in stormwater - For each area of the municipal facility that generates stormwater discharges, a prediction of the direction of flow, and the likelihood of the activity to contaminate the stormwater discharge. Factors to consider include the toxicity of chemicals, quantity of chemicals used, produced or discharged, the likelihood of contact with stormwater; and history of leaks or spills of toxic or hazardous pollutants.
- Spills and Releases - For areas that are exposed to precipitation or that otherwise drain to a stormwater conveyance to be covered under this SPDES general permit, the municipal facility specific SWPPP must include a list of spills or releases61 of petroleum and hazardous substances or other pollutants, including unauthorized non-stormwater discharges, that may adversely affect water quality that occurred during the last three-year period. The list must be updated when spills or releases occur.
- Site Map - The municipal facility specific SWPPP must include a site map identifying the following, as applicable:
    - Property boundaries and size in acres
    - Location and extent of significant structures (including materials shelters), and impervious surfaces;
    - Monitoring locations (mapped in accordance with General Permit Part IV.D.2.a.i. with its approximate sewershed. Each monitoring location must be labeled with the monitoring location identification;
    - Location of all post-construction SMPs (mapped in accordance with

General Permit Part IV.D.2.a.iv. and MS4 infrastructure (mapped in accordance with General Permit Part IV.D.2.b.i.);
- Locations of discharges authorized under other SPDES permits;
- Locations where potential spills or releases can contribute to pollutants in stormwater discharges and their accompanying drainage points; Locations of haul and access roads;
- Rail cars and tracks;
- Arrows showing direction of stormwater flow;
- Location of all receiving waters in the immediate vicinity of the municipal facility, indicating if any of the waters are impaired and, if so, whether the waters have TMDLs established for them (mapped in accordance with General Permit Part IV.D.1.e.ii.;
- Locations where stormwater flows have significant potential to cause erosion;
- Location and source of run-on from adjacent property containing significant quantities of pollutants and/or volume of concern to the municipal facility; and
- Locations of the following areas where such areas are exposed to precipitation or stormwater
    - Fueling stations;
    - Vehicle and equipment maintenance and/or cleaning areas;
    - Loading/unloading areas;
    - Locations used for the treatment, storage or disposal of wastes;
    - Liquid storage tanks;
    - Processing and storage areas;
    - Locations where significant materials, fuel or chemicals are stored and transferred;
    - Locations where vehicles and/or machinery are stored when not in use
    - Transfer areas for substances in bulk;
    - Location and description of non-stormwater discharges
    - Locations where spills or leaks have occurred and
    - Locations of all existing structural BMPs

▪ Stormwater Best Management Practices (BMPs)
- The municipal facility specific SWPPP must document the location and type of BMPs implemented at the municipal facility. The municipal facility specific SWPPP must describe how each BMP is being implemented for all the potential pollutant sources.

▪ Municipal Facility Assessments
- The municipal facility specific SWPPP must include a schedule for completing and recording results of routine and comprehensive site assessments

o Municipal Facility Assessments

▪ Wet Weather Visual Monitoring
- Once every five (5) years, the MS4 Operator must conduct wet weather visual monitoring of the monitoring locations and other sites of stormwater leaving the site that are discharging stormwater from fueling areas, storage areas, vehicle and equipment maintenance/fueling areas, material handling areas and similar potential pollutant generating areas.
    - All samples must be collected from discharges resulting from a

qualifying storm event. The storm event must be documented using the Storm Event Data Form and kept with the municipal facility specific SWPPP. The sample must be taken during the first thirty (30) minutes (or as soon as practical, but not to exceed one hour) of the discharge at the monitoring location.

- No analytical tests are required to be performed on the samples for the purpose of meeting the visual monitoring requirements.
- The visual examination must document observations of color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and any other obvious indicators of stormwater pollution.
- The visual examination of the sample must be conducted in a well-lit area.
- Where practicable, the same individual should carry out the collection and examination of discharges for the entire permit term for consistency
- The MS4 Operator must document the visual examination using the Visual Monitoring Form and keep it with the municipal facility specific SWPPP to record:
    - Monitoring location ID;
    - Examination date and time;
    - Personnel conducting the examination;
    - Nature of the discharge (runoff or snowmelt);
    - Visual quality of the stormwater discharge including observations of color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and other obvious indicators of stormwater pollution; and
    - Probable sources of any observed stormwater contamination.
    - Corrective and follow up actions – If the visual examination indicates the presence of color, odor, floating solids, settled solids, suspended solids, foam, oil sheen, or other indicators of stormwater pollution, the MS4 Operator must, at minimum, complete and document the following actions:
        - Evaluate the facility for potential sources;
        - Remedy the problems identified;
        - Revise the municipal facility specific SWPPP; and
        - Perform an additional visual inspection during the first qualifying storm event following implementation of the corrective action. If the first qualifying storm event does not occur until the next visual monitoring period, this follow up action may be used as the next visual inspection

- The monitoring locations inspection and sampling program must be implemented at the municipal facility
- Comprehensive Site Assessments
    - Once every five (5) years following the most recent assessment, the MS4 Operator must complete a comprehensive site assessment for each high priority

municipal facility as identified in the inventory using the Municipal Facility Assessment Form or an equivalent form containing the same information, and document in the municipal facility specific SWPPP and SWMP Plan that:

- The municipal facility is in compliance with the terms and conditions of this SPDES general permit;
- Deficiencies were identified and all reasonable steps will be taken to minimize any discharge in violation of the permit, which has a reasonable likelihood of adversely affecting human health or the environment;
    - Within twenty-four (24) hours, the MS4 Operator must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is implemented; or
- Deficiencies were identified and all reasonable steps will be taken to minimize any discharge in violation of the permit, which does not have a reasonable likelihood of adversely affecting human health or the environment
    - Within seven (7) days, the MS4 Operator must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is implemented.

Low Priority Municipal Facilities

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

- Municipal facility assessments
    - Low priority municipal facilities are not required to conduct wet weather visual monitoring.
    - The monitoring locations inspection and sampling program must be implemented at the municipal facility Comprehensive Site Assessments
    - Comprehensive Site Assessments
        - Once every five (5) years following the most recent assessment, the MS4 Operator must complete a comprehensive site assessment for each low priority municipal facility as identified in the inventory using the Municipal Facility Assessment Form or an equivalent form containing the same information, and document in the SWMP Plan that:
            - The municipal facility is in compliance with the terms and conditions of this SPDES general permit;
            - Deficiencies were identified and all reasonable steps will be taken to minimize any discharge in violation of the permit, which has a reasonable likelihood of adversely affecting human health or the environment
                - Within twenty-four (24) hours, the MS4 Operator must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is implemented; or
            - Deficiencies were identified and all reasonable steps will be to minimize

any discharge in violation of the permit, which does not have a reasonable likelihood of adversely affecting human health or the environment
    - Within seven (7) days, the MS4 Operator must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is implemented.

Municipal Operations and Maintenance

Municipal Operations Program

- Municipal operations are: street and bridge maintenance; winter road maintenance; MS4 maintenance; open space maintenance; solid waste management; new construction and land disturbances; right-of-way maintenance; marine operations; or hydrologic habitat modification.
- Within three (3) years of the EDC, the MS4 Operator must develop and implement a municipal operations program. The municipal operations program must be documented in the SWMP Plan specifying:
    - The municipal operations procedures including:
        - The BMPs incorporated into the municipal operations program;
        - The municipal operations corrective actions requirements
        - Catch basin inspection and maintenance requirements
        - Roads, bridges, parking lots, and right of way maintenance requirements and
        - All other municipal operations maintenance requirements.
    - The training provisions for the MS4 Operator's municipal operating procedures
        - If new staff are added, training on the MS4 Operator's municipal operations procedures must be given prior to conducting municipal operations procedures;
        - For existing staff, training on the MS4 Operator's municipal operations procedures must be given prior to conducting municipal operations procedures and once every five (5) years thereafter, and
        - If the municipal operations procedures (Part VII.F.3.a.i.) are updated training on the updates must be given to all staff prior to conducting municipal operations procedures.
    - The names, titles, and contact information for the individuals who have received municipal operations training and updated annually, and
    - Annually, by April 1, the MS4 Operator must
        - Review and update the municipal operations procedures and
        - Document the completion of this requirement in the SWMP

Municipal Operations Corrective Actions

- For municipal operations the MS4 Operator must either:
    - Ensure compliance with the terms and conditions of the SPDES General Permit or
    - Implement corrective actions according to the following schedule and after implementation, ensure the operations are in compliance with the terms and conditions of the SPDES General Permit:
        - Within twenty-four (24) hours of discovery for situations that have a reasonable likelihood of adversely affecting human health or the environment;
        - Initiated within seven (7) days of inspection and completed within thirty (30) days of inspection for situations that do not have a reasonable likelihood of

adversely affecting human health or the environment; and
        - For corrective actions that require special funding or construction that will take longer than thirty (30) days to complete, a schedule must be prepared that specifies interim milestones that will ensure compliance in the shortest reasonable time.

Catch Basin Inspection and Maintenance

- Within three (3) years of the EDC, the MS4 Operator must:
    - Identify when catch basin inspection is needed with consideration for:
        - Areas with construction activities
        - Residential, commercial, and industrial areas
        - Recurring or history of issues, or
        - Confirmed citizen complaints on three or more separate occasions in the last twelve (12) months
    - Inventory catch basin inspection information including:
        - Date of inspection
        - Approximate level of trash, sediment, and/or debris captured at time of clean-out (no trash, sediment, and/or debris, 50% of the depth of the sump);
        - Depth of structure;
        - Depth of sump; and
        - Date of clean out, if applicable
    - Based on inspection results, clean out catch basins within the following timeframes:
        - Within six (6) months after the catch basin inspection, catch basins which had trash, sediment, and/or debris exceeding 50% of the depth of the sump as a result of a catch basin inspection must be cleaned out;
        - Within one (1) year after the catch basin inspection, catch basins which had trash, sediment, and/or debris at less than 50% of the depth of the sump as a result of a catch basin inspection must be cleaned out; and
        - MS4 Operators are not required to clean out catch basins if the catch basins are operating properly and
            - There is no trash, sediment, and/or debris in the catch basin; or
            - The sump depth of the catch basin is less than or equal to two (2) feet.
    - Properly manage (handling and disposal) materials removed from catch basins during clean out so that:
        - Water removed during the catch basin cleaning process will not reenter the MS4 or surface waters of the State;
        - Material removed from catch basins is disposed of in accordance with any applicable environmental laws and regulations; and
        - Material removed during the catch basin cleaning process will not reenter the MS4 or surface waters of the State.
    - Determine if there are signs/evidence of illicit discharges and procedures for referral/follow-up if illicit discharges are encountered

Roads, Bridges, Parking Lots & Right of Way Maintenance

- Sweeping
    - Within six (6) months of the EDC, the MS4 Operator must develop and implement procedures for sweeping and/or cleaning municipal streets, bridges, parking lots, and right of ways owned/operated by the MS4 Operator. The procedures and completion of permit requirements must be documented in the SWMP Plan specifying:

- All roads, bridges, parking lots, and right of ways must be swept and/or cleaned once every five (5) years in the spring (following winter activities such as sanding). This requirement is not applicable to:
    - Uncurbed roads with no catch basins;
    - High-speed limited access highways; or
    - Roads defined as interstates, freeways and expressways, or arterials by the United States Department of Transportation, Federal Highway Administration, Highway Functional Classification Concepts, Criteria and Procedures, 2013 (USDOT 2013).
- Annually, from April 1 through October 31, roads in business and commercial areas must be swept. This requirement is not applicable to:
    - Uncurbed roads with no catch basins;
    - High-speed limited access highways; or
    - Roads defined as interstates, freeways and expressways, or arterials by the USDOT 2013

o Maintenance
- Within five (5) years of the EDC, in addition to the BMPs the MS4 Operator must implement the following provisions:
    - Pave, mark, and seal in dry conditions;
    - Stage road operations and maintenance activity (e.g., patching, potholes) to reduce the potential discharge of pollutants to the MS4 or surface waters of the State;
    - Restrict the use of herbicides/pesticide application to roadside vegetation; and
    - Contain pollutants associated with bridge maintenance activities (e.g., paint chips, dust, cleaning products, other debris)

o Winter Road Maintenance
- Within five (5) years of the EDC, in addition to the BMPs the MS4 Operator must implement the following provisions:
    - Routinely calibrate equipment to control salt/sand application rates; and
    - Ensure that routine snow disposal activities comply with the Division of Water Technical and Operation Guidance Series 5.1.11, Snow Disposal

7.0 Stormwater Management Control

7.1 General Requirements

- The written staffing plan/organization chart which includes job titles, and other entities, and the roles and responsibilities for each corresponding to the required elements of the SWMP, and a description of how information will be communicated is included as Appendix A.
- The eNOI has been filed with the NYS DEC. The district has designated a Stormwater Program Coordinator who must be knowledgeable in the principles and practices of stormwater management, the requirements of the General Permit, and the SWMP. The Stormwater Program Coordinator oversees the development, implementation, and enforcement of the SWMP; coordinates all elements of the SWMP Plan to ensure compliance with the General Permit and develops and submits the Annual Report. The Stormwater Program Coordinator is Mark Carey, Senior Groundskeeper. (Contact information is documented in Appendix A).

- This SWMP Plan has been made available to the public as well as for the use of district management and staff, and available for review to the NYS DEC and the US EPA. Paper copies of the SWMP Plan can be requested from the Stormwater Program Coordinator.
- This SWMP Plan must be updated annually by April 1 to ensure the permit requirements are implemented. More frequent updates to the SWMP Plan are noted throughout the General Permit in the specific permit requirements.
- Comprehensive system mapping of outfalls, interconnections and storm sewershed boundaries is included in Appendix B.
    - Updates to comprehensive mapping must be completed by January 3, 2027 to include the information listed in General Permit Part IV.D.2.a.
    - Updates to comprehensive mapping must by completed by January 3, 2029 to include the information listed in General Permit Part IV.D.2.b.
- This district has developed a written program for Illicit Discharge Detection and Elimination. This program is available in Appendix C.
- The district has developed an Enforcement Response Plan that describes actions to be taken for violations related to illicit discharge, construction, and post-construction. This plan is available in Appendix C.
- Records required under the General Permit shall be maintained in the office of the Stormwater Coordinator for a period of five (5) years. Records must be submitted to NYSDEC within a reasonable specified time period of a written Department request for such information. Documents can be maintained in electronic format if the manner reasonably assures the integrity of the records, in accordance with NYCRR 750-2.5(e)(1). Records, including the NOI and the SWMP Plan, must be made available to the public at reasonable times during regular business hours.
- Annually, the district shall submit an Annual Report to the NYS DEC using the form provided by NYSDEC.
- Twice a year the district shall submit to the NYS DEC an Interim Progress Certification that verifies the activities included in the General Permit have been completed by the date specified using the form provided by NYSDEC.
- Once every five (5) years, the district shall evaluate the SWMP Plan for compliance with the terms and conditions of the General Permit, including the effectiveness, or deficiencies of components included in the SWMP, and the status of achieving the requirements outlined in the General Permit. This evaluation must be documented in the SWMP.

7.2 Public Education and Outreach Program

The district shall develop and implement an education and outreach program to increase public awareness of pollutant generating activities and behaviors. This MCM is designed to inform the public about the impacts of stormwater on water quality, the general sources of stormwater pollutants, and the steps the general public can take to reduce pollutants in stormwater runoff

By January 3, 2027, the district shall complete Determination of Focus Areas in accordance with General Permit Part VII.A.1.a.

By January 3, 2027, the district shall identify Target Audiences and Associated Pollutant Generating Activities in accordance with General Permit Part VII.A.1.b.

By January 3, 2027 the district shall identify Education and Outreach Topics in accordance with General Permit Part VII.A.1.c.

The district shall make available on their website page for Stormwater, Illicit Discharge Education information including:

- What types of discharges are allowable
- What is an illicit discharge and why is it prohibited
- The environmental hazards associated with illicit discharges and improper disposal of waste
- Proper handling and disposal practices for the most common behaviors within the community (e.g., septic care, car washing, household hazardous waste, swimming pool draining, or other activities resulting in illicit discharges to the MS4)
- How to report illicit discharges they may observe

Once every five (5) years, the district shall document in the SWMP Plan, the distribution method used for distribution of educational messages. The primary method of distribution of educational messages will be information posted on the district's website Stormwater page.

7.3 Public Involvement/Participation

The district shall provide opportunities to involve the public in the development, review, and implementation of the SWMP. This MCM is designed to give the public the opportunity to include their opinions in the implementation of this SPDES general permit.

Public Involvement/Participation
Annually, the district shall provide an opportunity for public involvement/participation in the development and implementation of the SWMP. The district shall document the public involvement/participation opportunities in the SWMP Plan. The opportunities for public involvement/participation may include:

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

Notice of Public Involvement/Participation Opportunity
Annually, the district shall inform the public of the opportunity for their involvement/participation in the development and implementation of the SWMP Plan and how they can become involved. The district shall document the method for distribution of this information in the SWMP Plan. The methods for distribution of this information may include:

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

The district has identified Stormwater Coordinator, Mark Carey, as the point of contact to receive and respond to public concerns regarding stormwater management and compliance with permit requirements.

Contact information shall be provided in public outreach and participation materials.

SWMP Plan Notice of Public Access and Comment
Annually, the district shall provide an opportunity for the public to review and comment on the publically available SWMP Plan. The public shall have the ability to ask questions and submit comments on the SWMP Plan.

Draft Annual Report Public Access and Comment
Annually, the district shall provide an opportunity for the public to review and comment on the draft Annual Report. The draft Annual Report may be presented at a public meeting of the Board or posted on the district's website Stormwater page. The public shall have the ability to ask questions and make comments on the report. If two or more persons request a public meeting, the district shall hold such a meeting.

Consideration of Public Input
The district shall include a summary of comments received on the SWMP Plan and draft Annual Report in the SWMP Plan.

Within thirty (30) days of when a public input is received, the district shall update the SWMP Plan, where appropriate, based on the public input received.

7.4 Illicit Discharge Detection and Elimination

Develop, implement, and enforce a program which systematically detects, tracks down, and eliminates illicit discharges to the MS4. This MCM is designed to manage the MS4 so it is not conveying pollutants associated with flows other than those directly attributable to stormwater runoff.

Illicit discharges as defined in GP-0-24-001 (or most current version) are discharges not entirely composed of stormwater in the small MS4, except those identified below. Some examples of illicit discharges are non-permitted sanitary sewage, garage drain effluent, and waste motor oil. However, an illicit discharge could be any other nonpermitted discharge which the permittee or Department (NYSDEC) has determined to be a substantial contributor of pollutants to the small MS4. No person shall make a connection to the Scotia-Glenville CSD MS4 without written authorization.

District personnel shall dispose of any substances used in cleaning and maintenance of school facilities in accordance with all local, state, and federal regulations. No employee shall dispose of any chemical, cleaning product, etc., into any part of a stormwater collection system. Chemicals such as paints, oils, floor stripping materials, wastewater from floor cleaning, and similar products should never be released into a storm drain. If an employee is not sure if a particular drain may lead to a stormwater collection system, they should check with their supervisor before disposal of any substance into that drain. The district shall require compliance with this requirement by all employees and contracts, as permitted by contract.

The district shall maintain spill response kits at district facilities where chemicals that may impact stormwater runoff are located.

All Construction activities must also be conducted in compliance with the requirements listed under 7.5 Construction Site Stormwater Runoff Control.

Public Reporting of Illicit Discharges
The public shall report illicit discharges to Mark Carey, Senior Groundskeeper and Stormwater Coordinator at mcary1@sgcsd.net or 518-382-1294.

Within thirty (30) days of an illicit discharge, the district shall document each report of an illicit discharge in the SWMP Plan with the following information:

- Date of the report
- Location of the illicit discharge
- Nature of the illicit discharge
- Follow up actions taken or needed (included response times)
- Inspection outcomes and any enforcement taken

Monitoring Locations Inventory
The district shall develop and maintain a spreadsheet of monitoring locations for illicit discharges including the information required in General Permit Part VII.C.c.i.a.

Monitoring Locations Prioritization
The district shall prioritize each monitoring location using the criteria listed in General Permit Part VII.C.d.i.a within thirty (30) days of when a monitoring location is constructed, and annually after the initial prioritization. The prioritizations shall be documented on the Monitoring Locations Inventory Spreadsheet.

Monitoring Locations Inspection and Sampling Program
By January 2026, the district shall develop an implement a monitoring locations inspection and sampling program in accordance with General Permit Part VII.C.e.

Staff responsible for performing monitoring location inspection and sampling shall be trained prior to conducting monitoring location inspection or sampling, and once every five (5) years thereafter, and whenever changes are made to inspection and sampling procedures.

Annually, by April 1, the district shall review monitoring location inspection and sampling procedures based on monitoring location inspection results (e.g., trends, patterns, areas with illicit discharges, and common problems). The completion of this review shall be documented in the SWMP.

Illicit Discharge Track Down Program
By January 3, 2026, the district shall develop and implement an illicit discharge track down program to identify the source of illicit discharges and the responsible party. The plan shall be documented in the SWMP Plan and comply with the General Permit Part VII.C.2.

Staff responsible for performing illicit discharge track down procedures shall be trained prior to conducting illicit track downs, and once every five (5) years thereafter, and whenever changes are made to illicit discharge track down procedures.

Annually, by April 1, the district shall review illicit track down procedures. The completion of this review shall be documented in the SWMP.

Illicit Discharge Elimination Program
By January 3, 2026, the district shall develop and implement an illicit discharge elimination program. The program must be documented in the SWMP Plan and shall be in accordance with the General Permit Part VII.C.3.

Staff responsible for performing illicit discharge elimination procedures shall be trained prior to conducting illicit track downs, and once every five (5) years thereafter, and whenever changes are made to illicit discharge elimination procedures.

Annually, by April 1, the district shall review illicit discharge elimination procedures. The completion of this review shall be documented in the SWMP.

Illicit Discharge Enforcement Response Plan
The district shall respond to all reports of illicit discharge to determine the source of illicit discharge, if any, and develop a response. The district shall notify the person(s) responsible for the illicit discharge verbally. If the discharge cannot be immediately corrected, the district shall notify the person(s) responsible in writing. The district shall make any necessary notifications to legal authorities as required by local, state, or federal regulations. All response actions shall be documented in accordance with the district's Illicit Discharge Elimination procedures.

7.5 Construction Site Stormwater Runoff Control

Develop, implement, and enforce a program to ensure construction sites are effectively controlled. This MCM is designed to prevent pollutants from construction related activities, as well as promote the proper planning and installation of post-construction SMPs.

The district does not have local land use authority. The district shall require through the use of bid specifications, requests for proposal, standard contract provisions, maintenance agreements, consultant agreements, and internal programs, projects disturbing greater than one (1) acre to have erosion control consistent with NYS DEC Stormwater General Permit GP-0-20-001 (CGP).

The district shall only have oversight on projects where the district is the Owner/Operator of the site. As such per General Permit Part VII.D.1.b the district must ensure compliance with the CGP. The additional requirements for construction oversight listed in General Permit Part VII.D.6 through Part VII.D.9 are not required.

Public Reporting of Construction Site Complaints
The public shall report complaints related to construction activity to Mark Carey, Senior Groundskeeper and Stormwater Coordinator at mcary1@sgcsd.net or 518-382-1294.

The district shall document reports of construction site complaints in the SWMP Plan with the following information:

- Date of the report;
- Location of the construction site;
- Nature of complaint;
- Follow up actions taken or needed; and
- Inspection outcomes and any enforcement taken.

Construction Oversight Program
The district shall provide an opportunity for public comment on construction plan project presentations to the Board of Education.

Project review by the district and State Education Department will include review of stormwater management requirements.

Stormwater management requirements shall be included in any review of construction projects by the district and the State Education Department.

The district shall required that Stormwater Pollution Prevention Plans include requirements to establish an overall construction site waste management plan for all projects.

Where necessary, district employees and consultants shall be used by the district to complete construction project site stormwater inspections.

The district will educate construction site operators, design engineers, municipal staff and other individuals to whom these regulations apply about the construction requirements in the permittee's jurisdiction, including the procedures for submission of SWPPPs, construction site inspections, and other procedures associated with control of construction stormwater.

Construction Site Inventory and Inspection Tracking
The Stormwater Coordinator shall maintain a spreadsheet identifying active construction sites containing the required information in General Permit Part VII.D.4.

Construction Site Prioritization
The Stormwater Coordinator shall prioritize construction project sites in accordance with General Permit Part VII.D.5. Prioritization of construction sites shall be maintained in the Construction Site Inventory spreadsheet and updated within 30 days of when a construction site becomes active.

7.7 Post-Construction Stormwater Management

The district shall develop, implement, and enforce a program to ensure proper operation and maintenance of post-construction SMPs for new or redeveloped sites. This MCM is designed to promote the long-term performance of post-construction SMPs in removing pollutants from stormwater runoff.

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

- Post-construction SMPs that have been installed as part of any CGP covered construction site or individual SPDES permit (since March 10, 2003); and
- All new post-construction SMPs constructed as part of the construction site stormwater runoff control program

Post-Construction SMP Inventory & Inspection Tracking
The district shall maintain, and update annually, an inventory of Post-Construction SMPs in this SWMP.

By January 5, 2029, the information in General Permit Part VII.E.2.d must be included in the inventory either by using district maintenance records or by verification of maintenance records provided by the owner of the Post-Construction SMP.

Post-Construction and SMP Inspection and Maintenance Program
By January 3, 2025, the district shall develop and implement a post-construction SMP inspection and maintenance program. The program must be documented in this SWMP Plan specifying the post-construction SMP inspection and maintenance procedures including the requirements list in the General

Permit Part VII.E.4.a.

Annually, by April 1, the district shall review and update the post-construction SMP inspect and maintenance procedures and document the completion of the review in this SWMP.

7.8 Pollution Prevention and Good Housekeeping

The district shall develop and implement a pollution prevention and good housekeeping program for municipal facilities and municipal operations to minimize pollutant discharges. This MCM is designed to ensure the district's own activities do not contribute pollutants to surface waters of the State.

Best Management Practices (BMPs) for Municipal Facilities & Operations
By January 3, 2027, the district shall incorporate Best Management Practices (BMPs) into the district's facility program and operations program to minimize discharge of pollutants associated with the district's facilities and operations. The BMPs to be considered are as follows:

- Minimize Exposure
    - Exposure of materials to rain, snow, snowmelt, and runoff must be minimized, unless not technologically possible or not economically practicable and achievable in light of best industry practices, including areas used for loading and unloading, storage, disposal, cleaning, maintenance, and fueling operations, with BMPs outlined in the General Permit Part VII.F.1.a.i.
- Preventative Maintenance Program
    - Implementation of a preventative maintenance program that includes routine inspection, testing, maintenance, and repair of all fueling areas, vehicles and equipment and systems to prevent leaks, spills and other releases.
    - Routine maintenance must be performed to ensure BMPs are operating properly.
    - When a BMP is not functioning to its designated effectiveness and need repair or replacement, maintenance must be scheduled before the next anticipated storm event, or as soon as practicable; and interim measures must be taken to minimize the discharge or pollutants until the final repairs are completed.
- Spill Prevention and Response
    - Minimize the potential for leaks, spills and other releases that may be exposed to stormwater and develop plans for effective response to such spills if or when they occur.
    - Measures for cleaning up spills or leaks must be consistent with applicable petroleum bulk storage, chemical bulk storage, or hazardous waste management regulations at 6 NYCRR Parts 596-599, 613 and 370-373.
    - The General Permit does not relieve the MS4 Operator of any reporting or other requirements related to spills or other releases of petroleum or hazardous substances. Any spill of a hazardous substance must be reported in accordance with 6 NYCRR 597.4. Any spill of petroleum must be reported in accordance with 6 NYCRR 613.6 or 17 NYCRR 32.3.
- Erosion and Sediment Controls
    - Stabilize exposed areas and control runoff using structural and/or non-structural controls to minimize onsite erosion and sedimentation.
    - Consideration of structural and/or non-structural controls, vegetative, or stabilization to limit erosion.
- Maintain vegetated areas on MS4 Operator owned/operated property and right of ways.
- Enclose or cover storage piles of salt, or piles containing salt, used for deicing or maintenance of paved surfaces, except during loading, unloading, and handling. Implement appropriate measures (e.g., good housekeeping, routine sweeping, diversions, containment) to minimize exposure

resulting from adding to or removing materials from the pile.

- Keep all dumpster lids closed when not in use. For dumpsters and roll off boxes that do not have lids and could leak, ensure that discharges have a control (e.g., secondary containment, treatment); and keep exposed areas free of waste, garbage, and debris or intercept them before they are discharged.

Municipal Facilities

By January 3, 2027, the district shall develop and implement a municipal facility program including the requirements specified in the General Permit Part VII.F.2.a. The municipal facility program must be documented in the SWMP Plan.

By January 3, 2026, the district shall develop and maintain an inventory of all municipal facilities in the SWMP Plan including the information specified in the General Permit Part VII.F2.b.i.

By January 3, 2027, the district must prioritize all known municipal facilities as high priority if they have one or more of storage salt, petroleum, pesticides, fertilizers, anti-freeze, lead-acid batteries, tires, waste/debris, fueling stations, or vehicle or equipment maintenance and repair, that is exposed to stormwater.

Within thirty (30) days of addition of a municipal facility, the MS4 Operator must prioritize the facility.

Annually, after the initial prioritization, the district must update the prioritization based on information gathered as part of the municipal facility program. The completion of this permit requirement must be documented in the SWMP.

Where facilities are prioritized as High Priority, the district must, within five (5) years, development and implement a municipal facility specific SWPPP for each high priority facility in accordance with the General Permit Part VII.F.2.d.

The district must identify the procedures for BMPs for the types of activities that occur at low priority facilities. A monitoring location inspection and sampling program in accordance with General Permit Part VII.C.1.e must be implemented at the low priority facility.

Once every five (5) years following the most recent assessment, the district shall complete a comprehensive site assessment for each low priority facility using the Municipal Facility Assessment Form located in the General Permit Appendix D. This assessment must be documented in the SWMP Plan that either:

- The facility is in compliance with the terms and conditions of the General Permit, or
- Deficiencies were identified and all reasonable steps will be taken to minimize any discharge in violation of the permit, which has the reasonable likelihood of adversely affecting human health, or the environment. Within twenty-four (24) hours, the MS4 Operator must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the correction action is implemented; or
- Deficiencies were identified and all reasonable steps will be to minimize any discharge in violation of the permit, which does not have a reasonable likelihood of adversely affecting human health or the environment. Within seven (7) days, the MS4 Operator must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is implemented.

Municipal Operations Program
By January 3, 2027, the district shall develop and implement a municipal operations program. The municipal operations program must be documented in the SWMP Plan specifying all requirements outlined in the General Permit Part VII.F.3.a.

For municipal operations, the district shall either ensure compliance with the terms and conditions of this SPDES general permit; or b) Implement corrective actions according to the following schedule and, after implementation, ensure the operations are in compliance with the terms and conditions of this SPDES general permit in accordance with General Permit Part VII.F.3.b.

By January 3, 2027, the district shall identify when catch basin inspection is needed, inventory catch basin inspection information, based on inspection results, clean out catch basins within the timeframes specified in General Permit Part VII.F.3.c.

All materials removed from catch basins must be handled and disposed of properly in accordance with General Permit Part VII.F.3.c.

Roads, Bridges, Parking Lots & Right of Way Maintenance.
By July 3, 2024, the district shall develop and implement procedures for sweeping and/or cleaning municipal streets, bridges, parking lots, and right of ways owned/operated by the MS4 Operator. The procedures and completion of permit requirements must be documented in the SWMP Plan in accordance with General Permit Part VII.F.3.d.

By January 3, 2029, the district shall perform pavement and road maintenance in accordance with General Permit Part VII.F.3.d.ii.

By January 3, 2029, the district shall perform winter road maintenance in accordance with General Permit Part VII.F.3.d.iii.

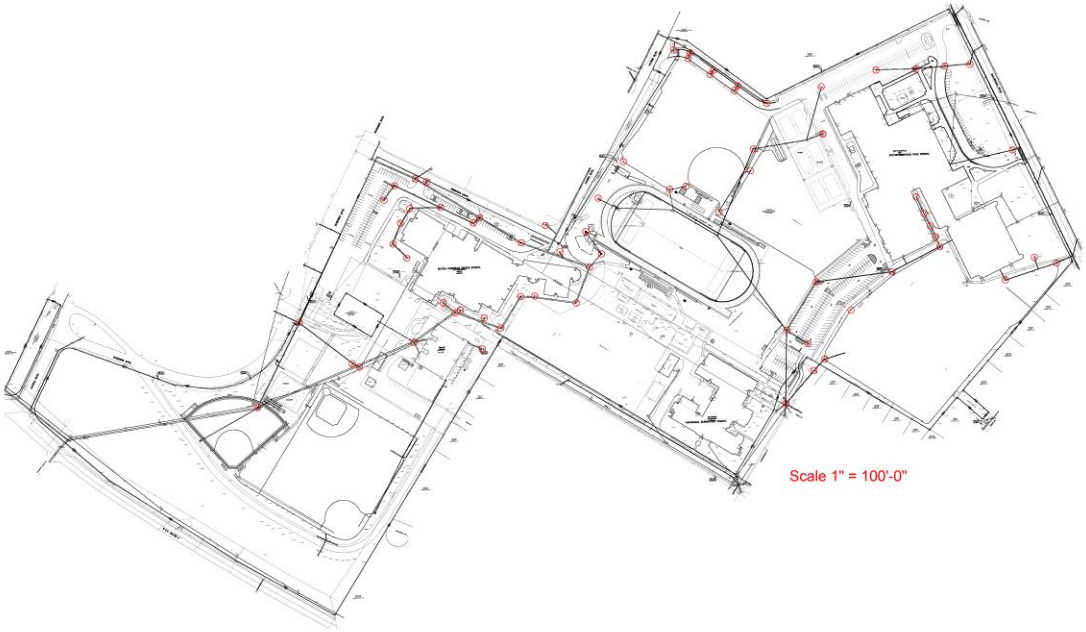
Appendix A – Staffing Plan / Organizational Chart

Chief Executive Officer	Susan Swartz, Superintendent SSwartz@sgcsd.net 518-347-3600
Stormwater Coordinator	Mark Cary, Senior Groundskeeper mcary1@sgcsd.net 518-382-1293
MS4 Consultant	Michael Needham, Principal Needham Risk Management Resource Group, LLC team@theneedhamgroup.com 518-860-1758

Appendix B – Mapping

Scotia-Glenville Expanded Campus – Storm Sewershed

Scotia-Glenville Expanded Campus – Topography



Scotia-Glenville Expanded Campus - Outfalls