PROGRAM PLAN

City of Poquoson Annual Report

VAR# 040024

July 1, 2015 – June 30, 2016

Submitted to DEQ September 30, 2015

Updated MS4 Program Plan July 1, 2013 - June 30, 2018

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
	Continue to implement the public education and outreach program as included in the registration statement until the program is updated to meet the conditions of General Permit No. VAR040027			SW Program Administrator	End of PY1	PY1 Program Plan	
1.1	Update Public Education and Outreach Program						
1.1a	Design a plan to educate citizens on techniques to reduce impacts of stormwater pollution on public waterways with an emphasis on impaired waters by first identifying at least 3 high-priority water quality issues	Identify at least 3 high priority water quality issues that contribute to the discharge of stormwater	Issues identified	**askHRgreen.org** Stormwater Education Subcommittee	PY1	**Education and Outreach Plan**	

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
1.2	Regional Media Campaign to Address High Priority Issues	Participate in the **askHRgreen.org** regional media campaign which will make impressions with a stormwater message via print, television (local municipal access, cable and local affiliate), radio, and social media					
1.2a	*Scoop the Poop* campaign	Make *Scoop the Poop* information and giveaways available where citizens receive animal licenses and at pet-related events as appropriate	Percentage of target audience reached through activities.	**askHRgreen.org** Stormwater Education Subcommittee	Annually	**askHRgreen.org** Annual Report: http://askhrgreen.org/wp-content/uploads/2011/06/askHRgreen-FY15-Annual-Report.pdf	

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
1.2b	Promote Lawn Care campaign	Run media campaigns and make lawn care best management practice guides available.	Percentage of target audience reached through activities.	**askHRgreen.org** Stormwater Education Subcommittee	Annually	**askHRgreen.org** Annual Report	

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
1.2c	Promote FOG campaign	Participate in the **askHRgreen.org** regional media campaign which will make impressions with a stormwater message via print, television (local municipal access, cable and local affiliate), radio, and social media	Percentage of target audience reached through activities.	**askHRgreen.org** Stormwater Education Subcommittee	Annually	**askHRgreen.org** Annual Report	

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1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
1.2f	Relevant Message Implementation	Conduct sufficient education and outreach activities designed to reach an equivalent 20% of each high priority audience.	Demographic, reach, frequency, & website click-through rates	**askHRgreen.org** Stormwater Education Subcommittee	Annually	**askHRgreen.org** Annual Report	
1.2g	Provide for adjustment of target audiences and messages to address any observed weaknesses or shortcomings	Website feedback reports, regional meeting feedback	~~Number of giveaways distributed~~	**askHRgreen.org** Representative	Annually	~~Rack cards, dog waste bag holders~~ Relevant meeting notes.	
1.3	Provide for Public Participation						
1.3a	Local Outreach	Post volunteer opportunities on local website.	Number and types of events	**askHRgreen.org** Representative	Annually	Locaility website	

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1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
1.3b	Regional Initiatives	Submit articles for **askHRgreen.org** blog and/or to the City newsletter for public participation in water quality improvement initiatives.	Number and types of events submitted	**askHRgreen.org** Representative	Annually	**askHRgreen.org** website	
1.3c	Regional Outreach	Post volunteer opportunities on the City website and/or **askHRgreen.org** calendar	Number and types of events submitted	**askHRgreen.org** Representative & HRPDC Environmental Educator	Quarterly	**askHRgreen.org** website	
1.3d	Distribute educational materials developed through **askHRgreen.org**	Distribute materials developed through **askHRgreen.org** to target audience in locality.	Number of materials distributed	**askHRgreen.org** Representative	Continuously		

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1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
1.3e	Maintain and enhance **askHRgreen.org** website	Increase website visits each year	~~Website click-through rates~~ Annual askHRgreen.org website visits	HRPDC & **askHRgreen.org**	Permit Cycle	**askHRgreen.org** Annual Report	
1.4	Participate in regional committees: **askHRgreen.org**, RSMC, and SW Phase II Subcommittee		Maintain valid MOA	HRPDC	Every 5 years (concurrent with MS4 permit cycle).	MOA	
1.4a	Regional Cooperation	Renew MOA with the HRPDC to participate in the regional processes, including the Regional Stormwater Management Committee, Stormwater Phase II Subcommittee and **askHRgreen.org**	Number of meetings attended/Number of meetings held	**askHRgreen.org** Representative	Annually	**askHRgreen.org** Annual Report	

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1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
1.4b	***askHRgreen.org***	Participate in at least 35% of **askHRgreen.org** Stormwater Education Subcommittee meetings	Number of meetings attended/Number of meetings held	SW Program Administrator	Annually	Attendance chart	
1.4c	Stormwater Phase II Subcommittee	Participate in at least 50% of Stormwater Phase II Subcommittee Meetings.		SW Program Administrator, **askHRgreen.org, askHRgreen.org** Representative & HRPDC	As scheduled in permit	Revised Program Plan	
1.5	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.					

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2. Public Involvement/Participation							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
2.1	Public Involvement						
2.1a	Updated Program Plan	Post copies of updated program plan to City website within 30 days of submittal of annual report.	Presence of materials on website	**askHRgreen.org** Representative & IT Department	Annually	Locality website	
2.1b	Annual Report	Post copies of annual report to City website within 30 days of submittal to DEQ.	Presence of materials on website	**askHRgreen.org** Representative & IT Department	Annually	Locality website	
2.1c	Reapplication Public Involvement	Prior to reapplying for coverage, notify public and provide for receipt of comments on the proposed MS4 Program Plan.	Presence of materials on website	**askHRgreen.org** Representative & IT Department	6 mo. prior to end of permit cycle	Locality website	
2.2	Public Participation						
2.2	Public Participation in a minimum of four local activities annually	**Insert local activities**	# events, # of items distributed, # of participants, # of pounds collected, or # of volunteer hours	SW Program Administrator, **askHRgreen.org** Representative	Annually	Annual report	
2.3	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator	Annually	Annual report	

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3. Illicit Discharge Detection and Elimination							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
3.1	Storm Sewer System Map						
3.1.a	MS4 outfall map	Maintain and update mapping	Updated Map	SW Program Administrator/ IT Dept. (GIS)	Annually	Outfall map	
3.1.b	MS4 outfall information table	Table listing outfall ID, acreage served, receiving water, applicable TMDL(s).	Updated Table	SW Program Administrator/ IT Dept. (GIS)	Annually	Information Table	
3.1.c	MS4 boundaries map and information table	Map and information table identifying MS4 watershed within 2010 urbanized area.	Boundary Map	SW Program Administrator/ IT Dept. (GIS)	End of PY4	MS4 Catchments Map	
3.1.d	Public information	Make MS4 map and information table available to the public	Presence of materials on website or refer to availability location	SW Program Administrator	Annually	Locality website	
3.1.e	New outfalls	Identify new points of discharge	List of new outfalls	SW Program Administrator/ IT Dept. (GIS)	Annually	New outfall list	
3.1.f	Maintain a Current Storm Sewer Map Online				PY4	Online mapping	
3.1.g	Cooperation with adjacent MS4s	Identify and notify, in writing, any downstream regulated MS4 to which the small regulated MS4 is physically interconnected of the small regulated MS4's connection to that system	Develop map, Regional Phase II Stormwater Subcommittee Meetings, letters	SW Program Administrator	Annually	Letters; meeting attendance	
3.1.h	Illicit Discharge Detection & Elimination Ordinance	Continue implementing and enforcing the illicit discharge/stormwater ordinance.	Current Ordinance	SW Program Administrator/ Fire Dept	As necessary	Ordinance	

3. Illicit Discharge Detection and Elimination							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
3.2	Dry Weather Screening						
3.2.a	DWS Protocol	Develop written dry weather field screening methodologies for IDDE.	Protocol	End of PY1	End of PY1	DWS Protocol	
3.2.b	Field testing & outfall reconnaissance inventory (ORI)	Perform dry weather screening of a minimum of 50 outfalls (or all if < 50 outfalls in MS4)	Documentation of screening performed and results	SW Program Administrator/ SW Inspector	Annually	Map and ORI Field sheets	
3.3	IDDE program implementation				End of PY1	IDDE Protocol	
3.3.a	Public IDDE Reporting	Promote & Publicize IDDE reporting	Presence of phone number & information on website	SW Program Administrator	Continuously	Locality website	
3.3.b	Prevent or minimize the discharge of hazardous substances and oil in the MS4 stormwater discharge.	Yard inspections; Develop/enhance reporting relationship with FD/Haz Mat Team; targeted education	Number of responses/ number of inspections	SW Program Administrator/ Fire Dept	Continuously	Inspection forms **summary**	
3.3.c	IDDE activity tracking	Track illicit discharge detection and elimination activities.	Number of investigations and actions taken	SW Program Administrator/ Fire Dept	Ongoing	List of Activities	
3.3.d	Continue Sanitary Sewer System improvements in coordination with SSO consent order	Continue to diagnose and correct deficiencies	Number of improvements	SW Program Administrator/ Public Utilities	Continuously	List of Improvements	
3.4	Spill reporting						

3. Illicit Discharge Detection and Elimination

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	
3.4.a	Report non sewer spills and releases from small MS4 operated properties that reach State waters to DEQ.	Report spills to the DEQ's Pollution Response Program (PREP).	Number of internal reports. If applicable, obtain PREP number.	SW Program Administrator/ Fire Dept	Fire Dept. Report in accordance to Section III. G.	Internal Summary Report	
3.4.b	Report Sanitary Sewer Overflows through SSORS database.	Continue to utilize SSORS to report Sanitary Sewer Overflows	Number of overflows	Public Utilities Superintendent.	Continuously	List from SSORS	
3.5	Update Program Plan	Update Illicit Discharge Detection and Elimination plan as necessary to maintain compliance with the permit effective on July 1, 2013		SW Program Administrator/ Fire Dept	As scheduled in permit		
3.6	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator/ Fire Dept	Annually	**In accordance with an oral request from DEQ, a summary of illicit discharge screening forms, not all the forms, will be provided to DEQ**	

4. Construction Site Storm Water Runoff Control							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
4.1	Legal Authorities						
4.1.a	LD Activities > 10,000 SF	Continue to implement the Stormwater Management Ordinance & the Erosion and Sedimentation Control Ordinance	Stormwater Management Ordinance & Erosion and Sedimentation Control Ordinance	SW Program Administrator	Continuously	SWM & E&SC Ordinances	
4.1.b	CBPA LD Activities >2,500 SF	Continue to implement the Chesapeake Bay Preservation Ordinance	Chesapeake Bay Preservation Ordinance	CBPA Program Administrator	Continuously	CBPA Ordinance	
4.1.c	E&SC LD Activities	Continue to implement the Erosion and Sedimentation Control Ordinance	Erosion and Sedimentation Control Ordinance	E&SC Program Administrator	Continuously	E&SC Ordinance	
4.1.d	Individual Lot or CPOD LD Activities > 10,000 SF	Continue to implement the SWM, E&SC, & CBPA ordinances	SWM, E&SC, & CBPA Ordinances	SW, E&SC, & CBPA Program Administrators	Continuously	Ordinances	
4.2	Local Programs						
4.2.a	E&SC Plan Reviews	Continue to implement the site plan review, LID implementation where deemed appropriate, provisions of the local Erosion and Sediment Control Ordinance.	# plan reviews	Planning Department/ Engineering Division	Annually	Summary from Locality tracking system	
4.2.b	E&SC Program Consistency	At a minimum be consistent with the VA E&SC Law and regulation	State Board finding of consistency	E&SC Program Administrator	Continuously	Letter from DEQ (or DCR in prior cycles)	
4.2.c	CBPA Program Compliance	Maintain the City's Chesapeake Bay Preservation Act Program in Compliance with DEQ regulations	DEQ Compliance	CBPA Program Administrator	Annually	Letter from DEQ (or DCR in prior cycles)	

4. Construction Site Storm Water Runoff Control

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	
4.2.d	Public Inquiry	Continue to receive and respond to information from citizens relating to the local erosion and sediment control program through personal visits, email, telephone, and the City web page.	# of calls/requests, #site visits	E&SC Program Administrator	Annually	Summary from Locality tracking system	
4.3	Compliance and Enforcement						
4.3.a	E&SC Inspections	Continue to implement construction site BMP, and inspection provisions of the local Erosion and Sediment Control Ordinance	# of inspections	E&SC Program Administrator	Annually	Summary from Locality tracking system	
4.3.b	E&SC Inspection Schedule and Enforcement	Continue to implement inspection schedule and enforcement provisions per local Erosion and Sediment	# of inspections; # enforcement actions	E&SC Program Administrator	Annually	Summary from Locality tracking system	
4.3.c	E&SC Modifications due to inadequacy	Continue to implement provisions of the local Erosion and Sediment Control Ordinance requiring changes to the plan due to inadequacy	# of inspections; # enforcement actions	E&SC Program Administrator	Annually	Summary from Locality tracking system	
4.3.d	Tracking and Reporting	Continue to track and report the total number of permitted land disturbing activities as well as the total disturbed acreage.	Number of permits & acres disturbed	E&SC Program Administrator	Annually	Annual Report	
4.4	Certifications						

4. Construction Site Storm Water Runoff Control							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
4.4.a	E&SC Certifications	Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Erosion and Sediment Control Law	Certifications obtained	E&SC Program Administrator	Ongoing	Certifications	
4.4.b	SWM Certifications	Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Stormwater Management Act	Certifications obtained	VSMP Authority Administrator	Beginning in PY2	Certifications	
4.5	VSMP Authority Permits						
4.5.a	State VSMP program (prior to July 1, 2014)	Continue to direct applicants, proposing to disturb an acre or more of land or part of a larger common plan of development or sale that would disturb one acre or more, or >= 2,500 sq. ft. in CBPA areas to DEQ to secure a VSMP Permit for Discharges of Stormwater from Construction Activities. Ensure permit has been obtained.	#of permit applications and permits issued.	E&SC Program Administrator	PY1 only	VSMP permit numbers	

4. Construction Site Storm Water Runoff Control

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	
4.5.b	Local VSMP program (after July 1, 2014)	Implement the site plan review, construction site BMP, and inspection provisions of the local Stormwater Management Ordinance.	#of permit applications and permits issued.	VSMP Authority Administrator	Beginning in PY2	VSMP permit numbers	
4.5.c	VSMP Inspections	Implement inspection provisions of the local Stormwater Management Ordinance for VSMP authority permits including Pollution Prevention Plans contained within the SWPPP	# of inspections; # enforcement actions	VSMP Authority Administrator	Beginning in PY2	Summary from Locality tracking system	
4.6	Update Program Plan	Update Construction Site Storm Water Runoff Control plan as necessary to maintain compliance with the permit		SW Program/E&SC Program Administrators & HRPDC	As scheduled in permit	Program Plan	
4.7	Evaluation and Assessmen	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program/E&SC Program Administrators	Annually	Annual Report	

5. Post Construction Storm Water Management in New Development and Redevelopment				
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**
5.1	Address post-construction stormwater runoff from development that enters the MS4			
5.1.a	Applicable oversight requirements	CBPA LD activities < 1 Ac but >2,500 SF; and new development or redevelopment where a more stringent regulatory size threshold than previously indicated.	Stormwater Management Ordinance	SW Program Administrator
5.1.b	Stormwater Management Ordinance	Implement the stormwater criteria of the Stormwater Management Ordinance for new development and redevelopment, and update ordinance to comply with Section II.B.5 of the General Permit.	Stormwater Management Ordinance	SW Program Administrator
5.2	Inspection and O&M Verification for Privately-owned BMPs			
5.2.a	BMP Maintenance Agreements	Require BMP maintenance agreements as directed by the Stormwater Management Ordinance.	# of Agreements & Inspection Schedules	SW Program Administrator

5.2.b	Inspection activities	Conduct BMP site inspections in accordance with written policies and procedures	# of Inspections	SW Program Administrator/ SW Inspector
5.2.c	Enforcement activities	Enforce BMP maintenance responsibilities in accordance with written policies and procedures	# of Reinspections & NOVs	SW Program Administrator/ SW Inspector
5.2.d	Alternative to Maintenance Agreements	Develop and implement alternative strategies for promoting long-term maintenance of stormwater controls to treat runoff solely from individual residential lots.	Alternative Strategies Protocol	SW Program Administrator & HRPDC
5.3	Inspection & Maintenance Schedules for City-Owned BMPs			
5.3.a	Inspection and maintenance	Develop schedules and procedures for regular inspection and maintenance of locally owned stormwater control structures in accordance with SWM regulations.	# of Inspections	SW Program Administrator
5.4	Program Plan Requirements			

5.4.a	Roles and responsibilities	Identify the roles and responsibilties for each department, division, and subdivision in implementing Section II of General Permit, also include the written agreement for any other entities implementing parts of the Program Plan	List of roles and responsibilites, written agreement	SW Program Administrator
5.5	Tracking and Reporting			
5.5.a	BMP Tracking	Track all known permanent stormwater management facilities that discharge to the regulated small MS4 and submit the information per General Permit No. VAR040027.	Data as required by Permit (print & spreadsheet/database)	SW Program Administrator
5.5.b	New BMP tracking	BMPs brought online within the past year	Database or spreadsheet with new BMP information	SW Program Administrator
5.6	Program PlanUpdates	Update program plan to meet new general permit requirements.		SW Program Administrator
5.7	Evaluation and Assessment	Evaluate and assess progress toward goals		SW Program Administrator

Timeline	Associated Documents
Update in PY2	SWM Ordinance
Update in PY2	SWM Ordinance
Ongoing	List of Maintenance Agreements

As designated	Inspection Report Summary; Inspection Procedures
As designated	Inspection Report Summary; Enforcement Procedures
End of PY1	Alternative Strategies
Annually	Inspection Report Summary; Inspection Procedures

As needed	List of roles and responsibilities; Written agreement(s)
Annually	BMP Report
Annually	BMP Report
PY1	
Annually	

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6. Pollution Prevention/Good Housekeeping for Municipal Operations							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
6.1	Operations and Maintenance Activities						
6.1.a	Plans and Procedures	Continue to implement and update plans describing spill prevention and control and pollution prevention procedures for municipal facilities specifically to prevent illicit discharges	SOP(s)/ O&M Plan	SW Program Administrator/ EMS Team	Continuously	SOPs/ O&M Plan	
6.1.b	Waste Disposal	Continue to implement and update procedures for proper waste disposal, including yard waste	SOP(s)/ O&M Plan	SW Program Administrator/ EMS Team	Continuously	SOPs/ O&M Plan	
6.1.c	Manage Municpal Vehicle Wash Water	Develop and implement procedures to prevent the discharge of municipal vehicle wash water into the MS4 without a separate VPDES permit	Procedures	Operations Personnel	Continuously	SOPs/ O&M Plan	
6.1.d	Manage Wastewater	Prevent the discharge of wastewater to MS4 without a separate VPDES permit	# overflows	Department of Utilities	Continuously	SOPs/ O&M Plan	
6.1.e	Stormwater System Maintenance BMPs	Require BMPs when discharging water pumped from utility construction and maintenance activities	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan	
6.1.f	Bulk Storage BMPs	Require BMPs for bulk storage areas (salt storage, top soil stockpiles)	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan	
6.1.g	Manage Leaking Municipally-owned Leaking Vehicles	Prevent the discharge of pollutants to the MS4	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan	

6. Pollution Prevention/Good Housekeeping for Municipal Operations							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
6.1.h	Manage Fertilizers and Pesticides	Implement procedures to ensure materials are are applied in accordance with manufacturer's recommendations	Procedures	Operations Personnel	Continuously	SOPs/ O&M Plan	
6.2	Storm Water Pollution Prevention Plans (SWPPP)						
6.2.1	High-priority facilities	Identify municipal high-priority facilities that have the potential to discharge storwmater pollutants	# & type of high-priority facility	SW Program Administrator	End of PY1	List of high-priority facilities	
6.2.2	SWPPP development & Implementation	Develop and Implement SWPPPs for identified high-priority facilities	SWPPP	SW Program Administrator	PY4	SWPPP	
6.3	Nutrient Management Plans						
6.3.a	NMP Locations	Identify locations of municipally owned properties where nutrient management plans can be performed	Number of sites & area	SW Program Administrator & Landscape Division	End of PY1	List of managed turf sites > 1 Ac.	
6.3.b	NMP development & implementation	Develop and Implement NMPs for identified turf and landscape (15% by PY2, 40% by PY3; 75% by PY4; & 100% by PY5)	% of identified area under NMP	SW Program Administrator & Landscape Division	PY2 - PY5	List of NMP Covered Sites	
6.3.c	NMP Tracking	Track the total acreage of lands where turf and landscape NMPs are required and implemented	Acreage required & Acreage implemented	SW Program Administrator & Landscape Division	Annually	List of managed turf sites > 1 Ac.	

6. Pollution Prevention/Good Housekeeping for Municipal Operations							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
6.3.d	Deicing agents	Operator shall not apply deicing agents containing urea or other forms of nitrogen or phosphorus to parking lots, roadways, and sidewalks, or other paved surfaces	Statement of non-use of nutrient containing deicing agents	SW Program Administrator	Annually	Statement	
6.4	Employee Education & Training						
6.4.a	IDDE Training for field personnel	Provide training to field personnel in the recognition of Illicit discharges	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training	
6.4.b	Streets & parking lot maintenance training	Provide training to Streets & Landscape Divisions for road, street & parking lot maintenance	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training	
6.4.c	Public Works Facilities training	Provide training to PW personnel on good housekeeping and pollution prevention practices	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training	
6.4.d	Pesticides & herbicide certifications	Maintain certifications and training for pesticide and herbicide applicators in accordance with Virginia Pesticide Control Act	Certifications obtained	SW Program Administrator	Continuously	Certifications	
6.4.e	E&SC & SWM Training	Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Erosion and Sediment Control Law	Certifications obtained	E&SC Program Administrator	Continuously	Certifications	

6. Pollution Prevention/Good Housekeeping for Municipal Operations							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
6.4.f	Parks and Recreation employee training	Provide training to P&R personnel on good housekeeping and pollution prevention practices	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training	
6.4.g	Emergency Response employee training	Provide training and certification in spill response to emergency response employees	Certifications obtained	Haz-Mat officer	PY1	Certifications	
6.5	Tracking						
6.5.a	Training Needs Assessment	Determine any educational needs for employees and develop appropriate training and/or materials.	Training assessment	HRPDC & Phase II Stormwater Committee	1X per permit cycle	Training Plan	
6.5.b	Training Schedule	Identify and prioritize pollution prevention education and training needs for municipal employees based on relative risk for stormwater pollution from municipal operations through the HRPDC Stormwater Phase II Subcommittee.	Training Schedule	HRPDC & EMS Team	Annually	Training Plan	
6.5.c	Training Materials	Distribute pollution prevention educational materials developed through the HRPDC/**askHRgreen.org** to municipal employees engaging in operations with a high risk of discharging pollutants into the MS4.	# of items distributed	HRPDC & EMS Team	Annually	E-newsletter, training materials	
6.5.d	Contractor Training	Participate in the development of at least one regional contractor training session during the life of the permit.	Training session	HRPDC & Phase II Stormwater Committee	Once per permit cycle	Training sessions and evaluation forms	

6. Pollution Prevention/Good Housekeeping for Municipal Operations							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
6.6	Update Program Plan	Update Pollution Prevention/Good Housekeeping for Municipal Operations plan as necessary to maintain compliance with the permit effective on July 1, 2013		SW Program Administrator, EMS Team & HRPDC	As scheduled in permit		
6.7	Evaluation and Assessme	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator/EMS Team	Annually	Annual report	

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TMDL Special Conditions							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
SC-1	TMDL						
SC-1a	Develop Chesapeake Bay TMDL Action Plan	Develop a TMDL Action Plan consistent with the Virginia Ph I and II WIPs to meet the Level 2 (L2) reductions of pollutants of concern (POC)	TMDL Action Plan	SW Program Administrator	End of PY2	TMDL Action Plan	
SC-1b	Implement Chesapeake Bay TMDL Action Plan	Implement the TMDL Action Plan to meet 5% of the Level 2 (L2) reductions of pollutants of concern (POC) by the end of the permit cycle.	Per TMDL Action Plan	SW Program Administrator	End of PY5	TMDL Action Plan	
SC-2	Local TMDL	Develop and Implement a TMDL Action Plan for the POC(s)	TMDL Action Plan	SW Program Administrator	End of PY3	TMDL Action Plan	
SC-3	Update Program Plan	Update TMDL Special Conditions plan as necessary to maintain compliance with the permit effective on July 1, 2013		SW Program Administrator	As scheduled in permit		
SC-4	Evaluation and Assessm	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator	Annually	Annual report	