

Stormwater Coalition of Albany County

**Town of Colonie
New York**

MS4 Permit No. NYR20A190

**Annual Evaluation
(April, 2020)**

**Storm Water Management Program Plan
(BMPs and Measurable Goals)
2020 to 2021**

A. History of Coalition SWMP Plan Document

The current MS4 Permit (NYSDEC MS4 Permit No. GP-0-15-003) allows regulated entities to collaborate when creating and updating their Stormwater Management Program (SWMP) and Stormwater Management Program Plan (SWMP Plan). For details, see Appendix A MS4 Permit No. GP-0-15-003 Excerpts: Collaboration, SWMP Plan, and Annual Report Requirements.

To that end and dating back to when the Stormwater Coalition of Albany County was formed in 2009 (inter-municipal agreement) the public entities listed below have routinely prepared a Joint Stormwater Management Program document using 'CBI' *MS4Web* software. The document has historically been referred to as a *SWMP Plan*. It is a compilation of goals noting planned activities and whether or not the activity was completed.

However, according to the current MS4 Permit, the SWMP Plan in its entirety includes not only the annual tracking of progress meeting measurable goals, but also documents retained by each MS4/municipality verifying that the goals have been met. These include written procedures, outfall inspection data sheets, adopted local laws, procedures related to municipal operations, etc.

This past year as a consequence of software changes and maintenance costs, Coalition members decided to discontinue using 'CBI' *MS4Web*. Instead a spreadsheet tracking tool was created which merges the most functional content of the NYSDEC DRAFT MS4 Permit released in 2016 with high priority requirements of the current MS4 Permit. Together these requirements are assumed to be the Best Management Practices each MS4 should implement in order to reduce the discharge of pollutants from their small MS4 to the maximum extent practicable.

For the Stormwater Coalition, updating BMPs and program goals is a collaborative, annual effort. Typically strengths and weaknesses of individual programs are discussed, goals reviewed, often modified, and new goals created to help the MS4/municipality prioritize future activities. Coalition services are discussed as well and goals specific to the Coalition are evaluated, modified, and new goals created as needed. The role of the Coalition is to organize and facility these evaluations and prepare the final document for posting on the Coalition website.

The process itself is best described as an Annual Evaluation and for this reason, rather than refer to this document as a SWMP Plan, it is instead described as an Annual Evaluation, specifically that piece of the all-inclusive SWMP Plan which describes progress meeting measurable goals associated with particular Best Management Practices (BMPs).

B. Participating MS4s by Type and Coalition Participation

Below is a list of Coalition members who participated in the April 2020 Annual Evaluation. They are grouped by type of MS4 and an Annual Evaluation has been prepared for each Coalition MS4/municipality. There is also an annual evaluation for the Stormwater Coalition. While not a regulated MS4, the Stormwater Coalition is directly involved with permit implementation and goals pertaining to the Coalition are detailed in their annual evaluation. *Due to Covid-19 restrictions, where indicated the Annual Evaluation will be incorporated at a later date.

Traditional Non Land Use Control MS4 (County)	Traditional Land Use Control MS4s (Town, Village, City)	
1. Albany County (NYR20A359)	3. City of Albany (NYR20A464)	8. Town of Guilderland (NYR20A211)
Non-Traditional MS4 (Public University)	4. Town of Bethlehem (NYR20A208)	9. Village of Menands (NYR20A144)*
2. University at Albany-SUNY (NYR20A234)	5. City of Cohoes (NYR20A243)	10. Town of New Scotland (NYR20A463)
	6. Town of Colonie (NYR20A190)	11. Village of Voorheesville (NYR20A210)
	7. Village of Green Island (NYR20A377)	12. City of Watervliet (NYR20A087)
Not an MS4 (no MS4 Permit No)		
Inter-municipal Agreement-Memorandum of Understanding for group of MS4s (Basic Services pertaining to MS4 Permit)		
13. Stormwater Coalition of Albany County		

C. Annual Evaluation (Individual MS4)

Colonie_T		MS4 Permit No: NYR20A190											DATA from AR2019 (3/2018 to 3/2019) and Other Sources										
MCM3			MCM 4							MCM5					MCM6								
# Map'd OF	643		# SWPPP Reviewed	28		Of active sites, # inspected once during reporting year	100% (46 active sites)	# of Enforcement Actions - By Type			# of PCSMPs in Inventory	Total: 13 (4 Alternative Practice, 3 Filter Systems, 4 infiltration Basins, 1 Open Channel, 1 Other)			Total # Muni Owned Facilities		DK						
% Map'd	100		# Constr Pmt Authorized	Total: 20		Of active sites, # inspected more than once during reporting year	100% (46 active sites)	Verbal and/or email warning			Private: MS4 Owned:		# Muni Facility - To Assess - Tri Annual		38								
# ORIs	108			Private:		MS4 inspection procedures: frequency of CGP inspections?		Notice of Violation		3	# PCSMPs Inspected in Report'g Yr (By Whom?)		Total: 119 (25 Alt Practices, 30 Filter Sysetms, 36 Infiltration Basins, 3 Open Channels, 20 Ponds, 5 Other)			# of Muni Facilities - Assessed- Report'g Yr							
# IDDE Detected	3			MS4 owned:		actual frequency (met? not met?)		Stop Work Order			Private: MS4 Owned:		Catch Basins		Total #	15,296							
# IDDE Confirmed	3					issues?		Court Action (Fines, Penalties			Inspection issues?				Inspected	265							
# IDDE Eliminated	3		# Constr Pmt Active	Total: 46		# of construction site enforcement actions by MS4?	4	Withhold building permits, C of O			# PCSMPs Maintained in Report'g Yr (By Whom?)		Total: 28 (3 Altrnative Practices, 1 Filter Sysems, 2 Infiltraiton Basins, 20 Ponds, 2 Other)			Cleaned, if necessary	265						
# IDDE Enforcmnt				Private:		by whom?		Contract Terminated					Private: MS4 Owned:		Sweeping	Lots: # acres	12						
Enforcement Type				MS4 owned:				Other		1	Maintenance issues?					Streets:# Miles	327						
Colonie_T			MS4 Permit No: NYR20A190			Name(s) of SWMP Preparer(s): John Dzialo, Adam Wands, Nancy Heinzen				Evaluation Date: April 10, 2020							Other:						
Coalition SWMP April, 2019 Annual Eval Document								Coalition SWMP April, 2020 Annual Evaluation															
The Coalition April 2019 SWMP document was created using the 'CBI' MS4Web SWMP module. BMPs and Measurable Goals from that document are described here. The Coalition stopped using the CBI MS4Web software in 2020. This spreadsheet tracking of MS4 Permit requirements (BMPs), Measurable Goals, and documentation of progress meeting Measurable Goals replaces the April 2019 Annual Evaluation SWMP document.								This spreadsheet tracking of MS4 Permit requirements (BMPs) and documentation of progress meeting Measurable Goals replaces the April, 2019 'CBI' MS4Web SWMP Module format.															
2019 SWMP Document	BMPs = 2016 DRAFT MS4 Permit Requirments					2019/2020 Measurable Goals = MS4Web 'Activities'		Progress Meeting Goals			BMPs = MS4 Permit Requirements (DRAFT 2016 or GP-0-15-003 end April, 2017)												
Key	Table of Contents from Draft MS4 Permit		Appendix A SWMP Recording Requirements		Appendix C Compliance Schedule		Individual MS4 - Priority Activites for 2019/2020		Status Past Goals			New Measurable Goals				Responsible Parties							
MS4Webs: BMP Detail MCM [Text: No.]	Part Title.	Permit Section No.	Required Record		Deliverable		Town of Colonie		2019/2020 Activity- Measurable Goal Met?	Comments		BMP Category		Goal		Due Date		MS4	Coalition				
No. 1	Part I. Permit Coverage and Limitations	Part I.B.1.	Administrative Requirements: All documentation necessary to demonstrate Eligibility																				
No. 2	Part II. Obtaining Permit Coverage	Part II.A	Administrative Requirements: Notice of Intent		Submit NOI to Continue Coverage (30 days)																		
No. 3	Part IV. Stormwater Management Program Requirements	Part IV.A.2	Administrative Requirements: Compliance Schedule and related reports																				

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No. 4	Part IV. Stormwater Management Program Requirements	Part IV. B.1	Administrative Requirements: SWMP Coordinator	Designate a SWMP Coordinator (30 days)								
				SWMP Coordinator receives 4 hours stormwater management training of Department endorsed training in stormwater management and the requirements of this permit (1year)								
No. 5	Part IV. Stormwater Management Program Requirements	Part IV.B.2	Administrative Requirements: Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	1. Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan, implement grant work plan, support Albany County as Lead Applicant of NYSDEC WQIP program grant.	Goal Met		Administrative	Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings, implement Coalition work plan	3/9/2021	X	X
							No Goal. Other Activity: Amended Coalition IMA to allow for dedicated staffing for 4 MS4s (2020)					

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								Administrative	Review status of Certificaton Form language developed by Town attorney. Have relevant consultants and others sign the Certification Form which states that they agree to comply with the terms and conditions of the Town stormwater management program, etc.	3/9/2021	X	
No. 6		Part. IV.B.3	Administrative Requirements: Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	1. Update organizational chart.	Goal Unmet		Administrative	Update organizational chart, post on Coalition website	3/9/2021	X	X
No. 7	Part IV. Stormwater Management Program Requirements	Part IV.F	Administrative Requirements: Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)			Current enforcement procedures include a descripton of escalating actions (current MS4 Permit)	Administrative				
				Develop Enforcement Response Plan (3 years)								
No. 8	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.A.	Administrative Requirements: Annual Evaluation					Administrative	Complete Annual Evaluation as part of SWMP update and Annual Report process (April, 2020)	3/9/2021	X	X

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No. 9	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.C.2	Administrative Requirements: Annual Reports					Administrative	Submit Town-specific Annual Report by June 1 if possible, however due to COVID19 restrictions, the Town Annual Report may be submitted later depending on when Town stormwater staff can access necessary office files. The Joint Coalition Annual Report DRAFT and FINAL submission will include information about the Town Annual Report pages as needed.	3/9/2021	X	X
No. 10		No Part No listed	Administrative Requirements: MS4 Correspondence with the Dept				The Town network was hacked in December, 2019. Prior to the hacking, Dept correspondence was routinely saved on a hard drive which after the hacking was destroyed. Some Dept correspondence survived, most didn't.	Administrative	Develop strategy and purchase related computer equipment to protect Dept correspondence across multiple devices. Determine what to save as a printed, hard copy document and/or electronic document, save Dept correspondence accordingly.	3/9/2021	X	
Special Conditions						Special Conditions						
No. 11	Part III. Special Conditions	Part III.A.3	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards				Corrective actions requested by DEC, which may or may not be Water Quality Standard violoations are documented (photos and/or emails). Some documentation was lost during the December, 2019 Town hacking incident.	Administrative	Document corrective actions, save and retain across multiple devices and methods (electronic, print).	3/9/2021	X	

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Mapping						Mapping						
No. 12	Part IV. Stormwater Management Program Requirements	Part IV.C.	Mapping: Map of the MS4 co	Update map to show locaton of the entire small MS4 system (i.e. catch basins type of conveyance, outfalls); surface waters; impaired waters; areas of concern; post construction SMPs; municipal facilities; location of confirmed or suspected illicit discharges. (5 years or 8 years in phases from 2019 DEC powerpoint)	1. Continue to update storm system mapping layers supported by Town GIS coordinator and field mapping technician.	Goal Met		Administration	Continue to update storm system mapping layers supported by Town GIS coordinator and field mapping technician.	3/9/2021	X	
MCM 1 - Public Education and Outreach						MCM 1 - Public Education and Outreach						
No. 13	Part VI. Minimum Control Measures (MCMs) A. MCM 1-Public Education and Outreach		MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation (1 year) .								
No. 14	Part VI. Minimum Control Measures (MCMs) A. MCM 1-Public Education and Outreach	Part VI.A.1.	MCM1 Public Education and Outreach: Defined goals of the Educational program	Develop and implement program to educated public about significant stormwater issues that are relevant to the MS4. See Part VI.A.1 for guidelines	1. Continue to maintain brochure racks (Town Hall and Public Op Center) and table info at Engineering Dept.	Goal Met		MCM 1 Public Education	Continue to maintain brochure racks (Town Hall and Public Op Center) and table info at Engineering Dept.	3/9/2021	X	
					2. Stencil catch basins (~20) and distribute 100 doorhangers (Lakeridge Sub-Division; Dutch Meadows).	Goal Unmet	Typically the Town stormwater office has 3 full time staff. For this reporting year (March 2019 to Mach 2020) there was 1 staff vacancy for the entire year. Due to short staff, this goal was unmet.	MCM 1 Public Education	Stencil catch basins (~20) and distribute 100 doorhangers (Lakeridge Sub-Division; Dutch Meadows).	3/9/2021	X	

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MCM 2 - Public Participation						MCM 2 - Public Participation						
No. 15	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.1	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one oppotunity for public participation on development and implementation of SWMP. See Part VI.B.1.for types of opportunities. (6 months)	Continue to support WAVE volunteering monitoring.	Goal Met	Town hosted a WAVE monitoring event on Sand Creek (many participated)	MCM 2 Public Participation	Continue to support WAVE volunteering monitoring organized by Coalition. NOTE: WAVE monitoring may be cancelled due to COVID19 social distancing requirements.	3/9/2021	X	X
				Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)								
				Identify local Point of Contact to receive and respond to public concerns regarding stormwater management. or compliance. See Part VI.B.1.c. Name or title of this contact and telephone number must be published in public outreach and public participation materials. (6 months)								
No. 16	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.2	MCM 2 Public Participation: Public input comments received on SWMP and annual report		1. Continue to post the DRAFT/FINAL Annual Report on a website for public comment and post the location of the SWMP as required by the MS4 Permit. The Coalition role and Annual Report requirements may change depending on the release of the updated MS4 Permit and other considerations.	Goal Met		MCM 2 Public Participation	Continue to post the DRAFT/FINAL Annual Report on the Coalition website for public comment and post the location of the SWMP. Check that the Town website links to the Coalition website Annual Report and SWMP Update postings	3/9/2021	X	X

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MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)						MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)						
No. 17	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.a	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism				Adopted IDDE Local Law (current MS4 Permit)	MCM 3 IDDE				
No. 18	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.b	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4				Equivalency of IDDE Local Law certified by Town attorney (current MS4 Permit)	MCM 3 IDDE				
No. 19	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI..C.2	MCM3 Illicit Discharge Detection & Elimination: Education materials on Illicit Discharge prevention program	Update education and outreach to address most common behaviors identified through implementation of program (1 year)								
No. 20	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.3	MCM3 Illicit Discharge Detection & Elimination: Hotline reports including name, date of report, location	Establish a hotline & system to track complaints on illicit discharges (6 months)			The Stormwater office phone number and Town contact directory posted on the website function as a Hotline. Stormwater pollution complaints are routed to stormwater staff.	MCM 3 IDDE	"Hotline" complaints from whatever source are tracked. Tracking notes the complaint and follow up activity (email and photos)	3/9/2021	X	
No. 21	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.a	MCM3 Illicit Discharge Detection & Elimination:Priority areas based on IDDE Guidance	Part VI.C.4 Identify areas with high discharge potential using Table 14 of IDDE Guidance Manual (6 months)								
				Part VI.C.4 Identify High Priority Outfalls (3 years)								

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No. 22	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b	MCM3 Illicit Discharge Detection & Elimination: ORI Field Sheets	Part VI. C.4 Develop outfall inspection procedures (identify individuals responsible for inspections, procedures for recording information as part of outfall inspections, procedures for sampling flowing outfalls, re-inspection of outfalls) (3 years)	1. Complete ORIs for 20% of outfalls (~129 outfalls).	Goal Partially Met	Some ORIs completed, no doorhangers. Short staff for entire reporting year.	MCM 3 IDDE	Complete ORIs for 20% of outfalls (~129 outfalls). NOTE: COVID19 restrictions of unknown duration may limit ability of stormwater staff to be in field.	3/9/2021	X	
								MCM IDDE	Review and train T/Colonie staff as needed regarding tablet use for ORI inspections	3/9/2021	X	X
				Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)								
No. 23	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b.iv	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)			Outfall inspection procedures completed (current MS4 Permit)	MCM 3 IDDE				
No. 24	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.5	MCM3 Illicit Discharge Detection & Elimination: Track Down procedures	Part VI.C.3. Develop track down procedures (identifying individuals responsible for track down, procedures to meet Chapter 13 of IDDE Guidance, time frames to act, referral for elimination) (2 years)			Illicit discharge track down procedures completed (current MS4 Permit)	MCM 3 IDDE				
				Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)								

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No. 25	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.6	MCM3 Illicit Discharge Detection & Elimination: Illicit Discharge Elimination procedures	Part VI.C.6 Update procedures for elimination (identifying individuals responsible for contacting responsible party, time frames to act, escalating enforcement, confirm corrective action, tracking progress) (2 years)			Illicit discharge elimination procedures completed (current MS4 Permit)	MCM 3 IDDE				
MCM 4 - Construction Site Runoff Control						MCM 4 - Construction Site Runoff Control						
No. 26	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.a	MCM 4 Construction Site Runoff Control: Law, ordinance or regulatory mechanism	Part VI.D.3 Update the local law and certify that it is equivalent to the new model law (1.5 years)			Adopted Stormwater Management Local Law (current MS4 Permit)					
No. 27	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.b	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4				Equivalency of Stormwater Management Local Law certified by Town attorney (current MS4 Permit)					
No. 28	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.4	MCM 4 Construction Site Runoff Control: Education materials on Construction program									
No. 29	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.5	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elemnts not explicitly required by GP-0-15-003) (3 years)	1. Continue to maintain inventory of active construction sites (~35 sites, as of April, 2019)	Goal Met	Construction site inventory impacted by Dec, 2019 hacking. Past records restored to the extent possible.	MCM 4 - Construction Site Runoff Control	Continue to maintain inventory of active construction sites (~35 sites, as of April, 2020), protect inventory files against hacking.	3/8/2021	X	
No. 30	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.6	MCM 4 Construction Site Runoff Control: Construction Site priority areas									

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No. 31	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.7 & VI.E.4	MCM 4 Construction Site Runoff Control: SWPPP Review forms	Part VI.D.7 Update SWPPP review procedures (utilize form for new projects) for erosion sediment control and post construction r eview (1 year)	Continue to review SWPPPs and prepare comments.	Goal Met	Despite loss of 1 full time stormwater inspector, SWPPP reviews are a high priority.	MCM 4 - Construction Site Runoff Control	Town stormwater staff review SWPPPs and prepare comments. (Goal : all SWPPPs and SWPPP modifications, if possible)	3/9/2021	X	
							Completed SWPPP Review procedures (current MS4 Permit)					
				Part VI.D.7 Train SWPPP reviewers (1.5 years)								
No. 32	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.8	MCM 4 Construction Site Runoff Control: Documentation of all Pre-Construction Inspection meetings	Part VI.D.8. Establish procedures for pre-construction inspection/meeting (6 months)	Continue to conduct pre-construction meetings, before grading and clearing and before issuing a building permit.	Goal Met	Town routinely conducts pre-construction meetings, minutes circulated, all meeting attended by Town stormwater staff.	MCM 4 - Construction Site Runoff Control	Conduct pre-construction meetings, before grading and clearing and before issuing a building permit. Meetings organized by Town stormwater staff and sometimes others depending on size and type of project. Presence/absence and expiration date of site contractor 4 hr E/SC cards is noted and status documented during meeting.	3/9/2021	X	
No. 33	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.9 & VI.D.10	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (indentify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	1. Continue research status of all open SWPPPS; locate owner-operator; have O-O execute NOT; and review NYSDEC database to confirm status of NOT; follow up as needed. Complete remaining 20%.	Goal Partially Met	High priority, significant progress closing out open SWPPPs, almost all complete.	MCM 4 - Construction Site Runoff Control	Research status of all open SWPPPS; locate owner-operator; have O-O execute NOT; and review NYSDEC database to confirm status of NOT; follow up as needed. Secure NOTs from remaining open SWPPPs.	3/9/2021	X	

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					2. Continue to inspect construction projects ongoing and at project close out. This includes Town owned projects.	Goal Met	Despite loss of 1 full time stormwater inspector, MS4 Construction inspections are a high priority.	MCM 4 - Construction Site Runoff Control	Continue to inspect construction projects ongoing and at project close out. This includes Town owned projects.	3/9/2021	X	
				Part VI.D.7 Train Construction site inspectors (1.5 years)								
				Part VI.D.7 Train individuals in four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District or other endorsed entity (1.5 years)				MCM 4 - Construction Site Runoff Control	Review status of 4 Hr E/SC SWCD training for existing, relevant Town staff. Secure 4hr SWCD training for new Town staff and others as needed.	3/9/2021	X	
				Part VI.D.11 Update tracking system for inspections and complaints (6 months)								
No. 34	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.10	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...									

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MCM 5 - Post Construction Stormwater Runoff						MCM 5 - Post Construction Stormwater Runoff						
No. 35	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.a	MCM 5 Post Construction Stormwater Runoff: Law, ordinance or regulatory mechanism	Part VI.E.2 Update the local law and certify that it is equivalent to the new model law (1.5 years)			Adopted Stormwater Management Local Law (current MS4 Permit)	MCM 5 Post Construction Stormwater Runoff				
No. 36	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.b	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4				Equivalency of Stormwater Management Local Law certified by Town attorney (current MS4 Permit)	MCM 5 Post Construction Stormwater Runoff				
No. 37	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.3	MCM 5 Post Construction Stormwater Runoff: Post-Construction SMP Inventory	Part VI.E.3 Update Post Construction SMP inventory to track all required elements (identify frequency for inspection based on the O&M manual or DEC design manual) (3 years)	1. Continue to update the post construction sw practices inventory spreadsheet (track status of NOTs)	Goal Met	High priority	MCM 5 Post Construction Stormwater Runoff	Continue to update the post construction sw practices inventory spreadsheet (track status of NOTs). Review hacking vulnerabilities and protect database from future hacking.	3/9/2021	X	
No. 38	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.5	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	1. Will continue to develop spreadsheet database of post-construction sw practices; will send out letters requesting annual inspection reports; follow up as needed.	Goal Partially Met		MCM 5 Post Construction Stormwater Runoff	Continue to develop spreadsheet database of post-construction sw practices; send out letters requesting annual inspection reports; follow up as needed.	3/9/2011	X	

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MCM 6 - Municipal Operations/Good Housekeeping						MCM 6 - Municipal Operations/Good Housekeeping						
No. 39	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.1 & VI.F.4.c	MCM 6 Municipal Operations/Good Housekeeping: Written procedures/protocols or Facility Specific SWPPP for High Priority Facilities	Part VI..F.3 Develop facility specific SWPPPs for high priority facilities (3 years)								
No. 40	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.2.q	MCM 6 Municipal Operations/Good Housekeeping: Compliance documentation	Part VI.F. Assess all municipal facilities and operations for compliance with new requirements on current schedule (3 years)								
				Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)								
No. 41	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.a.	MCM 6 Municipal Operations/Good Housekeeping: Catch basin inspection and clean out plan	Part VI.F.4 Develop procedures for catch basin inspection/maintenance (identify priority areas, establish frequency, log, disposal practices, evaluation of results) (2 yeasers)				MCM 3 Municipal Operations/Good Housekeeping	Monitor catch basin inspections and clean out throughout Town, retain catch basin data for MS4 Permit annual report	3/9/2021	X	
				Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)								
				Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)								
No. 42	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.i.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Street Sweeping/Cleaning	Part VI.F.4 Update street/road maintenance procedures (sweep at required intervals, update BMPs fir roadway maintenance, winter maintenance and bridge maintenance) (2 years)				MCM 3 Municipal Operations/Good Housekeeping	Monitor street and parking lot sweeing throughout Town, retain sweeping data for MS4 Permit annual report.	3/9/2021	X	

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No. 43	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.iv.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair									
No. 44	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.c	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit	Part VI.F.4 Update procedures to inspect and maintain post construction SMPs (identify individuals, utilize inspection form, conduct follow up inspections, referral to higher level inspection) (2 years)				MCM 3 Municipal Operations/Good Housekeeping	Monitor maintenance of Town-owned PC SMPs, reach out to Highway staff if issues, follow up as needed	3/9/2021	X	
No. 45	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.a	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)								
No. 46	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.e	MCM 6 Municipal Operations/Good Housekeeping: High Priority facility assessments including Quarterly Visual monitoring and follow up actions									

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No. 47	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.5	MCM 6 Municipal Operations/Good Housekeeping: Municipal facilities with stormwater discharges associated with Industrial activity	Part VI..F.3 Develop facility specific SWPPPs for facilities not covered by MSGP or No Exposure (3 years)								
No. 48	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.6	MCM 6 Municipal Operations/Good Housekeeping: BMPs and procedures/protocols for low priority facilities	Part VI.F.3 Develop and implement facility assessments (2 years)	1. Complete 50% of total # of municipal facility self audits (~39 total municipal facilities)	Goal Unmet	Short staff for entire reporting year	MCM 3 Municipal Operations/Good Housekeeping	Complete 50% of total # of municipal facility self audits (~39 total municipal facilities)	3/9/2021	X	
					2. Show "Rain Check" and "Spills and Skills" to Parks and Rec staff.	Goal Unmet	Town staff, other than Parks and Rec, participated in "Rain Check" training (Latham Water, Highway)	MCM 3 Municipal Operations/Good Housekeeping	Participate in Coalition led training for various target audiences (Field Workers and Electeds-Administrators). Content: "Rain Check" and "Spills and Skills" DVDs; webcasts; in house PPTs or presentations; videos; guest speakers	3/9/2021	X	
				Part VI..F.3 Develop procedures for Low Priority Facilities (identify individual(s) responsible, identify activities occurring, identify applicable BMPs for activities conducted, assessment) (1 years)								

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Enhanced Requirements for impaired Waters without an Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						Enhanced Requirements for impaired Waters without an Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						
			Not itemized in Appendix A	Part VIII.A.5 & Part VII.C.5 MCM 6-Provide procedures for repair of outfall protection and bank stability to ensure repairs are completed within 30 days of discovery (1 year)			For projects discharging to phosphorus impaired waters (Ann Lee/Shakers Pond) the Town requires that all Construction General Permit SWPPPs incorporate the NYSDEC SW Management Design Manual Chapter 10 Enhanced Phosphorus Removal standards (current MS4 Permit).	Enhanced Requirements (Phosphorus Impaired Waters - No approved TMDL)				
				Part VIII.A.4 MCM 4: Prioritize construction sites as High Priority in sewersheds discharging to impaired waters (1 year)								
				Part VIII..A.1 MCM 1: Provide additional timely educational messages to spspecified audiienes; add supplemental education for commercial users (2 years)								
				Part VIII..A.2 Mapping: Update map to show impaired waters/system components; areas generating POCs (i.e. hotspots); location of SMP inventory and prioritizezd municipal facilities (2 years)								
				Part VIII..A.5 MCM 6: Provide street sweeping monthly in sewersheds to impaired segments (2 years)								

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				Part VIII.A.3 MCM 3: Prioritize outfalls to impaired waters as High Prioirty and perform inspections in accordance with Schedule in Part VI.C.4 or Part VI.C.4 (whichever is applicatble) (3 years)								
				Part VIII.A.3. Provide additional illicit discharge inspections in Pollutant of Concern potential generating sites (3 years)								
				Part VIII.A.5. Provide additional time-of-year inspections of catch basins (3 years)								



NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
SPDES GENERAL PERMIT
FOR STORMWATER DISCHARGES

From

MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s)

Permit No. GP-0-15-003

Issued Pursuant to Article 17, Titles 7, 8 and Article 70
of the Environmental Conservation Law

Effective Date: May 1, 2015

Expiration Date: April 30, 2017

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July 15, 2015 - Correction of Table IX.C and Appendix 2 to reflect GP-0-10-002 October
2011 Modification

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Part IX

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1 / 12 / 16
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**NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
SPDES GENERAL PERMIT FOR DISCHARGES FROM
SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s)**

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(Part III.B.3.)

Within three years of having modified its SWMP to ensure that reduction of the POC specified in the TMDL is achieved, covered entities in future TMDL areas must assess their progress and evaluate their SWMP to determine the MS4's effectiveness in reducing their discharges of TMDL POC(s) to TMDL water bodies. This assessment shall be conducted for the portions of the *small MS4 storm sewershed* that are within the TMDL watershed. The assessment shall be done using *Department* supported modeling of pollutant loading from the *storm sewershed*.

Part IV. Stormwater Management Program (SWMP) Requirements

A. SWMP Background

Covered entities must develop (for newly authorized MS4s, implement), and enforce a SWMP designed to reduce the discharge of pollutants from small MS4s to the maximum extent practicable ("MEP") in order to protect water quality and to satisfy the appropriate water quality requirements of the ECL and the CWA. The objective of the permit is for MS4s to assure achievement of the applicable water quality standards. Covered entities under GP-0-10-002 must have prepared a SWMP plan documenting modifications to their SWMP. See Part X.B. (Definitions) for more information about the SWMP and SWMP plan.

The SWMP and SWMP plan may be created by an individual covered entity, by a shared effort through a group or coalition of individual covered entities, or by a third party entity. The SWMP plan shall be made readily available to covered entity's staff, to the public and to Department and EPA staff.

B. Cooperation Between Covered Entities Encouraged

The Department encourages covered entities to cooperate when developing and implementing their SWMP². However, each covered entity is responsible for obtaining its own permit coverage and for filing its own NOI. Irrespective of any agreements between covered entities, each individual covered entity remains legally responsible for satisfying all GP-0-15-003 requirements and for its own discharges. If one covered entity is relying on another covered entity to satisfy one or more of its permit obligations, that fact must be noted on the covered entity's MOC form. The other entity must, in fact,

² For example, villages are encouraged to cooperate with towns, towns with counties, and adjacent counties with each other. In addition, municipal governments are encouraged to coordinate and cooperate with non-traditional MS4s such as DOT, school and fire districts, Federal and State facilities located within and adjacent to their jurisdictions. Sewer boards, water boards, or other non-traditional entities are encouraged to partner with the municipality (municipalities) that they serve.

(Part IV.B.)

implement the MCM(s) and must agree to implement the MCM(s) on the first covered entity's behalf. This agreement between the two or more parties must be documented in writing and signed by both (all) parties. Part IV.G. below may apply if such an agreement is not already in place. The agreement must be included in the SWMP plan, and be retained by the covered entity for the duration of this SPDES general permit, including any administrative extensions of the permit term.

Covered entities that are working together to develop (for newly authorized MS4s) or implement their SWMPs are encouraged to complete shared annual reports. Covered entities may also hold a group meeting to present their annual reports to the public and to receive comments on their annual reports. These options are discussed in more detail in Part V.C.2.

C. Annual Reporting

1. Annual Report Submittal

The annual reporting period ends March 9 of each year. The annual report must be received in the *Department's* Central Office, electronic or hard copy, no later than June 1 of each reporting year. If electronic, submit in accordance with procedures set forth by the *Department*. If mailed, send to the address below:

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(Part V.C.1.)

NYS DEC "MS4 Coordinator"
Bureau of Water Permits
625 Broadway, 4th Floor
Albany, NY 12233-3505

Failure to submit a complete annual report and a complete MCC form (Part V.D) shall constitute a permit violation.

a. Annual Report Submittal for Newly Regulated Covered entities (Small MS4s not Previously Authorized by GP-0-10-002)

Newly regulated covered entities *developing* their *SWMP* are to submit their Annual Report in a format provided by the *Department*. They will provide, at a minimum, the information on the annual report form and the information required by Parts VII or VIII.

Newly regulated covered entities are required to submit their first annual report the year that authorization is granted if authorization is granted on or before December 31 of that reporting year.

b. Annual Report Submittal for Covered entities Authorized by GP-0-10-002 (Continuing Covered entities)

Beginning with annual reports due in 2010 covered entities implementing their *SWMP* shall submit, at a minimum, information specified by the *Department* in Part VII or VIII in a format provided by the *Department*.

2. Shared Annual Reporting and Submittal

Covered entities working together to develop (for newly authorized MS4s) and /or implement their SWMPs may complete a shared annual report. The shared annual report is an annual report that outlines and explains group activities, but also includes the tasks performed by individual covered entities (BMPs, measurable goals, schedules of planned activities, etc.). To facilitate the submission of one annual report for the entire group of covered entities, individual covered entity's activities may be incorporated into the report by either:

- *providing the details specific to their small MS4(s) to a person(s) who incorporates that information into the group report. That one group report is submitted to the Department for all participating small MS4s; or*
- *providing the details specific to their small MS4(s) on a separate sheet(s) that will be attached with the one group report.*

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(Part V.C.2.)

Regardless of the method chosen, each covered entity must, by June 1 of the annual reporting year:

- a. Provide their individual MCC form (see Part V.D) to be submitted with the shared annual report. Each covered entity must sign and submit an MCC form to take responsibility for all of the information in the annual report, which includes specific endorsement or acceptance of the shared annual report on behalf of the individual covered entity;
- b. Present their draft annual report at a meeting (see Part VII.A.2.d or Part VIII.A.2.d for more information). For completed shared annual reports, the report may be presented by each participating individual covered entity at an existing municipal meeting or may be made available for comments on the internet. Additionally, covered entities participating in shared annual reporting may combine meetings to have a group or regional meeting. While the group meeting is allowable, each covered entity shall ensure that local public officials and members of the public are informed about the program, activities and progress made; and
- c. Submit a summary of any comments received and (intended) responses on the individual covered entity's information or the shared annual report information, as applicable. This information should be included with the annual report submission. Changes made to the SWMP in response to comments should be described in the annual report.

3. Annual Report Content

The annual report shall summarize the activities performed throughout the reporting period (March 10 to March 9) and must include at a minimum:

- a. The status of compliance with permit conditions, including Watershed Improvement Strategy conditions;
- b. An assessment/evaluation of:
 - i. the appropriateness of the identified *BMPs*;
 - ii. progress towards achieving the statutory goal of reducing the *discharge of pollutants* to the *MEP*; and
 - iii. the identified *measurable goals* for each of the *MCMs*.
- c. Results of information collected and analyzed, monitoring data, and an assessment of the *small MS4's SWMP* progress toward the statutory goal of reducing the *discharge of pollutants* to the *MEP* during the reporting period. This could include results from required *SWMP* reporting, estimates of pollutant loading (from parameters such as identified illicit discharges, physically interconnected *small MS4s* that may contribute substantially to pollutant

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loadings from the *small MS4*) and pollutant load reductions (such as illicit discharges removed). This assessment may be submitted as an attachment;

- d. When required to be completed, results of assessments of effectiveness in meeting no net increase requirements or TMDL loadings as required by III. B.1 and 2. These results must be submitted in evaluation forms and as an attachment;
- e. A summary of the stormwater activities planned to be undertaken during the next reporting cycle (including an implementation schedule);
- f. Any change in identified *BMPs* or *measurable goals* and justification for those changes;
- g. Notice that a *small MS4* is relying on another entity to satisfy some or all of its permit obligations (if applicable);
- h. A summary of the public comments received on this annual report at the public presentation required in Part VII.A.2. or VIII.A.2. And, as appropriate, how the *small MS4* will respond to comments and modify the program in response to the comments;
- i. A statement that the final report and, beginning in 2009, the SWMP plan are available for public review and the location where they are available; and
- j. The information specified under the reporting requirements for each *MCM* (Part VII or VIII).

Part X. ACRONYMS AND DEFINITIONS

A. Acronym List

BMP - Best Management Practice
CFR - Code of Federal Regulations
CWA - Clean Water Act
ECL - Environmental Conservation Law
MCC - Municipal Compliance Certification
MCM - Minimum Control Measure
MEP - Maximum Extent Practicable
MS4 - Municipal Separate Storm Sewer System
NPDES - National Pollutant Discharge Elimination System
POC - Pollutant of Concern
SPDES - State Pollutant Discharge Elimination System
SWMP - Stormwater Management Program
SWMP Plan - Stormwater Management Program Plan
SWPPP - Stormwater Pollution Prevention Plan
TMDL - Total Maximum Daily Load
UA - Urbanized Area

B. Definitions

Activities - See best management practice

Additionally Designated Areas - EPA required the Department to develop a set of criteria for designating additional MS4 areas as subject to these regulations. The following criteria have been adopted to designate additional MS4s in New York State:

Criteria 1: MS4s discharging to waters for which and EPA-approved TMDL required reduction of a pollutant associated with stormwater beyond what can be achieved with existing programs (and the area is not already covered under automatic designation as UA).

Criteria 2: MS4s contiguous to automatically designated urbanized areas (town lines) that discharge to sensitive waters classified as AA Special (fresh surface waters), AA (fresh surface waters) with filtration avoidance determination or SA (saline surface waters).

Criterion 3: Automatically designated MS4 areas are extended to Town, Village or City boundaries, but only for Town, Village or City implementation of Minimum Control Measures (4) Construction Site Stormwater Runoff Control and (5) Post Construction Stormwater Management in Development and Redevelopment. This additional designation may be waived, by written request to the Department, where the automatically designated area is a small portion of the total area of the Town, Village or City (less than 15 %) and where there is

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Stormwater Management Program - the program implemented by the covered entity. Covered entities are required at a minimum to develop, implement and enforce a SWMP designed to address POCs and reduce the discharge of pollutants from the small MS4 to the MEP, to protect water quality, and to satisfy the appropriate water quality requirements of the ECL and Clean Water Act. The SWMP must address the MCM described in Part VIII.

The *SWMP* needs to include *measurable goals* for each of the *BMPs*. The measurable goals will help the covered entities assess the status and progress of their program. The SWMP should:

1. describe the *BMP* / *measurable goal*;
2. identify time lines / schedules and milestones for development and implementation;
3. include quantifiable goals to assess progress over time; and
4. describe how the covered entity will address POCs.

Guidance on developing SWMPs is available from the Department on its website. Examples of successful SWMPs and suggested measurable goals are also provided in EPA's Menu of BMPs available from its website. Note that this information is for guidance purposes only. An MS4 may choose to develop or implement equivalent methods equivalent to those made available by the Department and EPA to demonstrate compliance with the MCMs.

When creating the *SWMP*, the *covered entities* should assess activities already being performed that could help meet, or be modified to meet, permit requirements and be included in the *SWMP*. *Covered entities* can create their *SWMP* individually, with a group of other individual *covered entities* or a coalition of *covered entities*, or through the work of a third party entity.

Stormwater Management Program Plan- used by the covered entity to document developed, planned and implemented SWMP elements. The *SWMP plan* must describe how pollutants in stormwater runoff will be controlled. For previously unauthorized *small MS4s* seeking coverage, information included in the NOI should be obtained from the *SWMP plan*.

Stormwater Management Program Plan- used by the covered entity to document developed, planned and implemented SWMP elements. The *SWMP plan* must describe how pollutants in stormwater runoff will be controlled. For previously unauthorized *small MS4s* seeking coverage, information included in the NOI should be obtained from the *SWMP plan*.

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The *SWMP plan* is a separate document from the NOI and should not be submitted with the NOI or any annual reports unless requested.

The *SWMP plan* should include a detailed written explanation of all management practices, activities and other techniques the covered entity has developed, planned and implemented for their SWMP to address POCs and reduce pollutant discharges from their small MS4 to the MEP. The *SWMP plan* shall be revised to incorporate any new or modified BMPs or measurable goals.

Covered entities can create their *SWMP plan* individually, with a group of other individual *covered entities* or a coalition of *covered entities*, or through the work of a third party entity.

Documents to include are: applicable local laws, inter-municipal agreements and other legal authorities; staffing and staff development programs and organization charts; program budget; policy, procedures, and materials for each minimum measure; outfall and small MS4 system maps; stormwater management practice selection and measurable goals; operation and maintenance schedules; documentation of public outreach efforts and public comments; submitted construction site SWPPPs and review letters and construction site inspection reports.

The *SWMP plan* shall be made readily available to the covered entity's staff and to the public and regulators, such as *Department* and EPA staff. Portions of the *SWMP plan*, primarily policies and procedures, must be available to the management and staff of a *covered entity* that will be called upon to use them. For example, the technical standards and associated technical assistance documents and manuals for stormwater controls should be available to code enforcement officers, review engineers and planning boards. The local laws should be readily available to the town board and planning board. An integrated pest management program would have to be available to the parks department and the stormwater outfall and available sewer system mapping and catch basin cleaning schedule would have to be available to the department of public works.