

Stormwater Coalition of Albany County

**Storm Water Management Program
(BMPs and Measurable Goals)
2021 to 2022**

**Annual Evaluation
April, 2021**

Coalition Members

(NYSDEC MS4 Permit SPDES ID)

Albany County *(NYR20A359)*

University at Albany-SUNY *(NYR20A234)*

City of Albany *(NYR20A464)*

Town of Bethlehem *(NYR20A208)*

City of Cohoes *(NYR20A243)*

Town of Colonie *(NYR20A190)*

Village of Green Island *(NYR20A377)*

Town of Guilderland *(NYR20A211)*

Village of Menands *(NYR20A144)*

Town of New Scotland *(NYR20A463)*

Village of Voorheesville *(NYR20A210)*

City of Watervliet *(NYR20A087)*

This Annual Evaluation pertains to the New York State SPDES General Permit for Stormwater Discharges from Municipal Separated Storm Sewer Systems (MS4s) Permit No GP-0-15-003.

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A. Background and Purpose

The current New York State Department of Environmental Conservation (NYSDEC) SPDES General Permit for Stormwater Discharges from Municipal Separated Storm Sewer Systems (MS4s) 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 Plan document. As a joint document it is organized as a compilation of individual Stormwater Management Program (SWMP) evaluations, one for each Coalition member.

Each SWMP document lists Best Management Practices (BMPs) thought to be effective in removing stormwater pollution from waterways and the BMPs align with MS4 Permit requirements. While they are the same BMPs for all Coalition members, each MS4/municipality may be at a different stage of MS4 Permit implementation or given changes within their MS4/municipality may have new priorities going forward.

Each year, the Coalition Director meets individually with member communities to evaluate their programs and discuss which goals were met or unmet from the previous year and formulate goals for the upcoming year. The purpose is two-fold. One is to meet the MS4 Permit requirement which requires an annual evaluation and updated SWMP document; the other is clarify for all members which goals will be implemented by the individual MS4s, the Coalition, or both.

The process itself is typically informative and an opportunity to clarify and discuss MS4 permit requirements. The role of the Coalition is to organize and facility these evaluations and prepare the final document for posting on the Coalition website.

This particular SWMP document lists MS4 Permit requirements and as needed selected text is provided which serves as a reminder of MS4 Permit requirements. Matching or close to matching text from the DRAFT MS4 Permit released in 2016 is provided as well. This is to reinforce the likelihood of an updated MS4 Permit making its way through the NYSDEC permitting process potentially with more specific requirements.

All types of MS4s are members of the Stormwater Coalition, therefore requirements specific to a particular type of MS4 are noted in the SWMP document. Below is a list of Coalition members, each labeled by MS4 type. Their SPDES Permit number is in parenthesis. All participated in the SWMP Plan Annual Evaluation completed April, 2021.

Traditional Land Use Control MS4s <i>(Towns, Villages, Cities)</i>		Traditional Non Land Use Control MS4s <i>(County)</i>
City of Albany (NYR20A464)	Town of Guilderland (NYR20A211)	Albany County (NYR20A359)
Town of Bethlehem (NYR20A208)	Village of Menands (NYR20A144)	
City of Cohoes (NYR20A243)	Town of New Scotland (NYR20A463)	Non-Traditional MS4s <i>(Public Universities, State Agencies)</i>
Town of Colonie (NYR20A190)	Village of Voorheesville (NYR20A210)	
Village of Green Island (NYR20A377)	City of Watervliet (NYR20A087)	University at Albany-SUNY (NYR20A234)

Stormwater Coalition of Albany County

**Albany County
New York**

MS4 Permit No. NYR20A359

**Annual Evaluation
(April, 2021)**

**Storm Water Management Program Plan
(BMPs and Measurable Goals)
2021 to 2022**

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020				Albany County		Annual Evaluation March/April, 2021					Albany County	
				Date & SWMP Preparer(s): April 9, 2020. Rob Gunther & Nancy Heizen				Traditional - Non Land Use Control MS4		Date & SWMP Preparer(s): April 1, 2021. Rob Gunther & Nancy Heizen					Traditional - Non Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Albany County Measurable Goals			SPDES Permit No NYR20A359	Responsible Parties	BMP Category	Albany County Progress Meeting		Albany County Measurable Goals			SPDES Permit No NYR20A359
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021			2020 -2021 Goals			2021-2022			Responsible Parties		
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
1	Administrative			Administrative				Administrative								
2	SWMP Coordinator	Designate a SWMP Coordinator (30 days)	All MS4 Types: From Annual MCC Form: Name/Contact: Stormwater Program Coordinator (MCC Form Contact Info)	Admin					Admin							
3	Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	All MS4 Types: MS4 Permit SWMP Plan definition. "The SWMP Plan should include a detailed written explanation of all management practices, activities and other techniques....Documents to include: ...Intermunicipal agreements and other legal authorities... (pg. 98)	Admin	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	Admin	Yes		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		
				Admin	Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	3/9/2021		X	Admin	Yes		Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	12/31/2022		X	
												Coalition Director and members evaluate Coalition operations; individual MS4 needs/interests; and Coalition priorities. County/members decide need/value of Coalition. If interest, County/members update/adopt IMA-MOU by 12/31/2022. If not, terminate Coalition operations (equipment-website-staff-files).	12/31/2022	X	X	

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4			All MS4 Types: Part IV. Reliance Upon Third Parties. Applies when covered entity relies on third party entities to develop or implement any portion of the SWMP. The covered entity must, through a signed statement, contract or agreement provide adequate assurance that the third parties will comply with permit requirements....see Contracted Entity Certification Statement...(pg. 18)	Admin					Admin							
5	Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	All MS4 Types: From SWMP Plan definition. Documents to include: ...Staffing and staff development programs and organizational charts... (pg.98)	Admin					Admin			Update the County organizational chart	3/9/2022	X		
				Admin	Hire Coalition GIS Coordinator NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/10/2021		X	Admin	Yes	Coalition GIS Coordinator (start date: 4/30/2021)	Coalition Director monitors and facilitates all aspects of hiring process so that GIS Coordinator starts 4/30/2021	6/1/2021		X	
				Admin	Hire/train Coalition Stormwater Program Technician (PT- dedicated staff person for 4 MS4s) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Job posted 2020/2021; interviews and job offer; noone hired.	Coalition Director discusses w/T/NewScot, C/Wvliet, C/Cohoes, and V/Menands next steps re: hiring/training of Coalition Stormwater Program Technician. Implement hiring decision and plan.	12/31/2021		X	

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
			Admin	Hire/train Coalition Outreach Specialist NOTE: Covid19 pandemic may force change in plans (hiring) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Dropped. Covid - no funds.						
			Admin	Identify relevant training needs, suitable for Coalition wide training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt management, MS4 construction inspections-forms-data management: Stormwater Regs)	3/9/2021		X	Admin	No	Covid - no Coalition staff to coordinate, social distancing mandates an obstacle	Coalition Director and members identify relevant staff development needs suitable for Coalition-wide or individual training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt management, MS4 construction inspections-forms-data management, Stormwater Regs). Time permitting, implement training activity.	3/9/2022		X		
			Admin	Identify training opportunities for members, allocate training dollars for interested Coalition members, purchase training seats, as needed and funds are available	3/9/2021		X	Admin	Yes	Coalition funds supported 'ZOOM' training of individual MS4 'stormwater' staff.	Coalition Director identifies training (staff development) opportunities for members & Coalition staff, allocates training dollars for interested Coalition members, purchases training seats, as needed and funds are available	3/9/2022		X		

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6			Traditional - Non Land Use Control and Non-Traditional MS4s: For each of the elements of the SWMP Plan, the covered entity must identify (i) the agencies and/or offices that would be responsible for implementing the SWMP Plan and (ii) any protocols for coordination among such agencies and/or offices necessary for the implementation of the plan element. (pg. 51)	Admin	Continue to support the organization of County Inter-Departmental Meetings pertaining to MS4 Permit implementation	3/9/2020	X		Admin	No		Continue to support the organization of County Inter-Departmental Meetings pertaining to MS4 Permit implementation	3/9/2022	X	
				Admin	Use the organizational chart to identify project specific training matched to the appropriate staff. Coordinate training as needed.	3/9/2020	X		Admin	Yes		Use the organizational chart to identify project specific training matched to the appropriate staff. Coordinate training as needed.	3/9/2022	X	
7	Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)		Admin					Admin						
8		Develop Enforcement Response Plan (3 years)	All MS4 Types: see MCM 3, MCM 4, and MCM 5 for enforcement procedures requirements.	Admin					Admin						
9	Annual Evaluation		All MS4 Types: A. Assessment: Covered entities must conduct an annual evaluation of its program compliance, the appropriateness of BMPs, progress towards goals... (pg. 19)	Admin	Complete Annual Evaluation as part of SWMP Update	3/9/2021	X	X	Admin	Yes		Complete Annual Evaluation as part of SWMP Update	6/1/2021	X	

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			Admin	Coalition prepares with members the Joint SWMP Plan update (April/May 2020 Annual Evaluation).	6/1/2020	X	X	Admin	Yes	Coalition Director prepares Joint SWMP Plan Annual Evaluation (March/April 2021) template; meets with individual MS4s to assess progress meeting goals; records new goals. Director assembles and posts Joint SWMP Plan update on Coalition website.	6/1/2021		X		
10	Administrative Requirements: Annual Reports		Admin	All MS4 Types: C. Annual Reporting: Central Office must receive annual report, electronic or hard copy, no later than June 1 of reporting year (pg.19) Submit Annual Report by June 1, 2020	6/1/2021	X	X	Admin		Submit Annual Report by June 1, 2021	6/1/2021	X			
			Admin	Coalition submits Joint Annual Report by June 1, 2020 which includes individual MS4 Reports from members able to prepare a Report by June 1; others submit their individual Annual Report as soon as possible. All final documents are included and posted with the Coalition Joint Annual Report. For some MS4s office records unavailable due to Covid-19 social distancing restrictions.	6/1/2020. For some MS4s after 6/1/2020 as soon as possible (8/1/2020)	X	X	Admin	Yes	Coalition Director prepares Coalition-specific pages for individual MS4 Annual Reports; adds Coalition pages to individual MS4 reports; assembles MS4 Annual Reports into a Joint Annual Report; submits Joint Annual Report to NYSDEC by June 1, 2021.	6/1/2021		X		
11	MS4 Correspondence with the Dept		Admin	All MS4 Types: B. Recordkeeping: must keep records included in SWMP plan...comments from the Department (pg.19) Retain relevant Dept correspondence in identifiable folder (electronic)	3/9/2021	X		Admin	Yes	Retain relevant Dept correspondence in identifiable folder (electronic)	3/9/2022	X			

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12	Special Conditions			Special Conditions				Special Conditions								
13	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards			Special Conditions					Special Conditions							
14	Mapping			Mapping				Mapping								
15	Mapping: Map of the MS4 conveyance system	Update map to show location 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)	All MS4 Types: Mapping requirements are found in MCM 3 IDDE. They are stated here and in MCM 3. Requirements: Develop and maintain a map, at a minimum within covered entities jurisdiction in urbanized area and additionally designated area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system. Field verify outfall locations (pg. 36 & pg. 57)	Mapping	Update storm system and program mapping for projects as they are completed (nursing home, Albany Shaker Road flyover, other); make GIS corrections to existing dataset; continue to support the integration of GIS stormwater program data (outfalls, municipal facilities, PCSMPs) with Svy123/AGOL tablet inspections.	3/9/2021	X	X	Mapping	No	No GIS Services for DPW	Update storm system and program mapping for projects as they are completed (nursing home, Albany Shaker Road flyover, other); make GIS corrections to existing dataset; continue to support the integration of GIS stormwater program data (outfalls, municipal facilities, PCSMPs) with Svy123/AGOL tablet inspections.	3/9/2022	X	X	
				Mapping	Hire and train GIS Coordinator in Coalition storm system and program mapping completed to date; the status/cost of all existing mapping related technology (computers, GPS units, mapping software); purpose of Coalition support and details of relevant water regulations; GIS capacity and anticipated needs of all Coalition members	3/9/2021		X	Mapping	Yes, partial	Coalition GIS Coordinator hired, start date 4/30/2021, not trained.	Coalition Director and others train Coalition GIS Coordinator in Coalition storm system and program mapping completed to date; ArcGIS Online use to date; SwIM mapper; the status/cost of all existing mapping related technology (computers, GPS units, mapping software); and status of individual MS4 stormwater program mapping efforts to date.	12/31/2021	X	X	

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
				Mapping	Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with Coalition members.	3/9/2021	X	X	Mapping	No		Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with/to Coalition members.	3/9/2022	X	X
				Mapping	GIS Coordinator trains members in all aspects of ArcGIS Online Survey 123-Collector tablet use (ORI, Construction Sites, Municipal Facilities inspections). Competencies identified and training success monitored.	3/9/2021	X	X	Mapping	No		GIS Coordinator reviews existing ArcGIS Online Survey 123-Collector stormwater forms (ORI, Construction Sites, Municipal Facilities inspections); identifies with input from Coalition members form issues; updates forms; makes corrected forms available to others; provides training in tablet use and reporting documents.	3/9/2022	X	X

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			Mapping								GIS Coordinator reviews draft ArcGIS Online Survey 123-Collector Post Construction SW Mgmt Practices inspection forms; with input from Coalition members decides need and value of developing form template for general use by interested MS4s.	3/9/2022	X	X	
			Mapping	Coalition GIS Coordinator and Coalition Director purchase as needed mapping related technology (computer equipment, GPS units, mapping software, staff training, printers)	3/9/2021		X	Mapping	No		Coalition GIS Coordinator and/or Coalition Director evaluate mapping equipment, software, and training needs. Costs are researched with County IT and included in Coalition budget.	3/9/2022		X	

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16	MCM 1 - Public Education and Outreach			MCM 1 - Public Education and Outreach				MCM 1 - Public Education and Outreach								
17			Traditional - Non Land Use Control and Non-Traditional MS4s should consider their public to be the employee/user population, visitors, or contractor/developers. Examples: 1. Educational institutions- faculty, other staff, students, visitors; and 2. Other Gov't Entities-staff, contractors, visitors (pg. 51)	MCM 1 Public Education				MCM 1 Public Education								
18	MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation (1 year) .	All MS4 Types: Covered entities must identify Pollutants of Concern, waterbodies of concern, geographic areas of concern, target audiences (pg. 30 & pg. 51)	MCM 1 Public Education				MCM 1 Public Education								
19	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	All MS4 Types: Covered entities develop and implement an ongoing public education and outreach designed to describe impacts of stormwater discharges on water bodies; POCs and their sources; steps that contributors of these pollutants can take to reduce pollutants in stormwater runoff; and steps that contributors of non-stormwater dischargers can take to reduce pollutants (pg. 30 , 31 & pg. 52).	MCM 1 Public Education				MCM 1 Public Education								

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
20			Traditional - Non Land Use Control and Non-Traditional MS4s: Educational materials may be made available at locations including, but not limited to: at service areas, lobbies, or other locations where information is made available; at staff training; on covered entity's website; with pay checks; and in employee break rooms. (pg. 52)	MCM 1 Public Education					MCM 1 Public Education						
21			Traditional - Land Use Control MS4: at minimum covered entity shall report on these items: 1. list education and outreach activities performed for the general public and target audiences and provide any results (# people attended, amount of materials distributed, etc. 2. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 3. effectiveness of program/BMPs/goal assessment; 4. maintain records of training activities. (pg. 31)	MCM 1 Public Education	Update County DPW webpage as needed with stormwater related information; include information about the stormwater program and role of stormwater program related staff. Check and maintain link back to Coalition website.	3/9/2021	X		MCM 1 Public Education	Yes		Update County DPW webpage as needed with stormwater related information; include information about the stormwater program and role of stormwater program related staff. Check and maintain link back to Coalition website.	3/9/2022	X	
				MCM 1 Public Education	Albany County Stormwater Program Technician (SWPT) incorporates a Stormwater tip every three months (quarterly) in the County Executives news letter.	3/9/2021	X		MCM 1 Public Education	No	Covid	If possible, Albany County Stormwater Program Technician (SWPT) incorporates a Stormwater tip in the County Executive's news letter.	3/9/2022	X	

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
			MCM 1 Public Education	The Albany County Stormwater Program Technician will display an educational display for various County office buildings (every two-four weeks) highlighting water quality issues caused by stormwater runoff and ways to address them, such as, the use of green infrastructure. Brochures will be available for distribution.	3/9/2021	X		MCM 1 Public Education	Yes		The Albany County Stormwater Program Technician will display an educational display for various County office buildings highlighting water quality issues caused by stormwater runoff and ways to address them, such as, the use of green infrastructure. Seasonal stormwater advice.	3/9/2022	X		
			MCM 1 Public Education	Stencil/curb marker at least 10 catch basins at or near County facilities (or on County Roads) that are in prominent, high risk locations. Message: Do Not Dump-Drains to Mohawk/Hudson. At least one in each of the following priority watersheds: Krumkill, Patroon, Shaker, Vly Creek, Vlomanskill.	3/9/2021	X		MCM 1 Public Education	Yes		Stencil/curb marker at least 10 catch basins at or near County facilities (or on County Roads) that are in prominent, high risk locations. Message: Do Not Dump-Drains to Mohawk/Hudson. At least one in each of the following priority watersheds: Krumkill, Patroon, Shaker, Vly Creek, Vlomanskill.	3/9/2022	X		
			MCM 1 Public Education	Visit all pet waste stations on County property and maintain as needed (minimally 3 stations).	3/9/2021	X		MCM 1 Public Education	Yes		Visit all pet waste stations on County property and maintain as needed (minimally 3 stations).	3/9/2021	X		
			MCM 1 Public Education	1. Support/update Coalition website	3/9/2021		X	MCM 1 Public Education	Yes		Individual MS4s support and Coalition Director updates Coalition website	3/9/2022		X	

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			MCM 1 Public Education	2. For interested Coalition MS4s provide access to the Center for Watershed Protection member portal (archived webcasts, educational material);	3/9/2021		X	MCM 1 Public Education	Yes		Coalition Director identifies webcasts of interest to Coalition members (purchased or free); Coalition sponsors 1 presentation at a particular date/time using videoconference technology. Presentation promoted by Coalition and members	3/9/2022	X	X	
			MCM 1 Public Education	3. If requested, print/distribute existing stormwater publications (brochure racks, clean up events, etc.)	3/9/2021		X	MCM 1 Public Education	Yes		For interested Coalition members, Director prints/distributes existing stormwater publications (for brochure racks, clean up events, etc.)	3/9/2022		X	
			MCM 1 Public Education	4. Hire Coalition Outreach Specialist who updates and/or creates educational material for targeted audience - message and effectiveness analyzed.	3/9/2021		X	MCM 1 Public Education	No	Dropped. Coalition Outreach Specialist not hired.					

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22			<p>Traditional - Non Land Use Control and Non-Traditional MS4s: a minimum covered entity shall report on these items: 1. list education/outreach activities performed and provide any results (# people attended, amount of materials distributed, etc. 2. education of public about hazards associated with illegal discharges and improper disposal of waste; 3. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 4. effectiveness of program/BMPs/goal assessment; 5. maintain records of training activities. (pg. 52 & pg. 53)</p>	MCM 1 Public Education				MCM 1 Public Education								

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
23	MCM 2 - Public Participation			MCM 2 - Public Involvement/Participation				MCM 2 - Public Participation							
24	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1. for types of opportunities. (6 months)	Traditional - Land Use Control MS4: Develop and implement a program identifies key individuals and groups public and private who are interested in or affected by the SWMP. Program identifies types of input covered entity will seek from key individual and groups (pg. 32 & pg. 33)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
25			All MS4 Types: Each covered entity shall ensure that local public officials and members of the public are informed about the program, activities, and progress made (pg. 21).	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
26			All MS4 Types: Provide an opportunity for public to participate in development, implementation, review, and revision of SWMP (pg. 33 and pg. 54)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
27		Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)	Traditional - Land Use Control MS4: Program describes activities covered entity will take to program access to those who want it and to gather the needed input. Activities included but limited to: water quality hotline (report spills, dumping, construction site concerns, etc.); stewardship activities like stream clean ups, storm drain marking and volunteer water quality monitoring. (pg. 33)	MCM 2 Public Inv/Part	The County will publicize whatever Coalition-wide WAVE Stream Monitoring events are organized for the 2020 monitoring season (County newsletter and/or website) NOTE: implementation of WAVE activity may depend on COVID19	3/9/2021	X		MCM 2 Public Inv/Part	No	Covid	If WAVE event organized by Coalition, assist in locating a site and recruiting WAVE volunteers.	3/9/2022	X	

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			MCM 2 Public Inv/Part	Organize one or more Coalition-wide WAVE Volunteer Stream Monitoring events (July 1 to Sept 30);	3/9/2021	X	X	MCM 2 Public Inv/Part	No	Due to Covid social distancing, no WAVE events organized by Coalition	Director queries Coalition members regarding Coalition-wide WAVE volunteer stream monitoring events (July 1 to Sept 30), organizes one or more if interest	3/9/2022		X	
			MCM 2 Public Inv/Part	Hire and train Coalition Outreach Specialist who organizes one coalition-wide public participation activity	3/9/2021	X	X	MCM 2 Public Inv/Part	No		Director queries Coalition members about Coalition sponsorship or coordination of one public participation event (not WAVE). If interest, provide Coalition staff support and coordinate Coalition-wide support.	3/9/2022		X	
28		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)	MCM 2 Public Inv/Part	All MS4 Types: Identify a local point of contact for public concerns regarding stormwater management and compliance with this SPDES permit Name or title of this contact and phone number must be published in public outreach and participation materials and kept up to date on the MCC form (pg. 33 & pg. 54)				MCM 2 Public Inv/Part							

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition	Goal Met?		Comments	Goal	Due Date	MS4	Coalition			
29	MCM 2 Public Participation: Public input comments received on SWMP and annual report		All MS4 Types: Prior to submitting the annual report by June 1, present the draft annual report in a format that is open to the public, where the public can ask questions about and make comments on the report. This can be done: at a meeting if Traditional MS4 and on the internet. If internet, provide the public the opportunity to provide comments on the internet or otherwise, and if Traditional MS4 provide the public the opportunity for 2 or more persons to request a public meeting -detailed meeting requirements listed in permit. (pg 33, 34, 54, and 55).	MCM 2 Public Inv/Part	Post the DRAFT/FINAL Annual Report on the Coalition website for public comment and post the location of the SWMP; County website links to Coalition website.	3/9/2021	X	X	MCM 2 Public Inv/Part			Post the DRAFT/FINAL Annual Report on the Coalition website for public comment and post the location of the SWMP; County website links to Coalition website.	3/9/2022	X	X			
30			All MS4 Types: Re: Annual Report - Department recommends that announcements be sent directly to individuals (public and private interested parties) known to have a specific interest in the covered entities SWMP (pg. 34 & pg. 55)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part			Coalition Director emails information about SWMP Plan update and posting of DRAFT/FINAL MS4 Permit Joint Annual Report on Coalition website. Email list includes elected officials and staff from 12 Coalition MS4 member communities.	6/15/2021		X			
31			All MS4 Types: Annual report includes a summary of any comments received and (intended) responses on the individual covered entities information or the shared annual report submission. Changes made to the SWMP in response to comments should be described in the annual report. (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part									

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32			All MS4 Types: A copy of the final report and the SWMP Plan are available for public inspection (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
												Director posts FINAL Joint Annual Report on Coalition website	3/9/2022		X
33			Traditional - Land Use Control MS4: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); public involvement/participation activities (Ex. steam cleanups, # attending, number of calls to hotline, # and extent of storm drain stenciling); effectiveness of program/BMPS/goal assessment. (pg. 35)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						

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34			Traditional -Land Use Control & Non Traditional MS4s: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); effectiveness of program/BMPS/goal assessment. (pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part							

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35	MCM 3 - Illicit Discharge Detection & Elimination			MCM 3 - Illicit Discharge Detection & Elimination				MCM 3 - Illicit Discharge Detection & Elimination							
36	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Prohibit through law, ordinance, or other regulatory mechanism illicit discharges into small MS4 (pg. 36)	MCM 3 IDDE					MCM 3 IDDE						
37			Non-Traditional MS4: Prohibit illicit discharges to MS4 and implement enforce against illicit discharges through available mechanisms; procedures or policies must be developed for implementation and enforcement mechanisms; a written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcing of the mechanisms; mechanisms and directive must be equivalent to State Model IDDE Local Law (pg. 59)	MCM 3 IDDE					MCM 3 IDDE						
38	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Mechanism must be equivalent to States model IDDE Local Law; the mechanism must be certified by the attorney representaing the small MS4 as being equivalent (pg. 36)	MCM 3 IDDE					MCM 3 IDDE						
39			All MS4 Types: Describe procedures for enforcing against illicit dischargers (pg. 36 & pg. 59)	MCM 3 IDDE					MCM 3 IDDE						

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40			All MS4 Types: Implement appropriate enforcement procedures and actions (pg.36 & pg. 59).	MCM 3 IDDE					MCM 3 IDDE						
41	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)	All MS4 Types: Program must inform public employees, business, and the general public of the hazards associated with illegal discharges and prompoer disposal os waster (pg. 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE						
42	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)		MCM 3 IDDE	Continue to use existing mechanism (duty phone and calls to DPW) to receive and respond to complaints, complaint data is tracked	3/9/2021	X		MCM 3 IDDE	Yes		Continue to use existing mechanism (duty phone and calls to DPW) to receive and respond to complaints, complaint data is tracked	3/9/2022	X	
43	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)	All MS4 Types: Program must include procedures for identifying priority areas of concern (geographic, audience, or otherwise) for IDDE program. (pg 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE						
44		Part VI.C.4 Identify High Priority Outfalls (3 years)		MCM 3 IDDE					MCM 3 IDDE						
45	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)	All MS4 Types: Conduct an outfall reconnaissance inventory as described EPA publication entitled: IDDE: A Guidance Manual for Program Development and Technical Assessment addressing every outfall within urbanized area at least once every five years, with reasonable progress each year. (pg. 36 & pg. 57)	MCM 3 IDDE	Complete ORIs for Yr3 of a 3 year cycle (33% of 205 Total). (Yr1- 3/2018 to 3/2019; Yr2-3/2019 to 3/2020; Yr3 - 3/2020 to 3/2021).	3/9/2021	X		MCM 3 IDDE	Yes		Complete ORIs for Yr1 of a 3 year cycle (33% of 205 Total). (Yr1- 3/2021 to 3/2022; Yr2-3/2022to 3/2023; Yr3 - 3/2023 to 3/2024).	3/9/2022	X	

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			Label 33% of outfall with Outfall ID's (SwIM/Coalition Outfall ID database), where possible	3/9/2021	X		MCM 3 IDDE	Yes	Used paint stick	Label 33% of outfalls with Outfall ID's (SwIM/Coalition Outfall ID database), where possible	3/9/2022	X			
			Coalition Director reviews with Working Group contents of ORI kit-match kit to Svy123 ORI form-remove/add kit items	3/9/2021	X	X	MCM 3 IDDE	Yes							
			Coalition Director reviews ORI Kit resupply and water testing role of Albany County Water Purification District, revise services as needed	3/9/2021	X	X	MCM 3 IDDE	Yes		Coalition provides Industrial discharge and bacteria sampling for interested Coalition members via a private lab. ORI Kit management at Coalition office (175 Green St)	3/9/2022		X		
			GIS Coordinator and/or Coalition Director trains MS4s in use of tablets/ORI Svy123 forms, data access and management. All MS4s high functionins users of tablet/form technology	3/9/2021	X	X	MCM 3 IDDE	No	Covid - County wide hiring freeze (2020). No Coalition staff hired to complete this goal.	GIS Coordinator and Coalition Director researches with individual MS4s status of MS4/member use post DEC grant (~since June, 2019) of tablets/ORI Svy123 forms, data access and management. Future needs and arrangements clarified; implementation plan developed with and for all parties.	3/9/2022	X	X		
			Coalition Stormwater Program Tech completes ORI inspection for 4 MS4s as needed or requested (Cohoes, W/vliet, Menands, New Scotland)	3/9/2021	X	X	MCM 3 IDDE	Partial Yes.	Coalition Director completes ORIs for Menands, trains Cohoes intern/staff in tablet use.	If Coalition Stormwater Program Tech hired, determine location and extent of ORI inspections for Cohoes, W/vliet, Menands, and New Scotland. Complete ORIs as requested.	3/9/2022		X		

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Albany County		Annual Evaluation March/April, 2021					Albany County	
				Date & SWMP Preparer(s): April 9, 2020. Rob Gunther & Nancy Heinzen			Traditional - Non Land Use Control MS4		Date & SWMP Preparer(s): April 1, 2021. Rob Gunther & Nancy Heinzen					Traditional - Non Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Albany County Measurable Goals		SPDES Permit No NYR20A359		BMP Category	Albany County Progress Meeting		Albany County Measurable Goals		SPDES Permit No NYR20A359	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
46		Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)	MCM 3 IDDE					MCM 3 IDDE							
47	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)	MCM 3 IDDE	Research status of County outfall inspection procedures, update as needed	3/9/2021	X		MCM 3 IDDE	No		Research status of County outfall inspection procedures, update as needed	3/9/2022	X		
48	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)	MCM 3 IDDE	Research status of County illicit discharge track down procedures, update as needed	3/9/2021	X		MCM 3 IDDE	No		Research status of County illicit discharge track down procedures, update as needed	3/9/2022	X		
49		Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)	MCM 3 IDDE					MCM 3 IDDE							
50	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)	MCM 3 IDDE	Research status of County illicit discharge elimination procedures, update as needed	3/9/2021	X		MCM 3 IDDE	No		Research status of County illicit discharge elimination procedures, update as needed	3/9/2022	X		

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				Date & SWMP Preparer(s): April 9, 2020. Rob Gunther & Nancy Heizen			Traditional - Non Land Use Control MS4		Date & SWMP Preparer(s): April 1, 2021. Rob Gunther & Nancy Heizen					Traditional - Non Land Use Control MS4	
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
51			All MS4 Types: Develop and maintain a map minimally within covered entities jurisdiction in urbanized area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system. Field verify outfalls (pg. 36 & pg. 57) GOALS ENTERED IN MAPPING SECTION.	MCM 3 IDDE					MCM 3 IDDE						
52			All MS4 Types: Covered entities shall report: # & % of outfalls mapped; # of outfall detected and eliminated; % of outfalls for which an outfall reconnaissance inventory has been made; status of system mapping; activities in and results of informing public employees, businesses, and general public of hazards associated with illegal discharges and improper disposal of waste; regulatory mechanism status-certified as equivalent; effectiveness of program, BMPS, goal assessment (pg. 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE						

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				Date & SWMP Preparer(s): April 9, 2020. Rob Gunther & Nancy Heinzen				Traditional - Non Land Use Control MS4		Date & SWMP Preparer(s): April 1, 2021. Rob Gunther & Nancy Heinzen					Traditional - Non Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Albany County Measurable Goals			SPDES Permit No NYR20A359	Responsible Parties	BMP Category	Albany County Progress Meeting		Albany County Measurable Goals			SPDES Permit No NYR20A359
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021			2020 -2021 Goals			2021-2022			Responsible Parties		
	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition			Goal Met?	Comments	Goal	Due Date	MS4	Coalition
53	MCM 4 - Construction Site Runoff Control			MCM 4 - Construction Site Runoff Control						MCM 4 - Construction Site Runoff Control						
54	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require SWPPP for each applicable land disturbing activity that includes erosion and sediment controls that meet the States current technical standards (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
55			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates mechanisms for construction runoff requirements to the extent allowable under State and local law that meets State's most current technical standards: through available mechanisms; procedures & policies must be developed for implementation & enforcement; a written directive from person authorized to sign NOI stating that updated mechanisms must be used and who (position) is responsible; mechanisms/directive equivalent to requirements of SPDES General Pmt for Construction Activities (pg. 60-61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
56	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Mechanism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
57			Traditional - Land Use Control MS4: Contains requirements for constructions site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at construction site...pursuant to requirements of construction permit (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
58	MCM 4 Construction Site Runoff Control: Education materials on Construction program		All MS4 Types: Educates construction site owner/operators, design engineers, municipal staff and other individuals to whom regs apply about the municipalities (MS4s) construction stormwater requirements, when requirements apply, to whom, procedures for submission of SWPPPs, procedures for construction site inspections, and other procedures associated with the control of construction stormwater. (pg. 40 & pg. 61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
59	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elements not explicitly required by GP-0-15-003) (3 years)	All MS4 Types: Program establishes and maintains an inventory of active construction sites, including location of site, owner/operator information (pg. 41 & pg. 61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
60	MCM 4 Construction Site Runoff Control: Construction Site priority areas			MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
61	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)	Traditional - Land Use Control MS4: Describes procedures for SWPPP Review (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control								
62		Part VI.D.7 Train SWPPP reviewers (1.5 years)	Traditional - Land Use Control MS4: Program ensures that the individual performing reviews are adequately trained and understand State and local sediment and erosion control requirements (all SWPPPs must be reviewed for sites 1 acre or greater; must utilize MS4 SWPPP Acceptance Form) (pg. 39-40)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control								
63	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)		MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control								
64	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (identify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	All MS4 Types: Describes procedures for site inspections and enforcement of erosion and control measures, including steps to identify priority sites. All sites must be inspected where the disturbance is greater than 1 acre. (pg. 40 & pg. 60).	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control								

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
65			<p>Traditional - Land Use Control MS4: Covered entities must determine that it is acceptable for the owner/operator of a construction project to submit the Notice of Termination (NOT) to the Department by performing a final site inspection themselves or by accepting the Qualified Inspector's final inspection certificate(s) required by the Construction Permit. Principal executive officer, ranking elected official, or duly authorized rep shall document their determination by signing MS4 Acceptance statment on NOT. (pg. 40)</p>	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
66		Part VI.D.7 Train Construction site inspectors (1.5 years)	<p>Traditional - Land Use Control MS4: Program must ensure that individuals performing the inspections are adequately trained and understand state and local sediment and erosion requirements (pg. 40)</p>	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
67		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)	<p>All MS4 Types: Ensures that construction site operators have received E/SC training, including the <i>trained contractor s</i> as defined in Construction Activity Permit, before they do work within a covered entities jurisdiction and maintain records of that training. Training may be provided by Soil and Water Conservation District...(pg. 41 & 61)</p>	MCM 4 Constr Site Runoff Control	Review status of previously trained DPW staff, identify who from multiple County Departments need training, follow-up, secure training seats for relevant staff.	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes		Review status of previously trained DPW staff, identify who from multiple County Departments need training, follow-up, secure training seats for relevant staff.	3/9/2022	X	

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
			MCM 4 Constr Site Runoff Control	Co-sponsor with ACSWCD, one (1) 4hr E/SC training for Construction Site Operators; distribute promotional material to Coalition members; post training info on Coalition website.	3/9/2021		X	MCM 4 Constr Site Runoff Control	No	ACSWCD training not offered due to Covid	Coalition Director consults with ACSWCD about future of 4 hr E/SC training given videoconference E/SC offerings by SWCD state-wide. If relevant and possible, one training co-sponsored with ACSWCD (not a videoconference).	3/9/2022		X	
68	Part VI.D.11 Update tracking system for inspections and complaints (6 months)		MCM 4 Constr Site Runoff Control	Traditional - Land Use Control MS4: Covered entities shall report: # of SWPPPs reviewed; # and type of enforcement action; % of active construction sites inspected once; % of active construction sites inspected more than once; # of construction sites authorized for disturbance of one or more acres; effectiveness of program/BMPs/goal assessment. (pg. 41)				MCM 4 Constr Site Runoff Control							
69			MCM 4 Constr Site Runoff Control	Traditional - Non-Land Use Control & Non-Traditional MS4: Covered entity shall report: # and type of sanctions employed; status of regulatory mechanism - certify will assure compliance with Construction Permit; # of construction sites authorized for disturbance greater than 1 acre; effectiveness of program/BMPs/goal assessment (pg. 62)				MCM 4 Constr Site Runoff Control							

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Albany County Measurable Goals		SPDES Permit No NYR20A359		BMP Category	Albany County Progress Meeting		Albany County Measurable Goals			SPDES Permit No NYR20A359	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022			Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
70	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...		All MS4 Types: Describes procedures for receipt and follow up on complaints or other information submitted by the public regarding construction site storm water runoff (pg. 40 & pg. 61).	MCM 4 Constr Site Runoff Control	Document and retain records regarding public complaints pertaining to County owned construction sites.	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes		Document and retain records regarding public complaints pertaining to County owned construction sites.	3/9/2022	X		

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
71	MCM 5 - Post Construction Stormwater Runoff			MCM 5 - Post Construction Stormwater Runoff				MCM 5 - Post Construction Stormwater Runoff								
72	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require post construction run off controls from new deveopment and re-development projects to the extent allowable under State law that meets the State most current technical standards. (pg. 43)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff								
73			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates enforceable mechanism for post-construction runoff control from new development and redevelopment projects to extent allowable under state or local law that meets State current technical standards through avaialble mechanisms, procedures or policies must be developed for implementation and enforcement; written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforce the mechanisms; and mechanism and directive must assure compliance with SPDES General Permit for Construction Activities (pg. 62)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff								
74	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Regulatory mechnism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 43)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff								

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
75			All MS4 Types: Includes a combination of structural and non-structural management practices according to standards defined in the most current version of the NYS Stormwater Management Design manual (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							
76			All MS4 Types: in development of watershed plans, municipal comprehensive plans (only Trad MS4s), open space preservation programs, local law, ordinances and land use regulations, covered entities must consider principles of Low Impact Development, Better Site Design, and other Green Infrastructure Practices to the MEP (Maximum Extent Practicable) (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							
77			Traditional - Land Use Control MS4: Covered entities are required to review according to Green Infrastructure practices defined in the Design Manual at a site level and encouraged to review, and revise where appropriate local codes and law that include provisions that preclude green infrastructure or construction techniques that minimize or reduce pollutant loadings. (pg. 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							
78			Traditional - Land Use Control MS4: Describe procedures for SWPPP Review and review of individual SWPPPs to ensure consistency with NYS SW Design Manual. (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							

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				Date & SWMP Preparer(s): April 9, 2020. Rob Gunther & Nancy Heinzen			Traditional - Non Land Use Control MS4		Date & SWMP Preparer(s): April 1, 2021. Rob Gunther & Nancy Heinzen					Traditional - Non Land Use Control MS4	
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
79			Traditional - Land Use Control MS4: Program ensures that individual performing the SWPPP review are adequately trained and understand the State and local post construction site requirements (pg.44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
80			Traditional - Land Use Control MS4: Program ensures that individual performing the review of SWPPPs that include post construction stormwater management practices are <i>qualified professionals</i> or under the supervision of <i>qualified professionals</i> (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
81			Traditional - Land Use Control MS4: Program ensures that after review of SWPPPs the covered entity must utilize the "MS4 SWPPP Acceptance Form" created by the Department as required in Construction Activity Permit when notifying construction site owner/operators that their plans have been accepted by the covered entity. (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
82			Traditional - Land Use Control MS4: Program utilizes available training from sources such as Soil ad Water Conservation Districts, Planning Councils....to educate municipal boards and Planning and Zoning Boards on low impact development principles, better site design approach, and green infrastructure applications.(pg.44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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				Date & SWMP Preparer(s): April 9, 2020. Rob Gunther & Nancy Heinzen			Traditional - Non Land Use Control MS4		Date & SWMP Preparer(s): April 1, 2021. Rob Gunther & Nancy Heinzen					Traditional - Non Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Albany County Measurable Goals		SPDES Permit No NYR20A359		BMP Category	Albany County Progress Meeting		Albany County Measurable Goals		SPDES Permit No NYR20A359	
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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
83			Traditional - Land Use Control MS4: (newly regulated): Covered entity shall report on procedures for SWPPP review; procedures for inspection and maintenance of post construction management practices; and procedures for enforcement and penalization of violators (pg. 46)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
84	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)	All MS4 Types: Maintain an inventory of post construction stormwater practices within the covered entities jurisdiction. At a minimum include practices discharging to small MS4 that have been installed since March 10, 2003, all practices owned by the MS4, and those practices found to cause or contribute to water quality standard violations. Inventory shall include at minimum: location of practice (street address or coordinants); type of practices; maintenance needed per NYS Stormwater Management Design Manual, SWPPP or other provided documentation, and dates and type of maintenance performed (pg. 44,45, and 64)	MCM 5 Post Constr SW Runoff	Continue to update PSCMP inventory as projects are completed, map and include in GIS database	3/9/2021	X		MCM 5 Post Constr SW Runoff	Yes, partially	Inventory maintained, not on GIS	Continue to update PSCMP inventory as projects are completed, map and include in GIS database	3/9/2022	X	
85	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	All MS4 Types: Program ensures adequate long-term operation and maintenance of mgmt practices identified in inventory, by trained staff, including inspections (assessment if Non Trad) to ensure that practices are performing properly. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff	SWPT inspects, with assistance from other DPW staff, 50% of practices within urbanized area; coordinate and implement maintenance activity as needed.	3/9/2021	X		MCM 5 Post Constr SW Runoff	Yes		SWPT inspects, with assistance from other DPW staff, 50% of practices within urbanized area; coordinate and implement maintenance activity as needed.	3/9/2022	X	

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				Date & SWMP Preparer(s): April 9, 2020. Rob Gunther & Nancy Heinzen			Traditional - Non Land Use Control MS4		Date & SWMP Preparer(s): April 1, 2021. Rob Gunther & Nancy Heinzen					Traditional - Non Land Use Control MS4	
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86			All MS4 Types: The inspection (assessment if Non Trad) shall include inspection items identified in the maintenance requirements (NYSDEC SW Design Manual, SWPPP or other maintenance information) for the practice. Covered entities are not required to collect stormwater samples and perform specific chemical analysis. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff	Coalition with support of Albany County reviews status of Survey123 PCSMP AGOL Inspection Forms, make operational	3/9/2021	X	X	MCM 5 Post Constr SW Runoff	No					
				MCM 5 Post Constr SW Runoff	GIS Coordinator or Coaliton Director locates the Survey123 PCSMP forms created by the Coalition Stormwater Program Technician Assistant in 2019. Share forms with Coalition MS4s now using ArcGIS Online Survey123/Collector technology.	3/9/2021		X	MCM 5 Post Constr SW Runoff	No	Moved to mapping				
87			All MS4 Types: Develop, implement, and provide adequate resources for a program to inspect development and re-development sites by trained staff and to enforce and penalize violators (pg. 45 & pg 65)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Albany County Measurable Goals		SPDES Permit No NYR20A359		BMP Category	Albany County Progress Meeting		Albany County Measurable Goals		SPDES Permit No NYR20A359	
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
88			<p>Traditional - Land Use Control MS4: Covered entity shall report on: # of SWPPPs reviewed; # and type of enforcement actions; # and type post-construction stormwater management practices inventoried; # and type of post construction stormwater management practices inspected; # and type of post construction management practices maintained; regulatory mechanism status-certification; effectiveness of program, BMPs, goal assessment. (pg. 46)</p>	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
89			<p>Trad-No Land Use & Non Trad MS4 pg. 65: Covered entity shall report on: # and type of sanctions; # and type post-construction stormwater management practices; # and type of post construction stormwater management practices inspected; # and type of post construction management practices maintained; status of regulatory mechanism, that regulatory mechanism is equivalent; effectiveness of program, BMPs, measurable goal assessment. (pg. 65)</p>	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
90	MCM 6 - Municipal Operations/Good Housekeeping			MCM 6 - Municipal Operations/Good Housekeeping				MCM 6 - Municipal Operations/Good Housekeeping							
91			All MS4 Types: Develop and implement pollution prevention/good housekeeping program for municipal operations and facilities that contribute or potentially contribute POCs to the small MS4 system. Operations and facilities may include, but not limited to: (pg. 46 & pg 66)	MCM 6 Muni Operations					MCM 6 Muni Operations						
92	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 for roadway maintenance, winter maintenance and bridge maintenance) (2 years)	Street and Bridge Maintenance	MCM 6 Muni Operations	DPW crew will sweep 50 road miles (both sides of road) and 10 acres of parking lots (urbanized area, such as Nursing Home, TU Center, Health Dept Parking Lot, County Hockey Facility).	3/9/2021	X		MCM 6 Muni Operations	Yes	New truck for DPW (Fall, 2019, used Summer, 2020), belly sweeper, pressure washer	DPW crew will sweep 50 road miles (both sides of road) and 10 acres of parking lots (urbanized area, such as Nursing Home, TU Center, Health Dept Parking Lot, County Hockey Facility).	3/9/2022	X	
93	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair			MCM 6 Muni Operations					MCM 6 Muni Operations						
94			Winter Road Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
95	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 years)	Storm System Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						

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96		Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)	MCM 6 Muni Operations					MCM 6 Muni Operations								
97		Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)	MCM 6 Muni Operations					MCM 6 Muni Operations								
98		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 6 Muni Operations					MCM 6 Muni Operations								
99		Vehicle and Fleet Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations								
100		Park and Open Space Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations								
101		Municipal Building Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations								
102		Solid Waste Management	MCM 6 Muni Operations					MCM 6 Muni Operations								
103	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit	New Construction and Land Disturbances	MCM 6 Muni Operations	Continue with GML 239 reviews of projects potentially needing Construction Activity Permit coverage.	3/9/2021	X		MCM 6 Muni Operations	Yes		Continue with GML 239 reviews of projects potentially needing Construction Activity Permit coverage.	3/9/2022	X			

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
			MCM 6 Muni Operations	Explain, review, and institutionalize the SWPPP Review process for County owned projects across all County Departments; write up content; and share with relevant others	3/9/2021	X		MCM 6 Muni Operations	Yes	SWPPP Review process explained in Cnty Res #475 of 2019 (County Stormwater Mgmt Policy)	Continue to explain, review, and institutionalize the SWPPP Review process across all County Departments involved with construction and land disturbance projects	3/9/2022	X		
			MCM 6 Muni Operations	Explain, review, and institutionalize participation of the County Stormwater Program Technician in pre-construction meetings for County owned projects. Write up participation procedures; print out and share procedures with relevant others.	3/9/2021	X		MCM 6 Muni Operations	Yes	Pre-construction process explained in Cnty Res #475 of 2019 (County Stormwater Mgmt Policy)	Continue to explain, review, and institutionalize the pre-construction meeting process across all County Departments involved with construction and land disturbance projects	3/9/2022	X		
			MCM 6 Muni Operations	Explain, review, and institutionalize how the County Stormwater Program Technician follows up on Construction General Permit site inspections conducted on behalf of the County by a <i>Qualified Inspector</i> on County owned properties. Clarify and explain role, write up procedures, print out, and share procedures with relevant others.	3/9/2021	X		MCM 6 Muni Operations	Yes	Inspection process explained in Cnty Res #475 of 2019 (County Stormwater Mgmt Policy)	Continue to explain, review, and institutionalize the Construction General Permit inspection process across all County Departments involved with construction and land disturbance projects	3/9/2022	X		
104			Right Of Way Maintenance	MCM 6 Muni Operations				MCM 6 Muni Operations							
105			Marine Operations	MCM 6 Muni Operations				MCM 6 Muni Operations							

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106		Hydrological Habitat Modification	MCM 6 Muni Operations						MCM 6 Muni Operations								
											Continue to address road repair projects near waterbodies using appropriate hydrological habitat techniques	3/9/2022	X				
107		Other (pg. 47 & 66)	MCM 6 Muni Operations						MCM 6 Muni Operations								
108	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI.F.3 Develop inventory of municipal facilities (1 year)	MCM 6 Muni Operations						MCM 6 Muni Operations								
109	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)	MCM 6 Muni Operations	Review the inventory of County fixed facilities and conduct self audits as needed (~3 self audits)	3/9/2021	X			MCM 6 Muni Operations	Yes		Review the inventory of County fixed facilities and conduct self audits as needed (~3 self audits)	3/9/2022	X			

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
110			All MS4 Types: Determines management practices, policies, procedures, etc that will be developed and implemented to reduce or prevent discharge of (potential) pollutants. Refer to management practices identified in the "NYS Pollution Prevention and Good Housekeeping Assistance Document" and other guidance materials available from EPA, State, or other organizations. (pg. 47 & 66)	MCM 6 Muni Operations	Review self audit results and follow up as needed	3/9/2021	X		MCM 6 Muni Operations	Yes		Review self audit results and follow up as needed	3/9/2022	X	
111			All MS4 Types: Prioritize pollution prevention and good housekeeping efforts based on geographic area, potential to improve water quality, facilities or operations most in need of modification or improvement, and covered entities capabilities (pg. 47 & 67)	MCM 6 Muni Operations					MCM 6 Muni Operations						
112	Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)		All MS4 Types: Includes an employee pollution prevention and good housekeeping training program and ensures that staff receive and utilize training (pg. 48 & pg. 67)	MCM 6 Muni Operations	Coalition with support from Albany County researches mechanism and online training opportunities (CWP webcasts, filmed powerpoint events)	3/9/2021	X	X	MCM 6 Muni Operations	Yes	Trainings completed	Develop in-house video training re: municipal operation BMPs and present to DPW crew (share with Coalition, if possible)	3/9/2022	X	
113			Trad MS4 (pg. 48): Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, to meet permit requirements as the requirements apply to the activity performed	MCM 6 Muni Operations					MCM 6 Muni Operations						

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
114			Traditional - Non-Land Use Control & Non-Traditional MS4: Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, etc. to make the necessary certification in Part IV. G. (pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations							
115			All MS4 Types: Requires municipal operations and facilities that would otherwise be subject to the NYS Multi-sector General Permit for Industrial stormwater discharges (MSGP, GP-012-001) to prepare and implement provisions in SWMP that comply with Parts III. A. C. D. J. K. and L. The covered entity must perform monitoring and recordkeeping. Discharge monitoring reports must be attached to the MS4 annual report. (pg. 48 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations							
116			All MS4 Types: Consider and incorporate cost effective runoff reduction techniques and green infrastructure in routine upgrade of stormwater conveyance systems and municipal properties to the MEP (Maximum Extent Practicable) (pg. 46 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations							
117			All MS4 Types: Adopt techniques to reduce the use of fertilizers, pesticides, and herbicides as well as potential impacts to surface water. (pg. 48 & pg. 68)	MCM 6 Muni Operations					MCM 6 Muni Operations							

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118			All MS4 Types: Covered entities are required to report on all municipal operations & facilities that their program is addressing, at a minimum: indicate the municipal operations and facilities that pollution prevention program assessed; and describe if not done so already, the management practices, policies, and procedures that have been developed, modified and/or implemented;	MCM 6 Muni Operations					MCM 6 Muni Operations							
119			and at a minimum report: acres of parking lot swept; miles of street swept; number of catch basins inspected and where necessary cleaned; post construction control stormwater practices inspected and where necessary cleaned; pounds of phosphorus applied in chemical fertilizer; pounds of nitrogen applied in chemical fertilizer; and acres of pesticides/herbicides applied;	MCM 6 Muni Operations					MCM 6 Muni Operations							
120			and report staff training events and number of staff trained;	MCM 6 Muni Operations					MCM 6 Muni Operations							
121			and report on effectiveness of program, BMPs, measurable goal assessment (pg. 48 68)	MCM 6 Muni Operations					MCM 6 Muni Operations							

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122	Enhanced Requirements for impaired Waters w/out Approved TMDL			Enhanced Requirements for impaired Waters without an Approved TMDL					Enhanced Requirements for impaired Waters without an Approved TMDL							
123			All MS4 Types: Part III. SPECIAL CONDITIONS B.1.. Impaired Waters Without Watershed Improvement Strategies or Future TMDLs. If a small MS4 discharges a stormwater pollutant of concern (POC) to an impaired water listed in Appendix 2, the covered entity must ensure no net increase in its discharge of the listed POC to that water (pg. 12). Albany County - Ann Lee(Shakers), Pond, Stump Pond POC: Phosphorus (pg 102, Appendix 2)	Enhanced Requirements for impaired Waters without an Approved TMDL	For Construction Activity Permit projects discharging to Ann Lee Shakers Pond, County GML SWPPP Reviews and SWPPP Reviews for County owned properties will note that NYSDEC Stormwater Management Design Manual - Chapter 10 Enhanced Phosphorus Removal design standards need to be incorporated into the SWPPP design	3/9/2021	X		Enhanced Requirements for impaired Waters without an Approved TMDL			For Construction Activity Permit projects discharging to Ann Lee Shakers Pond, County GML SWPPP Reviews and SWPPP Reviews for County owned properties will note that NYSDEC Stormwater Management Design Manual -Chapter 10 Enhanced Phosphorus Removal design standards need to be incorporated into the SWPPP design	3/9/2022	X		

Stormwater Coalition of Albany County

**University at Albany
State University of New York (SUNY)
(Uptown Campus)**

MS4 Permit No. NYR20A234

**Annual Evaluation
(April, 2021)**

**Storm Water Management Program Plan
(BMPs and Measurable Goals)
2021 to 2022**

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			University at Albany-SUNY		Annual Evaluation March/April, 2021					University at Albany-SUNY			
				Date & SWMP Preparer(s): April 6, 2020. Frank Fazio & Nancy Heinzen			Non Traditional MS4		Date & SWMP Preparer(s): March 29, 2021 Frank Fazio, Brad Bunzey, Nancy Heinzen					Non Traditional MS4			
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	University at Albany - SUNY Measurable Goals			SPDES Permit No NYR20A234		BMP Category	University at Albany - SUNY Progress Meeting		University at Albany - SUNY Measurable Goals			SPDES Permit No NYR20A234	
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1	Administrative			Administrative				Administrative									
2	SWMP Coordinator	Designate a SWMP Coordinator (30 days)	All MS4 Types: From Annual MCC Form: Name/Contact: Stormwater Program Coordinator (MCC Form Contact Info)	Admin					Admin								
3	Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	All MS4 Types: MS4 Permit SWMP Plan definition. "The SWMP Plan should include a detailed written explanation of all management practices, activities and other techniques....Documents to include: ...Intermunicipal agreements and other legal authorities... (pg. 98)	Admin	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	Admin	Yes	Keep same	Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan	3/9/2022	X	X		
				Admin	Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	3/9/2021		X	Admin	Yes	Keep same	Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	12/31/2022		X		
									Admin			Coalition Director and members evaluate Coalition operators; individual MS4 needs/interests; and Coalition priorities. County/members decide need/value of Coalition. If interest, County/members update/adopt IMA-MOU by 12/31/2022. If not, terminate Coalition operations (equipment-website-staff-files).	12/31/2022	X	X		

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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
4			All MS4 Types: Part IV. Reliance Upon Third Parties. Applies when covered entity relies on third party entities to develop or implement any portion of the SWMP. The covered entity must, through a signed statement, contract or agreement provide adequate assurance that the third parties will comply with permit requirements....see Contracted Entity Certification Statement...(pg. 18)	Admin	Confirm that Construction Activity Permit consultants working for the University have signed the Self Certification Form.	3/9/2021	X		Admin	Yes	Keep same	Confirm that Construction Activity Permit consultants working for the University have signed the Self Certification Form.	3/9/2022	X	
5	Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	All MS4 Types: From SWMP Plan definition. Documents to include:Staffing and staff development programs and organizational charts... (pg.98)	Admin	Update organizational chart as needed.	3/9/2021	X		Admin	Keep same		Update organizational chart as needed.	3/9/2022	X	
				Admin	Hire Coalition GIS Coordinator NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	Yes	Coalition GIS Coordinator (start date: 4/30/2021)	Coalition Director monitors and facilitates all aspects of hiring process so that GIS Coordinator starts 4/30/2021	6/1/2021		X
				Admin	Hire/train Coalition Stormwater Program Technician (PT- dedicated staff person for 4 MS4s) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Job posted 2020/2021; interviews and job offer; noone hired.	Coalition Director discusses w/T/NewScot, C/Wvliet, C/Cohoes, and V/Menands next steps re: hiring/training of Coalition Stormwater Program Technician. Implement hiring decision and plan.	12/31/2021		X
				Admin	Hire/train Coalition Outreach Specialist NOTE: Covid19 pandemic may force change in plans (hiring) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Dropped. Covid - no funds.				

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
			Admin	Identify relevant training needs, suitable for Coalition wide training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt management, MS4 construction inspections-forms-data management: Stormwater Regs)	3/9/2021		X	Admin	No	Covid - no Coalition staff to coordinate, social distancing mandates an obstacle	Coalition Director and members identify relevant staff development needs suitable for Coalition-wide or individual training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt management, MS4 construction inspections-forms-data management, Stormwater Regs). Time permitting, implement training activity.	3/9/2022		X	
			Admin	Identify taining opportunities for members, allocate training dollars for interested Coalition members, purchase training seats, as needed and funds are available	3/9/2021		X	Admin	Yes	Coalition funds supported 'ZOOM' training of individual MS4 'stormwater' staff.	Coalition Director identifies training (staff development) opportunities for members & Coalition staff, allocates training dollars for interested Coalition members, purchases training seats, as needed and funds are available	3/9/2022		X	
6			Admin	Traditional - Non Land Use Control and Non-Traditional MS4s: For each of the elements of the SWMP Plan, the covered entity must identify (i) the agencies and/or offices that would be responsible for implementing the SWMP Plan and (ii) any protocols for coordination among such agencies and/or offices necessary for the implementation of the plan element. (pg. 51)				Admin							

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
7	Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)	Admin					Admin	Yes						
8		Develop Enforcement Response Plan (3 years)	All MS4 Types: see MCM 3, MCM 4, and MCM 5 for enforcement procedures requirements.	Admin				Admin							
9	Annual Evaluation		All MS4 Types: A. Assessment: Covered entities must conduct an annual evaluation of its program compliance, the appropriateness of BMPs, progress towards goals... (pg. 19)	Admin	Conduct Annual Evaluation (~April, 2020)	3/9/2021	X	X	Admin	Keep same	Conduct Annual Evaluation (~April, 2021)	3/9/2022	X	X	
				Admin	Coalition prepares with members the Joint SWMP Plan update (April/May 2020 Annual Evaluation).	6/1/2020	X	X	Admin	Yes	Coalition Director prepares Joint SWMP Plan Annual Evaluation (March/April 2021) template; meets with individual MS4s to assess progress meeting goals; records new goals. Director assembles and posts Joint SWMP Plan update on Coalition website.	6/1/2021		X	
10	Administrative Requirements: Annual Reports		All MS4 Types: C. Annual Reporting: Central Office must receive annual report, electronic or hard copy, no later than June 1 of reporting year (pg.19)	Admin	Complete Annual Report (U Albany pages) by June 1, 2020	3/9/2021	X	X	Admin	Yes	Keoo same	Complete Annual Report (U Albany pages) by June 1, 2021	3/9/2022	X	

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
			Admin	Coalition submits Joint Annual Report by June 1, 2020 which includes individual MS4 Reports from members able to prepare a Report by June 1; others submit their individual Annual Report as soon as possible. All final documents are included and posted with the Coalition Joint Annual Report. For some MS4s office records unavailable due to Covid-19 social distancing restrictions.	6/1/2020. For some MS4s after 6/1/2020 as soon as possible (8/1/2020)	X	X	Admin	Yes		Coalition Director prepares Coalition-specific pages for individual MS4 Annual Reports; adds Coalition pages to individual MS4 reports; assembles MS4 Annual Reports into a Joint Annual Report; submits Joint Annual Report to NYSDEC by June 1, 2021.	6/1/2021		X	
11	MS4 Correspondence with the Dept		Admin	Continue to retain records of Dept correspondence relevant to SW program implementation	3/9/2021	X		Admin	Yes	Keep same	Continue to retain records of Dept correspondence relevant to SW program implementation	3/9/2022	X		
12	Special Conditions			Special Conditions				Special Conditions							
13	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards		Special Conditions					Special Conditions							

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
14	Mapping			Mapping				Mapping							
15	Mapping: Map of the MS4 conveyance system	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)	All MS4 Types: Mapping requirements are found in MCM 3 IDDE. They are stated here and in MCM 3. Requirements: Develop and maintain a map, at a minimum within covered entities jurisdiction in urbanized area and additionally designated area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system. Field verify outfall locations (pg. 36 & pg. 57)	Mapping	Continue to monitor completion of active construction sites, mapping as needed by UAlbany. Provide data to Coalition for SWIM and AGOL tablet based inspections of ORI, PCSMPs, Muni Facilities	3/9/2021	X	X	Mapping	Yes	Keep same	Continue to monitor completion of active construction sites, mapping as needed by UAlbany. Provide data to Coalition for SWIM and AGOL tablet based inspections of ORI, PCSMPs, Muni Facilities	3/9/2022	X	X
				Mapping	Hire and train GIS Coordinator in Coalition storm system and program mapping completed to date; the status/cost of all existng mapping related technology (computers, GPS units, mapping software); purpose of Coalition support and details of relevant water regulations; GIS capacity and ananticipated needs of all Coalition members	3/9/2021		X	Mapping	Yes, partial	Coalition GIS Coor hired, start date 4/30/2021, not trained.	Coalition Director and others train Coalition GIS Coordinator in Coalition storm system and program mapping completed to date; ArcGIS Online use to date; SwIM mapper; the status/cost of all existng mapping related technology (computers, GPS units, mapping software); and status of individual MS4 stormwater program mapping efforts to date.	12/31/2021	X	X

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				Mapping	Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with Coalition members.	3/9/2021	X	X	Mapping	No		Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with/to Coalition members.	3/9/2022	X	X
				Mapping	GIS Coordinator trains members in all aspects of ArcGIS Online Survey 123-Collector tablet use (ORI, Construction Sites, Municipal Facilities inspections). Competencies identified and training success monitored.	3/9/2021	X	X	Mapping	No		GIS Coordinator reviews existing ArcGIS Online Survey 123-Collector stormwater forms (ORI, Construction Sites, Municipal Facilities inspections); identifies with input from Coalition members form issues; updates forms; makes corrected forms available to others; provides training in tablet use and reporting documents.	3/9/2022	X	X

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				Mapping	Coalition GIS Coordinator and Coalition Director purchase as needed mapping related technology (computer equipment, GPS units, mapping software, staff training, printers)	3/9/2021		X	Mapping	No	Coalition GIS Coordinator and/or Coalition Director evaluate mapping equipment, software, and training needs. Costs are researched with County IT and included in Coalition budget.	3/9/2022			X

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16	MCM 1 - Public Education and Outreach			MCM 1 - Public Education and Outreach				MCM 1 - Public Education and Outreach							
17			Traditional - Non Land Use Control and Non-Traditional MS4s should consider their public to be the employee/user population, visitors, or contractor/developers. Examples: 1. Educational institutions- faculty, other staff, students, visitors; and 2. Other Gov't Entities-staff, contractors, visitors (pg. 51)	MCM 1 Public Education					MCM 1 Public Education						
18	MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation (1 year) .	All MS4 Types: Covered entities must identify Pollutants of Concern, waterbodies of concern, geographic areas of concern, target audiences (pg. 30 & pg. 51)	MCM 1 Public Education					MCM 1 Public Education						
19	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	ALL MS4 Types: Covered entities develop and implement an ongoing public education and outreach designed to describe impacts of stormwater discharges on water bodies; POCs and their sources; steps that contributors of these pollutants can take to reduce pollutants in stormwater runoff; and steps that contributors of non-stormwater dischargers can take to reduce pollutants (pg. 30 , 31 & pg. 52).	MCM 1 Public Education					MCM 1 Public Education						

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20			Traditional - Non Land Use Control and Non-Traditional MS4s: Educational materials may be made available at locations including, but not limited to: at service areas, lobbies, or other locations where information is made available; at staff training; on covered entity's website; with pay cheks; and in employee break rooms. (pg. 52)	MCM 1 Public Education	Install green infrastructure interpretative sign at four locations	3/9/2021	X		MCM 1 Public Education	No	Lack of funding due to Covid	Install green infrastructure interpretative sign at four locations should funding become available	3/9/2022	X	
				MCM 1 Public Education	Monitor website and update as required	3/9/2021	X		MCM 1 Public Education	Yes	Keep same	Monitor website and update as required	3/9/2022	X	
				MCM 1 Public Education	Monitor installation of catch basin "No Dumping" labels on grates.	3/9/2021	X		MCM 1 Public Education	Yes	Keep same	Monitor installation of catch basin "No Dumping" labels on grates.	3/9/2022	X	
				MCM 1 Public Education	Provide stormwater information for students and others when requested and document activity. Possible audience and venues: campus tours for general public/ others, classroom presentations as requested by professors, orientation for new students.	3/9/2021	X		MCM 1 Public Education	No	Not possible due to Covid restrictions	Provide stormwater information for students and others when requested and document activity. Possible audience and venues: campus tours for general public/ others, classroom presentations as requested by professors, orientation for new students. Research video of tour to share.	3/9/2022	X	
				MCM 1 Public Education	1. Support/update Coalition website	3/9/2021		X	MCM 1 Public Education	Yes		Individual MS4s support and Coalition Director updates Coalition website	3/9/2022		X

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			MCM 1 Public Education	2. For interested Coalition MS4s provide access to the Center for Watershed Protection member portal (archived webcasts, educational material);	3/9/2021		X	MCM 1 Public Education	Yes		Coalition Director identifies webcasts of interest to Coalition members (purchased or free); Coalition sponsors 1 presentation at a particular date/time using videoconference technology. Presentation promoted by Coalition and members	3/9/2022	X	X	
			MCM 1 Public Education	3. If requested, print/distribute existing stormwater publications (brochure racks, clean up events, etc.)	3/9/2021		X	MCM 1 Public Education	Yes		For interested Coalition members, Director prints/distributes existing stormwater publications (for brochure racks, clean up events, etc.)	3/9/2022		X	
			MCM 1 Public Education	4. Hire Coalition Outreach Specialist who updates and/or creates educational material for targeted audience - message and effectiveness analyzed.	3/9/2021		X	MCM 1 Public Education	No	Dropped. Coalition Outreach Specialist not hired.					

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21			Traditional - Land Use Control MS4: at minimum covered entity shall report on these items: 1. list education and outreach activities performed for the general public and target audiences and provide any results (# people attended, amount of materials distributed, etc. 2. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 3. effectiveness of program/BMPs/goal assessment; 4. maintain records of training activities. (pg. 31)	MCM 1 Public Education					MCM 1 Public Education						

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22			Traditional - Non Land Use Control and Non-Traditional MS4s: a minimum covered entity shall report on these items: 1. list education/outreach activities performed and provide any results (# people attended, amount of materials distributed, etc. 2. education of public about hazards associated with illegal discharges and improper disposal of waste; 3. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 4. effectiveness of program/BMPs/goal assessment; 5. maintain records of training activities. (pg. 52 & pg. 53)	MCM 1 Public Education					MCM 1 Public Education						

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23	MCM 2 - Public Participation			MCM 2 - Public Involvement/Participation				MCM 2 - Public Participation							
24	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1. for types of opportunities. (6 months)	Traditional - Land Use Control MS4: Develop and implement a program identifies key individuals and groups public and private who are interested in or affected by the SWMP. Program identifies types of input covered entity will seek from key individual and groups (pg. 32 & pg. 33)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
25			All MS4 Types: Each covered entity shall ensure that local public officials and members of the public are informed about the program, activities, and progress made (pg. 21).	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
26			All MS4 Types: Provide an opportunity for public to participate in development, implementation, review, and revision of SWMP (pg. 33 and pg. 54)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
27		Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)	Traditional - Land Use Control MS4: Program describes activities covered entity will take to program access to those who want it and to gather the needed input. Activities included but limited to: water quality hotline (report spills, dumping, construction site concerns, etc.); stewardship activities like stream clean ups, storm drain marking and volunteer water quality monitoring. (pg. 33)	MCM 2 Public Inv/Part	Previously participated in annual campus clean up (promote event for water quality, monitor participation) --- usually end of April. Due to COVID19, campus closed, no clean ups	3/9/2021	X		MCM 2 Public Inv/Part	No	Not able to do due to Covis restrictions	Campus cleanup will not be held due to Covid restrictions. Will re-initiate next year	3/9/2022	X	

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			MCM 2 Public Inv/Part	Organize one or more Coalition-wide WAVE Volunteer Stream Monitoring events (July 1 to Sept 30);	3/9/2021	X	X	MCM 2 Public Inv/Part	No	Due to Covid social distancing, no WAVE events organized by Coalition	Director queries Coalition members regarding Coalition-wide WAVE volunteer stream monitoring events (July 1 to Sept 30), organizes one or more if interest	3/9/2022		X	
			MCM 2 Public Inv/Part	Hire and train Coalition Outreach Specialist who organizes one coalition-wide public participation activity	3/9/2021	X	X	MCM 2 Public Inv/Part	No		Director queries Coalition members about Coalition sponsorship or coordination of one public participation event (not WAVE). If interest, provide Coalition staff support and coordinate Coalition-wide support.	3/9/2022		X	
28	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)		MCM 2 Public Inv/Part	All MS4 Types: Identify a local point of contact for public concerns regarding stormwater management and compliance with this SPDES permit Name or title of this contact and phone number must be published in public outreach and participation materials and kept up to date on the MCC form (pg. 33 & pg. 54)				MCM 2 Public Inv/Part							

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29	MCM 2 Public Participation: Public input comments received on SWMP and annual report		All MS4 Types: Prior to submitting the annual report by June 1, present the draft annual report in a format that is open to the public, where the public can ask questions about and make comments on the report. This can be done: at a meeting if Traditional MS4 and on the internet. If internet, provide the public the opportunity to provide comments on the internet or otherwise, and if Traditional MS4 provide the public the opportunity for 2 or more persons to request a public meeting -detailed meeting requirements listed in permit. (pg 33, 34, 54, and 55).	MCM 2 Public Inv/Part	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 (Coalition and UAlbany Websites)	3/9/2021	X	X	MCM 2 Public Inv/Part	Yes	Keep same	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 (Coalition and UAlbany Websites)	3/9/2022	X	X
30			All MS4 Types: Re: Annual Report - Department recommends that announcements be sent directly to individuals (public and private interested parties) known to have a specific interest in the covered entities SWMP (pg. 34 & pg. 55)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part			Coalition Director emails information about SWMP Plan update and posting of DRAFT/FINAL MS4 Permit Joint Annual Report on Coalition website. Email list includes elected officials and staff from 12 Coalition MS4 member communities.	6/15/2021		X
31			All MS4 Types: Annual report includes a summary of any comments received and (intended) responses on the individual covered entities information or the shared annual report submission. Changes made to the SWMP in response to comments should be described in the annual report. (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						

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32			All MS4 Types: A copy of the final report and the SWMP Plan are available for public inspection (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
											Director posts FINAL Joint Annual Report on Coalition website	3/9/2022			X
33			Traditional - Land Use Control MS4: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); public involvement/participation activities (Ex. steam cleanups, # attending, number of calls to hotline, # and extent of storm drain stenciling); effectiveness of program/BMPS/goal assessment. (pg. 35)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
34			Traditional - Land Use Control & Non Traditional MS4s: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); effectiveness of program/BMPS/goal assessment. (pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
35	MCM 3 - Illicit Discharge Detection & Elimination			MCM 3 - Illicit Discharge Detection & Elimination				MCM 3 - Illicit Discharge Detection & Elimination							
36	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Prohibit through law, ordinance, or other regulatory mechanism illicit discharges into small MS4 (pg. 36)	MCM 3 IDDE					MCM 3 IDDE						
37			Non-Traditional MS4: Prohibit illicit discharges to MS4 and implement enforce against illicit discharges through available mechanisms; procedures or policies must be developed for implementation and enforcement mechanisms; a written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcing of the mechanisms; mechanisms and directive must be equivalent to State Model IDDE Local Law (pg. 59)	MCM 3 IDDE					MCM 3 IDDE						
38	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Mechanism must be equivalent to States model IDDE Local Law; the mechanism must be certified by the attorney representing the small MS4 as being equivalent (pg. 36)	MCM 3 IDDE					MCM 3 IDDE						

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
39			All MS4 Types: Describe procedures for enforcing against illicit dischargers (pg. 36 & pg. 59)	MCM 3 IDDE					MCM 3 IDDE						
40			All MS4 Types: Implement appropriate enforcement procedures and actions (pg.36 & pg. 59).	MCM 3 IDDE					MCM 3 IDDE						
41	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)	All MS4 Types: Program must inform public employees, business, and the general public of the hazards associated with illegal discharges and prompoer disposal os waster (pg. 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE						
42	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)		MCM 3 IDDE					MCM 3 IDDE						
43	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)	All MS4 Types: Program must include procedures for identifying priority areas of concern (geographic, audience, or otherwise) for IDDE program. (pg 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE						
44		Part VI.C.4 Identify High Priority Outfalls (3 years)		MCM 3 IDDE					MCM 3 IDDE						

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	Required Record		Deliverable	Text (pg. no)			2020- 2021		Responsible Parties		2020 -2021 Goals		2021-2022			Responsible Parties	
	Required Record		Deliverable	Text (pg. no)			BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4
45	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)	All MS4 Types: Conduct an outfall reconnaissance inventory as described EPA publication entitled: IDDE: A Guidance Manual for Program Development and Technical Assessment addressing every outfall within urbanized area at least once every five years, with reasonable progress each year. (pg. 36 & pg. 57)			MCM 3 IDDE	Complete 11 ORI screenings (all 11 outfalls)	3/9/2021	X		MCM 3 IDDE	Yes	ORI screening completed. ORI screening to be scheduled for 2024				
					MCM 3 IDDE	Coalition Director reviews with Working Group contents of ORI kit-match kit to Svy123 ORI form-remove/add kit items	3/9/2021	X	X	MCM 3 IDDE	Yes						
					MCM 3 IDDE	Coalition Director reviews ORI Kit resupply and water testing role of Albany County Water Purification District, revise services as needed	3/9/2021	X	X	MCM 3 IDDE	Yes		Coalition provides Industrial discharge and bacteria sampling for interested Coalition members via a private lab. ORI Kit management at Coalition office (175 Green St)	3/9/2022		X	
					MCM 3 IDDE	GIS Coordinator and/or Coalition Director trains MS4s in use of tablets/ORI Svy123 forms, data access and management. All MS4s high functionins users of tablet/form technology	3/9/2021	X	X	MCM 3 IDDE	No	Covid - County wide hiring freeze (2020). No Coalition staff hired to complete this goal.	GIS Coordinator and Coalition Director researches with individual MS4s status of MS4/member use post DEC grant (~since June, 2019) of tablets/ORI Svy123 forms, data access and management. Future needs and arrangements clarified; implementation plan developed with and for all parties.	3/9/2022	X	X	

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			MCM 3 IDDE	Coalition Stormwater Program Tech completes ORI inspection for 4 MS4s as needed or requested (Cohoes, W/vliet, Menands, New Scotland)	3/9/2021	X	X	MCM 3 IDDE	Partial Yes.	Coalition Director completes ORIs for Menands, trains Cohoes intern/staff in tablet use.	If Coalition Stormwater Program Tech hired, determine location and extent of ORI inspections for Cohoes, W/vliet, Menands, and New Scotland. Complete ORIs as requested.	3/9/2022		X	
46		Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)	MCM 3 IDDE	Receive tablet use training for UAlbany ORIs (ArcGIS Online ORI Forms). Determine if WIFI campus access is adequate. If not, decide if Verizon Wireless transfer from Coalition to UAlbany is necessary.	3/9/2021	X	X	MCM 3 IDDE	Yes	Completed					
47	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)	MCM 3 IDDE					MCM 3 IDDE							
48	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)	MCM 3 IDDE	All MS4 Types: Program must include procedures for identifying and locating illicit discharges (trackdown) (pg. 37 & pg. 59)				MCM 3 IDDE							
49		Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)	MCM 3 IDDE					MCM 3 IDDE							

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50	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)	All MS4 Types: Program must include procedures for eliminating illicit discharges; procedures for documenting actions; procedures for documenting actions (pg. 37 & pg. 59)	MCM 3 IDDE					MCM 3 IDDE						
51			All MS4 Types: Develop and maintain a map minimally within covered entities jurisdiction in urbanized area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system. Field verify outfalls (pg. 36 & pg. 57) GOALS ENTERED IN MAPPING SECTION.	MCM 3 IDDE					MCM 3 IDDE						

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52			All MS4 Types: Covered entities shall report: # & % of outfalls mapped; # of outfall detected and eliminated; % of outfalls for which an outfall reconnaissance inventory has been made; status of system mapping; activities in and results of informing public employees, businesses, and general public of hazards associated with illegal discharges and improper disposal of waste; regulatory mechanism status-certified as equivalent; effectiveness of program, BMPS, goal assessment (pg. 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE							

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53	MCM 4 - Construction Site Runoff Control			MCM 4 - Construction Site Runoff Control				MCM 4 - Construction Site Runoff Control							
54	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require SWPPP for each applicable land disturbing activity that includes erosion and sediment controls that meet the States current technical standards (pg. 39)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control			Included in Policy. Review and update as needed.	3/9/2022	X		
55			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates mechanisms for construction runoff requirements to the extent allowable under State and local law that meets State's most current technical standards: through available mechanisms; procedures & policies must be developed for implementation & enforcement; a written directive from person authorized to sign NOI stating that updated mechanisms must be used and who (position) is responsible; mechanisms/directive equivalent to requirements of SPDES General Pmt for Construction Activities (pg. 60-61)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control			Included in Policy. Review and update as needed.	3/9/2022	X		
56	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Mechanism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 39)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control							

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			University at Albany-SUNY		Annual Evaluation March/April, 2021					University at Albany-SUNY	
				Date & SWMP Preparer(s): April 6, 2020. Frank Fazio & Nancy Heinzen			Non Traditional MS4		Date & SWMP Preparer(s): March 29, 2021 Frank Fazio, Brad Bunzey, Nancy Heinzen					Non Traditional MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	University at Albany - SUNY Measurable Goals		SPDES Permit No NYR20A234		BMP Category	University at Albany - SUNY Progress Meeting		University at Albany - SUNY Measurable Goals		SPDES Permit No NYR20A234	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
57			Traditional - Land Use Control MS4: Contains requirements for constructions site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at construction site...pursuant to requirements of construction permit (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
58	MCM 4 Construction Site Runoff Control: Education materials on Construction program		All MS4 Types: Educates construction site owner/operators, design engineers, municipal staff and other individuals to whom regs apply about the munciaplities (MS4s) construction stormwater requirements, when requirements apply, to whom, procedures for submission of SWPPPs, procedures for construction site inspections, and other procedures associated with the control of construction stormwater. (pg. 40 & pg. 61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control			Design enginners are provided information for SWPPP and contractors are instructed during pre-construction conference before site disturbance occurs.	3/9/2022	X	
59	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elements not explicitly required by GP-0-15-003) (3 years)	All MS4 Types: Program establishes and maintains an inventory of active construction sites, including location of site, owner/operator information (pg. 41 & pg. 61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control			Maintain construction site inventory	3/9/2022	X	
60	MCM 4 Construction Site Runoff Control: Construction Site priority areas			MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						

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				Date & SWMP Preparer(s): April 6, 2020. Frank Fazio & Nancy Heinzen			Non Traditional MS4		Date & SWMP Preparer(s): March 29, 2021 Frank Fazio, Brad Bunzey, Nancy Heinzen					Non Traditional MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	University at Albany - SUNY Measurable Goals		SPDES Permit No NYR20A234		BMP Category	University at Albany - SUNY Progress Meeting		University at Albany - SUNY Measurable Goals		SPDES Permit No NYR20A234	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
61	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 review (1 year)	Traditional - Land Use Control MS4: Describes procedures for SWPPP Review (pg. 39)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control			Review SWPPP procedures as contained in Policy and update as needed.	3/9/2022	X		
62		Part VI.D.7 Train SWPPP reviewers (1.5 years)	Traditional - Land Use Control MS4: Program ensures that the individual performing reviews are adequately trained and understand State and local sediment and erosion control requirements (all SWPPPs must be reviewed for sites 1 acre or greater; must utilize MS4 SWPPP Acceptance Form) (pg. 39-40)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control			Stormwater Management Program Coordinator to keep trained on erosion and sediment control requirements through DEC training program.	3/9/2122	X		
63	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)		MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control							
64	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (identify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	All MS4 Types: Describes procedures for site inspections and enforcement of erosion and control measures, including steps to identify priority sites. All sites must be inspected where the disturbance is greater than 1 acre. (pg. 40 & pg. 60).	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control			Review and update as needed current procedures for construction site inspections	3/9/2022	X		

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			University at Albany-SUNY		Annual Evaluation March/April, 2021					University at Albany-SUNY			
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select			MS4 Permit GP-0-15-003 Requirements			Non Traditional MS4		Date & SWMP Preparer(s): March 29, 2021 Frank Fazio, Brad Bunzey, Nancy Heinzen					Non Traditional MS4			
	Appendix A SWMP Recording Requirements		Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)			SPDES Permit No NYR20A234		University at Albany - SUNY Progress Meeting		University at Albany - SUNY Measurable Goals			SPDES Permit No NYR20A234			
	Required Record		Deliverable	Text (pg. no)			2020- 2021		Responsible Parties		2020 -2021 Goals		2021-2022			Responsible Parties	
				BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
65			Traditional - Land Use Control MS4: Covered entities must determine that it is acceptable for the owner/operator of a construction project to submit the Notice of Termination (NOT) to the Department by performing a final site inspection themselves or by accepting the Qualified Inspector's final inspection certificate(s) required by the Construction Permit. Principal executive officer, ranking elected official, or duly authorized rep shall document their determination by signing MS4 Acceptance statment on NOT. (pg. 40)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control								
66		Part VI.D.7 Train Construction site inspectors (1.5 years)	Traditional - Land Use Control MS4: Program must ensure that individuals performing the inspections are adequately trained and understand state and local sediment and erosion requirements (pg. 40)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control			Review current Policy and Procedures and update as needed identifying certification of inspectors.	3/9/2022	X			
67		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)	All MS4 Types: Ensures that construction site operators have received E/SC training, including the trained contractor s as defined in Construction Activity Permit, before they do work within a covered entities jurisdiction and maintain records of that training. Training may be provided by Soil and Water Conservation District...(pg. 41 & 61)	MCM 4 Constr Site Runoff Control	Continue to monitor 4 hr E/SC training needs of UAlbany staff and on site contractors	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes	Keep same	Continue to monitor 4 hr E/SC training needs of UAlbany staff and on site contractors	3/9/2022	X			

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	University at Albany - SUNY Measurable Goals		SPDES Permit No NYR20A234		BMP Category	University at Albany - SUNY Progress Meeting		University at Albany - SUNY Measurable Goals		SPDES Permit No NYR20A234	
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
			Co-sponsor with ACSWCD, one (1) 4hr E/SC training for Construction Site Operators; distribute promotional material to Coalition members; post training info on Coalition website.	3/9/2021		X	MCM 4 Constr Site Runoff Control	No	ACSWCD training not offered due to Covid	Coalition Director consults with ACSWCD about future of 4 hr E/SC training given videoconference E/SC offerings by SWCD state-wide. If relevant and possible, one training co-sponsored with ACSWCD (not a videoconference).	3/9/2022		X		
68	Part VI.D.11 Update tracking system for inspections and complaints (6 months)		Traditional - Land Use Control MS4: Covered entities shall report: # of SWPPPs reviewed; # and type of enforcement action; % of active construction sites inspected once; % of active construction sites inspected more than once; # of construction sites authorized for disturbance of one or more acres; effectiveness of program/BMPs/goal assessment. (pg. 41)	MCM 4 Constr Site Runoff Control			MCM 4 Constr Site Runoff Control								
69			Traditional - Non-Land Use Control & Non-Traditional MS4: Covered entity shall report: # and type of sanctions employed; status of regulatory mechanism - certify will assure compliance with Construction Permit; # of construction sites authorized for disturbance greater than 1 acre; effectiveness of program/BMPs/goal assessment (pg. 62)	MCM 4 Constr Site Runoff Control			MCM 4 Constr Site Runoff Control								
70	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...		All MS4 Types: Describes procedures for receipt and follow up on complaints or other information submitted by the public regarding construction site storm water runoff (pg. 40 & pg. 61).	MCM 4 Constr Site Runoff Control	Include link to University Public Complaint portal on U Albany Stormwater Page.	3/9/2021	X	MCM 4 Constr Site Runoff Control	No	Procedures are under review	Include link to University Public Complaint portal on U Albany Stormwater Page.	3/9/2022	X		

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			University at Albany-SUNY		Annual Evaluation March/April, 2021					University at Albany-SUNY	
				Date & SWMP Preparer(s): April 6, 2020. Frank Fazio & Nancy Heinzen			Non Traditional MS4		Date & SWMP Preparer(s): March 29, 2021 Frank Fazio, Brad Bunzey, Nancy Heinzen					Non Traditional MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	University at Albany - SUNY Measurable Goals		SPDES Permit No NYR20A234		BMP Category	University at Albany - SUNY Progress Meeting		University at Albany - SUNY Measurable Goals		SPDES Permit No NYR20A234	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
71	MCM 5 - Post Construction Stormwater Runoff			MCM 5 - Post Construction Stormwater Runoff			MCM 5 - Post Construction Stormwater Runoff								
72	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require post construction run off controls from new development and re-development projects to the extent allowable under State law that meets the State most current technical standards. (pg. 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff		Review and update as need current requirements as contained in the Stormwater Management Policy	3/9/2022	X		
73			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates enforceable mechanism for post-construction runoff control from new development and redevelopment projects to extent allowable under state or local law that meets State current technical standards through available mechanisms, procedures or policies must be developed for implementation and enforcement; written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcement the mechanisms; and mechanism and directive must assure compliance with SPDES General Permit for Construction Activities (pg. 62)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff		Review and update as need current requirements as contained in the Stormwater Management Policy	3/9/2022	X		

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			University at Albany-SUNY		Annual Evaluation March/April, 2021					University at Albany-SUNY	
				Date & SWMP Preparer(s): April 6, 2020. Frank Fazio & Nancy Heinzen			Non Traditional MS4		Date & SWMP Preparer(s): March 29, 2021 Frank Fazio, Brad Bunzey, Nancy Heinzen					Non Traditional MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	University at Albany - SUNY Measurable Goals		SPDES Permit No NYR20A234		BMP Category	University at Albany - SUNY Progress Meeting		University at Albany - SUNY Measurable Goals		SPDES Permit No NYR20A234	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
74	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Regulatory mechanism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 43)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							
75			All MS4 Types: Includes a combination of structural and non-structural management practices according to standards defined in the most current version of the NYS Stormwater Management Design manual (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							
76			All MS4 Types: in development of watershed plans, municipal comprehensive plans (only Trad MS4s), open space preservation programs, local law, ordinances and land use regulations, covered entities must consider principles of Low Impact Development, Better Site Design, and other Green Infrastructure Practices to the MEP (Maximum Extent Practicable) (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							

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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
77			Traditional - Land Use Control MS4: Covered entities are required to review according to Green Infrastructure practices defined in the Design Manual at a site level and encouraged to review, and revise where appropriate local codes and law that include provisions that preclude green infrastructure or construction techniques that minimize or reduce pollutant loadings. (pg. 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff			Review and update as need current requirements as contained in the Stormwater Management Policy	3/9/2022	X	
78			Traditional - Land Use Control MS4: Describe procedures for SWPPP Review and review of individual SWPPPs to ensure consistency with NYS SW Design Manual. (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
79			Traditional - Land Use Control MS4: Program ensures that individual performing the SWPPP review are adequately trained and understand the State and local post construction site requirements (pg.44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
80			Traditional - Land Use Control MS4: Program ensures that individual performing the review of SWPPPs that include post construction stormwater management practices are <i>qualified professionals</i> or under the supervision of <i>qualified professionals</i> (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
81			Traditional - Land Use Control MS4: Program ensures that after review of SWPPPs the covered entity must utilize the "MS4 SWPPP Acceptance Form" created by the Department as required in Construction Activity Permit when notifying construction site owner/operators that their plans have been accepted by the covered entity. (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
82			Traditional - Land Use Control MS4: Program utilizes available training from sources such as Soil ad Water Conservation Districts, Planning Councils...to educate municipal boards and Planning and Zoning Boards on low impact development principles, better site design approach, and green infrastructure applications.(pg.44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
83			Traditional - Land Use Control MS4: (newly regulated): Covered entity shall report on procedures for SWPPP review; procedures for inspection and maintenance of post construction management practices; and procedures for enforcement and penalization of violators (pg. 46)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			University at Albany-SUNY		Annual Evaluation March/April, 2021					University at Albany-SUNY			
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select			MS4 Permit GP-0-15-003 Requirements			Non Traditional MS4		Date & SWMP Preparer(s): March 29, 2021 Frank Fazio, Brad Bunzey, Nancy Heinzen					Non Traditional MS4			
	Appendix A SWMP Recording Requirements		Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)			SPDES Permit No NYR20A234		University at Albany - SUNY Progress Meeting		University at Albany - SUNY Measurable Goals			SPDES Permit No NYR20A234			
	Required Record		Deliverable	Text (pg. no)			2020- 2021		Responsible Parties		2020 -2021 Goals		2021-2022			Responsible Parties	
				BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
84	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)	All MS4 Types: Maintain an inventory of post construction stormwater practices within the covered entities jurisdiction. At a minimum include practices discharging to small MS4 that have been installed since March 10, 2003, all practices owned by the MS4, and those practices found to cause or contribute to water quality standard violations. Inventory shall include at minimum: location of practice (street address or coordinants); type of practices; maintenance needed per NYS Stormwater Management Design Manual, SWPPP or other provided documentation, and dates and type of maintenance performed (pg. 44,45, and 64)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff			Review post-construction practice inventory and mapping. Update accordingly	3/9/2022	X				
85	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	All MS4 Types: Program ensures adequate long-term operation and maintenance of mgmt practices identified in inventory, by trained staff, including inspections (assessment if Non Trad) to ensure that practices are performing properly. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff	Inspect stormwater practices (~33); inform others of maintenance needs and follow up. Maintenance prioritized.	3/9/2021	X	MCM 5 Post Constr SW Runoff	Yes	Keep same	Inspect stormwater practices (~33); inform others of maintenance needs and follow up. Maintenance prioritized.	3/9/2022	X				

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			University at Albany-SUNY		Annual Evaluation March/April, 2021					University at Albany-SUNY	
				Date & SWMP Preparer(s): April 6, 2020. Frank Fazio & Nancy Heinzen			Non Traditional MS4		Date & SWMP Preparer(s): March 29, 2021 Frank Fazio, Brad Bunzey, Nancy Heinzen					Non Traditional MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	University at Albany - SUNY Measurable Goals		SPDES Permit No NYR20A234		BMP Category	University at Albany - SUNY Progress Meeting		University at Albany - SUNY Measurable Goals		SPDES Permit No NYR20A234	
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
86			All MS4 Types: The inspection (assessment if Non Trad) shall include inspection items identified in the maintenance requirements (NYSDEC SW Design Manual, SWPPP or other maintenance information) for the practice. Covered entities are not required to collect stormwater samples and perform specific chemical analysis. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff	GIS Coordinator or Coaliton Director locates the Survey123 PCSMP forms created by the Coalition Stormwater Program Technician Assistant in 2019. Share forms with Coalition MS4s now using ArcGIS Online Survey123/Collector technology.	3/9/2021		X	MCM 5 Post Constr SW Runoff	No	Moved to Mapping				
87			All MS4 Types: Develop, implement, and provide adequate resources for a program to inspect development and re-development sites by trained staff and to enforce and penalize violators (pg. 45 & pg 65)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
88			Traditional - Land Use Control MS4: Covered entity shall report on: # of SWPPPs reviewed; # and type of enforcement actions; # and type post-construction stormwater management practices inventoried; # and type of post construction stormwater management practices inspected; # and type of post construction managment practices maintained; regulatory mechanism status-certification; effectiveness of program, BMPs, goal assessment. (pg. 46)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff			Continue monitoring SWPPP reviews and recording post-construction practice inspections and maintenance and maintain inventory of facilities.	3/9/2022	X	

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			University at Albany-SUNY		Annual Evaluation March/April, 2021					University at Albany-SUNY	
				Date & SWMP Preparer(s): April 6, 2020. Frank Fazio & Nancy Heinzen			Non Traditional MS4		Date & SWMP Preparer(s): March 29, 2021 Frank Fazio, Brad Bunzey, Nancy Heinzen					Non Traditional MS4	
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
89			Trad-No Land Use & Non Trad MS4 pg. 65: Covered entity shall report on: # and type of sanctions; # and type post-construction stormwater management practices; # and type of post construction stormwater management practices inspected; # and type of post construction managment practices maintained; status of regulatory mechanism, that requlatory mechanism is equivaent; effectiveness of program, BMPs, measureable goal assessment. (pg. 65)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			University at Albany-SUNY		Annual Evaluation March/April, 2021					University at Albany-SUNY			
				Date & SWMP Preparer(s): April 6, 2020. Frank Fazio & Nancy Heinzen			Non Traditional MS4		Date & SWMP Preparer(s): March 29, 2021 Frank Fazio, Brad Bunzey, Nancy Heinzen					Non Traditional MS4			
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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)			2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022			Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
90	MCM 6 - Municipal Operations/Good Housekeeping			MCM 6 - Municipal Operations/Good Housekeeping				MCM 6 - Municipal Operations/Good Housekeeping									
91			All MS4 Types: Develop and implement pollution prevention/good housekeeping program for municipal operations and facilities that contribute or potentially contribute POCs to the small MS4 system. Operations and facilities may include, but not limited to: (pg. 46 & pg 66)	MCM 6 Muni Operations					MCM 6 Muni Operations			Review and update Good Housekeeping practices and monitor by inspections.	3/9/2022	X			
92	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 for roadway maintenance, winter maintenance and bridge maintenance) (2 years)	Street and Bridge Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations			Review and update as needed street and parking lot sweeping programs and frequency.	3/9/2022	X			
93	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair			MCM 6 Muni Operations					MCM 6 Muni Operations								
94			Winter Road Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations								

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95	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 years)	Storm System Maintenance	MCM 6 Muni Operations	Monitor catch basin inspection and clean out for compliance with recommended schedule (~2014). Address training needs with all relevant staff.	3/9/2021	X		MCM 6 Muni Operations	Yes	Keep same	Monitor catch basin inspection and clean out for compliance with recommended schedule (~2014). Address training needs with all relevant staff.	3/9/2022	X	
96		Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)		MCM 6 Muni Operations					MCM 6 Muni Operations						
97		Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)		MCM 6 Muni Operations					MCM 6 Muni Operations						
98		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 6 Muni Operations					MCM 6 Muni Operations						
99			Vehicle and Fleet Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
100			Park and Open Space Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
101			Municipal Building Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
102			Solid Waste Management	MCM 6 Muni Operations					MCM 6 Muni Operations						

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103	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit		New Construction and Land Disturbances	MCM 6 Muni Operations					MCM 6 Muni Operations						
104			Right Of Way Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
105			Marine Operations	MCM 6 Muni Operations					MCM 6 Muni Operations						
106			Hydological Habitat Modification	MCM 6 Muni Operations					MCM 6 Muni Operations						
107			Other (pg. 47 & 66)	MCM 6 Muni Operations					MCM 6 Muni Operations						
108	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)	Traditional - Land Use Control MS4: At minimum frequency once every three years, perform and document a self assessment of all municipal operations addressed by the SWMP to: determine the sources of pollution potentially generated by covered entities operations and facilities and identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 47)	MCM 6 Muni Operations					MCM 6 Muni Operations			Continue yearly self assessment inspections, reporting and correction of deficiencies.	3/9/2022	X	

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109	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)	Traditional - Non-Land Use Control & Non-Traditional MS4: Includes the performance and documentation of a self assessment of all municipal operations to: determine the sources of pollution potentially generated by covered entities operations and facilities and identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 66)	MCM 6 Muni Operations	Will complete municipal facility self audit on 3 facilities (Power Plant, Vehicle Operations Center Grounds Building) and examine other campus facilities.	3/9/2021	X		MCM 6 Muni Operations	Yes	Keep same	Will complete municipal facility self audit on 3 facilities (Power Plant, Vehicle Operations Center Grounds Building) and examine other campus facilities.	3/9/2022	X	
110			All MS4 Types: Determines management practices, policies, procedures, etc that will be developed and implemented to reduce or prevent discharge of (potential) pollutants. Refer to management practices identified in the "NYS Pollution Prevention and Good Housekeeping Assistance Document" and other guidance materials available from EPA, State, or other organizations. (pg. 47 & 66)	MCM 6 Muni Operations					MCM 6 Muni Operations						
111			All MS4 Types: Prioritize pollution prevention and good housekeeping efforts based on geographic area, potential to improve water quality, facilities or operations most in need of modification or improvement, and covered entities capabilities (pg. 47 & 67)	MCM 6 Muni Operations					MCM 6 Muni Operations						

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112	Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)	All MS4 Types: Includes an employee pollution prevention and good housekeeping training program and ensures that staff receive and utilize training (pg. 48 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations		Perform staff training on good housekeeping and maintenance practices	3/9/2022	X			
113		Trad MS4 (pg. 48): Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, to meet permit requirements as the requirements apply to the activity performed	MCM 6 Muni Operations					MCM 6 Muni Operations							
114		Traditional - Non-Land Use Control & Non-Traditional MS4: Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, etc. to make the necessary certification in Part IV. G. (pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations							

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
115			All MS4 Types: Requires municipal operations and facilities that would otherwise be subject to the NYS Multi-sector General Permit for Industrial stormwater discharges (MSGP, GP-012-001) to prepare and implement provisions in SWMP that comply with Parts III. A. C. D. J. K. and L. The covered entity must perform monitoring and recordkeeping. Discharge monitoring reports must be attached to the MS4 annual report. (pg. 48 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations							
116			All MS4 Types: Consider and incorporate cost effective runoff reduction techniques and green infrastructure in routine upgrade of stormwater conveyance systems and municipal properties to the MEP (Maximum Extent Practicable) (pg. 46 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations							
117			All MS4 Types: Adopt techniques to reduce the use of fertilizers, pesticides, and herbicides as well as potential impacts to surface water. (pg. 48 & pg. 68)	MCM 6 Muni Operations					MCM 6 Muni Operations							

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition	Goal Met?		Comments	Goal	Due Date	MS4	Coalition		
118			All MS4 Types: Covered entities are required to report on all municipal operations & facilities that their program is addressing, at a minimum: indicate the municipal operations and facilities that pollution prevention program assessed; and describe if not done so already, the management practices, policies, and procedures that have been developed, modified and/or implemented;	MCM 6 Muni Operations					MCM 6 Muni Operations								

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119			and at a minimum report: acres of parking lot swept; miles of street swept; number of catch basins inspected and where necessary cleaned; post construction control stormwater practices inspected and where necessary cleaned; pounds of phosphorus applied in chemical fertilizer; pounds of nitrogen applied in chemical fertilizer; and acres of pesticides/herbicides applied;	MCM 6 Muni Operations					MCM 6 Muni Operations								
120			and report staff training events and number of staff trained;	MCM 6 Muni Operations					MCM 6 Muni Operations								
121			and report on effectiveness of program, BMPs, measurable goal assessment (pg. 48 68)	MCM 6 Muni Operations					MCM 6 Muni Operations								

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122	Enhanced Requirements for impaired Waters w/out Approved TMDL			Enhanced Requirements for impaired Waters without an Approved TMDL				Enhanced Requirements for impaired Waters without an Approved TMDL									
123			All MS4 Types: Part III. SPECIAL CONDITIONS B.1.. Impaired Waters Without Watershed Improvement Strategies or Future TMDLS. If a small MS4 discharges a stormwater pollutant of concern (POC) to an impaired water listed in Appendix 2, the covered entity must ensure no net increase in its discharge of the listed POC to that water (pg. 12). Albany County - Ann Lee(Shakers), Pond, Stump Pond POC: Phosphorus (pg 102, Appendix 2)	Enhanced Requirements for impaired Waters without an Approved TMDL					Enhanced Requirements for impaired Waters without an Approved TMDL								

Stormwater Coalition of Albany County

City of Albany, NY

MS4 Permit No. NYR20A464

**Annual Evaluation
(April, 2021)**

**Storm Water Management Program Plan
(BMPs and Measurable Goals)
2021 to 2022**

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			City of Albany		Annual Evaluation March/April, 2021					City of Albany	
				Date & SWMP Preparer(s): April 9, 2020. Peter Beck and Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): March 31, 2021 Peter Beck and Nancy Heinzen					Traditional-Land Use Control MS4	
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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
1	Administrative			Administrative				Administrative							
2	SWMP Coordinator	Designate a SWMP Coordinator (30 days)	All MS4 Types: From Annual MCC Form: Name/Contact: Stormwater Program Coordinator (MCC Form Contact Info)	Admin				Admin							
3	Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	All MS4 Types: MS4 Permit SWMP Plan definition. "The SWMP Plan should include a detailed written explanation of all management practices, activities and other techniques...Documents to include: ...Intermunicipal agreements and other legal authorities... (pg. 98)	Admin	Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan.			Admin	Yes	Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan.	3/9/2022	X			
				Admin	Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	3/9/2021	X	Admin	Yes	Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	12/31/2022		X		
										Coalition Director and members evaluate Coalition operators; individual MS4 needs/interests; and Coalition priorities. County/members decide need/value of Coalition. If interest, County/members update/adopt IMA-MOU by 12/31/2022. If not, terminate Coalition operations (equipment-website-staff-files).	12/31/2022	X	X		

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4			All MS4 Types: Part IV. Reliance Upon Third Parties. Applies when covered entity relies on third party entities to develop or implement any portion of the SWMP. The covered entity must, through a signed statement, contract or agreement provide adequate assurance that the third parties will comply with permit requirements....see Contracted Entity Certification Statement...(pg. 18)	Admin					Admin						
5	Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	All MS4 Types: From SWMP Plan definition. Documents to include:Staffing and staff development programs and organizational charts... (pg.98)	Admin	Update organizational chart, as needed	3/9/2021	X		Admin	Yes		Update organizational chart, as needed	3/9/2022	X	
				Admin	Hire Coalition GIS Coordinator NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	Yes	Coalition GIS Coordinator (start date: 4/30/2021)	Coalition Director monitors and facilitates all aspects of hiring process so that GIS Coordinator starts 4/30/2021	6/1/2021		X
				Admin	Hire/train Coalition Stormwater Program Technician (PT- dedicated staff person for 4 MS4s) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Job posted 2020/2021; interviews and job offer; noone hired.	Coalition Director discusses w/T/NewScot, C/Wvliet, C/Cohoes, and V/Menands next steps re: hiring/training of Coalition Stormwater Program Technician. Implement hiring decision and plan.	12/31/2021		X

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				Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
			Admin	Hire/train Coalition Outreach Specialist NOTE: Covid19 pandemic may force change in plans (hiring) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Dropped. Covid - no funds.					
			Admin	Identify relevant training needs, suitable for Coalition wide training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt management, MS4 construction inspections-forms-data management: Stormwater Regs)	3/9/2021		X	Admin	No	Covid - no Coalition staff to coordinate, social distancing mandates an obstacle	Coalition Director and members identify relevant staff development needs suitable for Coalition-wide or individual training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt management, MS4 construction inspections-forms-data management, Stormwater Regs). Time permitting, implement training activity.	3/9/2022		X	
			Admin	Identify training opportunities for members, allocate training dollars for interested Coalition members, purchase training seats, as needed and funds are available	3/9/2021		X	Admin	Yes	Coalition funds supported 'ZOOM' training of individual MS4 'stormwater' staff.	Coalition Director identifies training (staff development) opportunities for members & Coalition staff, allocates training dollars for interested Coalition members, purchases training seats, as needed and funds are available	3/9/2022		X	

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6			Traditional - Non Land Use Control and Non-Traditional MS4s: For each of the elements of the SWMP Plan, the covered entity must identify (i) the agencies and/or offices that would be responsible for implementing the SWMP Plan and (ii) any protocols for coordination among such agencies and/or offices necessary for the implementation of the plan element. (pg. 51)	Admin					Admin						
7	Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)		Admin					Admin						
8		Develop Enforcement Response Plan (3 years)	All MS4 Types: see MCM 3, MCM 4, and MCM 5 for enforcement procedures requirements.	Admin	Update enforcement related procedures as needed	3/9/2021	X		Admin	Yes		Update enforcement related procedures as needed	3/9/2022	X	
9	Annual Evaluation		All MS4 Types: A. Assessment: Covered entities must conduct an annual evaluation of its program compliance, the appropriateness of BMPs, progress towards goals... (pg. 19)	Admin	Complete Annual Evaluation and update SWMP document	3/9/2021	X	X	Admin	Yes		Complete Annual Evaluation and update SWMP document	3/9/2021	X	
				Admin	Coalition prepares with members the Joint SWMP Plan update (April/May 2020 Annual Evaluation).	6/1/2020	X	X	Admin	Yes		Coalition Director prepares Joint SWMP Plan Annual Evaluation (March/April 2021) template; meets with individual MS4s to assess progress meeting goals; records new goals. Director assembles and posts Joint SWMP Plan update on Coalition website.	6/1/2021		X
10	Administrative Requirements: Annual Reports		All MS4 Types: C. Annual Reporting: Central Office must receive annual report, electronic or hard copy, no later than June 1 of reporting year (pg.19)	Admin	Submit Annual Report by June 1, 2021	6/1/2021	X	X	Admin	Yes		Submit Annual Report by June 1, 2021	6/1/2021	X	

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
				Admin	Coalition submits Joint Annual Report by June 1, 2020 which includes individual MS4 Reports from members able to prepare a Report by June 1; others submit their individual Annual Report as soon as possible. All final documents are included and posted with the Coalition Joint Annual Report. For some MS4s office records unavailable due to Covid-19 social distancing restrictions.	6/1/2020. For some MS4s after 6/1/2020 as soon as possible (8/1/2020)	X	X	Admin	Yes		Coalition Director prepares Coalition-specific pages for individual MS4 Annual Reports; adds Coalition pages to individual MS4 reports; assembles MS4 Annual Reports into a Joint Annual Report; submits Joint Annual Report to NYSDEC by June 1, 2021.	6/1/2021		X
11	MS4 Correspondence with the Dept		All MS4 Types: B. Recordkeeping: must keep records included in SWMP plan...comments from the Department (pg.19)	Admin	Retain all Dept correspondence	3/9/2021	X		Admin	Yes		Retain all Dept correspondence	3/9/2022	X	

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
12	Special Conditions			Special Conditions				Special Conditions							
13	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards			Special Conditions				Special Conditions							
14	Mapping			Mapping				Mapping							
15	Mapping: Map of the MS4 conveyance system	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)	All MS4 Types: Mapping requirements are found in MCM 3 IDDE. They are stated here and in MCM 3. Requirements: Develop and maintain a map, at a minimum within covered entities jurisdiction in urbanized area and additionally designated area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system. Field verify outfall locations (pg. 36 & pg. 57)	Mapping	Continue to map entire separated storm system along with all program elements (PCSMPs, outfalls), includes data sharing with Coalition.	3/9/2021	X	X	Mapping	Yes		Continue to map entire separated storm system along with all program elements (PCSMPs, outfalls), includes data sharing with Coalition.	3/9/2022	X	
				Mapping	Hire and train GIS Coordinator in Coalition storm system and program mapping completed to date; the status/cost of all exisitng mapping related technology (computers, GPS units, mapping software); purpose of Coalition support and details of relevant water regulations; GIS capacity and ananticipated needs of all Coalition members	3/9/2021		X	Mapping	Yes, partial	Coalitlon GIS Coor hired, start date 4/30/2021, not trained.	Coalition Director and others train Coalition GIS Coordinator in Coalition storm system and program mapping completed to date; ArcGIS Online use to date; SwIM mapper; the status/cost of all exisitng mapping related technology (computers, GPS units, mapping software); and status of individual MS4 stormwater program mapping efforts to date.	12/31/2021	X	X

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
									Mapping			Coalition GIS Coordinator with input from individual MS4s evaluates and manages SwIM related decisions regarding purpose, use, and likely conversion of SwIM to ArcGIS Online platform	3/9/2022	X	X
				Mapping	Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with Coalition members.	3/9/2021	X	X	Mapping	No		Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with/to Coalition members.	3/9/2022	X	X
				Mapping	GIS Coordinator trains members in all aspects of ArcGIS Online Survey 123-Collector tablet use (ORI, Construction Sites, Municipal Facilities inspections). Competencies identified and training success monitored.	3/9/2021	X	X	Mapping	No		GIS Coordinator reviews existing ArcGIS Online Survey 123-Collector stormwater forms (ORI, Construction Sites, Municipal Facilities inspections); identifies with input from Coalition members form issues; updates forms; makes corrected forms available to others; provides training in tablet use and reporting documents.	3/9/2022	X	X
									Mapping			GIS Coordinator reviews draft ArcGIS Online Survey 123-Collector Post Construction SW Mgmt Practices inspection forms; with input from Coalition members decides need and value of developing form template for general use by interested MS4s.	3/9/2022	X	X

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
			Mapping	Coalition GIS Coordinator and Coalition Director purchase as needed mapping related technology (computer equipment, GPS units, mapping software, staff training, printers)	3/9/2021		X	Mapping	No	Coalition GIS Coordinator and/or Coalition Director evaluate mapping equipment, software, and training needs. Costs are researched with County IT and included in Coalition budget.	3/9/2022		X		

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
16	MCM 1 - Public Education and Outreach			MCM 1 - Public Education and Outreach				MCM 1 - Public Education and Outreach							
17			Traditional - Non Land Use Control and Non-Traditional MS4s should consider their public to be the employee/user population, visitors, or contractor/developers. Examples: 1. Educational institutions- faculty, other staff, students, visitors; and 2. Other Gov't Entities- staff, contractors, visitors (pg. 51)	MCM 1 Public Education					MCM 1 Public Education						
18	MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation (1 year) .	All MS4 Types: Covered entities must identify Pollutants of Concern, waterbodies of concern, geographic areas of concern, target audiences (pg. 30 & pg. 51)	MCM 1 Public Education					MCM 1 Public Education						
19	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	ALL MS4 Types: Covered entities develop and implement an ongoing public education and outreach designed to describe impacts of stormwater discharges on water bodies; POCs and their sources; steps that contributors of these pollutants can take to reduce pollutants in stormwater runoff; and steps that contributors of non-stormwater dischargers can take to reduce pollutants (pg. 30 , 31 & pg. 52).	MCM 1 Public Education	Table at City events (City Hall on the Road, other) provided no social distancing restrictions (COVID19)	3/9/2021	X		MCM 1 Public Education	No		Table at City events (City Hall on the Road, other)	3/9/2022	X	
				MCM 1 Public Education	Stencil ~50 catch basins, areas to be determined	3/9/2021	X		MCM 1 Public Education	Yes		Stencil ~50 catch basins, areas to be determined	3/9/2022	X	
				MCM 1 Public Education	Insert water quality message into Household Hazardous Waste Collection Day promotional flyer (if possible, COVID19)	3/9/2021	X		MCM 1 Public Education	Yes		Insert water quality message into Household Hazardous Waste Collection Day promotional flyer	3/9/2022	X	

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
			MCM 1 Public Education	Monitor condition and presence of pet waste stations (ACSWCD pet waste program 10 stations)	3/9/2021	X		MCM 1 Public Education	Yes		Monitor condition and presence of pet waste stations	3/9/2022	X		
			MCM 1 Public Education	Post Stormwater messages on Facebook	3/9/2021	X		MCM 1 Public Education	Yes		Post Stormwater messages on Facebook	3/9/2022	X		
			MCM 1 Public Education	Distribute literature at two Water Dept brochure racks	3/9/2021	X		MCM 1 Public Education	Yes		Distribute literature at two Water Dept brochure racks	3/9/2022	X		
			MCM 1 Public Education	Participate in Future Cities program	3/9/2021	X		MCM 1 Public Education	No	Covid	Participate in Future Cities program	3/9/2022	X		
			MCM 1 Public Education	Participate in Normanskill Farm Conservation Field Day when offered	3/9/2021	X		MCM 1 Public Education	No	Covid	Participate in Normanskill Farm Conservation Field Day when offered	3/9/2022	X		
											Continue to support and monitor RADIX Ecological Sustainability Center stormwater education events & track # of attendees	3/9/2022	X		
											Present stormwater informaton to groups and others as requested	3/9/2022	X		
			MCM 1 Public Education	1. Support/update Coalition website	3/9/2021		X	MCM 1 Public Education	Yes		Individual MS4s support and Coalition Director updates Coalition website	3/9/2022		X	

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	Required Record	Deliverable	Text (pg. no)	BMP Category	City of Albany Measurable Goals 2020- 2021		Responsible Parties		2020 -2021 Goals		2021-2022			Responsible Parties	
				Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
			MCM 1 Public Education	2. For interested Coalition MS4s provide access to the Center for Watershed Protection member portal (archived webcasts, educational material);	3/9/2021		X	MCM 1 Public Education	Yes	Coalition Director identifies webcasts of interest to Coalition members (purchased or free); Coalition sponsors 1 presentation at a particular date/time using videoconference technology. Presentation promoted by Coalition and members		3/9/2022	X	X	
			MCM 1 Public Education	3. If requested, print/distribute existing stormwater publications (brochure racks, clean up events, etc.)	3/9/2021		X	MCM 1 Public Education	Yes	For interested Coalition members, Director prints/distributes existing stormwater publications (for brochure racks, clean up events, etc.)		3/9/2022		X	
			MCM 1 Public Education	4. Hire Coalition Outreach Specialist who updates and/or creates educational material for targeted audience - message and effectiveness analyzed.	3/9/2021		X	MCM 1 Public Education	No	Dropped. Coalition Outreach Specialist not hired.					
20			MCM 1 Public Education	Traditional - Non Land Use Control and Non-Traditional MS4s: Educational materials may be made available at locations including, but not limited to: at service areas, lobbies, or other locations where information is made available; at staff training; on covered entity's website; with pay checks; and in employee break rooms. (pg. 52)				MCM 1 Public Education							

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21			Traditional - Land Use Control MS4: at minimum covered entity shall report on these items: 1. list education and outreach activities performed for the general public and target audiences and provide any results (# people attended, amount of materials distributed, etc. 2. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 3. effectiveness of program/BMPs/goal assessment; 4. maintain records of training activities. (pg. 31)	MCM 1 Public Education					MCM 1 Public Education						
22			Traditional - Non Land Use Control and Non-Traditional MS4s: a minimum covered entity shall report on these items: 1. list education/outreach activities performed and provide any results (# people attended, amount of materials distributed, etc. 2. education of public about hazards associated with illegal discharges and improper disposal of waste; 3. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 4. effectiveness of program/BMPs/goal assessment; 5. maintain records of training activities. (pg. 52 & pg. 53)	MCM 1 Public Education					MCM 1 Public Education						

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23	MCM 2 - Public Participation			MCM 2 - Public Involvement/Participation				MCM 2 - Public Participation							
24	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1.for types of opportunities. (6 months)	Traditional - Land Use Control MS4: Develop and implement a program identifies key individuals and groups public and private who are interested in or affected by the SWMP. Program identifies types of input covered entity will seek from key individual and groups (pg. 32 & pg. 33)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
25			All MS4 Types: Each covered entity shall ensure that local public officials and members of the public are informed about the program, activities, and progress made (pg. 21).	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
26			All MS4 Types: Provide an opportunity for public to participate in development, implementation, review, and revision of SWMP (pg. 33 and pg. 54)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
27		Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)	Traditional - Land Use Control MS4: Program describes activities covered entity will take to program access to those who want it and to gather the needed input. Activities included but limited to: water quality hotline (report spills, dumping, construction site concerns, etc.); stewardship activities like stream clean ups, storm drain marking and volunteer water quality monitoring. (pg. 33)	MCM 2 Public Inv/Part	Participate in Coalition organized WAVE volunteer stream monitoring events (promotion, recruit volunteers), depending on COVID 19 restrictions	3/9/2021	X	X	MCM 2 Public Inv/Part	No	Covid	If WAVE event organized by Coalition, assist in locating a site and recruiting WAVE volunteers.	3/9/2022	X	

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			MCM 2 Public Inv/Part	Organize one or more Coalition-wide WAVE Volunteer Stream Monitoring events (July 1 to Sept 30);	3/9/2021	X	X	MCM 2 Public Inv/Part	No	Due to Covid social distancing, no WAVE events organized by Coalition	Director queries Coalition members regarding Coalition-wide WAVE volunteer stream monitoring events (July 1 to Sept 30), organizes one or more if interest	3/9/2022		X	
			MCM 2 Public Inv/Part	Hire and train Coalition Outreach Specialist who organizes one coalition-wide public participation activity	3/9/2021	X	X	MCM 2 Public Inv/Part	No		Director queries Coalition members about Coalition sponsorship or coordination of one public participation event (not WAVE). If interest, provide Coalition staff support and coordinate Coalition-wide support.	3/9/2022		X	
28		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)	MCM 2 Public Inv/Part	All MS4 Types: Identify a local point of contact for public concerns regarding stormwater management and compliance with this SPDES permit Name or title of this contact and phone number must be published in public outreach and participation materials and kept up to date on the MCC form (pg. 33 & pg. 54)				MCM 2 Public Inv/Part							

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29	MCM 2 Public Participation: Public input comments received on SWMP and annual report		All MS4 Types: Prior to submitting the annual report by June 1, present the draft annual report in a format that is open to the public, where the public can ask questions about and make comments on the report. This can be done: at a meeting if Traditional MS4 and on the internet. If internet, provide the public the opportunity to provide comments on the internet or otherwise, and if Traditional MS4 provide the public the opportunity for 2 or more persons to request a public meeting - detailed meeting requirements listed in permit. (pg 33, 34, 54, and 55).	MCM 2 Public Inv/Part	Continue to post the DRAFT/FINAL Annual Report on a City and Coalition website for public comment and post the location of the SWMP.	6/1/2021	X	X	MCM 2 Public Inv/Part			Continue to post the DRAFT/FINAL Annual Report on a City and Coalition website for public comment and post the location of the SWMP.	6/1/2021	X	X
30			All MS4 Types: Re: Annual Report - Department recommends that announcements be sent directly to individuals (public and private interested parties) known to have a specific interest in the covered entities SWMP (pg. 34 & pg. 55)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part			Coalition Director emails information about SWMP Plan update and posting of DRAFT/FINAL MS4 Permit Joint Annual Report on Coalition website. Email list includes elected officials and staff from 12 Coalition MS4 member communities.	6/15/2021		X
31			All MS4 Types: Annual report includes a summary of any comments received and (intended) responses on the individual covered entities information or the shared annual report submission. Changes made to the SWMP in response to comments should be described in the annual report. (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
32			All MS4 Types: A copy of the final report and the SWMP Plan are available for public inspection (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						

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Required Record	Deliverable	Text (pg. no)													
												Director posts FINAL Joint Annual Report on Coalition website	3/9/2022		X
33			Traditional - Land Use Control MS4: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); public involvement/participation activities (Ex. steam cleanups, # attending, number of calls to hotline, # and extent of storm drain stenciling); effectiveness of program/BMPS/goal assessment. (pg. 35)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
34			Traditional - Land Use Control & Non Traditional MS4s: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); effectiveness of program/BMPS/goal assessment. (pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
35	MCM 3 - Illicit Discharge Detection & Elimination			MCM 3 - Illicit Discharge Detection & Elimination				MCM 3 - Illicit Discharge Detection & Elimination							
36	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Prohibit through law, ordinance, or other regulatory mechanism illicit discharges into small MS4 (pg. 36)	MCM 3 IDDE					MCM 3 IDDE						
37			Non-Traditional MS4: Prohibit illicit discharges to MS4 and implement enforce against illicit discharges through available mechanisms; procedures or policies must be developed for implementation and enforcement mechanisms; a written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcing of the mechanisms; mechanisms and directive must be equivalent to State Model IDDE Local Law (pg. 59)	MCM 3 IDDE					MCM 3 IDDE						
38	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Mechanism must be equivalent to States model IDDE Local Law; the mechanism must be certified by the attorney representing the small MS4 as being equivalent (pg. 36)	MCM 3 IDDE					MCM 3 IDDE						
39			All MS4 Types: Describe procedures for enforcing against illicit dischargers (pg. 36 & pg. 59)	MCM 3 IDDE					MCM 3 IDDE						
40			All MS4 Types: Implement appropriate enforcement procedures and actions (pg.36 & pg. 59).	MCM 3 IDDE					MCM 3 IDDE						

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal	Due Date	MS4	Coalition					
41	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)	All MS4 Types: Program must inform public employees, business, and the general public of the hazards associated with illegal discharges and prompoer disposal os waster (pg. 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE						
42	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)		MCM 3 IDDE					MCM 3 IDDE						
43	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)	All MS4 Types: Program must include procedures for identifying priority areas of concern (geographic, audience, or otherwise) for IDDE program. (pg 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE						
44		Part VI.C.4 Identify High Priority Outfalls (3 years)		MCM 3 IDDE					MCM 3 IDDE						
45	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)	All MS4 Types: Conduct an outfall reconnaissance inventory as described EPA publication entitled: IDDE: A Guidance Manual for Program Development and Technical Assessment addressing every outfall within urbanized area at least once every five years, with reasonable progress each year. (pg. 36 & pg. 57)	MCM 3 IDDE	Complete ORI's as indicated by completed and corrected outfall maps (20% of outfalls).	3/9/2021	X		MCM 3 IDDE	Yes		Complete ORI's as indicated by completed and corrected outfall maps (20% of outfalls).	3/9/2022	X	
				MCM 3 IDDE	Complete system mapping associated with identified outfalls, conduct ORIs, and track down as needed	3/9/2021	X		MCM 3 IDDE						

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			MCM 3 IDDE	Coalition Director reviews with Working Group contents of ORI kit-match kit to Svy123 ORI form-remove/add kit items	3/9/2021	X	X	MCM 3 IDDE	Yes						
			MCM 3 IDDE	Coalition Director reviews ORI Kit resupply and water testing role of Albany County Water Purification District, revise services as needed	3/9/2021	X	X	MCM 3 IDDE	Yes		Coalition provides Industrial discharge and bacteria sampling for interested Coalition members via a private lab. ORI Kit management at Coalition office (175 Green St)	3/9/2022	X		
			MCM 3 IDDE	GIS Coordinator and/or Coalition Director trains MS4s in use of tablets/ORI Svy123 forms, data access and management. All MS4s high functionins users of tablet/form technology	3/9/2021	X	X	MCM 3 IDDE	No	Covid - County wide hiring freeze (2020). No Coalition staff hired to complete this goal.	GIS Coordinator and Coalition Director researches with individual MS4s status of MS4/member use post DEC grant (~since June, 2019) of tablets/ORI Svy123 forms, data access and management. Future needs and arrangements clarified; implementation plan developed with and for all parties.	3/9/2022	X	X	
			MCM 3 IDDE	Coalition Stormwater Program Tech completes ORI inspection for 4 MS4s as needed or requested (Cohoes, W/vliet, Menands, New Scotland)	3/9/2021	X	X	MCM 3 IDDE	Partial Yes.	Coalition Director completes ORIs for Menands, trains Cohoes intern/staff in tablet use.	If Coalition Stormwater Program Tech hired, determine location and extent of ORI inspections for Cohoes, W/vliet, Menands, and New Scotland. Complete ORIs as requested.	3/9/2022	X		
46		Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)	MCM 3 IDDE					MCM 3 IDDE							

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	Required Record	Deliverable	Text (pg. no)	BMP Category	City of Albany Measurable Goals 2020- 2021	Due Date	MS4	Coalition	BMP Category	2020 -2021 Goals	2021-2022	Responsible Parties	MS4	Coalition	
				Goal	Due Date				Goal Met?	Comments	Goal	Due Date			
47	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)		MCM 3 IDDE	Outfall inspection procedures updated, as needed	3/9/2021	X		MCM 3 IDDE	Yes		Outfall inspection procedures updated, as needed	3/9/2022	X	
48	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)	All MS4 Types: Program must include procedures for identifying and locating illicit discharges (trackdown) (pg. 37 & pg. 59)	MCM 3 IDDE	Track down procedures updated, as needed	3/9/2021	X		MCM 3 IDDE	Yes		Track down procedures updated, as needed	3/9/2022	X	
49		Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)		MCM 3 IDDE					MCM 3 IDDE						
50	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)	All MS4 Types: Program must include procedures for eliminating illicit discharges; procedures for documenting actions; procedures for documenting actions (pg. 37 & pg. 59)	MCM 3 IDDE	Elimination procedures updated, as needed	3/9/2021			MCM 3 IDDE			Elimination procedures updated, as needed	3/9/2022	X	
51			All MS4 Types: Develop and maintain a map minimally within covered entities jurisdiction in urbanized area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system.Field verify outfalls (pg. 36 & pg. 57) GOALS ENTERED IN MAPPING SECTION.	MCM 3 IDDE					MCM 3 IDDE						

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
52			All MS4 Types: Covered entities shall report: # & % of outfalls mapped; # of outfall detected and eliminated; % of outfalls for which an outfall reconnaissance inventory has been made; status of system mapping; activities in and results of informing public employees, businesses, and general public of hazards associated with illegal discharges and improper disposal of waste; regulatory mechanism status-certified as equivalent; effectiveness of program, BMPS, goal assessment (pg. 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE						

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
53	MCM 4 - Construction Site Runoff Control			MCM 4 - Construction Site Runoff Control				MCM 4 - Construction Site Runoff Control							
54	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require SWPPP for each applicable land disturbing activity that includes erosion and sediment controls that meet the States current technical standards (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
55			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates mechanisms for construction runoff requirements to the extent allowable under State and local law that meets State's most current technical standards: through available mechanisms; procedures & policies must be developed for implementation & enforcement; a written directive from person authorized to sign NOI stating that updated mechanisms must be used and who (position) is responsible; mechanisms/directive equivalent to requirements of SPDES General Pmt for Construction Activities (pg. 60-61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
56	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Mechanism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal	Due Date	MS4	Coalition					
57			Traditional - Land Use Control MS4: Contains requirements for constructions site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at construction site...pursuant to requirements of construction permit (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
58	MCM 4 Construction Site Runoff Control: Education materials on Construction program		All MS4 Types: Educates construction site owner/operators, design engineers, municipal staff and other individuals to whom regs apply about the municipalities (MS4s) construction stormwater requirements, when requirements apply, to whom, procedures for submission of SWPPPs, procedures for construction site inspections, and other procedures associated with the control of construction stormwater. (pg. 40 & pg. 61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
59	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elements not explicitly required by GP-0-15-003) (3 years)	All MS4 Types: Program establishes and maintains an inventory of active construction sites, including location of site, owner/operator information (pg. 41 & pg. 61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
60	MCM 4 Construction Site Runoff Control: Construction Site priority areas			MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
61	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 review (1 year)	Traditional - Land Use Control MS4: Describes procedures for SWPPP Review (pg. 39)	MCM 4 Constr Site Runoff Control	SWPPP Review procedures, updated as needed.	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes		SWPPP Review procedures, updated as needed.	3/9/2022	X	

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				BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
62		Part VI.D.7 Train SWPPP reviewers (1.5 years)	Traditional - Land Use Control MS4: Program ensures that the individual performing reviews are adequately trained and understand State and local sediment and erosion control requirements (all SWPPPs must be reviewed for sites 1 acre or greater; must utilize MS4 SWPPP Acceptance Form) (pg. 39-40)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
63	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)		MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
64	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (identify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	All MS4 Types: Describes procedures for site inspections and enforcement of erosion and control measures, including steps to identify priority sites. All sites must be inspected where the disturbance is greater than 1 acre. (pg. 40 & pg. 60).	MCM 4 Constr Site Runoff Control	Review existing construction site inspection procedures, update as needed.	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes		Review existing construction site inspection procedures, update as needed.	3/9/2022	X		
65			Traditional - Land Use Control MS4: Covered entities must determine that it is acceptable for the owner/operator of a construction project to submit the Notice of Termination (NOT) to the Department by performing a final site inspection themselves or by accepting the Qualified Inspector's final inspection certificate(s) required by the Construction Permit. Principal executive officer, ranking elected official, or duly authorized rep shall document their determination by signing MS4 Acceptance statement on NOT. (pg. 40)	MCM 4 Constr Site Runoff Control	Monitor PCSMP signage requirement for ongoing compliance, include as comment on plans.	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes		Monitor PCSMP signage requirement for ongoing compliance, include as comment on plans.	3/9/2022	X		

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66		Part VI.D.7 Train Construction site inspectors (1.5 years)	Traditional - Land Use Control MS4: Program must ensure that individuals performing the inspections are adequately trained and understand state and local sediment and erosion requirements (pg. 40)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
67		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)	All MS4 Types: Ensures that construction site operators have received E/SC training, including the <i>trained contractor</i> s as defined in Construction Activity Permit, before they do work within a covered entities jurisdiction and maintain records of that training. Training may be provided by Soil and Water Conservation District...(pg. 41 & 61)	MCM 4 Constr Site Runoff Control	Distribute 4 Hr E/SC training notice to contractors	3/9/2021	X		MCM 4 Constr Site Runoff Control						
				MCM 4 Constr Site Runoff Control	Monitor 4 hr E/SC training status and training needs of new employees, have individual attend training, as needed	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes		Monitor 4 hr E/SC training status and training needs of new employees, have individual attend training, as needed	3/9/2022	X	
				MCM 4 Constr Site Runoff Control	Co-sponsor with ACSWCD, one (1) 4hr E/SC training for Construction Site Operators; distribute promotional material to Coalition members; post training info on Coalition website.	3/9/2021		X	MCM 4 Constr Site Runoff Control	No	ACSWCD training not offered due to Covid	Coalition Director consults with ACSWCD about future of 4 hr E/SC offerings by SWCD state-wide. If relevant and possible, one training co-sponsored with ACSWCD (not a videoconference).	3/9/2022		X

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68		Part VI.D.11 Update tracking system for inspections and complaints (6 months)	Traditional - Land Use Control MS4: Covered entities shall report: # of SWPPPs reviewed; # and type of enforcement action; % of active construction sites inspected once; % of active construction sites inspected more than once; # of construction sites authorized for disturbance of one or more acres; effectiveness of program/BMPs/goal assessment. (pg. 41)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
69			Traditional - Non-Land Use Control & Non-Traditional MS4: Covered entity shall report: # and type of sanctions employed; status of regulatory mechanism - certify will assure compliance with Construction Permit; # of construction sites authorized for disturbance greater than 1 acre; effectiveness of program/BMPs/goal assessment (pg. 62)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
70	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...		All MS4 Types: Describes procedures for receipt and follow up on complaints or other information submitted by the public regarding construction site storm water runoff (pg. 40 & pg. 61).	MCM 4 Constr Site Runoff Control	Document and retain all public complaints related to construction sites	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes		Document and retain all public complaints related to construction sites	3/9/2022	X	

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71	MCM 5 - Post Construction Stormwater Runoff			MCM 5 - Post Construction Stormwater Runoff					MCM 5 - Post Construction Stormwater Runoff						
72	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require post construction run off controls from new deveopment and re-development projects to the extent allowable under State law that meets the State most current technical standards. (pg. 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
73			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates enforceable mechanism for post-construction runoff control from new development and redevelopment projects to extent allowable under state or local law that meets State current technical standards through avaiable mechanisms, procedures or policies must be developed for implementation and enforcment; written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcment the mechanisms; and mechanism and directive must assure compliance with SPDES General Permit for Construction Activities (pg. 62)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
74	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Regulatory mechnism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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75			All MS4 Types: Includes a combination of structural and non-structural management practices according to standards defined in the most current version of the NYS Stormwater Management Design manual (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
76			All MS4 Types: in development of watershed plans, municipal comprehensive plans (only Trad MS4s), open space preservation programs, local law, ordinances and land use regulations, covered entities must consider principles of Low Impact Development, Better Site Design, and other Green Infrastructure Practices to the MEP (Maximum Extent Practicable) (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff			Reach out to City Planning Dept for status of Comp Plan and/or Local Law updates related to water quality; monitor activities as needed.	3/9/2022	X	
77			Traditional - Land Use Control MS4: Covered entities are required to review according to Green Infrastructure practices defined in the Design Manual at a site level and encouraged to review, and revise where appropriate local codes and law that include provisions that preclude green infrastructure or construction techniques that minimize or reduce pollutant loadings. (pg. 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
78			Traditional - Land Use Control MS4: Describe procedures for SWPPP Review and review of individual SWPPPs to ensure consistency with NYS SW Design Manual. (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
79			Traditional - Land Use Control MS4: Program ensures that individual performing the SWPPP review are adequately trained and understand the State and local post construction site requirements (pg.44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
80			Traditional - Land Use Control MS4: Program ensures that individual performing the review of SWPPPs that include post construction stormwater management practices are <i>qualified professionals</i> or under the supervision of <i>qualified professionals</i> (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
81			Traditional - Land Use Control MS4: Program ensures that after review of SWPPPs the covered entity must utilize the "MS4 SWPPP Acceptance Form" created by the Department as required in Construction Activity Permit when notifying construction site owner/operators that their plans have been accepted by the covered entity. (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
82			Traditional - Land Use Control MS4: Program utilizes available training from sources such as Soil ad Water Conservation Districts, Planning Councils....to educate municipal boards and Planning and Zoning Boards on low impact development principles, better site design approach, and green infrastructure applications.(pg.44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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83			Traditional - Land Use Control MS4: (newly regulated): Covered entity shall report on procedures for SWPPP review; procedures for inspection and maintenance of post construction management practices; and procedures for enforcement and penalization of violators (pg. 46)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
84	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)	All MS4 Types: Maintain an inventory of post construction stormwater practices within the covered entities jurisdiction. At a minimum include practices discharging to small MS4 that have been installed since March 10, 2003, all practices owned by the MS4, and those practices found to cause or contribute to water quality standard violations. Inventory shall include at minimum: location of practice (street address or coordinants); type of practices; maintenance needed per NYS Stormwater Management Design Manual, SWPPP or other provided documentation, and dates and type of maintenance performed (pg. 44,45, and 64)	MCM 5 Post Constr SW Runoff	Post Construction SMP inventory updated as needed and incorporated into GIS	3/9/2021			MCM 5 Post Constr SW Runoff	Yes		Post Construction SMP inventory updated as needed and incorporated into GIS	3/9/2022	X	
85	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	All MS4 Types: Program ensures adequate long-term operation and maintenance of mgmt practices identified in inventory, by trained staff, including inspections (assessment if Non Trad) to ensure that practices are performing properly. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff	Implement maintenance related procedures (explain O & M requirements to owners; monitor inspections; conduct inspections as needed; enforcement; monitoring filing of O & M documentation with deeds; record keeping).	3/9/2021			MCM 5 Post Constr SW Runoff	Yes		Implement maintenance related procedures (explain O & M requirements to owners; monitor inspections; conduct inspections as needed; enforcement; monitoring filing of O & M documentation with deeds; record keeping).	3/9/2022	X	

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
86			All MS4 Types: The inspection (assessment if Non Trad) shall include inspection items identified in the maintenance requirements (NYSDEC SW Design Manual, SWPPP or other maintenance information) for the practice. Covered entities are not required to collect stormwater samples and perform specific chemical analysis. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff	GIS Coordinator or Coaliton Director locates the Survey123 PCSMP forms created by the Coalition Stormwater Program Technician Assistant in 2019. Share forms with Coalition MS4s now using ArcGIS Online Survey123/Collector technology.	3/9/2021		X	MCM 5 Post Constr SW Runoff	No	Moved to Mapping				
87			All MS4 Types: Develop, implement, and provide adequate resources for a program to inspect development and re-development sites by trained staff and to enforce and penalize violators (pg. 45 & pg 65)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
88			Traditional - Land Use Control MS4: Covered entity shall report on: # of SWPPPs reviewed; # and type of enforcement actions; # and type post-construction stormwater management practices inventoried; # and type of post construction stormwater management practices inspected; # and type of post construction management practices maintained; regulatory mechanism status-certification; effectiveness of program, BMPs, goal assessment. (pg. 46)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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89			Trad-No Land Use & Non Trad MS4 pg. 65: Covered entity shall report on: # and type of sanctions; # and type post-construction stormwater management practices; # and type of post construction stormwater management practices inspected; # and type of post construction management practices maintained; status of regulatory mechanism, that reegulatory mechanism is equivaalent; effectiveness of program, BMPs, measureable goal assessment. (pg. 65)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
90	MCM 6 - Municipal Operations/Good Housekeeping			MCM 6 - Municipal Operations/Good Housekeeping			MCM 6 - Municipal Operations/Good Housekeeping								
91			All MS4 Types: Develop and implement pollution prevention/good housekeeping program for municipal operations and facilities that contribute or potentially contribute POCs to the small MS4 system. Operations and facilities may include, but not limited to: (pg. 46 & pg 66)	MCM 6 Muni Operations					MCM 6 Muni Operations						
92	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 for roadway maintenance, winter maintenance and bridge maintenance) (2 years)	Street and Bridge Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
93	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair			MCM 6 Muni Operations					MCM 6 Muni Operations						
94			Winter Road Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
95	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 years)	Storm System Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						

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96		Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)		MCM 6 Muni Operations					MCM 6 Muni Operations						
97		Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)		MCM 6 Muni Operations					MCM 6 Muni Operations						
98		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 6 Muni Operations	Maintain post construction sw practices which are City owned.	3/9/2021			MCM 6 Muni Operations	Yes		Maintain post construction sw practices which are City owned.	3/9/2022	X	
				MCM 6 Muni Operations	Update inspection procedures for City owned stormwater management practices, as needed	3/9/2021			MCM 6 Muni Operations	Yes		Update inspection procedures for City owned stormwater management practices, as needed	3/9/2022	X	
				MCM 6 Muni Operations	For green infrastructure maintenance crew, identify training needs and explain inspection and maintenance procedures	3/9/2021			MCM 6 Muni Operations	Yes		For green infrastructure maintenance crew, identify training needs and explain inspection and maintenance procedures	3/9/2022	X	
99			Vehicle and Fleet Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
100			Park and Open Space Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
101			Municipal Building Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
102			Solid Waste Management	MCM 6 Muni Operations					MCM 6 Muni Operations						

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103	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit		New Construction and Land Disturbances	MCM 6 Muni Operations					MCM 6 Muni Operations						
104			Right Of Way Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
105			Marine Operations	MCM 6 Muni Operations					MCM 6 Muni Operations						
106			Hydological Habitat Modification	MCM 6 Muni Operations					MCM 6 Muni Operations						
107			Other (pg. 47 & 66)	MCM 6 Muni Operations					MCM 6 Muni Operations						
108	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)	Traditional - Land Use Control MS4: At minimum frequency once every three years, perform and document a self assessment of all municipal operations addressed by the SWMP to: determine the sources of pollution potentially generated by covered entities operations and facilities and Identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 47)	MCM 6 Muni Operations	Complete facility audits according to tri-annual assessment schedule	3/9/2021			MCM 6 Muni Operations	Yes		Complete facility audits according to tri-annual assessment schedule	3/9/2022	X	
				MCM 6 Muni Operations	Distribute and explain BMP Summary Sheets to various municipal facility administrators; monitor performance; follow up as needed	3/9/2021				Yes		Distribute and explain BMP Summary Sheets to various municipal facility administrators; monitor performance; follow up as needed	3/9/2022	X	

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109	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)	Traditional - Non-Land Use Control & Non-Traditional MS4: Includes the performance and documentation of a self assessment of all municipal operations to: determine the sources of pollution potentially generated by covered entities operations and facilities and Identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 66)	MCM 6 Muni Operations				MCM 6 Muni Operations							
110			All MS4 Types: Determine management practices, policies, procedures, etc that will be developed and implemented to reduce or prevent discharge of (potential) pollutants. Refer to management practices identified in the "NYS Pollution Prevention and Good Housekeeping Assistance Document" and other guidance materials available from EPA, State, or other organizations. (pg. 47 & 66)	MCM 6 Muni Operations				MCM 6 Muni Operations							
111			All MS4 Types: Prioritize pollution prevention and good housekeeping efforts based on geographic area, potential to improve water quality, facilities or operations most in need of modification or improvement, and covered entities capabilities (pg. 47 & 67)	MCM 6 Muni Operations				MCM 6 Muni Operations							
112		Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)	All MS4 Types: Includes an employee pollution prevention and good housekeeping training program and ensures that staff receive and utilize training (pg. 48 & pg. 67)	MCM 6 Muni Operations	Continue to train City staff from multiple Depts using DVDs (IDDE-Grate Concern; Spill and Skills; or others).	3/9/2021		MCM 6 Muni Operations	Yes	Limited training opportunities due to Covid	Identify training needs of relevant staff and provide appropriate training using DVDs (IDDE-Grate Concern; Spill and Skills; or others); webinars; and other available venues	3/9/2022	X		

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				MCM 6 Muni Operations	Communicate to all appropriate staff procedures for reporting stormwater issues to the SW Prog Coor (phone or email).	3/9/2021			MCM 6 Muni Operations	Yes		Communicate to all appropriate staff procedures for reporting stormwater issues to the SW Prog Coor (phone or email).	3/9/2022	X	
113			Trad MS4 (pg. 48): Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, to meet permit requirements as the requirements apply to the activity performed	MCM 6 Muni Operations					MCM 6 Muni Operations						
114			Traditional - Non-Land Use Control & Non-Traditional MS4: Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, etc. to make the necessary certification in Part IV. G. (pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations						
115			All MS4 Types: Requires municipal operations and facilities that would otherwise be subject to the NYS Multi-sector General Permit for Industrial stormwater discharges (MSGP, GP-012-001) to prepare and implement provisions in SWMP that comply with Parts III. A. C. D. J. K. and L. The covered entity must perform monitoring and recordkeeping. Discharge monitoring reports must be attached to the MS4 annual report. (pg. 48 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations						

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116			All MS4 Types: Consider and incorporate cost effective runoff reduction techniques and green infrastructure in routine upgrade of stormater conveyance systems and municipal properties to the MEP (Maximum Extent Practicable) (pg. 46 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations						
117			All MS4 Types: Adopt techniques to reduce the use of fertilizers, pesticides, and herbicides as well as potential impacts to surface water. (pg. 48 & pg. 68)	MCM 6 Muni Operations					MCM 6 Muni Operations						
118			All MS4 Types: Covered entities are required to report on all municipal operations & facilities that their program is addressing, at a minimum: indicate the municipal operations and facilities that pollution prevention program assessed; and describe if not done so already, the management practices, policies, and procedures that have been developed, modified and/or implemented;	MCM 6 Muni Operations					MCM 6 Muni Operations						

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	Required Record	Deliverable	Text (pg. no)	BMP Category	City of Albany Measurable Goals 2020- 2021		Responsible Parties		2020 -2021 Goals		2021-2022			Responsible Parties	
				Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
119			and at a minimum report: acres of parking lot swept; miles of street swept; number of catch basins inspected and where necessary cleaned; post construction control stormwater practices inspected and where necessary cleaned; pounds of phosphorus applied in chemical fertilizer; pounds of nitrogen applied in chemical fertilizer; and acres of pesticides/herbicides applied;	MCM 6 Muni Operations	Obtain from all appropriate City staff catch basin cleaning and repair data; sweeping data; salt usage; fertilizer/herbicide use data; hazardous household material collected data for Annual Report	3/9/2021	X		MCM 6 Muni Operations	Yes		Obtain from all appropriate City staff catch basin cleaning and repair data; sweeping data; salt usage; fertilizer/herbicide use data; hazardous household material collected data for Annual Report	3/9/2022	X	
120			and report staff training events and number of staff trained;	MCM 6 Muni Operations					MCM 6 Muni Operations						
121			and report on effectiveness of program, BMPs, measurable goal assessment (pg. 48 68)	MCM 6 Muni Operations					MCM 6 Muni Operations						

Row No	MS4 Permit Requirments			Annual Evaluation April, 2020			City of Albany		Annual Evaluation March/April, 2021					City of Albany	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	Date & SWMP Preparer(s): April 9, 2020. Peter Beck and Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): March 31, 2021 Peter Beck and Nancy Heinzen					Traditional-Land Use Control MS4	
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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
122	Enhanced Requirements for impaired Waters w/out Approved TMDL			Enhanced Requirements for impaired Waters without an Approved TMDL					Enhanced Requirements for impaired Waters without an Approved TMDL						
123			All MS4 Types: Part III. SPECIAL CONDITIONS B.1.. Impaired Waters Without Watershed Improvement Strategies or Fturue TMDLS. If a small MS4 discharges a stormwater pollutant of concern (POC) to an impaired water listed in Appendix 2, the covered entity must ensure no net increase in its discharge of the listed POC to that water (pg. 12). Albany County - Ann Lee(Shakers), Pond, Stump Pond POC: Phosphorus (pg 102, Appendix 2)	Enhanced Requirements for impaired Waters without an Approved TMDL					Enhanced Requirements for impaired Waters without an Approved TMDL						

Stormwater Coalition of Albany County

**Town of Bethlehem
New York**

MS4 Permit No. NYR20A464

**Annual Evaluation
(April, 2021)**

**Storm Water Management Program Plan
(BMPs and Measurable Goals)
2021 to 2022**

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Town of Bethlehem		Annual Evaluation March/April, 2021					Town of Bethlehem		
				Date & SWMP Preparer(s): <i>Apr 8, 2020. Joe Cleveland & Nancy Heinzen</i>			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): <i>Apr 2, 2021. Joe Cleveland & Nancy Heinzen</i>					Traditional-Land Use Control MS4		
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	Effective: May 1, 2015 . Expiration: April 30, 2017 (still in effect)	BMP Category	Town of Bethlehem Measurable Goals		SPDES Permit No NYR20A208		BMP Category	Town of Bethlehem Progress Meeting		Town of Bethlehem Measurable Goals		SPDES Permit No NYR20A208	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	2020- 2021			Responsible Parties	2020 -2021 Goals	2021-2022	Responsible Parties							
Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
1	Administrative			Administrative				Administrative								
2	SWMP Coordinator	Designate a SWMP Coordinator (30 days)	All MS4 Types: From Annual MCC Form: Name/Contact: Stormwater Program Coordinator (MCC Form Contact Info)	Admin					Admin							
3	Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	All MS4 Types: MS4 Permit SWMP Plan definition. "The SWMP Plan should include a detailed written explanation of all management practices, activities and other techniques....Documents to include: ...Intermunicipal agreements and other legal authorities... (pg. 98)	Admin	Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan Not AR measurable goal	3/9/2021	X	X	Admin	Yes		Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan Not AR measurable goal	3/9/2022	X		
				Admin	Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	3/9/2021		X	Admin	Yes		Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	12/31/2022	X		
									Admin			Coalition Director and members evaluate Coalition operators; individual MS4 needs/interests; and Coalition priorities. County/members decide need/value of Coalition. If interest, County/members update/adopt IMA-MOU by 12/31/2022. If not, terminate Coalition operations (equipment-website-staff-files).	12/31/2022	X	X	

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4			All MS4 Types: Part IV. Reliance Upon Third Parties. Applies when covered entity relies on third party entities to develop or implement any portion of the SWMP. The covered entity must, through a signed statement, contract or agreement provide adequate assurance that the third parties will comply with permit requirements....see Contracted Entity Certification Statement...(pg. 18)	Admin					Admin							
5	Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	All MS4 Types: From SWMP Plan definition. Documents to include:Staffing and staff development programs and organizational charts... (pg.98)	Admin	Update org. chart as needed Not AR measurable goal	3/9/2021	X		Admin	Yes		Update org. chart as needed Not AR measurable goal	3/9/2022	X		
				Admin	Hire Coalition GIS Coordinator NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	Yes	Coalition GIS Coordinator (start date: 4/30/2021)	Coalition Director monitors and facilitates all aspects of hiring process so that GIS Coordinator starts 4/30/2021	6/1/2021	X		
				Admin	Hire/train Coalition Stormwater Program Technician (PT-dedicated staff person for 4 MS4s) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Job posted 2020/2021; interviews and job offer; noone hired.	Coalition Director discusses w/T/NewScot, C/WWliet, C/Cohoes, and V/Menands next steps re: hiring/training of Coalition Stormwater Program Technician. Implement hiring decision and plan.	12/31/2021	X		

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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties				2020 -2021 Goals		2021-2022		Responsible Parties
Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
			Admin	Hire/train Coalition Outreach Specialist NOTE: Covid19 pandemic may force change in plans (hiring) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Dropped. Covid - no funds.					
			Admin	Identify relevant training needs, suitable for Coalition wide training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt mangement, MS4 construction inspections-forms-data management: Stormwater Regs)	3/9/2021		X	Admin	No	Covid - no Coalition staff to coordinate, social distancing mandates an obstacle	Coalition Director and members identify relevant staff development needs suitable for Coalition-wide or individual training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt management, MS4 construction inspections-forms-data management, Stormwater Regs). Time permitting, implement training activity.	3/9/2022		X	
			Admin	Identify taining opportunities for members, allocate training dollars for interested Coalition members, purchase training seats, as needed and funds are available	3/9/2021		X	Admin	Yes	Coalition funds supported 'ZOOM' training of individual MS4 'stormwater' staff.	Coalition Director identifies training (staff development) opportunities for members & Coalition staff, allocates training dollars for interested Coalition members, purchases training seats, as needed and funds are available	3/9/2022		X	

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6			Traditional - Non Land Use Control and Non-Traditional MS4s: For each of the elements of the SWMP Plan, the covered entity must identify (i) the agencies and/or offices that would be responsible for implementing the SWMP Plan and (ii) any protocols for coordination among such agencies and/or offices necessary for the implementation of the plan element. (pg. 51)	Admin					Admin							
7	Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)		Admin					Admin							
8		Develop Enforcement Response Plan (3 years)	All MS4 Types: see MCM 3, MCM 4, and MCM 5 for enforcement procedures requirements.	Admin					Admin							
9	Annual Evaluation		All MS4 Types: A. Assessment: Covered entities must conduct an annual evaluation of its program compliance, the appropriateness of BMPs, progress towards goals... (pg. 19)	Admin	Complete Annual Evaluation as part of SWMP Update (April, 2020) Not AR measurable goal	3/9/2021	X	X	Admin	Yes		Complete Annual Evaluation as part of SWMP Update (April, 2020) Not AR measurable goal	6/1/2021	X		
				Admin	Coalition prepares with members the Joint SWMP Plan update (April/May 2020 Annual Evaluation).	6/1/2020	X	X	Admin	Yes		Coalition Director prepares Joint SWMP Plan Annual Evaluation (March/April 2021) template; meets with individual MS4s to assess progress meeting goals; records new goals. Director assembles and posts Joint SWMP Plan update on Coalition website.	6/1/2021		X	

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
10	Administrative Requirements: Annual Reports		All MS4 Types: C. Annual Reporting: Central Office must receive annual report, electronic or hard copy, no later than June 1 of reporting year (pg.19)	Admin	Submit Annual Report by June 1, 2020 Not AR Measurable goal	6/1/2020	X	X	Admin	Yes		Submit Annual Report by June 1, 2020 Not AR Measurable goal	6/1/2021	X	
				Admin	Coalition submits Joint Annual Report by June 1, 2020 which includes individual MS4 Reports from members able to prepare a Report by June 1; others submit their individual Annual Report as soon as possible. All final documents are included and posted with the Coalition Joint Annual Report. For some MS4s office records unavailable due to Covid-19 social distancing restrictions.	6/1/2020. For some MS4s after 6/1/2020 as soon as possible (8/1/2020)	X	X	Admin	Yes		Coalition Director prepares Coalition-specific pages for individual MS4 Annual Reports; adds Coalition pages to individual MS4 reports; assembles MS4 Annual Reports into a Joint Annual Report; submits Joint Annual Report to NYSDEC by June 1, 2021.	6/1/2021		X
11	MS4 Correspondence with the Dept		All MS4 Types: B. Recordkeeping: must keep records included in SWMP plan...comments from the Department (pg.19)	Admin					Admin						

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	Goal Met?	Comments	Goal	Due Date	MS4	Coalition						
12	Special Conditions			Special Conditions					Special Conditions							
13	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards			Special Conditions					Special Conditions							
14	Mapping			Mapping					Mapping							
15	Mapping: Map of the MS4 conveyance system	Update map to show location 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)	All MS4 Types: Mapping requirements are found in MCM 3 IDDE. They are stated here and in MCM 3. Requirements: Develop and maintain a map, at a minimum within covered entities jurisdiction in urbanized area and additionally designated area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system. Field verify outfall locations (pg. 36 & pg. 57)	Mapping	MCM3 1. Continue ongoing Storm System Mapping (SSM) data collection and integration into SSM GIS datasets when possible	3/9/2021	X		Mapping	Yes		MCM3 1. Continue ongoing Storm System Mapping (SSM) data collection and integration into SSM GIS datasets when possible	3/9/2022	X		
				Mapping	MCM3 2. Map IDDEs by creating dataset in Town of Bethlehem Stormwater GIS	3/9/2021	X		Mapping	No	Unable to complete due other GIS priorities (Police/911 project took up majority of GIS availability)	MCM3 2. Map IDDEs by creating dataset in Town of Bethlehem Stormwater GIS	3/9/2022	X		

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			Mapping	MCM3 3.Continue to map new outfalls as they become active or are discovered	3/9/2021	X		Mapping	Yes	Outfall GIS inventory updated to incorporate new development and to reflect recon mapping and ORI findings	MCM3 3.Continue to map new outfalls as they become active or are discovered	3/9/2022	X			
			Mapping	Hire and train GIS Coordinator in Coalition storm system and program mapping completed to date; the status/cost of all existing mapping related technology (computers, GPS units, mapping software); purpose of Coalition support and details of relevant water regulations; GIS capacity and anticipated needs of all Coalition members	3/9/2021		X	Mapping	Yes, partial	Coalition GIS Coord hired, start date 4/30/2021, not trained.	Coalition Director and others train Coalition GIS Coordinator in Coalition storm system and program mapping completed to date; ArcGIS Online use to date; SwIM mapper; the status/cost of all existing mapping related technology (computers, GPS units, mapping software); and status of individual MS4 stormwater program mapping efforts to date.	12/31/2021	X	X		
											Coalition GIS Coordinator with input from individual MS4s evaluates and manages SwIM related decisions regarding purpose, use, and likely conversion of SwIM to ArcGIS Online platform	3/9/2022	X	X		
			Mapping	Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with Coalition members.	3/9/2021	X	X	Mapping	No		Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with/to Coalition members.	3/9/2022	X	X		

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			Mapping	GIS Coordinator trains members in all aspects of ArcGIS Online Survey 123-Collector tablet use (ORI, Construction Sites, Municipal Facilities inspections). Competencies identified and training success monitored.	3/9/2021	X	X	Mapping	No		GIS Coordinator reviews existing ArcGIS Online Survey 123-Collector stormwater forms (ORI, Construction Sites, Municipal Facilities inspections); identifies with input from Coalition members form issues; updates forms; makes corrected forms available to others; provides training in tablet use and reporting documents.	3/9/2022	X	X	
											GIS Coordinator reviews draft ArcGIS Online Survey 123-Collector Post Construction SW Mgmt Practices inspection forms; with input from Coalition members decides need and value of developing form template for general use by interested MS4s.	3/9/2022	X	X	
			Mapping	Coalition GIS Coordinator and Coalition Director purchase as needed mapping related technology (computer equipment, GPS units, mapping software, staff training, printers)	3/9/2021		X	Mapping	No		Coalition GIS Coordinator and/or Coalition Director evaluate mapping equipment, software, and training needs. Costs are researched with County IT and included in Coalition budget.	3/9/2022		X	

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16	MCM 1 - Public Education and Outreach			MCM 1 - Public Education and Outreach					MCM 1 - Public Education and Outreach						
17			Traditional - Non Land Use Control and Non-Traditional MS4s should consider their public to be the employee/user population, visitors, or contractor/developers. Examples: 1. Educational institutions- faculty, other staff, students, visitors; and 2. Other Gov't Entities-staff, contractors, visitors (pg. 51)	MCM 1 Public Education					MCM 1 Public Education						
18	MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation (1 year) .	All MS4 Types: Covered entities must identify Pollutants of Concern, waterbodies of concern, geographic areas of concern, target audiences (pg. 30 & pg. 51)	MCM 1 Public Education					MCM 1 Public Education						
19	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	ALL MS4 Types: Covered entities develop and implement an ongoing public education and outreach designed to describe impacts of stormwater discharges on water bodies; POCs and their sources; steps that contributors of these pollutants can take to reduce pollutants in stormwater runoff; and steps that contributors of non-stormwater dischargers can take to reduce pollutants (pg. 30 , 31 & pg. 52).	MCM 1 Public Education	1. Continue to distribute stormwater literature at two Household Hazardous Waste Collection Days, if organized (COVID19 dependent).	3/9/2021	X		MCM 1 Public Education	No	Due to COVID-19, both Hazardous Household Waste Collection days were canceled	1. Continue to distribute stormwater literature at at least one Household Hazardous Waste Collection Day	3/9/2022	X	
				MCM 1 Public Education	2. Continue to distribute Moving Dirt and Pool Brochure to individuals seeking a building permit.	3/9/2021	X		MCM 1 Public Education	Yes	Distributed 102 Moving Dirt and 93 Pool brochures	2. Continue to distribute Construction Site BMP and Pool Brochure to individuals seeking a building permit.	3/9/2022	X	

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											3. Insert stormwater message in at least one water and sewer bill specifically targeting illegal dumping into MS4	3/9/2022	X			
				MCM 1 Public Education	1. Support/update Coalition website	3/9/2021		X	MCM 1 Public Education	Yes	Individual MS4s support and Coalition Director updates Coalition website	3/9/2022		X		
				MCM 1 Public Education	2. For interested Coalition MS4s provide access to the Center for Watershed Protection member portal (archived webcasts, educational material);	3/9/2021		X	MCM 1 Public Education	Yes	Coalition Director identifies webcasts of interest to Coalition members (purchased or free); Coalition sponsors 1 presentation at a particular date/time using videoconference technology. Presentation promoted by Coalition and members	3/9/2022	X	X		
				MCM 1 Public Education	3. If requested, print/distribute existing stormwater publications (brochure racks, clean up events, etc.)	3/9/2021		X	MCM 1 Public Education	Yes	For interested Coalition members, Director prints/distributes existing stormwater publications (for brochure racks, clean up events, etc.)	3/9/2022		X		
				MCM 1 Public Education	4. Hire Coalition Outreach Specialist who updates and/or creates educational material for targeted audience - message and effectiveness analyzed.	3/9/2021		X	MCM 1 Public Education	No	Dropped. Coalition Outreach Specialist not hired.					

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	Goal Met?	Comments	Goal	Due Date	MS4	Coalition					
20			Traditional - Non Land Use Control and Non-Traditional MS4s: Educational materials may be made available at locations including, but not limited to: at service areas, lobbies, or other locations where information is made available; at staff training; on covered entity's website; with pay cheks; and in employee break rooms. (pg. 52)	MCM 1 Public Education					MCM 1 Public Education						
21			Traditional - Land Use Control MS4: at minimum covered entity shall report on these items: 1. list education and outreach activities performed for the general public and target audiences and provide any results (# people attended, amount of materials distributed, etc. 2. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 3. effectiveness of program/BMPs/goal assessment; 4. maintain records of training activities. (pg. 31)	MCM 1 Public Education					MCM 1 Public Education						

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22			<p>Traditional - Non Land Use Control and Non-Traditional MS4s: a minimum covered entity shall report on these items: 1. list education/outreach activities performed and provide any results (# people attended, amount of materials distributed, etc. 2. education of public about hazards associated with illegal discharges and improper disposal of waste; 3. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 4. effectiveness of program/BMPs/goal assessment; 5. maintain records of training activities. (pg. 52 & pg. 53)</p>	MCM 1 Public Education					MCM 1 Public Education						

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	Required Record	Deliverable	Text (pg. no)		2020- 2021	Due Date	MS4	Coalition		2020 -2021 Goals	Comments	2021-2022	Due Date	MS4	Coalition
23	MCM 2 - Public Participation			MCM 2 - Public Involvement/Participation				MCM 2 - Public Participation							
24	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1. for types of opportunities. (6 months)	Traditional - Land Use Control MS4: Develop and implement a program identifies key individuals and groups public and private who are interested in or affected by the SWMP. Program identifies types of input covered entity will seek from key individual and groups (pg. 32 & pg. 33)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
25			All MS4 Types: Each covered entity shall ensure that local public officials and members of the public are informed about the program, activities, and progress made (pg. 21).	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
26			All MS4 Types: Provide an opportunity for public to participate in development, implementation, review, and revision of SWMP (pg. 33 and pg. 54)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
27		Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)	Traditional - Land Use Control MS4: Program describes activities covered entity will take to program access to those who want it and to gather the needed input. Activities included but limited to: water quality hotline (report spills, dumping, construction site concerns, etc.); stewardship activities like stream clean ups, storm drain marking and volunteer water quality monitoring. (pg. 33)	MCM 2 Public Inv/Part	1. Continue to support Community Clean Up Days.	3/9/2021	X		MCM 2 Public Inv/Part	Yes	Three community cleanup events were held during the reporting period	1. Continue to support Community Clean Up Days.	3/9/2022	X	

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Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
				MCM 2 Public Inv/Part	2. Continue to support Coalition outreach to recruit volunteer stream monitors (WAVE), contingent on COVID 19 restrictions	3/9/2021	X		MCM 2 Public Inv/Part	No	Due to Covid, WAVE events were not held during the reporting period	If WAVE event organized by Coalition, assist in locating a site and recruiting WAVE volunteers.	3/9/2022	X		
				MCM 2 Public Inv/Part	3. Continue to support and track street tree plantings	3/9/2021	X		MCM 2 Public Inv/Part	Yes	The Town supported volunteer street tree plantings, but none were planted during the reporting period.	3. Continue to support and track street tree plantings by volunteers	3/9/2022	X		
				MCM 2 Public Inv/Part	Organize one or more Coalition-wide WAVE Volunteer Stream Monitoring events (July 1 to Sept 30);	3/9/2021	X	X	MCM 2 Public Inv/Part	No	Due to Covid social distancing, no WAVE events organized by Coalition	Director queries Coalition members regarding Coalition-wide WAVE volunteer stream monitoring events (July 1 to Sept 30), organizes one or more if interest	3/9/2022		X	
				MCM 2 Public Inv/Part	Hire and train Coalition Outreach Specialist who organizes one coalition-wide public participation activity	3/9/2021	X	X	MCM 2 Public Inv/Part	No		Director queries Coalition members about Coalition sponsorship or coordination of one public participation event (not WAVE). If interest, provide Coalition staff support and coordinate Coalition-wide support.	3/9/2022		X	

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	Goal Met?	Comments	Goal	Due Date	MS4	Coalition					
28		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)	All MS4 Types: Identify a local point of contact for public concerns regarding stormwater management and compliance with this SPDES permit Name or title of this contact and phone number must be published in public outreach and participation materials and kept up to date on the MCC form (pg. 33 & pg. 54)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
29	MCM 2 Public Participation: Public input comments received on SWMP and annual report		All MS4 Types: Prior to submitting the annual report by June 1, present the draft annual report in a format that is open to the public, where the public can ask questions about and make comments on the report. This can be done: at a meeting if Traditional MS4 and on the internet. If internet, provide the public the opportunity to provide comments on the internet or otherwise, and if Traditional MS4 provide the public the opportunity for 2 or more persons to request a public meeting - detailed meeting requirements listed in permit. (pg 33, 34, 54, and 55).	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
30			All MS4 Types: Re: Annual Report - Department recommends that announcements be sent directly to individuals (public and private interested parties) known to have a specific interest in the covered entities SWMP (pg. 34 & pg. 55)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part			Coalition Director emails information about SWMP Plan update and posting of DRAFT/FINAL MS4 Permit Joint Annual Report on Coalition website. Email list includes elected officials and staff from 12 Coalition MS4 member communities.	6/15/2021		X

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
31			All MS4 Types: Annual report includes a summary of any comments received and (intended) responses on the individual covered entities information or the shared annual report submission. Changes made to the SWMP in response to comments should be described in the annual report. (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
32			All MS4 Types: A copy of the final report and the SWMP Plan are available for public inspection (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
												Director posts FINAL Joint Annual Report on Coalition website	3/9/2022		X
33			Traditional - Land Use Control MS4: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); public involvement/participation activities (Ex. steam cleanups, # attending, number of calls to hotline, # and extent of storm drain stenciling); effectiveness of program/BMPS/goal assessment. (pg. 35)	MCM 2 Public Inv/Part	4. Continue to support the Annual Report public comment process and posting of FINAL Annual Report.	3/9/2021	X	X	MCM 2 Public Inv/Part	Yes	No public comments were received.	4. Continue to support the Annual Report public comment process and posting of FINAL Annual Report.	3/9/2021	X	X

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Row No	Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition
34			Traditional - Land Use Control & Non Traditional MS4s: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); effectiveness of program/BMPS/goal assessment. (pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						

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Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
35	MCM 3 - Illicit Discharge Detection & Elimination			MCM 3 - Illicit Discharge Detection & Elimination				MCM 3 - Illicit Discharge Detection & Elimination							
36	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Prohibit through law, ordinance, or other regulatory mechanism illicit discharges into small MS4 (pg. 36)	MCM 3 IDDE					MCM 3 IDDE						
37			Non-Traditional MS4: Prohibit illicit discharges to MS4 and implement enforce against illicit discharges through available mechanisms; procedures or policies must be developed for implementation and enforcement mechanisms; a written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcing of the mechanisms; mechanisms and directive must be equivalent to State Model IDDE Local Law (pg. 59)	MCM 3 IDDE					MCM 3 IDDE						
38	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Mechanism must be equivalent to States model IDDE Local Law; the mechanism must be certified by the attorney representaing the small MS4 as being equivalent (pg. 36)	MCM 3 IDDE					MCM 3 IDDE						
39			All MS4 Types: Describe procedures for enforcing against illicit dischargers (pg. 36 & pg. 59)	MCM 3 IDDE					MCM 3 IDDE						

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Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
40			All MS4 Types: Implement appropriate enforcement procedures and actions (pg.36 & pg. 59).	MCM 3 IDDE					MCM 3 IDDE						
41	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)	All MS4 Types: Program must inform public employees, business, and the general public of the hazards associated with illegal discharges and prompoer disposal os waster (pg. 37 & pg. 58)	MCM 3 IDDE	MCM1 3. Insert stormwater message in at least one water & sewer bills specifically targeting illegal dumping into the MS4	3/9/2021	X		MCM 3 IDDE	No	Due to COVID-19, this goal was dropped as other tasks took priority, and there were difficulties with achieving this goal due to staff working remotely for the year.	Goal moved to MCM 1			
42	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)		MCM 3 IDDE	MCM3 4. Continue to support the Track A Concern program and monitor/respond to public questions, complaints, other issues of concern.	3/9/2021	X		MCM 3 IDDE	Yes	The Town received and responded to 10 submitted stormwater-related concerns	MCM3 4. Continue to support the Track A Concern program and monitor/respond to public questions, complaints, other issues of concern.	3/9/2022	X	
43	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)	All MS4 Types: Program must include procedures for identifying priority areas of concern (geographic, audience, or otherwise) for IDDE program. (pg 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE						
44		Part VI.C.4 Identify High Priority Outfalls (3 years)		MCM 3 IDDE					MCM 3 IDDE						

MS4 Permit Requirements				Annual Evaluation April, 2020			Town of Bethlehem		Annual Evaluation March/April, 2021					Town of Bethlehem	
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45	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)	All MS4 Types: Conduct an outfall reconnaissance inventory as described EPA publication entitled: IDDE: A Guidance Manual for Program Development and Technical Assessment addressing every outfall within urbanized area at least once every five years, with reasonable progress each year. (pg. 36 & pg. 57)	MCM 3 IDDE	MCM3 5. Conduct annual ORIs for 20% of MS4 Outfall inventor	3/9/2021	X		MCM 3 IDDE	Yes	113 ORIs were conducted (23% of MS4 outfall inventory)	MCM3 5. Conduct annual ORIs for 20% of MS4 Outfall inventor	3/9/2021	X	
				MCM 3 IDDE	Coalition Director reviews with Working Group contents of ORI kit-match kit to Svy123 ORI form-remove/add kit items	3/9/2021	X	X	MCM 3 IDDE	Yes					
				MCM 3 IDDE	Coalition Director reviews ORI Kit resupply and water testing role of Albany County Water Purification District, revise services as needed	3/9/2021	X	X	MCM 3 IDDE	Yes		Coalition provides Industrial discharge and bacteria sampling for interested Coalition members via a private lab. ORI Kit management at Coalition office (175 Green St)	3/9/2022		X
				MCM 3 IDDE	GIS Coordinator and/or Coalition Director trains MS4s in use of tablets/ORI Svy123 forms, data access and management. All MS4s high functionins users of tablet/form technology	3/9/2021	X	X	MCM 3 IDDE	No	Covid - County wide hiring freeze (2020). No Coalition staff hired to complete this goal.	GIS Coordinator and Coalition Director researches with individual MS4s status of MS4/member use post DEC grant (~since June, 2019) of tablets/ORI Svy123 forms, data access and management. Future needs and arrangments clarified; implementation plan developed with and for all parties.	3/9/2022	X	X

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			MCM 3 IDDE	Coalition Stormwater Program Tech completes ORI inspection for 4 MS4s as needed or requested (Cohoes, W/vliet, Menands, New Scotland)	3/9/2021	X	X	MCM 3 IDDE	Partial Yes.	Coalition Director completes ORIs for Menands, trains Cohoes intern/staff in tablet use.	If Coalition Stormwater Program Tech hired, determine location and extent of ORI inspections for Cohoes, W/vliet, Menands, and New Scotland. Complete ORIs as requested.	3/9/2022		X		
46		Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)	MCM 3 IDDE					MCM 3 IDDE								
47	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)	MCM 3 IDDE					MCM 3 IDDE								
48	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)	MCM 3 IDDE	All MS4 Types: Program must include procedures for identifying and locating illicit discharges (trackdown) (pg. 37 & pg. 59)				MCM 3 IDDE								
49		Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)	MCM 3 IDDE					MCM 3 IDDE								

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50	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)	All MS4 Types: Program must include procedures for eliminating illicit discharges; procedures for documenting actions; procedures for documenting actions (pg. 37 & pg. 59)	MCM 3 IDDE					MCM 3 IDDE						
51			All MS4 Types: Develop and maintain a map minimally within covered entities jurisdiction in urbanized area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system.Field verify outfalls (pg. 36 & pg. 57) GOALS ENTERED IN MAPPING SECTION.	MCM 3 IDDE					MCM 3 IDDE						

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52			All MS4 Types: Covered entities shall report: # & % of outfalls mapped; # of outfall detected and eliminated; % of outfalls for which an outfall reconnaissance inventory has been made; status of system mapping; activities in and results of informing public employees, businesses, and general public of hazards associated with illegal discharges and improper disposal of waste; regulatory mechanism status-certified as equivalent; effectiveness of program, BMPS, goal assessment (pg. 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE						

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Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
53	MCM 4 - Construction Site Runoff Control			MCM 4 - Construction Site Runoff Control				MCM 4 - Construction Site Runoff Control							
54	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require SWPPP for each applicable land disturbing activity that includes erosion and sediment controls that meet the States current technical standards (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
55			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates mechanisms for construction runoff requirements to the extent allowable under State and local law that meets State's most current technical standards: through available mechanisms; procedures & policies must be developed for implementation & enforcement; a written directive from person authorized to sign NOI stating that updated mechanisms must be used and who (position) is responsible; mechanisms/directive equivalent to requirements of SPDES General Pmt for Construction Activities (pg. 60-61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
56	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Mechanism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						

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Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
57			Traditional - Land Use Control MS4: Contains requirements for constructions site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at construction site...pursuant to requirements of construction permit (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
58	MCM 4 Construction Site Runoff Control: Education materials on Construction program		All MS4 Types: Educates construction site owner/operators, design engineers, municipal staff and other individuals to whom regs apply about the municipalities (MS4s) construction stormwater requirements, when requirements apply, to whom, procedures for submission of SWPPPs, procedures for construction site inspections, and other procedures associated with the control of construction stormwater. (pg. 40 & pg. 61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
59	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elements not explicitly required by GP-0-15-003) (3 years)	All MS4 Types: Program establishes and maintains an inventory of active construction sites, including location of site, owner/operator information (pg. 41 & pg. 61)	MCM 4 Constr Site Runoff Control	1. Update Construction Site Inventory in Town GIS and track important permit elements	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes	GIS updated to include data from older permits and added new SPDES construction sites	1. Update Construction Site Inventory in Town GIS and track important permit elements	3/9/2022	X		
60	MCM 4 Construction Site Runoff Control: Construction Site priority areas			MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	Goal Met?	Comments	Goal	Due Date	MS4	Coalition					
61	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)	Traditional - Land Use Control MS4: Describes procedures for SWPPP Review (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
62		Part VI.D.7 Train SWPPP reviewers (1.5 years)	Traditional - Land Use Control MS4: Program ensures that the individual performing reviews are adequately trained and understand State and local sediment and erosion control requirements (all SWPPPs must be reviewed for sites 1 acre or greater; must utilize MS4 SWPPP Acceptance Form) (pg. 39-40)	MCM 4 Constr Site Runoff Control	3. Ensure SWPPP reviewers have adequate stormwater training	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes	SWPPP reviewers were adequately trained an did not need additional training during the reporting period.	3. Ensure SWPPP reviewers have adequate stormwater training	3/9/2022	X	
63	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)		MCM 4 Constr Site Runoff Control	4. Continue to conduct pre-construction meetings for all SPDES permitted Construction Activities	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes	The Town held pre-construction meetings for all newly SPDES permitted sites which started construction during the permit year (meetings are facilitated by the SW Program Coordinator)	4. Continue to conduct pre-construction meetings for all SPDES permitted Construction Activities	3/9/2022	X	

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64	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (identify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	All MS4 Types: Describes procedures for site inspections and enforcement of erosion and control measures, including steps to identify priority sites. All sites must be inspected where the disturbance is greater than 1 acre. (pg. 40 & pg. 60).	MCM 4 Constr Site Runoff Control	2. Conduct construction site SWPPP compliance inspections for all active construction sites multiple times throughout the reporting year	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes	Every open SPDES construction site in Town was inspected several times (typically monthly).	2. Conduct construction site SWPPP compliance inspections for all active construction sites more than 1x throughout the reporting year	3/9/2021	X	
65			Traditional - Land Use Control MS4: Covered entities must determine that it is acceptable for the owner/operator of a construction project to submit the Notice of Termination (NOT) to the Department by performing a final site inspection themselves or by accepting the Qualified Inspector's final inspection certificate(s) required by the Construction Permit. Principal executive officer, ranking elected official, or duly authorized rep shall document their determination by signing MS4 Acceptance statment on NOT. (pg. 40)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
66		Part VI.D.7 Train Construction site inspectors (1.5 years)	Traditional - Land Use Control MS4: Program must ensure that individuals performing the inspections are adequately trained and understand state and local sediment and erosion requirements (pg. 40)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						

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				Goal	Due Date	MS4	Coalition				Goal	Due Date	MS4	Coalition	
67	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)	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)	All MS4 Types: Ensures that construction site operators have received E/SC training, including the <i>trained contractor</i> s as defined in Construction Activity Permit, before they do work within a covered entities jurisdiction and maintain records of that training. Training may be provided by Soil and Water Conservation District...(pg. 41 & 61)	MCM 4 Constr Site Runoff Control	Co-sponsor with ACSWCD, one (1) 4hr E/SC training for Construction Site Operators; distribute promotional material to Coalition members; post training info on Coalition website.	3/9/2021		X	MCM 4 Constr Site Runoff Control	No	ACSWCD training not offered due to Covid	Coalition Director consults with ACSWCD about future of 4 hr E/SC training given videoconference E/SC offerings by SWCD state-wide. If relevant and possible, one training co-sponsored with ACSWCD (not a videoconference).	3/9/2022		X
68	Part VI.D.11 Update tracking system for inspections and complaints (6 months)	Part VI.D.11 Update tracking system for inspections and complaints (6 months)	Traditional - Land Use Control MS4: Covered entities shall report: # of SWPPPs reviewed; # and type of enforcement action; % of active construction sites inspected once; % of active construction sites inspected more than once; # of construction sites authorized for disturbance of one or more acres; effectiveness of program/BMPs/goal assessment. (pg. 41)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
69			Traditional - Non-Land Use Control & Non-Traditional MS4: Covered entity shall report: # and type of sanctions employed; status of regulatory mechanism - certify will assure compliance with Construction Permit; # of construction sites authorized for disturbance greater than 1 acre; effectiveness of program/BMPs/goal assessment (pg. 62)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
70	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...		All MS4 Types: Describes procedures for receipt and follow up on complaints or other information submitted by the public regarding construction site storm water runoff (pg. 40 & pg. 61).	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							

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71	MCM 5 - Post Construction Stormwater Runoff			MCM 5 - Post Construction Stormwater Runoff					MCM 5 - Post Construction Stormwater Runoff						
72	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require post construction run off controls from new deveopment and re-development projects to the extent allowable under State law that meets the State most current technical standards. (pg. 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
73			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates enforceable mechanism for post-construction runoff control from new development and redevelopment projects to extent allowable under state or local law that meets State current technical standards through avaialble mechanisms, procedures or policies must be developed for implementation and enforcment; written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcment the mechanisms; and mechanism and directive must assure compliance with SPDES General Permit for Construction Activities (pg. 62)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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74	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Regulatory mechanism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
75			All MS4 Types: Includes a combination of structural and non-structural management practices according to standards defined in the most current version of the NYS Stormwater Management Design manual (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
76			All MS4 Types: in development of watershed plans, municipal comprehensive plans (only Trad MS4s), open space preservation programs, local law, ordinances and land use regulations, covered entities must consider principles of Low Impact Development, Better Site Design, and other Green Infrastructure Practices to the MEP (Maximum Extent Practicable) (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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77			Traditional - Land Use Control MS4: Covered entities are required to review according to Green Infrastructure practices defined in the Design Manual at a site level and encouraged to review, and revise where appropriate local codes and law that include provisions that preclude green infrastructure or construction techniques that minimize or reduce pollutant loadings. (pg. 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
78			Traditional - Land Use Control MS4: Describe procedures for SWPPP Review and review of individual SWPPPs to ensure consistency with NYS SW Design Manual. (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
79			Traditional - Land Use Control MS4: Program ensures that individual performing the SWPPP review are adequately trained and understand the State and local post construction site requirements (pg.44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
80			Traditional - Land Use Control MS4: Program ensures that individual performing the review of SWPPPs that include post construction stormwater management practices are <i>qualified professionals</i> or under the supervision of <i>qualified professionals</i> (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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81			<p>Traditional - Land Use Control MS4: Program ensures that after review of SWPPPs the covered entity must utilize the "MS4 SWPPP Acceptance Form" created by the Department as required in Construction Activity Permit when notifying construction site owner/operators that their plans have been accepted by the covered entity. (pg. 44)</p>	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
82			<p>Traditional - Land Use Control MS4: Program utilizes available training from sources such as Soil ad Water Conservation Districts, Planning Councils....to educate municipal boards and Planning and Zoning Boards on low impact development principles, better site design approach, and green infrastructure applications.(pg.44)</p>	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
83			<p>Traditional - Land Use Control MS4: (newly regulated): Covered entity shall report on procedures for SWPPP review; procedures for inspection and maintenance of post construction management practices; and procedures for enforcement and penalization of violators (pg. 46)</p>	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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	Required Record	Deliverable	Text (pg. no)		2020- 2021		Responsible Parties			Goal Met?	Comments	Goal	Due Date	MS4	Coalition
84	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)	All MS4 Types: Maintain an inventory of post construction stormwater practices within the covered entities jurisdiction. At a minimum include practices discharging to small MS4 that have been installed since March 10, 2003, all practices owned by the MS4, and those practices found to cause or contribute to water quality standard violations. Inventory shall include at minimum: location of practice (street address or coordinants); type of practices; maintenance needed per NYS Stormwater Management Design Manual, SWPPP or other provided documentation, and dates and type of maintenance performed (pg. 44,45, and 64)	MCM 5 Post Constr SW Runoff	1. Update Post Construction SMP inventory to track status of operation and maintenance of SMPs as responsibilities change from approval to completion of project and then for ongoing maintenance	3/9/2021	X		MCM 5 Post Constr SW Runoff	Yes	A significant effort was made to update the Post Construction SMP inventory in the Town GIS.	1. Update Post Construction SMP inventory in Town GIS as new practices are constructed and to update information for existing SMPs.	3/9/2022	X	
85	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	All MS4 Types: Program ensures adequate long-term operation and maintenance of mgmt practices identified in inventory, by trained staff, including inspections (assessment if Non Trad) to ensure that practices are performing properly. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff	2. Inspect all Town-owned PCSMPs annually	3/9/2021	X		MCM 5 Post Constr SW Runoff	Yes	All Town-Owned PCSMPs were inspected	2. Inspect all Town-owned PCSMPs annually	3/9/2022	X	

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of Bethlehem Measurable Goals		SPDES Permit No NYR20A208	MS4	Coalition	BMP Category	Town of Bethlehem Progress Meeting		Town of Bethlehem Measurable Goals		SPDES Permit No NYR20A208
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties				2020 -2021 Goals		2021-2022		Responsible Parties
Required Record	Deliverable	Text (pg. no)	Goal	Due Date	Goal Met?	Comments	Goal	Due Date	MS4	Coalition					
			3. Continue to request and retain required Operations & Maintenance inspection and maintenance documentation annually from Private PCSMP owners	3/9/2021	Yes	Annual private Post Construction Operations & Maintenance inspection and maintenance record request was sent to the owners of all private SMPs. A significant effort was made to provide educational information and relevant project data (plans, SWPPPs, O&M manuals) to the owner's of private SMPs as follow-up to assist owners in properly inspecting and maintaining their SMPs	3. Continue to request and retain required Operations & Maintenance inspection and maintenance documentation annually from Private PCSMP owners	3/9/2022	X						
							4. Provide educational and historic SPDES information for private SMP owners, when requested, to assist in the proper inspection and maintenance in accordance with operations and maintenance requirements.	3/9/2022	X						

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	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)	2020- 2021	Responsible Parties		2020 -2021 Goals	2021-2022	Responsible Parties								
Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
86			All MS4 Types: The inspection (assessment if Non Trad) shall include inspection items identified in the maintenance requirements (NYSDEC SW Design Manual, SWPPP or other maintenance information) for the practice. Covered entities are not required to collect stormwater samples and perform specific chemical analysis. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff	GIS Coordinator or Coaliton Director locates the Survey123 PCSMP forms created by the Coalition Stormwater Program Technician Assistant in 2019. Share forms with Coalition MS4s now using ArcGIS Online Survey123/Collector technology.	3/9/2021		X	MCM 5 Post Constr SW Runoff	No	Moved to Mapping				
87			All MS4 Types: Develop, implement, and provide adequate resources for a program to inspect development and re-development sites by trained staff and to enforce and penalize violators (pg. 45 & pg 65)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
88			Traditional - Land Use Control MS4: Covered entity shall report on: # of SWPPPs reviewed; # and type of enforcement actions; # and type post-construction stormwater management practices inventoried; # and type of post construction stormwater management practices inspected; # and type of post construction managment practices maintained; regulatory mechanism status-certification; effectiveness of program, BMPs, goal assessment. (pg. 46)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of Bethlehem Measurable Goals		SPDES Permit No NYR20A208		BMP Category	Town of Bethlehem Progress Meeting		Town of Bethlehem Measurable Goals		SPDES Permit No NYR20A208	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
Row No	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
89			Trad-No Land Use & Non Trad MS4 pg. 65: Covered entity shall report on: # and type of sanctions; # and type post-construction stormwater management practices; # and type of post construction stormwater management practices inspected; # and type of post construction management practices maintained; status of regulatory mechanism, that regulatory mechanism is equivalent; effectiveness of program, BMPs, measureable goal assessment. (pg. 65)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							

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	Required Record	Deliverable	Text (pg. no)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
90	MCM 6 - Municipal Operations/Good Housekeeping			MCM 6 - Municipal Operations/Good Housekeeping					MCM 6 - Municipal Operations/Good Housekeeping						
91			All MS4 Types: Develop and implement pollution prevention/good housekeeping program for municipal operations and facilities that contribute or potentially contribute POCs to the small MS4 system. Operations and facilities may include, but not limited to: (pg. 46 & pg 66)	MCM 6 Muni Operations					MCM 6 Muni Operations						
92	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 for roadway maintenance, winter maintenance and bridge maintenance) (2 years)	Street and Bridge Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
93	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair			MCM 6 Muni Operations					MCM 6 Muni Operations						
94			Winter Road Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of Bethlehem Measurable Goals		SPDES Permit No NYR20A208	MS4	Coalition	BMP Category	Town of Bethlehem Progress Meeting		Town of Bethlehem Measurable Goals		MS4	Coalition
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties				2020 -2021 Goals		2021-2022			
Required Record	Deliverable	Text (pg. no)	Goal	Due Date	Goal Met?	Comments	Goal	Due Date	MS4	Coalition						
95	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)	Storm System Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
96		Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)		MCM 6 Muni Operations					MCM 6 Muni Operations							
97		Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)		MCM 6 Muni Operations					MCM 6 Muni Operations							
98		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 6 Muni Operations					MCM 6 Muni Operations							
99			Vehicle and Fleet Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
100			Park and Open Space Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
101			Municipal Building Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							

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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	2020- 2021			Responsible Parties	2020 -2021 Goals	2021-2022	Responsible Parties							
Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
102			Solid Waste Management	MCM 6 Muni Operations					MCM 6 Muni Operations							
103	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit		New Construction and Land Disturbances	MCM 6 Muni Operations					MCM 6 Muni Operations							
104			Right Of Way Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
105			Marine Operations	MCM 6 Muni Operations					MCM 6 Muni Operations							
106			Hydrological Habitat Modification	MCM 6 Muni Operations					MCM 6 Muni Operations							
107			Other (pg. 47 & 66)	MCM 6 Muni Operations					MCM 6 Muni Operations							
108	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)	Traditional - Land Use Control MS4: At minimum frequency once every three years, perform and document a self assessment of all municipal operations addressed by the SWMP to: determine the sources of pollution potentially generated by covered entities operations and facilities and Identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 47)	MCM 6 Muni Operations	1. Conduct assessment of all municipal facilities within the MS4 regulated area which have not been assessed since March 2017.	3/9/2021		X	MCM 6 Muni Operations	Yes	19 municipal facilities were audited during the reporting period.	1. Conduct assessment of all municipal facilities within the MS4 regulated area which have not been assessed since March 2018.	3/9/2022		X	

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Town of Bethlehem		Annual Evaluation March/April, 2021					Town of Bethlehem	
	MS4 Permit Requirements			Date & SWMP Preparer(s): April 8, 2020. Joe Cleveland & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 2, 2021. Joe Cleveland & Nancy Heinzen					Traditional-Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of Bethlehem Measurable Goals		SPDES Permit No NYR20A208	MS4	Coalition	BMP Category	Town of Bethlehem Progress Meeting		Town of Bethlehem Measurable Goals		SPDES Permit No NYR20A208
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Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
			MCM 6 Muni Operations	4. Continue to update GIS inventory of municipal facilities with relevant data	3/9/2021	X		MCM 6 Muni Operations	Yes	The Town's GIS municipal facility inventory was updated to reflect findings from recent MS4 facility self audits	4. Continue to update GIS inventory of municipal facilities with relevant data	3/9/2021	X		
109	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)	MCM 6 Muni Operations	Traditional - Non-Land Use Control & Non-Traditional MS4: Includes the performance and documentation of a self assessment of all municipal operations to: determine the sources of pollution potentially generated by covered entities operations and facilities and identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 66)				MCM 6 Muni Operations							
110			MCM 6 Muni Operations	All MS4 Types: Determines management practices, policies, procedures, etc that will be developed and implemented to reduce or prevent discharge of (potential) pollutants. Refer to management practices identified in the "NYS Pollution Prevention and Good Housekeeping Assistance Document" and other guidance materials available from EPA, State, or other organizations. (pg. 47 & 66)				MCM 6 Muni Operations							

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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	2020- 2021			Responsible Parties	2020 -2021 Goals	2021-2022	Responsible Parties							
Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
111			All MS4 Types: Prioritize pollution prevention and good housekeeping efforts based on geographic area, potential to improve water quality, facilities or operations most in need of modification or improvement, and covered entities capabilities (pg. 47 & 67)	MCM 6 Muni Operations					MCM 6 Muni Operations							
112		Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)	All MS4 Types: Includes an employee pollution prevention and good housekeeping training program and ensures that staff receive and utilize training (pg. 48 & pg. 67)	MCM 6 Muni Operations	2. Ensure all relevant staff receive at least one annual stormwater training.	3/9/2021	X		MCM 6 Muni Operations	No	Due to Covid, not all relevant staff received at least one annual stormwater training. Several staff did receive trainings, however, with some attending multiple trainings throughout the reporting period.	2. Ensure all relevant staff receive at least one annual stormwater training.	3/9/2022	X		
				MCM 6 Muni Operations	3. Communicate training opportunities to relevant Town staff (email/other)	3/9/2021	X		MCM 6 Muni Operations	Yes	Stormwater Program Coordinator forwarded SW trainings and educational resources to relevant Town staff regularly throughout the year	3. SW Program Coordinator will communicate stormwater training opportunities to relevant Town staff (email/other)	3/9/2022	X		

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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	2020- 2021			Responsible Parties	2020 -2021 Goals	2021-2022	Responsible Parties							
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113			Trad MS4 (pg. 48): Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, to meet permit requirements as the requirements apply to the activity performed	MCM 6 Muni Operations					MCM 6 Muni Operations							
114			Traditional - Non-Land Use Control & Non-Traditional MS4: Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, etc. to make the necessary certification in Part IV. G. (pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations							
115			All MS4 Types: Requires municipal operations and facilities that would otherwise be subject to the NYS Multi-sector General Permit for Industrial stomwater discharges (MSGP, GP-012-001) to prepare and implement provisions in SWMP that comply with Parts III. A. C. D. J. K. and L. The covered entiy must perform monitoring and recordkeeping. Discharge monitoring reports must be attached to the MS4 annual report. (pg. 48 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations							

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	Goal Met?	Comments	Goal	Due Date	MS4	Coalition					
116			All MS4 Types: Consider and incorporate cost effective runoff reduction techniques and green infrastructure in routine upgrade of stormwater conveyance systems and municipal properties to the MEP (Maximum Extent Practicable) (pg. 46 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations						
117			All MS4 Types: Adopt techniques to reduce the use of fertilizers, pesticides, and herbicides as well as potential impacts to surface water. (pg. 48 & pg. 68)	MCM 6 Muni Operations					MCM 6 Muni Operations						
118			All MS4 Types: Covered entities are required to report on all municipal operations & facilities that their program is addressing, at a minimum: indicate the municipal operations and facilities that pollution prevention program assessed; and describe if not done so already, the management practices, policies, and procedures that have been developed, modified and/or implemented;	MCM 6 Muni Operations					MCM 6 Muni Operations						
119			and at a minimum report: acres of parking lot swept; miles of street swept; number of catch basins inspected and where necessary cleaned; post construction control stormwater practices inspected and where necessary cleaned; pounds of phosphorus applied in chemical fertilizer; pounds of nitrogen applied in chemical fertilizer; and acres of pesticides/herbicides applied;	MCM 6 Muni Operations					MCM 6 Muni Operations						

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Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
120			and report staff training events and number of staff trained;	MCM 6 Muni Operations					MCM 6 Muni Operations							
121			and report on effectiveness of program, BMPs, measurable goal assessment (pg. 48 68)	MCM 6 Muni Operations					MCM 6 Muni Operations							

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122	Enhanced Requirements for impaired Waters w/out Approved TMDL			Enhanced Requirements for impaired Waters without an Approved TMDL					Enhanced Requirements for impaired Waters without an Approved TMDL						
123			All MS4 Types: Part III. SPECIAL CONDITIONS B.1.. Impaired Waters Without Watershed Improvement Strategies or Future TMDLS. If a small MS4 discharges a stormwater pollutant of concern (POC) to an impaired water listed in Appendix 2, the covered entity must ensure no net increase in its discharge of the listed POC to that water (pg. 12). Albany County - Ann Lee(Shakers), Pond, Stump Pond POC: Phosphorus (pg 102, Appendix 2)	Enhanced Requirements for impaired Waters without an Approved TMDL					Enhanced Requirements for impaired Waters without an Approved TMDL						

Stormwater Coalition of Albany County

**City of Cohoes
New York**

MS4 Permit No. NYR20A243

**Annual Evaluation
(April, 2021)**

**Storm Water Management Program Plan
(BMPs and Measurable Goals)
2021 to 2022**

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Name of MS4		Annual Evaluation March/April, 2021					City of Cohoes	
				Date & SWMP Preparer(s): April 3, 2020. Garry Nathan & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): March 30, 2021. Garry Nathan, Joe Seman-Graves, and Nancy Heinzen					Traditional-Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	City of Cohoes Measurable Goals		SPDES Permit No NYR20A243		BMP Category	City of Cohoes Progress Meeting		City of Cohoes Measurable Goals		SPDES Permit No NYR20A243	
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1	Administrative			Administrative				Administrative							
2	SWMP Coordinator	Designate a SWMP Coordinator (30 days)	All MS4 Types: From Annual MCC Form: Name/Contact: Stormwater Program Coordinator (MCC Form Contact Info)	Admin					Admin						
3	Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	All MS4 Types: MS4 Permit SWMP Plan definition. "The SWMP Plan should include a detailed written explanation of all management practices, activities and other techniques....Documents to include: ...Intermunicipal agreements and other legal authorities... (pg. 98)	Admin	Continue to maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan		X	X	Admin	Yes		Continue to maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan		X	X
				Admin	Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	3/9/2021		X	Admin	Yes		Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	12/31/2022		X

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4			All MS4 Types: Part IV. Reliance Upon Third Parties. Applies when covered entity relies on third party entities to develop or implement any portion of the SWMP. The covered entity must, through a signed statement, contract or agreement provide adequate assurance that the third parties will comply with permit requirements....see Contracted Entity Certification Statement...(pg. 18)	Admin	Continue to monitor self certification language and signatures on contracts for SWPPP review consultants	3/9/2021	X		Admin	X	No updates	Continue to monitor self certification language and signatures on contracts for SWPPP review consultants	3/9/2022	X	
5	Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	All MS4 Types: From SWMP Plan definition. Documents to include:Staffing and staff development programs and organizational charts... (pg.98)	Admin	Update and complete Org Chart	3/9/2021	X		Admin	Yes		Update and complete Org Chart	3/9/2022	X	

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6			Traditional - Non Land Use Control and Non-Traditional MS4s: For each of the elements of the SWMP Plan, the covered entity must identify (i) the agencies and/or offices that would be responsible for implementing the SWMP Plan and (ii) any protocols for coordination among such agencies and/or offices necessary for the implementation of the plan element. (pg. 51)	Admin											
				Admin	Monitor hiring of SW Prog Tech for Cohoes by year end 2020	12/31/2020	X	X	Admin	Yes	Not hired				
				Admin	Hire Coalition GIS Coordinator NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	Yes	Coalition GIS Coordinator (start date: 4/30/2021)	Coalition Director monitors and facilitates all aspects of hiring process so that GIS Coordinator starts 4/30/2021	6/1/2021		X
				Admin	Hire/train Coalition Stormwater Program Technician (PT-dedicated staff person for 4 MS4s) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Job posted 2020/2021; interviews and job offer; noone hired.	Coalition Director discusses w/T/NewScot, C/Wvliet, C/Cohoes, and V/Menands next steps re: hiring/training of Coalition Stormwater Program Technician. Implement hiring decision and plan.	12/31/2021		X
				Admin	Hire/train Coalition Outreach Specialist NOTE: Covid19 pandemic may force change in plans (hiring) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Dropped. Covid - no funds.				

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			Admin	Identify relevant training needs, suitable for Coalition wide training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt mangement, MS4 construction inspections-forms-data management: Stormwater Regs)	3/9/2021		X	Admin	No	Covid - no Coalition staff to coordinate, social distancing mandates an obstacle	Coalition Director and members identify relevant staff development needs suitable for Coalition-wide or individual training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt management, MS4 construction inspections-forms-data management, Stormwater Regs). Time permitting, implement training activity.	3/9/2022		X	
			Admin	Identify training opportunities for members, allocate training dollars for interested Coalition members, purchase training seats, as needed and funds are available	3/9/2021		X	Admin	Yes	Coalition funds supported 'ZOOM' training of individual MS4 'stormwater' staff.	Coalition Director identifies training (staff development) opportunities for members & Coalition staff, allocates training dollars for interested Coalition members, purchases training seats, as needed and funds are available	3/9/2022		X	
7	Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)	Admin					Admin							
8		Develop Enforcement Response Plan (3 years)	Admin	All MS4 Types: see MCM 3, MCM 4, and MCM 5 for enforcement procedures requirements.				Admin							
9	Annual Evaluation		Admin	All MS4 Types: A. Assessment: Covered entities must conduct an annual evaluaton of its program compliance, the appropriateness of BMPs, progress towards goals... (pg. 19)	Complete Annual Evaluation as part of Joint Annual Report process	6/1/2020	X	X	Admin	Yes	Complete Annual Evaluation as part of Joint Annual Report process	6/1/2020	X		

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			Admin	Coalition prepares with members the Joint SWMP Plan update (April/May 2020 Annual Evaluation).	6/1/2020	X	X	Admin	Yes	Coalition Director prepares Joint SWMP Plan Annual Evaluation (March/April 2021) template; meets with individual MS4s to assess progress meeting goals; records new goals. Director assembles and posts Joint SWMP Plan update on Coalition website.	6/1/2021		X		
10	Administrative Requirements: Annual Reports		Admin	All MS4 Types: C. Annual Reporting: Central Office must receive annual report, electronic or hard copy, no later than June 1 of reporting year (pg.19) Complete Annual Report for Cohoes and Joint Coalition Report as soon as possible given COVID19 related delays	12/31/2020	X	X	Admin	Yes	Complete Annual Report for Cohoes and Joint Coalition Report	6/1/2021	X			
			Admin	Coalition submits Joint Annual Report by June 1, 2020 which includes individual MS4 Reports from members able to prepare a Report by June 1; others submit their individual Annual Report as soon as possible. All final documents are included and posted with the Coalition Joint Annual Report. For some MS4s office records unavailable due to Covid-19 social distancing restrictions.	6/1/2020. For some MS4s after 6/1/2020 as soon as possible (8/1/2020)	X	X	Admin	Yes	Coalition Director prepares Coalition-specific pages for individual MS4 Annual Reports; adds Coalition pages to individual MS4 reports; assembles MS4 Annual Reports into a Joint Annual Report; submits Joint Annual Report to NYSDEC by June 1, 2021.	6/1/2021		X		
11	MS4 Correspondence with the Dept		Admin	All MS4 Types: B. Recordkeeping: must keep records included in SWMP plan...comments from the Department (pg.19)				Admin							

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12	Special Conditions			Special Conditions			Special Conditions								
13	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards		Special Conditions	NA, no Water Quality violations			Special Conditions	NA, no Water Quality violations							
14	Mapping			Mapping			Mapping								
15	Mapping: Map of the MS4 conveyance system	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)	All MS4 Types: Mapping requirements are found in MCM 3 IDDE. They are stated here and in MCM 3. Requirements: Develop and maintain a map, at a minimum within covered entities jurisdiction in urbanized area and additionally designated area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system. Field verify outfall locations (pg. 36 & pg. 57)	Mapping	Various Construction Activity permitted projects are ongoing in City. Once completed 'as builts' signed by PE will be provided and incorporated into GIS mapping platform. All contingent on Coalition hiring GIS Coordinator as planned	3/9/2021	X	X	Mapping	No	Various Construction Activity permitted projects are ongoing in City. Once completed 'as builts' signed by PE will be provided and incorporated into GIS mapping platform.	3/9/2022	X	X	
				Mapping	Hire and train GIS Coordinator in Coalition storm system and program mapping completed to date; the status/cost of all existng mapping related technology (computers, GPS units, mapping software); purpose of Coalition support and details of relevant water regulations; GIS capacity and ananticipated needs of all Coalition members	3/9/2021		X	Mapping	Yes, partial	Coaliiton GIS Coor hired, start date 4/30/2021, not trained.	12/31/2021	X	X	

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				Mapping	Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with Coalition members.	3/9/2021	X	X	Mapping	No		Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with/to Coalition members.	3/9/2022	X	X
				Mapping	GIS Coordinator trains members in all aspects of ArcGIS Online Survey 123-Collector tablet use (ORI, Construction Sites, Municipal Facilities inspections). Competencies identified and training success monitored.	3/9/2021	X	X	Mapping	No		GIS Coordinator reviews existing ArcGIS Online Survey 123-Collector stormwater forms (ORI, Construction Sites, Municipal Facilities inspections); identifies with input from Coalition members form issues; updates forms; makes corrected forms available to others; provides training in tablet use and reporting documents.	3/9/2022	X	X
												GIS Coordinator reviews draft ArcGIS Online Survey 123-Collector Post Construction SW Mgmt Practices inspection forms; with input from Coalition members decides need and value of developing form template for general use by interested MS4s.	3/10/2022	X	X

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			Mapping	Coalition GIS Coordinator and Coalition Director purchase as needed mapping related technology (computer equipment, GPS units, mapping software, staff training, printers)	3/9/2021		X	Mapping	No	Coalition GIS Coordinator and/or Coalition Director evaluate mapping equipment, software, and training needs. Costs are researched with County IT and included in Coalition budget.	3/9/2022		X		

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16	MCM 1 - Public Education and Outreach			MCM 1 - Public Education and Outreach						MCM 1 - Public Education and Outreach							
17			Traditional - Non Land Use Control and Non-Traditional MS4s should consider their public to be the employee/user population, visitors, or contractor/developers. Examples: 1. Educational institutions- faculty, other staff, students, visitors; and 2. Other Gov't Entities-staff, contractors, visitors (pg. 51)	MCM 1 Public Education					MCM 1 Public Education								
18	MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation (1 year) .	All MS4 Types: Covered entities must identify Pollutants of Concern, waterbodies of concern, geographic areas of concern, target audiences (pg. 30 & pg. 51)	MCM 1 Public Education					MCM 1 Public Education								
19	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	ALL MS4 Types: Covered entities develop and implement an ongoing public education and outreach designed to describe impacts of stormwater discharges on water bodies; POCs and their sources; steps that contributors of these pollutants can take to reduce pollutants in stormwater runoff; and steps that contributors of non-stormwater dischargers can take to reduce pollutants (pg. 30 , 31 & pg. 52).	MCM 1 Public Education	Continue storm drain stenciling where improper pet waste disposal suspected (location: part of Simmons, Amity, Columbia). POC: bacteria	3/9/2021			MCM 1 Public Education	No	staff retired						
												Continue to maintain City Hall stormwater brochure rack	3/9/2022	X			

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				MCM 1 Public Education	1. Support/update Coalition website	3/9/2021		X	MCM 1 Public Education	Yes		Individual MS4s support and Coalition Director updates Coalition website	3/9/2022		X
												Coalition and Cohoes review respective links to/from websites for stormwater content and clarity of messaging	3/9/2022		X
				MCM 1 Public Education	2. For interested Coalition MS4s provide access to the Center for Watershed Protection member portal (archived webcasts, educational material);	3/9/2021		X	MCM 1 Public Education	Yes		Coalition Director identifies webcasts of interest to Coalition members (purchased or free); Coalition sponsors 1 presentation at a particular date/time using videoconference technology. Presentation promoted by Coalition and members	3/9/2022		X
				MCM 1 Public Education	3. If requested, print/distribute existing stormwater publications (brochure racks, clean up events, etc.)	3/9/2021		X	MCM 1 Public Education	Yes		For interested Coalition members, Director prints/distributes existing stormwater publications (for brochure racks, clean up events, etc.)	3/9/2022		X

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			MCM 1 Public Education	4. Hire Coalition Outreach Specialist who updates and/or creates educational material for targeted audience - message and effectiveness analyzed.	3/9/2021		X	MCM 1 Public Education	No	Dropped. Coalition Outreach Specialist not hired.					
20			MCM 1 Public Education	Traditional - Non Land Use Control and Non-Traditional MS4s: Educational materials may be made available at locations including, but not limited to: at service areas, lobbies, or other locations where information is made available; at staff training; on covered entity's website; with pay checks; and in employee break rooms. (pg. 52)				MCM 1 Public Education							
21			MCM 1 Public Education	Traditional - Land Use Control MS4: at minimum covered entity shall report on these items: 1. list education and outreach activities performed for the general public and target audiences and provide any results (# people attended, amount of materials distributed, etc. 2. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 3. effectiveness of program/BMPs/goal assessment; 4. maintain records of training activities. (pg. 31)				MCM 1 Public Education							

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22			MCM 1 Public Education	Traditional - Non Land Use Control and Non-Traditional MS4s: a minimum covered entity shall report on these items: 1. list education/outreach activities performed and provide any results (# people attended, amount of materials distributed, etc. 2. education of public about hazards associated with illegal discharges and improper disposal of waste; 3. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 4. effectiveness of program/BMPs/goal assessment; 5. maintain records of training activities. (pg. 52 & pg. 53)					MCM 1 Public Education						

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23	MCM 2 - Public Participation			MCM 2 - Public Involvement/Participation				MCM 2 - Public Participation							
24	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1.for types of opportunities. (6 months)		Traditional - Land Use Control MS4: Develop and implement a program identifies key individuals and groups public and private who are interested in or affected by the SWMP. Program identifies types of input covered entity will seek from key individual and groups (pg. 32 & pg. 33)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part					
25				All MS4 Types: Each covered entity shall ensure that local public officials and members of the public are informed about the program, activities, and progress made (pg. 21).	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part					
26				All MS4 Types: Provide an opportunity for public to participate in development, implementation, review, and revision of SWMP (pg. 33 and pg. 54)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part					
27		Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)		Traditional - Land Use Control MS4: Program describes activities covered entity will take to program access to those who want it and to gather the needed input. Activities included but limited to: water quality hotline (report spills, dumping, construction site concerns, etc.); stewardship activities like stream clean ups, storm drain marking and volunteer water quality monitoring. (pg. 33)	MCM 2 Public Inv/Part	Conduct public participation activities: 1. Beautification and Clean Up Day; 2. Household Hazardous Waste Collection Day (tentative)	3/9/2021	X		MCM 2 Public Inv/Part	Yes	Completed City Clean Up w/social distancing at Lansing Park	Conduct public participation activities: 1. Beautification and Clean Up Day; 2. Household Hazardous Waste Collection Day (tentative)	3/9/2022	X

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			MCM 2 Public Inv/Part	Organize one or more Coalition-wide WAVE Volunteer Stream Monitoring events (July 1 to Sept 30);	3/9/2021	X	X	MCM 2 Public Inv/Part	No	Due to Covid social distancing, no WAVE events organized by Coalition	Director queries Coalition members regarding Coalition-wide WAVE volunteer stream monitoring events (July 1 to Sept 30), organizes one or more if interest	3/9/2022		X			
			MCM 2 Public Inv/Part	Hire and train Coalition Outreach Specialist who organizes one coalition-wide public participation activity	3/9/2021	X	X	MCM 2 Public Inv/Part	No		Director queries Coalition members about Coalition sponsorship or coordination of one public participation event (not WAVE). If interest, provide Coalition staff support and coordinate Coalition-wide support.	3/9/2022		X			
28		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)	MCM 2 Public Inv/Part	All MS4 Types: Identify a local point of contact for public concerns regarding stormwater management and compliance with this SPDES permit Name or title of this contact and phone number must be published in public outreach and participation materials and kept up to date on the MCC form (pg. 33 & pg. 54)				MCM 2 Public Inv/Part									

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29	MCM 2 Public Participation: Public input comments received on SWMP and annual report		All MS4 Types: Prior to submitting the annual report by June 1, present the draft annual report in a format that is open to the public, where the public can ask questions about and make comments on the report. This can be done: at a meeting if Traditional MS4 and on the internet. If internet, provide the public the opportunity to provide comments on the internet or otherwise, and if Traditional MS4 provide the public the opportunity for 2 or more persons to request a public meeting -detailed meeting requirements listed in permit. (pg 33, 34, 54, and 55).	MCM 2 Public Inv/Part	Continue to post the DRAFT/FINAL Annual Report on a website for public comment (May, 2020) and post the location of the updated SWMP as required by the MS4 Permit (May, 2020) for continuous SWMP input. Posting dates may change depending on COVID19 imposed limitations and ability of all stormwater staff to prepare documents.	3/9/2021	X	X	MCM 2 Public Inv/Part	Yes		Continue to post the DRAFT/FINAL Annual Report on Coalition and City website for public comment (May, 2021) and post the location of the updated SWMP as required by the MS4 Permit (May, 2021) for continuous SWMP input.	3/9/2021	X	X
30			All MS4 Types: Re: Annual Report - Department recommends that announcements be sent directly to individuals (public and private interested parties) known to have a specific interest in the covered entities SWMP (pg. 34 & pg. 55)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part			Coalition Director emails information about SWMP Plan update and posting of DRAFT/FINAL MS4 Permit Joint Annual Report on Coalition website. Email list includes elected officials and staff from 12 Coalition MS4 member communities.	6/15/2021		X
31			All MS4 Types: Annual report includes a summary of any comments received and (intended) responses on the individual covered entities information or the shared annual report submission. Changes made to the SWMP in response to comments should be described in the annual report. (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
32			All MS4 Types: A copy of the final report and the SWMP Plan are available for public inspection (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part			City posts DRAFT and FINAL Annual Report on City website, hard copy of both at City Hall on table	3/9/2022	X	
												Director posts FINAL Joint Annual Report on Coalition website	3/9/2022		X
33			Traditional - Land Use Control MS4: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); public involvement/participation activities (Ex. steam cleanups, # attending, number of calls to hotline, # and extent of storm drain stenciling); effectiveness of program/BMPS/goal assessment. (pg. 35)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
34			Traditional - Land Use Control & Non Traditional MS4s: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); effectiveness of program/BMPS/goal assessment. (pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part			City of Cohoes staff presents Annual Report to public meeting of City Common Council (~April, 2021)	6/1/2021	X	

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
35	MCM 3 - Illicit Discharge Detection & Elimination			MCM 3 - Illicit Discharge Detection & Elimination				MCM 3 - Illicit Discharge Detection & Elimination									
36	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Prohibit through law, ordinance, or other regulatory mechanism illicit discharges into small MS4 (pg. 36)	MCM 3 IDDE					MCM 3 IDDE								
37			Non-Traditional MS4: Prohibit illicit discharges to MS4 and implement enforce against illicit discharges through available mechanisms; procedures or policies must be developed for implementation and enforcement mechanisms; a written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcing of the mechanisms; mechanisms and directive must be equivalent to State Model IDDE Local Law (pg. 59)	MCM 3 IDDE					MCM 3 IDDE								
38	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Mechanism must be equivalent to States model IDDE Local Law; the mechanism must be certified by the attorney representing the small MS4 as being equivalent (pg. 36)	MCM 3 IDDE					MCM 3 IDDE								
39			All MS4 Types: Describe procedures for enforcing against illicit dischargers (pg. 36 & pg. 59)	MCM 3 IDDE					MCM 3 IDDE								

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40			All MS4 Types: Implement appropriate enforcement procedures and actions (pg.36 & pg. 59).	MCM 3 IDDE					MCM 3 IDDE								
41	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)	All MS4 Types: Program must inform public employees, business, and the general public of the hazards associated with illegal discharges and prompoer disposal os waster (pg. 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE								
42	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)		MCM 3 IDDE					MCM 3 IDDE								
43	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)	All MS4 Types: Program must include procedures for identifying priority areas of concern (geographic, audience, or otherwise) for IDDE program. (pg 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE								
44		Part VI.C.4 Identify High Priority Outfalls (3 years)		MCM 3 IDDE					MCM 3 IDDE								

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45	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)	All MS4 Types: Conduct an outfall reconnaissance inventory as described EPA publication entitled: IDDE: A Guidance Manual for Program Development and Technical Assessment addressing every outfall within urbanized area at least once every five years, with reasonable progress each year. (pg. 36 & pg. 57)	MCM 3 IDDE	"ORI" new additional outfalls and pre-existing outfalls. This will depend on COVID19, speed of hiring Coaliton SW Prog Tech, availability given seasonal constraints.	3/9/2021	X	X	MCM 3 IDDE	Yes	Completed new outfalls, resulting from mapping	"ORI" new additional outfalls and pre-existing outfalls. This will depend on hiring of Coalition SW Prog Tech, availability of student interns for the City, and Covid social distancing restrictions.	3/9/2022	X	X
				MCM 3 IDDE	Coalition Director reviews with Working Group contents of ORI kit-match kit to Svy123 ORI form-remove/add kit items	3/9/2021	X	X	MCM 3 IDDE	Yes					
				MCM 3 IDDE	Coalition Director reviews ORI Kit resupply and water testing role of Albany County Water Purification District, revise services as needed	3/9/2021	X	X	MCM 3 IDDE	Yes		Coalition provides Industrial discharge and bacteria sampling for interested Coalition members via a private lab. ORI Kit management at Coalition office (175 Green St)	3/9/2022		X
				MCM 3 IDDE	GIS Coordinator and/or Coalition Director trains MS4s in use of tablets/ORI Svy123 forms, data access and management. All MS4s high functionins users of tablet/form technology	3/9/2021	X	X	MCM 3 IDDE	No	Covid - County wide hiring freeze (2020). No Coalition staff hired to complete this goal.	GIS Coordinator and Coalition Director researches with individual MS4s status of MS4/member use post DEC grant (~since June, 2019) of tablets/ORI Svy123 forms, data access and management. Future needs and arrangments clarified; implementation plan developed with and for all parties.	3/9/2022	X	X

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			MCM 3 IDDE	Coalition Stormwater Program Tech completes ORI inspection for 4 MS4s as needed or requested (Cohoes, W/vliet, Menands, New Scotland)	3/9/2021	X	X	MCM 3 IDDE	Partial Yes.	Coalition Director completes ORIs for Menands, trains Cohoes intern/staff in tablet use.	If Coalition Stormwater Program Tech hired, determine location and extent of ORI inspections for Cohoes, W/vliet, Menands, and New Scotland. Complete ORIs as requested.	3/9/2022		X	
46		Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)	MCM 3 IDDE	Coalition trains SW Prog Tech ORI protocol. Equipment provided.	3/9/2021	X	X	MCM 3 IDDE	No	Tech not hired					
47	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)	MCM 3 IDDE					MCM 3 IDDE							
48	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)	MCM 3 IDDE	Track down procedures updated as part of training (includes tablet use, forms, data management, who does what re: org chart)	3/9/2021	X	X	MCM 3 IDDE	No						
49		Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)	MCM 3 IDDE					MCM 3 IDDE							

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50	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)	MCM 3 IDDE	All MS4 Types: Program must include procedures for eliminating illicit discharges; procedures for documenting actions; procedures for documenting actions (pg. 37 & pg. 59) Elimination procedures updated as part of training (includes tablet use, forms, data management, who does what re: org chart)	3/9/2021	X	X	MCM 3 IDDE	No						
51			MCM 3 IDDE	All MS4 Types: Develop and maintain a map minimally within covered entities jurisdiction in urbanized area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system. Field verify outfalls (pg. 36 & pg. 57) GOALS ENTERED IN MAPPING SECTION.				MCM 3 IDDE							

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52			All MS4 Types: Covered entities shall report: # & % of outfalls mapped; # of outfall detected and eliminated; % of outfalls for which an outfall reconnaissance inventory has been made; status of system mapping; activities in and results of informing public employees, businesses, and general public of hazards associated with illegal discharges and improper disposal of waste; regulatory mechanism status-certified as equivalent; effectiveness of program, BMPS, goal assessment (pg. 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE						

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53	MCM 4 - Construction Site Runoff Control			MCM 4 - Construction Site Runoff Control			MCM 4 - Construction Site Runoff Control								
54	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)	<p>Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require SWPPP for each applicable land disturbing activity that includes erosion and sediment controls that meet the States current technical standards (pg. 39)</p>	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
55			<p>Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates mechanisms for construction runoff requirements to the extent allowable under State and local law that meets State's most current technical standards: through available mechanisms; procedures & policies must be developed for implementation & enforcement; a written directive from person authorized to sign NOI stating that updated mechanisms must be used and who (position) is responsible; mechanisms/directive equivalent to requirements of SPDES General Pmt for Construction Activities (pg. 60-61)</p>	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
56	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4		<p>Traditional - Land Use Control MS4: Mechnism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 39)</p>	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						

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57			Traditional - Land Use Control MS4: Contains requirements for constructions site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at construction site...pursuant to requirements of construction permit (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
58	MCM 4 Construction Site Runoff Control: Education materials on Construction program		All MS4 Types: Educates construction site owner/operators, design engineers, municipal staff and other individuals to whom regs apply about the municipalities (MS4s) construction stormwater requirements, when requirements apply, to whom, procedures for submission of SWPPPs, procedures for construction site inspections, and other procedures associated with the control of construction stormwater. (pg. 40 & pg. 61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
59	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elements not explicitly required by GP-0-15-003) (3 years)	All MS4 Types: Program establishes and maintains an inventory of active construction sites, including location of site, owner/operator information (pg. 41 & pg. 61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
60	MCM 4 Construction Site Runoff Control: Construction Site priority areas			MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
61	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)	Traditional - Land Use Control MS4: Describes procedures for SWPPP Review (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	City of Cohoes Measurable Goals		SPDES Permit No NYR20A243		BMP Category	City of Cohoes Progress Meeting		City of Cohoes Measurable Goals		SPDES Permit No NYR20A243	
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62		Part VI.D.7 Train SWPPP reviewers (1.5 years)	Traditional - Land Use Control MS4: Program ensures that the individual performing reviews are adequately trained and understand State and local sediment and erosion control requirements (all SWPPPs must be reviewed for sites 1 acre or greater; must utilize MS4 SWPPP Acceptance Form) (pg. 39-40)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
63	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)		MCM 4 Constr Site Runoff Control	Stormwater staff attend, document, and retain minutes of Pre-Construction and Job Meetings	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes	Pre-Con meeting held, minutes retained, routine procedure	Stormwater staff attend, document, and retain minutes of Pre-Construction and Job Meetings	3/9/2022	X	
64	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (identify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	All MS4 Types: Describes procedures for site inspections and enforcement of erosion and control measures, including steps to identify priority sites. All sites must be inspected where the disturbance is greater than 1 acre. (pg. 40 & pg. 60).	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						

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65			Traditional - Land Use Control MS4: Covered entities must determine that it is acceptable for the owner/operator of a construction project to submit the Notice of Termination (NOT) to the Department by performing a final site inspection themselves or by accepting the Qualified Inspector's final inspection certificate(s) required by the Construction Permit. Principal executive officer, ranking elected official, or duly authorized rep shall document their determination by signing MS4 Acceptance statement on NOT. (pg. 40)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control								
66		Part VI.D.7 Train Construction site inspectors (1.5 years)	Traditional - Land Use Control MS4: Program must ensure that individuals performing the inspections are adequately trained and understand state and local sediment and erosion requirements (pg. 40)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control								
67		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)	All MS4 Types: Ensures that construction site operators have received E/SC training, including the <i>trained contractors</i> as defined in Construction Activity Permit, before they do work within a covered entities jurisdiction and maintain records of that training. Training may be provided by Soil and Water Conservation District...(pg. 41 & 61)	MCM 4 Constr Site Runoff Control	Renew 4 hr training for relevant City employees (minimally 2)	3/9/2021	X		MCM 4 Constr Site Runoff Control	No	Staff retired	Renew 4 hr E/SC training for relevant City employees and new staff (possibly 2)	3/9/2022	X			

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
			MCM 4 Constr Site Runoff Control	Co-sponsor with ACSWCD, one (1) 4hr E/SC training for Construction Site Operators; distribute promotional material to Coalition members; post training info on Coalition website.	3/9/2021		X	MCM 4 Constr Site Runoff Control	No	ACSWCD training not offered due to Covid	Coalition Director consults with ACSWCD about future of 4 hr E/SC training given videoconference E/SC offerings by SWCD state-wide. If relevant and possible, one training co-sponsored with ACSWCD (not a videoconference).	3/9/2022		X	
68	Part VI.D.11 Update tracking system for inspections and complaints (6 months)		MCM 4 Constr Site Runoff Control	Traditional - Land Use Control MS4: Covered entities shall report: # of SWPPPs reviewed; # and type of enforcement action; % of active construction sites inspected once; % of active construction sites inspected more than once; # of construction sites authorized for disturbance of one or more acres; effectiveness of program/BMPs/goal assessment. (pg. 41)				MCM 4 Constr Site Runoff Control							
69			MCM 4 Constr Site Runoff Control	Traditional - Non-Land Use Control & Non-Traditional MS4: Covered entity shall report: # and type of sanctions employed; status of regulatory mechanism - certify will assure compliance with Construction Permit; # of construction sites authorized for disturbance greater than 1 acre; effectiveness of program/BMPs/goal assessment (pg. 62)				MCM 4 Constr Site Runoff Control							
70	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...		MCM 4 Constr Site Runoff Control	All MS4 Types: Describes procedures for receipt and follow up on complaints or other information submitted by the public regarding construction site storm water runoff (pg. 40 & pg. 61).				MCM 4 Constr Site Runoff Control							

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	Required Record		Deliverable	Text (pg. no)			2020- 2021		Responsible Parties		2020 -2021 Goals		2021-2022			Responsible Parties	
	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition					
71	MCM 5 - Post Construction Stormwater Runoff			MCM 5 - Post Construction Stormwater Runoff					MCM 5 - Post Construction Stormwater Runoff								
72	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require post construction run off controls from new development and re-development projects to the extent allowable under State law that meets the State most current technical standards. (pg. 43)			MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							
73			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates enforceable mechanism for post-construction runoff control from new development and redevelopment projects to extent allowable under state or local law that meets State current technical standards through available mechanisms, procedures or policies must be developed for implementation and enforcement; written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcement the mechanisms; and mechanism and directive must assure compliance with SPDES General Permit for Construction Activities (pg. 62)			MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							

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74	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Regulatory mechanism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 43)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							
75			All MS4 Types: Includes a combination of structural and non-structural management practices according to standards defined in the most current version of the NYS Stormwater Management Design manual (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							
76			All MS4 Types: in development of watershed plans, municipal comprehensive plans (only Trad MS4s), open space preservation programs, local law, ordinances and land use regulations, covered entities must consider principles of Low Impact Development, Better Site Design, and other Green Infrastructure Practices to the MEP (Maximum Extent Practicable) (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff		2017 Form based code adopted, includes green infrastructure and related considerations					

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77			Traditional - Land Use Control MS4: Covered entities are required to review according to Green Infrastructure practices defined in the Design Manual at a site level and encouraged to review, and revise where appropriate local codes and law that include provisions that preclude green infrastructure or construction techniques that minimize or reduce pollutant loadings. (pg. 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
78			Traditional - Land Use Control MS4: Describe procedures for SWPPP Review and review of individual SWPPPs to ensure consistency with NYS SW Design Manual. (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
79			Traditional - Land Use Control MS4: Program ensures that individual performing the SWPPP review are adequately trained and understand the State and local post construction site requirements (pg.44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
80			Traditional - Land Use Control MS4: Program ensures that individual performing the review of SWPPPs that include post construction stormwater management practices are <i>qualified professionals</i> or under the supervision of <i>qualified professionals</i> (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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81			Traditional - Land Use Control MS4: Program ensures that after review of SWPPPs the covered entity must utilize the "MS4 SWPPP Acceptance Form" created by the Department as required in Construction Activity Permit when notifying construction site owner/operators that their plans have been accepted by the covered entity. (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
82			Traditional - Land Use Control MS4: Program utilizes available training from sources such as Soil ad Water Conservation Districts, Planning Councils....to educate municipal boards and Planning and Zoning Boards on low impact development principles, better site design approach, and green infrastructure applications.(pg.44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff			Direct Planning Board to stormwater related trainings, emphasis various site options and appropriate stormwater practices	3/9/2022	X	
83			Traditional - Land Use Control MS4: (newly regulated): Covered entity shall report on procedures for SWPPP review; procedures for inspection and maintenance of post construction management practices; and procedures for enforcement and penalization of violators (pg. 46)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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84	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)	All MS4 Types: Maintain an inventory of post construction stormwater practices within the covered entities jurisdiction. At a minimum include practices discharging to small MS4 that have been installed since March 10, 2003, all practices owned by the MS4, and those practices found to cause or contribute to water quality standard violations. Inventory shall include at minimum: location of practice (street address or coordinants); type of practices; maintenance needed per NYS Stormwater Management Design Manual, SWPPP or other provided documentation, and dates and type of maintenance performed (pg. 44,45, and 64)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
85	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	All MS4 Types: Program ensures adequate long-term operation and maintenance of mgmt practices identified in inventory, by trained staff, including inspections (assessment if Non Trad) to ensure that practices are performing properly. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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86			All MS4 Types: The inspection (assessment if Non Trad) shall include inspection items identified in the maintenance requirements (NYSDEC SW Design Manual, SWPPP or other maintenance information) for the practice. Covered entities are not required to collect stormwater samples and perform specific chemical analysis. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff	GIS Coordinator or Coaliton Director locates the Survey123 PCSMP forms created by the Coalition Stormwater Program Technician Assistant in 2019. Share forms with Coalition MS4s now using ArcGIS Online Survey123/Collector technology.	3/9/2021		X	MCM 5 Post Constr SW Runoff	No	Moved to Mapping				
87			All MS4 Types: Develop, implement, and provide adequate resources for a program to inspect development and re-development sites by trained staff and to enforce and penalize violators (pg. 45 & pg 65)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
88			Traditional - Land Use Control MS4: Covered entity shall report on: # of SWPPPs reviewed; # and type of enforcement actions; # and type post-construction stormwater management practices inventoried; # and type of post construction stormwater management practices inspected; # and type of post construction managment practices maintained; regulatory mechanism status-certification; effectiveness of program, BMPs, goal assessment. (pg. 46)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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89			Trad-No Land Use & Non Trad MS4 pg. 65: Covered entity shall report on: # and type of sanctions; # and type post-construction stormwater management practices; # and type of post construction stormwater management practices inspected; # and type of post construction managment practices maintained; status of regulatory mechanism, that requlatory mechanism is equivalaent; effectiveness of program, BMPs, measureable goal assessment. (pg. 65)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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90	MCM 6 - Municipal Operations/Good Housekeeping			MCM 6 - Municipal Operations/Good Housekeeping				MCM 6 - Municipal Operations/Good Housekeeping							
91			All MS4 Types: Develop and implement pollution prevention/good housekeeping program for municipal operations and facilities that contribute or potentially contribute POCs to the small MS4 system. Operations and facilities may include, but not limited to: (pg. 46 & pg 66)	MCM 6 Muni Operations					MCM 6 Muni Operations						
92	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 for roadway maintenance, winter maintenance and bridge maintenance) (2 years)	Street and Bridge Maintenance	MCM 6 Muni Operations	Continue street and parking lot sweeping according to routine annual schedule.	3/9/2021	X		MCM 6 Muni Operations						
93	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair			MCM 6 Muni Operations					MCM 6 Muni Operations						
94			Winter Road Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						

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95	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)	Storm System Maintenance	MCM 6 Muni Operations	Continue catch basin inspections, clean outs, and repairs according to routine annual schedule.	3/9/2021	X		MCM 6 Muni Operations	Yes		Continue catch basin inspections, clean outs, and repairs according to routine annual schedule.	3/9/2022	X		
96		Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)		MCM 6 Muni Operations					MCM 6 Muni Operations							
97		Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)		MCM 6 Muni Operations					MCM 6 Muni Operations							
98		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 6 Muni Operations					MCM 6 Muni Operations							
99			Vehicle and Fleet Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
100			Park and Open Space Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
101			Municipal Building Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
102			Solid Waste Management	MCM 6 Muni Operations					MCM 6 Muni Operations							

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Name of MS4		Annual Evaluation March/April, 2021					City of Cohoes	
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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	City of Cohoes Measurable Goals		SPDES Permit No NYR20A243		BMP Category	City of Cohoes Progress Meeting		City of Cohoes Measurable Goals		SPDES Permit No NYR20A243	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
103	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit		New Construction and Land Disturbances	MCM 6 Muni Operations					MCM 6 Muni Operations			Monitor and implement regs for construction projects owned by City (Columbia St Phase II).	3/9/2022	X	
104			Right Of Way Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
105			Marine Operations	MCM 6 Muni Operations					MCM 6 Muni Operations						
106			Hydological Habitat Modification	MCM 6 Muni Operations					MCM 6 Muni Operations						
107			Other (pg. 47 & 66)	MCM 6 Muni Operations					MCM 6 Muni Operations						
108	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)	Traditional - Land Use Control MS4: At minimum frequency once every three years, perform and document a self assessment of all municipal operations addressed by the SWMP to: determine the sources of pollution potentially generated by covered entities operations and facilities and identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 47)	MCM 6 Muni Operations	Conduct tri-annual assessments as per MS4 Permit requirements (~13 municipal facilities). Coalition Stormwater Program Tech to assist	3/9/2021	X	X	MCM 6 Muni Operations	X, partially met		Conduct tri-annual assessments as per MS4 Permit requirements (~13 municipal facilities). Coalition Stormwater Program Tech to assist, if possible	3/9/2022	X	X

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
109	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)	Traditional - Non-Land Use Control & Non-Traditional MS4: Includes the performance and documentation of a self assessment of all municipal operations to: determine the sources of pollution potentially generated by covered entities operations and facilities and Identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 66)	MCM 6 Muni Operations				MCM 6 Muni Operations							
110			All MS4 Types: Determines management practices, policies, procedures, etc that will be developed and implemented to reduce or prevent discharge of (potential) pollutants. Refer to management practices identified in the "NYS Pollution Prevention and Good Housekeeping Assistance Document" and other guidance materials available from EPA, State, or other organizations. (pg. 47 & 66)	MCM 6 Muni Operations				MCM 6 Muni Operations							
111			All MS4 Types: Prioritize pollution prevention and good housekeeping efforts based on geographic area, potential to improve water quality, facilities or operations most in need of modification or improvement, and covered entities capabilities (pg. 47 & 67)	MCM 6 Muni Operations				MCM 6 Muni Operations							

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112	Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)	All MS4 Types: Includes an employee pollution prevention and good housekeeping training program and ensures that staff receive and utilize training (pg. 48 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations							
113		Trad MS4 (pg. 48): Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, to meet permit requirements as the requirements apply to the activity performed	MCM 6 Muni Operations					MCM 6 Muni Operations			Review record keeping of third party certification forms for consultants related to City projects	3/9/2022	X		
114		Traditional - Non-Land Use Control & Non-Traditional MS4: Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, etc. to make the necessary certification in Part IV. G. (pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations							
115		All MS4 Types: Requires municipal operations and facilities that would otherwise be subject to the NYS Multi-sector General Permit for Industrial stomwater discharges (MSGP, GP-012-001) to prepare and implement provisions in SWMP that comply with Parts III. A. C. D. J. K. and L. The covered enty must perform monitoring and recordkeeping. Discharge monitoring reports must be attached to the MS4 annual report. (pg. 48 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations							

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
116			All MS4 Types: Consider and incorporate cost effective runoff reduction techniques and green infrastructure in routine upgrade of stormwater conveyance systems and municipal properties to the MEP (Maximum Extent Practicable) (pg. 46 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations							
117			All MS4 Types: Adopt techniques to reduce the use of fertilizers, pesticides, and herbicides as well as potential impacts to surface water. (pg. 48 & pg. 68)	MCM 6 Muni Operations					MCM 6 Muni Operations							

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118			All MS4 Types: Covered entities are required to report on all municipal operations & facilities that their program is addressing, at a minimum: indicate the municipal operations and facilities that pollution prevention program assessed; and describe if not done so already, the management practices, policies, and procedures that have been developed, modified and/or implemented;	MCM 6 Muni Operations					MCM 6 Muni Operations						
119			and at a minimum report: acres of parking lot swept; miles of street swept; number of catch basins inspected and where necessary cleaned; post construction control stormwater practices inspected and where necessary cleaned; pounds of phosphorus applied in chemical fertilizer; pounds of nitrogen applied in chemical fertilizer; and acres of pesticides/herbicides applied;	MCM 6 Muni Operations					MCM 6 Muni Operations			Continue to collect record keeping data as itemized, monitor procedures as needed.	3/9/2022	X	
120			and report staff training events and number of staff trained;	MCM 6 Muni Operations					MCM 6 Muni Operations						
121			and report on effectiveness of program, BMPs, measurable goal assessment (pg. 48 68)	MCM 6 Muni Operations					MCM 6 Muni Operations						

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
122	Enhanced Requirements for impaired Waters w/out Approved TMDL			Enhanced Requirements for impaired Waters without an Approved TMDL			Enhanced Requirements for impaired Waters without an Approved TMDL								
123			All MS4 Types: Part III. SPECIAL CONDITIONS B.1.. Impaired Waters Without Watershed Improvement Strategies or Future TMDLS. If a small MS4 discharges a stormwater pollutant of concern (POC) to an impaired water listed in Appendix 2, the covered entity must ensure no net increase in its discharge of the listed POC to that water (pg. 12). Albany County - Ann Lee(Shakers), Pond, Stump Pond POC: Phosphorus (pg 102, Appendix 2)	Enhanced Requirements for impaired Waters without an Approved TMDL					Enhanced Requirements for impaired Waters without an Approved TMDL						

Stormwater Coalition of Albany County

**Town of Colonie
New York**

MS4 Permit No. NYR20A190

**Annual Evaluation
(April, 2021)**

**Storm Water Management Program Plan
(BMPs and Measurable Goals)
2021 to 2022**

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Town of Colonie		Annual Evaluation March/April, 2021					Town of Colonie	
				Date & SWMP Preparer(s): 4/10/2020. John Dziabo, Adam Wands, Nancy Heinzen			Traditional - Land Use Control MS4		Date & SWMP Preparer(s): 3/23/2021. Adam Wands, Nancy Heinzen					Traditional - Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of Colonie Measurable Goals		SPDES Permit No NYR20A190		BMP Category	Town of Colonie Progress Meeting		Town of Colonie Measurable Goals		SPDES Permit No NYR20A190	
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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
1	Administrative			Administrative				Administrative							
2	SWMP Coordinator	Designate a SWMP Coordinator (30 days)	All MS4 Types: From Annual MCC Form: Name/Contact: Stormwater Program Coordinator (MCC Form Contact Info)	Admin				Admin							
3	Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	All MS4 Types: MS4 Permit SWMP Plan definition. "The SWMP Plan should include a detailed written explanation of all management practices, activities and other techniques....Documents to include: ...Intermunicipal agreements and other legal authorities... (pg. 98)	Admin	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	Admin	Yes		Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings, implement Coalition work plan	3/9/2022	X	
				Admin	Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	3/9/2021		X	Admin	Yes		Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	3/9/2022		X
												Coalition Director and members evaluate Coalition operators; individual MS4 needs/interests; and Coalition priorities. County/members decide need/value of Coalition. If interest, County/members update/adopt IMA-MOU by 12/31/2022. If not, terminate Coalition operations (equipment-website-staff-files).	12/31/2022	X	X

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4			All MS4 Types: Part IV. Reliance Upon Third Parties. Applies when covered entity relies on third party entities to develop or implement any portion of the SWMP. The covered entity must, through a signed statement, contract or agreement provide adequate assurance that the third parties will comply with permit requirements....see Contracted Entity Certification Statement...(pg. 18)	Admin	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		Admin	Partially	Status and updates by Town staff pending	Certificaton Forms signed and provided to Town by all relevant consultants and others	3/9/2022	X	
5	Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	All MS4 Types: From SWMP Plan definition. Documents to include:Staffing and staff development programs and organizational charts... (pg.98)	Admin	Update organizational chart, post on Coalition website	3/9/2021	X	X	Admin	No	Lack of staff, Covid delay	Update organizational chart, post on Coalition website	3/9/2022	X	X
				Admin	Hire Coalition GIS Coordinator NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	Yes	Coalition GIS Coordinator (start date: 4/30/2021)	Coalition Director monitors and facilitates all aspects of hiring process so that GIS Coordinator starts 4/30/2021	6/1/2021		X
				Admin	Hire/train Coalition Stormwater Program Technician (PT- dedicated staff person for 4 MS4s) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Job posted 2020/2021; interviews and job offer; noone hired.	Coalition Director discusses w/T/NewScot, C/Wvliet, C/Cohoes, and V/Menands next steps re: hiring/training of Coalition Stormwater Program Technician. Implement hiring decision and plan.	12/31/2021		X

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			Admin	Hire/train Coalition Outreach Specialist NOTE: Covid19 pandemic may force change in plans (hiring) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Dropped. Covid - no funds.					
			Admin	Identify relevant training needs, suitable for Coalition wide training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt mangement, MS4 construction inspections-forms-data management: Stormwater Regs)	3/9/2021		X	Admin	No	Covid - no Coalition staff to coordinate, social distancing mandates an obstacle	Coalition Director and members identify relevant staff development needs suitable for Coalition-wide or individual training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt management, MS4 construction inspections-forms-data management, Stormwater Regs). Time permitting, implement training activity.	3/9/2022		X	
			Admin	Identify training opportunities for members, allocate training dollars for interested Coalition members, purchase training seats, as needed and funds are available	3/9/2021		X	Admin	Yes	Coalition funds supported 'ZOOM' training of individual MS4 'stormwater' staff.	Coalition Director identifies training (staff development) opportunities for members & Coalition staff, allocates training dollars for interested Coalition members, purchases training seats, as needed and funds are available	3/9/2022		X	

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6			Traditional - Non Land Use Control and Non-Traditional MS4s: For each of the elements of the SWMP Plan, the covered entity must identify (i) the agencies and/or offices that would be responsible for implementing the SWMP Plan and (ii) any protocols for coordination among such agencies and/or offices necessary for the implementation of the plan element. (pg. 51)	Admin					Admin						
7	Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)		Admin					Admin						
8		Develop Enforcement Response Plan (3 years)	All MS4 Types: see MCM 3, MCM 4, and MCM 5 for enforcement procedures requirements.	Admin					Admin						
9	Annual Evaluation		All MS4 Types: A. Assessment: Covered entities must conduct an annual evaluation of its program compliance, the appropriateness of BMPs, progress towards goals... (pg. 19)	Admin	Complete Annual Evaluation as part of SWMP update and Annual Report process (April, 2020)	3/9/2021	X	X	Admin	Yes		T/Colonie completes Annual Evaluation as part of SWMP update and Annual Report process (April, 2021)	6/1/2021	X	X
				Admin	Coalition prepares with members the Joint SWMP Plan update (April/May 2020 Annual Evaluation).	6/1/2020	X	X	Admin	Yes		Coalition Director prepares Joint SWMP Plan Annual Evaluation (March/April 2021) template; meets with individual MS4s to assess progress meeting goals; records new goals. Director assembles and posts Joint SWMP Plan update on Coalition website.	6/1/2021		X

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10	Administrative Requirements: Annual Reports		All MS4 Types: C. Annual Reporting: Central Office must receive annual report, electronic or hard copy, no later than June 1 of reporting year (pg.19)	Admin	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	Admin	Yes	Submitted after June 1	Submit Town-specific Annual Report by June 1, Report DRAFT and FINAL submission will include information about the Town Annual Report pages as needed.	3/9/2022	X	X
				Admin	Coalition submits Joint Annual Report by June 1, 2020 which includes individual MS4 Reports from members able to prepare a Report by June 1; others submit their individual Annual Report as soon as possible. All final documents are included and posted with the Coalition Joint Annual Report. For some MS4s office records unavailable due to Covid-19 social distancing restrictions.	6/1/2020. For some MS4s after 6/1/2020 as soon as possible (8/1/2020)	X	X	Admin	Yes		Coalition Director prepares Coalition-specific pages for individual MS4 Annual Reports; adds Coalition pages to individual MS4 reports; assembles MS4 Annual Reports into a Joint Annual Report; submits Joint Annual Report to NYSDEC by June 1, 2021.	6/1/2021		X
11	MS4 Correspondence with the Dept		All MS4 Types: B. Recordkeeping: must keep records included in SWMP plan...comments from the Department (pg.19)	Admin	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		Admin	No	Town policy evolving to store and protect documents electronic	Establish and procedures to save and protect stormwater program documents (photos, SWPPPs, reporting docs)	3/9/2022	X	

Row No	MS4 Permit Requirments			Annual Evaluation April, 2020			Town of Colonie		Annual Evaluation March/April, 2021					Town of Colonie	
				Date & SWMP Preparer(s): 4/10/2020. John Dzialo, Adam Wands, Nancy Heinzen			Traditional - Land Use Control MS4		Date & SWMP Preparer(s): 3/23/2021. Adam Wands, Nancy Heinzen					Traditional - Land Use Control MS4	
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12	Special Conditions			Special Conditions				Special Conditions							
13	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards			Special Conditions	Document corrective actions, save and retain across multiple devices and methods (electronic, print).	3/9/2021	X		Special Conditions	Yes	Town policy evolving to store and protect documents electronically	Document corrective actions, save and retain across multiple devices and methods (electronic, print).	3/9/2022	X	

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14	Mapping			Mapping					Mapping						
15	Mapping: Map of the MS4 conveyance system	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)	All MS4 Types: Mapping requirements are found in MCM 3 IDDE. They are stated here and in MCM 3. Requirements: Develop and maintain a map, at a minimum within covered entities jurisdiction in urbanized area and additionally designated area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system. Field verify outfall locations (pg. 36 & pg. 57)	Mapping	Continue to update storm system mapping layers supported by Town GIS coordinator and field mapping technician.	3/9/2021	X		Mapping	Yes	Updates continues and routine by Town staff	Continue to update storm system mapping layers supported by Town GIS coordinator and field mapping technician.	3/9/2022	X	
				Mapping	Hire and train GIS Coordinator in Coalition storm system and program mapping completed to date; the status/cost of all existng mapping related technology (computers, GPS units, mapping software); purpose of Coalition support and details of relevant water regulations; GIS capacity and ananticipated needs of all Coalition members	3/9/2021		X	Mapping	Yes, partial	Coaliiton GIS Coor hired, start date 4/30/2021, not trained.	Coalition Director and others train Coalition GIS Coordinator in Coalition storm system and program mapping completed to date; ArcGIS Online use to date; SwIM mapper; the status/cost of all existng mapping related technology (computers, GPS units, mapping software); and status of individual MS4 stormwater program mapping efforts to date.	12/31/2021	X	X
												Coalition GIS Coordinator with input from individual MS4s evaluates and manages SwIM related decisions regarding purpose, use, and likely conversion of SwIM to ArcGIS Online platform	3/9/2022	X	X

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			Mapping	Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with Coalition members.	3/9/2021	X	X	Mapping	No		Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with/to Coalition members.	3/9/2022	X	X	
			Mapping	GIS Coordinator trains members in all aspects of ArcGIS Online Survey 123-Collector tablet use (ORI, Construction Sites, Municipal Facilities inspections). Competencies identified and training success monitored.	3/9/2021	X	X	Mapping	No		GIS Coordinator reviews existing ArcGIS Online Survey 123-Collector stormwater forms (ORI, Construction Sites, Municipal Facilities inspections); identifies with input from Coalition members form issues; updates forms; makes corrected forms available to others; provides training in tablet use and reporting documents.	3/9/2022	X	X	
											GIS Coordinator reviews draft ArcGIS Online Survey 123-Collector Post Construction SW Mgmt Practices inspection forms; with input from Coalition members decides need and value of developing form template for general use by interested MS4s.	3/9/2022	X	X	

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			Mapping	Coalition GIS Coordinator and Coalition Director purchase as needed mapping related technology (computer equipment, GPS units, mapping software, staff training, printers)	3/9/2021		X	Mapping	No	Coalition GIS Coordinator and/or Coalition Director evaluate mapping equipment, software, and training needs. Costs are researched with County IT and included in Coalition budget.	3/9/2022		X		

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
16	MCM 1 - Public Education and Outreach			MCM 1 - Public Education and Outreach			MCM 1 - Public Education and Outreach								
17			Traditional - Non Land Use Control and Non-Traditional MS4s should consider their public to be the employee/user population, visitors, or contractor/developers. Examples: 1. Educational institutions- faculty, other staff, students, visitors; and 2. Other Gov't Entities-staff, contractors, visitors (pg. 51)	MCM 1 Public Education					MCM 1 Public Education						
18	MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation (1 year) .	All MS4 Types: Covered entities must identify Pollutants of Concern, waterbodies of concern, geographic areas of concern, target audiences (pg. 30 & pg. 51)	MCM 1 Public Education					MCM 1 Public Education						
19	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	ALL MS4 Types: Covered entities develop and implement an ongoing public education and outreach designed to describe impacts of stormwater discharges on water bodies; POCs and their sources; steps that contributors of these pollutants can take to reduce pollutants in stormwater runoff; and steps that contributors of non-stormwater dischargers can take to reduce pollutants (pg. 30 , 31 & pg. 52).	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		MCM 1 Public Education	Yes	T/Colonie Town Hall racks removed due to Covid. No access, same for Public Op center	Continue to maintain brochure racks (Town Hall and Public Op Center) and table info at Engineering Dept and count brochures distributed	3/9/2022	X	
				MCM 1 Public Education	Stencil catch basins (~20) and distribute 100 doorhangers (Lakeridge Sub-Division; Dutch Meadows).	3/9/2021	X		MCM 1 Public Education	No	Due to Covid not completed	Stencil catch basins (~20) and distribute 100 doorhangers	3/9/2022	X	

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			MCM 1 Public Education	1. Support/update Coalition website	3/9/2021		X	MCM 1 Public Education	Yes		Individual MS4s support and Coalition Director updates Coalition website	3/9/2022		X	
			MCM 1 Public Education	2. For interested Coalition MS4s provide access to the Center for Watershed Protection member portal (archived webcasts, educational material);	3/9/2021		X	MCM 1 Public Education	Yes	Purchased but not used	Coalition Director identifies webcasts of interest to Coalition members (purchased or free); Coalition sponsors 1 presentation at a particular date/time using videoconference technology. Presentation promoted by Coalition and members	3/9/2022	X	X	
			MCM 1 Public Education	3. If requested, print/distribute existing stormwater publications (brochure racks, clean up events, etc.)	3/9/2021		X	MCM 1 Public Education	Yes	Town well stocked don't need	For interested Coalition members, Director prints/distributes existing stormwater publications (for brochure racks, clean up events, etc.)	3/9/2022		X	
			MCM 1 Public Education	4. Hire Coalition Outreach Specialist who updates and/or creates educational material for targeted audience - message and effectiveness analyzed.	3/9/2021		X	MCM 1 Public Education	No	Dropped. Coalition Outreach Specialist not hired.					
20			MCM 1 Public Education	Traditional - Non Land Use Control and Non-Traditional MS4s: Educational materials may be made available at locations including, but not limited to: at service areas, lobbies, or other locations where information is made available; at staff training; on covered entity's website; with pay cheks; and in employee break rooms. (pg. 52)				MCM 1 Public Education							

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21			<p>Traditional - Land Use Control MS4: at minimum covered entity shall report on these items: 1. list education and outreach activities performed for the general public and target audiences and provide any results (# people attended, amount of materials distributed, etc. 2. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 3. effectiveness of program/BMPs/goal assessment; 4. maintain records of training activities. (pg. 31)</p>	MCM 1 Public Education					MCM 1 Public Education								
22			<p>Traditional - Non Land Use Control and Non-Traditional MS4s: a minimum covered entity shall report on these items: 1. list education/outreach activities performed and provide any results (# people attended, amount of materials distributed, etc. 2. education of public about hazards associated with illegal discharges and improper disposal of waste; 3. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 4. effectiveness of program/BMPs/goal assessment; 5. maintain records of training activities. (pg. 52 & pg. 53)</p>	MCM 1 Public Education					MCM 1 Public Education								

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23	MCM 2 - Public Participation			MCM 2 - Public Involvement/Participation				MCM 2 - Public Participation							
24	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1. for types of opportunities. (6 months)	Traditional - Land Use Control MS4: Develop and implement a program identifies key individuals and groups public and private who are interested in or affected by the SWMP. Program identifies types of input covered entity will seek from key individual and groups (pg. 32 & pg. 33)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
25			All MS4 Types: Each covered entity shall ensure that local public officials and members of the public are informed about the program, activities, and progress made (pg. 21).	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
26			All MS4 Types: Provide an opportunity for public to participate in development, implementation, review, and revision of SWMP (pg. 33 and pg. 54)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
27		Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)	Traditional - Land Use Control MS4: Program describes activities covered entity will take to program access to those who want it and to gather the needed input. Activities included but limited to: water quality hotline (report spills, dumping, construction site concerns, etc.); stewardship activities like stream clean ups, storm drain marking and volunteer water quality monitoring. (pg. 33)	MCM 2 Public Inv/Part	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	MCM 2 Public Inv/Part	No	Due to Covid social distancing, no WAVE events organized by Coalition	If WAVE event organized by Coalition, assist in locating a site and recruiting WAVE volunteers.	3/9/2022	X	

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			MCM 2 Public Inv/Part	Organize one or more Coalition-wide WAVE Volunteer Stream Monitoring events (July 1 to Sept 30);	3/9/2021	X	X	MCM 2 Public Inv/Part	No	Due to Covid social distancing, no WAVE events organized by Coalition	Director queries Coalition members regarding Coalition-wide WAVE volunteer stream monitoring events (July 1 to Sept 30), organizes one or more if interest	3/9/2022		X	
			MCM 2 Public Inv/Part	Hire and train Coalition Outreach Specialist who organizes one coalition-wide public participation activity	3/9/2021	X	X	MCM 2 Public Inv/Part	No	Dropped	Director queries Coalition members about Coalition sponsorship or coordination of one public participation event (not WAVE). If interest, provide Coalition staff support and coordinate Coalition-wide support.	3/9/2022		X	
28	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)		MCM 2 Public Inv/Part	All MS4 Types: Identify a local point of contact for public concerns regarding stormwater management and compliance with this SPDES permit Name or title of this contact and phone number must be published in public outreach and participation materials and kept up to date on the MCC form (pg. 33 & pg. 54)				MCM 2 Public Inv/Part							

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29	MCM 2 Public Participation: Public input comments received on SWMP and annual report		All MS4 Types: Prior to submitting the annual report by June 1, present the draft annual report in a format that is open to the public, where the public can ask questions about and make comments on the report. This can be done: at a meeting if Traditional MS4 and on the internet. If internet, provide the public the opportunity to provide comments on the internet or otherwise, and if Traditional MS4 provide the public the opportunity for 2 or more persons to request a public meeting -detailed meeting requirements listed in permit. (pg 33, 34, 54, and 55).	MCM 2 Public Inv/Part	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	MCM 2 Public Inv/Part	Yes		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	3/9/2022	X	X	
30			All MS4 Types: Re: Annual Report - Department recommends that announcements be sent directly to individuals (public and private interested parties) known to have a specific interest in the covered entities SWMP (pg. 34 & pg. 55)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part			Coalition Director emails information about SWMP Plan update and posting of DRAFT/FINAL MS4 Permit Joint Annual Report on Coalition website. Email list includes elected officials and staff from 12 Coalition MS4 member communities.	6/15/2021		X	
31			All MS4 Types: Annual report includes a summary of any comments received and (intended) responses on the individual covered entities information or the shared annual report submission. Changes made to the SWMP in response to comments should be described in the annual report. (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part			Include any public comment received previous in AR submission.				

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32			All MS4 Types: A copy of the final report and the SWMP Plan are available for public inspection (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part			Director posts FINAL Joint Annual Report on Coalition website	3/9/2022		X
33			Traditional - Land Use Control MS4: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); public involvement/participation activities (Ex. steam cleanups, # attending, number of calls to hotline, # and extent of storm drain stenciling); effectiveness of program/BMPS/goal assessment. (pg. 35)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
34			Traditional - Land Use Control & Non Traditional MS4s: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); effectiveness of program/BMPS/goal assessment. (pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						

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35	MCM 3 - Illicit Discharge Detection & Elimination			MCM 3 - Illicit Discharge Detection & Elimination				MCM 3 - Illicit Discharge Detection & Elimination							
36	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism		Traditional - Land Use Control and Traditional - Non Land Use Control MS4s: Prohibit through law, ordinance, or other regulatory mechanism illicit discharges into small MS4 (pg. 36)	MCM 3 IDDE				MCM 3 IDDE			Completed				
37			Non-Traditional MS4: Prohibit illicit discharges to MS4 and implement enforce against illicit discharges through available mechanisms; procedures or policies must be developed for implementation and enforcement mechanisms; a written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcing of the mechanisms; mechanisms and directive must be equivalent to State Model IDDE Local Law (pg. 59)	MCM 3 IDDE				MCM 3 IDDE							
38	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control and Traditional - Non Land Use Control MS4s: Mechanism must be equivalent to States model IDDE Local Law; the mechanism must be certified by the attorney representaing the small MS4 as being equivalent (pg. 36)	MCM 3 IDDE				MCM 3 IDDE			Completed				
39			All MS4 Types: Describe procedures for enforcing against illicit dischargers (pg. 36 & pg. 59)	MCM 3 IDDE				MCM 3 IDDE							

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Town of Colonie		Annual Evaluation March/April, 2021					Town of Colonie	
				Date & SWMP Preparer(s): 4/10/2020. John Dziabo, Adam Wands, Nancy Heinzen			Traditional - Land Use Control MS4		Date & SWMP Preparer(s): 3/23/2021. Adam Wands, Nancy Heinzen					Traditional - Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of Colonie Measurable Goals		SPDES Permit No NYR20A190		BMP Category	Town of Colonie Progress Meeting		Town of Colonie Measurable Goals		SPDES Permit No NYR20A190	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
40			All MS4 Types: Implement appropriate enforcement procedures and actions (pg.36 & pg. 59).	MCM 3 IDDE					MCM 3 IDDE						
41	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)	All MS4 Types: Program must inform public employees, business, and the general public of the hazards associated with illegal discharges and improper disposal of waste (pg. 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE			Distribute illegal discharge and water impact info to participants in Household Hazardous Waste Collection Day	3/9/2022	X	
42	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)		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		MCM 3 IDDE	Yes	Received many complaints this past year (phone messages, people at home during lock down); discharges eliminated	"Hotline" complaints from whatever source are tracked. Tracking notes the complaint and follow up activity (email and photos)	3/9/202s	X	
43	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)	All MS4 Types: Program must include procedures for identifying priority areas of concern (geographic, audience, or otherwise) for IDDE program. (pg 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE						
44		Part VI.C.4 Identify High Priority Outfalls (3 years)		MCM 3 IDDE					MCM 3 IDDE						
45	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)	All MS4 Types: Conduct an outfall reconnaissance inventory as described EPA publication entitled: IDDE: A Guidance Manual for Program Development and Technical Assessment addressing every outfall within urbanized area at least once every five years, with reasonable progress each year. (pg. 36 & pg. 57)	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 3 IDDE	No	Some ORI completed, not all as planned.	Complete ORIs for 20% of outfalls (~129 outfalls).	3/9/2022	X	

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				Date & SWMP Preparer(s): 4/10/2020. John Dziabo, Adam Wands, Nancy Heinzen			Traditional - Land Use Control MS4		Date & SWMP Preparer(s): 3/23/2021. Adam Wands, Nancy Heinzen					Traditional - Land Use Control MS4	
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
46	Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)		MCM 3 IDDE	Review and train T/Colonie staff as needed regarding tablet use for ORI inspections	3/9/2021	X	X	MCM 3 IDDE	No	Need to explain report options	Coalition coordinates with T/Colonie all aspects of ORI tablet use includes transfer from Coalition to Town (data plan, AGOL accounts; group invites, webmap, and inspection data)	3/9/2022	X	X	
			MCM 3 IDDE	Coalition Director reviews with Working Group contents of ORI kit-match kit to Svy123 ORI form-remove/add kit items	3/9/2021	X	X	MCM 3 IDDE	Yes						
			MCM 3 IDDE	Coalition Director reviews ORI Kit resupply and water testing role of Albany County Water Purification District, revise services as needed	3/9/2021	X	X	MCM 3 IDDE	Yes		Coalition provides industrial discharge and bacteria sampling for interested Coalition members via a private lab. ORI Kit management at Coalition office (175 Green St)	3/9/2022		X	
			MCM 3 IDDE	GIS Coordinator and/or Coalition Director trains MS4s in use of tablets/ORI Svy123 forms, data access and management. All MS4s high functionins users of tablet/form technology	3/9/2021	X	X	MCM 3 IDDE	No	Covid - County wide hiring freeze (2020). No Coalition staff hired to complete this goal.	GIS Coordinator and Coalition Director researches with individual MS4s status of MS4/member use post DEC grant (~since June, 2019) of tablets/ORI Svy123 forms, data access and management. Future needs and arrangments clarified; implementation plan developed with and for all parties.	3/9/2022	X	X	

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
			MCM 3 IDDE	Coalition Stormwater Program Tech completes ORI inspection for 4 MS4s as needed or requested (Cohoes, W/vliet, Menands, New Scotland)	3/9/2021	X	X	MCM 3 IDDE	Partial Yes	Coalition Director completes ORIs for Menands, trains Cohoes intern/staff in tablet use.	If Coalition Stormwater Program Tech hired, determine location and extent of ORI inspections for Cohoes, W/vliet, Menands, and New Scotland. Complete ORIs as requested.	3/9/2022		X	
47	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)	MCM 3 IDDE					MCM 3 IDDE							
48	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)	MCM 3 IDDE	All MS4 Types: Program must include procedures for identifying and locating illicit discharges (trackdown) (pg. 37 & pg. 59)				MCM 3 IDDE							
49		Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)	MCM 3 IDDE					MCM 3 IDDE							
50	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)	MCM 3 IDDE	All MS4 Types: Program must include procedures for eliminating illicit discharges; procedures for documenting actions; procedures for documenting actions (pg. 37 & pg. 59)				MCM 3 IDDE							

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
51			<p>All MS4 Types: Develop and maintain a map minimally within covered entities jurisdiction in urbanized area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system.Field verify outfalls (pg. 36 & pg. 57) GOALS ENTERED IN MAPPING SECTION.</p>	MCM 3 IDDE					MCM 3 IDDE						
52			<p>All MS4 Types: Covered entities shall report: # & % of outfalls mapped; # of outfall detected and eliminated; % of outfalls for which an outfall reconnaissance inventory has been made; status of system mapping; activities in and results of informing public employees, businesses, and general public of hazards associated with illegal discharges and improper disposal of waste; regulatory mechanism status-certified as equivalent; effectiveness of program, BMPS, goal assessment (pg. 37 & pg. 58)</p>	MCM 3 IDDE					MCM 3 IDDE						

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition	Goal Met?		Comments	Goal	Due Date	MS4	Coalition		
53	MCM 4 - Construction Site Runoff Control			MCM 4 - Construction Site Runoff Control					MCM 4 - Construction Site Runoff Control								
54	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require SWPPP for each applicable land disturbing activity that includes erosion and sediment controls that meet the States current technical standards (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control								
55			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates mechanisms for construction runoff requirements to the extent allowable under State and local law that meets State's most current technical standards: through available mechanisms; procedures & policies must be developed for implementation & enforcement; a written directive from person authorized to sign NOI stating that updated mechanisms must be used and who (position) is responsible; mechanisms/directive equivalent to requirements of SPDES General Pmt for Construction Activities (pg. 60-61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control								
56	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Mechanism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control								

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57			Traditional - Land Use Control MS4: Contains requirements for constructions site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at construction site...pursuant to requirements of construction permit (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
58	MCM 4 Construction Site Runoff Control: Education materials on Construction program		All MS4 Types: Educates construction site owner/operators, design engineers, municipal staff and other individuals to whom regs apply about the municipalities (MS4s) construction stormwater requirements, when requirements apply, to whom, procedures for submission of SWPPPs, procedures for construction site inspections, and other procedures associated with the control of construction stormwater. (pg. 40 & pg. 61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
59	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elements not explicitly required by GP-0-15-003) (3 years)	All MS4 Types: Program establishes and maintains an inventory of active construction sites, including location of site, owner/operator information (pg. 41 & pg. 61)	MCM 4 Constr 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		MCM 4 Constr Site Runoff Control	X	Protection of files still proceeding	Continue to maintain inventory of active construction sites (~35 sites, as of April, 2020), protect inventory files against hacking.	3/8/2022	X	
60	MCM 4 Construction Site Runoff Control: Construction Site priority areas			MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						

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61	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 review (1 year)	Traditional - Land Use Control MS4: Describes procedures for SWPPP Review (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
62		Part VI.D.7 Train SWPPP reviewers (1.5 years)	Traditional - Land Use Control MS4: Program ensures that the individual performing reviews are adequately trained and understand State and local sediment and erosion control requirements (all SWPPPs must be reviewed for sites 1 acre or greater; must utilize MS4 SWPPP Acceptance Form) (pg. 39-40)	MCM 4 Constr Site Runoff Control	Town stormwater staff review SWPPPs and prepare comments. (Goal : all SWPPPs and SWPPP modifications, if possible)	3/9/2021	X		MCM 4 Constr Site Runoff Control	X		Town stormwater staff review SWPPPs and prepare comments. (Goal : all SWPPPs and SWPPP modifications, if possible)	3/9/2022	X	
63	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)		MCM 4 Constr 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		MCM 4 Constr Site Runoff Control	X		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.	3/9/2022	X	
64	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project close out inspection	Part VI.D.9 Update construction inspection procedures (identify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	All MS4 Types: Describes procedures for site inspections and enforcement of erosion and control measures, including steps to identify priority sites. All sites must be inspected where the disturbance is greater than 1 acre. (pg. 40 & pg. 60).	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						

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65			<p>Traditional - Land Use Control MS4: Covered entities must determine that it is acceptable for the owner/operator of a construction project to submit the Notice of Termination (NOT) to the Department by performing a final site inspection themselves or by accepting the Qualified Inspector's final inspection certificate(s) required by the Construction Permit. Principal executive officer, ranking elected official, or duly authorized rep shall document their determination by signing MS4 Acceptance statement on NOT. (pg. 40)</p>	MCM 4 Constr Site Runoff Control	<p>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.</p>	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes	Continue to make process	<p>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.</p>	3/9/2022	X	
					<p>Continue to inspect construction projects ongoing and at project close out. This includes Town owned projects. GOAL REPEATED IN MCM 6.</p>	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes	Continue to make process	<p>Continue to inspect construction projects ongoing and at project close out. This includes Town owned projects. GOAL REPEATED IN MCM 6.</p>	3/9/2022	X	
66		Part VI.D.7 Train Construction site inspectors (1.5 years)	<p>Traditional - Land Use Control MS4: Program must ensure that individuals performing the inspections are adequately trained and understand state and local sediment and erosion requirements (pg. 40)</p>	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						

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67	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)	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)	All MS4 Types: Ensures that construction site operators have received E/SC training, including the <i>trained contractor</i> s as defined in Construction Activity Permit, before they do work within a covered entities jurisdiction and maintain records of that training. Training may be provided by Soil and Water Conservation District...(pg. 41 & 61)	MCM 4 Constr 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		MCM 4 Constr Site Runoff Control	No	Covid, no staff needed training				
				MCM 4 Constr Site Runoff Control	Co-sponsor with ACSWCD, one (1) 4hr E/SC training for Construction Site Operators; distribute promotional material to Coalition members; post training info on Coalition website.	3/9/2021		X	MCM 4 Constr Site Runoff Control	No	ACSWCD training not offered due to Covid	Coalition Director consults with ACSWCD about future of 4 hr E/SC training given videoconference E/SC offerings by SWCD state-wide. If relevant and possible, one training co-sponsored with ACSWCD (not a videoconference).	3/9/2022		X
68	Part VI.D.11 Update tracking system for inspections and complaints (6 months)	Part VI.D.11 Update tracking system for inspections and complaints (6 months)	Traditional - Land Use Control MS4: Covered entities shall report: # of SWPPPs reviewed; # and type of enforcement action; % of active construction sites inspected once; % of active construction sites inspected more than once; # of construction sites authorized for disturbance of one or more acres; effectiveness of program/BMPs/goal assessment. (pg. 41)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						

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69			Traditional - Non-Land Use Control & Non-Traditional MS4: Covered entity shall report: # and type of sanctions employed; status of regulatory mechanism - certify will assure compliance with Construction Permit; # of construction sites authorized for disturbance greater than 1 acre; effectiveness of program/BMPs/goal assessment (pg. 62)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
70	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...		All MS4 Types: Describes procedures for receipt and follow up on complaints or other information submitted by the public regarding construction site storm water runoff (pg. 40 & pg. 61).	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Town of Colonie		Annual Evaluation March/April, 2021					Town of Colonie	
				Date & SWMP Preparer(s): 4/10/2020. John Dziado, Adam Wands, Nancy Heinzen			Traditional - Land Use Control MS4		Date & SWMP Preparer(s): 3/23/2021. Adam Wands, Nancy Heinzen					Traditional - Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of Colonie Measurable Goals		SPDES Permit No NYR20A190		BMP Category	Town of Colonie Progress Meeting		Town of Colonie Measurable Goals		SPDES Permit No NYR20A190	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
71	MCM 5 - Post Construction Stormwater Runoff			MCM 5 - Post Construction Stormwater Runoff				MCM 5 - Post Construction Stormwater Runoff							
72	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require post construction run off controls from new development and re-development projects to the extent allowable under State law that meets the State most current technical standards. (pg. 43)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							
73			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates enforceable mechanism for post-construction runoff control from new development and redevelopment projects to extent allowable under state or local law that meets State current technical standards through available mechanisms, procedures or policies must be developed for implementation and enforcement; written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcement the mechanisms; and mechanism and directive must assure compliance with SPDES General Permit for Construction Activities (pg. 62)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							
74	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Regulatory mechanism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 43)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
75			All MS4 Types: Includes a combination of structural and non-structural management practices according to standards defined in the most current version of the NYS Stormwater Management Design manual (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
76			All MS4 Types: in development of watershed plans, municipal comprehensive plans (only Trad MS4s), open space preservation programs, local law, ordinances and land use regulations, covered entities must consider principles of Low Impact Development, Better Site Design, and other Green Infrastructure Practices to the MEP (Maximum Extent Practicable) (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff			Research status of non-structural stormwater practices considered by planning dept, coordinate as needed.	3/9/2021	X	
77			Traditional - Land Use Control MS4: Covered entities are required to review according to Green Infrastructure practices defined in the Design Manual at a site level and encouraged to review, and revise where appropriate local codes and law that include provisions that preclude green infrastructure or construction techniques that minimize or reduce pollutant loadings. (pg. 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
78			Traditional - Land Use Control MS4: Describe procedures for SWPPP Review and review of individual SWPPPs to ensure consistency with NYS SW Design Manual. (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
79			Traditional - Land Use Control MS4: Program ensures that individual performing the SWPPP review are adequately trained and understand the State and local post construction site requirements (pg.44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
80			Traditional - Land Use Control MS4: Program ensures that individual performing the review of SWPPPs that include post construction stormwater management practices are <i>qualified professionals</i> or under the supervision of <i>qualified professionals</i> (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
81			Traditional - Land Use Control MS4: Program ensures that after review of SWPPPs the covered entity must utilize the "MS4 SWPPP Acceptance Form" created by the Department as required in Construction Activity Permit when notifying construction site owner/operators that their plans have been accepted by the covered entity. (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
82			Traditional - Land Use Control MS4: Program utilizes available training from sources such as Soil ad Water Conservation Districts, Planning Councils....to educate municipal boards and Planning and Zoning Boards on low impact development principles, better site design approach, and green infrastructure applications.(pg.44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
83			Traditional - Land Use Control MS4: (newly regulated): Covered entity shall report on procedures for SWPPP review; procedures for inspection and maintenance of post construction management practices; and procedures for enforcement and penalization of violators (pg. 46)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
84	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)	All MS4 Types: Maintain an inventory of post construction stormwater practices within the covered entities jurisdiction. At a minimum include practices discharging to small MS4 that have been installed since March 10, 2003, all practices owned by the MS4, and those practices found to cause or contribute to water quality standard violations. Inventory shall include at minimum: location of practice (street address or coordinants); type of practices; maintenance needed per NYS Stormwater Management Design Manual, SWPPP or other provided documentation, and dates and type of maintenance performed (pg. 44,45, and 64)	MCM 5 Post Constr SW 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		MCM 5 Post Constr SW Runoff	Yes		Continue to update the post construction sw practices inventory spreadsheet (track status of NOTs). Review hacking vulnerabilities and protect database from future hacking.	3/9/2022	X	
85	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	All MS4 Types: Program ensures adequate long-term operation and maintenance of mgmt practices identified in inventory, by trained staff, including inspections (assessment if Non Trad) to ensure that practices are performing properly. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff	Continue to develop spreadsheet database of post-construction sw practices; send out letters requesting annual inspection reports; follow up as needed.	3/9/2021	X		MCM 5 Post Constr SW Runoff	Yes	Have a database, need to improve communication with private owners.	Continue to develop spreadsheet database of post-construction sw practices; send out letters requesting annual inspection reports; follow up as needed.	3/9/2022	X	

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
86			All MS4 Types: The inspection (assessment if Non Trad) shall include inspection items identified in the maintenance requirements (NYSDEC SW Design Manual, SWPPP or other maintenance information) for the practice. Covered entities are not required to collect stormwater samples and perform specific chemical analysis. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff	GIS Coordinator or Coaliton Director locates the Survey123 PCSMP forms created by the Coalition Stormwater Program Technician Assistant in 2019. Share forms with Coalition MS4s now using ArcGIS Online Survey123/Collector technology.	3/9/2021		X	MCM 5 Post Constr SW Runoff	No		GIS Coordinator or Coaliton Director locates the Survey123 PCSMP forms created by the Coalition Stormwater Program Technician Assistant in 2019. Share forms with Coalition MS4s now using ArcGIS Online Survey123/Collector technology.	3/9/2022		X
87			All MS4 Types: Develop, implement, and provide adequate resources for a program to inspect development and re-development sites by trained staff and to enforce and penalize violators (pg. 45 & pg 65)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
88			Traditional - Land Use Control MS4: Covered entity shall report on: # of SWPPPs reviewed; # and type of enforcement actions; # and type post-construction stormwater management practices inventoried; # and type of post construction stormwater management practices inspected; # and type of post construction managment practices maintained; regulatory mechanism status-certification; effectiveness of program, BMPs, goal assessment. (pg. 46)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
89			Trad-No Land Use & Non Trad MS4 pg. 65: Covered entity shall report on: # and type of sanctions; # and type post-construction stormwater management practices; # and type of post construction stormwater management practices inspected; # and type of post construction management practices maintained; status of regulatory mechanism, that regulatory mechanism is equivalent; effectiveness of program, BMPs, measureable goal assessment. (pg. 65)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
90	MCM 6 - Municipal Operations/Good Housekeeping			MCM 6 - Municipal Operations/Good Housekeeping				MCM 6 - Municipal Operations/Good Housekeeping							
91			All MS4 Types: Develop and implement pollution prevention/good housekeeping program for municipal operations and facilities that contribute or potentially contribute POCs to the small MS4 system. Operations and facilities may include, but not limited to: (pg. 46 & pg 66)	MCM 6 Muni Operations				MCM 6 Muni Operations							
92	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 for roadway maintenance, winter maintenance and bridge maintenance) (2 years)	Street and Bridge Maintenance	MCM 6 Muni Operations				MCM 6 Muni Operations							
93	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair			MCM 6 Muni Operations				MCM 6 Muni Operations							
94			Winter Road Maintenance	MCM 6 Muni Operations				MCM 6 Muni Operations							
95	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 years)	Storm System Maintenance	MCM 6 Muni Operations				MCM 6 Muni Operations							

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
96	Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)		MCM 6 Muni Operations					MCM 6 Muni Operations							
97	Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)		MCM 6 Muni Operations					MCM 6 Muni Operations							
98	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 6 Muni Operations	Monitor maintenance of Town-owned PC SMPs, reach out to Highway staff if issues, follow up as needed	3/9/2021	X		MCM 6 Muni Operations	Yes		Monitor maintenance of Town-owned PC SMPs, reach out to Highway staff if issues, follow up as needed	3/9/2022	X		
99		Vehicle and Fleet Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
100		Park and Open Space Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
101		Municipal Building Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
102		Solid Waste Management	MCM 6 Muni Operations					MCM 6 Muni Operations							
103	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit		MCM 6 Muni Operations	Continue to inspect construction projects ongoing and at project close out. This includes Town owned projects. GOAL REPEATED IN MCM 4.	3/9/2021	X		MCM 6 Muni Operations	Yes	No active Town owned projects for 2020, as of 3/9/2021	Inform all relevant Town staff of need for Construction Permit coverage, where relevant >1 acre. Continue to inspect construction projects ongoing and at project close out. This includes Town owned projects.	3/9/2022	X		

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
104			Right Of Way Maintenance	MCM 6 Muni Operations				MCM 6 Muni Operations							
105			Marine Operations	MCM 6 Muni Operations				MCM 6 Muni Operations							
106			Hydrological Habitat Modification	MCM 6 Muni Operations				MCM 6 Muni Operations							
107			Other (pg. 47 & 66)	MCM 6 Muni Operations				MCM 6 Muni Operations							
108	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)	Traditional - Land Use Control MS4: At minimum frequency once every three years, perform and document a self assessment of all municipal operations addressed by the SWMP to: determine the sources of pollution potentially generated by covered entities operations and facilities and identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 47)	MCM 6 Muni Operations	Complete 50% of total # of municipal facility self audits (~39 total municipal facilities)	3/9/2021	X	MCM 6 Muni Operations	No	Covid and lack of staff were problems	Complete 50% of total # of municipal facility self audits (~39 total municipal facilities)	3/9/2022	X		
109	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)	Traditional - Non-Land Use Control & Non-Traditional MS4: Includes the performance and documentation of a self assessment of all municipal operations to: determine the sources of pollution potentially generated by covered entities operations and facilities and identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 66)	MCM 6 Muni Operations				MCM 6 Muni Operations							

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
110			All MS4 Types: Determines management practices, policies, procedures, etc that will be developed and implemented to reduce or prevent discharge of (potential) pollutants. Refer to management practices identified in the "NYS Pollution Prevention and Good Housekeeping Assistance Document" and other guidance materials available from EPA, State, or other organizations. (pg. 47 & 66)	MCM 6 Muni Operations					MCM 6 Muni Operations						
111			All MS4 Types: Prioritize pollution prevention and good housekeeping efforts based on geographic area, potential to improve water quality, facilities or operations most in need of modification or improvement, and covered entities capabilities (pg. 47 & 67)	MCM 6 Muni Operations					MCM 6 Muni Operations						
112	Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)		All MS4 Types: Includes an employee pollution prevention and good housekeeping training program and ensures that staff receive and utilize training (pg. 48 & pg. 67)	MCM 6 Muni Operations	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		MCM 6 Muni Operations	No	Consult with Coalition about Coalition led training for various target audiences (Field Workers and Electeds-Administrators), similar to January 2020 Training Blitz Content: "Rain Check" and "Spills and Skills" DVD. Organize as needed, if possible with Coalition or independently.	3/9/2022	X	X	

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
113			Trad MS4 (pg. 48): Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, to meet permit requirements as the requirements apply to the activity performed	MCM 6 Muni Operations					MCM 6 Muni Operations						
114			Traditional - Non-Land Use Control & Non-Traditional MS4: Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, etc. to make the necessary certification in Part IV. G. (pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations						
115			All MS4 Types: Requires municipal operations and facilities that would otherwise be subject to the NYS Multi-sector General Permit for Industrial stormwater discharges (MSGP, GP-012-001) to prepare and implement provisions in SWMP that comply with Parts III. A. C. D. J. K. and L. The covered entity must perform monitoring and recordkeeping. Discharge monitoring reports must be attached to the MS4 annual report. (pg. 48 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations						
116			All MS4 Types: Consider and incorporate cost effective runoff reduction techniques and green infrastructure in routine upgrade of stormwater conveyance systems and municipal properties to the MEP (Maximum Extent Practicable) (pg. 46 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations						

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Town of Colonie		Annual Evaluation March/April, 2021					Town of Colonie	
				Date & SWMP Preparer(s): 4/10/2020. John Dziabo, Adam Wands, Nancy Heinzen			Traditional - Land Use Control MS4		Date & SWMP Preparer(s): 3/23/2021. Adam Wands, Nancy Heinzen					Traditional - Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of Colonie Measurable Goals		SPDES Permit No NYR20A190		BMP Category	Town of Colonie Progress Meeting		Town of Colonie Measurable Goals		SPDES Permit No NYR20A190	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
117			All MS4 Types: Adopt techniques to reduce the use of fertilizers, pesticides, and herbicides as well as potential impacts to surface water. (pg. 48 & pg. 68)	MCM 6 Muni Operations				MCM 6 Muni Operations							
118			All MS4 Types: Covered entities are required to report on all municipal operations & facilities that their program is addressing, at a minimum: indicate the municipal operations and facilities that pollution prevention program assessed; and describe if not done so already, the management practices, policies, and procedures that have been developed, modified and/or implemented;	MCM 6 Muni Operations				MCM 6 Muni Operations							

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of Colonie Measurable Goals		SPDES Permit No NYR20A190		BMP Category	Town of Colonie Progress Meeting		Town of Colonie Measurable Goals		SPDES Permit No NYR20A190	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
119			and at a minimum report: acres of parking lot swept; miles of street swept; number of catch basins inspected and where necessary cleaned; post construction control stormwater practices inspected and where necessary cleaned; pounds of phosphorus applied in chemical fertilizer; pounds of nitrogen applied in chemical fertilizer; and acres of pesticides/herbicides applied;	MCM 6 Muni Operations	Monitor catch basin inspections and clean out throughout Town, retain catch basin data for MS4 Permit annual report	3/9/2021	X		MCM 6 Muni Operations	Yes	Ongoing	Monitor catch basin inspections and clean out throughout Town, retain catch basin data for MS4 Permit annual report	3/9/2022	X	
				MCM 6 Muni Operations	Monitor street and parking lot sweeping throughout Town, retain sweeping data for MS4 Permit annual report.	3/9/2021	X		MCM 6 Muni Operations	Yes	Ongoing	Monitor street and parking lot sweeping throughout Town, retain sweeping data for MS4 Permit annual report.	3/9/2021	X	
120			and report staff training events and number of staff trained;	MCM 6 Muni Operations					MCM 6 Muni Operations						
121			and report on effectiveness of program, BMPs, measurable goal assessment (pg. 48 68)	MCM 6 Muni Operations					MCM 6 Muni Operations						

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122	Enhanced Requirements for impaired Waters w/out Approved TMDL			Enhanced Requirements for impaired Waters without an Approved TMDL				Enhanced Requirements for impaired Waters without an Approved TMDL							
123			All MS4 Types: Part III. SPECIAL CONDITIONS B.1.. Impaired Waters Without Watershed Improvement Strategies or Fturue TMDLS. If a small MS4 discharges a stormwater pollutant of concern (POC) to an impaired water listed in Appendix 2, the covered entity must ensure no net increase in its discharge of the listed POC to that water (pg. 12). Albany County - Ann Lee(Shakers), Pond, Stump Pond POC: Phosphorus (pg 102, Appendix 2)	Enhanced Requirements for impaired Waters without an Approved TMDL					Enhanced Requirements for impaired Waters without an Approved TMDL			Continue to monitor the location of development or redevelopment projects within Ann Lee(Shakers) Pond and Stump Pond watershed; request enhanced phosphorus design standards and inspections 2x week, as per NYSDEC Stormwater Design Manual.	3/9/2022	X	

Stormwater Coalition of Albany County

**Village of Green Island
New York**

MS4 Permit No. NYR20A377

**Annual Evaluation
(April, 2021)**

**Storm Water Management Program Plan
(BMPs and Measurable Goals)
2021 to 2022**

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020				Village of Green Island		Annual Evaluation March/April, 2021					Village of Green Island		
				Date & SWMP Preparer(s): Sean Ward and Nancy Heinzen. April 6, 2020.				Traditional - Land Use Control MS4		Date & SWMP Preparer(s): Maggie Alix, Tod Ward, Sean Ward and Nancy Heinzen April 6, 2021					Traditional - Land Use Control MS4		
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Green Island Measurable Goals			SPDES Permit No NYR20A377		BMP Category	Village of Green Island Progress Meeting		Village of Green Island Measurable Goals			SPDES Permit No NYR20A377	
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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition	Goal Met?		Comments	Goal	Due Date	MS4	Coalition		
1	Administrative			Administrative						Administrative							
2	SWMP Coordinator	Designate a SWMP Coordinator (30 days)	All MS4 Types: From Annual MCC Form: Name/Contact: Stormwater Program Coordinator (MCC Form Contact Info)	Admin					Admin								
3	Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	All MS4 Types: MS4 Permit SWMP Plan definition. "The SWMP Plan should include a detailed written explanation of all management practices, activities and other techniques....Documents to include: ...Intermunicipal agreements and other legal authorities... (pg. 98)	Admin	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	Admin	Yes		Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan.	3/9/2022	X			
				Admin	Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	3/9/2021		X	Admin	Yes		Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	12/31/2022		X		
									Admin			Coalition Director and members evaluate Coalition operations; individual MS4 needs/interests; and Coalition priorities. County/members decide need/value of Coalition. If interest, County/members update/adopt IMA-MOU by 12/31/2022. If not, terminate Coalition operations (equipment-website-staff-files).	12/31/2022	X	X		

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4			All MS4 Types: Part IV. Reliance Upon Third Parties. Applies when covered entity relies on third party entities to develop or implement any portion of the SWMP. The covered entity must, through a signed statement, contract or agreement provide adequate assurance that the third parties will comply with permit requirements....see Contracted Entity Certification Statement...(pg. 18)	Admin				Admin			Update Third Party Contracted Entity Certification Statement Forms with Village service providers as needed.	3/9/2022	X		
5	Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	All MS4 Types: From SWMP Plan definition. Documents to include:Staffing and staff development programs and organizational charts... (pg.98)	Admin	Update organizational chart, as needed	3/9/2021	X	Admin	Yes		Update organizational chart, as needed	3/9/2022	X		
				Admin	Hire Coalition GIS Coordinator NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	Yes	Coalition GIS Coordinator (start date: 4/30/2021)	Coalition Director monitors and facilitates all aspects of hiring process so that GIS Coordinator starts 4/30/2021	6/1/2021		X
				Admin	Hire/train Coalition Stormwater Program Technician (PT-dedicated staff person for 4 MS4s) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Job posted 2020/2021; interviews and job offer; noone hired.	Coalition Director discusses w/T/NewScot, C/Wvliet, C/Cohoes, and V/Menands next steps re: hiring/training of Coalition Stormwater Program Technician. Implement hiring decision and plan.	12/31/2021		X

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
			Admin	Hire/train Coalition Outreach Specialist NOTE: Covid19 pandemic may force change in plans (hiring) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Dropped. Covid - no funds.						
			Admin	Identify relevant training needs, suitable for Coalition wide training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt magement, MS4 construction inspections-forms-data management: Stormwater Regs)	3/9/2021		X	Admin	No	Covid - no Coalition staff to coordinate, social distancing mandates an obstacle	Coalition Director and members identify relevant staff development needs suitable for Coalition-wide or individual training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt management, MS4 construction inspections-forms-data management, Stormwater Regs). Time permitting, implement training activity.	3/9/2022		X		
			Admin	Identify training opportunities for members, allocate training dollars for interested Coalition members, purchase training seats, as needed and funds are available	3/9/2021		X	Admin	Yes	Coalition funds supported 'ZOOM' training of individual MS4 'stormwater' staff.	Coalition Director identifies training (staff development) opportunities for members & Coalition staff, allocates training dollars for interested Coalition members, purchases training seats, as needed and funds are available	3/9/2022		X		

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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021			Responsible Parties			2020 -2021 Goals		2021-2022			Responsible Parties	
Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
6			Traditional - Non Land Use Control and Non-Traditional MS4s: For each of the elements of the SWMP Plan, the covered entity must identify (i) the agencies and/or offices that would be responsible for implementing the SWMP Plan and (ii) any protocols for coordination among such agencies and/or offices necessary for the implementation of the plan element. (pg. 51)	Admin					Admin								
7	Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)		Admin					Admin								
8		Develop Enforcement Response Plan (3 years)	All MS4 Types: see MCM 3, MCM 4, and MCM 5 for enforcement procedures requirements.	Admin					Admin								
9	Annual Evaluation		All MS4 Types: A. Assessment: Covered entities must conduct an annual evaluation of its program compliance, the appropriateness of BMPs, progress towards goals... (pg. 19)	Admin	Continue with routine Annual Evaluation of Village MS4 Program (~April, 2020)	3/9/2021	X	X	Admin	Yes		Continue with routine Annual Evaluation of Village MS4 Program (~April, 2021)	6/1/2021	X			
				Admin	Coalition prepares with members the Joint SWMP Plan update (April/May 2020 Annual Evaluation).	6/1/2020	X	X	Admin	Yes		Coalition Director prepares Joint SWMP Plan Annual Evaluation (March/April 2021) template; meets with individual MS4s to assess progress meeting goals; records new goals. Director assembles and posts Joint SWMP Plan update on Coalition website.	6/1/2021		X		

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
10	Administrative Requirements: Annual Reports		All MS4 Types: C. Annual Reporting: Central Office must receive annual report, electronic or hard copy, no later than June 1 of reporting year (pg.19)	Admin	Complete Annual Report (individual MS4 pages and Coalition) by June 1, 2020	6/1/2021	X	X	Admin	Yes		Complete Annual Report (individual MS4 pages and Coalition) by June 1, 2021	6/1/2021	X	
				Admin	Coalition submits Joint Annual Report by June 1, 2020 which includes individual MS4 Reports from members able to prepare a Report by June 1; others submit their individual Annual Report as soon as possible. All final documents are included and posted with the Coalition Joint Annual Report. For some MS4s office records unavailable due to Covid-19 social distancing restrictions.	6/1/2020. For some MS4s after 6/1/2020 as soon as possible (8/1/2020)	X	X	Admin	Yes		Coalition Director prepares Coalition-specific pages for individual MS4 Annual Reports; adds Coalition pages to individual MS4 reports; assembles MS4 Annual Reports into a Joint Annual Report; submits Joint Annual Report to NYSDEC by June 1, 2021.	6/1/2021		X
11	MS4 Correspondence with the Dept		All MS4 Types: B. Recordkeeping: must keep records included in SWMP plan...comments from the Department (pg.19)	Admin	Continue to retain all MS4 related Department correspondence, as per retention schedule	3/9/2021	X		Admin	Yes		Continue to retain all MS4 related Department correspondence, as per retention schedule	3/9/2022	X	
12	Special Conditions			Special Conditions				Special Conditions							
13	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards			Special Conditions					Special Conditions						

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
14	Mapping			Mapping				Mapping		Mapping							
15	Mapping: Map of the MS4 conveyance system	Update map to show location 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)	All MS4 Types: Mapping requirements are found in MCM 3 IDDE. They are stated here and in MCM 3. Requirements: Develop and maintain a map, at a minimum within covered entities jurisdiction in urbanized area and additionally designated area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system. Field verify outfall locations (pg. 36 & pg. 57)	Mapping	Storm system mapping as needed	3/9/2021	X	X	Mapping	Yes		At Starbuck Island, research Village owned storm system infrastructure, field map as needed Post Construction Stormwater Management Practices (PCSMPS - privately and Villae owned), storm system infrastructure, and Village outfalls. Field map as needed, Hudson Ave sewer separation project (storm system, PC SMPs, Village outfalls). Post data on SwIM mapper.	3/9/2022	X	X		
				Mapping	Hire and train GIS Coordinator in Coalition storm system and program mapping completed to date; the status/cost of all existng mapping related technology (computers, GPS units, mapping software); purpose of Coalition support and details of relevant water regulations; GIS capacity and ananticipated needs of all Coalition members	3/9/2021		X	Mapping	Yes, partial	Coaliiton GIS Coor hired, start date 4/30/2021, not trained.	Coalition Director and others train Coalition GIS Coordinator in Coalition storm system and program mapping completed to date; ArcGIS Online use to date; SwIM mapper; the status/cost of all existng mapping related technology (computers, GPS units, mapping software); and status of individual MS4 stormwater program mapping efforts to date.	12/31/2021	X	X		
									Mapping			Coalition GIS Coordinator with input from individual MS4s evaluates and manages SwIM related decisions regarding purpose, use, and likely conversion of SwIM to ArcGIS Online platform	3/9/2022	X	X		

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	Goal Met?	Comments	Goal	Due Date	MS4	Coalition					
			Mapping	Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with Coalition members.	3/9/2021	X	X	Mapping	No	Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with/to Coalition members.	3/9/2022	X	X			
			Mapping	GIS Coordinator trains members in all aspects of ArcGIS Online Survey 123-Collector tablet use (ORI, Construction Sites, Municipal Facilities inspections). Competencies identified and training success monitored.	3/9/2021	X	X	Mapping	No	GIS Coordinator reviews existing ArcGIS Online Survey 123-Collector stormwater forms (ORI, Construction Sites, Municipal Facilities inspections); identifies with input from Coalition members form issues; updates forms; makes corrected forms available to others; provides training in tablet use and reporting documents.	3/9/2022	X	X			
										GIS Coordinator reviews draft ArcGIS Online Survey 123-Collector Post Construction SW Mgmt Practices inspection forms; with input from Coalition members decides need and value of developing form template for general use by interested MS4s.	3/10/2022	X	X			
			Mapping	Coalition GIS Coordinator and Coalition Director purchase as needed mapping related technology (computer equipment, GPS units, mapping software, staff training, printers)	3/9/2021		X	Mapping	No	Coalition GIS Coordinator and/or Coalition Director evaluate mapping equipment, software, and training needs. Costs are researched with County IT and included in Coalition budget.	3/9/2022		X			

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16	MCM 1 - Public Education and Outreach			MCM 1 - Public Education and Outreach				MCM 1 - Public Education and Outreach								
17			Traditional - Non Land Use Control and Non-Traditional MS4s should consider their public to be the employee/user population, visitors, or contractor/developers. Examples: 1. Educational institutions- faculty, other staff, students, visitors; and 2. Other Gov't Entities-staff, contractors, visitors (pg. 51)	MCM 1 Public Education					MCM 1 Public Education							
18	MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation (1 year) .	All MS4 Types: Covered entities must identify Pollutants of Concern, waterbodies of concern, geographic areas of concern, target audiences (pg. 30 & pg. 51)	MCM 1 Public Education					MCM 1 Public Education							
19	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	All MS4 Types: Covered entities develop and implement an ongoing public education and outreach designed to describe impacts of stormwater discharges on water bodies; POCs and their sources; steps that contributors of these pollutants can take to reduce pollutants in stormwater runoff; and steps that contributors of non-stormwater dischargers can take to reduce pollutants (pg. 30 , 31 & pg. 52).	MCM 1 Public Education	Continue to publish stormwater messages in monthly Newsletter and monthly Mayor's Letter.	3/9/2021	X		MCM 1 Public Education	Yes		Continue to publish stormwater messages in monthly Newsletter and monthly Mayor's Letter, post on Village website	3/9/2022	X		
				MCM 1 Public Education	Continue to maintain Village website links to SW Coalition website.	3/9/2021	X		MCM 1 Public Education	Yes		Continue to maintain Village website links to SW Coalition website.	3/9/2022	X		

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			MCM 1 Public Education	1. Support/update Coalition website	3/9/2021		X	MCM 1 Public Education	Yes		Individual MS4s support and Coalition Director updates Coalition website	3/9/2022		X		
			MCM 1 Public Education	2. For interested Coalition MS4s provide access to the Center for Watershed Protection member portal (archived webcasts, educational material);	3/9/2021		X	MCM 1 Public Education	Yes		Coalition Director identifies webcasts of interest to Coalition members (purchased or free); Coalition sponsors 1 presentation at a particular date/time using videoconference technology. Presentation promoted by Coalition and members	3/9/2022	X	X		
			MCM 1 Public Education	3. If requested, print/distribute existing stormwater publications (brochure racks, clean up events, etc.)	3/9/2021		X	MCM 1 Public Education	Yes		For interested Coalition members, Director prints/distributes existing stormwater publications (for brochure racks, clean up events, etc.)	3/9/2022		X		
			MCM 1 Public Education	4. Hire Coalition Outreach Specialist who updates and/or creates educational material for targeted audience - message and effectiveness analyzed.	3/9/2021		X	MCM 1 Public Education	No	Dropped. Coalition Outreach Specialist not hired.						

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20			Traditional - Non Land Use Control and Non-Traditional MS4s: Educational materials may be made available at locations including, but not limited to: at service areas, lobbies, or other locations where information is made available; at staff training; on covered entity's website; with pay cheks; and in employee break rooms. (pg. 52)	MCM 1 Public Education					MCM 1 Public Education								
21			Traditional - Land Use Control MS4: at minimum covered entity shall report on these items: 1. list education and outreach activities performed for the general public and target audiences and provide any results (# people attended, amount of materials distributed, etc. 2. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 3. effectiveness of program/BMPs/goal assessment; 4. maintain records of training activities. (pg. 31)	MCM 1 Public Education					MCM 1 Public Education								

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22			Traditional - Non Land Use Control and Non-Traditional MS4s: a minimum covered entity shall report on these items: 1. list education/outreach activities performed and provide any results (# people attended, amount of materials distributed, etc. 2. education of public about hazards associated with illegal discharges and improper disposal of waste; 3. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 4. effectiveness of program/BMPs/goal assessment; 5. maintain records of training activities. (pg. 52 & pg. 53)	MCM 1 Public Education					MCM 1 Public Education								
23	MCM 2 - Public Participation			MCM 2 - Public Involvement/Participation				MCM 2 - Public Participation									
24	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1.for types of opportunities. (6 months)	Traditional - Land Use Control MS4: Develop and implement a program identifies key individuals and groups public and private who are interested in or affected by the SWMP. Program identifies types of input covered entity will seek from key individual and groups (pg. 32 & pg. 33)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part								

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25			All MS4 Types: Each covered entity shall ensure that local public officials and members of the public are informed about the program, activities, and progress made (pg. 21).	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
26			All MS4 Types: Provide an opportunity for public to participate in development, implementation, review, and revision of SWMP (pg. 33 and pg. 54)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
27	Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)		Traditional - Land Use Control MS4: Program describes activities covered entity will take to program access to those who want it and to gather the needed input. Activities included but limited to: water quality hotline (report spills, dumping, construction site concerns, etc.); stewardship activities like stream clean ups, storm drain marking and volunteer water quality monitoring. (pg. 33)	MCM 2 Public Inv/Part	Continue to support WAVE Stream Monitoring programs organized by the the Coalition - locate volunteers; promote participation. (COVID19 restrictions may limit or force cancellation of public participation events)	9/30/2020	X	X	MCM 2 Public Inv/Part	No	Covid	If WAVE event organized by Coalition, assist in locating a site and recruiting WAVE volunteers.	3/9/2022	X	
				MCM 2 Public Inv/Part	Organize volunteers for Earth Day Clean Up (COVID19 restrictions may limit or force cancellation of this event)	3/9/2020	X		MCM 2 Public Inv/Part	No	Covid	Village organize volunteers for Community Clean Up (volunteers from local businesses)	3/9/2022	X	

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			MCM 2 Public Inv/Part	Organize one or more Coalition-wide WAVE Volunteer Stream Monitoring events (July 1 to Sept 30);	3/9/2021	X	X	MCM 2 Public Inv/Part	No	Due to Covid social distancing, no WAVE events organized by Coalition	Director queries Coalition members regarding Coalition-wide WAVE volunteer stream monitoring events (July 1 to Sept 30), organizes one or more if interest	3/9/2022		X			
			MCM 2 Public Inv/Part	Hire and train Coalition Outreach Specialist who organizes one coalition-wide public participation activity	3/9/2021	X	X	MCM 2 Public Inv/Part	No		Director queries Coalition members about Coalition sponsorship or coordination of one public participation event (not WAVE). If interest, provide Coalition staff support and coordinate Coalition-wide support.	3/9/2022		X			
28		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)	MCM 2 Public Inv/Part	All MS4 Types: Identify a local point of contact for public concerns regarding stormwater management and compliance with this SPDES permit Name or title of this contact and phone number must be published in public outreach and participation materials and kept up to date on the MCC form (pg. 33 & pg. 54)				MCM 2 Public Inv/Part									

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29	MCM 2 Public Participation: Public input comments received on SWMP and annual report		All MS4 Types: Prior to submitting the annual report by June 1, present the draft annual report in a format that is open to the public, where the public can ask questions about and make comments on the report. This can be done: at a meeting if Traditional MS4 and on the internet. If internet, provide the public the opportunity to provide comments on the internet or otherwise, and if Traditional MS4 provide the public the opportunity for 2 or more persons to request a public meeting -detailed meeting requirements listed in permit. (pg 33, 34, 54, and 55).	MCM 2 Public Inv/Part	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.	3/9/2021	X	X	MCM 2 Public Inv/Part	Yes		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. Village uses own website to direct to Coalition website for DRAFT and FINAL Joint Annual Report.	6/1/2021	X	X
				MCM 2 Public Inv/Part	Village posts the DRAFT Annual Report on website; DRAFT Annual Report presented at Village Board meeting (May, 2020) if possible depending on COVID19 mandates; post the FINAL Annual Report on the Village and Coalition website	3/9/2021	X	X	MCM 2 Public Inv/Part	Yes		DRAFT Annual Report presented at Village Board meeting (~May, 2021).	6/1/2021	X	
30			All MS4 Types: Re: Annual Report - Department recommends that announcements be sent directly to individuals (public and private interested parties) known to have a specific interest in the covered entities SWMP (pg. 34 & pg. 55)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part			Coalition Director emails information about SWMP Plan update and posting of DRAFT/FINAL MS4 Permit Joint Annual Report on Coalition website. Email list includes elected officials and staff from 12 Coalition MS4 member communities.	6/15/2021		X

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31			All MS4 Types: Annual report includes a summary of any comments received and (intended) responses on the individual covered entities information or the shared annual report submission. Changes made to the SWMP in response to comments should be described in the annual report. (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part								
32			All MS4 Types: A copy of the final report and the SWMP Plan are available for public inspection (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part								
													Director posts FINAL Joint Annual Report on Coalition website	3/9/2022	X		
33			Traditional - Land Use Control MS4: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); public involvement/participation activities (Ex. steam cleanups, # attending, number of calls to hotline, # and extent of storm drain stenciling); effectiveness of program/BMPS/goal assessment. (pg. 35)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part								

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34			Traditional - Land Use Control & Non Traditional MS4s: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); effectiveness of program/BMPS/goal assessment. (pg. 56)	MCM 2 Public Inv/Part				MCM 2 Public Inv/Part							

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35	MCM 3 - Illicit Discharge Detection & Elimination			MCM 3 - Illicit Discharge Detection & Elimination						MCM 3 - Illicit Discharge Detection & Elimination							
36	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Prohibit through law, ordinance, or other regulatory mechanism illicit discharges into small MS4 (pg. 36)	MCM 3 IDDE					MCM 3 IDDE								
37			Non-Traditional MS4: Prohibit illicit discharges to MS4 and implement enforce against illicit discharges through available mechanisms; procedures or policies must be developed for implementation and enforcement mechanisms; a written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcing of the mechanisms; mechanisms and directive must be equivalent to State Model IDDE Local Law (pg. 59)	MCM 3 IDDE					MCM 3 IDDE								
38	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Mechanism must be equivalent to States model IDDE Local Law; the mechanism must be certified by the attorney representing the small MS4 as being equivalent (pg. 36)	MCM 3 IDDE					MCM 3 IDDE								
39			All MS4 Types: Describe procedures for enforcing against illicit dischargers (pg. 36 & pg. 59)	MCM 3 IDDE					MCM 3 IDDE								

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40			All MS4 Types: Implement appropriate enforcement procedures and actions (pg.36 & pg. 59).	MCM 3 IDDE					MCM 3 IDDE							
41	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)	All MS4 Types: Program must inform public employees, business, and the general public of the hazards associated with illegal discharges and prompt disposal of waste (pg. 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE							
42	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)		MCM 3 IDDE					MCM 3 IDDE							
43	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)	All MS4 Types: Program must include procedures for identifying priority areas of concern (geographic, audience, or otherwise) for IDDE program. (pg 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE							
44		Part VI.C.4 Identify High Priority Outfalls (3 years)		MCM 3 IDDE					MCM 3 IDDE							

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45	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)	All MS4 Types: Conduct an outfall reconnaissance inventory as described EPA publication entitled: IDDE: A Guidance Manual for Program Development and Technical Assessment addressing every outfall within urbanized area at least once every five years, with reasonable progress each year. (pg. 36 & pg. 57)	MCM 3 IDDE	Will review status of outfall inspections and complete as needed	3/9/2021	X		MCM 3 IDDE	Yes	Reviewed status	Review status of outfall inspections and complete as needed	3/9/2022	X			
				MCM 3 IDDE	Coalition provides training and review as needed in use of tablets for ORI and other stormwater inspections	3/9/2021	X	X	MCM 3 IDDE	No							
				MCM 3 IDDE	Coalition Director reviews with Working Group contents of ORI kit-match kit to Svy123 ORI form remove/add kit items	3/9/2021	X	X	MCM 3 IDDE	Yes							
				MCM 3 IDDE	Coalition Director reviews ORI Kit resupply and water testing role of Albany County Water Purification District, revise services as needed	3/9/2021	X	X	MCM 3 IDDE	Yes		Coalition provides Industrial discharge and bacteria sampling for interested Coalition members via a private lab. ORI Kit management at Coalition office (175 Green St)	3/9/2022		X		

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			MCM 3 IDDE	GIS Coordinator and/or Coalition Director trains MS4s in use of tablets/ORI Svy123 forms, data access and management. All MS4s high functionins users of tablet/form technology	3/9/2021	X	X	MCM 3 IDDE	No	Covid - County wide hiring freeze (2020). No Coalition staff hired to complete this goal.	GIS Coordinator and Coalition Director researches with individual MS4s status of MS4/member use post DEC grant (~since June, 2019) of tablets/ORI Svy123 forms, data access and management. Future needs and arrangments clarified; implementation plan developed with and for all parties.	3/9/2022	X	X	
			MCM 3 IDDE	Coalition Stormwater Program Tech completes ORI inspection for 4 MS4s as needed or requested (Cohoes, W/vliet, Menands, New Scotland)	3/9/2021	X	X	MCM 3 IDDE	Partial Yes.	Coalition Director completes ORIs for Menands, trains Cohoes intern/staff in tablet use.	If Coalition Stormwater Program Tech hired, determine location and extent of ORI inspections for Cohoes, W/vliet, Menands, and New Scotland. Complete ORIs as requested.	3/9/2022		X	
46		Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)	MCM 3 IDDE					MCM 3 IDDE							
47	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)	MCM 3 IDDE					MCM 3 IDDE							

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Green Island Measurable Goals			SPDES Permit No NYR20A377	Responsible Parties	BMP Category	Village of Green Island Progress Meeting		Village of Green Island Measurable Goals			SPDES Permit No NYR20A377
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
48	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)	All MS4 Types: Program must include procedures for identifying and locating illicit discharges (trackdown) (pg. 37 & pg. 59)	MCM 3 IDDE					MCM 3 IDDE							
49		Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)		MCM 3 IDDE					MCM 3 IDDE							
50	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)	All MS4 Types: Program must include procedures for eliminating illicit discharges; procedures for documenting actions; procedures for documenting actions (pg. 37 & pg. 59)	MCM 3 IDDE					MCM 3 IDDE							
51			All MS4 Types: Develop and maintain a map minimally within covered entities jurisdiction in urbanized area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system. Field verify outfalls (pg. 36 & pg. 57) GOALS ENTERED IN MAPPING SECTION.	MCM 3 IDDE					MCM 3 IDDE							

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
52			All MS4 Types: Covered entities shall report: # & % of outfalls mapped; # of outfall detected and eliminated; % of outfalls for which an outfall reconnaissance inventory has been made; status of system mapping; activities in and results of informing public employees, businesses, and general public of hazards associated with illegal discharges and improper disposal of waste; regulatory mechanism status-certified as equivalent; effectiveness of program, BMPS, goal assessment (pg. 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE								

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition					
53	MCM 4 - Construction Site Runoff Control			MCM 4 - Construction Site Runoff Control						MCM 4 - Construction Site Runoff Control							
54	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require SWPPP for each applicable land disturbing activity that includes erosion and sediment controls that meet the States current technical standards (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control								
55			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates mechanisms for construction runoff requirements to the extent allowable under State and local law that meets State's most current technical standards: through available mechanisms; procedures & policies must be developed for implementation & enforcement; a written directive from person authorized to sign NOI stating that updated mechanisms must be used and who (position) is responsible; mechanisms/directive equivalent to requirements of SPDES General Pmt for Construction Activities (pg. 60-61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control								
56	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Mechanism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control								

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
57			Traditional - Land Use Control MS4: Contains requirements for constructions site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at construction site...pursuant to requirements of construction permit (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
58	MCM 4 Construction Site Runoff Control: Education materials on Construction program		All MS4 Types: Educates construction site owner/operators, design engineers, municipal staff and other individuals to whom regs apply about the municipalities (MS4s) construction stormwater requirements, when requirements apply, to whom, procedures for submission of SWPPPs, procedures for construction site inspections, and other procedures associated with the control of construction stormwater. (pg. 40 & pg. 61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
59	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elements not explicitly required by GP-0-15-003) (3 years)	All MS4 Types: Program establishes and maintains an inventory of active construction sites, including location of site, owner/operator information (pg. 41 & pg. 61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
60	MCM 4 Construction Site Runoff Control: Construction Site priority areas			MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
61	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)	Traditional - Land Use Control MS4: Describes procedures for SWPPP Review (pg. 39)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control								
62		Part VI.D.7 Train SWPPP reviewers (1.5 years)	Traditional - Land Use Control MS4: Program ensures that the individual performing reviews are adequately trained and understand State and local sediment and erosion control requirements (all SWPPPs must be reviewed for sites 1 acre or greater; must utilize MS4 SWPPP Acceptance Form) (pg. 39-40)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control								
63	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)		MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control								
64	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (identify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	All MS4 Types: Describes procedures for site inspections and enforcement of erosion and control measures, including steps to identify priority sites. All sites must be inspected where the disturbance is greater than 1 acre. (pg. 40 & pg. 60).	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control								

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65			<p>Traditional - Land Use Control MS4: Covered entities must determine that it is acceptable for the owner/operator of a construction project to submit the Notice of Termination (NOT) to the Department by performing a final site inspection themselves or by accepting the Qualified Inspector's final inspection certificate(s) required by the Construction Permit. Principal executive officer, ranking elected official, or duly authorized rep shall document their determination by signing MS4 Acceptance statement on NOT. (pg. 40)</p>	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control								
66		Part VI.D.7 Train Construction site inspectors (1.5 years)	<p>Traditional - Land Use Control MS4: Program must ensure that individuals performing the inspections are adequately trained and understand state and local sediment and erosion requirements (pg. 40)</p>	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control								
67		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)	<p>All MS4 Types: Ensures that construction site operators have received E/SC training, including the <i>trained contractor</i>s as defined in Construction Activity Permit, before they do work within a covered entities jurisdiction and maintain records of that training. Training may be provided by Soil and Water Conservation District...(pg. 41 & 61)</p>	MCM 4 Constr Site Runoff Control	Status of 4 hr E/SC to be evaluated, training received as needed.	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes	2 Village staff received 4 hr E/SC training	Status of 4 hr E/SC to be evaluated, training received as needed.	3/9/2022	X			

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			MCM 4 Constr Site Runoff Control	Continue to promote E/SC 4 Hr training opportunities to builder community	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes		Continue to promote E/SC 4 Hr training opportunities to builder community	3/9/2022	X				
			MCM 4 Constr Site Runoff Control	Co-sponsor with ACSWCD, one (1) 4hr E/SC training for Construction Site Operators; distribute promotional material to Coalition members; post training info on Coalition website.	3/9/2021		X	MCM 4 Constr Site Runoff Control	No	ACSWCD training not offered due to Covid	Coalition Director consults with ACSWCD about future of 4 hr E/SC training given videoconference E/SC offerings by SWCD state-wide. If relevant and possible, one training co-sponsored with ACSWCD (not a videoconference).	3/9/2022		X			
68	Part VI.D.11 Update tracking system for inspections and complaints (6 months)		MCM 4 Constr Site Runoff Control	Traditional - Land Use Control MS4: Covered entities shall report: # of SWPPPs reviewed; # and type of enforcement action; % of active construction sites inspected once; % of active construction sites inspected more than once; # of construction sites authorized for disturbance of one or more acres; effectiveness of program/BMPs/goal assessment. (pg. 41)				MCM 4 Constr Site Runoff Control									
69			MCM 4 Constr Site Runoff Control	Traditional - Non-Land Use Control & Non-Traditional MS4: Covered entity shall report: # and type of sanctions employed; status of regulatory mechanism - certify will assure compliance with Construction Permit; # of construction sites authorized for disturbance greater than 1 acre; effectiveness of program/BMPs/goal assessment (pg. 62)				MCM 4 Constr Site Runoff Control									

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70	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...		All MS4 Types: Describes procedures for receipt and follow up on complaints or other information submitted by the public regarding construction site storm water runoff (pg. 40 & pg. 61).	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control							

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
71	MCM 5 - Post Construction Stormwater Runoff			MCM 5 - Post Construction Stormwater Runoff						MCM 5 - Post Construction Stormwater Runoff							
72	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require post construction run off controls from new deveopment and re-development projects to the extent allowable under State law that meets the State most current technical standards. (pg. 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff								
73			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates enforceable mechanism for post-construction runoff control from new development and redevelopment projects to extent allowable under state or local law that meets State current technical standards through avaialble mechanisms, procedures or policies must be developed for implementation and enforcment; written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcment the mechanisms; and mechanism and directive must assure compliance with SPDES General Permit for Construction Activities (pg. 62)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff								

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74	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Regulatory mechanism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 43)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff								
75			All MS4 Types: Includes a combination of structural and non-structural management practices according to standards defined in the most current version of the NYS Stormwater Management Design manual (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff								
76			All MS4 Types: in development of watershed plans, municipal comprehensive plans (only Trad MS4s), open space preservation programs, local law, ordinances and land use regulations, covered entities must consider principles of Low Impact Development, Better Site Design, and other Green Infrastructure Practices to the MEP (Maximum Extent Practicable) (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff								

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77			Traditional - Land Use Control MS4: Covered entities are required to review according to Green Infrastructure practices defined in the Design Manual at a site level and encouraged to review, and revise where appropriate local codes and law that include provisions that preclude green infrastructure or construction techniques that minimize or reduce pollutant loadings. (pg. 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							
78			Traditional - Land Use Control MS4: Describe procedures for SWPPP Review and review of individual SWPPPs to ensure consistency with NYS SW Design Manual. (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							
79			Traditional - Land Use Control MS4: Program ensures that individual performing the SWPPP review are adequately trained and understand the State and local post construction site requirements (pg.44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							
80			Traditional - Land Use Control MS4: Program ensures that individual performing the review of SWPPPs that include post construction stormwater management practices are <i>qualified professionals</i> or under the supervision of <i>qualified professionals</i> (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							

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81			Traditional - Land Use Control MS4: Program ensures that after review of SWPPPs the covered entity must utilize the "MS4 SWPPP Acceptance Form" created by the Department as required in Construction Activity Permit when notifying construction site owner/operators that their plans have been accepted by the covered entity. (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff								
82			Traditional - Land Use Control MS4: Program utilizes available training from sources such as Soil ad Water Conservation Districts, Planning Councils....to educate municipal boards and Planning and Zoning Boards on low impact development principles, better site design approach, and green infrastructure applications.(pg.44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff								
83			Traditional - Land Use Control MS4: (newly regulated): Covered entity shall report on procedures for SWPPP review; procedures for inspection and maintenance of post construction management practices; and procedures for enforcement and penalization of violators (pg. 46)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff								

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
84	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)	All MS4 Types: Maintain an inventory of post construction stormwater practices within the covered entities jurisdiction. At a minimum include practices discharging to small MS4 that have been installed since March 10, 2003, all practices owned by the MS4, and those practices found to cause or contribute to water quality standard violations. Inventory shall include at minimum: location of practice (street address or coordinants); type of practices; maintenance needed per NYS Stormwater Management Design Manual, SWPPP or other provided documentation, and dates and type of maintenance performed (pg. 44,45, and 64)	MCM 5 Post Constr SW Runoff	For newly completed PC SMPS included in inventory; monitor O & M as needed.	3/9/2021	X		MCM 5 Post Constr SW Runoff	Yes	Hudson Ave Post Construction Stormwater Management Practices (PC SMPS) on inventory, other CGP Permits (Starbuck Island), project ongoing, still need Notice of Termination, not on inventory.	For newly completed PC SMPS (private and public) include in inventory; monitor O & M as needed (Starbuck Is)	3/9/2022	X		
85	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	All MS4 Types: Program ensures adequate long-term operation and maintenance of mgmt practices identified in inventory, by trained staff, including inspections (assessment if Non Trad) to ensure that practices are performing properly. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff	Continue to monitor 'older' post-construction practices (permitted in 2003); inspect practices using maintenance guidance; monitor performance.	3/9/2021	X		MCM 5 Post Constr SW Runoff	Yes		Continue to monitor privately owned 'older' post-construction practices (permitted before and after 2003); inspect and document in writing results of inspection; monitor performance; follow up with owner operators to address maintenance needs as needed.	3/9/2022	X		

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Village of Green Island		Annual Evaluation March/April, 2021					Village of Green Island	
	MS4 Permit Requirements			Date & SWMP Preparer(s): Sean Ward and Nancy Heinzen. April 6, 2020.			Traditional - Land Use Control MS4		Date & SWMP Preparer(s): Maggie Alix, Tod Ward, Sean Ward and Nancy Heinzen April 6, 2021					Traditional - Land Use Control MS4	
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86			All MS4 Types: The inspection (assessment if Non Trad) shall include inspection items identified in the maintenance requirements (NYSDEC SW Design Manual, SWPPP or other maintenance information) for the practice. Covered entities are not required to collect stormwater samples and perform specific chemical analysis. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff	GIS Coordinator or Coaliton Director locates the Survey123 PCSMP forms created by the Coalition Stormwater Program Technician Assistant in 2019. Share forms with Coalition MS4s now using ArcGIS Online Survey123/Collector technology.	3/9/2021		X	MCM 5 Post Constr SW Runoff	No	Moved to Mapping				
87			All MS4 Types: Develop, implement, and provide adequate resources for a program to inspect development and re-development sites by trained staff and to enforce and penalize violators (pg. 45 & pg 65)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
88			Traditional - Land Use Control MS4: Covered entity shall report on: # of SWPPPs reviewed; # and type of enforcement actions; # and type post-construction stormwater management practices inventoried; # and type of post construction stormwater management practices inspected; # and type of post construction managment practices maintained; regulatory mechanism status-certification; effectiveness of program, BMPs, goal assessment. (pg. 46)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition	Goal Met?		Comments	Goal	Due Date	MS4	Coalition		
89			Trad-No Land Use & Non Trad MS4 pg. 65: Covered entity shall report on: # and type of sanctions; # and type post-construction stormwater management practices; # and type of post construction stormwater management practices inspected; # and type of post construction managment practices maintained; status of regulatory mechanism, that reqgulatory mechanism is equivalent; effectiveness of program, BMPs, measureable goal assessment. (pg. 65)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff								

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
90	MCM 6 - Municipal Operations/Good Housekeeping			MCM 6 - Municipal Operations/Good Housekeeping						MCM 6 - Municipal Operations/Good Housekeeping							
91			All MS4 Types: Develop and implement pollution prevention/good housekeeping program for municipal operations and facilities that contribute or potentially contribute POCs to the small MS4 system. Operations and facilities may include, but not limited to: (pg. 46 & pg 66)	MCM 6 Muni Operations					MCM 6 Muni Operations								
92	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 for roadway maintenance, winter maintenance and bridge maintenance) (2 years)	Street and Bridge Maintenance	MCM 6 Muni Operations	Sweep 9 road miles - total of 18 miles	3/9/2021	X		MCM 6 Muni Operations	Yes		Sweep 9 road miles - total of 18 miles	3/9/2022	X			
93	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair			MCM 6 Muni Operations					MCM 6 Muni Operations								
94			Winter Road Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations								

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	Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
95	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 years)	Storm System Maintenance	MCM 6 Muni Operations	Clean out ~40 catch basins	3/9/2021	X		MCM 6 Muni Operations	Yes, partial	Some catch basins inspected and cleaned	Clean out ~40 catch basins	3/9/2022	X			
96		Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)		MCM 6 Muni Operations					MCM 6 Muni Operations								
97		Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)		MCM 6 Muni Operations					MCM 6 Muni Operations								
98		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 6 Muni Operations					MCM 6 Muni Operations			Continue to inspect and maintain Village owned Post Construction Stormwater Management Practices (PC SMPs)	3/9/2022	X			
99			Vehicle and Fleet Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations								
100			Park and Open Space Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations								
101			Municipal Building Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations								
102			Solid Waste Management	MCM 6 Muni Operations					MCM 6 Muni Operations								

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
103	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit		New Construction and Land Disturbances	MCM 6 Muni Operations					MCM 6 Muni Operations			Monitor potential need for CGP coverage on new road projects	3/9/2022	X			
104			Right Of Way Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations								
105			Marine Operations	MCM 6 Muni Operations					MCM 6 Muni Operations								
106			Hydological Habitat Modification	MCM 6 Muni Operations					MCM 6 Muni Operations								
107			Other (pg. 47 & 66)	MCM 6 Muni Operations					MCM 6 Muni Operations								
108	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)	Traditional - Land Use Control MS4: At minimum frequency once every three years, perform and document a self assessment of all municipal operations addressed by the SWMP to: determine the sources of pollution potentially generated by covered entities operations and facilities and Identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 47)	MCM 6 Muni Operations					MCM 6 Muni Operations								

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
109	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)	Traditional - Non-Land Use Control & Non-Traditional MS4: Includes the performance and documentation of a self assessment of all municipal operations to: determine the sources of pollution potentially generated by covered entities operations and facilities and Identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 66)	MCM 6 Muni Operations					MCM 6 Muni Operations								
110			All MS4 Types: Determines management practices, policies, procedures, etc that will be developed and implemented to reduce or prevent discharge of (potential) pollutants. Refer to management practices identified in the "NYS Pollution Prevention and Good Housekeeping Assistance Document" and other guidance materials available from EPA, State, or other organizations. (pg. 47 & 66)	MCM 6 Muni Operations					MCM 6 Muni Operations								
111			All MS4 Types: Prioritize pollution prevention and good housekeeping efforts based on geographic area, potential to improve water quality, facilities or operations most in need of modification or improvement, and covered entities capabilities (pg. 47 & 67)	MCM 6 Muni Operations					MCM 6 Muni Operations								

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select			MS4 Permit GP-0-15-003 Requirements			Traditional - Land Use Control MS4		Date & SWMP Preparer(s): Maggie Alix, Tod Ward, Sean Ward and Nancy Heinzen April 6, 2021					Traditional - Land Use Control MS4					
	Appendix A SWMP Recording Requirements		Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)			SPDES Permit No NYR20A377		Village of Green Island Progress Meeting		Village of Green Island Measurable Goals			SPDES Permit No NYR20A377					
	Required Record		Deliverable	Text (pg. no)			Responsible Parties		2020 -2021 Goals		2021-2022			Responsible Parties					
	Required Record		Deliverable	Text (pg. no)			BMP Category	Village of Green Island Measurable Goals		2020- 2021	Responsible Parties	BMP Category	Goal Met?	Comments	Village of Green Island Measurable Goals		2021-2022	Responsible Parties	
							Goal		Due Date	MS4	Coalition				Goal		Due Date	MS4	Coalition
112		Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)	All MS4 Types: Includes an employee pollution prevention and good housekeeping training program and ensures that staff receive and utilize training (pg. 48 & pg. 67)			MCM 6 Muni Operations	Continue annual training with staff as needed using Coalition DVDs and /or Coalition training services		3/9/2021	X	X	MCM 6 Muni Operations	No	Covid	Continue annual training with staff as needed using Coalition DVDs and /or Coalition training services (Spills and Skills training, other)		3/9/2022	X	X
113			Trad MS4 (pg. 48): Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, to meet permit requirements as the requirements apply to the activity performed			MCM 6 Muni Operations						MCM 6 Muni Operations							
114			Traditional - Non-Land Use Control & Non-Traditional MS4: Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, etc. to make the necessary certification in Part IV. G. (pg. 67)			MCM 6 Muni Operations						MCM 6 Muni Operations							

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
115			All MS4 Types: Requires municipal operations and facilities that would otherwise be subject to the NYS Multi-sector General Permit for Industrial stormwater discharges (MSGP, GP-012-001) to prepare and implement provisions in SWMP that comply with Parts III. A. C. D. J. K. and L. The covered entity must perform monitoring and recordkeeping. Discharge monitoring reports must be attached to the MS4 annual report. (pg. 48 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations							
116			All MS4 Types: Consider and incorporate cost effective runoff reduction techniques and green infrastructure in routine upgrade of stormwater conveyance systems and municipal properties to the MEP (Maximum Extent Practicable) (pg. 46 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations							
117			All MS4 Types: Adopt techniques to reduce the use of fertilizers, pesticides, and herbicides as well as potential impacts to surface water. (pg. 48 & pg. 68)	MCM 6 Muni Operations					MCM 6 Muni Operations							

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
118			All MS4 Types: Covered entities are required to report on all municipal operations & facilities that their program is addressing, at a minimum: indicate the municipal operations and facilities that pollution prevention program assessed; and describe if not done so already, the management practices, policies, and procedures that have been developed, modified and/or implemented;	MCM 6 Muni Operations					MCM 6 Muni Operations								
119			and at a minimum report: acres of parking lot swept; miles of street swept; number of catch basins inspected and where necessary cleaned; post construction control stormwater practices inspected and where necessary cleaned; pounds of phosphorus applied in chemical fertilizer; pounds of nitrogen applied in chemical fertilizer; and acres of pesticides/herbicides applied;	MCM 6 Muni Operations					MCM 6 Muni Operations								
120			and report staff training events and number of staff trained;	MCM 6 Muni Operations					MCM 6 Muni Operations								
121			and report on effectiveness of program, BMPs, measurable goal assessment (pg. 48 68)	MCM 6 Muni Operations					MCM 6 Muni Operations								

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122	Enhanced Requirements for impaired Waters w/out Approved TMDL			Enhanced Requirements for impaired Waters without an Approved TMDL						Enhanced Requirements for impaired Waters without an Approved TMDL							
123			All MS4 Types: Part III. SPECIAL CONDITIONS B.1.. Impaired Waters Without Watershed Improvement Strategies or Future TMDLS. If a small MS4 discharges a stormwater pollutant of concern (POC) to an impaired water listed in Appendix 2, the covered entity must ensure no net increase in its discharge of the listed POC to that water (pg. 12). Albany County - Ann Lee(Shakers), Pond, Stump Pond POC: Phosphorus (pg 102, Appendix 2)	Enhanced Requirements for impaired Waters without an Approved TMDL					Enhanced Requirements for impaired Waters without an Approved TMDL								

Stormwater Coalition of Albany County

**Town of Guilderland
New York**

MS4 Permit No. NYR20A211

**Annual Evaluation
(April, 2021)**

**Storm Water Management Program Plan
(BMPs and Measurable Goals)
2021 to 2022**

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Town of Guilderland		Annual Evaluation March/April, 2021					Town of Guilderland	
				Date & SWMP Preparer(s): April 8, 2020, Ken d'Arpino & N. Heinzen			Traditional MS4 - Land Use Control		Date & SWMP Preparer(s): March 23, 2021, Ken d'Arpino & N. Heinzen					Traditioanl MS4-Land Use Control	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of Guilderland Measurable Goals		SPDES Permit No NYR20A211		BMP Category	Town of Guilderland Progress Meeting		Town of Guilderland Measurable Goals		SPDES Permit No NYR20A211	
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1	Administrative			Administrative				Administrative							
2	SWMP Coordinator	Designate a SWMP Coordinator (30 days)	All MS4 Types: From Annual MCC Form: Name/Contact: Stormwater Program Coordinator (MCC Form Contact Info)	Admin				Admin							
3	Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	All MS4 Types: MS4 Permit SWMP Plan definition. "The SWMP Plan should include a detailed written explanation of all management practices, activities and other techniques....Documents to include: ...Intermunicipal agreements and other legal authorities... (pg. 98)	Admin	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	Admin	Yes		Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan.	3/9/2022	X	
				Admin	Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	3/9/2021		X	Admin	Yes		Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	12/31/2022	X	

Row No	MS4 Permit Requirments			Annual Evaluation April, 2020			Town of Guilderland		Annual Evaluation March/April, 2021					Town of Guilderland		
				Date & SWMP Preparer(s): April 8, 2020, Ken d'Arpino & N. Heinzen			Traditional MS4 - Land Use Control		Date & SWMP Preparer(s): March 23, 2021, Ken d'Arpino & N. Heinzen					Traditiaonl MS4-Land Use Control		
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements		Town of Guilderland Measurable Goals		SPDES Permit No NYR20A211			Town of Guilderland Progress Meeting		Town of Guilderland Measurable Goals			SPDES Permit No NYR20A211	
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			Admin					Admin		Coalition Director and members evaluate Coalition operators; individual MS4 needs/interests; and Coalition priorities. County/members decide need/value of Coalition. If interest, County/members update/adopt IMA-MOU by 12/31/2022. If not, terminate Coalition operations (equipment-website-staff-files).		12/31/2022	X	X		
4			Admin					Admin								
5	Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	Admin	Update organizational chart as needed and identify training needs	3/9/2021	X		Admin	Yes		Update organizational chart as needed and identify training needs	3/9/2022	X			
			Admin					Admin			Training as needed for SW staff, all aspects of permit	3/9/2022	X			

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			Admin	Hire Coalition GIS Coordinator NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	Yes	Coalition GIS Coordinator (start date: 4/30/2021)	Coalition Director monitors and facilitates all aspects of hiring process so that GIS Coordinator starts 4/30/2021	6/1/2021		X	
			Admin	Hire/train Coalition Stormwater Program Technician (PT- dedicated staff person for 4 MS4s) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Job posted 2020/2021; interviews and job offer; noone hired.	Coalition Director discusses w/T/NewScot, C/Wvliet, C/Cohoes, and V/Menands next steps re: hiring/training of Coalition Stormwater Program Technician. Implement hiring decision and plan.	12/31/2021		X	
			Admin	Hire/train Coalition Outreach Specialist NOTE: Covid19 pandemic may force change in plans (hiring) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Dropped. Covid - no funds.					

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			Admin	Identify relevant training needs, suitable for Coalition wide training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt mangement, MS4 construction inspections-forms-data management: Stormwater Regs)	3/9/2021		X	Admin	No	Covid - no Coalition staff to coordinate, social distancing mandates an obstacle	Coalition Director and members identify relevant staff development needs suitable for Coalition-wide or individual training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt management, MS4 construction inspections-forms-data management, Stormwater Regs). Time permitting, implement training activity.	3/9/2022		X	
			Admin	Identify training opportunities for members, allocate training dollars for interested Coalition members, purchase training seats, as needed and funds are available	3/9/2021		X	Admin	Yes	Coalition funds supported 'ZOOM' training of individual MS4 'stormwater' staff.	Coalition Director identifies training (staff development) opportunities for members & Coalition staff, allocates training dollars for interested Coalition members, purchases training seats, as needed and funds are available	3/9/2022		X	
6			Admin	Traditional - Non Land Use Control and Non-Traditional MS4s: For each of the elements of the SWMP Plan, the covered entity must identify (i) the agencies and/or offices that would be responsible for implementing the SWMP Plan and (ii) any protocols for coordination among such agencies and/or offices necessary for the implementation of the plan element. (pg. 51)				Admin							

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7	Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)	Admin					Admin							
8		Develop Enforcement Response Plan (3 years)	Admin	Review existing procedures and forms related to enforcement of illicit discharges and construction site issues, update and write out enforcement response procedures	3/9/2021	X		Admin	Yes	Enforcement procedures reviewed and updated. Now in a booklet, hard copy with all updates					
9	Annual Evaluation		Admin	Complete Annual Evaluation of Town stormwater program, review goals, develop new goals	3/9/2021	X		Admin	Yes		Complete Annual Evaluation (March/April 2021) of Town stormwater program, review goals, develop new goals	6/1/2021	X		
			Admin	Coalition prepares with members the Joint SWMP Plan update (April/May 2020 Annual Evaluation).	6/1/2020	X	X	Admin	Yes		Coalition Director prepares Joint SWMP Plan Annual Evaluation (March/April 2021) template; meets with individual MS4s to assess progress meeting goals; records new goals. Director assembles and posts Joint SWMP Plan update on Coalition website.	6/1/2021		X	
10	Administrative Requirements: Annual Reports		Admin	Complete Annual Report by June 1, 2020	6/1/2020	X		Admin	Yes		Complete Annual Report by June 1, 2021	6/1/2021	X		

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			Admin	Coalition submits Joint Annual Report by June 1, 2020 which includes individual MS4 Reports from members able to prepare a Report by June 1; others submit their individual Annual Report as soon as possible. All final documents are included and posted with the Coalition Joint Annual Report. For some MS4s office records unavailable due to Covid-19 social distancing restrictions.	6/1/2020. For some MS4s after 6/1/2020 as soon as possible (8/1/2020)	X	X	Admin	Yes		Coalition Director prepares Coalition-specific pages for individual MS4 Annual Reports; adds Coalition pages to individual MS4 reports; assembles MS4 Annual Reports into a Joint Annual Report; submits Joint Annual Report to NYSDEC by June 1, 2021.	6/1/2021		X	
11	MS4 Correspondence with the Dept		Admin	Continue to retain all Department correspondence in dedicated electronic folder	3/9/2021	X		Admin	Yes		Continue to retain all Department correspondence in dedicated electronic folder	3/9/2022	X		
12	Special Conditions			Special Conditions				Special Conditions							
13	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards		Special Conditions					Special Conditions							

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14	Mapping			Mapping				Mapping								
15	Mapping: Map of the MS4 conveyance system	Update map to show location 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)	All MS4 Types: Mapping requirements are found in MCM 3 IDDE. They are stated here and in MCM 3. Requirements: Develop and maintain a map, at a minimum within covered entities jurisdiction in urbanized area and additionally designated area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system. Field verify outfall locations (pg. 36 & pg. 57)	Mapping	Update storm system and program mapping (PCSMPs, outfalls) as construction activity permit projects are completed; share mapping data with Coalition	3/9/2021	X	Mapping	No	Field mapping completed by T/Guild Zeynap Tas, GIS Coor, but need to find out what was mapped of these structures (OF and PCSMPs).Data not shared with Coalition.	T/Guilderland updates storm system and program mapping (PCSMPs, outfalls) as construction activity permit projects are completed; share mapping data with Coalition	3/9/2022	X			
				Mapping	Hire and train GIS Coordinator in Coalition storm system and program mapping completed to date; the status/cost of all existng mapping related technology (computers, GPS units, mapping software); purpose of Coalition support and details of relevant water regulations; GIS capacity and ananticipated needs of all Coalition members	3/9/2021		Mapping	Yes, partial	Coaliiton GIS Coor hired, start date 4/30/2021, not trained.	Coalition Director and others train Coalition GIS Coordinator in Coalition storm system and program mapping completed to date; ArcGIS Online use to date; SwIM mapper; the status/cost of all existng mapping related technology (computers, GPS units, mapping software); and status of individual MS4 stormwater program mapping efforts to date.	12/31/2021	X	X		

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				Mapping	Coalition GIS Coordinator and Coalition Director purchase as needed mapping related technology (computer equipment, GPS units, mapping software, staff training, printers)	3/9/2021		X	Mapping			Coalition GIS Coordinator and/or Coalition Director evaluate mapping equipment, software, and training needs. Costs are researched with County IT and included in Coalition budget.	3/9/2022		X
												GIS Coordinator reviews draft ArcGIS Online Survey 123-Collector Post Construction SW Mgmt Practices inspection forms; with input from Coalition members decides need and value of developing form template for general use by interested MS4s.	3/10/2022	X	X

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16	MCM 1 - Public Education and Outreach			MCM 1 - Public Education and Outreach			MCM 1 - Public Education and Outreach								
17			Traditional - Non Land Use Control and Non-Traditional MS4s should consider their public to be the employee/user population, visitors, or contractor/developers. Examples: 1. Educational institutions- faculty, other staff, students, visitors; and 2. Other Gov't Entities-staff, contractors, visitors (pg. 51)	MCM 1 Public Education					MCM 1 Public Education						
18	MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation (1 year) .	All MS4 Types: Covered entities must identify Pollutants of Concern, waterbodies of concern, geographic areas of concern, target audiences (pg. 30 & pg. 51)	MCM 1 Public Education					MCM 1 Public Education						
19	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	ALL MS4 Types: Covered entities develop and implement an ongoing public education and outreach designed to describe impacts of stormwater discharges on water bodies; POCs and their sources; steps that contributors of these pollutants can take to reduce pollutants in stormwater runoff; and steps that contributors of non-stormwater dischargers can take to reduce pollutants (pg. 30 , 31 & pg. 52).	MCM 1 Public Education	Update stormwater info on Town website	3/9/2021	X		MCM 1 Public Education	Yes	Worked with interested citizen to post new stormwater information on website. Info posted	Update stormwater info on Town website (brochures, procedures, other info)	3/9/2022	X	
				MCM 1 Public Education	Continue to stock Building Department brochure rack and track distribution.	3/9/2021	X		MCM 1 Public Education	Yes	Bldg closed because of Covid, less activity at rack	Continue to stock Building Department brochure rack and track distribution.	3/9/2022	X	

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			MCM 1 Public Education	Stencil or install catch basin markers as requested and in targeted neighborhoods based on pollutants concerns	3/9/2021	X		MCM 1 Public Education	Yes	~30 installed, fewer this year because of Covid, not out in the community as much. Locations as noticed by DPW crews, leaf piles. Markers, purchased by Town.	Stencil or install catch basin markers as requested and in targeted neighborhoods based on pollutants concerns	3/9/2022	X		
			MCM 1 Public Education	Distribute flyers about stormwater pollution to businesses, as needed	3/9/2021	X		MCM 1 Public Education	Yes	A few distributed, limited because of Covid.	Distribute flyers about stormwater pollution to businesses, as needed	3/9/2022	X		
			MCM 1 Public Education	1. Support/update Coalition website	3/9/2021		X	MCM 1 Public Education	Yes	Added info on T/Guild website about Coalition	Individual MS4s support and Coalition Director updates Coalition website	3/9/2022		X	
			MCM 1 Public Education	2. For interested Coalition MS4s provide access to the Center for Watershed Protection member portal (archived webcasts, educational material);	3/9/2021		X	MCM 1 Public Education	Yes	Coalition purchased CWP archived wecasts, not used by T/Guild	Coalition Director identifies webcasts of interest to Coalition members (purchased or free); Coalition sponsors 1 presentation at a particular date/time using videoconference technology. Presentation promoted by Coalition and members	3/9/2022	X	X	
			MCM 1 Public Education	3. If requested, print/distribute existing stormwater publications (brochure racks, clean up events, etc.)	3/9/2021		X	MCM 1 Public Education	NA for T/Guild	T/Guild prints brochures from website, no need to have Coalition print	For interested Coalition members, Director prints/distributes existing stormwater publications (for brochure racks, clean up events, etc.)	3/9/2022		X	

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			MCM 1 Public Education	4. Hire Coalition Outreach Specialist who updates and/or creates educational material for targeted audience - message and effectiveness analyzed.	3/9/2021		X	MCM 1 Public Education	No	Dropped. Coalition Outreach Specialist not hired.						
20			MCM 1 Public Education	Traditional - Non Land Use Control and Non-Traditional MS4s: Educational materials may be made available at locations including, but not limited to: at service areas, lobbies, or other locations where information is made available; at staff training; on covered entity's website; with pay cheks; and in employee break rooms. (pg. 52)				MCM 1 Public Education								

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21			Traditional - Land Use Control MS4: at minimum covered entity shall report on these items: 1. list education and outreach activities performed for the general public and target audiences and provide any results (# people attended, amout of materials distributed, etc. 2. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 3. effectiveness of program/BMPs/goal assessment; 4. maintain records of training activities. (pg. 31)	MCM 1 Public Education					MCM 1 Public Education						

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22			<p>Traditional - Non Land Use Control and Non-Traditional MS4s: a minimum covered entity shall report on these items: 1. list education/outreach activities performed and provide any results (# people attended, amout of materials distributed, etc. 2. education of public about hazards associated with illegal discharges and improper disposal of waste; 3. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 4. effectiveness of program/BMPs/goal assessment; 5. maintain records of training activities. (pg. 52 & pg. 53)</p>	MCM 1 Public Education					MCM 1 Public Education						

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23	MCM 2 - Public Participation			MCM 2 - Public Involvement/Participation				MCM 2 - Public Participation							
24	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1.for types of opportunities. (6 months)	Traditional - Land Use Control MS4: Develop and implement a program identifies key individuals and groups public and private who are interested in or affected by the SWMP. Program identifies types of input covered entity will seek from key individual and groups (pg. 32 & pg. 33)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
25			All MS4 Types: Each covered entity shall ensure that local public officials and members of the public are informed about the program, activities, and progress made (pg. 21).	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
26			All MS4 Types: Provide an opportunity for public to participate in development, implementation, review, and revision of SWMP (pg. 33 and pg. 54)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
27		Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)	Traditional - Land Use Control MS4: Program describes activities covered entity will take to program access to those who want it and to gather the needed input. Activities included but limited to: water quality hotline (report spills, dumping, construction siste concerns, etc.); stewardship activities like stream clean ups, storm drain marking and volunteer water quality monitoring. (pg. 33)	MCM 2 Public Inv/Part	Continue to monitor roadside clean up by volunteers (record events in Annual Report)	3/9/2021	X		MCM 2 Public Inv/Part	Yes	Volunteers and highway crew completed clean up. Muffin Club.	Continue to monitor roadside clean up by volunteers (record events in Annual Report)	3/9/2022	X	

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of Guilderland Measurable Goals		SPDES Permit No NYR20A211		BMP Category	Town of Guilderland Progress Meeting		Town of Guilderland Measurable Goals		SPDES Permit No NYR20A211	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
			MCM 2 Public Inv/Part	If WAVE event organized, assist in promoting WAVE volunteer monitoring (July 1 to Sept 30). COVID19 restrictions may prevent organizing this public event.	3/9/2021	X	X	MCM 2 Public Inv/Part	No	Due to Covid social distancing, no WAVE events organized by Coalition	If WAVE event organized by Coalition, assist in locating a site and recruiting WAVE volunteers.	3/9/2022	X		
			MCM 2 Public Inv/Part	Organize one or more Coalition-wide WAVE Volunteer Stream Monitoring events (July 1 to Sept 30);	3/9/2021	X	X	MCM 2 Public Inv/Part	No	Due to Covid social distancing, no WAVE events organized by Coalition	Director queries Coalition members regarding Coalition-wide WAVE volunteer stream monitoring events (July 1 to Sept 30), organizes one or more if interest	3/9/2022		X	
			MCM 2 Public Inv/Part	Hire and train Coalition Outreach Specialist who organizes one coalition-wide public participation activity	3/9/2021	X	X	MCM 2 Public Inv/Part	No	Dropped	Director queries Coalition members about Coalition sponsorship or coordination of one public participation event (not WAVE). If interest, provide Coalition staff support and coordinate Coalition-wide support.	3/9/2022		X	
28		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)	MCM 2 Public Inv/Part	All MS4 Types: Identify a local point of contact for public concerns regarding stormwater management and compliance with this SPDES permit Name or title of this contact and phone number must be published in public outreach and participation materials and kept up to date on the MCC form (pg. 33 & pg. 54)				MCM 2 Public Inv/Part							

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29	MCM 2 Public Participation: Public input comments received on SWMP and annual report		All MS4 Types: Prior to submitting the annual report by June 1, present the draft annual report in a format that is open to the public, where the public can ask questions about and make comments on the report. This can be done: at a meeting if Traditional MS4 and on the internet. If internet, provide the public the opportunity to provide comments on the internet or otherwise, and if Traditional MS4 provide the public the opportunity for 2 or more persons to request a public meeting -detailed meeting requirements listed in permit. (pg 33, 34, 54, and 55).	MCM 2 Public Inv/Part	Continue to post the DRAFT/FINAL Annual Report on Town and Coalition website for public comment and post the location of the SWMP as required by the MS4 Permit.	3/9/2021	X	X	MCM 2 Public Inv/Part	Yes		Continue to post the DRAFT/FINAL Annual Report on Town and Coalition website for public comment and post the location of the SWMP as required by the MS4 Permit.	3/9/2022	X	X	
30			All MS4 Types: Re: Annual Report - Department recommends that announcements be sent directly to individuals (public and private interested parties) known to have a specific interest in the covered entities SWMP (pg. 34 & pg. 55)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part			Coalition Director emails information about SWMP Plan update and posting of DRAFT/FINAL MS4 Permit Joint Annual Report on Coalition website. Email list includes elected officials and staff from 12 Coalition MS4 member communities.	6/15/2021		X	
31			All MS4 Types: Annual report includes a summary of any comments received and (intended) responses on the individual covered entities information or the shared annual report submission. Changes made to the SWMP in response to comments should be described in the annual report. (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part							

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32			All MS4 Types: A copy of the final report and the SWMP Plan are available for public inspection (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part			Post FINAL Annual Report on Town website	3/9/2022	X	
												Director posts FINAL Joint Annual Report on Coalition website	3/9/2022		X
33			Traditional - Land Use Control MS4: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); public involvement/participation activities (Ex. steam cleanups, # attending, number of calls to hotline, # and extent of storm drain stenciling); effectiveness of program/BMPS/goal assessment. (pg. 35)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part			Continue to document all relevant record keeping in 3 ring binder at SW office	3/9/2022	X	
34			Traditional - Land Use Control & Non Traditional MS4s: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); effectiveness of program/BMPS/goal assessment. (pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
35	MCM 3 - Illicit Discharge Detection & Elimination			MCM 3 - Illicit Discharge Detection & Elimination				MCM 3 - Illicit Discharge Detection & Elimination							
36	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Prohibit through law, ordinance, or other regulatory mechanism illicit discharges into small MS4 (pg. 36)	MCM 3 IDDE					MCM 3 IDDE		Completed years ago				
37			Non-Traditional MS4: Prohibit illicit discharges to MS4 and implement enforce against illicit discharges through available mechanisms; procedures or policies must be developed for implementation and enforcement mechanisms; a written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcing of the mechanisms; mechanisms and directive must be equivalent to State Model IDDE Local Law (pg. 59)	MCM 3 IDDE					MCM 3 IDDE						
38	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Mechanism must be equivalent to States model IDDE Local Law; the mechanism must be certified by the attorney representaing the small MS4 as being equivalent (pg. 36)	MCM 3 IDDE					MCM 3 IDDE		Completed years ago				
39			All MS4 Types: Describe procedures for enforcing against illicit dischargers (pg. 36 & pg. 59)	MCM 3 IDDE					MCM 3 IDDE		Continue to review and update procedures as needed	3/9/2022	X		

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
40			All MS4 Types: Implement appropriate enforcement procedures and actions (pg.36 & pg. 59).	MCM 3 IDDE					MCM 3 IDDE						
41	MCM3 Illicit Discharge Detection & Elimination: Education materials on Illicit Discharge prevention program	Update education and outreach to address most common behaviors identified through implmentation of program (1 year)	All MS4 Types: Program must inform public employees, business, and the general public of the hazards associated with illegal discharges and proper disposal of waste removal (pg. 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE			Distribute illegal discharge and water impact info to participants in HHWD	3/9/2022	X	
42	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)		MCM 3 IDDE	Continue to maintain log of complaints and Town response. Complaints focus on stormwater issues (drainage, pollution, and development concerns)	3/9/2021	X		MCM 3 IDDE	Yes	Completed and ongoing	Continue to maintain log of complaints and Town response. Complaints focus on stormwater issues (drainage, pollution, and development concerns)	3/9/2022	X	
43	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)	All MS4 Types: Program must include procedures for identifying priority areas of concern (geographic, audience, or otherwise) for IDDE program. (pg 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE						
44		Part VI.C.4 Identify High Priority Outfalls (3 years)		MCM 3 IDDE					MCM 3 IDDE						

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
45	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)	All MS4 Types: Conduct an outfall reconnaissance inventory as described EPA publication entitled: IDDE: A Guidance Manual for Program Development and Technical Assessment addressing every outfall within urbanized area at least once every five years, with reasonable progress each year. (pg. 36 & pg. 57)	MCM 3 IDDE	Develop and share a year long schedule to complete ORIs (tentative goal 60 ORIs). Ability to complete will depend on COVID19 social distancing restrictions.	3/9/2021	X		MCM 3 IDDE	Yes	Developed and shared ORI completion plan, but only completed ~30 ORI due to Covid	Implement ORI completion plan (tentative goal 60 ORIs).	3/9/2021	X	
				MCM 3 IDDE	Coalition Director reviews with Working Group contents of ORI kit-match kit to Svy123 ORI form-remove/add kit items	3/9/2021	X	X	MCM 3 IDDE	Yes	NOTE: T/Guild uses their own ORI kit. Supplies include all protocols in CWP manual				
				MCM 3 IDDE	Coalition Director reviews ORI Kit resupply and water testing role of Albany County Water Purification District, revise services as needed	3/9/2021	X	X	MCM 3 IDDE	Yes		Coalition provides Industrial discharge and bacteria sampling for interested Coalition members via a private lab. ORI Kit management at Coalition office (175 Green St)	3/9/2022		X
				MCM 3 IDDE	GIS Coordinator and/or Coalition Director trains MS4s in use of tablets/ORI Svy123 forms, data access and management. All MS4s high functioning users of tablet/form technology	3/9/2021	X	X	MCM 3 IDDE	No	Covid - County wide hiring freeze (2020). No Coalition staff hired to complete this goal.	GIS Coordinator and Coalition Director researches with individual MS4s status of MS4/member use post DEC grant (~since June, 2019) of tablets/ORI Svy123 forms, data access and management. Future needs and arrangments clarified; implementation plan developed with and for all parties.	3/9/2022	X	X

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			MCM 3 IDDE	Coalition Stormwater Program Tech completes ORI inspection for 4 MS4s as needed or requested (Cohoes, W/vliet, Menands, New Scotland)	3/9/2021	X	X	MCM 3 IDDE	Partial Yes.	Coalition Director completes ORIs for Menands, trains Cohoes intern/staff in tablet use.	If Coalition Stormwater Program Tech hired, determine location and extent of ORI inspections for Cohoes, W/vliet, Menands, and New Scotland. Complete ORIs as requested.	3/9/2022		X	
46		Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)	MCM 3 IDDE					MCM 3 IDDE							
47	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)	MCM 3 IDDE					MCM 3 IDDE							
48	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)	MCM 3 IDDE	All MS4 Types: Program must include procedures for identifying and locating illicit discharges (trackdown) (pg. 37 & pg. 59)				MCM 3 IDDE							
49		Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)	MCM 3 IDDE					MCM 3 IDDE							

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
50	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)	All MS4 Types: Program must include procedures for eliminating illicit discharges; procedures for documenting actions; procedures for documenting actions (pg. 37 & pg. 59)	MCM 3 IDDE	Review status of elimination procedures and update as needed	3/9/2021	X		MCM 3 IDDE						
51			All MS4 Types: Develop and maintain a map minimally within covered entities jurisdiction in urbanized area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system.Field verify outfalls (pg. 36 & pg. 57) GOALS ENTERED IN MAPPING SECTION.	MCM 3 IDDE					MCM 3 IDDE						

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
52			All MS4 Types: Covered entities shall report: # & % of outfalls mapped; # of outfall detected and eliminated; % of outfalls for which an outfall reconnaissance inventory has been made; status of system mapping; activities in and results of informing public employees, businesses, and general public of hazards associated with illegal discharges and improper disposal of waste; regulatory mechanism status-certified as equivalent; effectiveness of program, BMPS, goal assessment (pg. 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE						

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53	MCM 4 - Construction Site Runoff Control			MCM 4 - Construction Site Runoff Control				MCM 4 - Construction Site Runoff Control							
54	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require SWPPP for each applicable land disturbing activity that includes erosion and sediment controls that meet the States current technical standards (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
55			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates mechanisms for construction runoff requirements to the extent allowable under State and local law that meets State's most current technical standards: through available mechanisms; procedures & policies must be developed for implementation & enforcement; a written directive from person authorized to sign NOI stating that updated mechanisms must be used and who (position) is responsible; mechanisms/directive equivalent to requirements of SPDES General Pmt for Construction Activities (pg. 60-61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
56	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Mechnism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						

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57			Traditional - Land Use Control MS4: Contains requirements for constructions site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at construction site...pursuant to requirements of construction permit (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
58	MCM 4 Construction Site Runoff Control: Education materials on Construction program		All MS4 Types: Educates construction site owner/operators, design engineers, municipal staff and other individuals to whom regs apply about the munciaplities (MS4s) construction stormwater requirements, when requirements apply, to whom, procedures for submission of SWPPPs, procedures for construction site inspections, and other procedures associated with the control of construction stormwater. (pg. 40 & pg. 61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
59	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elements not explicitly required by GP-0-15-003) (3 years)	All MS4 Types: Program establishes and maintains an inventory of active construction sites, including location of site, owner/operator information (pg. 41 & pg. 61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
60	MCM 4 Construction Site Runoff Control: Construction Site priority areas			MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Town of Guilderland		Annual Evaluation March/April, 2021					Town of Guilderland	
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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of Guilderland Measurable Goals		SPDES Permit No NYR20A211		BMP Category	Town of Guilderland Progress Meeting		Town of Guilderland Measurable Goals		SPDES Permit No NYR20A211	
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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
61	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)	Traditional - Land Use Control MS4: Describes procedures for SWPPP Review (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
62		Part VI.D.7 Train SWPPP reviewers (1.5 years)	Traditional - Land Use Control MS4: Program ensures that the individual performing reviews are adequately trained and understand State and local sediment and erosion control requirements (all SWPPPs must be reviewed for sites 1 acre or greater; must utilize MS4 SWPPP Acceptance Form) (pg. 39-40)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
63	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)		MCM 4 Constr Site Runoff Control	Review existing pre-construction procedures, write them up, share with others from Town, and file with other SWMP documents.	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes		Completed			
64	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (identify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	All MS4 Types: Describes procedures for site inspections and enforcement of erosion and control measures, including steps to identify priority sites. All sites must be inspected where the disturbance is greater than 1 acre. (pg. 40 & pg. 60).	MCM 4 Constr Site Runoff Control	Review existing construction inspecton procedures, update as needed.	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes		Completed			

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65			<p>Traditional - Land Use Control MS4: Covered entities must determine that it is acceptable for the owner/operator of a construction project to submit the Notice of Termination (NOT) to the Department by performing a final site inspection themselves or by accepting the Qualified Inspector's final inspection certificate(s) required by the Construction Permit. Principal executive officer, ranking elected official, or duly authorized rep shall document their determination by signing MS4 Acceptance statement on NOT. (pg. 40)</p>	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
66	Part VI.D.7 Train Construction site inspectors (1.5 years)		<p>Traditional - Land Use Control MS4: Program must ensure that individuals performing the inspections are adequately trained and understand state and local sediment and erosion requirements (pg. 40)</p>	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
67	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)		<p>All MS4 Types: Ensures that construction site operators have received E/SC training, including the <i>trained contractor s</i> as defined in Construction Activity Permit, before they do work within a covered entities jurisdiction and maintain records of that training. Training may be provided by Soil and Water Conservation District...(pg. 41 & 61)</p>	MCM 4 Constr Site Runoff Control	Review status 4 hr E/Sc training of all relevant staff, receive up-to-date training as needed	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes	1 person trained	Review status 4 hr E/Sc training of all relevant staff, receive up-to-date training as needed	3/9/2022	X		

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of Guilderland Measurable Goals		SPDES Permit No NYR20A211		BMP Category	Town of Guilderland Progress Meeting		Town of Guilderland Measurable Goals		SPDES Permit No NYR20A211	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
			MCM 4 Constr Site Runoff Control	Co-sponsor with ACSWCD, one (1) 4hr E/SC training for Construction Site Operators; distribute promotional material to Coalition members; post training info on Coalition website.	3/9/2021		X	MCM 4 Constr Site Runoff Control	No	ACSWCD training not offered due to Covid	Coalition Director consults with ACSWCD about future of 4 hr E/SC training given videoconference E/SC offerings by SWCD state-wide. If relevant and possible, one training co-sponsored with ACSWCD (not a videoconference).	3/9/2022		X	
68	Part VI.D.11 Update tracking system for inspections and complaints (6 months)		MCM 4 Constr Site Runoff Control	Traditional - Land Use Control MS4: Covered entities shall report: # of SWPPPs reviewed; # and type of enforcement action; % of active construction sites inspected once; % of active construction sites inspected more than once; # of construction sites authorized for disturbance of one or more acres; effectiveness of program/BMPs/goal assessment. (pg. 41)				MCM 4 Constr Site Runoff Control							
69			MCM 4 Constr Site Runoff Control	Traditional - Non-Land Use Control & Non-Traditional MS4: Covered entity shall report: # and type of sanctions employed; status of regulatory mechanism - certify will assure compliance with Construction Permit; # of construction sites authorized for disturbance greater than 1 acre; effectiveness of program/BMPs/goal assessment (pg. 62)				MCM 4 Constr Site Runoff Control							

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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
70	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...		All MS4 Types: Describes procedures for receipt and follow up on complaints or other information submitted by the public regarding construction site storm water runoff (pg. 40 & pg. 61).	MCM 4 Constr Site Runoff Control	Continue to receive, immediately respond to, and document public complaints related to stormwater issues	3/0/2021	X		MCM 4 Constr Site Runoff Control	Yes	high priority	Continue to receive, immediately respond to, and document public complaints related to stormwater issues	3/9/2022	X	

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of Guilderland Measurable Goals		SPDES Permit No NYR20A211	MS4	Coalition	BMP Category	Town of Guilderland Progress Meeting		Town of Guilderland Measurable Goals		SPDES Permit No NYR20A211
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
71	MCM 5 - Post Construction Stormwater Runoff			MCM 5 - Post Construction Stormwater Runoff				MCM 5 - Post Construction Stormwater Runoff							
72	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require post construction run off controls from new deveopment and re-development projects to the extent allowable under State law that meets the State most current technical standards. (pg. 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff			Completed			
73			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates enforceable mechanism for post-construction runoff control from new development and redevelopment projects to extent allowable under state or local law that meets State current technincal standards through avaialble mechanisms, procedures or policies must be developed for implementation and enforcment; written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcment the mechanisms; and mechanism and directive must assure compliance with SPDES General Permit for Construction Activities (pg. 62)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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				Date & SWMP Preparer(s): April 8, 2020, Ken d'Arpino & N. Heinzen			Traditional MS4 - Land Use Control		Date & SWMP Preparer(s): March 23, 2021, Ken d'Arpino & N. Heinzen					Traditiaonl MS4-Land Use Control	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of Guilderland Measurable Goals		SPDES Permit No NYR20A211		BMP Category	Town of Guilderland Progress Meeting		Town of Guilderland Measurable Goals		SPDES Permit No NYR20A211	
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
74	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Regulatory mechnism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 43)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff			Completed				
75			All MS4 Types: Includes a combination of structural and non-structural management practices according to standards defined in the most current version of the NYS Stormwater Management Design manual (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							
76			All MS4 Types: in development of watershed plans, municipal comprehensive plans (only Trad MS4s), open space preservation programs, local law, ordinances and land use regulations, covered entities must consider principles of Low Impact Development, Better Site Design, and other Green Infrastructure Practices to the MEP (Maximum Extent Practicable) (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							

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				Date & SWMP Preparer(s): April 8, 2020, Ken d'Arpino & N. Heinzen			Traditional MS4 - Land Use Control		Date & SWMP Preparer(s): March 23, 2021, Ken d'Arpino & N. Heinzen					Traditiaonl MS4-Land Use Control	
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77			Traditional - Land Use Control MS4: Covered entities are required to review according to Green Infrastructure practices defined in the Design Manual at a site level and encouraged to review, and revise where appropriate local codes and law that include provisions that preclude green infrastructure or construction techniques that minimize or reduce pollutant loadings. (pg. 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
78			Traditional - Land Use Control MS4: Describe procedures for SWPPP Review and review of individual SWPPPs to ensure consistency with NYS SW Design Manual. (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
79			Traditional - Land Use Control MS4: Program ensures that individual performing the SWPPP review are adequately trained and understand the State and local post construction site requirements (pg.44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
80			Traditional - Land Use Control MS4: Program ensures that individual performing the review of SWPPPs that include post construction stormwater management practices are <i>qualified professionals</i> or under the supervision of <i>qualified professionals</i> (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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				Date & SWMP Preparer(s): April 8, 2020, Ken d'Arpino & N. Heinzen			Traditional MS4 - Land Use Control		Date & SWMP Preparer(s): March 23, 2021, Ken d'Arpino & N. Heinzen					Traditiaonl MS4-Land Use Control	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of Guilderland Measurable Goals		SPDES Permit No NYR20A211	Responsible Parties	BMP Category	Town of Guilderland Progress Meeting		Town of Guilderland Measurable Goals		SPDES Permit No NYR20A211	
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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date				MS4	Coalition	Goal Met?	Comments		Goal
81			<p>Traditional - Land Use Control MS4: Program ensures that after review of SWPPPs the covered entity must utilize the "MS4 SWPPP Acceptance Form" created by the Department as required in Construction Activity Permit when notifying construction site owner/operators that their plans have been accepted by the covered entity. (pg. 44)</p>	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
82			<p>Traditional - Land Use Control MS4: Program utilizes available training from sources such as Soil ad Water Conservation Districts, Planning Councils...to educate municipal boards and Planning and Zoning Boards on low impact development principles, better site design approach, and green infrastructure applications.(pg.44)</p>	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
83			<p>Traditional - Land Use Control MS4: (newly regulated): Covered entity shall report on procedures for SWPPP review; procedures for inspection and maintenance of post construction management practices; and procedures for enforcement and penalization of violators (pg. 46)</p>	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of Guilderland Measurable Goals		SPDES Permit No NYR20A211		BMP Category	Town of Guilderland Progress Meeting		Town of Guilderland Measurable Goals			SPDES Permit No NYR20A211	
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
84	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)	All MS4 Types: Maintain an inventory of post construction stormwater practices within the covered entities jurisdiction. At a minimum include practices discharging to small MS4 that have been installed since March 10, 2003, all practices owned by the MS4, and those practices found to cause or contribute to water quality standard violations. Inventory shall include at minimum: location of practice (street address or coordinants); type of practices; maintenance needed per NYS Stormwater Management Design Manual, SWPPP or other provided documentation, and dates and type of maintenance performed (pg. 44,45, and 64)	MCM 5 Post Constr SW Runoff	As projects are completed PCSMPs added to inventory	3/9/2021	X		MCM 5 Post Constr SW Runoff	Yes	Completed	As projects are completed PCSMPs added to inventory, include with GIS database	3/9/2022	X		
85	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	All MS4 Types: Program ensures adequate long-term operation and maintenance of mgmt practices identified in inventory, by trained staff, including inspections (assessment if Non Trad) to ensure that practices are performing properly. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							

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				Date & SWMP Preparer(s): April 8, 2020, Ken d'Arpino & N. Heinzen			Traditional MS4 - Land Use Control		Date & SWMP Preparer(s): March 23, 2021, Ken d'Arpino & N. Heinzen					Traditiaonl MS4-Land Use Control		
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
86			All MS4 Types: The inspection (assessment if Non Trad) shall include inspection items identified in the maintenance requirements (NYSDEC SW Design Manual, SWPPP or other maintenance information) for the practice. Covered entities are not required to collect stormwater samples and perform specific chemical analysis. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff	GIS Coordinator or Coaliton Director locates the Survey123 PCSMP forms created by the Coalition Stormwater Program Technician Assistant in 2019. Share forms with Coalition MS4s now using ArcGIS Online Survey123/Collector technology.	3/9/2021		X	MCM 5 Post Constr SW Runoff							
87			All MS4 Types: Develop, implement, and provide adequate resources for a program to inspect development and re-development sites by trained staff and to enforce and penalize violators (pg. 45 & pg 65)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							
88			Traditional - Land Use Control MS4: Covered entity shall report on: # of SWPPPs reviewed; # and type of enforcement actions; # and type post-construction stormwater management practices inventoried; # and type of post construction stormwater management practices inspected; # and type of post construction management practices maintained; regulatory mechanism status-certification; effectiveness of program, BMPs, goal assessment. (pg. 46)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							

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89			Trad-No Land Use & Non Trad MS4 pg. 65: Covered entity shall report on: # and type of sanctions; # and type post-construction stormwater management practices; # and type of post construction stormwater management practices inspected; # and type of post construction managment practices maintained; status of regulatory mechanism, that reggulatory mechanism is equivalaent; effectiveness of program, BMPs, measureable goal assessment. (pg. 65)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

Row No	MS4 Permit Requirments			Annual Evaluation April, 2020			Town of Guilderland		Annual Evaluation March/April, 2021					Town of Guilderland	
				Date & SWMP Preparer(s): April 8, 2020, Ken d'Arpino & N. Heinzen			Traditional MS4 - Land Use Control		Date & SWMP Preparer(s): March 23, 2021, Ken d'Arpino & N. Heinzen					Traditiaonl MS4-Land Use Control	
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
90	MCM 6 - Municipal Operations/Good Housekeeping			MCM 6 - Municipal Operations/Good Housekeeping				MCM 6 - Municipal Operations/Good Housekeeping							
91			All MS4 Types: Develop and implement pollution prevention/good housekeeping program for municipal operations and facilities that contribute or potentialaly contribute POCs to the small MS4 system. Operations and facilities may include, but not limited to: (pg. 46 & pg 66)	MCM 6 Muni Operations					MCM 6 Muni Operations						
92	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 for roadway maintenance, winter maintenance and bridge maintenance) (2 years)	Street and Bridge Maintenance	MCM 6 Muni Operations	Continue street sweeping (50% of 372 lane miles)	3/9/2021	X		MCM 6 Muni Operations	Yes	337 lanes swept, 168 miles swept	Continue street sweeping (50% of 372 lane miles). Produres documented in binder.	3/9/2022	X	
93	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair			MCM 6 Muni Operations					MCM 6 Muni Operations						
94			Winter Road Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Town of Guilderland		Annual Evaluation March/April, 2021					Town of Guilderland	
				Date & SWMP Preparer(s): April 8, 2020, Ken d'Arpino & N. Heinzen			Traditional MS4 - Land Use Control		Date & SWMP Preparer(s): March 23, 2021, Ken d'Arpino & N. Heinzen					Traditioanl MS4-Land Use Control	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of Guilderland Measurable Goals		SPDES Permit No NYR20A211		BMP Category	Town of Guilderland Progress Meeting		Town of Guilderland Measurable Goals		SPDES Permit No NYR20A211	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
95	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)	Storm System Maintenance	MCM 6 Muni Operations	Continue to inspect and clean out catch basins as needed.	3/9/2021	X		MCM 6 Muni Operations	Yes	Continue	Continue to inspect and clean out catch basins as needed and maintain. Procedures in binder.	3/9/2022	X	
96		Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)		MCM 6 Muni Operations					MCM 6 Muni Operations						
97		Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)		MCM 6 Muni Operations					MCM 6 Muni Operations						
98		Part VI.F.4 Update procedures to inspect and maintain post construction SMPs (identify individuals, utilize inspection form, conduct follow up inspections, referrel to higher level inspection) (2 years)		MCM 6 Muni Operations	Review inspection and maintenance procedures related to post-construction SMPs owned and/or maintained by Town, identify gaps, and determine next steps.	3/9/2021	X		MCM 6 Muni Operations	Yes	Contid	Review inspection and maintenance procedures related to post-construction SMPs owned and/or maintained by Town, identify gaps, and determine next steps. Procedures in booklet	3/9/2022	X	
99			Vehicle and Fleet Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
100			Park and Open Space Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
101			Municipal Building Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
102			Solid Waste Management	MCM 6 Muni Operations					MCM 6 Muni Operations						
103	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit		New Construction and Land Disturbances	MCM 6 Muni Operations					MCM 6 Muni Operations			Continue to identify Town-owned and/or associated Construction Projects, monitor status of SWPPPs (Ring Road, others)	3/9/2022	X	
104			Right Of Way Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
105			Marine Operations	MCM 6 Muni Operations					MCM 6 Muni Operations						
106			Hydological Habitat Modification	MCM 6 Muni Operations					MCM 6 Muni Operations						
107			Other (pg. 47 & 66)	MCM 6 Muni Operations					MCM 6 Muni Operations						
108	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)	Traditional - Land Use Control MS4: At minimum frequency once every three years, perform and document a self assessment of all municipal operations addressed by the SWMP to: determine the sources of pollution potentially generated by covered entities operations and facilities and Identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 47)	MCM 6 Muni Operations	Complete facility self audits on ~3 facilities (BMPs identified and addressed)	3/9/2021	X		MCM 6 Muni Operations	Yes	Completed	Complete facility self audits on ~5 facilities (BMPs identified and addressed)	3/9/2022	X	

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				Date & SWMP Preparer(s): April 8, 2020, Ken d'Arpino & N. Heinzen			Traditional MS4 - Land Use Control		Date & SWMP Preparer(s): March 23, 2021, Ken d'Arpino & N. Heinzen					Traditiaonl MS4-Land Use Control	
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	Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition
				Transfer Verizon Wireless data plan from Coalition to Town	3/9/2021	X	X	MCM 6 Muni Operations	Yes	Completed					
109	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)	Traditional - Non-Land Use Control & Non-Traditional MS4: Includes the performance and documentation of a self assessment of all municipal operations to: determine the sources of pollution potentially generated by covered entities operations and facilities and Identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 66)	MCM 6 Muni Operations				MCM 6 Muni Operations							
110			All MS4 Types: Determines management practices, policies, procedures, etc that will be developed and implemented to reduce or prevent discharge of (potential) pollutants. Refer to management practices identified in the "NYS Pollution Prevention and Good Housekeeping Assistance Document" and other guidance materials available from EPA, State, or other organizations. (pg. 47 & 66)	MCM 6 Muni Operations				MCM 6 Muni Operations							

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
111			All MS4 Types: Prioritize pollution prevention and good housekeeping efforts based on geographic area, potential to improve water quality, faciilities or operations most in need of modification or improvement, and covered entities capabilities (pg. 47 & 67)	MCM 6 Muni Operations					MCM 6 Muni Operations						
112		Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)	All MS4 Types: Includes an employee pollution prevention and good housekeeping training program and ensures that staff receive and utilize training (pg. 48 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations						
113			Trad MS4 (pg. 48): Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, to meet permit requirements as the requirements apply to the activity performed	MCM 6 Muni Operations					MCM 6 Muni Operations						
114			Traditional - Non-Land Use Control & Non-Traditional MS4: Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, etc. to make the necessary certification in Part IV. G. (pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations						

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
115			All MS4 Types: Requires municipal operations and facilities that would otherwise be subject to the NYS Multi-sector General Permit for Industrial stomwater discharges (MSGP, GP-012-001) to prepare and implement provisions in SWMP that comply with Parts III. A. C. D. J. K. and L. The covered entiy must perform montoring and recordkeeping. Discharge monitoring reports must be attached to the MS4 annual report. (pg. 48 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations						
116			All MS4 Types: Consider and incorporate cost effective runoff reduction techniques and green infrastructure in routine upgrade of stormater conveyance systems and municipal properties to the MEP (Maximum Extent Practicable) (pg. 46 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations						
117			All MS4 Types: Adopt techniques to reduce the use of fertilizers, pesticides, and herbicides as well as potential impacts to surface water. (pg. 48 & pg. 68)	MCM 6 Muni Operations					MCM 6 Muni Operations						

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements		Town of Guilderland Measurable Goals		SPDES Permit No NYR20A211			Town of Guilderland Progress Meeting		Town of Guilderland Measurable Goals			SPDES Permit No NYR20A211	
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	Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
118			All MS4 Types: Covered entities are required to report on all municipal operations & facilities that their program is addressing, at a minimum: indicate the municipal operations and facilities that pollution prevention program assessed; and describe if not done so already, the management practices, policies, and procedures that have been developed, modified and/or implemented;	MCM 6 Muni Operations				MCM 6 Muni Operations								
119			and at a minimum report: acres of parking lot swept; miles of street swept; number of catch basins inspected and where necessary cleaned; post construction control stormwater practices inspected and where necessary cleaned; pounds of phosphorus applied in chemical fertilizer; pounds of nitrogen applied in chemical fertilizer; and acres of pesticides/herbicides applied;	MCM 6 Muni Operations				MCM 6 Muni Operations								
120			and report staff training events and number of staff trained;	MCM 6 Muni Operations				MCM 6 Muni Operations								
121			and report on effectiveness of program, BMPs, measurable goal assessment (pg. 48 68)	MCM 6 Muni Operations				MCM 6 Muni Operations								

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
122	Enhanced Requirements for impaired Waters w/out Approved TMDL			Enhanced Requirements for impaired Waters without an Approved TMDL				Enhanced Requirements for impaired Waters without an Approved TMDL							
123			All MS4 Types: Part III. SPECIAL CONDITIONS B.1.. Impaired Waters Without Watershed Improvement Strategies or Fturue TMDLS. If a small MS4 discharges a stormwater pollutant of concern (POC) to an impaired water listed in Appendix 2, the covered entity must ensure no net increase in its discharge of the listed POC to that water (pg. 12). Albany County - Ann Lee(Shakers), Pond, Stump Pond POC: Phosphorus (pg 102, Appendix 2)	Enhanced Requirements for impaired Waters without an Approved TMDL					Enhanced Requirements for impaired Waters without an Approved TMDL						

Stormwater Coalition of Albany County

**Village of Menands
New York**

MS4 Permit No. NYR20A144

**Annual Evaluation
(April, 2021)**

**Storm Water Management Program Plan
(BMPs and Measurable Goals)
2021 to 2022**

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Village of Menands		Annual Evaluation March/April, 2021					Village of Menands	
				Date & SWMP Preparer(s): June 3, 2020. Paul Reuss & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 1, 2021. Paul Reuss & Nancy Heinzen					Traditional-Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Menands Measurable Goals		SPDES Permit No NYR20A144		BMP Category	Village of Menands Progress Meeting		Village of Menands Measurable Goals		SPDES Permit No NYR20A144	
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
1	Administrative			Administrative				Administrative							
2	SWMP Coordinator	Designate a SWMP Coordinator (30 days)	All MS4 Types: From Annual MCC Form: Name/Contact: Stormwater Program Coordinator (MCC Form Contact Info)	Admin				Admin							
3	Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	All MS4 Types: MS4 Permit SWMP Plan definition. "The SWMP Plan should include a detailed written explanation of all management practices, activities and other techniques....Documents to include: ...Intermunicipal agreements and other legal authorities... (pg. 98)	Admin	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	Admin	Yes		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	
									Admin	Yes		Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	12/31/2022	X	

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								Admin			Coalition Director and members evaluate Coalition operations; individual MS4 needs/interests; and Coalition priorities. County/members decide need/value of Coalition. If interest, County/members update/adopt IMA-MOU by 12/31/2022. If not, terminate Coalition operations (equipment-website-staff-files).	12/31/2022	X	X	
4			All MS4 Types: Part IV. Reliance Upon Third Parties. Applies when covered entity relies on third party entities to develop or implement any portion of the SWMP. The covered entity must, through a signed statement, contract or agreement provide adequate assurance that the third parties will comply with permit requirements....see Contracted Entity Certification Statement...(pg. 18)	Admin				Admin							
5	Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	All MS4 Types: From SWMP Plan definition. Documents to include:Staffing and staff development programs and organizational charts... (pg.98)	Admin	Hire Coalition GIS Coordinator NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	Yes	Coalition GIS Coordinator (start date: 4/30/2021)	Coalition Director monitors and facilitates all aspects of hiring process so that GIS Coordinator starts 4/30/2021	6/1/2021		X

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
			Admin	Hire/train Coalition Stormwater Program Technician (PT-dedicated staff person for 4 MS4s) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Job posted 2020/2021; interviews and job offer; noone hired.	Coalition Director discusses w/T/NewScot, C/Wvliet, C/Cohoes, and V/Menands next steps re: hiring/training of Coalition Stormwater Program Technician. Implement hiring decision and plan.	12/31/2021		X	
			Admin	Hire/train Coalition Outreach Specialist NOTE: Covid19 pandemic may force change in plans (hiring) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Dropped. Covid - no funds.					
			Admin	Identify relevant training needs, suitable for Coalition wide training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt mangement, MS4 construction inspections-forms-data management: Stormwater Regs)	3/9/2021		X	Admin	No	Covid - no Coalition staff to coordinate, social distancing mandates an obstacle	Coalition Director and members identify relevant staff development needs suitable for Coalition-wide or individual training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt management, MS4 construction inspections-forms-data management, Stormwater Regs). Time permitting, implement training activity.	3/9/2022		X	

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			Admin	Identify taining opportunities for members, allocate training dollars for interested Coalition members, purchase training seats, as needed and funds are available	3/9/2021		X	Admin	Yes	Coalition funds supported 'ZOOM' training of individual MS4 'stormwater' staff.	Coalition Director identifies training (staff development) opportunities for members & Coalition staff, allocates training dollars for interested Coalition members, purchases training seats, as needed and funds are available	3/9/2022		X	
6			Admin	Traditional - Non Land Use Control and Non-Traditional MS4s: For each of the elements of the SWMP Plan, the covered entity must identify (i) the agencies and/or offices that would be responsible for implementing the SWMP Plan and (ii) any protocols for coordination among such agencies and/or offices necessary for the implementation of the plan element. (pg. 51)				Admin							
7	Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)	Admin					Admin							
8		Develop Enforcement Response Plan (3 years)	Admin	All MS4 Types: see MCM 3, MCM 4, and MCM 5 for enforcement procedures requirements.				Admin		Completed					
9	Annual Evaluation		Admin	All MS4 Types: A. Assessment: Covered entities must conduct an annual evaluaton of its program compliance, the appropriateness of BMPs, progress towards goals... (pg. 19)	Conduct Annual Evaluation	3/9/2021	X	X	Admin	Yes		Conduct Annual Evaluation	6/1/2021	X	

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10	Administrative Requirements: Annual Reports		All MS4 Types: C. Annual Reporting: Central Office must receive annual report, electronic or hard copy, no later than June 1 of reporting year (pg.19)	Admin	Coalition prepares with members the Joint SWMP Plan update (April/May 2020 Annual Evaluation).	6/1/2020	X	X	Admin	Yes		Coalition Director prepares Joint SWMP Plan Annual Evaluation (March/April 2021) template; meets with individual MS4s to assess progress meeting goals; records new goals. Director assembles and posts Joint SWMP Plan update on Coalition website.	6/1/2021		X
				Admin	Coalition submits Joint Annual Report by June 1, 2020 which includes individual MS4 Reports from members able to prepare a Report by June 1; others submit their individual Annual Report as soon as possible. All final documents are included and posted with the Coalition Joint Annual Report. For some MS4s office records unavailable due to Covid-19 social distancing restrictions.	6/1/2020. For some MS4s after 6/1/2020 as soon as possible (8/1/2020)	X	X	Admin	Yes	Submitted June 1, 2020	Coalition Director prepares Coalition-specific pages for individual MS4 Annual Reports; adds Coalition pages to individual MS4 reports; assembles MS4 Annual Reports into a Joint Annual Report; submits Joint Annual Report to NYSDEC by June 1, 2021.	6/1/2021		X
11	MS4 Correspondence with the Dept		All MS4 Types: B. Recordkeeping: must keep records included in SWMP plan...comments from the Department (pg.19)	Admin					Admin						

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12	Special Conditions			Special Conditions				Special Conditions							
13	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards			Special Conditions				Special Conditions							
14	Mapping			Mapping				Mapping							
15	Mapping: Map of the MS4 conveyance system	Update map to show location 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)	All MS4 Types: Mapping requirements are found in MCM 3 IDDE. They are stated here and in MCM 3. Requirements: Develop and maintain a map, at a minimum within covered entities jurisdiction in urbanized area and additionally designated area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system. Field verify outfall locations (pg. 36 & pg. 57)	Mapping	Hire and train GIS Coordinator in Coalition storm system and program mapping completed to date; the status/cost of all existng mapping related technology (computers, GPS units, mapping software); purpose of Coalition support and details of relevant water regulations; GIS capacity and ananticipated needs of all Coalition members	3/9/2021		X	Mapping	Yes, partial	Coaliton GIS Coor hired, start date 4/30/2021, not trained.	Coalition Director and others train Coalition GIS Coordinator in Coalition storm system and program mapping completed to date; ArcGIS Online use to date; SwIM mapper; the status/cost of all existng mapping related technology (computers, GPS units, mapping software); and status of individual MS4 stormwater program mapping efforts to date.	12/31/2021	X	X
											Coalition GIS Coordinator with input from individual MS4s evaluates and manages SwIM related decisions regarding purpose, use, and likely conversion of SwIM to ArcGIS Online platform		3/9/2022	X	X

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			Mapping	Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with Coalition members.	3/9/2021	X	X	Mapping	No		Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with/to Coalition members.	3/9/2022	X	X	
			Mapping	GIS Coordinator trains members in all aspects of ArcGIS Online Survey 123-Collector tablet use (ORI, Construction Sites, Municipal Facilities inspections). Competencies identified and training success monitored.	3/9/2021	X	X	Mapping	No		GIS Coordinator reviews existing ArcGIS Online Survey 123-Collector stormwater forms (ORI, Construction Sites, Municipal Facilities inspections); identifies with input from Coalition members form issues; updates forms; makes corrected forms available to others; provides training in tablet use and reporting documents.	3/9/2022	X	X	
											GIS Coordinator reviews draft ArcGIS Online Survey 123-Collector Post Construction SW Mgmt Practices inspection forms; with input from Coalition members decides need and value of developing form template for general use by interested MS4s.	3/10/2022	X	X	
			Mapping	Coalition GIS Coordinator and Coalition Director purchase as needed mapping related technology (computer equipment, GPS units, mapping software, staff training, printers)	3/9/2021		X	Mapping	No		Coalition GIS Coordinator and/or Coalition Director evaluate mapping equipment, software, and training needs. Costs are researched with County IT and included in Coalition budget.	3/9/2022		X	

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16	MCM 1 - Public Education and Outreach			MCM 1 - Public Education and Outreach				MCM 1 - Public Education and Outreach							
17			Traditional - Non Land Use Control and Non-Traditional MS4s should consider their public to be the employee/user population, visitors, or contractor/developers. Examples: 1. Educational institutions- faculty, other staff, students, visitors; and 2. Other Gov't Entities-staff, contractors, visitors (pg. 51)	MCM 1 Public Education					MCM 1 Public Education						
18	MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation (1 year) .	All MS4 Types: Covered entities must identify Pollutants of Concern, waterbodies of concern, geographic areas of concern, target audiences (pg. 30 & pg. 51)	MCM 1 Public Education					MCM 1 Public Education						
19	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	ALL MS4 Types: Covered entities develop and implement an ongoing public education and outreach designed to describe impacts of stormwater discharges on water bodies; POCs and their sources; steps that contributors of these pollutants can take to reduce pollutants in stormwater runoff; and steps that contributors of non-stormwater dischargers can take to reduce pollutants (pg. 30 , 31 & pg. 52).	MCM 1 Public Education	Continue to maintain brochure racks at 250 and 280 Broadway, count brochures	3/9/2021	X		MCM 1 Public Education	Yes	Limited access to Village Hall, due to Covid	Continue to maintain brochure racks at 250 and 280 Broadway, count brochures	3/9/2022	X	

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			MCM 1 Public Education	Include 3 mentions of Stormwater Program activities in the Menands Activities newsletter (hard copy). Possible topics: 5 DPW staff attend stormwater training programs in February; Ganser Park maintenance passes stormwater management inspection with flying colors; Village participates in stormwater program financing study; updated website.			X		MCM 1 Public Education	Yes, partial	Menands Activities used to provide Covid info - priority messate. 1 stormwater mention.	Include 3 mentions of Stormwater Program activities in the Menands Activities newsletter (hard copy). Possible topics: Residential lawn care; promote Hudson River Clean Up (Riverkeeper); water quality message in Household Haz Waste promotion; general stormwater info	3/9/2022	X	
			MCM 1 Public Education	1. Support/update Coalition website	3/9/2021			X	MCM 1 Public Education	Yes		Individual MS4s support and Coalition Director updates Coalition website	3/9/2022		X
			MCM 1 Public Education	2. For interested Coalition MS4s provide access to the Center for Watershed Protection member portal (archived webcasts, educational material);	3/9/2021			X	MCM 1 Public Education	Yes		Coalition Director identifies webcasts of interest to Coalition members (purchased or free); Coalition sponsors 1 presentation at a particular date/time using videoconference technology. Presentation promoted by Coalition and members	3/9/2022	X	X

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			MCM 1 Public Education	3. If requested, print/distribute existing stormwater publications (brochure racks, clean up events, etc.)	3/9/2021		X	MCM 1 Public Education	Yes		For interested Coalition members, Director prints/distributes existing stormwater publications (for brochure racks, clean up events, etc.)	3/9/2022		X	
			MCM 1 Public Education	4. Hire Coalition Outreach Specialist who updates and/or creates educational material for targeted audience - message and effectiveness analyzed.	3/9/2021		X	MCM 1 Public Education	No	Dropped. Coalition Outreach Specialist not hired.					
20			MCM 1 Public Education	Traditional - Non Land Use Control and Non-Traditional MS4s: Educational materials may be made available at locations including, but not limited to: at service areas, lobbies, or other locations where information is made available; at staff training; on covered entity's website; with pay cheks; and in employee break rooms. (pg. 52)				MCM 1 Public Education							

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21			Traditional - Land Use Control MS4: at minimum covered entity shall report on these items: 1. list education and outreach activities performed for the general public and target audiences and provide any results (# people attended, amount of materials distributed, etc. 2. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 3. effectiveness of program/BMPs/goal assessment; 4. maintain records of training activities. (pg. 31)	MCM 1 Public Education					MCM 1 Public Education						

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22			Traditional - Non Land Use Control and Non-Traditional MS4s: a minimum covered entity shall report on these items: 1. list education/outreach activities performed and provide any results (# people attended, amount of materials distributed, etc. 2. education of public about hazards associated with illegal discharges and improper disposal of waste; 3. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 4. effectiveness of program/BMPs/goal assessment; 5. maintain records of training activities. (pg. 52 & pg. 53)	MCM 1 Public Education					MCM 1 Public Education						

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23	MCM 2 - Public Participation			MCM 2 - Public Involvement/Participation				MCM 2 - Public Participation								
24	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1. for types of opportunities. (6 months)	Traditional - Land Use Control MS4: Develop and implement a program identifies key individuals and groups public and private who are interested in or affected by the SWMP. Program identifies types of input covered entity will seek from key individual and groups (pg. 32 & pg. 33)	MCM 2 Public Inv/Part				MCM 2 Public Inv/Part								
25			All MS4 Types: Each covered entity shall ensure that local public officials and members of the public are informed about the program, activities, and progress made (pg. 21).	MCM 2 Public Inv/Part				MCM 2 Public Inv/Part								
26			All MS4 Types: Provide an opportunity for public to participate in development, implementation, review, and revision of SWMP (pg. 33 and pg. 54)	MCM 2 Public Inv/Part				MCM 2 Public Inv/Part								

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27	Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)	Traditional - Land Use Control MS4: Program describes activities covered entity will take to program access to those who want it and to gather the needed input. Activities included but limited to: water quality hotline (report spills, dumping, construction site concerns, etc.); stewardship activities like stream clean ups, storm drain marking and volunteer water quality monitoring. (pg. 33)	MCM 2 Public Inv/Part	Continue to participate in Coalition led WAVE stream monitoring, if possible given Covid 19 restrictions	3/9/2021	X	X	MCM 2 Public Inv/Part	No	No WAVE events organized	If WAVE event organized by Coalition, assist in locating a site and recruiting WAVE volunteers.	3/9/2022	X		
			MCM 2 Public Inv/Part	Continue to participate in Town of Colonie Household Hazardous Waste Collection Day, if implemented (Covid 19 uncertain)	3/9/2021	X		MCM 2 Public Inv/Part	Yes	Town held HHWC Day June, 2020	Continue to participate in Town of Colonie Household Hazardous Waste Collection Day, if implemented, include water quality message in the Menands Activities newsletter.	3/9/2022	X		
			MCM 2 Public Inv/Part	Organize one or more Coalition-wide WAVE Volunteer Stream Monitoring events (July 1 to Sept 30);	3/9/2021	X	X	MCM 2 Public Inv/Part	No	Due to Covid social distancing, no WAVE events organized by Coalition	Director queries Coalition members regarding Coalition-wide WAVE volunteer stream monitoring events (July 1 to Sept 30), organizes one or more if interest	3/9/2022		X	
			MCM 2 Public Inv/Part	Hire and train Coalition Outreach Specialist who organizes one coalition-wide public participation activity	3/9/2021	X	X	MCM 2 Public Inv/Part	No		Director queries Coalition members about Coalition sponsorship or coordination of one public participation event (not WAVE). If interest, provide Coalition staff support and coordinate Coalition-wide support.	3/9/2022		X	

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28	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)	All MS4 Types: Identify a local point of contact for public concerns regarding stormwater management and compliance with this SPDES permit Name or title of this contact and phone number must be published in public outreach and participation materials and kept up to date on the MCC form (pg. 33 & pg. 54)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part							
29	MCM 2 Public Participation: Public input comments received on SWMP and annual report	All MS4 Types: Prior to submitting the annual report by June 1, present the draft annual report in a format that is open to the public, where the public can ask questions about and make comments on the report. This can be done: at a meeting if Traditional MS4 and on the internet. If internet, provide the public the opportunity to provide comments on the internet or otherwise, and if Traditional MS4 provide the public the opportunity for 2 or more persons to request a public meeting -detailed meeting requirements listed in permit. (pg 33, 34, 54, and 55).	MCM 2 Public Inv/Part	Continue to link to the Coalition posting of the DRAFT/FINAL Annual Report on a website for public comment and post the location of the SWMP as required by the MS4 Permit	6/1/2021	X	X	MCM 2 Public Inv/Part	Yes	Continue to link to the Coalition posting of the DRAFT/FINAL Annual Report on a website for public comment and post the location of the SWMP as required by the MS4 Permit	6/1/2021	X	X		

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30			All MS4 Types: Re: Annual Report - Department recommends that announcements be sent directly to individuals (public and private interested parties) known to have a specific interest in the covered entities SWMP (pg. 34 & pg. 55)	MCM 2 Public Inv/Part	Present FINAL Annual Report to Village Board by August 1, 2021	8/1/2020	X		MCM 2 Public Inv/Part	Yes		Present FINAL Annual Report to Village Board by August 1, 2022	8/1/2021	X	
												Coalition Director emails information about SWMP Plan update and posting of DRAFT/FINAL MS4 Permit Joint Annual Report on Coalition website. Email list includes elected officials and staff from 12 Coalition MS4 member communities.	6/15/2021		X
31			All MS4 Types: Annual report includes a summary of any comments received and (intended) responses on the individual covered entities information or the shared annual report submission. Changes made to the SWMP in response to comments should be described in the annual report. (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
32			All MS4 Types: A copy of the final report and the SWMP Plan are available for public inspection (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part			Monitor link from Village website to Coalition website to make sure FINAL report availability is clear to public.	3/9/2022	X	

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
													Director posts FINAL Joint Annual Report on Coalition website	3/9/2022		X
33			Traditional - Land Use Control MS4: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); public involvement/participation activities (Ex. steam cleanups, # attending, number of calls to hotline, # and extent of storm drain stenciling); effectiveness of program/BMPS/goal assessment. (pg. 35)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part							

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Village of Menands		Annual Evaluation March/April, 2021					Village of Menands		
				Date & SWMP Preparer(s): June 3, 2020. Paul Reuss & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 1, 2021. Paul Reuss & Nancy Heinzen					Traditional-Land Use Control MS4		
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Menands Measurable Goals		SPDES Permit No NYR20A144		BMP Category	Village of Menands Progress Meeting		Village of Menands Measurable Goals			SPDES Permit No NYR20A144	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022			Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
34			Traditional - Land Use Control & Non Traditional MS4s: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); effectiveness of program/BMPs/goal assessment. (pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part							

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Village of Menands		Annual Evaluation March/April, 2021					Village of Menands	
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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
35	MCM 3 - Illicit Discharge Detection & Elimination			MCM 3 - Illicit Discharge Detection & Elimination				MCM 3 - Illicit Discharge Detection & Elimination							
36	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Prohibit through law, ordinance, or other regulatory mechanism illicit discharges into small MS4 (pg. 36)	MCM 3 IDDE				MCM 3 IDDE							
37			Non-Traditional MS4: Prohibit illicit discharges to MS4 and implement enforce against illicit discharges through available mechanisms; procedures or policies must be developed for implementation and enforcement mechanisms; a written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcing of the mechanisms; mechanisms and directive must be equivalent to State Model IDDE Local Law (pg. 59)	MCM 3 IDDE				MCM 3 IDDE							
38	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Mechanism must be equivalent to States model IDDE Local Law; the mechanism must be certified by the attorney representing the small MS4 as being equivalent (pg. 36)	MCM 3 IDDE				MCM 3 IDDE							

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements		BMP Category	Village of Menands Measurable Goals		SPDES Permit No NYR20A144		BMP Category	Village of Menands Progress Meeting		Village of Menands Measurable Goals		SPDES Permit No NYR20A144		
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)	2020- 2021		Responsible Parties		2020 -2021 Goals			2021-2022		Responsible Parties				
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
39			All MS4 Types: Describe procedures for enforcing against illicit dischargers (pg. 36 & pg. 59)	MCM 3 IDDE					MCM 3 IDDE								
40			All MS4 Types: Implement appropriate enforcement procedures and actions (pg.36 & pg. 59).	MCM 3 IDDE					MCM 3 IDDE								
41	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)	All MS4 Types: Program must inform public employees, business, and the general public of the hazards associated with illegal discharges and prompt disposal of waste (pg. 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE								
42	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)		MCM 3 IDDE					MCM 3 IDDE								
43	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)	All MS4 Types: Program must include procedures for identifying priority areas of concern (geographic, audience, or otherwise) for IDDE program. (pg 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE								
44		Part VI.C.4 Identify High Priority Outfalls (3 years)		MCM 3 IDDE					MCM 3 IDDE								

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				Date & SWMP Preparer(s): June 3, 2020. Paul Reuss & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 1, 2021. Paul Reuss & Nancy Heinzen					Traditional-Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Menands Measurable Goals		SPDES Permit No NYR20A144		BMP Category	Village of Menands Progress Meeting		Village of Menands Measurable Goals		SPDES Permit No NYR20A144	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
45	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)	All MS4 Types: Conduct an outfall reconnaissance inventory as described EPA publication entitled: IDDE: A Guidance Manual for Program Development and Technical Assessment addressing every outfall within urbanized area at least once every five years, with reasonable progress each year. (pg. 36 & pg. 57)	MCM 3 IDDE	Inspect 20% of Village MS4 outfalls or more, time permitting	3/9/2021	X	X	MCM 3 IDDE	Yes		Inspect 20% of Village MS4 outfalls or more, time permitting	3/9/2022	X	X
				MCM 3 IDDE	Coalition Director reviews with Working Group contents of ORI kit-match kit to Svy123 ORI form- remove/add kit items	3/9/2021	X	X	MCM 3 IDDE	Yes					
				MCM 3 IDDE	Coalition Director reviews ORI Kit resupply and water testing role of Albany County Water Purification District, revise services as needed	3/9/2021	X	X	MCM 3 IDDE	Yes		Coalition provides Industrial discharge and bacteria sampling for interested Coalition members via a private lab. ORI Kit management at Coalition office (175 Green St)	3/9/2022		X

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Menands Measurable Goals		SPDES Permit No NYR20A144		BMP Category	Village of Menands Progress Meeting		Village of Menands Measurable Goals		SPDES Permit No NYR20A144	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
			MCM 3 IDDE	GIS Coordinator and/or Coalition Director trains MS4s in use of tablets/ORI Svy123 forms, data access and management. All MS4s high functionins users of tablet/form technology	3/9/2021	X	X	MCM 3 IDDE	No	Covid - County wide hiring freeze (2020). No Coalition staff hired to complete this goal.	GIS Coordinator and Coalition Director researches with individual MS4s status of MS4/member use post DEC grant (~since June, 2019) of tablets/ORI Svy123 forms, data access and management. Future needs and arrangements clarified; implementation plan developed with and for all parties.	3/9/2022	X	X	
			MCM 3 IDDE	Coalition Stormwater Program Tech completes ORI inspection for 4 MS4s as needed or requested (Cohoes, W/vliet, Menands, New Scotland)	3/9/2021	X	X	MCM 3 IDDE	Partial Yes	Coalition Director completes ORIs for Menands, trains Cohoes intern/staff in tablet use.	If Coalition Stormwater Program Tech hired, determine location and extent of ORI inspections for Cohoes, W/vliet, Menands, and New Scotland. Complete ORIs as requested.	3/9/2022	X	X	
46		Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)	MCM 3 IDDE					MCM 3 IDDE							
47	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)	MCM 3 IDDE					MCM 3 IDDE							

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
48	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)	All MS4 Types: Program must include procedures for identifying and locating illicit discharges (trackdown) (pg. 37 & pg. 59)	MCM 3 IDDE					MCM 3 IDDE							
49		Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)		MCM 3 IDDE					MCM 3 IDDE							
50	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)	All MS4 Types: Program must include procedures for eliminating illicit discharges; procedures for documenting actions; procedures for documenting actions (pg. 37 & pg. 59)	MCM 3 IDDE					MCM 3 IDDE							

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Menands Measurable Goals		SPDES Permit No NYR20A144		BMP Category	Village of Menands Progress Meeting		Village of Menands Measurable Goals		SPDES Permit No NYR20A144	
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
51			All MS4 Types: Develop and maintain a map minimally within covered entities jurisdiction in urbanized area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system. Field verify outfalls (pg. 36 & pg. 57) GOALS ENTERED IN MAPPING SECTION.	MCM 3 IDDE				MCM 3 IDDE							
52			All MS4 Types: Covered entities shall report: # & % of outfalls mapped; # of outfall detected and eliminated; % of outfalls for which an outfall reconnaissance inventory has been made; status of system mapping; activities in and results of informing public employees, businesses, and general public of hazards associated with illegal discharges and improper disposal of waste; regulatory mechanism status-certified as equivalent; effectiveness of program, BMPS, goal assessment (pg. 37 & pg. 58)	MCM 3 IDDE				MCM 3 IDDE							

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
53	MCM 4 - Construction Site Runoff Control			MCM 4 - Construction Site Runoff Control				MCM 4 - Construction Site Runoff Control								
54	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require SWPPP for each applicable land disturbing activity that includes erosion and sediment controls that meet the States current technical standards (pg. 39)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control								
55			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates mechanisms for construction runoff requirements to the extent allowable under State and local law that meets State's most current technical standards: through available mechanisms; procedures & policies must be developed for implementation & enforcement; a written directive from person authorized to sign NOI stating that updated mechanisms must be used and who (position) is responsible; mechanisms/directive equivalent to requirements of SPDES General Pmt for Construction Activities (pg. 60-61)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control								
56	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Mechanism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 39)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control								

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
57			Traditional - Land Use Control MS4: Contains requirements for constructions site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at construction site...pursuant to requirements of construction permit (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
58	MCM 4 Construction Site Runoff Control: Education materials on Construction program		All MS4 Types: Educates construction site owner/operators, design engineers, municipal staff and other individuals to whom regs apply about the munciaplities (MS4s) construction stormwater requirements, when requirements apply, to whom, procedures for submission of SWPPPs, procedures for construction site inspections, and other procedures associated with the control of construction stormwater. (pg. 40 & pg. 61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
59	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elements not explicitly required by GP-0-15-003) (3 years)	All MS4 Types: Program establishes and maintains an inventory of active construction sites, including location of site, owner/operator information (pg. 41 & pg. 61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
60	MCM 4 Construction Site Runoff Control: Construction Site priority areas			MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
61	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)	Traditional - Land Use Control MS4: Describes procedures for SWPPP Review (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control	Completed						
62		Part VI.D.7 Train SWPPP reviewers (1.5 years)	Traditional - Land Use Control MS4: Program ensures that the individual performing reviews are adequately trained and understand State and local sediment and erosion control requirements (all SWPPPs must be reviewed for sites 1 acre or greater; must utilize MS4 SWPPP Acceptance Form) (pg. 39-40)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
63	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)		MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
64	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (identify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	All MS4 Types: Describes procedures for site inspections and enforcement of erosion and control measures, including steps to identify priority sites. All sites must be inspected where the disturbance is greater than 1 acre. (pg. 40 & pg. 60).	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control	Completed						

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Menands Measurable Goals		SPDES Permit No NYR20A144		BMP Category	Village of Menands Progress Meeting		Village of Menands Measurable Goals		SPDES Permit No NYR20A144	
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
65			Traditional - Land Use Control MS4: Covered entities must determine that it is acceptable for the owner/operator of a construction project to submit the Notice of Termination (NOT) to the Department by performing a final site inspection themselves or by accepting the Qualified Inspector's final inspection certificate(s) required by the Construction Permit. Principal executive officer, ranking elected official, or duly authorized rep shall document their determination by signing MS4 Acceptance statment on NOT. (pg. 40)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control			Address need for Notice of Termination (NOT) on Dutch Village, arrange with interested parties necessary inspections and outstanding issues, provide NOT paperwork; monitor close out of Construction Activity Permit coverage.	3/9/2022	X	
66		Part VI.D.7 Train Construction site inspectors (1.5 years)	Traditional - Land Use Control MS4: Program must ensure that individuals performing the inspections are adequately trained and understand state and local sediment and erosion requirements (pg. 40)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
67		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)	All MS4 Types: Ensures that construction site operators have received E/SC training, including the <i>trained contractor</i> s as defined in Construction Activity Permit, before they do work within a covered entities jurisdiction and maintain records of that training. Training may be provided by Soil and Water Conservation District...(pg. 41 & 61)	MCM 4 Constr Site Runoff Control	Co-sponsor with ACSWCD, one (1) 4hr E/SC training for Construction Site Operators; distribute promotional material to Coalition members; post training info on Coalition website.	3/9/2021		X	MCM 4 Constr Site Runoff Control	No	ACSWCD training not offered due to Covid	Coalition Director consults with ACSWCD about future of 4 hr E/SC training given videoconference E/SC offerings by SWCD state-wide. If relevant and possible, one training co-sponsored with ACSWCD (not a videoconference).	3/9/2022		X

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020				Annual Evaluation March/April, 2021							
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68		Part VI.D.11 Update tracking system for inspections and complaints (6 months)	Traditional - Land Use Control MS4: Covered entities shall report: # of SWPPPs reviewed; # and type of enforcement action; % of active construction sites inspected once; % of active construction sites inspected more than once; # of construction sites authorized for disturbance of one or more acres; effectiveness of program/BMPs/goal assessment. (pg. 41)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
69			Traditional - Non-Land Use Control & Non-Traditional MS4: Covered entity shall report: # and type of sanctions employed; status of regulatory mechanism - certify will assure compliance with Construction Permit; # of construction sites authorized for disturbance greater than 1 acre; effectiveness of program/BMPs/goal assessment (pg. 62)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						

Row No	MS4 Permit Requirments			Annual Evaluation April, 2020			Village of Menands		Annual Evaluation March/April, 2021					Village of Menands		
				Date & SWMP Preparer(s): June 3, 2020. Paul Reuss & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 1, 2021. Paul Reuss & Nancy Heinzen					Traditional-Land Use Control MS4		
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Menands Measurable Goals		SPDES Permit No NYR20A144		BMP Category	Village of Menands Progress Meeting		Village of Menands Measurable Goals			SPDES Permit No NYR20A144	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022			Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
70	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...		All MS4 Types: Describes procedures for receipt and follow up on complaints or other information submitted by the public regarding construction site storm water runoff (pg. 40 & pg. 61).	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Village of Menands		Annual Evaluation March/April, 2021					Village of Menands		
				Date & SWMP Preparer(s): June 3, 2020. Paul Reuss & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 1, 2021. Paul Reuss & Nancy Heinzen					Traditional-Land Use Control MS4		
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Menands Measurable Goals		SPDES Permit No NYR20A144		BMP Category	Village of Menands Progress Meeting		Village of Menands Measurable Goals			SPDES Permit No NYR20A144	
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
71	MCM 5 - Post Construction Stormwater Runoff			MCM 5 - Post Construction Stormwater Runoff				MCM 5 - Post Construction Stormwater Runoff								
72	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require post construction run off controls from new development and re-development projects to the extent allowable under State law that meets the State most current technical standards. (pg. 43)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff								
73			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates enforceable mechanism for post-construction runoff control from new development and redevelopment projects to extent allowable under state or local law that meets State current technical standards through available mechanisms, procedures or policies must be developed for implementation and enforcement; written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcement the mechanisms; and mechanism and directive must assure compliance with SPDES General Permit for Construction Activities (pg. 62)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff								

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020				Annual Evaluation March/April, 2021							
				Date & SWMP Preparer(s): June 3, 2020. Paul Reuss & Nancy Heinzen				Village of Menands		Date & SWMP Preparer(s): April 1, 2021. Paul Reuss & Nancy Heinzen					
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Menands Measurable Goals		Traditional-Land Use Control MS4		BMP Category	Village of Menands Progress Meeting		Village of Menands Measurable Goals		Traditional-Land Use Control MS4	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		SPDES Permit No NYR20A144			2020 -2021 Goals		2021-2022		SPDES Permit No NYR20A144	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
74	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Regulatory mechanism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
75			All MS4 Types: Includes a combination of structural and non-structural management practices according to standards defined in the most current version of the NYS Stormwater Management Design manual (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
76			All MS4 Types: in development of watershed plans, municipal comprehensive plans (only Trad MS4s), open space preservation programs, local law, ordinances and land use regulations, covered entities must consider principles of Low Impact Development, Better Site Design, and other Green Infrastructure Practices to the MEP (Maximum Extent Practicable) (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020				Village of Menands		Annual Evaluation March/April, 2021					Village of Menands	
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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Menands Measurable Goals		SPDES Permit No NYR20A144		BMP Category	Village of Menands Progress Meeting		Village of Menands Measurable Goals		SPDES Permit No NYR20A144		
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties		
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
77			Traditional - Land Use Control MS4: Covered entities are required to review according to Green Infrastructure practices defined in the Design Manual at a site level and encouraged to review, and revise where appropriate local codes and law that include provisions that preclude green infrastructure or construction techniques that minimize or reduce pollutant loadings. (pg. 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							
78			Traditional - Land Use Control MS4: Describe procedures for SWPPP Review and review of individual SWPPPs to ensure consistency with NYS SW Design Manual. (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff	Completed						
79			Traditional - Land Use Control MS4: Program ensures that individual performing the SWPPP review are adequately trained and understand the State and local post construction site requirements (pg.44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							
80			Traditional - Land Use Control MS4: Program ensures that individual performing the review of SWPPPs that include post construction stormwater management practices are <i>qualified professionals</i> or under the supervision of <i>qualified professionals</i> (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Menands Measurable Goals		SPDES Permit No NYR20A144		BMP Category	Village of Menands Progress Meeting		Village of Menands Measurable Goals		SPDES Permit No NYR20A144	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
81			Traditional - Land Use Control MS4: Program ensures that after review of SWPPPs the covered entity must utilize the "MS4 SWPPP Acceptance Form" created by the Department as required in Construction Activity Permit when notifying construction site owner/operators that their plans have been accepted by the covered entity. (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
82			Traditional - Land Use Control MS4: Program utilizes available training from sources such as Soil ad Water Conservation Districts, Planning Councils...to educate municipal boards and Planning and Zoning Boards on low impact development principles, better site design approach, and green infrastructure applications.(pg.44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
83			Traditional - Land Use Control MS4: (newly regulated): Covered entity shall report on procedures for SWPPP review; procedures for inspection and maintenance of post construction management practices; and procedures for enforcement and penalization of violators (pg. 46)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Village of Menands		Annual Evaluation March/April, 2021					Village of Menands	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select			MS4 Permit GP-0-15-003 Requirements			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 1, 2021. Paul Reuss & Nancy Heinzen					Traditional-Land Use Control MS4	
	Appendix A SWMP Recording Requirements		Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)			SPDES Permit No NYR20A144		Date & SWMP Preparer(s): April 1, 2021. Paul Reuss & Nancy Heinzen					SPDES Permit No NYR20A144	
	Village of Menands Measurable Goals		Village of Menands Measurable Goals			Responsible Parties		Village of Menands Progress Meeting		Village of Menands Measurable Goals			Responsible Parties		
	Required Record	Deliverable	Text (pg. no)	BMP Category	2020- 2021	Due Date	MS4	Coalition	2020 -2021 Goals	2021-2022	2020 -2021 Goals	2021-2022	MS4	Coalition	
84	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)	All MS4 Types: Maintain an inventory of post construction stormwater practices within the covered entities jurisdiction. At a minimum include practices discharging to small MS4 that have been installed since March 10, 2003, all practices owned by the MS4, and those practices found to cause or contribute to water quality standard violations. Inventory shall include at minimum: location of practice (street address or coordinants); type of practices; maintenance needed per NYS Stormwater Management Design Manual, SWPPP or other provided documentation, and dates and type of maintenance performed (pg. 44,45, and 64)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							
85	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	All MS4 Types: Program ensures adequate long-term operation and maintenance of mgmt practices identified in inventory, by trained staff, including inspections (assessment if Non Trad) to ensure that practices are performing properly. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff	Review, develop, and monitor O & M requirements for Dutch Village; file with County Clerk. Village reviews inspection reports and conducts own inspections. Record keeping retained by SW Program Coordinator	3/9/2021	X	MCM 5 Post Constr SW Runoff	No	Covid	Review, develop, and monitor O & M requirements for Dutch Village; file with County Clerk. Village reviews O & M inspection reports prior to NOT paperwork, Village arranges for own inspections of Dutch Village PCSMPs. All record keeping retained by SW Program Coordinator	3/9/2022	X		

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Village of Menands		Annual Evaluation March/April, 2021					Village of Menands	
				Date & SWMP Preparer(s): June 3, 2020. Paul Reuss & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 1, 2021. Paul Reuss & Nancy Heinzen					Traditional-Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Menands Measurable Goals		SPDES Permit No NYR20A144		BMP Category	Village of Menands Progress Meeting		Village of Menands Measurable Goals		SPDES Permit No NYR20A144	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
			MCM 5 Post Constr SW Runoff	Monitor O & M requirements for all private PCSMPs (letter requesting documentation of maintenance as detailed in O & M). Record keeping retained by SW Program Coordinator	3/9/2021	X		MCM 5 Post Constr SW Runoff	No		Monitor O & M requirements for all private PCSMPs (letter requesting documentation of maintenance as detailed in O & M). Record keeping retained by SW Program Coordinator	3/9/2022	X		
86			MCM 5 Post Constr SW Runoff	All MS4 Types: The inspection (assessment if Non Trad) shall include inspection items identified in the maintenance requirements (NYSDEC SW Design Manual, SWPPP or other maintenance information) for the practice. Covered entities are not required to collect stormwater samples and perform specific chemical analysis. (pg 45 & pg 64)	GIS Coordinator or Coalition Director locates the Survey123 PCSMP forms created by the Coalition Stormwater Program Technician Assistant in 2019. Share forms with Coalition MS4s now using ArcGIS Online Survey123/Collector technology.	3/9/2021		X	MCM 5 Post Constr SW Runoff	No	Moved to Mapping				
87			MCM 5 Post Constr SW Runoff	All MS4 Types: Develop, implement, and provide adequate resources for a program to inspect development and re-development sites by trained staff and to enforce and penalize violators (pg. 45 & pg 65)					MCM 5 Post Constr SW Runoff						

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020				Annual Evaluation March/April, 2021					Village of Menands		
				Date & SWMP Preparer(s): June 3, 2020. Paul Reuss & Nancy Heinzen				Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 1, 2021. Paul Reuss & Nancy Heinzen					Traditional-Land Use Control MS4
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Menands Measurable Goals		SPDES Permit No NYR20A144		BMP Category	Village of Menands Progress Meeting		Village of Menands Measurable Goals		SPDES Permit No NYR20A144	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
88			<p>Traditional - Land Use Control MS4: Covered entity shall report on: # of SWPPPs reviewed; # and type of enforcement actions; # and type post-construction stormwater management practices inventoried; # and type of post construction stormwater management practices inspected; # and type of post construction management practices maintained; regulatory mechanism status-certification; effectiveness of program, BMPs, goal assessment. (pg. 46)</p>	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
89			<p>Traditional - Non-Land Use Control & Non-Traditional MS4: Covered entity shall report on: # and type of sanctions; # and type post-construction stormwater management practices; # and type of post construction stormwater management practices inspected; # and type of post construction management practices maintained; status of regulatory mechanism, that regulatory mechanism is equivalent; effectiveness of program, BMPs, measurable goal assessment. (pg. 65)</p>	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Menands Measurable Goals		SPDES Permit No NYR20A144		BMP Category	Village of Menands Progress Meeting		Village of Menands Measurable Goals		SPDES Permit No NYR20A144	
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
90	MCM 6 - Municipal Operations/Good Housekeeping			MCM 6 - Municipal Operations/Good Housekeeping				MCM 6 - Municipal Operations/Good Housekeeping							
91			All MS4 Types: Develop and implement pollution prevention/good housekeeping program for municipal operations and facilities that contribute or potentially contribute POCs to the small MS4 system. Operations and facilities may include, but not limited to: (pg. 46 & pg 66)	MCM 6 Muni Operations					MCM 6 Muni Operations						
92	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 for roadway maintenance, winter maintenance and bridge maintenance) (2 years)	Street and Bridge Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
93	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair			MCM 6 Muni Operations					MCM 6 Muni Operations						
94			Winter Road Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020				Village of Menands		Annual Evaluation March/April, 2021					Village of Menands	
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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Menands Measurable Goals		SPDES Permit No NYR20A144		BMP Category	Village of Menands Progress Meeting		Village of Menands Measurable Goals		SPDES Permit No NYR20A144		
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties		
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
95	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 years)	Storm System Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
96		Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)		MCM 6 Muni Operations					MCM 6 Muni Operations							
97		Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)		MCM 6 Muni Operations					MCM 6 Muni Operations							
98		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 6 Muni Operations					MCM 6 Muni Operations							
99			Vehicle and Fleet Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
100			Park and Open Space Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
101			Municipal Building Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020				Village of Menands		Annual Evaluation March/April, 2021					Village of Menands	
				Date & SWMP Preparer(s): June 3, 2020. Paul Reuss & Nancy Heinzen				Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 1, 2021. Paul Reuss & Nancy Heinzen					Traditional-Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements		BMP Category	Village of Menands Measurable Goals		SPDES Permit No NYR20A144		BMP Category	Village of Menands Progress Meeting		Village of Menands Measurable Goals		SPDES Permit No NYR20A144	
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
102			Solid Waste Management	MCM 6 Muni Operations					MCM 6 Muni Operations							
103	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit		New Construction and Land Disturbances	MCM 6 Muni Operations					MCM 6 Muni Operations							
104			Right Of Way Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
105			Marine Operations	MCM 6 Muni Operations					MCM 6 Muni Operations							
106			Hydrological Habitat Modification	MCM 6 Muni Operations					MCM 6 Muni Operations							
107			Other (pg. 47 & 66)	MCM 6 Muni Operations					MCM 6 Muni Operations							
108	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)	Traditional - Land Use Control MS4: At minimum frequency once every three years, perform and document a self assessment of all municipal operations addressed by the SWMP to: determine the sources of pollution potentially generated by covered entities operations and facilities and identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 47)	MCM 6 Muni Operations					MCM 6 Muni Operations							

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Village of Menands		Annual Evaluation March/April, 2021					Village of Menands	
				Date & SWMP Preparer(s): June 3, 2020. Paul Reuss & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 1, 2021. Paul Reuss & Nancy Heinzen					Traditional-Land Use Control MS4	
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
			MCM 6 Muni Operations	SW Program Coordinator reviews BMP Sheet goals; updates information; revises goals as needed; and documents results.	3/9/2021	X		MCM 6 Muni Operations	Yes		SW Program Coordinator reviews BMP Sheet goals; updates information; revises goals as needed; and documents results. Stormwater Program Tech assists.	3/9/2022	X		
109	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)	MCM 6 Muni Operations	Traditional - Non-Land Use Control & Non-Traditional MS4: Includes the performance and documentation of a self assessment of all municipal operations to: determine the sources of pollution potentially generated by covered entities operations and facilities and Identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 66)				MCM 6 Muni Operations							
110			MCM 6 Muni Operations	All MS4 Types: Determines management practices, policies, procedures, etc that will be developed and implemented to reduce or prevent discharge of (potential) pollutants. Refer to management practices identified in the "NYS Pollution Prevention and Good Housekeeping Assistance Document" and other guidance materials available from EPA, State, or other organizations. (pg. 47 & 66)				MCM 6 Muni Operations							

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020				Village of Menands		Annual Evaluation March/April, 2021					Village of Menands	
				Date & SWMP Preparer(s): June 3, 2020. Paul Reuss & Nancy Heinzen				Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 1, 2021. Paul Reuss & Nancy Heinzen					Traditional-Land Use Control MS4	
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
111			All MS4 Types: Prioritize pollution prevention and good housekeeping efforts based on geographic area, potential to improve water quality, facilities or operations most in need of modification or improvement, and covered entities capabilities (pg. 47 & 67)	MCM 6 Muni Operations					MCM 6 Muni Operations							
112	Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)		All MS4 Types: Includes an employee pollution prevention and good housekeeping training program and ensures that staff receive and utilize training (pg. 48 & pg. 67)	MCM 6 Muni Operations	Continue to train existing and new DPW staff as guided by DPW Foreman. Find out who, if anyone.	3/9/2021	X	X	MCM 6 Muni Operations	Yes	No staff turnover, no training needs	Continue to train existing and new DPW staff as guided by DPW Foreman. Find out who, if anyone. Stormwater Program Tech assists, as needed	3/9/2022	X	X	
113			Trad MS4 (pg. 48): Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, to meet permit requirements as the requirements apply to the activity performed	MCM 6 Muni Operations					MCM 6 Muni Operations							
114			Traditional - Non-Land Use Control & Non-Traditional MS4: Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, etc. to make the necessary certification in Part IV. G. (pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations							

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020				Annual Evaluation March/April, 2021							
				Date & SWMP Preparer(s): June 3, 2020. Paul Reuss & Nancy Heinzen		Village of Menands Measurable Goals		Village of Menands Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 1, 2021. Paul Reuss & Nancy Heinzen			Village of Menands Traditional-Land Use Control MS4		
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	2020- 2021		SPDES Permit No NYR20A144		BMP Category	Village of Menands Progress Meeting		Village of Menands Measurable Goals		SPDES Permit No NYR20A144	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		Responsible Parties		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
115			All MS4 Types: Requires municipal operations and facilities that would otherwise be subject to the NYS Multi-sector General Permit for Industrial stormwater discharges (MSGP, GP-012-001) to prepare and implement provisions in SWMP that comply with Parts III. A. C. D. J. K. and L. The covered entity must perform monitoring and recordkeeping. Discharge monitoring reports must be attached to the MS4 annual report. (pg. 48 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations						
116			All MS4 Types: Consider and incorporate cost effective runoff reduction techniques and green infrastructure in routine upgrade of stormwater conveyance systems and municipal properties to the MEP (Maximum Extent Practicable) (pg. 46 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations						
117			All MS4 Types: Adopt techniques to reduce the use of fertilizers, pesticides, and herbicides as well as potential impacts to surface water. (pg. 48 & pg. 68)	MCM 6 Muni Operations					MCM 6 Muni Operations						

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
118			All MS4 Types: Covered entities are required to report on all municipal operations & facilities that their program is addressing, at a minimum: indicate the municipal operations and facilities that pollution prevention program assessed; and describe if not done so already, the management practices, policies, and procedures that have been developed, modified and/or implemented;	MCM 6 Muni Operations					MCM 6 Muni Operations						
119			and at a minimum report: acres of parking lot swept; miles of street swept; number of catch basins inspected and where necessary cleaned; post construction control stormwater practices inspected and where necessary cleaned; pounds of phosphorus applied in chemical fertilizer; pounds of nitrogen applied in chemical fertilizer; and acres of pesticides/herbicides applied;	MCM 6 Muni Operations	Continue to document # of catch basins inspected and cleaned	3/9/2021	X		MCM 6 Muni Operations	Yes		Continue to document # of catch basins inspected and cleaned	3/9/2022	X	

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
			MCM 6 Muni Operations	Continue to document amount of street sweeping (private vendor) and parking lot sweeping (in-house) for Annual Report	3/9/2021	X		MCM 6 Muni Operations	Yes		Continue to document amount of street sweeping (private vendor) and parking lot sweeping (in-house) for Annual Report	3/9/2022	X		
120		and report staff training events and number of staff trained;	MCM 6 Muni Operations					MCM 6 Muni Operations							
121		and report on effectiveness of program, BMPs, measurable goal assessment (pg. 48 68)	MCM 6 Muni Operations					MCM 6 Muni Operations							

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122	Enhanced Requirements for impaired Waters w/out Approved TMDL			Enhanced Requirements for impaired Waters without an Approved TMDL				Enhanced Requirements for impaired Waters without an Approved TMDL								
123			All MS4 Types: Part III. SPECIAL CONDITIONS B.1.. Impaired Waters Without Watershed Improvement Strategies or Future TMDLS. If a small MS4 discharges a stormwater pollutant of concern (POC) to an impaired water listed in Appendix 2, the covered entity must ensure no net increase in its discharge of the listed POC to that water (pg. 12). Albany County - Ann Lee(Shakers), Pond, Stump Pond POC: Phosphorus (pg 102, Appendix 2)	Enhanced Requirements for impaired Waters without an Approved TMDL				Enhanced Requirements for impaired Waters without an Approved TMDL								

Stormwater Coalition of Albany County

**Town of New Scotland
New York**

MS4 Permit No. NYR20A463

**Annual Evaluation
(April, 2021)**

**Storm Water Management Program Plan
(BMPs and Measurable Goals)
2021 to 2022**

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020				Town of New Scotland		Annual Evaluation March/April, 2021					Town of New Scotland		
				Date & SWMP Preparer(s): April 16, 2020. Jeremy Cramer & Nancy Heinzen				Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 2, 2020. Jeremy Cramer & Nancy Heinzen					Traditional-Land Use Control MS4		
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of New Scotland Measurable Goals			SPDES Permit No NYR20A463		BMP Category	Town of New Scotland Progress Meeting		Town of New Scotland Measurable Goals			SPDES Permit No NYR20A463	
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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition	Goal Met?		Comments	Goal	Due Date	MS4	Coalition		
1	Administrative			Administrative						Administrative							
2	SWMP Coordinator	Designate a SWMP Coordinator (30 days)	All MS4 Types: From Annual MCC Form: Name/Contact: Stormwater Program Coordinator (MCC Form Contact Info)	Admin						Admin							
3	Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	All MS4 Types: MS4 Permit SWMP Plan definition. "The SWMP Plan should include a detailed written explanation of all management practices, activities and other techniques...Documents to include: ...Intermunicipal agreements and other legal authorities... (pg. 98)	Admin	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	Admin	Yes		Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan	3/9/2022	X			
				Admin	Research status and specifics of a Shared Services agreement between Town of New Scotland, Village of Voorheesville, Town of Guilderland, and Albany County for highway services related to stormwater management	3/9/2021		X	Admin	Yes		Check for updates to Shared Services agreement between Town of New Scotland, Village of Voorheesville, Town of Guilderland, and Albany County (highway services related to stormwater management); file updates as needed	3/9/2022		X		
				Admin	Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	3/9/2021		X	Admin	Yes		Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	12/31/2022		X		

Row No	MS4 Permit Requirments			Annual Evaluation April, 2020			Town of New Scotland		Annual Evaluation March/April, 2021					Town of New Scotland	
				Date & SWMP Preparer(s): April 16, 2020. Jeremy Cramer & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 2, 2020. Jeremy Cramer & Nancy Heinzen					Traditional-Land Use Control MS4	
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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
4			All MS4 Types: Part IV. Reliance Upon Third Parties. Applies when covered entity relies on third party entities to develop or implement any portion of the SWMP. The covered entity must, through a signed statement, contract or agreement provide adequate assurance that the third parties will comply with permit requirements....see Contracted Entity Certification Statement...(pg. 18)	Admin				Admin							
5	Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	All MS4 Types: From SWMP Plan definition. Documents to include:Staffing and staff development programs and organizational charts... (pg.98)	Admin	Review and update Town of New Scotland MS4 Permit organizational chart as needed	3/9/2021	X	Admin	Yes		Review and update Town of New Scotland MS4 Permit organizational chart as needed, post on Coalition website	3/9/2022	X		
				Admin	Hire Coalition GIS Coordinator NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	Yes	Coalition GIS Coordinator (start date: 4/30/2021)	Coalition Director monitors and facilitates all aspects of hiring process so that GIS Coordinator starts 4/30/2021	6/1/2021	X	

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
			Admin	Hire/train Coalition Stormwater Program Technician (PT-dedicated staff person for 4 MS4s) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Job posted 2020/2021; interviews and job offer; noone hired.	Coalition Director discusses w/T/NewScot, C/Wvliet, C/Cohoes, and V/Menands next steps re: hiring/training of Coalition Stormwater Program Technician. Implement hiring decision and plan.	12/31/2021		X	
			Admin	Hire/train Coalition Outreach Specialist NOTE: Covid19 pandemic may force change in plans (hiring) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Dropped. Covid - no funds.					
			Admin	Identify relevant training needs, suitable for Coalition wide training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt mangement, MS4 construction inspections-forms-data management: Stormwater Regs)	3/9/2021		X	Admin	No	Covid - no Coalition staff to coordinate, social distancing mandates an obstacle	Coalition Director and members identify relevant staff development needs suitable for Coalition-wide or individual training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt management, MS4 construction inspections-forms-data management, Stormwater Regs). Time permitting, implement training activity.	3/9/2022		X	
			Admin	Identify training opportunities for members, allocate training dollars for interested Coalition members, purchase training seats, as needed and funds are available	3/9/2021		X	Admin	Yes	Coalition funds supported 'ZOOM' training of individual MS4 'stormwater' staff.	Coalition Director identifies training (staff development) opportunities for members & Coalition staff, allocates training dollars for interested Coalition members, purchases training seats, as needed and funds are available	3/9/2022		X	

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
6			Traditional - Non Land Use Control and Non-Traditional MS4s: For each of the elements of the SWMP Plan, the covered entity must identify (i) the agencies and/or offices that would be responsible for implementing the SWMP Plan and (ii) any protocols for coordination among such agencies and/or offices necessary for the implementation of the plan element. (pg. 51)	Admin				Admin							
7	Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)		Admin				Admin							
8		Develop Enforcement Response Plan (3 years)	All MS4 Types: see MCM 3, MCM 4, and MCM 5 for enforcement procedures requirements.	Admin				Admin							
9	Annual Evaluation		All MS4 Types: A. Assessment: Covered entities must conduct an annual evaluation of its program compliance, the appropriateness of BMPs, progress towards goals... (pg. 19)	Admin	Complete Annual Evaluation SWMP Update (April, 2020)	3/9/2021	X	X	Admin	Yes		Complete Annual Evaluation SWMP Update (April, 2021)	6/1/2021	X	
				Admin	Coalition prepares with members the Joint SWMP Plan update (April/May 2020 Annual Evaluation).	6/1/2020	X	X	Admin	Yes		Coalition Director prepares Joint SWMP Plan Annual Evaluation (March/April 2021) template; meets with individual MS4s to assess progress meeting goals; records new goals. Director assembles and posts Joint SWMP Plan update on Coalition website.	6/1/2021	X	

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
10	Administrative Requirements: Annual Reports		All MS4 Types: C. Annual Reporting: Central Office must receive annual report, electronic or hard copy, no later than June 1 of reporting year (pg.19)	Admin	Submit Annual Report by June 1, 2020	3/9/2021		X	Admin	Yes		Submit Annual Report by June 1, 2021	6/1/2021	X		
				Admin	Coalition submits Joint Annual Report by June 1, 2020 which includes individual MS4 Reports from members able to prepare a Report by June 1; others submit their individual Annual Report as soon as possible. All final documents are included and posted with the Coalition Joint Annual Report. For some MS4s office records unavailable due to Covid-19 social distancing restrictions.	6/1/2020. For some MS4s after 6/1/2020 as soon as possible (8/1/2020)	X	X	Admin	Yes		Coalition Director prepares Coalition-specific pages for individual MS4 Annual Reports; adds Coalition pages to individual MS4 reports; assembles MS4 Annual Reports into a Joint Annual Report; submits Joint Annual Report to NYSDEC by June 1, 2021.	6/1/2021		X	
11	MS4 Correspondence with the Dept		All MS4 Types: B. Recordkeeping: must keep records included in SWMP plan...comments from the Department (pg.19)	Admin	Continue to document correspondence with Department (electronic and hard copy)	3/9/2021	X		Admin	Yes		Continue to document correspondence with Department (electronic and hard copy)	3/9/2022	X		

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	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
12	Special Conditions			Special Conditions				Special Conditions							
13	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards		Special Conditions	Implement flow monitoring requirements (measurements and documentation), review OW Separator design implications, revise design as needed, construct OW Separator system pending final NYSDEC Central Office approval	3/9/2021	X		Special Conditions	Yes	Flow monitoring in progress; OW design revised and submitted to NYSDEC as of 4/1/2021. Note submission deadline extension granted.	Continue to Implement flow monitoring requirements (measurements and documentation), monitor review of OW Separator design and internal garage features by NYSDEC. Once final approval, initiate process to construct approved design (bid/contract, contractors if used).	3/9/2022	X		
14	Mapping			Mapping				Mapping							
15	Mapping: Map of the MS4 conveyance system	Update map to show location 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)	All MS4 Types: Mapping requirements are found in MCM 3 IDDE. They are stated here and in MCM 3. Requirements: Develop and maintain a map, at a minimum within covered entities jurisdiction in urbanized area and additionally designated area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system. Field verify outfall locations (pg. 36 & pg. 57)	Mapping	Add to T/New Scotland mapping data, location of water districts and sewer districts, and update storm system and program mapping (PCSMPs, outfalls). Post on Coalition SwIM mapper and include in ArcGIS Online applications.	3/9/2011	X	X	Mapping	No	No GIS support from Coalition	Add to T/New Scotland mapping data, location of water districts and sewer districts; update outfall layer from future outfalls to active outfalls (Kensington); update storm system mapping (Kensington); and update program mapping (PCSMPs - private-Firehouse and Olsens self storage facility). Post on Coalition SwIM mapper and/or include in ArcGIS Online applications.	3/9/2022	X	X

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			Mapping	Hire and train GIS Coordinator in Coalition storm system and program mapping completed to date; the status/cost of all existing mapping related technology (computers, GPS units, mapping software); purpose of Coalition support and details of relevant water regulations; GIS capacity and anticipated needs of all Coalition members	3/9/2021		X	Mapping	Yes, partial	Coalition GIS Coordinator hired, start date 4/30/2021, not trained.	Coalition Director and others train Coalition GIS Coordinator in Coalition storm system and program mapping completed to date; ArcGIS Online use to date; SwIM mapper; the status/cost of all existing mapping related technology (computers, GPS units, mapping software); and status of individual MS4 stormwater program mapping efforts to date.	12/31/2021	X	X	
											Coalition GIS Coordinator with input from individual MS4s evaluates and manages SwIM related decisions regarding purpose, use, and likely conversion of SwIM to ArcGIS Online platform	3/9/2022	X	X	
			Mapping	Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with Coalition members.	3/9/2021	X	X	Mapping	No		Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with/to Coalition members.	3/9/2022	X	X	

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			Mapping	GIS Coordinator trains members in all aspects of ArcGIS Online Survey 123-Collector tablet use (ORI, Construction Sites, Municipal Facilities inspections). Competencies identified and training success monitored.	3/9/2021	X	X	Mapping	No	GIS Coordinator reviews existing ArcGIS Online Survey 123-Collector stormwater forms (ORI, Construction Sites, Municipal Facilities inspections); identifies with input from Coalition members form issues; updates forms; makes corrected forms available to others; provides training in tablet use and reporting documents.	3/9/2022	X	X		
										GIS Coordinator reviews draft ArcGIS Online Survey 123-Collector Post Construction SW Mgmt Practices inspection forms; with input from Coalition members decides need and value of developing form template for general use by interested MS4s.	3/10/2022	X	X		
			Mapping	Coalition GIS Coordinator and Coalition Director purchase as needed mapping related technology (computer equipment, GPS units, mapping software, staff training, printers)	3/9/2021		X	Mapping	No	Coalition GIS Coordinator and/or Coalition Director evaluate mapping equipment, software, and training needs. Costs are researched with County IT and included in Coalition budget.	3/9/2022		X		

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16	MCM 1 - Public Education and Outreach			MCM 1 - Public Education and Outreach						MCM 1 - Public Education and Outreach							
17			Traditional - Non Land Use Control and Non-Traditional MS4s should consider their public to be the employee/user population, visitors, or contractor/developers. Examples: 1. Educational institutions- faculty, other staff, students, visitors; and 2. Other Gov't Entities-staff, contractors, visitors (pg. 51)	MCM 1 Public Education					MCM 1 Public Education								
18	MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation (1 year) .	All MS4 Types: Covered entities must identify Pollutants of Concern, waterbodies of concern, geographic areas of concern, target audiences (pg. 30 & pg. 51)	MCM 1 Public Education					MCM 1 Public Education								
19	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	ALL MS4 Types: Covered entities develop and implement an ongoing public education and outreach designed to describe impacts of stormwater discharges on water bodies; POCs and their sources; steps that contributors of these pollutants can take to reduce pollutants in stormwater runoff; and steps that contributors of non-stormwater dischargers can take to reduce pollutants (pg. 30 , 31 & pg. 52).	MCM 1 Public Education	Continue to maintain brochure rack with sw literature and include water quality message in promotion of Household Hazardous Waste Collection Day. NOTE: due to Covid19 restrictions May, 2020 Household Hazardous Waste Collection Day cancelled.	3/9/2021	X		MCM 1 Public Education	Yes		Continue to maintain brochure rack with sw literature and include water quality message in promotion of Household Hazardous Waste Collection Day, if held.	3/9/2022	X			
				MCM 1 Public Education	Continue to use Town website and Facebook to promote stormwater related information.	3/9/2021	X		MCM 1 Public Education	No		Continue to use Town website and Facebook to promote stormwater related information. SW Prog Tech assists.	3/9/2022	X			

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			MCM 1 Public Education	1. Support/update Coalition website	3/9/2021		X	MCM 1 Public Education	Yes		Individual MS4s support and Coalition Director updates Coalition website	3/9/2022		X	
			MCM 1 Public Education	2. For interested Coalition MS4s provide access to the Center for Watershed Protection member portal (archived webcasts, educational material);	3/9/2021		X	MCM 1 Public Education	Yes		Coalition Director identifies webcasts of interest to Coalition members (purchased or free); Coalition sponsors 1 presentation at a particular date/time using videoconference technology. Presentation promoted by Coalition and members	3/9/2022	X	X	
			MCM 1 Public Education	3. If requested, print/distribute existing stormwater publications (brochure racks, clean up events, etc.)	3/9/2021		X	MCM 1 Public Education	Yes		For interested Coalition members, Director prints/distributes existing stormwater publications (for brochure racks, clean up events, etc.)	3/9/2022		X	
			MCM 1 Public Education	4. Hire Coalition Outreach Specialist who updates and/or creates educational material for targeted audience - message and effectiveness analyzed.	3/9/2021		X	MCM 1 Public Education	No	Dropped. Coalition Outreach Specialist not hired.					
20			MCM 1 Public Education	Traditional - Non Land Use Control and Non-Traditional MS4s: Educational materials may be made available at locations including, but not limited to: at service areas, lobbies, or other locations where information is made available; at staff training; on covered entity's website; with pay checks; and in employee break rooms. (pg. 52)				MCM 1 Public Education							

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21			Traditional - Land Use Control MS4: at minimum covered entity shall report on these items: 1. list education and outreach activities performed for the general public and target audiences and provide any results (# people attended, amount of materials distributed, etc. 2. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 3. effectiveness of program/BMPs/goal assessment; 4. maintain records of training activities. (pg. 31)	MCM 1 Public Education				MCM 1 Public Education								

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22			<p>Traditional - Non Land Use Control and Non-Traditional MS4s: a minimum covered entity shall report on these items: 1. list education/outreach activities performed and provide any results (# people attended, amount of materials distributed, etc. 2. education of public about hazards associated with illegal discharges and improper disposal of waste; 3. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 4. effectiveness of program/BMPs/goal assessment; 5. maintain records of training activities. (pg. 52 & pg. 53)</p>	MCM 1 Public Education					MCM 1 Public Education						

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
23	MCM 2 - Public Participation			MCM 2 - Public Involvement/Participation				MCM 2 - Public Participation							
24	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1.for types of opportunities. (6 months)	Traditional - Land Use Control MS4: Develop and implement a program identifies key individuals and groups public and private who are interested in or affected by the SWMP. Program identifies types of input covered entity will seek from key individual and groups (pg. 32 & pg. 33)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
25			All MS4 Types: Each covered entity shall ensure that local public officials and members of the public are informed about the program, activities, and progress made (pg. 21).	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
26			All MS4 Types: Provide an opportunity for public to participate in development, implementation, review, and revision of SWMP (pg. 33 and pg. 54)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
27		Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)	Traditional - Land Use Control MS4: Program describes activities covered entity will take to program access to those who want it and to gather the needed input. Activities included but limited to: water quality hotline (report spills, dumping, construction site concerns, etc.); stewardship activities like stream clean ups, storm drain marking and volunteer water quality monitoring. (pg. 33)	MCM 2 Public Inv/Part	Promote Coalition WAVE volunteer monitoring (post volunteer recruitment info/flyer on Town bulletin board; website; and Facebook). NOTE: Goal may change due to Covid19 restrictions	3/9/2021	X	X	MCM 2 Public Inv/Part	No	Covid	If WAVE event organized by Coalition, assist in locating a site and recruiting WAVE volunteers.	3/9/2022	X	

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			MCM 2 Public Inv/Part	Organize one or more Coalition-wide WAVE Volunteer Stream Monitoring events (July 1 to Sept 30);	3/9/2021	X	X	MCM 2 Public Inv/Part	No	Due to Covid social distancing, no WAVE events organized by Coalition	Director queries Coalition members regarding Coalition-wide WAVE volunteer stream monitoring events (July 1 to Sept 30), organizes one or more if interest	3/9/2022		X	
			MCM 2 Public Inv/Part	Hire and train Coalition Outreach Specialist who organizes one coalition-wide public participation activity	3/9/2021	X	X	MCM 2 Public Inv/Part	No		Director queries Coalition members about Coalition sponsorship or coordination of one public participation event (not WAVE). If interest, provide Coalition staff support and coordinate Coalition-wide support.	3/9/2022		X	
28	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)	All MS4 Types: Identify a local point of contact for public concerns regarding stormwater management and compliance with this SPDES permit Name or title of this contact and phone number must be published in public outreach and participation materials and kept up to date on the MCC form (pg. 33 & pg. 54)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part							

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29	MCM 2 Public Participation: Public input comments received on SWMP and annual report		All MS4 Types: Prior to submitting the annual report by June 1, present the draft annual report in a format that is open to the public, where the public can ask questions about and make comments on the report. This can be done: at a meeting if Traditional MS4 and on the internet. If internet, provide the public the opportunity to provide comments on the internet or otherwise, and if Traditional MS4 provide the public the opportunity for 2 or more persons to request a public meeting -detailed meeting requirements listed in permit. (pg 33, 34, 54, and 55).	MCM 2 Public Inv/Part	Post the DRAFT/FINAL Annual Report on Coalition website for public comment; post FINAL Annual Report on Town website, check and link websites (Coalition/Town) s needed, document and record public comments, if any.	3/9/2021	X	X	MCM 2 Public Inv/Part	Yes		Post the DRAFT/FINAL Annual Report on Coalition website for public comment; post FINAL Annual Report on Town website, check and link websites (Coalition/Town) if needed, document and record public comments, if any.	6/1/2021	X	X
30			All MS4 Types: Re: Annual Report - Department recommends that announcements be sent directly to individuals (public and private interested parties) known to have a specific interest in the covered entities SWMP (pg. 34 & pg. 55)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part			Coalition Director emails information about SWMP Plan update and posting of DRAFT/FINAL MS4 Permit Joint Annual Report on Coalition website. Email list includes elected officials and staff from 12 Coalition MS4 member communities.	6/15/2021		X
31			All MS4 Types: Annual report includes a summary of any comments received and (intended) responses on the individual covered entities information or the shared annual report submission. Changes made to the SWMP in response to comments should be described in the annual report. (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						

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32			All MS4 Types: A copy of the final report and the SWMP Plan are available for public inspection (pg. 34 & pg. 56)	MCM 2 Public Inv/Part				MCM 2 Public Inv/Part								
33			Traditional - Land Use Control MS4: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); public involvement/participation activities (Ex. steam cleanups, # attending, number of calls to hotline, # and extent of storm drain stenciling); effectiveness of program/BMPS/goal assessment. (pg. 35)	MCM 2 Public Inv/Part				MCM 2 Public Inv/Part								
34			Traditional - Land Use Control & Non Traditional MS4s: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); effectiveness of program/BMPS/goal assessment. (pg. 56)	MCM 2 Public Inv/Part				MCM 2 Public Inv/Part								

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35	MCM 3 - Illicit Discharge Detection & Elimination			MCM 3 - Illicit Discharge Detection & Elimination						MCM 3 - Illicit Discharge Detection & Elimination							
36	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Prohibit through law, ordinance, or other regulatory mechanism illicit discharges into small MS4 (pg. 36)	MCM 3 IDDE					MCM 3 IDDE								
37			Non-Traditional MS4: Prohibit illicit discharges to MS4 and implement enforce against illicit discharges through available mechanisms; procedures or policies must be developed for implementation and enforcement mechanisms; a written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcing of the mechanisms; mechanisms and directive must be equivalent to State Model IDDE Local Law (pg. 59)	MCM 3 IDDE					MCM 3 IDDE								
38	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Mechanism must be equivalent to States model IDDE Local Law; the mechanism must be certified by the attorney representing the small MS4 as being equivalent (pg. 36)	MCM 3 IDDE					MCM 3 IDDE								
39			All MS4 Types: Describe procedures for enforcing against illicit dischargers (pg. 36 & pg. 59)	MCM 3 IDDE					MCM 3 IDDE								

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40			All MS4 Types: Implement appropriate enforcement procedures and actions (pg.36 & pg. 59).	MCM 3 IDDE				MCM 3 IDDE							
41	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)	All MS4 Types: Program must inform public employees, business, and the general public of the hazards associated with illegal discharges and prompoer disposal os waster (pg. 37 & pg. 58)	MCM 3 IDDE				MCM 3 IDDE							
42	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)		MCM 3 IDDE				MCM 3 IDDE							
43	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)	All MS4 Types: Program must include procedures for identifying priority areas of concern (geographic, audience, or otherwise) for IDDE program. (pg 37 & pg. 58)	MCM 3 IDDE				MCM 3 IDDE							
44		Part VI.C.4 Identify High Priority Outfalls (3 years)		MCM 3 IDDE				MCM 3 IDDE							

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45	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)	All MS4 Types: Conduct an outfall reconnaissance inventory as described EPA publication entitled: IDDE: A Guidance Manual for Program Development and Technical Assessment addressing every outfall within urbanized area at least once every five years, with reasonable progress each year. (pg. 36 & pg. 57)	MCM 3 IDDE	Evaluate final count of updated Town MS4 outfalls and complete ORI inspections according to 20% per year requirements of current MS4 Permit using tablet and ArcGIS Online Survey123 form developed by the Coalition.	3/9/2021	X	X	MCM 3 IDDE	No	No ORIs, no SW Prog Tech hired	Complete ORI inspections according to 20% per year requirements of current MS4 Permit using tablet and ArcGIS Online Survey123 form developed by the Coalition. SW Prog Tech assists.	3/9/2022	X	X
				MCM 3 IDDE	Coalition Director reviews with Working Group contents of ORI kit-match kit to Svy123 ORI form remove/add kit items	3/9/2021	X	X	MCM 3 IDDE	Yes					
				MCM 3 IDDE	Coalition Director reviews ORI Kit resupply and water testing role of Albany County Water Purification District, revise services as needed	3/9/2021	X	X	MCM 3 IDDE	Yes		Coalition provides Industrial discharge and bacteria sampling for interested Coalition members via a private lab. ORI Kit management at Coalition office (175 Green St)	3/9/2022		X
				MCM 3 IDDE	GIS Coordinator and/or Coalition Director trains MS4s in use of tablets/ORI Svy123 forms, data access and management. All MS4s high functionins users of tablet/form technology	3/9/2021	X	X	MCM 3 IDDE	No	Covid - County wide hiring freeze (2020). No Coalition staff hired to complete this goal.	GIS Coordinator and Coalition Director researches with individual MS4s status of MS4/member use post DEC grant (~since June, 2019) of tablets/ORI Svy123 forms, data access and management. Future needs and arrangments clarified; implementation plan developed with and for all parties.	3/9/2022	X	X

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				Date & SWMP Preparer(s): April 16, 2020. Jeremy Cramer & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 2, 2020. Jeremy Cramer & Nancy Heinzen					Traditional-Land Use Control MS4	
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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
			MCM 3 IDDE	Coalition Stormwater Program Tech completes ORI inspection for 4 MS4s as needed or requested (Cohoes, W/vliet, Menands, New Scotland)	3/9/2021	X	X	MCM 3 IDDE	No	Coalition Director completes ORIs for Menands, trains Cohoes intern/staff in tablet use. No assistance for T-New Scotland.	If Coalition Stormwater Program Tech hired, determine location and extent of ORI inspections for Cohoes, W/vliet, Menands, and New Scotland. Complete ORIs as requested.	3/9/2022		X	
46		Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)	MCM 3 IDDE					MCM 3 IDDE							
47	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)	MCM 3 IDDE					MCM 3 IDDE							
48	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)	MCM 3 IDDE	Evaluate track down procedures if MS4 Permit if reissued within upcoming reporting year.	3/8/2021	X		MCM 3 IDDE	No	Not reissued					
49		Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)	MCM 3 IDDE					MCM 3 IDDE							

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	Required Record	Deliverable	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)	2020- 2021		Responsible Parties		2020 -2021 Goals			2021-2022		Responsible Parties			
					Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
50	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)	All MS4 Types: Program must include procedures for eliminating illicit discharges; procedures for documenting actions; procedures for documenting actions (pg. 37 & pg. 59)	MCM 3 IDDE	Evaluate elimination procedures if MS4 Permit is reissued within upcoming reporting year.	3/8/2021	X		MCM 3 IDDE	No	Not reissued					
51			All MS4 Types: Develop and maintain a map minimally within covered entities jurisdiction in urbanized area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system. Field verify outfalls (pg. 36 & pg. 57) GOALS ENTERED IN MAPPING SECTION.	MCM 3 IDDE					MCM 3 IDDE							
52			All MS4 Types: Covered entities shall report: # & % of outfalls mapped; # of outfall detected and eliminated; % of outfalls for which an outfall reconnaissance inventory has been made; status of system mapping; activities in and results of informing public employees, businesses, and general public of hazards associated with illegal discharges and improper disposal of waste; regulatory mechanism status-certified as equivalent; effectiveness of program, BMPS, goal assessment (pg. 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE							

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	Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
53	MCM 4 - Construction Site Runoff Control			MCM 4 - Construction Site Runoff Control						MCM 4 - Construction Site Runoff Control								
54	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require SWPPP for each applicable land disturbing activity that includes erosion and sediment controls that meet the States current technical standards (pg. 39)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control										
55			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates mechanisms for construction runoff requirements to the extent allowable under State and local law that meets State's most current technical standards: through available mechanisms; procedures & policies must be developed for implementation & enforcement; a written directive from person authorized to sign NOI stating that updated mechanisms must be used and who (position) is responsible; mechanisms/directive equivalent to requirements of SPDES General Pmt for Construction Activities (pg. 60-61)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control										
56	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Mechanism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 39)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control										

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57			Traditional - Land Use Control MS4: Contains requirements for constructions site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at construction site...pursuant to requirements of construction permit (pg. 39)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control								
58	MCM 4 Construction Site Runoff Control: Education materials on Construction program		All MS4 Types: Educates construction site owner/operators, design engineers, municipal staff and other individuals to whom regs apply about the municipalities (MS4s) construction stormwater requirements, when requirements apply, to whom, procedures for submission of SWPPPs, procedures for construction site inspections, and other procedures associated with the control of construction stormwater. (pg. 40 & pg. 61)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control								
59	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elements not explicitly required by GP-0-15-003) (3 years)	All MS4 Types: Program establishes and maintains an inventory of active construction sites, including location of site, owner/operator information (pg. 41 & pg. 61)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control								
60	MCM 4 Construction Site Runoff Control: Construction Site priority areas			MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control								

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61	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)	Traditional - Land Use Control MS4: Describes procedures for SWPPP Review (pg. 39)		MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control									
62		Part VI.D.7 Train SWPPP reviewers (1.5 years)	Traditional - Land Use Control MS4: Program ensures that the individual performing reviews are adequately trained and understand State and local sediment and erosion control requirements (all SWPPPs must be reviewed for sites 1 acre or greater; must utilize MS4 SWPPP Acceptance Form) (pg. 39-40)		MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control									
63	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)			MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control									
64	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (identify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	All MS4 Types: Describes procedures for site inspections and enforcement of erosion and control measures, including steps to identify priority sites. All sites must be inspected where the disturbance is greater than 1 acre. (pg. 40 & pg. 60).		MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control									

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65			Traditional - Land Use Control MS4: Covered entities must determine that it is acceptable for the owner/operator of a construction project to submit the Notice of Termination (NOT) to the Department by performing a final site inspection themselves or by accepting the Qualified Inspector's final inspection certificate(s) required by the Construction Permit.Principal executive officer, ranking elected official, or duly authorized rep shall document their determination by signing MS4 Acceptance statement on NOT. (pg. 40)	MCM 4 Constr Site Runoff Control	Continue to monitor status of PCSMP signage, particularly as active construction sites move towards terminating Construction General Permit coverage.	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes		Continue to monitor status of PCSMP signage, particularly as active construction sites move towards terminating Construction General Permit coverage.	3/9/2022	X	
66		Part VI.D.7 Train Construction site inspectors (1.5 years)	Traditional - Land Use Control MS4: Program must ensure that individuals performing the inspections are adequately trained and understand state and local sediment and erosion requirements (pg. 40)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
67		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)	All MS4 Types: Ensures that construction site operators have received E/SC training, including the trained contractor s as defined in Construction Activity Permit, before they do work within a covered entities jurisdiction and maintain records of that training. Training may be provided by Soil and Water Conservation District...(pg. 41 & 61)	MCM 4 Constr Site Runoff Control	Continue to promote 4 hr E/SC courses (bulletin board)	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes	Limited public access to bulletin board. Currently Town Hall by appointment only, shut down for most of 2020, due to Covid	Continue to promote 4 hr E/SC courses	3/9/2022	X	

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					Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
				MCM 4 Constr Site Runoff Control	Co-sponsor with ACSWCD, one (1) 4hr E/SC training for Construction Site Operators; distribute promotional material to Coalition members; post training info on Coalition website.	3/9/2021		X	MCM 4 Constr Site Runoff Control	No	ACSWCD training not offered due to Covid	Coalition Director consults with ACSWCD about future of 4 hr E/SC training given videoconference E/SC offerings by SWCD state-wide. If relevant and possible, one training co-sponsored with ACSWCD (not a videoconference).	3/9/2022		X		
68		Part VI.D.11 Update tracking system for inspections and complaints (6 months)	Traditional - Land Use Control MS4: Covered entities shall report: # of SWPPPs reviewed; # and type of enforcement action; % of active construction sites inspected once; % of active construction sites inspected more than once; # of construction sites authorized for disturbance of one or more acres; effectiveness of program/BMPs/goal assessment. (pg. 41)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control								
69			Traditional - Non-Land Use Control & Non-Traditional MS4: Covered entity shall report: # and type of sanctions employed; status of regulatory mechanism - certify will assure compliance with Construction Permit; # of construction sites authorized for disturbance greater than 1 acre; effectiveness of program/BMPs/goal assessment (pg. 62)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control								

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70	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...		All MS4 Types: Describes procedures for receipt and follow up on complaints or other information submitted by the public regarding construction site storm water runoff (pg. 40 & pg. 61).	MCM 4 Constr Site Runoff Control	Document public complaints regarding construction sites (name, date, location, follow-up)	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes		Document public complaints regarding construction sites (name, date, location, follow-up)	3/9/2022	X		

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71	MCM 5 - Post Construction Stormwater Runoff			MCM 5 - Post Construction Stormwater Runoff				MCM 5 - Post Construction Stormwater Runoff									
72	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require post construction run off controls from new development and re-development projects to the extent allowable under State law that meets the State most current technical standards. (pg. 43)			MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							
73			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates enforceable mechanism for post-construction runoff control from new development and redevelopment projects to extent allowable under state or local law that meets State current technical standards through available mechanisms, procedures or policies must be developed for implementation and enforcement; written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcement the mechanisms; and mechanism and directive must assure compliance with SPDES General Permit for Construction Activities (pg. 62)			MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							
74	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Regulatory mechanism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 43)			MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							

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75			All MS4 Types: Includes a combination of structural and non-structural management practices according to standards defined in the most current version of the NYS Stormwater Management Design manual (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff								
76			All MS4 Types: in development of watershed plans, municipal comprehensive plans (only Trad MS4s), open space preservation programs, local law, ordinances and land use regulations, covered entities must consider principles of Low Impact Development, Better Site Design, and other Green Infrastructure Practices to the MEP (Maximum Extent Practicable) (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff		Comp Plan adopted in 2018 includes green infrastructure concepts. Created & adopted hamlet zoning (2018) which includes stream buffers, conservation sub-divisions, and open space design.	Will update sub-division law to include green Infrastructure concepts (road width reductions, open space protection). Law will point to NYSDEC SW Design Manual requirements and related green infrastructure concepts.	3/9/2022	X			
77			Traditional - Land Use Control MS4: Covered entities are required to review according to Green Infrastructure practices defined in the Design Manual at a site level and encouraged to review, and revise where appropriate local codes and law that include provisions that preclude green infrastructure or construction techniques that minimize or reduce pollutant loadings. (pg. 43)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff								

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78			Traditional - Land Use Control MS4: Describe procedures for SWPPP Review and review of individual SWPPPs to ensure consistency with NYS SW Design Manual. (pg. 44)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff								
79			Traditional - Land Use Control MS4: Program ensures that individual performing the SWPPP review are adequately trained and understand the State and local post construction site requirements (pg.44)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff								
80			Traditional - Land Use Control MS4: Program ensures that individual performing the review of SWPPPs that include post construction stormwater management practices are <i>qualified professionals</i> or under the supervision of <i>qualified professionals</i> (pg. 44)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff								
81			Traditional - Land Use Control MS4: Program ensures that after review of SWPPPs the covered entity must utilize the "MS4 SWPPP Acceptance Form" created by the Department as required in Construction Activity Permit when notifying construction site owner/operators that their plans have been accepted by the covered entity. (pg. 44)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff								

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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022			Responsible Parties	
	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
82			Traditional - Land Use Control MS4: Program utilizes available training from sources such as Soil ad Water Conservation Districts, Planning Councils....to educate municipal boards and Planning and Zoning Boards on low impact development principles, better site design approach, and green infrastructure applications.(pg.44)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff								
83			Traditional - Land Use Control MS4: (newly regulated): Covered entity shall report on procedures for SWPPP review; procedures for inspection and maintenance of post construction management practices; and procedures for enforcement and penalization of violators (pg. 46)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff								
84	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)	All MS4 Types: Maintain an inventory of post construction stormwater practices within the covered entities jurisdiction. At a minimum include practices discharging to small MS4 that have been installed since March 10, 2003, all practices owned by the MS4, and those practices found to cause or contribute to water quality standard violations. Inventory shall include at minimum: location of practice (street address or coordinants); type of practices; maintenance needed per NYS Stormwater Management Design Manual, SWPPP or other provided documentation, and dates and type of maintenance performed (pg. 44,45, and 64)	MCM 5 Post Constr SW Runoff	Update PCSMP Inventory, review items tracked, revise as needed	3/9/2021	X	MCM 5 Post Constr SW Runoff	Yes		Update PCSMP Inventory, review items tracked, revise as needed	3/9/2022	X			

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Town of New Scotland		Annual Evaluation March/April, 2021					Town of New Scotland			
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select			MS4 Permit GP-0-15-003 Requirements			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 2, 2020. Jeremy Cramer & Nancy Heinzen					Traditional-Land Use Control MS4			
	Appendix A SWMP Recording Requirements		Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)			Town of New Scotland Measurable Goals		SPDES Permit No NYR20A463		Town of New Scotland Progress Meeting		Town of New Scotland Measurable Goals			SPDES Permit No NYR20A463	
	Required Record		Deliverable	Text (pg. no)			2020- 2021		Responsible Parties		2020 -2021 Goals		2021-2022			Responsible Parties	
				BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
			MCM 5 Post Constr SW Runoff	Review inventory of privately owned PCSMPS, update contact information, review status of operations and maintenance of practices, secure and file inspection reports, follow up as needed.	3/9/2021	X			Yes		Review inventory of privately owned PCSMPS, update contact information, review status of operations and maintenance of practices, secure and file inspection reports, follow up as needed.	3/9/2022	X				
85	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	MCM 5 Post Constr SW Runoff	All MS4 Types: Program ensures adequate long-term operation and maintenance of mgmt practices identified in inventory, by trained staff, including inspections (assessment if Non Trad) to ensure that practices are performing properly. (pg 45 & pg 64)				MCM 5 Post Constr SW Runoff									
86			MCM 5 Post Constr SW Runoff	All MS4 Types: The inspection (assessment if Non Trad) shall include inspection items identified in the maintenance requirements (NYSDEC SW Design Manual, SWPPP or other maintenance information) for the practice. Covered entities are not required to collect stormwater samples and perform specific chemical analysis. (pg 45 & pg 64)	3/9/2021		X	MCM 5 Post Constr SW Runoff	No	Moved to Mapping							

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Town of New Scotland		Annual Evaluation March/April, 2021					Town of New Scotland		
				Date & SWMP Preparer(s): April 16, 2020. Jeremy Cramer & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 2, 2020. Jeremy Cramer & Nancy Heinzen					Traditional-Land Use Control MS4		
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of New Scotland Measurable Goals		SPDES Permit No NYR20A463		BMP Category	Town of New Scotland Progress Meeting		Town of New Scotland Measurable Goals			SPDES Permit No NYR20A463	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022			Responsible Parties	
	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
87			All MS4 Types: Develop, implement, and provide adequate resources for a program to inspect development and re-development sites by trained staff and to enforce and penalize violators (pg. 45 & pg 65)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff								
88			Traditional - Land Use Control MS4: Covered entity shall report on: # of SWPPPs reviewed; # and type of enforcement actions; # and type post-construction stormwater management practices inventoried; # and type of post construction stormwater management practices inspected; # and type of post construction management practices maintained; regulatory mechanism status-certification; effectiveness of program, BMPs, goal assessment. (pg. 46)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff								
89			Trad-No Land Use & Non Trad MS4 pg. 65: Covered entity shall report on: # and type of sanctions; # and type post-construction stormwater management practices; # and type of post construction stormwater management practices inspected; # and type of post construction management practices maintained; status of regulatory mechanism, that regulatory mechanism is equivalent; effectiveness of program, BMPs, measureable goal assessment. (pg. 65)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff								

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				Date & SWMP Preparer(s): April 16, 2020. Jeremy Cramer & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 2, 2020. Jeremy Cramer & Nancy Heinzen					Traditional-Land Use Control MS4		
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of New Scotland Measurable Goals		SPDES Permit No NYR20A463		BMP Category	Town of New Scotland Progress Meeting		Town of New Scotland Measurable Goals			SPDES Permit No NYR20A463	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022			Responsible Parties	
	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
90	MCM 6 - Municipal Operations/Good Housekeeping			MCM 6 - Municipal Operations/Good Housekeeping				MCM 6 - Municipal Operations/Good Housekeeping								
91			All MS4 Types: Develop and implement pollution prevention/good housekeeping program for municipal operations and facilities that contribute or potentially contribute POCs to the small MS4 system. Operations and facilities may include, but not limited to: (pg. 46 & pg 66)	MCM 6 Muni Operations				MCM 6 Muni Operations								
92	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 for roadway maintenance, winter maintenance and bridge maintenance) (2 years)	Street and Bridge Maintenance	MCM 6 Muni Operations				MCM 6 Muni Operations								
93	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair			MCM 6 Muni Operations				MCM 6 Muni Operations								
94			Winter Road Maintenance	MCM 6 Muni Operations				MCM 6 Muni Operations								
95	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 years)	Storm System Maintenance	MCM 6 Muni Operations				MCM 6 Muni Operations								

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Town of New Scotland		Annual Evaluation March/April, 2021					Town of New Scotland	
				Date & SWMP Preparer(s): April 16, 2020. Jeremy Cramer & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 2, 2020. Jeremy Cramer & Nancy Heinzen					Traditional-Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of New Scotland Measurable Goals		SPDES Permit No NYR20A463		BMP Category	Town of New Scotland Progress Meeting		Town of New Scotland Measurable Goals		SPDES Permit No NYR20A463	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
96		Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)	MCM 6 Muni Operations					MCM 6 Muni Operations							
97		Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)	MCM 6 Muni Operations					MCM 6 Muni Operations							
98		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 6 Muni Operations	Explore use of tablet to complete inspection of Town owned PCSMPs, use tablet if convenient	3/9/2021	X	X	MCM 6 Muni Operations	No	No Coalition GIS Support					
99		Vehicle and Fleet Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
100		Park and Open Space Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
101		Municipal Building Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
102		Solid Waste Management	MCM 6 Muni Operations					MCM 6 Muni Operations							
103	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit		MCM 6 Muni Operations	New Construction and Land Disturbances				MCM 6 Muni Operations							
104		Right Of Way Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Town of New Scotland		Annual Evaluation March/April, 2021					Town of New Scotland	
				Date & SWMP Preparer(s): April 16, 2020. Jeremy Cramer & Nancy Heinzen			Traditional-Land Use Control MS4		SPDES Permit No NYR20A463		Date & SWMP Preparer(s): April 2, 2020. Jeremy Cramer & Nancy Heinzen				
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of New Scotland Measurable Goals		Responsible Parties		BMP Category	Town of New Scotland Progress Meeting		Town of New Scotland Measurable Goals		SPDES Permit No NYR20A463	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021					2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
105			Marine Operations	MCM 6 Muni Operations				MCM 6 Muni Operations							
106			Hydological Habitat Modification	MCM 6 Muni Operations				MCM 6 Muni Operations							
107			Other (pg. 47 & 66)	MCM 6 Muni Operations				MCM 6 Muni Operations							
108	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)	Traditional - Land Use Control MS4: At minimum frequency once every three years, perform and document a self assessment of all municipal operations addressed by the SWMP to: determine the sources of pollution potentially generated by covered entities operations and facilities and Identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 47)	MCM 6 Muni Operations				MCM 6 Muni Operations							
109	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)	Traditional - Non-Land Use Control & Non-Traditional MS4: Includes the performance and documentation of a self assessment of all municipal operations to: determine the sources of pollution potentially generated by covered entities operations and facilities and Identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 66)	MCM 6 Muni Operations				MCM 6 Muni Operations							

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Town of New Scotland		Annual Evaluation March/April, 2021					Town of New Scotland	
				Date & SWMP Preparer(s): April 16, 2020. Jeremy Cramer & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 2, 2020. Jeremy Cramer & Nancy Heinzen					Traditional-Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of New Scotland Measurable Goals		SPDES Permit No NYR20A463		BMP Category	Town of New Scotland Progress Meeting		Town of New Scotland Measurable Goals		SPDES Permit No NYR20A463	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
110			All MS4 Types: Determines management practices, policies, procedures, etc that will be developed and implemented to reduce or prevent discharge of (potential) pollutants. Refer to management practices identified in the "NYS Pollution Prevention and Good Housekeeping Assistance Document" and other guidance materials available from EPA, State, or other organizations. (pg. 47 & 66)	MCM 6 Muni Operations				MCM 6 Muni Operations							
111			All MS4 Types: Prioritize pollution prevention and good housekeeping efforts based on geographic area, potential to improve water quality, facilities or operations most in need of modification or improvement, and covered entities capabilities (pg. 47 & 67)	MCM 6 Muni Operations				MCM 6 Muni Operations							
112	Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)		All MS4 Types: Includes an employee pollution prevention and good housekeeping training program and ensures that staff receive and utilize training (pg. 48 & pg. 67)	MCM 6 Muni Operations				MCM 6 Muni Operations							

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Town of New Scotland		Annual Evaluation March/April, 2021					Town of New Scotland	
	MS4 Permit Requirements			Date & SWMP Preparer(s): April 16, 2020. Jeremy Cramer & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 2, 2020. Jeremy Cramer & Nancy Heinzen					Traditional-Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of New Scotland Measurable Goals		SPDES Permit No NYR20A463		BMP Category	Town of New Scotland Progress Meeting		Town of New Scotland Measurable Goals		SPDES Permit No NYR20A463	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
113			<p>Traditional - Land Use Control MS4: Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, to meet permit requirements as the requirements apply to the activity performed (pg. 48)</p>	MCM 6 Muni Operations	If MS4 Permit reissued, evaluate Third Party Certification requirements update forms for vendors, as needed.	3/9/2021	X		MCM 6 Muni Operations	No	Not reissued				
114			<p>Traditional - Non-Land Use Control & Non-Traditional MS4: Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, etc. to make the necessary certification in Part IV. G. (pg. 67)</p>	MCM 6 Muni Operations					MCM 6 Muni Operations						
115			<p>All MS4 Types: Requires municipal operations and facilities that would otherwise be subject to the NYS Multi-sector General Permit for Industrial stormwater discharges (MSGP, GP-012-001) to prepare and implement provisions in SWMP that comply with Parts III. A. C. D. J. K. and L. The covered entity must perform monitoring and recordkeeping. Discharge monitoring reports must be attached to the MS4 annual report. (pg. 48 & pg. 67)</p>	MCM 6 Muni Operations					MCM 6 Muni Operations						

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				Date & SWMP Preparer(s): April 16, 2020. Jeremy Cramer & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 2, 2020. Jeremy Cramer & Nancy Heinzen					Traditional-Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of New Scotland Measurable Goals		SPDES Permit No NYR20A463		BMP Category	Town of New Scotland Progress Meeting		Town of New Scotland Measurable Goals		SPDES Permit No NYR20A463	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
116			All MS4 Types: Consider and incorporate cost effective runoff reduction techniques and green infrastructure in routine upgrade of stormwater conveyance systems and municipal properties to the MEP (Maximum Extent Practicable) (pg. 46 & pg. 67)	MCM 6 Muni Operations				MCM 6 Muni Operations							
117			All MS4 Types: Adopt techniques to reduce the use of fertilizers, pesticides, and herbicides as well as potential impacts to surface water. (pg. 48 & pg. 68)	MCM 6 Muni Operations				MCM 6 Muni Operations							
118			All MS4 Types: Covered entities are required to report on all municipal operations & facilities that their program is addressing, at a minimum: indicate the municipal operations and facilities that pollution prevention program assessed; and describe if not done so already, the management practices, policies, and procedures that have been developed, modified and/or implemented;	MCM 6 Muni Operations				MCM 6 Muni Operations							
119			and at a minimum report: acres of parking lot swept; miles of street swept; number of catch basins inspected and where necessary cleaned; post construction control stormwater practices inspected and where necessary cleaned; pounds of phosphorus applied in chemical fertilizer; pounds of nitrogen applied in chemical fertilizer; and acres of pesticides/herbicides applied;	MCM 6 Muni Operations	Collect catch basin inspection, clean out data for Annual Report	3/9/2021	X	MCM 6 Muni Operations	Yes		Collect catch basin inspection, clean out data for Annual Report	3/9/2022	X		

Row No	MS4 Permit Requirments			Annual Evaluation April, 2020			Town of New Scotland		Annual Evaluation March/April, 2021					Town of New Scotland	
				Date & SWMP Preparer(s): April 16, 2020. Jeremy Cramer & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 2, 2020. Jeremy Cramer & Nancy Heinzen					Traditional-Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of New Scotland Measurable Goals		SPDES Permit No NYR20A463		BMP Category	Town of New Scotland Progress Meeting		Town of New Scotland Measurable Goals		SPDES Permit No NYR20A463	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
			MCM 6 Muni Operations	Collect street sweeping and parking lot data for Annual Report	3/9/2021	X		MCM 6 Muni Operations	Yes		Collect street sweeping and parking lot data for Annual Report	3/9/2022	X		
120			MCM 6 Muni Operations	and report staff training events and number of staff trained;				MCM 6 Muni Operations							
121			MCM 6 Muni Operations	and report on effectiveness of program, BMPs, measurable goal assessment (pg. 48 68)				MCM 6 Muni Operations							

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	MS4 Permit Requirements			Date & SWMP Preparer(s): April 16, 2020. Jeremy Cramer & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): April 2, 2020. Jeremy Cramer & Nancy Heinzen					Traditional-Land Use Control MS4			
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Town of New Scotland Measurable Goals		SPDES Permit No NYR20A463		BMP Category	Town of New Scotland Progress Meeting		Town of New Scotland Measurable Goals			SPDES Permit No NYR20A463		
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022			Responsible Parties		
	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
122	Enhanced Requirements for impaired Waters w/out Approved TMDL			Enhanced Requirements for impaired Waters without an Approved TMDL				Enhanced Requirements for impaired Waters without an Approved TMDL									
123			All MS4 Types: Part III. SPECIAL CONDITIONS B.1.. Impaired Waters Without Watershed Improvement Strategies or Fturue TMDLS. If a small MS4 discharges a stormwater pollutant of concern (POC) to an impaired water listed in Appendix 2, the covered entity must ensure no net increase in its discharge of the listed POC to that water (pg. 12). Albany County - Ann Lee(Shakers), Pond, Stump Pond POC: Phosphorus (pg 102, Appendix 2)	Enhanced Requirements for impaired Waters without an Approved TMDL				Enhanced Requirements for impaired Waters without an Approved TMDL									

Stormwater Coalition of Albany County

**Village of Voorheesville
New York**

MS4 Permit No. NYR20A210

**Annual Evaluation
(April, 2021)**

**Storm Water Management Program Plan
(BMPs and Measurable Goals)
2021 to 2022**

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020				Village of Voorheesville		Annual Evaluation March/April, 2021					Village of Voorheesville	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	Date & SWMP Preparer(s): April 14, 2020. Frank Fazio & Nancy Heinzen				Traditional-Land Use Control MS4		Date & SWMP Preparer(s): March 30, 2021. Frank Fazio, Rich Straut, Nancy Heinzen					Traditional-Land Use Control MS4	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)	BMP Category	Village of Voorheesville Measurable Goals 2020- 2021		SPDES Permit No NYR20A210 Responsible Parties		BMP Category	Village of Voorheesville Progress Meeting 2020 -2021 Goals		Village of Voorheesville Measurable Goals 2021-2022		SPDES Permit No NYR20A210 Responsible Parties		
	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
1	Administrative			Administrative						Administrative						
2	SWMP Coordinator	Designate a SWMP Coordinator (30 days)	All MS4 Types: From Annual MCC Form: Name/Contact: Stormwater Program Coordinator (MCC Form Contact Info)	Admin					Admin							
3	Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	All MS4 Types: MS4 Permit SWMP Plan definition. "The SWMP Plan should include a detailed written explanation of all management practices, activities and other techniques....Documents to include: ...Intermunicipal agreements and other legal authorities... (pg. 98)	Admin	Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	3/9/2021		X	Admin	Yes		Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	12/31/2022		X	
												Coalition Director and members evaluate Coalition operators; individual MS4 needs/interests; and Coalition priorities. County/members decide need/value of Coalition. If interest, County/members update/adopt IMA-MOU by 12/31/2022. If not, terminate Coalition operations (equipment-website-staff-files).	12/31/2022	X	X	
4			All MS4 Types: Part IV. Reliance Upon Third Parties. Applies when covered entity relies on third party entities to develop or implement any portion of the SWMP. The covered entity must, through a signed statement, contract or agreement provide adequate assurance that the third parties will comply with permit requirements....see Contracted Entity Certification Statement...(pg. 18)	Admin					Admin							

Row No	MS4 Permit Requirments			Annual Evaluation April, 2020			Village of Voorheesville		Annual Evaluation March/April, 2021					Village of Voorheesville	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select			MS4 Permit GP-0-15-003 Requirements			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): March 30, 2021. Frank Fazio, Rich Straut, Nancy Heinzen					Traditional-Land Use Control MS4	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)	BMP Category	Village of Voorheesville Measurable Goals 2020- 2021		SPDES Permit No NYR20A210		BMP Category	Village of Voorheesville Progress Meeting 2020 -2021 Goals		Village of Voorheesville Measurable Goals 2021-2022		SPDES Permit No NYR20A210	
	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
5	Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	All MS4 Types: From SWMP Plan definition. Documents to include: ...Staffing and staff development programs and organizational charts... (pg.98)	Admin	Review training needs of Voorheesville staff and officials noted on oganizational chart, provide training	3/9/2021	X	X	Admin	No	Covid	Review training needs of Voorheesville staff and officials noted on oganizational chart, provide training	3/9/2022	X	
				Admin	Hire Coalition GIS Coordinator NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	Yes	Coalition GIS Coordinator (start date: 4/30/2021)	Coalition Director monitors and facilitates all aspects of hiring process so that GIS Coordinator starts 4/30/2021	6/1/2021		X
				Admin	Hire/train Coalition Stormwater Program Technician (PT- dedicated staff person for 4 MS4s) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Job posted 2020/2021; interviews and job offer; noone hired.	Coalition Director discusses w/T/NewScot, C/Wvliet, C/Cohoes, and V/Menands next steps re: hiring/training of Coalition Stormwater Program Technician. Implement hiring decision and plan.	12/31/2021		X
				Admin	Hire/train Coalition Outreach Specialist NOTE: Covid19 pandemic may force change in plans (hiring) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Dropped. Covid - no funds.				

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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)	BMP Category	Village of Voorheesville Measurable Goals 2020- 2021		SPDES Permit No NYR20A210		BMP Category	Village of Voorheesville Progress Meeting 2020-2021 Goals		Village of Voorheesville Measurable Goals 2021-2022		SPDES Permit No NYR20A210	
	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
				Admin	Identify relevant training needs, suitable for Coalition wide training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt management, MS4 construction inspections-forms-data management: Stormwater Regs)	3/9/2021		X	Admin	No	Covid - no Coalition staff to coordinate, social distancing mandates an obstacle	Coalition Director and members identify relevant staff development needs suitable for Coalition-wide or individual training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt management, MS4 construction inspections-forms-data management, Stormwater Regs). Time permitting, implement training activity.	3/9/2022		X
				Admin	Identify taining opportunities for members, allocate training dollars for interested Coalition members, purchase training seats, as needed and funds are available	3/9/2021		X	Admin	Yes	Coalition funds supported 'ZOOM' training of individual MS4 'stormwater' staff.	Coalition Director identifies training (staff development) opportunities for members & Coalition staff, allocates training dollars for interested Coalition members, purchases training seats, as needed and funds are available	3/9/2022		X
6			Traditional - Non Land Use Control and Non-Traditional MS4s: For each of the elements of the SWMP Plan, the covered entity must identify (i) the agencies and/or offices that would be responsible for implementing the SWMP Plan and (ii) any protocols for coordination among such agencies and/or offices necessary for the implementation of the plan element. (pg. 51)	Admin					Admin						

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7	Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)		Admin					Admin						
8		Develop Enforcement Response Plan (3 years)	All MS4 Types: see MCM 3, MCM 4, and MCM 5 for enforcement procedures requirements.	Admin					Admin						
9	Annual Evaluation		All MS4 Types: A. Assessment: Covered entities must conduct an annual evaluaton of its program compliance, the appropriateness of BMPs, progress towards goals... (pg. 19)	Admin	Complete Annual Evaluation and SWMP Update (April/May, 2020)	3/9/2021	X	X	Admin	Yes		Complete Annual Evaluation and SWMP Update (April/May, 2021)	6/1/2021	X	
				Admin	Coalition prepares with members the Joint SWMP Plan update (April/May 2020 Annual Evaluation).	6/1/2020	X	X	Admin	Yes		Coalition Director prepares Joint SWMP Plan Annual Evaluation (March/April 2021) template; meets with individual MS4s to assess progress meeting goals; records new goals. Director assembles and posts Joint SWMP Plan update on Coalition website.	6/1/2021		X
10	Administrative Requirements: Annual Reports		All MS4 Types: C. Annual Reporting: Central Office must receive annual report, electronic or hard copy, no later than June 1 of reporting year (pg.19)	Admin	Submit Annual Report by June 1, 2021	3/9/2021	X	X	Admin	Yes		Submit Annual Report by June 1, 2021	6/1/2021	X	

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
				Admin	Coalition submits Joint Annual Report by June 1, 2020 which includes individual MS4 Reports from members able to prepare a Report by June 1; others submit their individual Annual Report as soon as possible. All final documents are included and posted with the Coalition Joint Annual Report. For some MS4s office records unavailable due to Covid-19 social distancing restrictions.	6/1/2020. For some MS4s after 6/1/2020 as soon as possible (8/1/2020)	X	X	Admin	Yes		Coalition Director prepares Coalition-specific pages for individual MS4 Annual Reports; adds Coalition pages to individual MS4 reports; assembles MS4 Annual Reports into a Joint Annual Report; submits Joint Annual Report to NYSDEC by June 1, 2021.	6/1/2021		X
11	MS4 Correspondence with the Dept		All MS4 Types: B. Recordkeeping: must keep records included in SWMP plan...comments from the Department (pg.19)	Admin	Review and organize all MS4 related Correspondence with DEC and EPA.	3/9/2021	X		Admin	Yes					

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
12	Special Conditions			Special Conditions					Special Conditions						
13	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards			Special Conditions					Special Conditions						
14	Mapping			Mapping					Mapping						
15	Mapping: Map of the MS4 conveyance system	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)	All MS4 Types: Mapping requirements are found in MCM 3 IDDE. They are stated here and in MCM 3. Requirements: Develop and maintain a map, at a minimum within covered entities jurisdiction in urbanized area and additionally designated area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system. Field verify outfall locations (pg. 36 & pg. 57)	Mapping	Create a hard copy of current, corrected outfall data to use in the field to guide and complete outfall inspections (ORI inventory)	3/9/2021	X	X	Mapping	Yes		Create a hard copy of current, corrected outfall data to use in the field to guide and complete outfall inspections (ORI inventory)	3/9/2022	X	X
				Mapping	Integrate updated outfall data into GIS format for posting on SwIM application and integration with Survey123 ORI forms (depending on Coalition capacity)	3/9/2021	X	X	Mapping	No		Integrate updated outfall data into GIS format for posting on SwIM application and integration with Survey123 ORI forms	3/9/2022	X	X

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
				Mapping	Integrate stormwater program mapping (municipal facility boundaries, PCSMPS) into GIS format for posting on SwIM application and integration with Survey123 municipal facility forms and PCSMP forms (depending on Coalition capacity)	3/9/2021	X	X	Mapping			Integrate stormwater program mapping (municipal facility boundaries, PCSMPS) into GIS format for posting on SwIM application and integration with Survey123 municipal facility forms and PCSMP forms	3/9/2022	X	X
												Prepare for updated storm system mapping in Salem Hills; prepare catch basin GIS data set for catch basin inspections and clean up schedule	3/9/2022	X	X
				Mapping	Hire and train GIS Coordinator in Coalition storm system and program mapping completed to date; the status/cost of all existing mapping related technology (computers, GPS units, mapping software); purpose of Coalition support and details of relevant water regulations; GIS capacity and anticipated needs of all Coalition members	3/9/2021		X	Mapping	Yes, partial	Coalition GIS Coordinator hired, start date 4/30/2021, not trained.	Coalition Director and others train Coalition GIS Coordinator in Coalition storm system and program mapping completed to date; ArcGIS Online use to date; SwIM mapper; the status/cost of all existing mapping related technology (computers, GPS units, mapping software); and status of individual MS4 stormwater program mapping efforts to date.	12/31/2021	X	X
									Mapping			Coalition GIS Coordinator with input from individual MS4s evaluates and manages SwIM related decisions regarding purpose, use, and likely conversion of SwIM to ArcGIS Online platform	3/9/2022	X	X

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
				Mapping	Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with Coalition members.	3/9/2021	X	X	Mapping	No		Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with/to Coalition members.	3/9/2022	X	X
				Mapping	GIS Coordinator trains members in all aspects of ArcGIS Online Survey 123-Collector tablet use (ORI, Construction Sites, Municipal Facilities inspections). Competencies identified and training success monitored.	3/9/2021	X	X	Mapping	No		GIS Coordinator reviews existing ArcGIS Online Survey 123-Collector stormwater forms (ORI, Construction Sites, Municipal Facilities inspections); identifies with input from Coalition members form issues; updates forms; makes corrected forms available to others; provides training in tablet use and reporting documents.	3/9/2022	X	X
									Mapping			GIS Coordinator reviews draft ArcGIS Online Survey 123-Collector Post Construction SW Mgmt Practices inspection forms; with input from Coalition members decides need and value of developing form template for general use by interested MS4s.	3/10/2022	X	X
				Mapping	Coalition GIS Coordinator and Coalition Director purchase as needed mapping related technology (computer equipment, GPS units, mapping software, staff training, printers)	3/9/2021		X	Mapping	No		Coalition GIS Coordinator and/or Coalition Director evaluate mapping equipment, software, and training needs. Costs are researched with County IT and included in Coalition budget.	3/9/2022		X

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				Date & SWMP Preparer(s): April 14, 2020. Frank Fazio & Nancy Heinen				Traditional-Land Use Control MS4		Date & SWMP Preparer(s): March 30, 2021. Frank Fazio, Rich Straut, Nancy Heinen					Traditional-Land Use Control MS4	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Voorheesville Measurable Goals			SPDES Permit No NYR20A210	Responsible Parties	BMP Category	Village of Voorheesville Progress Meeting		Village of Voorheesville Measurable Goals			SPDES Permit No NYR20A210
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021			2020-2021 Goals			2021-2022			Responsible Parties		
Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
16	MCM 1 - Public Education and Outreach			MCM 1 - Public Education and Outreach				MCM 1 - Public Education and Outreach								
17			Traditional - Non Land Use Control and Non-Traditional MS4s should consider their public to be the employee/user population, visitors, or contractor/developers. Examples: 1. Educational institutions- faculty, other staff, students, visitors; and 2. Other Gov't Entities-staff, contractors, visitors (pg. 51)	MCM 1 Public Education					MCM 1 Public Education							
18	MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation (1 year) .	All MS4 Types: Covered entities must identify Pollutants of Concern, waterbodies of concern, geographic areas of concern, target audiences (pg. 30 & pg. 51)	MCM 1 Public Education					MCM 1 Public Education							
19	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	ALL MS4 Types: Covered entities develop and implement an ongoing public education and outreach designed to describe impacts of stormwater discharges on water bodies; POCs and their sources; steps that contributors of these pollutants can take to reduce pollutants in stormwater runoff; and steps that contributors of non-stormwater dischargers can take to reduce pollutants (pg. 30 , 31 & pg. 52).	MCM 1 Public Education	In promotional material, explain water quality benefits of Village Green Clean Day and Hazardous Household Waste Collection Day. NOTE: Activities may be cancelled (Covid-19)	3/9/2021	X		MCM 1 Public Education	No	Covid	In promotional material, explain water quality benefits of Village Green Clean Day and Hazardous Household Waste Collection Day.	3/9/2022	X		

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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties				2020 -2021 Goals		2021-2022		Responsible Parties	
Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
			MCM 1 Public Education	Write newsletter article which is mailed out and posted on Village website. Content: Pollutants of Concern related to residential land use. Behaviors to address pet waste, car washing, fertilizer use. Two articles (Spring and Fall)	3/8/2021	X		MCM 1 Public Education	Yes	Fall and Spring	Write newsletter article which is mailed out and posted on Village website. Content: Pollutants of Concern related to residential land use. Behaviors to address pet waste, car washing, fertilizer use. Two articles (Spring and Fall)	3/9/2022	X			
			MCM 1 Public Education	1. Support/update Coalition website	3/9/2021		X	MCM 1 Public Education	Yes		Individual MS4s support and Coalition Director updates Coalition website	3/9/2022		X		
											Village reviews website as part of overall update, links to/fro Coalition website evaluated, consider posting procedures, add other info as needed	3/9/2022	X			
			MCM 1 Public Education	2. For interested Coalition MS4s provide access to the Center for Watershed Protection member portal (archived webcasts, educational material);	3/9/2021		X	MCM 1 Public Education	Yes		Coalition Director identifies webcasts of interest to Coalition members (purchased or free); Coalition sponsors 1 presentation at a particular date/time using videoconference technology. Presentation promoted by Coalition and members	3/9/2022	X	X		
			MCM 1 Public Education	3. If requested, print/distribute existing stormwater publications (brochure racks, clean up events, etc.)	3/9/2021		X	MCM 1 Public Education	Yes		For interested Coalition members, Director prints/distributes existing stormwater publications (for brochure racks, clean up events, etc.)	3/9/2022		X		

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				MCM 1 Public Education	4. Hire Coalition Outreach Specialist who updates and/or creates educational material for targeted audience - message and effectiveness analyzed.	3/9/2021		X	MCM 1 Public Education	No	Dropped. Coalition Outreach Specialist not hired.				
20			Traditional - Non Land Use Control and Non-Traditional MS4s: Educational materials may be made available at locations including, but not limited to: at service areas, lobbies, or other locations where information is made available; at staff training; on covered entity's website; with pay cheks; and in employee break rooms. (pg. 52)	MCM 1 Public Education					MCM 1 Public Education						
21			Traditional - Land Use Control MS4: at minimum covered entity shall report on these items: 1. list education and outreach activities performed for the general public and target audiences and provide any results (# people attended, amount of materials distributed, etc. 2. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 3. effectiveness of program/BMPs/goal assessment; 4. maintain records of training activities. (pg. 31)	MCM 1 Public Education					MCM 1 Public Education						

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22			Traditional - Non Land Use Control and Non-Traditional MS4s: a minimum covered entity shall report on these items: 1. list education/outreach activities performed and provide any results (# people attended, amout of materials distributed, etc. 2. education of public about hazards associated with illegal discharges and improper disposal of waste; 3. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 4. effectiveness of program/BMPs/goal assessment; 5. maintain records of training activities. (pg. 52 & pg. 53)	MCM 1 Public Education					MCM 1 Public Education						

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23	MCM 2 - Public Participation			MCM 2 - Public Involvement/Participation						MCM 2 - Public Participation						
24	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1. for types of opportunities. (6 months)	Traditional - Land Use Control MS4: Develop and implement a program identifies key individuals and groups public and private who are interested in or affected by the SWMP. Program identifies types of input covered entity will seek from key individual and groups (pg. 32 & pg. 33)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part							
25			All MS4 Types: Each covered entity shall ensure that local public officials and members of the public are informed about the program, activities, and progress made (pg. 21).	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part							
26			All MS4 Types: Provide an opportunity for public to participate in development, implementation, review, and revision of SWMP (pg. 33 and pg. 54)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part							
27		Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)	Traditional - Land Use Control MS4: Program describes activities covered entity will take to program access to those who want it and to gather the needed input. Activities included but limited to: water quality hotline (report spills, dumping, construction site concerns, etc.); stewardship activities like stream clean ups, storm drain marking and volunteer water quality monitoring. (pg. 33)	MCM 2 Public Inv/Part	Continue with its Village Green Clean Day and Hazardous Household Waste Collection Day, if held.	3/9/2021	X		MCM 2 Public Inv/Part	No		Continue with its Village Green Clean Day and Hazardous Household Waste Collection Day, if held.	3/9/2022	X		
				MCM 2 Public Inv/Part	Continue with Voorheesville Clean the Stream Day, if held (Covid-19)	3/9/2021	X		MCM 2 Public Inv/Part	Yes		Continue with Voorheesville Clean the Stream Day, if held	3/9/2022	X		

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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)	BMP Category	Village of Voorheesville Measurable Goals 2020- 2021		SPDES Permit No NYR20A210		BMP Category	Village of Voorheesville Progress Meeting 2020 -2021 Goals		Village of Voorheesville Measurable Goals 2021-2022		SPDES Permit No NYR20A210	
	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
				MCM 2 Public Inv/Part	Continue with Adopt-A-Highway day, if held (Covid-19)	3/9/2021	X		MCM 2 Public Inv/Part			Continue with litter clean up along roadways, spring event, Village Board and community volunteers, record date, # of participants	3/9/2022	X	
				MCM 2 Public Inv/Part	Organize one or more Coalition-wide WAVE Volunteer Stream Monitoring events (July 1 to Sept 30);	3/9/2021	X	X	MCM 2 Public Inv/Part	No	Due to Covid social distancing, no WAVE events organized by Coalition	Director queries Coalition members regarding Coalition-wide WAVE volunteer stream monitoring events (July 1 to Sept 30), organizes one or more if interest	3/9/2022		X
				MCM 2 Public Inv/Part	Hire and train Coalition Outreach Specialist who organizes one coalition-wide public participation activity	3/9/2021	X	X	MCM 2 Public Inv/Part	No		Director queries Coalition members about Coalition sponsorship or coordination of one public participation event (not WAVE). If interest, provide Coalition staff support and coordinate Coalition-wide support.	3/9/2022		X
28		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)	All MS4 Types: Identify a local point of contact for public concerns regarding stormwater management and compliance with this SPDES permit Name or title of this contact and phone number must be published in public outreach and participation materials and kept up to date on the MCC form (pg. 33 & pg. 54)	MCM 2 Public Inv/Part	Review Point of Contact for stormwater management information, check publicity regarding public contact, update as needed.	3/9/2021	X		MCM 2 Public Inv/Part						

		MS4 Permit Requirements			Annual Evaluation April, 2020			Village of Voorheesville		Annual Evaluation March/April, 2021					Village of Voorheesville			
		MS4 Permit Requirements			Date & SWMP Preparer(s): April 14, 2020. Frank Fazio & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): March 30, 2021. Frank Fazio, Rich Straut, Nancy Heinzen					Traditional-Land Use Control MS4			
		BMPs = 2016 DRAFT MS4 Permit Requirements - Select	MS4 Permit GP-0-15-003 Requirements		Village of Voorheesville Measurable Goals			SPDES Permit No NYR20A210			Village of Voorheesville Progress Meeting		Village of Voorheesville Measurable Goals			SPDES Permit No NYR20A210		
		Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021			Responsible Parties			2020 -2021 Goals		2021-2022			Responsible Parties	
Row No	Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
29	MCM 2 Public Participation: Public input comments received on SWMP and annual report		All MS4 Types: Prior to submitting the annual report by June 1, present the draft annual report in a format that is open to the public, where the public can ask questions about and make comments on the report. This can be done: at a meeting if Traditional MS4 and on the internet. If internet, provide the public the opportunity to provide comments on the internet or otherwise, and if Traditional MS4 provide the public the opportunity for 2 or more persons to request a public meeting -detailed meeting requirements listed in permit. (pg 33, 34, 54, and 55).	MCM 2 Public Inv/Part	Post DRAFT/FINAL Annual Report on Coalition and Village website, solicit public comments, track comments. Check links Village - Coalition websites.	3/9/2021	X	X	MCM 2 Public Inv/Part	Yes		Post DRAFT/FINAL Annual Report on Coalition and Village website, solicit public comments, track comments. Check links Village - Coalition websites.	3/9/2022	X	X			
30			All MS4 Types: Re: Annual Report - Department recommends that announcements be sent directly to individuals (public and private interested parties) known to have a specific interest in the covered entities SWMP (pg. 34 & pg. 55)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part			Coalition Director emails information about SWMP Plan update and posting of DRAFT/FINAL MS4 Permit Joint Annual Report on Coalition website. Email list includes elected officials and staff from 12 Coalition MS4 member communities.	6/15/2021		X			
31			All MS4 Types: Annual report includes a summary of any comments received and (intended) responses on the individual covered entities information or the shared annual report submission. Changes made to the SWMP in response to comments should be described in the annual report. (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part									

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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)	BMP Category	Village of Voorheesville Measurable Goals 2020- 2021		SPDES Permit No NYR20A210		BMP Category	Village of Voorheesville Progress Meeting 2020 -2021 Goals		Village of Voorheesville Measurable Goals 2021-2022		SPDES Permit No NYR20A210	
	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
32			All MS4 Types: A copy of the final report and the SWMP Plan are available for public inspection (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part			Village posts FINAL Report on website	3/9/2022	X	
												Director posts FINAL Joint Annual Report on Coalition website	3/9/2022		X
33			Traditional - Land Use Control MS4: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); public involvement/participation activities (Ex. steam cleanups, # attending, number of calls to hotline, # and extent of storm drain stenciling); effectiveness of program/BMPS/goal assessment. (pg. 35)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
34			Traditional - Land Use Control & Non Traditional MS4s: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); effectiveness of program/BMPS/goal assessment. (pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Voorheesville Measurable Goals			SPDES Permit No NYR20A210	Responsible Parties	BMP Category	Village of Voorheesville Progress Meeting		Village of Voorheesville Measurable Goals			SPDES Permit No NYR20A210
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021			2020 -2021 Goals			2021-2022			Responsible Parties		
Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
35	MCM 3 - Illicit Discharge Detection & Elimination			MCM 3 - Illicit Discharge Detection & Elimination				MCM 3 - Illicit Discharge Detection & Elimination								
36	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism		Traditional - Land Use Control and Traditional - Non Land Use Control MS4s: Prohibit through law, ordinance, or other regulatory mechanism illicit discharges into small MS4 (pg. 36)	MCM 3 IDDE					MCM 3 IDDE							
37			Non-Traditional MS4: Prohibit illicit discharges to MS4 and implement enforce against illicit discharges through available mechanisms; procedures or policies must be developed for implementation and enforcement mechanisms; a written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcing of the mechanisms; mechanisms and directive must be equivalent to State Model IDDE Local Law (pg. 59)	MCM 3 IDDE					MCM 3 IDDE							
38	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control and Traditional - Non Land Use Control MS4s: Mechanism must be equivalent to States model IDDE Local Law; the mechanism must be certified by the attorney representaing the small MS4 as being equivalent (pg. 36)	MCM 3 IDDE					MCM 3 IDDE							
39			All MS4 Types: Describe procedures for enforcing against illicit dischargers (pg. 36 & pg. 59)	MCM 3 IDDE					MCM 3 IDDE							
40			All MS4 Types: Implement appropriate enforcement procedures and actions (pg.36 & pg. 59).	MCM 3 IDDE					MCM 3 IDDE							

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	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Voorheesville Measurable Goals 2020- 2021		SPDES Permit No NYR20A210		BMP Category	Village of Voorheesville Progress Meeting 2020 -2021 Goals		Village of Voorheesville Measurable Goals 2021-2022		SPDES Permit No NYR20A210	
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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
41	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)	All MS4 Types: Program must inform public employees, business, and the general public of the hazards associated with illegal discharges and proper disposal of waste (pg. 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE						
42	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)		MCM 3 IDDE					MCM 3 IDDE			Establish clear procedures for connecting citizen concerns regarding water quality to a village response ("hotline") Set up contact #, person responsible, recording requirements, written procedures communicated to all involved.	3/9/2022	X	
43	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)	All MS4 Types: Program must include procedures for identifying priority areas of concern (geographic, audience, or otherwise) for IDDE program. (pg 37 & pg. 58)	MCM 3 IDDE					MCM 3 IDDE						
44		Part VI.C.4 Identify High Priority Outfalls (3 years)		MCM 3 IDDE					MCM 3 IDDE						
45	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)	All MS4 Types: Conduct an outfall reconnaissance inventory as described EPA publication entitled: IDDE: A Guidance Manual for Program Development and Technical Assessment addressing every outfall within urbanized area at least once every five years, with reasonable progress each year. (pg. 36 & pg. 57)	MCM 3 IDDE	Complete ORI of outfalls not examined in 2019 (estimated 23 ORIs)	3/9/2021	X		MCM 3 IDDE	Yes	ORI again in five years				

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
				MCM 3 IDDE	Coalition Director reviews with Working Group contents of ORI kit-match kit to Svy123 ORI form-remove/add kit items	3/9/2021	X	X	MCM 3 IDDE	Yes					
				MCM 3 IDDE	Coalition Director reviews ORI Kit resupply and water testing role of Albany County Water Purification District, revise services as needed	3/9/2021	X	X	MCM 3 IDDE	Yes		Coalition provides Industrial discharge and bacteria sampling for interested Coalition members via a private lab. ORI Kit management at Coalition office (175 Green St)	3/9/2022		X
				MCM 3 IDDE	GIS Coordinator and/or Coalition Director trains MS4s in use of tablets/ORI Svy123 forms, data access and management. All MS4s high functionins users of tablet/form technology	3/9/2021	X	X	MCM 3 IDDE	No	Covid - County wide hiring freeze (2020). No Coalition staff hired to complete this goal.	GIS Coordinator and Coalition Director researches with individual MS4s status of MS4/member use post DEC grant (~since June, 2019) of tablets/ORI Svy123 forms, data access and management. Future needs and arrangements clarified; implementation plan developed with and for all parties.	3/9/2022	X	X
				MCM 3 IDDE	Coalition Stormwater Program Tech completes ORI inspection for 4 MS4s as needed or requested (Cohoes, W/vliet, Menands, New Scotland)	3/9/2021	X	X	MCM 3 IDDE	Partial Yes.	Coalition Director completes ORIs for Menands, trains Cohoes intern/staff in tablet use.	If Coalition Stormwater Program Tech hired, determine location and extent of ORI inspections for Cohoes, W/vliet, Menands, and New Scotland. Complete ORIs as requested.	3/9/2022		X

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
46		Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)		MCM 3 IDDE					MCM 3 IDDE						
47	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)		MCM 3 IDDE	Research status of existing outfall inspection procedures, update as needed	3/9/2021	X		MCM 3 IDDE	Yes					
48	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)	All MS4 Types: Program must include procedures for identifying and locating illicit discharges (trackdown) (pg. 37 & pg. 59)	MCM 3 IDDE	Research status of existing track down procedures, update as needed	3/9/2021	X		MCM 3 IDDE	Yes					
49		Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)		MCM 3 IDDE					MCM 3 IDDE						
50	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)	All MS4 Types: Program must include procedures for eliminating illicit discharges; procedures for documenting actions; procedures for documenting actions (pg. 37 & pg. 59)	MCM 3 IDDE	Research status of elimination procedures, update as needed	3/9/2021	X		MCM 3 IDDE	Yes					

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
51			All MS4 Types: Develop and maintain a map minimally within covered entities jurisdiction in urbanized area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system.Field verify outfalls (pg. 36 & pg. 57) GOALS ENTERED IN MAPPING SECTION.	MCM 3 IDDE				MCM 3 IDDE							
52			All MS4 Types: Covered entities shall report: # & % of outfalls mapped; # of outfall detected and eliminated; % of outfalls for which an outfall reconnaissance inventory has been made; status of system mapping; activities in and results of informing public employees, businesses, and general public of hazards associated with illegal discharges and improper disposal of waste; regulatory mechanism status-certified as equivalent; effectiveness of program, BMPS, goal assessment (pg. 37 & pg. 58)	MCM 3 IDDE	Monitor for illicit discharges and take action when necessary	3/9/2021	X	MCM 3 IDDE	Yes						

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Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
53	MCM 4 - Construction Site Runoff Control			MCM 4 - Construction Site Runoff Control				MCM 4 - Construction Site Runoff Control								
54	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require SWPPP for each applicable land disturbing activity that includes erosion and sediment controls that meet the States current technical standards (pg. 39)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control								
55			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates mechanisms for construction runoff requirements to the extent allowable under State and local law that meets State's most current technical standards: through available mechanisms; procedures & policies must be developed for implementation & enforcement; a written directive from person authorized to sign NOI stating that updated mechanisms must be used and who (position) is responsible; mechanisms/directive equivalent to requirements of SPDES General Pmt for Construction Activities (pg. 60-61)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control								
56	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Mechanism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 39)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control								

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
57			Traditional - Land Use Control MS4: Contains requirements for constructions site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at construction site...pursuant to requirements of construction permit (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
58	MCM 4 Construction Site Runoff Control: Education materials on Construction program		All MS4 Types: Educates construction site owner/operators, design engineers, municipal staff and other individuals to whom regs apply about the munciaplities (MS4s) construction stormwater requirements, when requirements apply, to whom, procedures for submission of SWPPPs, procedures for construction site inspections, and other procedures associated with the control of construction stormwater. (pg. 40 & pg. 61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
59	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elements not explicitly required by GP-0-15-003) (3 years)	All MS4 Types: Program establishes and maintains an inventory of active construction sites, including location of site, owner/operator information (pg. 41 & pg. 61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
60	MCM 4 Construction Site Runoff Control: Construction Site priority areas			MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						

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61	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 review (1 year)	Traditional - Land Use Control MS4: Describes procedures for SWPPP Review (pg. 39)	MCM 4 Constr Site Runoff Control	Research status of existing SWPPP Review procedures, integrate with Village organizational chart, update as needed	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes					
62		Part VI.D.7 Train SWPPP reviewers (1.5 years)	Traditional - Land Use Control MS4: Program ensures that the individual performing reviews are adequately trained and understand State and local sediment and erosion control requirements (all SWPPPs must be reviewed for sites 1 acre or greater; must utilize MS4 SWPPP Acceptance Form) (pg. 39-40)	MCM 4 Constr Site Runoff Control	Stormwater Management Officer reviews Construction Activity SWPPPs in consultation with consultant as detailed in SWPPP Review Procedures	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes	No projects				
63	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)		MCM 4 Constr Site Runoff Control	Research status of pre-construction meeting/inspection procedures, integrate with Village organizational chart, update as needed	3/9/2021	X		MCM 4 Constr Site Runoff Control	No		Research status of pre-construction meeting/inspection procedures, integrate with Village organizational chart, update as needed	3/9/2022	X	
64	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (identify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	All MS4 Types: Describes procedures for site inspections and enforcement of erosion and control measures, including steps to identify priority sites. All sites must be inspected where the disturbance is greater than 1 acre. (pg. 40 & pg. 60).	MCM 4 Constr Site Runoff Control	Research status of existing construction inspection, enforcement, and other construction activity procedures named in current MS4 Permit, integrate with Village organizational chart, update as needed	3/9/2021	X		MCM 4 Constr Site Runoff Control	Yes		Review and update as needed existing construction inspection, enforcement, and other construction activity procedures named in current MS4 Permit, integrate with Village organizational chart, update as needed	3/9/2022	X	

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Village of Voorheesville		Annual Evaluation March/April, 2021					Village of Voorheesville	
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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)	BMP Category	Village of Voorheesville Measurable Goals 2020- 2021		SPDES Permit No NYR20A210		BMP Category	Village of Voorheesville Progress Meeting 2020 -2021 Goals		Village of Voorheesville Measurable Goals 2021-2022		SPDES Permit No NYR20A210	
	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
				MCM 4 Constr Site Runoff Control	Village Stormwater Management Officer reviews SWPPP inspection reports, conducts onsite visits as needed, implements enforcement as needed.	3/9/2021	X		MCM 4 Constr Site Runoff Control	No	No active projects				
65			Traditional - Land Use Control MS4: Covered entities must determine that it is acceptable for the owner/operator of a construction project to submit the Notice of Termination (NOT) to the Department by performing a final site inspection themselves or by accepting the Qualified Inspector's final inspection certificate(s) required by the Construction Permit. Principal executive officer, ranking elected official, or duly authorized rep shall document their determination by signing MS4 Acceptance statment on NOT. (pg. 40)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
66		Part VI.D.7 Train Construction site inspectors (1.5 years)	Traditional - Land Use Control MS4: Program must ensure that individuals performing the inspections are adequately trained and understand state and local sediment and erosion requirements (pg. 40)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						

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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)	BMP Category	Village of Voorheesville Measurable Goals 2020- 2021		SPDES Permit No NYR20A210		BMP Category	Village of Voorheesville Progress Meeting 2020 -2021 Goals		Village of Voorheesville Measurable Goals 2021-2022		SPDES Permit No NYR20A210	
	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
67	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)	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)	All MS4 Types: Ensures that construction site operators have received E/SC training, including the trained contractor s as defined in Construction Activity Permit, before they do work within a covered entities jurisdiction and maintain records of that training. Training may be provided by Soil and Water Conservation District...(pg. 41 & 61)	MCM 4 Constr Site Runoff Control	Co-sponsor with ACSWCD, one (1) 4hr E/SC training for Construction Site Operators; distribute promotional material to Coalition members; post training info on Coalition website.	3/9/2021		X	MCM 4 Constr Site Runoff Control	No	ACSWCD training not offered due to Covid	Coalition Director consults with ACSWCD about future of 4 hr E/SC training given videoconference E/SC offerings by SWCD state-wide. If relevant and possible, one training co-sponsored with ACSWCD (not a videoconference).	3/9/2022		X
68	Part VI.D.11 Update tracking system for inspections and complaints (6 months)	Part VI.D.11 Update tracking system for inspections and complaints (6 months)	Traditional - Land Use Control MS4: Covered entities shall report: # of SWPPPs reviewed; # and type of enforcement action; % of active construction sites inspected once; % of active construction sites inspected more than once; # of construction sites authorized for disturbance of one or more acres; effectiveness of program/BMPs/goal assessment. (pg. 41)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
69			Traditional - Non-Land Use Control & Non-Traditional MS4: Covered entity shall report: # and type of sanctions employed; status of regulatory mechanism - certify will assure compliance with Construction Permit; # of construction sites authorized for disturbance greater than 1 acre; effectiveness of program/BMPs/goal assessment (pg. 62)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
70	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...		All MS4 Types: Describes procedures for receipt and follow up on complaints or other information submitted by the public regarding construction site storm water runoff (pg. 40 & pg. 61).	MCM 4 Constr Site Runoff Control	Research status of construction related complaint procedures, integrate with Village organizational chart, update as needed	3/9/2021		X	MCM 4 Constr Site Runoff Control	Yes		Review and update as needed construction related complaint procedures, integrate with Village organizational chart, update as needed			

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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)	Village of Voorheesville Measurable Goals 2020- 2021				SPDES Permit No NYR20A210		Village of Voorheesville Progress Meeting 2020 -2021 Goals		Village of Voorheesville Measurable Goals 2021-2022			SPDES Permit No NYR20A210	
	Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
71	MCM 5 - Post Construction Stormwater Runoff			MCM 5 - Post Construction Stormwater Runoff						MCM 5 - Post Construction Stormwater Runoff						
72	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require post construction run off controls from new deveopment and re-development projects to the extent allowable under State law that meets the State most current technical standards. (pg. 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							
73			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates enforceable mechanism for post-construction runoff control from new development and redevelopment projects to extent allowable under state or local law that meets State current technincal standards through avaiable mechanisms, procedures or policies must be developed for implementation and enforcment; written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcment the mechanisms; and mechanism and directive must assure compliance with SPDES General Permit for Construction Activities (pg. 62)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							
74	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Regulatory mechnism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							

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				Date & SWMP Preparer(s): April 14, 2020. Frank Fazio & Nancy Heinzen				Traditional-Land Use Control MS4		Date & SWMP Preparer(s): March 30, 2021. Frank Fazio, Rich Straut, Nancy Heinzen					Traditional-Land Use Control MS4		
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Voorheesville Measurable Goals			SPDES Permit No NYR20A210		BMP Category	Village of Voorheesville Progress Meeting		Village of Voorheesville Measurable Goals			SPDES Permit No NYR20A210	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021			Responsible Parties			2020 -2021 Goals		2021-2022			Responsible Parties	
Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
75			All MS4 Types: Includes a combination of structural and non-structural management practices according to standards defined in the most current version of the NYS Stormwater Management Design manual (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff								
76			All MS4 Types: in development of watershed plans, municipal comprehensive plans (only Trad MS4s), open space preservation programs, local law, ordinances and land use regulations, covered entities must consider principles of Low Impact Development, Better Site Design, and other Green Infrastructure Practices to the MEP (Maximum Extent Practicable) (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff		Adopted Comp Plan (June, 2018); updated zoning (2019); adopted flood plain law which prohibited filling flood plain & can build only in preexisting foot print	Continue to monitor and enforce adopted local laws (flooding, green infrastructure)	3/9/2022	X			
77			Traditional - Land Use Control MS4: Covered entities are required to review according to Green Infrastructure practices defined in the Design Manual at a site level and encouraged to review, and revise where appropriate local codes and law that include provisions that preclude green infrastructure or construction techniques that minimize or reduce pollutant loadings. (pg. 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff								
78			Traditional - Land Use Control MS4: Describe procedures for SWPPP Review and review of individual SWPPPs to ensure consistency with NYS SW Design Manual. (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff								

Row No	MS4 Permit Requirments			Annual Evaluation April, 2020				Village of Voorheesville		Annual Evaluation March/April, 2021					Village of Voorheesville	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select			Date & SWMP Preparer(s): April 14, 2020. Frank Fazio & Nancy Heinzen				Traditional-Land Use Control MS4		Date & SWMP Preparer(s): March 30, 2021. Frank Fazio, Rich Straut, Nancy Heinzen					Traditional-Land Use Control MS4	
	Appendix A SWMP Recording Requirements		Appendix C Compliance Schedule	MS4 Permit GP-0-15-003 Requirements				SPDES Permit No NYR20A210		Village of Voorheesville Progress Meeting		Village of Voorheesville Measurable Goals			SPDES Permit No NYR20A210	
	Required Record	Deliverable	Text (pg. no)	BMP Category	Village of Voorheesville Measurable Goals 2020- 2021		Responsible Parties		BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
79			Traditional - Land Use Control MS4: Program ensures that individual performing the SWPPP review are adequately trained and understand the State and local post construction site requirements (pg.44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							
80			Traditional - Land Use Control MS4: Program ensures that individual performing the review of SWPPPs that include post construction stormwater management practices are <i>qualified professionals</i> or under the supervision of <i>qualified professionals</i> (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							
81			Traditional - Land Use Control MS4: Program ensures that after review of SWPPPs the covered entity must utilize the "MS4 SWPPP Acceptance Form" created by the Department as required in Construction Activity Permit when notifying construction site owner/operators that their plans have been accepted by the covered entity. (pg. 44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							
82			Traditional - Land Use Control MS4: Program utilizes available training from sources such as Soil ad Water Conservation Districts, Planning Councils...to educate municipal boards and Planning and Zoning Boards on low impact development principles, better site design approach, and green infrastructure applications.(pg.44)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							

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				Date & SWMP Preparer(s): April 14, 2020. Frank Fazio & Nancy Heizen		Traditional-Land Use Control MS4		Date & SWMP Preparer(s): March 30, 2021. Frank Fazio, Rich Straut, Nancy Heizen					Traditional-Land Use Control MS4		
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Voorheesville Measurable Goals		SPDES Permit No NYR20A210		BMP Category	Village of Voorheesville Progress Meeting		Village of Voorheesville Measurable Goals		SPDES Permit No NYR20A210	
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
83			Traditional - Land Use Control MS4: (newly regulated): Covered entity shall report on procedures for SWPPP review; procedures for inspection and maintenance of post construction management practices; and procedures for enforcement and penalization of violators (pg. 46)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
84	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)	All MS4 Types: Maintain an inventory of post construction stormwater practices within the covered entities jurisdiction. At a minimum include practices discharging to small MS4 that have been installed since March 10, 2003, all practices owned by the MS4, and those practices found to cause or contribute to water quality standard violations. Inventory shall include at minimum: location of practice (street address or coordinants); type of practices; maintenance needed per NYS Stormwater Management Design Manual, SWPPP or other provided documentation, and dates and type of maintenance performed (pg. 44,45, and 64)	MCM 5 Post Constr SW Runoff	Review status of previously approved SWPPPs, locate historic inventory of all practices referenced in O & M documentation (private and public PCSMPs), clarify name of PCSMP owner, follow up as indicated in current MS4 Permit	3/9/2021	X		MCM 5 Post Constr SW Runoff	Yes	Reviewed storm infrastructure throughout Village (field inspection), only 3 PCSMPs in Village				
85	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	All MS4 Types: Program ensures adequate long-term operation and maintenance of mgmt practices identified in inventory, by trained staff, including inspections (assessment if Non Trad) to ensure that practices are performing properly. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

Row No	MS4 Permit Requirments			Annual Evaluation April, 2020		Village of Voorheesville		Annual Evaluation March/April, 2021					Village of Voorheesville		
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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)	BMP Category	Village of Voorheesville Measurable Goals 2020- 2021		SPDES Permit No NYR20A210		BMP Category	Village of Voorheesville Progress Meeting 2020 -2021 Goals		Village of Voorheesville Measurable Goals 2021-2022		SPDES Permit No NYR20A210	
	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
86			All MS4 Types: The inspection (assessment if Non Trad) shall include inspection items identified in the maintenance requirements (NYSDEC SW Design Manual, SWPPP or other maintenance information) for the practice. Covered entities are not required to collect stormwater samples and perform specific chemical analysis. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff	GIS Coordinator or Coaliton Director locates the Survey123 PCSMP forms created by the Coalition Stormwater Program Technician Assistant in 2019. Share forms with Coalition MS4s now using ArcGIS Online Survey123/Collector technology.	3/9/2021		X	MCM 5 Post Constr SW Runoff	No	Moved to Mapping				
87			All MS4 Types: Develop, implement, and provide adequate resources for a program to inspect development and re-development sites by trained staff and to enforce and penalize violators (pg. 45 & pg 65)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
88			Traditional - Land Use Control MS4: Covered entity shall report on: # of SWPPPs reviewed; # and type of enforcement actions; # and type of post-construction stormwater management practices inventoried; # and type of post construction stormwater management practices inspected; # and type of post construction managment practices maintained; regulatory mechanism status-certification; effectiveness of program, BMPs, goal assessment. (pg. 46)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)	BMP Category	Village of Voorheesville Measurable Goals 2020- 2021		SPDES Permit No NYR20A210		BMP Category	Village of Voorheesville Progress Meeting 2020 -2021 Goals		Village of Voorheesville Measurable Goals 2021-2022		SPDES Permit No NYR20A210	
	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
89			Trad-No Land Use & Non Trad MS4 pg. 65: Covered entity shall report on: # and type of sanctions; # and type post-construction stormwater management practices; # and type of post construction stormwater management practices inspected; # and type of post construction managment practices maintained; status of regulatory mechanism, that reqgulatory mechanism is equivaalent; effectiveness of program, BMPs, measureable goal assessment. (pg. 65)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)	Village of Voorheesville Measurable Goals 2020- 2021			SPDES Permit No NYR20A210	Village of Voorheesville Progress Meeting 2020 -2021 Goals					SPDES Permit No NYR20A210		
	Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition
90	MCM 6 - Municipal Operations/Good Housekeeping			MCM 6 - Municipal Operations/Good Housekeeping					MCM 6 - Municipal Operations/Good Housekeeping						
91			All MS4 Types: Develop and implement pollution prevention/good housekeeping program for municipal operations and facilities that contribute or potentially contribute POCs to the small MS4 system. Operations and facilities may include, but not limited to: (pg. 46 & pg 66)	MCM 6 Muni Operations					MCM 6 Muni Operations						
92	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 for roadway maintenance, winter maintenance and bridge maintenance) (2 years)	Street and Bridge Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
93	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair			MCM 6 Muni Operations					MCM 6 Muni Operations						
94			Winter Road Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
95	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 years)	Storm System Maintenance	MCM 6 Muni Operations	Review procedures for catch basin inspection/maintenance, develop record keeping system and inspection/clean out schedule	3/9/2021		X	MCM 6 Muni Operations	No	Waiting for mapping support (map of catch basins owned by Village)				

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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
96		Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)						MCM 6 Muni Operations							
97		Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)						MCM 6 Muni Operations							
98		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 6 Muni Operations	Perform inspection of post construction practices owned by Village, maintain as needed.	3/9/2021	X		MCM 6 Muni Operations	Yes	Practices inspected	Perform inspection of post construction practices owned by Village, maintain as needed.	3/9/2022	X		
99		Vehicle and Fleet Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
100		Park and Open Space Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
101		Municipal Building Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
102		Solid Waste Management	MCM 6 Muni Operations					MCM 6 Muni Operations							
103	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit	New Construction and Land Disturbances	MCM 6 Muni Operations					MCM 6 Muni Operations							
104		Right Of Way Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations							
105		Marine Operations	MCM 6 Muni Operations					MCM 6 Muni Operations							

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			Village of Voorheesville		Annual Evaluation March/April, 2021					Village of Voorheesville	
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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
106			Hydyological Habitat Modification	MCM 6 Muni Operations				MCM 6 Muni Operations							
107			Other (pg. 47 & 66)	MCM 6 Muni Operations				MCM 6 Muni Operations							
108	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)	Traditional - Land Use Control MS4: At minimum frequency once every three years, perform and document a self assessment of all municipal operations addressed by the SWMP to: determine the sources of pollution potentially generated by covered entities operations and facilities and Identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 47)	MCM 6 Muni Operations	Review all Village owned properties and update list of municipal facilities included in self audit inventory, as needed	3/9/2021	X		MCM 6 Muni Operations	Yes					
				MCM 6 Muni Operations	Perform municipal facility/ operations self assessment at municipal facilities	3/9/2021	X		MCM 6 Muni Operations	Yes					
				MCM 6 Muni Operations	With Public Works Department monitor implementation of named facility specific corrections (BMPs), follow up as needed.	3/9/2021	X		MCM 6 Muni Operations	Yes		Monitor implementation of BMPs (maintenance) at Village facilities	3/9/2022	X	

Row No	MS4 Permit Requirments			Annual Evaluation April, 2020			Village of Voorheesville		Annual Evaluation March/April, 2021					Village of Voorheesville		
				Date & SWMP Preparer(s): April 14, 2020. Frank Fazio & Nancy Heinzen			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): March 30, 2021. Frank Fazio, Rich Straut, Nancy Heinzen					Traditional-Land Use Control MS4		
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements	BMP Category	Village of Voorheesville Measurable Goals		SPDES Permit No NYR20A210	MS4	Coalition	BMP Category	Village of Voorheesville Progress Meeting		Village of Voorheesville Measurable Goals		SPDES Permit No NYR20A210	Coalition
	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		2020- 2021		Responsible Parties				2020 -2021 Goals		2021-2022		Responsible Parties	
Required Record	Deliverable	Text (pg. no)	Goal	Due Date	Goal Met?	Comments	Goal	Due Date	MS4	Coalition						
109	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)	Traditional - Non-Land Use Control & Non-Traditional MS4: Includes the performance and documentation of a self assessment of all municipal operations to: determine the sources of pollution potentially generated by covered entities operations and facilities and Identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 66)	MCM 6 Muni Operations					MCM 6 Muni Operations							
110			All MS4 Types: Determines management practices, policies, procedures, etc that will be developed and implemented to reduce or prevent discharge of (potential) pollutants. Refer to management practices identified in the "NYS Pollution Prevention and Good Housekeeping Assistance Document" and other guidance materials available from EPA, State, or other organizations. (pg. 47 & 66)	MCM 6 Muni Operations					MCM 6 Muni Operations	Yes						
111			All MS4 Types: Prioritize pollution prevention and good housekeeping efforts based on geographic area, potential to improve water quality, facilities or operations most in need of modification or improvement, and covered entities capabilities (pg. 47 & 67)	MCM 6 Muni Operations					MCM 6 Muni Operations							

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	Appendix A SWMP Recording Requirements		Appendix C Compliance Schedule	MS4 Permit GP-0-15-003 Requirements				SPDES Permit No NYR20A210		Village of Voorheesville Progress Meeting		Village of Voorheesville Measurable Goals			SPDES Permit No NYR20A210	
	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)			Village of Voorheesville Measurable Goals		Responsible Parties		2020 -2021 Goals		2021-2022 Goals			Responsible Parties			
Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
112	Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)	All MS4 Types: Includes an employee pollution prevention and good housekeeping training program and ensures that staff receive and utilize training (pg. 48 & pg. 67)	MCM 6 Muni Operations	Perform staff training for post-construction practices	3/9/2021	X		MCM 6 Muni Operations	Yes	Trained DPW Commissioner						
113		Trad MS4 (pg. 48): Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, to meet permit requirements as the requirements apply to the activity performed	MCM 6 Muni Operations					MCM 6 Muni Operations								
114		Traditional - Non-Land Use Control & Non-Traditional MS4: Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, etc. to make the necessary certification in Part IV. G. (pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations								
115		All MS4 Types: Requires municipal operations and facilities that would otherwise be subject to the NYS Multi-sector General Permit for Industrial stormwater discharges (MSGP, GP-012-001) to prepare and implement provisions in SWMP that comply with Parts III. A. C. D. J. K. and L. The covered entity must perform monitoring and recordkeeping. Discharge monitoring reports must be attached to the MS4 annual report. (pg. 48 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations								

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
116			All MS4 Types: Consider and incorporate cost effective runoff reduction techniques and green infrastructure in routine upgrade of stormwater conveyance systems and municipal properties to the MEP (Maximum Extent Practicable) (pg. 46 & pg. 67)	MCM 6 Muni Operations				MCM 6 Muni Operations							
117			All MS4 Types: Adopt techniques to reduce the use of fertilizers, pesticides, and herbicides as well as potential impacts to surface water. (pg. 48 & pg. 68)	MCM 6 Muni Operations				MCM 6 Muni Operations							
118			All MS4 Types: Covered entities are required to report on all municipal operations & facilities that their program is addressing, at a minimum: indicate the municipal operations and facilities that pollution prevention program assessed; and describe if not done so already, the management practices, policies, and procedures that have been developed, modified and/or implemented;	MCM 6 Muni Operations				MCM 6 Muni Operations							
119			and at a minimum report: acres of parking lot swept; miles of street swept; number of catch basins inspected and where necessary cleaned; post construction control stormwater practices inspected and where necessary cleaned; pounds of phosphorus applied in chemical fertilizer; pounds of nitrogen applied in chemical fertilizer; and acres of pesticides/herbicides applied;	MCM 6 Muni Operations	Track street sweeping data (parking lots and streets) for Annual Report	3/9/2021	X	MCM 6 Muni Operations	Yes		Track street sweeping data (parking lots and streets) for Annual Report	3/9/2022	X		
120			and report staff training events and number of staff trained;	MCM 6 Muni Operations				MCM 6 Muni Operations							

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	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Effective: May 1, 2015. Expiration: April 30, 2017 (still in effect)		Goal	Due Date	Responsible Parties			Goal Met?	Comments	Goal	Due Date	MS4	Coalition
Required Record	Deliverable	Text (pg. no)				MS4	Coalition								
121			and report on effectiveness of program, BMPs, measurable goal assessment (pg. 48 68)	MCM 6 Muni Operations				MCM 6 Muni Operations							

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
122	Enhanced Requirements for impaired Waters w/out Approved TMDL			Enhanced Requirements for impaired Waters without an Approved TMDL				Enhanced Requirements for impaired Waters without an Approved TMDL							
123			All MS4 Types: Part III. SPECIAL CONDITIONS B.1.. Impaired Waters Without Watershed Improvement Strategies or Fturue TMDLS. If a small MS4 discharges a stormwater pollutant of concern (POC) to an impaired water listed in Appendix 2, the covered entity must ensure no net increase in its discharge of the listed POC to that water (pg. 12). Albany County - Ann Lee(Shakers), Pond, Stump Pond POC: Phosphorus (pg 102, Appendix 2)	Enhanced Requirements for impaired Waters without an Approved TMDL				Enhanced Requirements for impaired Waters without an Approved TMDL							

Stormwater Coalition of Albany County

**City of Watervliet
New York**

MS4 Permit No. NYR20A087

**Annual Evaluation
(April, 2021)**

**Storm Water Management Program Plan
(BMPs and Measurable Goals)
2021 to 2022**

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			City of Watervliet		Annual Evaluation March/April, 2021					City of Watervliet	
	BMPs = 2016 DRAFT MS4 Permit Requirements - Select			MS4 Permit GP-0-15-003 Requirements			Traditional-Land Use Control MS4		Date & SWMP Preparer(s): March 26, 2021. Dave Dressel and Nancy Heinzen					Traditional- Land Use Control MS4	
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	Required Record	Deliverable	Text (pg. no)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
				Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
1	Administrative			Administrative				Administrative							
2	SWMP Coordinator	Designate a SWMP Coordinator (30 days)	All MS4 Types: From Annual MCC Form: Name/Contact: Stormwater Program Coordinator (MCC Form Contact Info)	Admin				Admin							
3	Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	All MS4 Types: MS4 Permit SWMP Plan definition. "The SWMP Plan should include a detailed written explanation of all management practices, activities and other techniques....Documents to include: ...Intermunicipal agreements and other legal authorities... (pg. 98)	Admin	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	Admin	X	Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan	3/9/2022	X		
				Admin				Admin			Select alternate BOD Rep	3/9/2022	X		
				Admin	Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	3/9/2021		X	Admin	Yes	Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	12/31/2022		X	

Row No	MS4 Permit Requirements			Annual Evaluation April, 2020			City of Watervliet		Annual Evaluation March/April, 2021					City of Watervliet	
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	Required Record	Deliverable	Text (pg. no)		2020- 2021		Responsible Parties			Goal Met?	Comments	2020 -2021 Goals		2021-2022	
				Goal	Due Date	MS4	Coalition				Goal	Due Date	MS4	Coalition	
				Admin				Admin			Coalition Director and members evaluate Coalition operations; individual MS4 needs/interests; and Coalition priorities. County/members decide need/value of Coalition. If interest, County/members update/adopt IMA-MOU by 12/31/2022. If not, terminate Coalition operations (equipment-website-staff-files).	12/31/2022	X	X	
4			All MS4 Types: Part IV. Reliance Upon Third Parties. Applies when covered entity relies on third party entities to develop or implement any portion of the SWMP. The covered entity must, through a signed statement, contract or agreement provide adequate assurance that the third parties will comply with permit requirements...see Contracted Entity Certification Statement...(pg. 18)	Admin				Admin							
5	Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	All MS4 Types: From SWMP Plan definition. Documents to include:Staffing and staff development programs and organizational charts... (pg.98)	Admin	Update organizational chart as needed	3/9/2021	X	Admin	Yes		Update organizational chart as needed	3/9/2022	X		

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
			Admin	Secure Stormwater Program Tech staffing for Wvliet	12/31/2020	X	X	Admin	No	Evaluate/decide Coalition Stormwater Program Tech staffing and Watervliet needs	12/31/2021	X	X		
			Admin	Hire Coalition GIS Coordinator NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	Yes	Coalition GIS Coordinator (start date: 4/30/2021)	6/1/2021		X		
			Admin	Hire/train Coalition Stormwater Program Technician (PT- dedicated staff person for 4 MS4s) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Job posted 2020/2021; interviews and job offer; noone hired.	12/31/2021		X		
			Admin	Hire/train Coalition Outreach Specialist NOTE: Covid19 pandemic may force change in plans (hiring) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X	Admin	No	Dropped. Covid - no funds.					

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	Required Record	Deliverable	Text (pg. no)		Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition
				Admin	Identify relevant training needs, suitable for Coalition wide training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt mangement, MS4 construction inspections-forms-data management: Stormwater Regs)	3/9/2021		X	Admin	No	Covid - no Coalition staff to coordinate, social distancing mandates an obstacle	Coalition Director and members identify relevant staff development needs suitable for Coalition-wide or individual training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt management, MS4 construction inspections-forms-data management, Stormwater Regs). Time permitting, implement training activity.	3/9/2022		X
				Admin	Identify taining opportunities for members, allocate training dollars for interested Coalition members, purchase training seats, as needed and funds are available	3/9/2021		X	Admin	Yes	Coalition funds supported 'ZOOM' training of individual MS4 'stormwater' staff.	Coalition Director identifies training (staff development) opportunities for members & Coalition staff, allocates training dollars for interested Coalition members, purchases training seats, as needed and funds are available	3/9/2022		X

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	Required Record	Deliverable	Text (pg. no)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
				Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
6			Traditional - Non Land Use Control and Non-Traditional MS4s: For each of the elements of the SWMP Plan, the covered entity must identify (i) the agencies and/or offices that would be responsible for implementing the SWMP Plan and (ii) any protocols for coordination among such agencies and/or offices necessary for the implementation of the plan element. (pg. 51)	Admin				Admin							
7	Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)		Admin				Admin							
8		Develop Enforcement Response Plan (3 years)	All MS4 Types: see MCM 3, MCM 4, and MCM 5 for enforcement procedures requirements.	Admin				Admin							
9	Annual Evaluation		All MS4 Types: A. Assessment: Covered entities must conduct an annual evaluation of its program compliance, the appropriateness of BMPs, progress towards goals... (pg. 19)	Admin	Complete Annual Evaluation - SWMP Update (May, 2020)	6/1/2020	X	X	Admin	Yes		Complete Annual Evaluation - SWMP Update (May, 2020)	6/1/2020	X	

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	2020- 2021	2020 -2021 Goals	2021-2022		Responsible Parties		Responsible Parties								
Required Record	Deliverable	Text (pg. no)	Goal	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
			Admin	Coalition prepares with members the Joint SWMP Plan update (April/May 2020 Annual Evaluation).	6/1/2020	X	X	Admin	Yes		Coalition Director prepares Joint SWMP Plan Annual Evaluation (March/April 2021) template; meets with individual MS4s to assess progress meeting goals; records new goals. Director assembles and posts Joint SWMP Plan update on Coalition website.	6/1/2021		X	
10	Administrative Requirements: Annual Reports		Admin	All MS4 Types: C. Annual Reporting: Central Office must receive annual report, electronic or hard copy, no later than June 1 of reporting year (pg.19) Complete Annual Report by June 1, 2020	6/1/2020	X	X	Admin	Yes		Complete Annual Report by June 1, 2021	6/1/2021	X		
			Admin	Coalition submits Joint Annual Report by June 1, 2020 which includes individual MS4 Reports from members able to prepare a Report by June 1; others submit their individual Annual Report as soon as possible. All final documents are included and posted with the Coalition Joint Annual Report. For some MS4s office records unavailable due to Covid-19 social distancing restrictions.	6/1/2020. For some MS4s after 6/1/2020 as soon as possible (8/1/2020)	X	X				Coalition Director prepares Coalition-specific pages for individual MS4 Annual Reports; adds Coalition pages to individual MS4 reports; assembles MS4 Annual Reports into a Joint Annual Report; submits Joint Annual Report to NYSDEC by June 1, 2021.	6/1/2021		X	
11	MS4 Correspondence with the Dept		Admin	All MS4 Types: B. Recordkeeping: must keep records included in SWMP plan...comments from the Department (pg.19) Review existing Department correspondence, organize, and retain as needed.	3/9/2021	X		Admin	Yes		Review existing Department correspondence, organize, and retain as needed.	3/9/2022	X		

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12	Special Conditions			Special Conditions				Special Conditions							
13	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards			Special Conditions					Special Conditions						
14	Mapping			Mapping				Mapping							
15	Mapping: Map of the MS4 conveyance system	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)	All MS4 Types: Mapping requirements are found in MCM 3 IDDE. They are stated here and in MCM 3. Requirements: Develop and maintain a map, at a minimum within covered entities jurisdiction in urbanized area and additionally designated area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system. Field verify outfall locations (pg. 36 & pg. 57)	Mapping	Continue to update all relevant infrastructure mapping as projects are completed.	3/9/2021	X	X	Mapping	Yes	No new projects to map in reporting year	Continue to update all relevant infrastructure mapping as projects are completed.	3/9/2021	X	X

		MS4 Permit Requirments			Annual Evaluation April, 2020			City of Watervliet		Annual Evaluation March/April, 2021					City of Watervliet		
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				Mapping	Hire and train GIS Coordinator in Coalition storm system and program mapping completed to date; the status/cost of all existng mapping related technology (computers, GPS units, mapping software); purpose of Coalition support and details of relevant water regulations; GIS capacity and anaticipated needs of all Coalition members	3/9/2021		X	Mapping	Yes, partial	Coaliiton GIS Coor hired, start date 4/30/2021, not trained.	Coalition Director and others train Coalition GIS Coordinator in Coalition storm system and program mapping completed to date; ArcGIS Online use to date; SwIM mapper; the status/cost of all existng mapping related technology (computers, GPS units, mapping software); and status of individual MS4 stormwater program mapping efforts to date.	12/31/2021	X	X		
									Mapping			Coalition GIS Coordinator with input from individual MS4s evaluates and manages SwIM related decisions regarding purpose, use, and likely conversion of SwIM to ArcGIS Online platform	3/9/2022	X	X		
				Mapping	Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with Coalition members.	3/9/2021	X	X	Mapping	No		Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with/to Coalition members.	3/9/2022	X	X		

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	Required Record	Deliverable	Text (pg. no)		2020- 2021		MS4	Coalition		2020 -2021 Goals	2021-2022	Responsible Parties			
				Goal				Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
				Mapping	GIS Coordinator trains members in all aspects of ArcGIS Online Survey 123-Collector tablet use (ORI, Construction Sites, Municipal Facilities inspections). Competencies identified and training success monitored.	3/9/2021	X	X	Mapping	No	GIS Coordinator reviews existing ArcGIS Online Survey 123-Collector stormwater forms (ORI, Construction Sites, Municipal Facilities inspections); identifies with input from Coalition members form issues; updates forms; makes corrected forms available to others; provides training in tablet use and reporting documents.	3/9/2022	X	X	
											GIS Coordinator reviews draft ArcGIS Online Survey 123-Collector Post Construction SW Mgmt Practices inspection forms; with input from Coalition members decides need and value of developing form template for general use by interested MS4s.	3/10/2022	X	X	
				Mapping	Coalition GIS Coordinator and Coalition Director purchase as needed mapping related technology (computer equipment, GPS units, mapping software, staff training, printers)	3/9/2021		X	Mapping	No	Coalition GIS Coordinator and/or Coalition Director evaluate mapping equipment, software, and training needs. Costs are researched with County IT and included in Coalition budget.	3/9/2022		X	

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Row No	Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition
16	MCM 1 - Public Education and Outreach			MCM 1 - Public Education and Outreach				MCM 1 - Public Education and Outreach							
17			Traditional - Non Land Use Control and Non-Traditional MS4s should consider their public to be the employee/user population, visitors, or contractor/developers. Examples: 1. Educational institutions- faculty, other staff, students, visitors; and 2. Other Gov't Entities- staff, contractors, visitors (pg. 51)	MCM 1 Public Education					MCM 1 Public Education						
18	MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation (1 year) .	All MS4 Types: Covered entities must identify Pollutants of Concern, waterbodies of concern, geographic areas of concern, target audiences (pg. 30 & pg. 51)	MCM 1 Public Education					MCM 1 Public Education						
19	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	All MS4 Types: Covered entities develop and implement an ongoing public education and outreach designed to describe impacts of stormwater discharges on water bodies; POCs and their sources; steps that contributors of these pollutants can take to reduce pollutants in stormwater runoff; and steps that contributors of non-stormwater dischargers can take to reduce pollutants (pg. 30 , 31 & pg. 52).	MCM 1 Public Education	Continue to distribute stormwater literature to Keep Vliet Neat Day, Electronic Waste Collection Day, or other venues.	3/9/2021	X		MCM 1 Public Education	No	Events canceled- COVID	Continue to distribute stormwater literature to Keep Vliet Neat Day, Electronic Waste Collection Day, or other venues.	3/9/2022	X	

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	Required Record	Deliverable	Text (pg. no)		2020- 2021		Responsible Parties			Goal Met?	Comments	2020 -2021 Goals		2021-2022	
				Goal	Due Date	MS4	Coalition				Goal	Due Date	MS4	Coalition	
				MCM 1 Public Education	Continue to maintain stormwater brochure rack; replenish as needed.	3/9/2021	X		MCM 1 Public Education	Yes	Covid - City Hall closed	Continue to maintain stormwater brochure rack; replenish as needed.	3/9/2022	X	
				MCM 1 Public Education	Mail informational flyer in water bills regarding what to NOT flush, references water quality	3/9/2021	X		MCM 1 Public Education	Yes		Mail informational flyer in water bills regarding what to NOT flush, references water quality	3/9/2022	X	
				MCM 1 Public Education	1. Support/update Coalition website	3/9/2021		X	MCM 1 Public Education	Yes	Added info on T/Guild website about Coalition	Individual MS4s support and Coalition Director updates Coalition website	3/9/2022		X
				MCM 1 Public Education	2. For interested Coalition MS4s provide access to the Center for Watershed Protection member portal (archived webcasts, educational material);	3/9/2021		X	MCM 1 Public Education	Yes	Coalition purchased CWP archived wecasts, not used by T/Guild	Coalition Director identifies webcasts of interest to Coalition members (purchased or free); Coalition sponsors 1 presentation at a particular date/time using videoconference technology. Presentation promoted by Coalition and members	3/9/2022	X	X

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
			MCM 1 Public Education	3. If requested, print/distribute existing stormwater publications (brochure racks, clean up events, etc.)	3/9/2021		X	MCM 1 Public Education	NA for T/Guild	T/Guild prints brochures from website, no need to have Coalition print	For interested Coalition members, Director prints/distributes existing stormwater publications (for brochure racks, clean up events, etc.)	3/9/2022		X	
			MCM 1 Public Education	4. Hire Coalition Outreach Specialist who updates and/or creates educational material for targeted audience - message and effectiveness analyzed.	3/9/2021		X	MCM 1 Public Education	No	Dropped. Coalition Outreach Specialist not hired.					
20			MCM 1 Public Education	Traditional - Non Land Use Control and Non-Traditional MS4s: Educational materials may be made available at locations including, but not limited to: at service areas, lobbies, or other locations where information is made available; at staff training; on covered entity's website; with pay cheks; and in employee break rooms. (pg. 52)				MCM 1 Public Education							

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	Required Record	Deliverable	Text (pg. no)		2020- 2021		Responsible Parties			Goal Met?	Comments	Goal	Due Date	MS4	Coalition
21			Traditional - Land Use Control MS4: at minimum covered entity shall report on these items: 1. list education and outreach activities performed for the general public and target audiences and provide any results (# people attended, amount of materials distributed, etc. 2. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 3. effectiveness of program/BMPs/goal assessment; 4. maintain records of training activities. (pg. 31)	MCM 1 Public Education					MCM 1 Public Education						
22			Traditional - Non Land Use Control and Non-Traditional MS4s: a minimum covered entity shall report on these items: 1. list education/outreach activities performed and provide any results (# people attended, amount of materials distributed, etc. 2. education of public about hazards associated with illegal discharges and improper disposal of waste; 3. entity performing education and outreach may report on IDDE educational activities planned or completed for the public, construction site stormwater control training, employee pollution prevention/good housekeeping training planned or completed; 4. effectiveness of program/BMPs/goal assessment; 5. maintain records of training activities. (pg. 52 & pg. 53)	MCM 1 Public Education					MCM 1 Public Education						

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	Required Record	Deliverable	Text (pg. no)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
				Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
23	MCM 2 - Public Participation			MCM 2 - Public Involvement/Participation				MCM 2 - Public Participation							
24	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1. for types of opportunities. (6 months)	Traditional - Land Use Control MS4: Develop and implement a program identifies key individuals and groups public and private who are interested in or affected by the SWMP. Program identifies types of input covered entity will seek from key individual and groups (pg. 32 & pg. 33)	MCM 2 Public Inv/Part				MCM 2 Public Inv/Part							
25			All MS4 Types: Each covered entity shall ensure that local public officials and members of the public are informed about the program, activities, and progress made (pg. 21).	MCM 2 Public Inv/Part				MCM 2 Public Inv/Part							
26			All MS4 Types: Provide an opportunity for public to participate in development, implementation, review, and revision of SWMP (pg. 33 and pg. 54)	MCM 2 Public Inv/Part				MCM 2 Public Inv/Part							

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	2020-2021	2020 -2021 Goals	2021-2022		Responsible Parties		2020 -2021 Goals	2021-2022		Responsible Parties					
Required Record	Deliverable	Text (pg. no)	Goal	MS4	Coalition	Goal Met?	Comments	Goal	MS4	Coalition					
27	Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)	Traditional - Land Use Control MS4: Program describes activities covered entity will take to program access to those who want it and to gather the needed input. Activities included but limited to: water quality hotline (report spills, dumping, construction site concerns, etc.); stewardship activities like stream clean ups, storm drain marking and volunteer water quality monitoring. (pg. 33)	MCM 2 Public Inv/Part	Support and track # of volunteers who participate in Keep Vliet Neat Day or similar event	3/9/2021	X		MCM 2 Public Inv/Part	No	Canceled, Covid	Support and track # of volunteers who participate in Keep Vliet Neat Day or similar event	3/9/2022	X		
			MCM 2 Public Inv/Part	Support Coalition WAVE monitoring- post volunteer recruitment flyer if organized	3/9/2021	X		MCM 2 Public Inv/Part	No	Canceled, Covid	If WAVE event organized by Coalition, assist in locating a site and recruiting WAVE volunteers.	3/9/2022	X		
			MCM 2 Public Inv/Part	Support a City wide tree planting event scheduled for 2020-multiple volunteers, pitch water quality benefits	3/9/2021	X		MCM 2 Public Inv/Part	No	Canceled, Covid	Support a City wide tree planting event scheduled for 2021/2022- multiple volunteers, pitch water quality benefits	3/9/2021	X		

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	Required Record	Deliverable	Text (pg. no)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
				Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
				MCM 2 Public Inv/Part	Organize one or more Coalition-wide WAVE Volunteer Stream Monitoring events (July 1 to Sept 30);	3/9/2021	X	X	MCM 2 Public Inv/Part	No	Due to Covid social distancing, no WAVE events organized by Coalition	Director queries Coalition members regarding Coalition-wide WAVE volunteer stream monitoring events (July 1 to Sept 30), organizes one or more if interest	3/9/2022		X
				MCM 2 Public Inv/Part	Hire and train Coalition Outreach Specialist who organizes one coalition-wide public participation activity	3/9/2021	X	X	MCM 2 Public Inv/Part	No		Director queries Coalition members about Coalition sponsorship or coordination of one public participation event (not WAVE). If interest, provide Coalition staff support and coordinate Coalition-wide support.	3/9/2022		X
28		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)	All MS4 Types: Identify a local point of contact for public concerns regarding stormwater management and compliance with this SPDES permit Name or title of this contact and phone number must be published in public outreach and participation materials and kept up to date on the MCC form (pg. 33 & pg. 54)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						

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	2020-2021	2020-2021	2020-2021		2021-2022		2020-2021 Goals	2021-2022							
Required Record	Deliverable	Text (pg. no)	Goal	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
29	MCM 2 Public Participation: Public input comments received on SWMP and annual report		All MS4 Types: Prior to submitting the annual report by June 1, present the draft annual report in a format that is open to the public, where the public can ask questions about and make comments on the report. This can be done: at a meeting if Traditional MS4 and on the internet. If internet, provide the public the opportunity to provide comments on the internet or otherwise, and if Traditional MS4 provide the public the opportunity for 2 or more persons to request a public meeting - detailed meeting requirements listed in permit. (pg 33, 34, 54, and 55).	MCM 2 Public Inv/Part	Continue to post the DRAFT/FINAL Annual Report on City and Coalition website for public comment and post the location of the SWMP as required by the MS4 Permit.	3/9/2021	X	X	MCM 2 Public Inv/Part	Yes		Continue to post the DRAFT/FINAL Annual Report on City and Coalition website for public comment and post the location of the SWMP as required by the MS4 Permit.	3/9/2022	X	X
30			All MS4 Types: Re: Annual Report - Department recommends that announcements be sent directly to individuals (public and private interested parties) known to have a specific interest in the covered entities SWMP (pg. 34 & pg. 55)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part			Coalition Director emails information about SWMP Plan update and posting of DRAFT/FINAL MS4 Permit Joint Annual Report on Coalition website. Email list includes elected officials and staff from 12 Coalition MS4 member communities.	6/15/2021		X
31			All MS4 Types: Annual report includes a summary of any comments received and (intended) responses on the individual covered entities information or the shared annual report submission. Changes made to the SWMP in response to comments should be described in the annual report. (pg. 34 & pg. 56)	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
32			All MS4 Types: A copy of the final report and the SWMP Plan are available for public inspection (pg. 34 & pg. 56)	MCM 2 Public Inv/Part	Post FINAL Annual Report on City of Watervliet Water and Sewer web page.	3/9/2021	X		MCM 2 Public Inv/Part	Yes		Post FINAL Annual Report on City of Watervliet Water and Sewer web page.	3/9/2022	X	
												Director posts FINAL Joint Annual Report on Coalition website	3/9/2022		X

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				Goal	Due Date	MS4	Coalition				Goal	Due Date	MS4	Coalition	
33			<p>Traditional - Land Use Control MS4: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); public involvement/participation activities (Ex. steam cleanups, # attending, number of calls to hotline, # and extent of storm drain stenciling); effectiveness of program/BMPS/goal assessment. (pg. 35)</p>	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						
34			<p>Traditional - Land Use Control & Non Traditional MS4s: At a minimum, covered entity shall report on: annual report presentation (date, time, attendees) or information about how the annual report was made available for comment; comments received and intended responses (as an attachment); effectiveness of program/BMPS/goal assessment. (pg. 56)</p>	MCM 2 Public Inv/Part					MCM 2 Public Inv/Part						

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35	MCM 3 - Illicit Discharge Detection & Elimination			MCM 3 - Illicit Discharge Detection & Elimination				MCM 3 - Illicit Discharge Detection & Elimination							
36	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Prohibit through law, ordinance, or other regulatory mechanism illicit discharges into small MS4 (pg. 36)	MCM 3 IDDE					MCM 3 IDDE						
37			Non-Traditional MS4: Prohibit illicit discharges to MS4 and implement enforce against illicit discharges through available mechanisms; procedures or policies must be developed for implementation and enforcement mechanisms; a written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcing of the mechanisms; mechanisms and directive must be equivalent to State Model IDDE Local Law (pg. 59)	MCM 3 IDDE					MCM 3 IDDE						
38	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control and Traditional -Non Land Use Control MS4s: Mechanism must be equivalent to States model IDDE Local Law; the mechanism must be certified by the attorney representaing the small MS4 as being equivalent (pg. 36)	MCM 3 IDDE					MCM 3 IDDE						
39			All MS4 Types: Describe procedures for enforcing against illicit dischargers (pg. 36 & pg. 59)	MCM 3 IDDE					MCM 3 IDDE						

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	Required Record	Deliverable	Text (pg. no)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
				Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
40			All MS4 Types: Implement appropriate enforcement procedures and actions (pg.36 & pg. 59).	MCM 3 IDDE				MCM 3 IDDE							
41	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)	All MS4 Types: Program must inform public employees, business, and the general public of the hazards associated with illegal discharges and prompt disposal of waste (pg. 37 & pg. 58)	MCM 3 IDDE				MCM 3 IDDE							
42	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)		MCM 3 IDDE				MCM 3 IDDE							
43	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)	All MS4 Types: Program must include procedures for identifying priority areas of concern (geographic, audience, or otherwise) for IDDE program. (pg 37 & pg. 58)	MCM 3 IDDE				MCM 3 IDDE							
44		Part VI.C.4 Identify High Priority Outfalls (3 years)		MCM 3 IDDE				MCM 3 IDDE							

MS4 Permit Requirements		Annual Evaluation April, 2020					Annual Evaluation March/April, 2021					City of Watervliet				
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		BMPs = 2016 DRAFT MS4 Permit Requirements - Select		MS4 Permit GP-0-15-003 Requirements			City of Watervliet Measurable Goals		SPDES Permit No NYR20A087		City of Watervliet Progress Meeting		City of Watervliet Measurable Goals		SPDES Permit No NYR20A087	
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Row No	Required Record	Deliverable	Text (pg. no)	BMP Category	Goal	Due Date	MS4	Coalition	BMP Category	Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
45	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)	All MS4 Types: Conduct an outfall reconnaissance inventory as described EPA publication entitled: IDDE: A Guidance Manual for Program Development and Technical Assessment addressing every outfall within urbanized area at least once every five years, with reasonable progress each year. (pg. 36 & pg. 57)	MCM 3 IDDE	Complete ORI	3/9/2021	X	X	MCM 3 IDDE	No	No-Covid	Complete ORI (tidal)	3/9/2022	X	X	
46		Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)		MCM 3 IDDE	Train dedicated SW Prog Tech in ORI methods and IDDE program	3/9/2021	X	X	MCM 3 IDDE	No	No Tech hired					
				MCM 3 IDDE	Coalition Director reviews with Working Group contents of ORI kit-match kit to Svy123 ORI form-remove/add kit items	3/9/2021	X	X	MCM 3 IDDE	Yes						
				MCM 3 IDDE	Coalition Director reviews ORI Kit resupply and water testing role of Albany County Water Purification District, revise services as needed	3/9/2021	X	X	MCM 3 IDDE	Yes		Coalition provides Industrial discharge and bacteria sampling for interested Coalition members via a private lab. ORI Kit management at Coalition office (175 Green St)	3/9/2022		X	

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	2020-2021	2020-2021	2020-2021		2021-2022		2020-2021	2021-2022							
Required Record	Deliverable	Text (pg. no)	MS4	Coalition	Goal Met?	Comments	MS4	Coalition							
			MCM 3 IDDE	GIS Coordinator and/or Coalition Director trains MS4s in use of tablets/ORI Svy123 forms, data access and management. All MS4s high functionins users of tablet/form technology	3/9/2021	X	X	MCM 3 IDDE	No	Covid - County wide hiring freeze (2020). No Coalition staff hired to complete this goal.	GIS Coordinator and Coalition Director researches with individual MS4s status of MS4/member use post DEC grant (~since June, 2019) of tablets/ORI Svy123 forms, data access and management. Future needs and arrangements clarified; implementation plan developed with and for all parties.	3/9/2022	X	X	
			MCM 3 IDDE	Coalition Stormwater Program Tech completes ORI inspection for 4 MS4s as needed or requested (Cohoes, W/vliet, Menands, New Scotland)	3/9/2021	X	X	MCM 3 IDDE	Partial Yes.	Coalition Director completes ORIs for Menands, trains Cohoes intern/staff in tablet use.	If Coalition Stormwater Program Tech hired, determine location and extent of ORI inspections for Cohoes, W/vliet, Menands, and New Scotland. Complete ORIs as requested.	3/9/2022		X	
47	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)	MCM 3 IDDE					MCM 3 IDDE							
48	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)	MCM 3 IDDE	All MS4 Types: Program must include procedures for identifying and locating illicit discharges (trackdown) (pg. 37 & pg. 59)				MCM 3 IDDE							

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
49		Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)						MCM 3 IDDE							
50	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)	All MS4 Types: Program must include procedures for eliminating illicit discharges; procedures for documenting actions; procedures for documenting actions (pg. 37 & pg. 59)					MCM 3 IDDE							
51			All MS4 Types: Develop and maintain a map minimally within covered entities jurisdiction in urbanized area showing: location of all outfalls, names and local of all surface waters of State, by 2010 preliminary boundaries of storm sewersheds, even if extend outside urbanized area, when grant funds available, storm sewer system.Field verify outfalls (pg. 36 & pg. 57) GOALS ENTERED IN MAPPING SECTION.					MCM 3 IDDE							

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Row No	Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition		
52			All MS4 Types: Covered entities shall report: # & % of outfalls mapped; # of outfall detected and eliminated; % of outfalls for which an outfall reconnaissance inventory has been made; status of system mapping; activities in and results of informing public employees, businesses, and general public of hazards associated with illegal discharges and improper disposal of waste; regulatory mechanism status-certified as equivalent; effectiveness of program, BMPS, goal assessment (pg. 37 & pg. 58)	MCM 3 IDDE				MCM 3 IDDE							

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	Required Record	Deliverable	Text (pg. no)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties		
53	MCM 4 - Construction Site Runoff Control			MCM 4 - Construction Site Runoff Control					MCM 4 - Construction Site Runoff Control							
54	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require SWPPP for each applicable land disturbing activity that includes erosion and sediment controls that meet the States current technical standards (pg. 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
55			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates mechanisms for construction runoff requirements to the extent allowable under State and local law that meets State's most current technical standards: through available mechanisms; procedures & policies must be developed for implementation & enforcement; a written directive from person authorized to sign NOI stating that updated mechanisms must be used and who (position) is responsible; mechanisms/directive equivalent to requirements of SPDES General Pmt for Construction Activities (pg. 60-61)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							
56	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Mechanism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 39)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control							

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57			Traditional - Land Use Control MS4: Contains requirements for constructions site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at construction site...pursuant to requirements of construction permit (pg. 39)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control							
58	MCM 4 Construction Site Runoff Control: Education materials on Construction program		All MS4 Types: Educates construction site owner/operators, design engineers, municipal staff and other individuals to whom regs apply about the municipalities (MS4s) construction stormwater requirements, when requirements apply, to whom, procedures for submission of SWPPPs, procedures for construction site inspections, and other procedures associated with the control of construction stormwater. (pg. 40 & pg. 61)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control							
59	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elements not explicitly required by GP-0-15-003) (3 years)	All MS4 Types: Program establishes and maintains an inventory of active construction sites, including location of site, owner/operator information (pg. 41 & pg. 61)	MCM 4 Constr Site Runoff Control	Continue to update construction site inventory, as needed.	3/9/2021	X	MCM 4 Constr Site Runoff Control	Yes		Continue to update construction site inventory, as needed.	3/9/2022	X		
60	MCM 4 Construction Site Runoff Control: Construction Site priority areas			MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control							

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
61	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 review (1 year)	Traditional - Land Use Control MS4: Describes procedures for SWPPP Review (pg. 39)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control							
62		Part VI.D.7 Train SWPPP reviewers (1.5 years)	Traditional - Land Use Control MS4: Program ensures that the individual performing reviews are adequately trained and understand State and local sediment and erosion control requirements (all SWPPPs must be reviewed for sites 1 acre or greater; must utilize MS4 SWPPP Acceptance Form) (pg. 39-40)	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control							
63	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)		MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control							
64	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (identify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	All MS4 Types: Describes procedures for site inspections and enforcement of erosion and control measures, including steps to identify priority sites. All sites must be inspected where the disturbance is greater than 1 acre. (pg. 40 & pg. 60).	MCM 4 Constr Site Runoff Control				MCM 4 Constr Site Runoff Control							

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65			Traditional - Land Use Control MS4: Covered entities must determine that it is acceptable for the owner/operator of a construction project to submit the Notice of Termination (NOT) to the Department by performing a final site inspection themselves or by accepting the Qualified Inspector's final inspection certificate(s) required by the Construction Permit.Principal executive officer, ranking elected official, or duly authorized rep shall document their determination by signing MS4 Acceptance statement on NOT. (pg. 40)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
66		Part VI.D.7 Train Construction site inspectors (1.5 years)	Traditional - Land Use Control MS4: Program must ensure that individuals performing the inspections are adequately trained and understand state and local sediment and erosion requirements (pg. 40)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
67		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)	All MS4 Types: Ensures that construction site operators have received E/SC training, including the <i>trained contractor</i> s as defined in Construction Activity Permit, before they do work within a covered entities jurisdiction and maintain records of that training. Training may be provided by Soil and Water Conservation District...(pg. 41 & 61)	MCM 4 Constr Site Runoff Control	Co-sponsor with ACSWCD, one (1) 4hr E/SC training for Construction Site Operators; distribute promotional material to Coalition members; post training info on Coalition website.	3/9/2021		X	MCM 4 Constr Site Runoff Control	No	ACSWCD training not offered due to Covid	Coalition Director consults with ACSWCD about future of 4 hr E/SC training given videoconference E/SC offerings by SWCD state-wide. If relevant and possible, one training co-sponsored with ACSWCD (not a videoconference).	3/9/2022		X

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				Goal	Due Date	MS4	Coalition				Goal	Due Date	MS4	Coalition	
68	Part VI.D.11 Update tracking system for inspections and complaints (6 months)		Traditional - Land Use Control MS4: Covered entities shall report: # of SWPPPs reviewed; # and type of enforcement action; % of active construction sites inspected once; % of active construction sites inspected more than once; # of construction sites authorized for disturbance of one or more acres; effectiveness of program/BMPs/goal assessment. (pg. 41)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
69			Traditional - Non-Land Use Control & Non-Traditional MS4: Covered entity shall report: # and type of sanctions employed; status of regulatory mechanism - certify will assure compliance with Construction Permit; # of construction sites authorized for disturbance greater than 1 acre; effectiveness of program/BMPs/goal assessment (pg. 62)	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						
70	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...		All MS4 Types: Describes procedures for receipt and follow up on complaints or other information submitted by the public regarding construction site storm water runoff (pg. 40 & pg. 61).	MCM 4 Constr Site Runoff Control					MCM 4 Constr Site Runoff Control						

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71	MCM 5 - Post Construction Stormwater Runoff			MCM 5 - Post Construction Stormwater Runoff					MCM 5 - Post Construction Stormwater Runoff						
72	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)	Traditional - Land Use Control MS4: Program includes a law, ordinance or other regulatory mechanism to require post construction run off controls from new deveopment and re-development projects to the extent allowable under State law that meets the State most current technical standards. (pg. 43)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
73			Traditional - Non-Land Use Control & Non-Traditional MS4: Program incorporates enforceable mechanism for post-construction runoff control from new development and redevelopment projects to extent allowable under state or local law that meets State current technincal standards through avaiable mechanisms, procedures or policies must be developed for implementation and enforcment; written directive from person authorized to sign NOI stating mechanisms must be used and who (position) is responsible for ensuring compliance with and enforcment the mechanisms; and mechanism and directive must assure compliance with SPDES General Permit for Construction Activities (pg. 62)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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				Goal	Due Date	MS4	Coalition			Goal	Due Date	MS4	Coalition		
74	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4		Traditional - Land Use Control MS4: Regulatory mechanism must be equivalent to one of the versions of NYSDEC Sample Local Laws for Stormwater Mgmt and Erosion and Sediment Control (pg 43)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							
75			All MS4 Types: Includes a combination of structural and non-structural management practices according to standards defined in the most current version of the NYS Stormwater Management Design manual (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							
76			All MS4 Types: in development of watershed plans, municipal comprehensive plans (only Trad MS4s), open space preservation programs, local law, ordinances and land use regulations, covered entities must consider principles of Low Impact Development, Better Site Design, and other Green Infrastructure Practices to the MEP (Maximum Extent Practicable) (pg. 43 & pg. 64)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							

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				Goal	Due Date	MS4	Coalition			Goal	Due Date	MS4	Coalition		
77			Traditional - Land Use Control MS4: Covered entities are required to review according to Green Infrastructure practices defined in the Design Manual at a site level and encouraged to review, and revise where appropriate local codes and law that include provisions that preclude green infrastructure or construction techniques that minimize or reduce pollutant loadings. (pg. 43)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							
78			Traditional - Land Use Control MS4: Describe procedures for SWPPP Review and review of individual SWPPPs to ensure consistency with NYS SW Design Manual. (pg. 44)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							
79			Traditional - Land Use Control MS4: Program ensures that individual performing the SWPPP review are adequately trained and understand the State and local post construction site requirements (pg.44)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							
80			Traditional - Land Use Control MS4: Program ensures that individual performing the review of SWPPPs that include post construction stormwater management practices are <i>qualified professionals</i> or under the supervision of <i>qualified professionals</i> (pg. 44)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							

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				Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
81			Traditional - Land Use Control MS4: Program ensures that after review of SWPPPs the covered entity must utilize the "MS4 SWPPP Acceptance Form" created by the Department as required in Construction Activity Permit when notifying construction site owner/operators that their plans have been accepted by the covered entity. (pg. 44)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							
82			Traditional - Land Use Control MS4: Program utilizes available training from sources such as Soil ad Water Conservation Districts, Planning Councils....to educate municipal boards and Planning and Zoning Boards on low impact development principles, better site design approach, and green infrastructure applications.(pg.44)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							
83			Traditional - Land Use Control MS4: (newly regulated): Covered entity shall report on procedures for SWPPP review; procedures for inspection and maintenance of post construction management practices; and procedures for enforcement and penalization of violators (pg. 46)	MCM 5 Post Constr SW Runoff				MCM 5 Post Constr SW Runoff							

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84	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)	All MS4 Types: Maintain an inventory of post construction stormwater practices within the covered entities jurisdiction. At a minimum include practices discharging to small MS4 that have been installed since March 10, 2003, all practices owned by the MS4, and those practices found to cause or contribute to water quality standard violations. Inventory shall include at minimum: location of practice (street address or coordinants); type of practices; maintenance needed per NYS Stormwater Management Design Manual, SWPPP or other provided documentation, and dates and type of maintenance performed (pg. 44,45, and 64)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff							
85	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	All MS4 Types: Program ensures adequate long-term operation and maintenance of mgmt practices identified in inventory, by trained staff, including inspections (assessment if Non Trad) to ensure that practices are performing properly. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff	Inspect Price Chopper and Route 32 SMPs.	3/9/2021	X	X	MCM 5 Post Constr SW Runoff			Coordinate with owner of Price Chopper to routinely inspect and provide documentation of maintenance.	3/9/2022	X	X	

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	2020 -2021	2020 -2021	2021-2022		2020 -2021		2021-2022								
Required Record	Deliverable	Text (pg. no)	Goal	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition				
86			All MS4 Types: The inspection (assessment if Non Trad) shall include inspection items identified in the maintenance requirements (NYSDEC SW Design Manual, SWPPP or other maintenance information) for the practice. Covered entities are not required to collect stormwater samples and perform specific chemical analysis. (pg 45 & pg 64)	MCM 5 Post Constr SW Runoff	GIS Coordinator or Coaliton Director locates the Survey123 PCSMP forms created by the Coalition Stormwater Program Technician Assistant in 2019. Share forms with Coalition MS4s now using ArcGIS Online Survey123/Collector technology.	3/9/2021		X	MCM 5 Post Constr SW Runoff	No	Moved to mapping				
87			All MS4 Types: Develop, implement, and provide adequate resources for a program to inspect development and re-development sites by trained staff and to enforce and penalize violators (pg. 45 & pg 65)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						
88			Traditional - Land Use Control MS4: Covered entity shall report on: # of SWPPPs reviewed; # and type of enforcement actions; # and type post-construction stormwater management practices inventoried; # and type of post construction stormwater management practices inspected; # and type of post construction managment practices maintained; regulatory mechanism status-certification; effectiveness of program, BMPs, goal assessment. (pg. 46)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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Required Record	Deliverable	Text (pg. no)	Goal	Due Date	MS4	Coalition	Goal Met?	Comments	Goal	Due Date	MS4	Coalition			
89			Trad-No Land Use & Non Trad MS4 pg. 65: Covered entity shall report on: # and type of sanctions; # and type post-construction stormwater management practices; # and type of post construction stormwater management practices inspected; # and type of post construction management practices maintained; status of regulatory mechanism, that reegulatory mechanism is equivalent; effectiveness of program, BMPs, measureable goal assessment. (pg. 65)	MCM 5 Post Constr SW Runoff					MCM 5 Post Constr SW Runoff						

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	Required Record	Deliverable	Text (pg. no)		2020- 2021		Responsible Parties			2020 -2021 Goals		2021-2022		Responsible Parties	
90	MCM 6 - Municipal Operations/Good Housekeeping			MCM 6 - Municipal Operations/Good Housekeeping					MCM 6 - Municipal Operations/Good Housekeeping						
91			All MS4 Types: Develop and implement pollution prevention/good housekeeping program for municipal operations and facilities that contribute or potentially contribute POCs to the small MS4 system. Operations and facilities may include, but not limited to: (pg. 46 & pg 66)	MCM 6 Muni Operations					MCM 6 Muni Operations						
92	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 for roadway maintenance, winter maintenance and bridge maintenance) (2 years)	Street and Bridge Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
93	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair			MCM 6 Muni Operations					MCM 6 Muni Operations						
94			Winter Road Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
95	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)	Storm System Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						

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				Goal	Due Date	MS4	Coalition		Goal Met?	Comments	Goal	Due Date	MS4	Coalition	
96		Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)		MCM 6 Muni Operations					MCM 6 Muni Operations						
97		Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)		MCM 6 Muni Operations	Clean 1/3 of catch basins (CSO and MS4).	3/9/2021	X		MCM 6 Muni Operations	Yes	Routine	Clean 1/3 of catch basins (CSO and MS4).	3/9/2021	X	
98		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 6 Muni Operations					MCM 6 Muni Operations			Inspect and maintain City owned PCSMPS	3/9/2022	X	
99			Vehicle and Fleet Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
100			Park and Open Space Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
101			Municipal Building Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
102			Solid Waste Management	MCM 6 Muni Operations					MCM 6 Muni Operations						
103	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit		New Construction and Land Disturbances	MCM 6 Muni Operations					MCM 6 Muni Operations						

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104			Right Of Way Maintenance	MCM 6 Muni Operations					MCM 6 Muni Operations						
105			Marine Operations	MCM 6 Muni Operations					MCM 6 Muni Operations						
106			Hydological Habitat Modification	MCM 6 Muni Operations					MCM 6 Muni Operations						
107			Other (pg. 47 & 66)	MCM 6 Muni Operations					MCM 6 Muni Operations						
108	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)	Traditional - Land Use Control MS4: At minimum frequency once every three years, perform and document a self assessment of all municipal operations addressed by the SWMP to: determine the sources of pollution potentially generated by covered entities operations and facilities and Identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 47)	MCM 6 Muni Operations	Reassess all municipal facility using Facility Self Audit form developed by Coalition; reviewing previous BMP Summary Sheets; new BMP sheets will be developed. Assisted by shared Stormwater Program Tech	3/9/2021	X	X	MCM 6 Muni Operations	Yes	Coalition Director with WV staff completed SVY123 inspections- recommendations provided	Review facility audit recommendations, develop plan, and implement	3/9/2022	X	
109	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)	Traditional - Non-Land Use Control & Non-Traditional MS4: Includes the performance and documentation of a self assessment of all municipal operations to: determine the sources of pollution potentially generated by covered entities operations and facilities and Identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program (pg. 66)	MCM 6 Muni Operations					MCM 6 Muni Operations						

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	Required Record	Deliverable	Text (pg. no)		2020- 2021		Responsible Parties			Goal Met?	2020 -2021 Goals		2021-2022		Responsible Parties
				Goal	Due Date	MS4	Coalition			Comments	Goal	Due Date	MS4	Coalition	
110			All MS4 Types: Determines management practices, policies, procedures, etc that will be developed and implemented to reduce or prevent discharge of (potential) pollutants. Refer to management practices identified in the "NYS Pollution Prevention and Good Housekeeping Assistance Document" and other guidance materials available from EPA, State, or other organizations. (pg. 47 & 66)	MCM 6 Muni Operations				MCM 6 Muni Operations							
111			All MS4 Types: Prioritize pollution prevention and good housekeeping efforts based on geographic area, potential to improve water quality, facilities or operations most in need of modification or improvement, and covered entities capabilities (pg. 47 & 67)	MCM 6 Muni Operations				MCM 6 Muni Operations							
112		Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)	All MS4 Types: Includes an employee pollution prevention and good housekeeping training program and ensures that staff receive and utilize training (pg. 48 & pg. 67)	MCM 6 Muni Operations				MCM 6 Muni Operations		Trained new employee (Rain Check) prior tp 3/9/2021.	Monitor training needs of new relevant employees and set up DVD training (Rain Check, IDDE-A Grate Concern, Other)	3/9/2022	X		

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113			Trad MS4 (pg. 48): Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, to meet permit requirements as the requirements apply to the activity performed	MCM 6 Muni Operations					MCM 6 Muni Operations						
114			Traditional - Non-Land Use Control & Non-Traditional MS4: Requires that third party entities performing contracted services including but not limited to street sweeping, snow removal, lawn/grounds care, etc. to make the necessary certification in Part IV. G. (pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations						
115			All MS4 Types: Requires municipal operations and facilities that would otherwise be subject to the NYS Multi-sector General Permit for Industrial stormwater discharges (MSGP, GP-012-001) to prepare and implement provisions in SWMP that comply with Parts III. A. C. D. J. K. and L. The covered entity must perform monitoring and recordkeeping. Discharge monitoring reports must be attached to the MS4 annual report. (pg. 48 & pg. 67)	MCM 6 Muni Operations					MCM 6 Muni Operations						

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116			All MS4 Types: Consider and incorporate cost effective runoff reduction techniques and green infrastructure in routine upgrade of stormwater conveyance systems and municipal properties to the MEP (Maximum Extent Practicable) (pg. 46 & pg. 67)	MCM 6 Muni Operations				MCM 6 Muni Operations							
117			All MS4 Types: Adopt techniques to reduce the use of fertilizers, pesticides, and herbicides as well as potential impacts to surface water. (pg. 48 & pg. 68)	MCM 6 Muni Operations				MCM 6 Muni Operations							
118			All MS4 Types: Covered entities are required to report on all municipal operations & facilities that their program is addressing, at a minimum: indicate the municipal operations and facilities that pollution prevention program assessed; and describe if not done so already, the management practices, policies, and procedures that have been developed, modified and/or implemented;	MCM 6 Muni Operations				MCM 6 Muni Operations							
119			and at a minimum report: acres of parking lot swept; miles of street swept; number of catch basins inspected and where necessary cleaned; post construction control stormwater practices inspected and where necessary cleaned; pounds of phosphorus applied in chemical fertilizer; pounds of nitrogen applied in chemical fertilizer; and acres of pesticides/herbicides applied;	MCM 6 Muni Operations	Record street sweeping data as required by current MS4 Permit.	3/9/2021	X	MCM 6 Muni Operations	Yes		Record street sweeping data as required by current MS4 Permit.	3/9/2022	X		

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120			and report staff training events and number of staff trained;	MCM 6 Muni Operations				MCM 6 Muni Operations							
121			and report on effectiveness of program, BMPs, measurable goal assessment (pg. 48 68)	MCM 6 Muni Operations				MCM 6 Muni Operations							

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122	Enhanced Requirements for impaired Waters w/out Approved TMDL			Enhanced Requirements for impaired Waters without an Approved TMDL				Enhanced Requirements for impaired Waters without an Approved TMDL							
123			All MS4 Types: Part III. SPECIAL CONDITIONS B.1.. Impaired Waters Without Watershed Improvement Strategies or Fturue TMDLS. If a small MS4 discharges a stormwater pollutant of concern (POC) to an impaired water listed in Appendix 2, the covered entity must ensure no net increzase in its discharge of the listed POC to that water (pg. 12). Albany County - Ann Lee(Shakers), Pond, Stump Pond POC: Phosphorus (pg 102, Appendix 2)	Enhanced Requirements for impaired Waters without an Approved TMDL				Enhanced Requirements for impaired Waters without an Approved TMDL							



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

Modification Dates

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

January 13, 2016 - Additional reporting for covered entities in the watersheds listed in Part IX

Stu Fox
Deputy Chief Permit Administrator


Authorized Signature

1/12/16
Date

Address: NYS DEC
Division of Environmental Permits
625 Broadway, 4th Floor
Albany, N.Y. 12233-17

**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 sewer shed that are within the TMDL watershed. The assessment shall be done using Department supported modeling of pollutant loading from the storm sewer shed.

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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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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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 VIII.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 / measureable 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.