

Village of Menands
MCM 7 Stormwater Program Management
BMP 7- 7 Procedures and Forms Compendium

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NOTE: Throughout this document there are references to Best Management Practices (BMPs) which are described in greater detail in the Coalition Joint Storm Water Management Program Plan (SWMP Plan). The SWMP Plan is posted on the Coalition website (www.stormwateralbanycounty.org).

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Chapter 140 Site Plan Review

Chapter A172 Site Plan Review Regulations

*SW Coalition Oversight of the New York State Department of Environmental Conservation
Construction Activity Permit (GP-0-15-002) – A Guidance Document for MS4s*

Construction Activity Permit Forms and Permit GP-0-15-002

- B. Complaint Procedures *(BMP 4-4 Complaint Procedures)*
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**Village of Menands
Construction Site Runoff Control
Complaint Procedures
(MCM 4 BMP 4-4)**

Typically, the Village Clerk receives all complaints concerning Village operations and stormwater related complaints are immediately directed to the Stormwater Program Coordinator.

If the complaint pertains to an active and permitted construction site:

1. The Stormwater Management Officer first reviews both the owner-operator inspection reports and the MS4 inspections conducted by the Village Designated Engineer on behalf of the Village. Following the review, there is a site visit.
2. If there are violations, the Stormwater Program Coordinator contacts the site owner-operator, explains the violation(s) and asks the owner operator to fix the problem(s).
3. If no corrective action, the Stormwater Management Officer issues a Notice of Violation and proceeds with enforcement procedures as detailed in the Village of Menands Local Law Chapter 143 Stormwater Management and Erosion and Sediment Control and the Village of Menands Procedures and Forms Compendium MCM 4 BMP 4-5 Enforcement Procedures.

If the complaint pertains to non-permitted construction site:

1. Stormwater Management Officer visits the site within 1 day of complaint.
 - a. If > 1 acre of land disturbance the property owner is immediately informed that they need Construction Activity Permit coverage. They are advised to go to the Village Hall to pick up literature about the permit, such as the *Stormwater Coalition of Albany County – Oversight of the NYSDEC Construction Activity Permit GP-0-15-002 Guidance Document* and related forms and regulatory documents; brochures; or visit the NYSDEC website. As needed a stop work order may be issued, effective until the owner obtains permit coverage.
 - b. If < 1 acre of land disturbance, the property owner is informed of the Village of Menands Local Law Chapter 144 Storm Sewer Article I. Illicit Discharges, Activities, and Connections which states that if non-stormwater discharges (ie anything not composed entirely of stormwater runoff) enters into the stormwater conveyance system owned by the Village of Menands, it is illegal.

If the property owner is at risk, due to land disturbance activity of causing a non-stormwater discharge, such as sediment laden construction site runoff, the Stormwater Management Officer provides the property owner with Erosion and Sediment Control information, explains necessary corrective measures and takes enforcement action pursuant to IDDE Law (*Chapter 144, Article 1*)
2. Stormwater Management Officer tracks and documents status of corrections related to complaints

Stakeholder Engagement and Mediation:

While the Village is prepared to react to complaints, they also have a policy of reaching out to all stakeholders prior to approving a SWPPP explaining as needed the purpose of the development project and pointing out stormwater management issues to be addressed during and post construction.

This is in some ways a consequence of local topography. Projects built on higher ground often drain to property located at a lower elevation. Stormwater and flooding issues are a known issue in the Village and an ongoing citizen concern, therefore as a matter of policy, elected officials and staff have historically taken a proactive approach, reaching out to citizen's and business owners early in the development process. Hopefully by doing so, recognized issues are effectively addressed in the overall design of stormwater practices.

Typically this is a formal, stakeholder meeting and the invited participants include residents and business owners with property adjacent to or near the development site; the developer; the Village Designated Engineer; Mayor; and other representatives of the Village as needed. The session is organized by the Village Executive Assistant to the Mayor, who is also the Stormwater Program Coordinator/Officer. Should issues emerge during and post construction, adjacent landowners are encouraged to contact the Village.

As needed the Stormwater Program Coordinator serves to mediate disputes, bringing together all interested parties to address water quality violations, practice failures, maintenance concerns, and whatever other stormwater issues emerge. Prior contact with stakeholders helps to build support for whatever solutions emerge and depending on legal and financial arrangements established by the Village as detailed in the Village local law Chapter 143 Stormwater Management and Erosion and Sediment Control, the developer is motivated to be a willing partner otherwise they may not get their certificate of occupancy in a timely fashion or receive funds tied up in construction completion or maintenance guarantees.

**Village of Menands
Construction Site Runoff Control
Construction Inspection Procedures
(MCM 4 BMP 4-5)**

Often the Village will hire a 3rd Party vendor to conduct construction site SWPPP related inspections on behalf of the Village. The vendor uses their own forms and inspection results are routinely shared with the Stormwater Program Coordinator. Sites are inspected weekly.

If the site inspections are conducted by the Village Stormwater Management Officer, municipal staff follow these procedures and back up their observations using the attached MS4 Construction Site Compliance Inspection Check List.

Notice of inspection may or may not be given (if given, usually with 24 hr notice).

An inspection may be triggered by an application submittal; complaint; a violation noticed when reviewing the 3rd party inspection report (i.e. consultant hired by the Village); a violation noticed when reviewing the owner-operator inspection report; a violation noticed while conducting a different construction inspection; as requested by applicant or owner of site; an inspection request prior to signing the Construction Activity Permit Notice of Termination; or random.

Before the inspection is conducted, MS4 Inspector reviews the SWPPP, ES&C plan, and last few 3rd party inspection reports to familiarize self with project.

When MS4 Inspector arrives on site they should locate the project or site manager, identify him/her self, show appropriate identification, and state reason for inspection.

The MS4 inspector then does the following:

1. Ask to see the site manager's 4 hour training erosion and sediment control certification card, check expiration date.
2. Check for SWPPP box on site.
3. Inspect SWPPP box and make sure all of the paper work is included and up to date (weekly reports, NOI, SPDES No, SWPPP, Site Plans, Contractor Certification has been signed, Copy of site manager's 4hr card, etc.)
4. Visually inspect site checking all:
 - construction entrances;
 - any disturbed areas;
 - all erosion and sediment control management practices identified in SWPPP and being utilized;
 - concrete wash out locations, make sure it's being used properly
 - all inlet protection around catch basins;
 - site is clean of trash and any pollutants;
 - construction equipment is not leaky or has excessive grease stains;

- inspect outfalls onsite;
 - post-construction stormwater practices, verify that they are being installed to plan, and verify that the 3rd parties' inspection reports accurately reflect what is found on site;
 - keep track of areas that have been disturbed and not worked for more than 14 days, so they can be stabilized;
 - make sure there is no more than five acres open at one time without written approval. If waiver is granted, approval letter must be on site with the SWPPP documents
5. Take pictures on site of the practices that are working and not working. Date stamp photos and file electronically noting site and date of photo.
 6. Fill out inspection report noting any deficiencies on site in need of corrective action. Include photos.
 7. Touch base with site contractor and/or SWPPP inspector onsite or via phone or e-mail, if necessary.
 8. Make sure they are aware of all deficiencies and that corrective actions need to be taken.
 9. Set up a date to conduct a site inspection to verify that corrective actions are taking place.
 10. If corrective actions are not taking place and/ or problems persist proceed to "Village of Menands Enforcement Measures and Enforcement Tracking – Enforcement Response Plan".

**Village of Menands
Pre-Construction Meeting
Construction Site Runoff Control
(MCM 4 BMP 4-6 Education - Construction Activity Procedures)**

1. For all projects which have Construction Activity Permit coverage, the Owner/Contractor contacts the Village Project Review Coordinator/Stormwater Management Officer to coordinate scheduling a Pre-Construction meeting. For the Village, Pre-Construction Meetings are a routine component of the project approval process and they are mandatory.

For the purpose of stormwater management, the pre-construction meeting is held prior to the commencement of construction activities, where “construction activities” means any clearing, grading, excavation, filling, demolition or stockpiling activities that result in soil disturbance. Clearing activities include, but are not limited to, logging equipment operation, the cutting and skidding of trees, stump removal and/or brush removal. Construction activity does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of a facility. See “construction activities” definition in Construction Activity Permit GP-0-15-002 Appendix A.

2. As Village stormwater policy, the representatives listed below must attend the Pre-Construction Meeting. Sometimes one individual assumes multiple roles. As needed, these roles are explained at the Pre-Construction Meeting.

- a. Village Project Review Coordinator
- b. Owner-operator and/or representative
- c. Owner-operator stormwater design engineer and/or representative
- d. Municipal stormwater representative(s) – municipal staff
- e. Municipal stormwater representative(s) – consultant (village designated engineer)
- f. General contractor representative
- g. Site contractor representative
- h. Municipal building inspector

3. Prior to the Pre-Construction Meeting:

- a. The Village Project Review Coordinator/Stormwater Management Officer distributes the Stormwater Pre-Construction Meeting Check List to meeting attendees (attached).
- b. The Village Project Review Coordinator/Stormwater Management Officer explains to the Owner/Contractor that various documents will be collected at the meeting. They are listed below and also on the checklist.

(1) A minimum of two (2) SWPPP's with all the updated, signed/executed/dated paperwork, which includes the MS4 SWPPP Acceptance Form; Notice of Intent, NOI

Acknowledgment Letter w/SPDES Permit Number; SWPPP Preparer Certification Form; Owner/Operator Certification Form. One copy to be kept on site, one for the municipality.

(2) Name of contractor(s) or subcontractor(s) responsible for installing, constructing, repairing, replacing, inspecting and maintaining the erosion and sediment controls included in the SWPPP. Name of at least one person from their company that will be responsible for implementing erosion and sediment control components of the SWPPP. As defined in the Construction Activity Permit, this person is the *Trained Contractor*.

(3) Name of contractor(s) and subcontractor(s) responsible for constructing the post construction practices included in the SWPPP. Name of at least one person from their company that will be responsible for implementing post construction stormwater control components of the SWPPP. As defined in the Construction Activity Permit, this person is the *Trained Contractor*. Note – not all SWPPPs have post construction stormwater practices.

(4) Fully executed/dated Contractor and Sub Contractor Certification Statement Forms for all named *Trained Contractor(s)*. See attached Stormwater Coalition of Albany County Form. Copies of the 4 Hour Erosion and Sediment Control card issued by NYSDEC are attached to the Contractor and Sub-Contractor Certification Statement.

(5) For individual signing SWPPP related documents where professional credentials are required, verification of all required certifications. See Stormwater Coalition Table of Required Credentials named in Construction Activity Permit GP-0-15-002.

c. The Village Project Review Coordinator/Stormwater Management Officer, for the purpose of MS4 record keeping and communicating roles and responsibilities to all attendees at the Pre-Construction Meeting, fills out Part I. A. Basic Project Information; B. Permit Coverage Information; and C. Contact Information of the *Stormwater Coalition of Albany County Oversight of the New York State Construction Activity Permit (GP-0-15-002) – A Guidance Document for MS4s and Other Stormwater Practitioners*. (Parts I. A. B. and C. attached).

4. During the Pre-Construction Meeting:

a. The Village Project Review Coordinator/Stormwater Management Officer explains content of the “Stormwater Pre-Construction Meeting Checklist” and records status of listed tasks.

b. If those present seem unprepared to adequately implement the SWPPP components as designed, the Village Project Review Coordinator may withhold the building permit.

c. If a building permit is issued, the Village Project Review Coordinator/Stormwater Management Officer sets a tentative date with the owner-operator for a pre-construction site assessment. This is a mandatory site assessment which takes place before construction activity as defined in #1 above can occur. See attached Pre-Construction Site Assessment Check List (from NYSDEC Standards and Specification for Erosion and Sediment Control, Appendix F. Page F. 3.)

Project Name:		Municipality		
Date:	Project Type (circle one): 1. ESC Only; 2. ESC w/Post Const SW Mgmt Practices; 3a. ESC Only Single Fam - small sub division lot 5 ac, no discharge to Appendix E 303d segments; 3b. ESC Only Single Fam 1 to 5 ac, no discharge to Appendix E 303d segments; 3c. ESC Only Ag property 1 to 5 ac			
Applicant's Name and Address:		Site Location:		
A. Attendance		Yes	No	Name
1. Project Review Coordinator				
2. Owner-Operator and/or Rep				
3. Owner-Operator SW Design Engineer and/or Rep				
4. Municipal Stormwater Rep - municipal staff				
5. Municipal Stormwater Rep- municipal designated engineer				
6. General contractor and/or Rep				
7. Site Contractor and/or Rep				
8. Municipal building inspector				
9. Other				
10. Other				
11. Other				
B. Coalition MS4 Oversight of Construction Activity Permit Form		Yes	No	Notes/Follow Up:
1. Review/finalize Part 1. A. Basic Project Information				
2. Review/finalize Part 1. B. Permit Coverage Information				
3. Review/finalize Part 1. C. Contact Information				
Owner Operator				
Project Engineer				
SWPPP Preparer (Company)				
SWPPP Preparer (Individual) - Credentials OK?				
SWPPP Inspector for Owner Operator - Credentials OK?				
MS4 Stormwater Program staff - Role(s)?				
SWPPP Inspector for MS4 - Credentials?				
SWPPP Enforcement - SW Mgmt Officer				

C. Documents Submitted	Yes	No	Notes/Follow Up:
1. SWPPP - 2 copies			
2. Documents Included w/SWPPP (w/date and fully executed)			
MS4 Acceptance Form			
Notice of Intent			
Notice of Intent Acknowledgment Letter w/SPDES Permit No			
SWPPP Preparer Certification Form			
Owner Operator Certification Form			
SHPA Letter of Eligibility for Construction General Permit coverage			
3. Name(s) of contractor/subcontractor(s) E-SC Controls Installation			
4. Name(s) of Trained Contractor(s) E-SC Controls - daily oversight			
5. Name(s) of contractor/subcontractor(s) Post SW Mgmt Prctcs Installation			
6. Name of Trained Contractor(s) Post SW Mgmt Practices-daily oversight			
7. Contractor/Sub-Contractor Certification Statement - Trained Contractors			
8. Current 4 hr E-SC Training Cards, w/Cert Statement - Trained Contractors			
9. Verification of Professional Credentials - as needed for type of SWPPP			
SWPPP Design/Preparation (PE, RLA, NYSDEC approved)			
Site Inspections Qualified Inspector (PE, RLA, CPESC,			
D. Reading of Preamble to Site Assessment and Inspections	Yes	No	Notes/Follow Up:
1. Read aloud and/or content communicated to owner-operator			
Source: NYSDEC Standards and Specifications for Erosion and Sediment Control (2016). Appendix F. Pre-Construction Meeting Documents 1.a.			
E. SWPPP Content - Prior to Construction - Review & Clarification	Yes	No	Notes/Follow Up:
Source: NYSDEC Standards and Specifications for Erosion and Sediment Control (2016). Appendix F. Pre-Construction Meeting Documents 1.b. Pre-construction Site Assessment (Adaptation)			
1. Status of Notice of Intent, SWPPP, Contractor's Certification			
Has a Notice of Intent been filed with NYS Department of Conservation?			
Is the SWPPP on-site? Where?			
Is the Plan current? What is the latest revision date?			

2. Resource Protection	Yes	No	Notes/Follow Up:
Are construction limits clearly flagged or fenced?			
Important trees and associated rooting zones, on-site septic system absorption fields, existing vegetative areas suitable for filter strips, especially in perimeter areas, have been flagged for protection?			
Creek crossings installed prior to land-disturbing activity, including clearing and blasting?			
3. Surface Water Protection			
Clean stormwater runoff has been diverted from areas to be disturbed?			
Bodies of water located either on site or in the vicinity of the site have been identified and protected?			
Appropriate practices to protect on-site or downstream surface water are installed			
Are clearing and grading operations divided into areas < 5 acres?			
4. Stabilized Construction Access			
A temporary construction entrance to capture mud and debris from construction vehicles before they enter the public highway have been installed			
Other access areas (entrances, construction routes, equipment parking areas) are stabilized immediately as work takes place with gravel or cover			
Sediment tracked onto public streets is removed or cleaned on a regular basis			
5. Sediment Controls			
Silt fence material and installation comply with the standard drawings and specifications			
Silt fences are installed at appropriate spacing intervals			
Sediment/detention basins was installed as first land disturbing activity			
Sediment traps and barriers are installed			
6. Pollution Prevention for Waste and Hazardous Materials			
The Operator or designated representative has been assigned to implement spill prevention avoidance and response plan.			
The plan is contained in the SWPPP on page _____			
Appropriate materials to control spills are onsite. Where? _____			

F. Other Construction Notes & Details Discussion	Yes	No	Notes/Follow Up:
1. Review of other approved construction details			
2. Are any representatives aware of any deficiencies in the approved plan?			
3. Proposed revisions to plan			
G. Construction Duration Inspection Discussion	Yes	No	Notes/Follow Up:
1. Review of sample Owner Operator Inspection Form			
2. Review of sample MS4 Inspection Form			
3. Review of inspection frequency-OO once every 7 days, 2x per 7 if > 5acres w/OK			
4. Contact information for SWPPP deficiencies - see SWC Contact Info			
5. Review of Enforcement Procedures by MS4- who, what, local law, DEC support			

CONTRACTOR and SUBCONTRACTOR CERTIFICATION STATEMENT

Permit Requirements (Excerpts)

As per Part III.A.6 of GP-0-15-002:

Prior to the *commencement of construction activity*, the *owner or operator* must identify the contractor(s) and subcontractor(s) that will be responsible for installing, constructing, repairing, replacing, inspecting and maintaining the erosion and sediment control practices included in the SWPPP; and the contractor(s) and subcontractor(s) that will be responsible for constructing the post-construction stormwater management practices included in the SWPPP.

The *owner or operator* shall have each of the contractors and subcontractors identify at least one person from their company that will be responsible for implementation of the SWPPP. This person shall be known as the *trained contractor*.

The *owner or operator* shall ensure that at least one *trained contractor* is on site on a daily basis when soil disturbance activities are being performed.

The *owner or operator* shall have each of the contractors and subcontractors identified above sign a copy of the following certification statement below before they commence any *construction activity*:

"I hereby certify under penalty of law that I understand and agree to comply with the terms and conditions of the SWPPP and agree to implement any corrective actions identified by the *qualified inspector* during a site inspection. I also understand that the *owner or operator* must comply with the terms and conditions of the most current version of the New York State Pollutant Discharge Elimination System ("SPDES") general permit for stormwater *discharges* from *construction activities* and that it is unlawful for any person to cause or contribute to a violation of *water quality standards*. Furthermore, I am aware that there are significant penalties for submitting false information, that I do not believe to be true, including the possibility of fine and imprisonment for knowing violations"

In addition to providing the certification statement above, the certification page must also identify the specific elements of the SWPPP that each contractor and subcontractor will be responsible for and include the name and title of the person providing the signature; the name and title of the *trained contractor* responsible for SWPPP implementation; the name, address and telephone number of the contracting firm; the address (or other identifying description) of the site; and the date the certification statement is signed.

The *owner or operator* shall attach the certification statement(s) to the copy of the SWPPP that is maintained at the construction site.

If new or additional contractors are hired to implement measures identified in the SWPPP after construction has commenced, they must also sign the certification statement and provide the information listed above.

As per Appendix A of GP-0-15-002:

Trained Contractor - means an employee from the contracting (construction) company, identified in Part III.A.6., that has received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District, or other Department endorsed entity. After receiving the initial training, the *trained contractor* shall receive four (4) hours of training every three (3) years.

It can also mean an employee from the contracting (construction) company, identified in Part III.A.6., that meets the *qualified inspector* qualifications (e.g. licensed Professional Engineer, Certified Professional in Erosion and Sediment Control (CPESC), Registered Landscape Architect, or someone working under the direct supervision of, and at the same company as, the licensed Professional Engineer or Registered Landscape Architect, provided they have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District, or other Department endorsed entity).

The *trained contractor* is responsible for the day to day implementation of the SWPPP.

NYR

Project Name

NYSDEC SPDES Permit No.

MS4/Municipality approving SWPPP

CONTRACTOR and SUBCONTRACTOR CERTIFICATION STATEMENT

"I hereby certify under penalty of law that I understand and agree to comply with the terms and conditions of the SWPPP and agree to implement any corrective actions identified by the *qualified inspector* during a site inspection. I also understand that the *owner or operator* must comply with the terms and conditions of the most current version of the New York State Pollutant Discharge Elimination System ("SPDES") general permit for stormwater *discharges* from *construction activities* and that it is unlawful for any person to cause or contribute to a violation of *water quality standards*. Furthermore, I am aware that there are significant penalties for submitting false information, that I do not believe to be true, including the possibility of fine and imprisonment for knowing violations"

Are you a contractor or subcontractor? _____

Name of Contractor or Subcontractor

Name of Contracting (Construction) Firm

Title

Address of Firm

Signature of Contractor or Subcontractor

Address of Firm (cont'd)

Date

Phone # (cell); Phone # (office)

Specific elements of SWPPP for which I am responsible: _____

Trained Contractor Information:

(From Permit: Trained Contractor is "...responsible for the day-to-day implementation of the SWPPP.. on site on a daily basis when soil disturbance activities are being performed...")

Name of Trained Contractor on Site

NYSDEC Identification SWT #

Title

Date of last 4 Hr E-SC Contractor Training

Other Site Information:

Address of Site (if available) and/or Description of Site

Name of *Owner or Operator*

Name of *Qualified Inspector*

SWPPP Types - Based On Required Components named in Construction Activity Permit GP-S-15-002					Erosion and Sediment Control Components Only, where: Construction Activity Permit GP-S-15-002		Post Construction Stormwater Management Practices, for Construction Activity Permit GP-S-15-002		Construction Activity Permit (GP-S-15-002) Appendix A Definitions:	
Erosion and Sediment Control Components Only, where:					Erosion and Sediment Control Components Only, where: Construction Activity Permit GP-S-15-002		Post Construction Stormwater Management Practices, for Construction Activity Permit GP-S-15-002		Construction Activity Permit (GP-S-15-002) Appendix A Definitions:	
Where stated in Construction Activity Permit GP-S-15-002	Type of Activity	Documents to Provide (Signatures, Credentials, Training)	a. the construction of a single family residential subdivision with 25% or less impervious cover at total site build-out that involves a soil disturbance of one (1) or more acres of land but less than five (5) acres and is not located in one of the watersheds listed in Appendix C and not designated in Appendix E. NOTE: Appendix C Enhanced Phosphorus Removal Watersheds-None in Albany County, Appendix E Am Lee/Slumpy/Basic Reservoir listed 303(d) segments		b. the construction of a single family home that involves a soil disturbance of one (1) or more acres of land but less than five (5) acres and is not located in one of the watersheds listed in Appendix C and not designated in Appendix E. NOTE: Appendix C Enhanced Phosphorus Removal Watersheds-None in Albany County, Appendix E Am Lee/Slumpy/Basic Reservoir listed 303(d) segments		c. construction on agricultural property that involves a soil disturbance of one (1) or more acres of land but less than five (5) acres and is not located in one of the watersheds listed in Appendix C and not designated in Appendix E. NOTE: Appendix C Enhanced Phosphorus Removal Watersheds-None in Albany County, Appendix E Am Lee/Slumpy/Basic Reservoir listed 303(d) segments		"Qualified Professional" means a person that is knowledgeable in the principles and practices of stormwater management and treatment, such as a Licensed Professional Engineer, Registered Landscape Architect or other Department endorsed individual(s). Individuals preparing SWPPPs that require the post-construction stormwater management practice component must have an understanding of the principles of hydrology, water quality management practice design, water quantity control design, and, in many cases, the principles of hydraulics. All components of the SWPPP that involve the practice of engineering, as defined in NYS Education Law (see Article 45), shall be prepared by, or under the direct supervision of, a professional engineer licensed to practice in the State of New York. "	
Part II.A.6, Pg. 18	SWPPP Preparation	Professional Credentials (PE, RLA, CPESC)	Trained contractor		Trained contractor		Qualified Professional		"Trained contractor" means an employee from the contracting (construction) company, identified in Part II.A.6 that has received four (4) hours of Department endorsed training in proper erosion and sediment control principles from the Soil and Water Conservation District or other Department endorsed entity. After receiving the initial training, the trained contractor shall receive four (4) hours of training every three (3) years. It can also mean an employee from the contracting (construction) company, identified in the Part II.A.6 that meets the Qualified Inspector qualifications (e.g., Licensed Professional Engineer, Certified Professional Erosion and Sediment Control (CPESC), Registered Professional Engineer or Registered Landscape Architect, provided they have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District, or other Department endorsed entity). The trained contractor is responsible for the day to day implementation of the SWPPP. "	
Part II.A.6, (pg. 19); Appendix A, Definitions (pg. 42); Part IV, B.2 (pg. 26);	Construction/contractor oversight. Responsible for the day to implementation of the SWPPP, inspects erosion and sediment control practices and pollution prevention measures daily to ensure they are in place and are effective operating condition at all times.	Contractor and Sub Contractor Self Certification Form, for Trained Contractor(s) current 4 hr EISC Card.	Trained contractor		Trained contractor		Trained contractor		"Qualified Inspector" means a person that is knowledgeable in the principles and practices of erosion and sediment control, such as a licensed Professional Engineer, Certified Professional in Erosion and Sediment Control (CPESC), Registered Landscape Architect, or other Department endorsed individual(s). It can also mean someone working under the direct supervision of, and at the same company as, the licensed Professional Engineer or Registered Landscape Architect, provided that person has training in the principles and practices of erosion and sediment control and is working under the direct supervision of the licensed Professional Engineer or Registered Landscape Architect has received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District, or other Department endorsed entity. After receiving the initial training, the individual working under the direct supervision of the licensed Professional Engineer or Registered Landscape Architect shall receive four (4) hours of training every three (3) years. It can also mean a person that meets the Qualified Professional qualifications in addition to the Qualified Inspector qualifications. Note: Inspections of any post-construction stormwater management practices that include structural components, such as a dam for an impoundment, shall be performed by a Licensed Professional Engineer.	
Part IV, C. (pg. 25); Appendix A, Definitions (pg. 42); Part IV, C.2.a (pg. 26);	Site Inspections by Owner/Operator, Qualified Inspector shall inspect all construction activities identified in Tables 1 and 2 of Appendix B. See construction activity definitions. Inspections at least once every seven (7) calendar days. No construction activities are ongoing and authorized to disturb > five (5) acres at one time, conduct at least two (2) inspections every seven (7) calendar days.	Professional Credentials (PE, RLA, CPESC) of Qualified Inspector; Name(s) of O-O Inspectors supervised by Qualified Inspector. Training Card of inspectors w/out professional credentials.	Qualified Inspector		Qualified Inspector		Qualified Inspector			
Not in Construction Activity Permit. Requirement of Construction Activity Permit GP-S-15-002 Part IV, A.4.a.x.	Site inspections by MS4 Inspectors (Traditional Land Use Control MS4s)	"... the covered entity must ensure that the individual's performing the inspections are adequately trained and understand the State and local sediment and erosion control requirements..."								

**Village of Menands
Construction Site Runoff Control
Record Keeping Procedures
(MCM 4 BMP 4-8)**

All records regarding Construction Site SWPPPs are kept on file in the Stormwater Program Coordinator's office. Records include the following information over the MS4 reporting period, March 10 to March 9:

1. Total number of SWPPPs reviewed
2. Number and type of enforcement actions
3. Percent of active construction sites inspected once
4. Percent of active construction sites inspected more than once
5. Number of sites authorized for disturbance of one acre or more

**Village of Menands
Post Construction Stormwater Management
Inventory of Post Construction Practices
(MCM 5 BMP 5-8)**

Once the Stormwater Program Coordinator receives a Notice of Termination for the project, the Coordinator updates the list of post construction stormwater practices located on site and enters information pertaining to each practice in the main database which is filed in the Stormwater Program Coordinator office.

Database includes the following information and is reviewed and updated annually:

From DRAFT MS4 Permit (3. Post Construction Inventory and Tracking, pg. 33), plus items from Watervliet

1. Project name
2. Construction Activity SPDES Permit No.
3. Location of practice
 - a. Street address
 - b. Coordinates of each practice (Lat/Long; including datum)
4. Type of practice
5. Receiving waterbody
6. Date practice was installed
7. Ownership
8. Date of ownership
9. Responsible party for maintenance, if different than owner
10. Location of documentation depicting O & M requirements and legal agreements for practice
11. Description of maintenance needed per NYSDEC Stormwater Management Design Manual or SWPPP
12. Frequency of inspection of practice (specified by the Operations & Maintenance plan (O & M plan) in approved SWPPP
13. Inspection and maintenance history that tracks the following:
 - a. Date of last inspection
 - b. Inspection results
 - c. Actions taken in accordance with the Enforcement Response Plan (ERP)
 - d. For private SMPs
 - i. Dates for corrective actions to be completed
 - ii. Status of corrective action
 - iii. Projected date of last inspection
14. Record of dates and type of maintenance performed

Village of Menands
Post Construction Stormwater Management
Long Term Operations and Maintenance Procedures
(MCM 5 BMP 5-9)

Prior to signing the Notice of Termination, the Stormwater Program Coordinator, Building Inspector, and others from the Village as needed, walk the site with the owner-operator to confirm that stormwater practices are installed properly. Requirements listed in the Operations and Maintenance Plan as itemized in the approved SWPPP are also reviewed in the office or on site.

If the post construction stormwater practices are installed properly and necessary inspection forms and other documents meet the approval of Village staff, the principal executive officer or ranking elected official signs the Notice of Termination.

Procedures for long term operations and maintenance vary depending on ownership and who takes responsibility for maintenance.

For practices maintained by the Village:

1. Village trains staff in proper maintenance of practice(s)
2. Village secures necessary equipment
3. Village budgets for maintenance
4. Village staff enters maintenance information on inspection forms provided in Operations and Maintenance Plan; maintenance records kept with Stormwater Program Coordinator

Practices maintained by private owners:

1. Stormwater Program Coordinator inspects practices annually
2. Maintenance issues identified and communicated to property owner
3. If property does not address issues, then Stormwater Program Coordinator provides the property owner with the Stormwater Control Facility Maintenance Agreement. This agreement is on file with other project documents related to SWPPP approval.
4. If practice failure results in water quality violation enforcement procedures take place (see MCM 3 BMP 3-8 IDDE Program Procedures and IDDE Ordinance No. 1820).
OR See Enforcement Response Plan