



TOWN OF FORT EDWARD

118 BROADWAY

P.O. BOX 127

FORT EDWARD, N.Y. 12828-0127

OFFICE – 518.747.5212 -----FAX 518.747.2493

Town of Fort Edward MS4 Stormwater Management Program (SWMP) Plan

SPDES ID: NYR20A428

This Plan is a requirement under:

NYSDEC Pollutant Discharge Elimination System (SPDES)
General Permit for Stormwater Discharges from MS4s”

Permit No. GP-0-24-001

Prepared: January 2025

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Permit Summary for Municipal Separate Storm Sewer Systems (MS4)

Stormwater Management and Non-point Source Pollution moved into the forefront of Local Government with the U.S. Environmental Protection Agency (EPA) Final Rule for Phase II of the Clean Water Act (CWA; Dec. 8, 1999; 64 FR 68722) National Pollutant Discharge Elimination System (NPDES). The Phase II Final Rule attempts to capture those Municipal Separate Storm Sewer Systems (MS4s) not currently regulated under Phase I of the NPDES Program. Identified as “small” MS4s, Phase II regulates Municipalities with a population of 249,999 or less, but with an aggregate population density of at least 1,000 people per square mile. In addition, these Municipalities must be part of a contiguous Urbanized Area (UA) as defined by the 2020 U.S. Census (U.S. Bureau of Census).

The objective of Phase II is to control the last unregulated source of water pollution –non-point source (NPS) pollution- in the U.S. through implementation of a comprehensive program targeting surface runoff and surface water resources through the practices of applicable Minimum Control Measures (MCMs).

This document is subject to the permitting conditions established by:

“The New York State Department of Conservation State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from MS4s”

Permit No. GP-0-24-001

Issuance Date: December 13, 2023; Effective Date: January 3, 2024,

Expiration Date: January 2, 2029

(Hereinafter referred to as the “SPDES general permit”)

PART I. Permit Coverage and Limitations

Exemption and Limitations on Coverage

The exemptions and limitations on the coverage provided by the permit are listed below, directly sourced from PART I.B. of the *SPDES General Permit for Stormwater Discharge from MS4s*, GP-0-24-001;

B. Exemption and Limitations on Coverage

1. The following discharges from MS4 Operators are exempt from the requirements of this State Pollutant Discharge Elimination System (SPDES) general permit:
 - a. Stormwater discharges associated with an industrial activity provided the discharges are covered by the SPDES Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity, GP-0-23-001 (MSGP); and
 - b. Individual SPDES permitted stormwater discharges provided the discharges are in compliance with their individual SPDES permit limitations.

 2. The following discharges from MS4 Operators are not authorized by this SPDES general permit:
 - a. Stormwater discharges that may adversely affect an endangered or threatened species, or its designated critical habitat, unless the MS4 Operator has obtained a permit issued pursuant to 6 NYCRR Part 182 or the Department has issued a letter of non-jurisdiction.
 - b. Stormwater discharges which adversely affect properties listed or eligible for listing in the National Register of Historic Places unless the covered entity is in compliance with requirements of the National Historic Preservation Act and has coordinated with the appropriate State Historic Preservation Office any activities necessary to avoid or minimize impacts.
 - c. Stormwater discharges, the permitting of which is prohibited under 40 CFR 122.4 and 6 NYCRR 750-1.3.
 - d. The discharge of vehicle and equipment washwater from municipal facilities, including tank cleaning operations.

 3. All documentation necessary to demonstrate discharge eligibility (Part I.B.1. and Part I.B.2.) must be documented in the Stormwater Management Program Plan (SWMP Plan) (Part IV.B.).
-

PART II. Obtaining Permit Coverage

- The Town has continued permit coverage from GP-0-15-003 and as such has submitted an electronic notice of intent (eNOI) in February 2024.
- The Town received an acknowledgement of the eNOI in March 2024.

See Appendix A for a copy of the eNOI and acknowledgement letter.

PART III. Special Conditions

Discharge Compliance with Water Quality Standards

The MS4 Operator must take all necessary actions to ensure discharges comply with the terms and conditions of the SPDES general permit. If at any time an MS4 Operator becomes aware that a discharge causes or contributes to the violation of an applicable water quality standard, the MS4 Operator must implement corrective actions and the MS4 Operator must document these actions in this SWMP Plan.

Corrective actions taken by the Town can be found in Appendix B. Any time a new corrective action has been taken, it shall be added to Appendix B.

PART IV. Stormwater Management Program Requirements

A. Administrative

Alternative Implementation Options

- a.** The Town may utilize other entities or the resources of those entities to assist with any portion of the SWMP development, implementation, or enforcement. These entities may consist of other MS4 Operators, a Regional Stormwater Entity (RSE), a Coalition of MS4 Operators, other public entities (e.g., non-MS4 Operators), or a private third-party contractor. If the Town is relying upon another entity for compliance with any portion of this SPDES general permit, there must be an agreement in place that:
 - i.** Is legally binding;
 - ii.** Is documented in writing;
 - iii.** Is signed and dated by all parties including a certification statement that explains that the MS4 Operator is responsible for compliance with the SPDES general permit;
 - iv.** Identifies the activities that the entity will be responsible for including the particular MCM, the location and type of work;
 - v.** Includes the name, address, and telephone number of the contact person representing the entity;
 - vi.** Is kept up-to-date and part of the SWMP Plan; and
 - vii.** Is retained by each party for the duration of the permit term. the SWMP Plan, the MS4 Operator must develop and maintain an
- b.** inventory of entities assisting in permit implementation that includes the following information:
 - i.** Name of entity performing permit implementation; and
 - ii.** Permit requirement being implemented performed by entity.
- c.** Irrespective of any agreements, each party remains legally responsible for obtaining its own permit coverage, for filing the NOI, and satisfying all requirements of this SPDES general permit for its own discharges.
- d.** Within thirty (30) days signing, alternative implementation agreements (Part IV.A.1.) must be documented in the SWMP Plan (Part IV.B.).
- e.** Annually review and update any alternative implementation agreements in the SWMP Plan, as necessary.

The following is an inventory of entities that assist the Town in permit implementation:

Name of Entity	Permit Requirement Being Implemented
C.T. Male Associates	MS4 Program Assistance

Agreements between these entities and the Town are included in Appendix C.

Staffing Plan/Organizational Chart

Individual SWMP components may be developed, implemented, or enforced by different titles associated with the Town, or other entities as described above. The Town must develop a written staffing plan/organizational chart which includes job titles and other entities as identified above, and the roles and responsibilities for each corresponding to the required elements of the SWMP. The staffing plan must describe how information will be communicated and coordinated among all those with identified responsibilities.

The staffing plan/organizational chart is included as Appendix D.

B. SWMP Plan

1. Stormwater Program Coordinator

The Stormwater Program Coordinator is:

Brian Brockway	
Email	fefd2701@yahoo.com
Phone	518-796-5467

2. Availability of SWMP Plan

The Town must take the current SWMP Plan, and documentation associated with the implementation of the SWMP Plan, available during normal business hours to the Town's management and staff responsible for implementation as well as the DEC and United State Environmental Protection Agency (USEPA) staff.

Per this requirement, the SWMP Plan shall be located at:

<u>Fort Edward Highway Department</u>	<u>Fort Edward Town Clerk's Office</u>
<u>1 Culver St, Fort Edward, NY 12828</u>	<u>118 Broadway, Fort Edward, NY 12828</u>

The Town must make a copy of the current SWMP Plan available for public inspection during normal business hours at a location that is accessible to the public or on a public website. The location of the SWMP Plan must be kept current.

The SWMP is available to the public on the Town's website:

<https://fortedward.net/>

and can be requested for public viewing at:

<u>Fort Edward Highway Department</u>	<u>Fort Edward Town Clerk's Office</u>
<u>1 Culver St, Fort Edward, NY 12828</u>	<u>118 Broadway, Fort Edward, NY 12828</u>

3. Timeframes for SWMP Plan Development or Updates

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

C. Minimum Control Measures (MCMs)

The Town of Fort Edward is subject to **The MCMs for traditional land use MS4 Operators** that are listed in depth in Part VI.

D. Mapping

The Town must develop and maintain comprehensive system mapping to include the mapping components within the MS4 Operator's automatically designated area or an additionally designated area subject to Criterion 1 or 2 of the Additional Designation Criteria, unless otherwise specified.

The comprehensive system mapping and updated versions must be documented in this SWMP Plan. The comprehensive system mapping must be in a readily accessible format, with scale and detail appropriate to provide a clear understanding of the MS4, to serve as a planning tool to allow for prioritization of efforts and facilitate management decisions by the Town.

1. Within six (6) months of the Effective Date of Coverage (EDC), the comprehensive system mapping must include the following information:
 - a. MS4 Outfalls
 - b. Interconnections
 - c. Preliminary storm-sewershed boundaries
 - d. MS4 Infrastructure including:
 - i. Conveyance system
 - a) Type (closed pipe or open drainage);
 - b) Conveyance description for closed pipes (material, shape, dimensions);
 - c) Conveyance description for open drainage (channel/ditch lining material, shape, dimensions); and
 - d) Direction of flow;
 - ii. Culvert crossings (location and dimensions)
 - iii. Stormwater structures
 - a) Type (drop inlet, catch basin, or manhole); and
 - b) Number of connections to catch basins, and manholes;
 - e. Basemap information:
 - i. Automatically and additionally designated areas
 - ii. Names and location of all surface waters of the State, including:

- a) Waterbody classification;
 - b) Waterbody Inventory/Priority Waterbodies List (WI/PWL);
 - i) Impairment status; and
 - ii) POC, if applicable;
 - c) TMDL watershed areas;
 - iii. Land use, including:
 - a) Industrial;
 - b) Residential;
 - c) Commercial;
 - d) Open space; and
 - e) Institutional;
 - iv. Roads; and
 - v. Topography
2. The comprehensive system mapping must be updated with the data collected for each phase of mapping within the timeframe for each phase as outlined below:
- a. Phase I: Within three (3) years of the EDC, the comprehensive system mapping must include the following information:
 - i. Monitoring locations, with associated prioritization
 - ii. Preliminary storm-sewershed boundaries
 - iii. Focus areas
 - iv. Publicly owned/operated post-construction stormwater management practices (SMPs)
 - v. Municipal facilities, with associated prioritization
 - b. Phase II: Within five (5) years of the EDC, the comprehensive system mapping must include the following information:
 - i. MS4 infrastructure, including:
 - a) Conveyance system
 - i) Type (closed pipe or open drainage); and
 - ii) Direction of flow;
 - b) Stormwater structures
 - i) Type (drop inlet, catch basin, or manhole); and
 - ii) Number of connections to and from drop inlets, catch basins, and manholes;
 - ii. Privately owned/operated post-construction SMPs which discharge to the MS4
 - a) If the location of the privately-owned post-construction SMPs cannot be determined without accessing the private property, the MS4 Operator must map the location of the property that the post-construction SMP is located on using street address or tax parcel.

All mapping that comprises the comprehensive system mapping is included in Appendix E.

E. Legal Authority

The Town has developed and implemented adequate legal authority in conformance with Part IV.E.1. of the to control pollutant discharges in accordance with the following model local laws:

1. The New York State Department of Environmental Conservation Model Local Law to Prohibit Illicit Discharges, Activities and Connections to Separate Storm Sewer Systems, April 2006 (NYS DEC Model IDDE Local Law 2006); and
2. The New York State Department of Environmental Conservation Sample Local Law for Stormwater Management and Erosion & Sediment Control, March 2006 (NYS DEC Sample SM and E&SC Local Law 2006).
3. Local Law: Chapter 56, Section 10 - Stormwater Management and Erosion and Sediment Control is equivalent to the model local law for stormwater management and erosion and sediment control.
4. Local Law: Chapter 57, Article I - Storm Sewers: Discharges, Activities and Connections is equivalent to the model local law to prohibit illicit discharge.

F. Enforcement Measures & Tracking

1. Enforcement Response Plan (ERP)

The ERP shall clearly describe the action(s) to be taken for violations that the Town has enacted for illicit discharges, construction discharges, and post-construction discharges. The ERP must set forth a protocol to address repeat and continuing violations through progressively stricter responses (i.e., escalation of enforcement) as needed to achieve compliance with the terms and conditions of this SPDES general permit.

An Enforcement Response Plan (ERP) has been developed by the Town, see Appendix F.

2. Enforcement Tracking

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

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

All enforcement case documentation shall be kept in Appendix G.

PART V. Recordkeeping, Reporting, and SWMP Evaluation

A. Recordkeeping

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

B. Reporting

1. Report Submittal

Reports must be submitted electronically to the NYS DEC using the forms located on the NYS DEC website (<http://www.dec.ny.gov/>)

2. Annual Reports

Annually, the Town must submit an Annual Report to NYS DEC using the form provided by the NYS DEC. The reporting period for the Annual Report is January 3 of the current year to January 2 of the following year. For MS4 Operators with continuing coverage, the Annual Report must be submitted to the NYS DEC by April 1 of the year following the end of the Reporting Year.

Reports are posted on the Town's website here:

<https://fortedward.net/>

3. Interim Progress Certifications

Twice per year, the Town must submit to NYS DEC an Interim Progress Certification that verifies the activities included in the MS4 general permit that have been completed by the date specified using the form provided by the NYS DEC, summarized by the table below:

Interim Progress Certification Period	Submission Deadline
January 3 - June 30 (01/03) - (06/30)	October 1 10/01 (of the same year)
July 1 - January 2 (07/01) - (01/02)	*April 1 04/01 (of the following year)
<i>*Interim Progress Certification Submission <u>along with</u> the Annual Report</i>	

**Submission of the Annual Report is not a substitute for submission of the Interim Progress Certification. **

Interim Progress Certifications are posted to the Town's website here:

<https://fortedward.net/>

C. SWMP Evaluation

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

The SWMP evaluations shall be kept in Appendix H.

PART VI. Minimum Control Measures (MCMs) for Traditional Land Use Control MS4 Operators

Objective of MCMs Development

Municipalities regulated by Phase II must initiate and fully integrate a permanent non-point source pollution prevention and mitigation program to protect surface- and groundwater resources within their jurisdiction. The program attempts to capture the major contributors to urban non-point source (NPS) pollution at the local level and utilizes the MS4 as the base management unit, reaching out to the public, commercial and industrial operations, the construction industry and incorporating Best Management Practices (BMPs) into Municipal operations, facilities, equipment and practices.

Overview of the Six MCMs for Traditional Land Use Control MS4 Operators

Generally titled Stormwater Management, each Municipality must develop and implement a program that consists of six Minimum Control Measures (MCM 1-6):

- 1. Public Education and Outreach**
- 2. Public Participation/Involvement**
- 3. Illicit Discharge Detection and Elimination**
- 4. Construction Site Runoff Control**
- 5. Post-construction Runoff Control**
- 6. Pollution Prevention/Good Housekeeping**

Each of the MCMs addresses a particular aspect within the Town of Fort Edward as a potential source of NPS pollution. The following Sections describe the Management Objectives that must be met by the Town of Fort Edward to maintain their MS4 Permit.

1. MCM1 Public Education and Outreach

This MCM is designed to inform the relevant stakeholders (municipal staff and officials, residents, business owners, and the local construction industry) of the problems associated with NPS pollution specific to their sector. This encompasses the daily activities of each stakeholder which contribute to NPS pollution, and ways to modify their awareness, attitudes and beliefs that affect NPS pollution.

2. MCM2 Public Participation/Involvement

This MCM is intended to create opportunities for residents, citizen groups, business owners, etc. to get involved in the processes of government and their local Stormwater Management Program (SWMP). Additionally, MCM2 creates opportunities for such individuals and groups to become involved in direct actions designed to control NPS pollution such as stream clean-ups, Adopt-a-Stream, -Pond, & -Highway Programs, Household Hazardous Waste Clean-up, Pet Waste Control, etc.

3. MCM3 Illicit Discharge Detection and Elimination

This MCM focuses on the detection and elimination of pollutants being discharged into the MS4. Primarily, any discharge into the MS4 other than stormwater runoff and includes direct connections of wastewater and effluent from residential or industrial/commercial sources.

Municipalities must map all of their stormwater management system including outfalls into surface water bodies, outfalls into adjacent MS4s, all infiltration practices such as dry-wells -as points of discharge to groundwater. Additionally, Municipalities must adopt a local law prohibiting illegal connection to or illegal dumping into the MS4.

Examples of prohibited practices include wastewater/grey water or rooftop runoff conveyances connected to the MS4 and disposal of chemicals and other waste products into ditches, storm sewers, catch basins, etc. An on-going Outfall Reconnaissance Inventory (ORI) is required to be maintained at a rate not less than 20% per year.

4. MCM4 Construction Site Runoff Control

This MCM is designed to create regulatory control of construction activities at the local level as it pertains to erosion and sediment control (E&SC). Under the first MS4 Permit (GP-02-02) Municipalities have adopted a stormwater law that regulates the E&SC practices of all construction activities disturbing one or more acres of soil within the Municipality.

At a minimum, Municipalities must provide an equivalent standard of protection established by the DEC State Pollutant Discharge Elimination System (SPDES) Permit for Stormwater Discharges from Construction activities (GP-02-01; effective 2/2003-3/2008). The technical standards for E&SC in New York State are established within the Standards and Specifications for Erosion and Sediment Control Manual (the “Blue Book”).

5. MCM5 Post-construction Runoff Control

This MCM is designed to promote the long-term performance of post-construction Stormwater Management Practices (SMPs) in controlling and removing pollutants from stormwater runoff. Phase II regulations modify traditional runoff control by integrating quantity and quality stormwater treatment practices. The acceptable SMPs to be utilized by Municipalities are defined by the technical standards established within the NYS Stormwater Management Design Manual (SWMDM).

In accordance with MCM5, Municipalities are required to:

- map all post-construction SMPs built since March 2003
- develop a maintenance manual
- regularly inspect SMPs for structural and functional viability

6. MCM6 Pollution Prevention/Good Housekeeping

This MCM mandates that the MS4 operator must supervise its respective Municipal government by requiring all regulated Municipalities to implement a program to minimize or eliminate pollution from all operations, facilities, equipment, and practices. All Municipal operations must be scrutinized to eliminate or mitigate practices that contribute to NPS pollution, to ensure the MS4 Operator’s own activities do not contribute pollutants to surface waters of the State.

Additionally, a program of employee education must also be developed in conjunction with the auditing of Municipal operations thereby fully integrating the practice of NPS pollution control in all Municipal operations.

A. MCM 1: Public Education and Outreach

MCM 1 establishes that the MS4 Operator must develop and implement an education and outreach program to increase public awareness of pollutant generating activities and behaviors. This MCM is designed to inform the public about the impacts of stormwater on water quality, the general sources of stormwater pollutants, and the steps the general public can take to reduce pollutants in stormwater runoff.

Why Is Public Education and Outreach Necessary?

An informed and knowledgeable community is crucial to the success of a Stormwater Management Program since it helps to ensure the following:

1. **Greater support** for the program as the public gains a greater understanding of the reasons why it is necessary and important. Public support is particularly beneficial when operators of small MS4s attempt to institute new funding initiatives for the program or seek volunteers to help implement the program.
2. **Greater compliance** with the program as the public becomes aware of the personal responsibilities expected of them and others in the community, including the individual actions they can take to protect or improve the quality of area waters.

What Is Required?

Requirements listed below are directly sourced from PART VI.A. of the *SPDES General Permit for Stormwater Discharge from MS4s*, GP-0-24-001;

A. MCM1-Public Education and Outreach Program

1. Development

a. Focus Areas

Within three (3) years of the EDC, the MS4 Operator must identify and document the focus areas in the SWMP Plan. The focus areas to be considered are as follows:

- i. Areas discharging to waters with Class AA-S, A-S, AA, A, B, SA, or SB (mapped in accordance with Part IV.D.1.e.ii.a));
- ii. Sewersheds for impaired waters listed in Appendix C (subject to Part VIII. requirements; mapped in accordance with Part IV.D.1.c. for MS4 Operators continuing coverage and Part IV.D.2.a.ii. for newly designated MS4 Operators);
- iii. TMDL watersheds (subject to Part IX. requirements; mapped in accordance with Part IV.D.1.e.ii.c));
- iv. Areas with construction activities;
- v. Areas with on-site wastewater systems (subject to Part VIII. or Part IX. requirements);

- vi. Residential, commercial, and industrial areas (mapped in accordance with Part IV.D.1.e.iii.);
- vii. Stormwater hotspots; and
- viii. Areas with illicit discharges.

b. Target Audiences and Associated Pollutant Generating Activities

Within three (3) years of the EDC, the MS4 Operator must identify and document the applicable target audience(s) and associated pollutant generating activities that the outreach and education will address for each focus area identified by the MS4 Operator in Part VI.A.1.a. in the SWMP Plan. The target audiences are as follows:

- i. Residents;
- ii. Commercial;
- iii. Business owners and staff;
- iv. Institutions;
- v. Managers, staff, and students;
- vi. Construction
- vii. Developers, contractors, and design professionals;
- viii. Industrial:
- ix. Owners and staff; and
- x. MS4 Operator’s municipal staff.

c. Education and Outreach Topics

Within three (3) years of the EDC, the MS4 Operator must identify and document in the SWMP Plan the education and outreach topics and how the education and outreach topics will reduce the potential for pollutants to be generated by the target audience(s) (Part VI.A.1.b.) for the focus area(s) (Part VI.A.1.a.).

d. Illicit Discharge Education

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

- i. What types of discharges are allowable (Part I.A.3.);
- ii. What is an illicit discharge and why is it prohibited (Part VI.C.);
- iii. The environmental hazards associated with illicit discharges and improper disposal of waste;
- iv. Proper handling and disposal practices for the most common behaviors within the community (e.g., septic care, car washing, household hazardous waste, swimming pool draining, or other activities resulting in illicit discharges to the MS4); and
- v. How to report illicit discharges they may observe (Part VI.C.1.a.).

2. Implementation and Frequency

a. Distribution Method of Educational Messages

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

- i. Printed materials (e.g., mail inserts, brochures, and newsletters);
 - ii. Electronic materials (e.g., websites, email listservs);
 - iii. Mass media (e.g., newspapers, public service announcements on radio or cable);
 - iv. Workshops or focus groups;
 - v. Displays in public areas (e.g., town halls, library, parks); or
 - vi. Social Media (e.g., Facebook, Twitter, blogs).
- b. Frequency**
- Following the completion of Part VI.A.1.a, Part VI.A.1.b, and Part VI.A.1.c, within five (5) years of the EDC, and once every five (5) years, thereafter, the MS4 Operator must:
- i. Deliver an educational message to each target audience(s) (Part VI.A.1.b.) for each focus area(s) (Part VI.A.1.a.) based on the defined education and outreach topic(s) (Part VI.A.1.c.); and
 - ii. Document the completion of this requirement in the SWMP Plan.
- c. Updates to the Public Education and Outreach Program**
- Following the completion of Part VI.A.1.a, Part VI.A.1.b, and Part VI.A.1.c, annually, by April 1, the MS4 Operator must:
- i. Review and update the focus areas, target audiences, and/or education and outreach topics; and
 - ii. Document the completion of this requirement in the SWMP Plan.
-

Implementation

1. FOCUS AREAS

Focus areas will be identified and documented by January 2027.

2. TARGET AUDIENCES AND ASSOCIATED POLLUTANT GENERATING ACTIVITIES

Target audiences will be identified and documented by January 2027.

The current target audiences are:

- Residential
- Businesses
- Contractors/Developers
- General Public

3. EDUCATION AND OUTREACH TOPICS

Education and outreach topics will be identified and documented by January 2027.

4. ILLICIT DISCHARGE EDUCATION

Non-stormwater discharges through outfalls listed in Part 6 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR) 750-1.2(a)(29)(vi) and 40 CFR 122.34(b)(3)(ii), are authorized by this SPDES general permit provided they do not violate Environmental Conservation Law (ECL) Section 17-0501. If the Department or MS4 Operator determines that one or more of the discharges are in violation of ECL Section 17-0501, the identified discharges are illicit and the MS4 Operator must eliminate such discharges by following the illicit discharge MCM requirements found in Part VI.C.

For information on what an illicit discharge is and why it is prohibited can be found in the MCM 3 section. In Addition, for information on the environmental hazards of illicit discharges and improper disposal of waste as well as information on proper handling on common illicit discharge behaviors refer to the Illicit Discharge Fact Sheet posted on the Town's website here: <https://fortedward.net/>

Illicit discharges may be reported by contacting:

Brian Brockway	
Email	fehd2701@yahoo.com
Phone	518-796-5467

5. POLLUTANTS OF CONCERN (POC(s))

On a regional level:

- Dissolved oxygen/oxygen demand
- Phosphorus
- Pathogens

On a local level:

- Floatables
- Sediment
- Suspended solids
- Oil and Grease

6. WATER BODIES OF CONCERN (WOC(s))

NYS DEC 303d Impaired Waterbodies List:

- Wood Creek/Champlain Canal and Tribs
- Hudson River

7. GEOGRAPHIC AREAS OF CONCERN (GOC(s))

- Residential areas along the Hudson River and Feeder Canal
- Industrial Areas

B. MCM 2: Public Participation and Involvement

MCM 2 establishes that the Town of Fort Edward must provide opportunities to involve the public in the development, review, and implementation of the SWMP. This MCM is designed to give the public the opportunity to include their opinions in the implementation of this SPDES general permit.

Why Is Public Participation and Involvement Necessary?

The EPA believes that the public can provide valuable input and assistance to a regulated small MS4's municipal storm water management program and, therefore, suggests that the public be given opportunities to play an active role in both the development and implementation of the program. An active and involved community is crucial to the success of a storm water management program because it allows for:

- 1. Broader public support** since citizens who participate in the development and decision making process are partially responsible for the program and, therefore, may be less likely to raise legal challenges to the program and more likely to take an active role in its implementation;
- 2. Shorter implementation schedules** due to fewer obstacles in the form of public and legal challenges and increased sources in the form of citizen volunteers;
- 3. A broader base of expertise and economic benefits** since the community can be a valuable, and free, intellectual resource; and
- 4. A conduit to other programs** as citizens involved in the stormwater program development process, provide important cross-connections and relationships with other community and government programs. This benefit is particularly valuable when trying to implement a storm water program on a watershed basis, as encouraged by EPA.

What Is Required?

Requirements listed below are directly sourced from PART VI.B of the *SPDES General Permit for Stormwater Discharge from MS4s*, GP-0-24-001;

1. Public involvement/Participation

- a. Annually, the town must provide an opportunity for public involvement/participation in the development and implementation of the SWMP. The town must document the public involvement/participation opportunities in the SWMP plan. The opportunities for public involvement/participation are as follows:
 - i. Citizen advisory group on stormwater management.
 - ii. Public hearings or meetings;
 - iii. Citizen volunteers to educate other individuals about the SWMP.
 - iv. Coordination with other pre-existing public involvement/participation opportunities;
 - v. Reporting concerns about activities or behaviors observed; or
 - vi. Stewardship activities.
- b. Annually, the town must inform the public of the opportunity (part vi.b.1.a.) For their involvement/participation in the development and implementation of the SWMP and how they can become involved. The town must document the method for distribution of this information in the SWMP plan. The methods for distribution are as follows:
 - i. Public Notice;
 - ii. Printed materials (e.g. mail inserts, brochures and newsletters);
 - iii. Electronic materials (e.g., websites, email listservs);
 - iv. Mass media (e.g., newspapers, public service announcements on radio or cable);
 - v. Workshops or focus groups;
 - vi. Displays in public areas (e.g., town halls, library, parks); or
 - vii. Social Media (e.g., Facebook, Twitter, blogs).
- c. Within six (6) months of the EDC, the MS4 Operator must identify a local point of contact to receive and respond to public concerns regarding stormwater management and compliance with permit requirements. The name or title of this individual, with contact information, must be published on public outreach and public participation materials and documented in the SWMP Plan.

2. Public Notice and Input Requirements

a. Public Notice and Input Requirements for SWMP Plan

Annually, the MS4 Operator must provide an opportunity for the public to review and comment on the publicly available SWMP Plan (Part IV.B.2.b.). The public must have the ability to ask questions and submit comments on the SWMP Plan.

The completion of this permit requirement must be documented in the SWMP Plan. This requirement may be satisfied by Part VI.B.1.

b. Public Notice and Input Requirements for Draft Annual Report

- i. Annually, the MS4 Operator must provide an opportunity for the public to review and comment on the draft Annual Report. The completion of this permit requirement must be documented in the SWMP Plan. This requirement may be satisfied by either:
 - a) Presentation of the draft Annual Report at a regular meeting of an existing board (e.g., administrative, planning, zoning) or a separate meeting specifically for stormwater, as designated by the MS4 or if requested by the public. The public must have the ability to ask questions about and make comments on the draft annual report during that presentation; or
 - b) Posting of the draft Annual Report on a public website. The website must provide information on the timeframes and procedures to submit comments and/or request a meeting. However, if a public meeting is requested by two or more persons, the MS4 Operator must hold such a meeting.
 - c. **Consideration of Public Input**
 - i. Annually, the MS4 Operator must include a summary of comments received on the SWMP Plan and draft Annual Report in the SWMP Plan.
 - ii. Within thirty (30) days of when public input is received, the MS4 Operator must update the SWMP Plan, where appropriate, based on the public input received.
-

Implementation

The Town provides opportunity for public review and comment on the publicly available SWMP Plan by presenting the Plan to the Town Board in January of every year, and publicly notice this meeting as required by law.

The Town provides an opportunity for public review of the Annual Report by publishing the Report on the web, presenting the Plan to the Town Board in January of every year, and publicly noticing this meeting as required by law.

The annual report communicates three key pieces of information:

- i.** Inform the public of the SWMP, as a whole;
- ii.** Inform the public of the activities that have been accomplished over the past year under the SWMP; and
- iii.** Inform the public of the activities that have been planned for the coming year, under the SWMP.

The local point of contact to receive and respond to public concerns regarding stormwater management and compliance with permit requirements is:

Brian Brockway	
Email	fefd2701@yahoo.com
Phone	518-796-5467

Annually the Town includes a summary of comments received on the SWMP Plan and draft Annual Report. The summaries can be found in Appendix I.

C. MCM 3: Illicit Discharge Detection and Elimination

MCM 3 establishes that the Town of Fort Edward must develop, implement, and enforce a program which systematically detects, tracks down, and eliminates illicit discharges to the MS4. This MCM is designed to manage the MS4 so it is not conveying pollutants associated with flows other than those directly attributable to stormwater runoff.

Why Is Illicit Discharge Detection & Elimination Necessary?

A significant portion of flows from MS4s are directly attributable to precipitation runoff. Occasionally they are due to illicit and/or inappropriate discharges and connections to the MS4. Illicit discharges enter the system through direct or indirect connections. The result is inadequately treated discharges that contribute high levels of pollutants, including heavy metals, toxics, oil and grease, viruses, and bacteria to receiving water bodies.

What Is an “Illicit Discharge”?

Federal regulations define an illicit discharge as “**....any discharge to an MS4 that is not composed entirely of stormwater....**” with some exceptions. These exceptions include discharges from fire-fighting activities and other “clean” sources (ex. irrigation, line flushing). Any discharge other than stormwater that is not regulated by another permit or does not cause or contribute to a violation of the Clean Water Act. Illicit discharges are considered “illicit” because MS4s are not designed to accept, process, or discharge such non-stormwater wastes. Sources of illicit discharges include: sanitary wastewater, effluent from septic tanks, car wash wastewaters, improper oil disposal, radiator flushing disposal, laundry wastewaters, spills from roadway accidents, and improper disposal of auto and household toxics.

What Is Required?

Requirements listed below are directly sourced from PART VI.C of the *SPDES General Permit for Stormwater Discharge from MS4s*, GP-0-24-001;

1. Illicit Discharge Detection

a. **Public Reporting of Illicit Discharges**

- i. Within six (6) months of the EDC, the MS4 Operator must establish and document in the SWMP Plan an email or phone number (with message recording capability) for the public to report illicit discharges.
- ii. Within thirty (30) days of an illicit discharge, the MS4 Operator must document each report of an illicit discharge in the SWMP Plan with the following information:
 - a) Date of the report;
 - b) Location of the illicit discharge;
 - c) Nature of the illicit discharge;
 - d) Follow up actions taken or needed (including response times); and
 - e) Inspection outcomes and any enforcement taken.

b. **Monitoring Locations**

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

- i. MS4 outfalls
- ii. Interconnections; and
- iii. Municipal facility intraconnections.

c. **Monitoring Locations Inventory**

- i. Within three (3) years of the EDC, the MS4 Operator must develop and maintain an inventory of the monitoring locations in the SWMP Plan. The following information must be included in the inventory:
 - a) Inventory information for MS4 outfalls
 - i) ID;
 - ii) Prioritization (high or low) (Part VI.C.1.d.);
 - iii) Type of monitoring location (Part VI.C.1.b.);
 - iv) Name of MS4 Operator's municipal facility, if located at a municipal facility;¹⁷
 - v) Receiving waterbody name and class (mapped in accordance with Part IV.D.1.e.ii.a));

- vi) Receiving waterbody WI/PWL Segment ID (mapped in accordance with Part IV.D.1.e.ii.b));
 - vii) Land use in drainage area;
 - viii) Type of conveyance (open drainage or closed pipe);
 - ix) Material;
 - x) Shape;
 - xi) Dimensions;
 - xii) Submerged in water; and
 - xiii) Submerged in sediment.
- b) Inventory information for interconnections
- i) ID;
 - ii) Prioritization (high or low) (Part VI.C.1.d.);
 - iii) Type of monitoring location (Part VI.C.1.b.);
 - iv) Name of MS4 Operator receiving discharge or private storm system;
 - v) Name of MS4 Operator's municipal facility, if located at a municipal facility; and
 - vi) Receiving waterbody name and class (mapped in accordance with Part IV.D.1.e.ii.a)).
- c) Inventory information for municipal facility intraconnections
- i) ID;
 - ii) Prioritization (high or low) (Part VI.C.1.d.);
 - iii) Type of monitoring location (Part VI.C.1.b.);
 - iv) Name of MS4 Operator's municipal facility; and
 - v) Receiving waterbody name and class (mapped in accordance with Part IV.D.1.e.ii.a)).
- ii. Annually, the MS4 Operator must update the inventory if monitoring locations are created or discovered.

d. Monitoring Locations Prioritization

- i.** Within three (3) years of the EDC, the MS4 Operator must prioritize monitoring locations which are included in the monitoring locations inventory (Part VI.C.1.c.) as follows:
 - a)** High priority monitoring locations include monitoring locations:
 - i)** At a high priority municipal facility, as defined in Part VI.F.2.c;
 - ii)** Discharging to impaired waters (subject to Part VIII. requirements; mapped in accordance with Part IV.D.1.e.ii.b));
 - iii)** Discharging within a TMDL watershed (subject to Part IX. requirements; mapped in accordance with Part IV.D.1.e.ii.c));
 - iv)** Discharging to waters with Class AA-S, A-S, AA, A, B, SA, or SB (mapped in accordance with Part IV.D.1.e.ii.a)); and/or
 - v)** Confirmed citizen complaints on three or more separate occasions in the last twelve (12) months.
 - b)** All other monitoring locations are considered low priority.
- ii.** Within thirty (30) days of when a monitoring location is constructed or the MS4 Operator discovers it, the MS4 Operator must prioritize those monitoring locations; and
- iii.** Annually, after the initial prioritization (Part VI.C.1.d.i.), the MS4 Operator must update the monitoring location prioritization in the inventory (Part VI.C.1.c.) based on information gathered as part of the monitoring location inspection and sampling program (Part VI.C.1.e.). The completion of this permit requirement must be documented in the SWMP Plan.

e. Monitoring Locations Inspection and Sampling Program

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

- i.** The monitoring locations inspection and sampling procedures including:
 - a)** During dry weather,¹⁸ one (1) inspection of each monitoring location identified in the inventory (Part VI.C.1.c.) every five (5) years following the most recent inspection;
 - b)** Documentation of all monitoring location inspections, including any sampling results, using the Monitoring Locations Inspection and Sampling Field Sheet (Appendix D) or an equivalent form containing the same information and include the completed monitoring location inspections and sampling results in the SWMP Plan (e.g., the completed Monitoring Locations Inspection and Sampling Field Sheets);
 - c)** Provisions to sample all monitoring locations which had inspections which resulted in a suspect or obvious illicit discharge characterization. The sampling requirement is based on the number and severity of physical indicators present in the flow to better inform track down procedures (Part VI.C.2.). If the source of the illicit discharge is clear and discernable (e.g., sewage), sampling is not necessary;
 - d)** Sampling may be done with field test kits or field instrumentation that are sufficiently sensitive to detect the parameter below the sampling action level used and are not subject to 40 CFR Part 136 requirements for approved methods and certified laboratories;
 - e)** Provisions to initiate, or cause to initiate,²⁰ track down procedures (Part VI.C.2.a.), in accordance with the timeframes specified in Part VI.C.2.a.iii, for monitoring locations with an overall characterization as suspect illicit discharge or obvious illicit discharge or that exceed any sampling action level used;

- f) Provisions to re-inspect the monitoring location within thirty (30) days of initial inspection if there is a physical indicator not related to flow, potentially indicative of intermittent or transitory discharges, utilizing techniques described in Chapter 12.6 of the Center for Watershed Protection Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assistance, October 2004 (CWP 2004) or equivalent.
 - i) If those same physical indicators persist, the MS4 Operator must initiate illicit discharge track down procedures (Part VI.C.2.a.).
- ii. The training provisions for the MS4 Operator's monitoring locations inspection and sampling procedures (Part VI.C.1.e.i.).
 - a) If new staff are added, training on the MS4 Operator's monitoring locations inspection and sampling procedures (Part VI.C.1.e.i.) must be given prior to conducting monitoring locations inspections and sampling procedures;
 - b) For existing staff, training on the MS4 Operator's monitoring locations inspection and sampling procedures (Part VI.C.1.e.i.) must be given prior to conducting monitoring locations inspections and sampling and once every five (5) years, thereafter; and
 - c) If the monitoring locations inspection and sampling procedures (Part VI.C.1.e.i.) are updated (Part VI.C.1.e.iv.), training on the updates must be given to all staff prior to conducting monitoring locations inspections and sampling.
- iii. The names, titles, and contact information for the individuals who have received monitoring locations inspection and sampling procedures training and update annually; and
- iv. Annually, by April 1, the MS4 Operator must:
 - a) Review and update the monitoring location inspection and sampling procedures (Part VI.C.1.e.i.) based on monitoring location inspection results (e.g., trends, patterns, areas with illicit discharges, and common problems); and
 - b) Document the completion of this requirement in the SWMP Plan.

2. Illicit Discharge Track Down Program

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

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

3. Illicit Discharge Elimination Program

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

- a.** The illicit discharge elimination procedures including:
 - i.** Provisions for escalating enforcement and tracking, both consistent with the ERP required in Part IV.F. of this SPDES general permit;
 - ii.** Provisions to confirm the corrective actions have been taken;
 - iii.** Steps taken for illicit discharge elimination procedures; and
 - iv.** The following timeframes for illicit discharge elimination:
 - a)** Within twenty-four (24) hours of identification of an illicit discharge that has a reasonable likelihood of adversely affecting human health or the environment, the MS4 Operator must eliminate the illicit discharge;
 - b)** Within five (5) days of identification of an illicit discharge that does not have a reasonable likelihood of adversely affecting human health or the environment, the MS4 Operator must eliminate the illicit discharge; and
 - c)** Where elimination of an illicit discharge within the specified timeframes (Part VI.C.3.a.iv.) is not possible, the MS4 Operator must notify the Regional Water Engineer.
- b.** The training provisions for the MS4 Operator's illicit discharge elimination procedures (Part VI.C.3.a.).
 - i.** If new staff are added, training on the MS4 Operator's illicit discharge elimination procedures (Part VI.C.3.a.) must be given prior to conducting illicit discharge eliminations;
 - ii.** For existing staff, training on the MS4 Operator's illicit discharge elimination procedures (Part VI.C.3.a.) must be given prior to conducting illicit discharge eliminations and once every five (5) years, thereafter; and
 - iii.** If the illicit discharge elimination procedures (Part VI.C.3.a.) are updated (Part VI.C.3.d.), training on the updates must be given to all staff prior to conducting illicit discharge eliminations.
- c.** The names, titles, and contact information for the individuals who have received illicit discharge elimination procedures training and update annually; and
- d.** Annually, by April 1, the MS4 Operator must:
 - i.** Review and update the illicit discharge elimination procedures (Part VI.C.3.a.); and

ii. Document the completion of this requirement in the SWMP Plan.

Implementation

1. PUBLIC REPORTING OF ILLICIT DISCHARGES

The Town has established that the public may report illicit discharges through the following methods of contact:

Brian Brockway	
Email	fehd2701@yahoo.com
Phone	518-796-5467

Documentation of an illicit discharge reports shall be kept in Appendix J and the Illicit Discharge Reporting Form found in Appendix J shall be filled out.

2. MONITORING LOCATIONS INVENTORY

An inventory of monitoring locations will be developed by January 2027.

The Town of Fort Edward has mapped 100% outfalls with support from Washington County.

3. MONITORING LOCATIONS PRIORITIZATION

The monitoring locations prioritization will be determined by January 2027.

4. MONITORING LOCATIONS INSPECTION AND SAMPLING PROGRAM

A monitoring location inspection and sampling program will be developed and implemented by January 2026.

5. ILLICIT DISCHARGE TRACK DOWN PROGRAM

An illicit discharge track down program will be developed and implemented by January 2026.

MCM 4 & 5: Construction Site & Post-Construction Runoff Control

Coordinator's Summary

Minimum Control Measure 4 and 5 are closely related. Combined, these two aspects of the MS4 Permit program manage the stormwater runoff from *all* new construction and re-development projects that:

1. Result in a total land disturbance of greater than or equal to one acre; or
2. Disturb less than one acre if part of a larger common plan of development or sale.
3. For construction activities where the MS4 Operator is listed as the owner/operator on the Notice of Intent for coverage under the CGP: at a minimum- disturb one or more acres within regulated Municipalities.

Briefly, these two measures require that MS4 Municipalities implement a program to regulate and enforce proper erosion and sediment controls, during construction, *and* proper quantity and quality stormwater control practices be designed and built into such projects to manage stormwater runoff once construction is completed.

At this time, *all* regulated Municipalities are expected to have passed a unified Stormwater Local Law that incorporates the following two (2) aspects of regulation and enforcement:

1. assume regulatory responsibilities to regulate and enforce erosion and sediment control during project construction; and
2. regulate the design of new projects to ensure they do not contravene local water quality, effect no net change to project-site hydrology, and manage the quality of runoff discharged through the MS4 into receiving waters.

The deadline for passage of the Law was the end of the first MS4 Permit cycle; January 8th, 2008.

D. MCM 4: Construction Site Runoff Control

MCM 4 establishes that the MS4 Operator must develop, implement, and enforce a program to ensure construction sites are effectively controlled. This MCM is designed to prevent pollutants from construction related activities, as well as promote the proper planning and installation of post-construction SMPs.

Why Is the Control of Construction Site Runoff Necessary?

Polluted storm water runoff from construction sites often flows to MS4s and ultimately is discharged into local rivers and streams. Of the pollutants of concern, sediment is usually the main pollutant of concern. Sediment runoff rates from construction sites are typically 10 to 20 times greater than those of agricultural lands, and 1,000 to 2,000 times greater than those of forest lands. During a short period of time, construction sites can contribute more sediment to streams than can be deposited naturally during several decades. The resulting siltation, and the contribution of other pollutants from construction sites, can cause physical, chemical, and biological harm to our nation's waters. For example, excess sediment can quickly fill rivers and lakes, requiring dredging and destroying aquatic habitats.

What Is Required?

Requirements listed below are directly sourced from PART VI.D of the *SPDES General Permit for Stormwater Discharge from MS4s*, GP-0-24-001;

2. Public Reporting of Construction Site Complaints

- a.** Within six (6) months of the EDC, the MS4 Operator must establish and document in the SWMP Plan an email or phone number (with message recording capability) for the public to report complaints related to construction stormwater activity.
- b.** The MS4 Operator must document reports of construction site complaints in the SWMP Plan with the following information:
 - i.** Date of the report;
 - ii.** Location of the construction site;
 - iii.** Nature of complaint;
 - iv.** Follow up actions taken or needed; and
 - v.** Inspection outcomes and any enforcement taken.

3. Construction Oversight Program

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

- a.** The construction oversight procedures including:
 - i.** When the construction site stormwater control program applies (Part VI.D.1.);
 - ii.** What types of construction activity require a SWPPP;
 - iii.** The procedures for submission of SWPPPs;
 - iv.** SWPPP review requirements (Part VI.D.6.)
 - v.** Pre-construction oversight requirements (Part VI.D.7.)
 - vi.** Construction site inspection requirements (Part VI.D.8.);
 - vii.** Construction site close-out requirements (Part VI.D.9.);
 - viii.** Enforcement process/expectations for compliance; and
 - ix.** Other procedures associated with the control of stormwater runoff from applicable construction activities.
- b.** The training provisions for the MS4 Operator's construction oversight procedures (Part VI.D.3.a.).
 - i.** If new staff are added, training on the MS4 Operator's construction oversight procedures (Part VI.D.3.a.) must be given prior to conducting any construction oversight activities;
 - ii.** For existing staff, training on the MS4 Operator's construction oversight procedures (Part VI.D.3.a.) must be given prior to conducting any construction oversight activities and once every five (5) years, thereafter; and
 - iii.** If the construction oversight procedures (Part VI.D.3.a.) are updated (Part VI.D.3.a.), training on the updates must be given to all staff prior to conducting construction oversight.
- c.** The names, titles, and contact information for the individuals who have received construction oversight training and update annually;
- d.** Procedures to ensure those involved in the construction activity itself (e.g., contractor, subcontractor, qualified inspector, SWPPP reviewers) have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity; and

- e. Annually, by April 1, the MS4 Operator must:
 - i. Review and update the construction oversight procedures (Part VI.D.3.a.); and
 - ii. Document the completion of this requirement in the SWMP Plan.
4. Construction Site Inventory & Inspection Tracking
- a. Within six (6) months of the EDC, the MS4 Operator must develop and maintain an inventory of all applicable construction sites (Part VI.D.1.a.) in the SWMP Plan. The inventory must include the following information:
 - i. Location of the construction site;
 - ii. Owner/operator contact information, if other than the MS4 Operator;
 - iii. Receiving waterbody name and class (mapped in accordance with Part IV.D.1.e.ii.a));
 - iv. Receiving waterbody WI/PWL Segment ID (mapped in accordance with Part IV.D.1.e.ii.b));
 - v. Prioritization (high or low) (Part VI.D.5.);
 - vi. Construction project SPDES identification number;
 - vii. SWPPP approval date;
 - viii. Inspection history, including dates and ratings (satisfactory, marginal, or unsatisfactory, when available); and
 - ix. Current status of the construction site/project (i.e., active, temporarily shut down, complete) such that construction projects listed on the inventory must be inspected and tracked as described in Part VI.D.8. until a final site inspection has been completed as specified in Part VI.D.9. and the construction site status changes to complete.
 - b. Annually, the MS4 Operator must update the inventory if construction projects are approved or completed
5. Construction Site Prioritization
- a. Within one (1) year of the EDC, the MS4 Operator must prioritize all construction sites which are included in the construction site inventory (Part VI.D.4.) as follows:
 - i. High priority construction sites include construction sites:
 - a) With a direct conveyance (e.g., channel, ditch, storm sewer) to a surface water of the State that is:
 - i) Listed in Appendix C with silt/sediment, phosphorus, or nitrogen as the POC;

- ii) Classified as AA-S, AA, or A (mapped in accordance with Part IV.D.1.e.ii.a)); or
 - iii) Classified with a trout (T) or trout spawning (TS) designation (mapped in accordance with Part IV.D.1.e.ii.a));
 - b) With greater than five (5) acres of disturbed earth at any one time;
 - c) With earth disturbance within one hundred (100) feet of any lake or pond (mapped in accordance with Part IV.D.1.e.ii.b)); and/or
 - d) Within fifty (50) feet of any rivers or streams (mapped in accordance with Part IV.D.1.e.ii.b));
- ii. All other construction sites are considered low priority.
- b. Within thirty (30) days of when a construction site becomes active, the MS4 Operator must prioritize those construction sites; and
- c. Annually, after the initial prioritization (Part VI.D.5.a.), the MS4 Operator must update the construction site prioritization in the inventory (Part VI.D.4.a.) based on information gathered as part of the construction oversight program (Part VI.D.3.). The completion of this permit requirement must be documented in the SWMP Plan.
 - i. if the prioritization of the construction site changes priority based on information gathered as part of the construction oversight program, the MS4 Operator must comply with the requirements that apply to that prioritization.

6. SWPPP Review

The MS4 Operator must:

- a. Ensure individual(s), responsible for reviewing SWPPPs for acceptance, receive:
 - i. Four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity. This training must be completed within three (3) years of the EDC and every three (3) years thereafter.
 - ii. Document the completion of this requirement in the SWMP Plan.
- b. Ensure SWPPP reviewers receive this training (Part VI.D.6.a.) prior to conducting SWPPP reviews for acceptance.
 - i. Individuals without these trainings cannot review SWPPPs for acceptance.

- ii. Individuals who meet the definition of a qualified professional or qualified inspector are exempt from this requirement.
- c. Ensure individuals responsible for reviewing SWPPPs review all SWPPPs for applicable construction activities (Part VI.D.1.) and for conformance with the requirements of the CGP, including:
 - i. Erosion and sediment controls must be reviewed for conformance with the NYS E&SC 2016, or equivalent;
 - ii. Individuals responsible for review of post-construction SMPs must be qualified professionals or under the supervision of a qualified professional; and
 - iii. Post-construction SMPs must be reviewed for conformance with the NYS SWMDM 2015 or equivalent, including:
 - a) All post-construction SMPs must meet the sizing criteria contained in the CGP and NYS SWMDM 2015.
 - b) Deviations from the performance criteria of the NYS SWMDM 2015 must demonstrate that they are equivalent.
 - c) The SWPPP must include an O&M plan that includes inspection and maintenance schedules and actions to ensure continuous and effective operation of each post-construction SMP. The SWPPP must identify the entity that will be responsible for the long-term operation and maintenance of each practice.
- d. In the SWMP Plan, document and update annually the names, titles, and contact information for the individuals who have received the trainings listed in Part VI.D.6.a.
- e. In the SWMP Plan, document the SWPPP review including the information found in Part III.B. of the CGP;
- f. Prioritize new construction activities (Part VI.D.5.a.); and
- g. Notify construction site owner/operators that their SWPPP has been accepted using the MS4 SWPPP Acceptance Form created by the Department and required by the CGP, signed in accordance with Part X.J.

7. Pre-Construction Meeting

Prior to commencement of construction activities, the MS4 Operator must ensure a pre-construction meeting is conducted. The date and content of the pre-construction inspection/meeting must be documented in the SWMP Plan. The owner/operator listed on the CGP NOI (if different from the MS4 Operator), the MS4 Operator, contractor(s) responsible for implementing the SWPPP for the construction activity, and the qualified inspector (if required for the construction activity by Part IV.C. the CGP) must attend the meeting in order to: This meeting must accomplish the following objectives:

- a. Confirm the approved project has received, or will receive, coverage under the CGP or an individual SPDES permit;
- b. Verify contractors and subcontractors selected by the owner/operator of the construction activity have identified at least one individual that has received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District or other endorsed entity as required by the CGP and Part VI.D.3.d; and
- c. Review the construction oversight program (Part VI.D.3.) and expectations for compliance.

8. Construction Site Inspections

The MS4 Operator must:

- a. Ensure individuals(s), responsible for construction site inspections, receive:
 - i. Four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity. This training must be complete, within three (3) years of the EDC and every three (3) years thereafter.
 - ii. Document the completion of this requirement in the SWMP Plan.
- b. Ensure all MS4 Construction Site Inspectors receive this training prior to conducting construction site inspections.
 - i. Individuals without these trainings cannot inspect construction sites.
 - ii. Individuals who meet the definition of a qualified professional or qualified inspector are exempt from this requirement.
- c. Annually inspect all sites with construction activity identified in the inventory (Part VI.D.4.) during active construction after the pre-construction meeting (Part VI.D.7.), or sooner if deficiencies are noted that require attention.
 - i. Follow up to construction site inspections must confirm corrective actions are completed within timeframes established by the CGP and the MS4 Operator's ERP (Part IV.F.1.).

- d.** In the SWMP Plan, document and update annually the names, titles, and contact information for the individuals who have received the trainings listed in Part VI.D.8.a.
 - e.** Document all inspections using the Construction Site Inspection Report Form (Appendix D) or an equivalent form containing the same information. The MS4 Operator must include the completed Construction Site Inspection Reports in the SWMP Plan.
- 9. Construction Site Close-out**
- a.** The MS4 Operator must ensure a final construction site inspection is conducted and documentation of the final construction site inspection must be maintained in the SWMP Plan. The final construction site inspection must be documented using the Construction Site Inspection Report Form (Appendix D), or an equivalent form containing the same information, or accept the construction site owner/operator's qualified inspector final inspection certification required by the CGP.
 - b.** The Notice of Termination (NOT) must be signed by the MS4 Operator as required by the CGP for projects determined to be complete. The NOT must be signed in accordance with Part X.J.
-

Implementation

1. PUBLIC REPORTING OF CONSTRUCTION SITE COMPLAINTS

The Town has established that the public may report complaints related to construction stormwater activity to the Town's Stormwater Program Coordinator:

Brian Brockway	
Email	fefd2701@yahoo.com
Phone	518-796-5467

Reports of construction site complaints shall be kept in Appendix K.

2. CONSTRUCTION OVERSIGHT PROGRAM

The Town has developed a Construction Oversight Program, see Appendix O.

3. CONSTRUCTION INVENTORY, INSPECTION TRACKING, AND SITE PRIORITIZATION

The Town has developed an inventory of all applicable construction sites which includes the prioritization level of any active construction projects.

The inventory has been included as Appendix L.

4. SWPPP REVIEW

The individuals responsible for reviewing SWPPPs for acceptance receive the four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District or other Department endorsed entity and the training is renewed every three (3) years. The table below lists the individuals responsible for reviewing SWPPPs.

Name of Reviewer	Date of ESC Training
Andrew Bailey (C.T. Male)	6/27/2022
William Gannon (C.T. Male)	6/14/2023
Kathryn Serra, P.E. (C.T. Male)	Exempt b/c qualified professional
Owen Speulstra, P.E. (C.T. Male)	Exempt b/c qualified professional

The Town documents all SWPPP reviews and makes sure that SWPPPs have all of the required components from the CGP. SWPPP reviews are stored electronically by C.T. Male Associates and can be made available upon request.

5. PRE-CONSTRUCTION MEETING

The Town schedules pre-construction meetings for all projects requiring a SWPPP. The attendees shall include at a minimum the owner/operator listed on the CGP NOI, The Town, contractors responsible for implementing the SWPPP for the construction activity and the qualified inspector.

During the pre-construction meeting, the representative from the Town shall go over and fill out the pre-construction meeting form included as Appendix N.

Completed pre-construction meeting forms shall be stored in Appendix M.

6. CONSTRUCTION SITE INSPECTIONS

The individuals responsible for performing construction site inspections receive the four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District or other Department endorsed entity and the training is renewed every three (3) years. The table below lists the individuals responsible for performing construction site inspections.

Name of Inspector	Date of ESC Training
Andrew Bailey (C.T. Male)	6/27/2022
William Gannon (C.T. Male)	6/14/2023
Kathryn Serra, P.E. (C.T. Male)	Exempt b/c qualified professional
Owen Speulstra, P.E. (C.T. Male)	Exempt b/c qualified professional

The Town documents all inspections using the Construction Site Inspection Report Form, included as Appendix N, or equivalent form containing the same information. Completed reports are in stored electronically by C.T. Male Associates and can be made available upon request.

7. CONSTRUCTION SITE CLOSE-OUT

The Town performs final construction site inspections once the SWPPP inspector or owner/operator tells the Town the site is ready for close-out. The final inspections are documented using the Construction Site Inspection Report Form, included as Appendix N, or equivalent form containing the same information. Completed reports are in stored electronically by C.T. Male Associates and can be made available upon request.

In rare cases where the Town is familiar with the status of the construction site, the construction site owner/operator's qualified inspector final inspection certification may be accepted in lieu of a final inspection performed by the Town.

E. MCM 5: Post-Construction Runoff Control

MCM 5 establishes that the MS4 Operator must develop, implement, and enforce a program to ensure proper operation and maintenance of post construction SMPs for new or redeveloped sites. This MCM is designed to promote the long-term performance of post-construction SMPs in removing pollutants from stormwater runoff.

Why Is the Control of Post-Construction Runoff Necessary?

Post-construction storm water management in areas undergoing new development or redevelopment is necessary because runoff from these areas has been shown to significantly affect receiving water bodies. Post-construction runoff has the two general forms of substantial impacts upon a water body that occur through:

- 1) An increase in the type and quantity of pollutants in storm water runoff: As runoff flows over areas altered by development, it picks up harmful sediment and chemicals such as oil and grease, pesticides, heavy metals, and nutrients (e.g., nitrogen and phosphorus) altering the chemical composition of the water itself. These pollutants often become suspended in runoff and are carried to receiving waters, such as lakes, ponds, and streams. Once deposited, these pollutants can enter the food chain through small aquatic life, eventually entering the tissues of fish and humans.
- 2) An increase in the quantity of water delivered to the water body during storms: Increased impervious surfaces interrupt the natural cycle of gradual percolation of water through vegetation and soil. Instead, water is collected from surfaces such as asphalt and concrete and routed to drainage systems where large volumes of runoff quickly flow to the nearest receiving water. The effects of this process include stream bank scouring and downstream flooding, which often lead to a loss of aquatic life and damage to property.

Many studies indicate that through prior planning and design for the minimization of pollutants in post-construction storm water discharges is the most cost-effective approach to storm water quality management. Through the guidelines outlined within the MS4 permit, and embodied by the practices of MCM 5, a comprehensive SWMP can provide a solution.

What Is Required?

Requirements listed below are directly sourced from PART VI.E of the *SPDES General Permit for Stormwater Discharge from MS4s*, GP-0-24-001;

2. Post-Construction SWMP Inventory & Inspection Tracking

- a. The MS4 Operators continuing coverage must:
 - i. Maintain the inventory from previous iterations of this SPDES general permit for post-construction SMPs installed after March 10, 2003; and
 - ii. Develop the inventory for post-construction SMPs installed after March 10, 2003 including post-construction SMPs:
 - a) As they are approved or discovered; or
 - b) After the owner/operator of the construction activity has filed the NOT with the Department (Part VI.D.9.b).
- b. The newly designated MS4 Operators must develop and maintain the inventory for post-construction SMPs installed after March 10, 2003 including post-construction SMPs:
 - i. As they are approved or discovered; or
 - ii. After the owner/operator of the construction activity has filed the NOT with the Department (Part VI.D.9.b).
- c. Annually, the MS4 Operator must update the inventory of post-construction SMPs to include the post-construction SMPs in Part VI.E.2.a. and Part VI.E.2.b.
- d. Within five (5) years of the EDC, the following information must be included in the inventory either by using the MS4 Operator maintenance records or by verification of maintenance records provided by the owner of the post-construction SMP:
 - i. Street address or tax parcel;
 - ii. Type;
 - iii. Receiving waterbody name and class (mapped in accordance with Part IV.D.1.e.ii.a));
 - iv. Receiving waterbody WI/PWL Segment ID (mapped in accordance with Part IV.D.1.e.ii.b));
 - v. Date of installation (if available) or discovery;
 - vi. Ownership;
 - vii. Responsible party for maintenance;

- viii. Contact information for party responsible for maintenance;
 - ix. Location of documentation depicting O&M requirements and legal agreements for post-construction SMP;
 - x. Frequency for inspection of post-construction SMP, as specified in the New York State Department of Environmental Conservation Maintenance Guidance: Stormwater Management Practices, March 31, 2017 (NYS DEC Maintenance Guidance 2017) or as specified in the O&M plan contained in the approved SWPPP (Part VI.D.6.);
 - xi. Reason for installation (e.g., new development, redevelopment, retrofit, flood control), if known;
 - xii. Date of last inspection;
 - xiii. Inspection results; and
 - xiv. Any corrective actions identified and completed.
- e. MS4 Operators must document the inventory of post-construction SMPs in the SWMP Plan.

3. SWPPP Review

For post-construction SMP SWPPP review requirements, see Part VI.D.6.

4. Post-Construction SMP Inspection & Maintenance Program

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

- a. The post-construction SMP inspection and maintenance procedures including:
 - i. Provisions to ensure that each post-construction SMP identified in the post-construction SMP inventory (Part VI.E.2.) is inspected at the frequency specified in the NYS DEC Maintenance Guidance 2017 or as specified in the O&M plan contained in the approved SWPPP (Part VI.D.6.), if available;
 - a) The MS4 Operator can only accept Level 1 inspections (NYS DEC Maintenance Guidance 2017) by private owners inspecting post-construction SMPs.
 - ii. Documentation of post-construction SMP inspections using the Post-Construction SMP Inspection Checklist or an equivalent form containing the same information. The MS4 Operator must include the completed post-construction SMP inspections (i.e., the completed Post-Construction SMP Inspection Checklist) in the SWMP Plan;

- iii. Provisions to initiate follow-up actions (i.e., maintenance, repair, or higher-level inspection) within thirty (30) days of post-construction SMP inspection; and
 - iv. Provisions to initiate enforcement within sixty (60) days of the inspection if follow-up actions are not complete.
 - b. The training provisions for the MS4 Operator's post-construction SMP inspection and maintenance procedures (Part VI.E.4.a.).
 - i. If new staff are added, training on the MS4 Operator's post-construction SMP inspection and maintenance procedures (Part VI.E.4.a.) and procedures outlined in the Department endorsed program must be given prior to conducting any post-construction SMP inspection and maintenance;
 - ii. For existing staff, training on the MS4 Operator's post-construction SMP inspection and maintenance procedures (Part VI.E.4.a.) and procedures outlined in the Department endorsed program must be given prior to conducting any post-construction SMP inspection and maintenance and once every five (5) years, thereafter; and
 - iii. If the post-construction SMP inspection and maintenance procedures (Part VI.E.4.a.) are updated (Part VI.E.4.d.), training on the updates must be given to all staff prior to conducting post-construction SMP inspection and maintenance.
 - c. The names, titles, and contact information for the individuals who have received post-construction SMP inspection and maintenance procedures training and update annually; and
 - d. Annually, by April 1, the MS4 Operator must:
 - i. Review and update the post-construction SMP inspection and maintenance procedures (Part VI.E.4.a.); and
 - ii. Document the completion of this requirement in the SWMP Plan.
-

Implementation

1. POST-CONSTRUCTION SMP INSPECTION & MAINTENANCE PROGRAM

the Town has developed and implemented a post-construction SMP inspection and maintenance program. See Appendix P.

F. MCM 6: Pollution Prevention and Good Housekeeping

MCM 6 establishes that The Town of Fort Edward must develop and implement a pollution prevention and good housekeeping program for municipal facilities and municipal operations to minimize pollutant discharges. This MCM is designed to ensure the MS4 Operator's own activities do not contribute pollutants to surface waters of the State.

Why Is Pollution Prevention/Good Housekeeping Necessary?

The Pollution Prevention/Good Housekeeping for municipal operations minimum control measure is a key element of the small MS4 storm water management program. This measure requires the small MS4 operator to examine and subsequently alter their own actions to help ensure a reduction in the amount and type of pollution that:

1. collects on streets, parking lots, open spaces, and storage and vehicle maintenance areas and is discharged into local waterways; and
2. results from actions such as environmentally damaging land development and flood management practices or poor maintenance of storm sewer systems.

While this measure is meant primarily to improve or protect receiving water quality by altering municipal or facility operations, it also can result in a cost savings for the small MS4 operator, since proper and timely maintenance of storm sewer systems can help avoid repair costs from damage caused by age and neglect.

What Is Required?

Requirements listed below are directly sourced from PART VI.F of the *SPDES General Permit for Stormwater Discharge from MS4s*, GP-0-24-001;

1. Best Management Practices (BMPs) for Municipal Facilities & Operations

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

a. Minimize Exposure

- i) Exposure of materials to rain, snow, snowmelt, and runoff must be minimized, unless not technologically possible or not economically practicable and achievable in light of best industry practices, including areas used for loading and unloading, storage, disposal, cleaning, maintenance, and fueling operations, with the following BMPs:
 - a) Locate materials and activities inside or protect them with storm resistant coverings;
 - b) Use grading, berming, or curbing to prevent runoff of contaminated flows and divert run-on away from these areas;
 - c) Locate materials, equipment, and activities so leaks and spills are contained in existing containment and diversion systems;
 - d) Clean up spills and leaks promptly using dry methods (e.g., absorbents) to prevent the discharge of pollutants;
 - e) Store leaky vehicles and equipment indoors or, if stored outdoors, use drip pans and absorbents;
 - f) Use spill/overflow protection equipment;
 - g) Perform all vehicle and/or equipment cleaning operations indoors, under cover, or in bermed areas that prevent runoff and run-on and also captures any overspray;
 - h) Drain fluids, indoors or under cover, from equipment and vehicles that will be decommissioned, and, for any equipment and vehicles that will remain unused for extended periods of time, inspect at least monthly for leaks; and/or
 - i) Minimize exposure of chemicals by replacing with a less toxic alternative (e.g., use non-hazardous cleaners).
- ii. No Exposure Certification for High Priority Municipal Facilities
 - a) Municipal facilities may qualify for No Exposure Certification (Appendix D) when all activities and materials are completely sheltered from exposure to rain, snow, snowmelt and/or runoff.

- b) High priority municipal facilities (Part VI.F.2.c.i.a)) with uncovered parking areas for vehicles awaiting maintenance may be considered a low priority municipal facility (Part VI.F.2.c.i.c)) if only routine maintenance is performed inside and all other no exposure criteria are met.
- c) Municipal facilities accepting or repairing disabled vehicles and/or vehicles that have been involved in accidents are not eligible for the No Exposure Certification.
- d) Municipal facilities must maintain the No Exposure Certification and document in the SWMP Plan. The No Exposure Certification ceases to apply when activities or materials become exposed.

b. Follow a Preventive Maintenance Program

- i. Implement a preventative maintenance program that includes routine inspection, testing, maintenance, and repair of all fueling areas, vehicles and equipment and systems to prevent leaks, spills and other releases. This includes:
 - a) Performing inspections and preventive maintenance of stormwater drainage, source controls, treatment systems, and plant equipment and systems;
 - b) Maintaining non-structural BMPs (e.g., keep spill response supplies available, personnel appropriately trained, containment measures, covering fuel areas); and
 - c) Ensure vehicle washwater is not discharged to the MS4 or to surface waters of the State. Wash equipment/vehicles in a designated and/or covered area where washwater is collected to be recycled or discharged to the sanitary sewer (Part I.B.2.d.).
 - ii. Routine maintenance must be performed to ensure BMPs are operating properly.
 - iii. When a BMP is not functioning to its designed effectiveness and needs repair or replacement:
 - a) Maintenance must be performed before the next anticipated storm event, or as necessary to maintain the continued effectiveness of stormwater controls. If maintenance prior to the next anticipated storm event is impracticable, maintenance must be scheduled and accomplished as soon as practicable; and
 - b) Interim measures must be taken to prevent or minimize the discharge of pollutants until the final repair or replacement is implemented, including cleaning up any contaminated surfaces so that the material will not be discharged during subsequent storm events.
- c. Spill Prevention and Response Procedures**
- i. Minimize the potential for leaks, spills and other releases that may be exposed to stormwater and develop plans for effective response to such spills if or when they occur. At a minimum, the MS4 Operator must:

- a) Store materials in appropriate containers;
 - b) Label containers (e.g., "Used Oil," "Spent Solvents," "Fertilizers and Pesticides") that could be susceptible to spillage or leakage to encourage proper handling and facilitate rapid response if spills or leaks occur;
 - c) Implement procedures for material storage and handling, including the use of secondary containment and barriers between material storage and traffic areas, or a similarly effective means designed to prevent the discharge of pollutants from these areas;
 - d) Develop procedures for stopping, containing, and cleaning up leaks, spills, and other releases. As appropriate, execute such procedures as soon as possible;
 - e) Keep spill kits on-site, located near areas where spills may occur or where a rapid response can be made;
 - f) Develop procedures for notification of the appropriate facility personnel, emergency response agencies, and regulatory agencies when a leak, spill, or other release occurs. If possible, one of these individuals should be a member of the stormwater pollution prevention team (Part VI.F.2.d.i.a)). Any spills must be reported in accordance with 6 NYCRR 750-2.7; and
 - g) Following any spill or release, the MS4 Operator must evaluate the adequacy of the BMPs identified in the municipal facility specific SWPPP. If the BMPs are inadequate, the SWPPP must be updated to identify new BMPs that will prevent reoccurrence and improve the emergency response to such releases.
- ii. Measures for cleaning up spills or leaks must be consistent with applicable petroleum bulk storage, chemical bulk storage, or hazardous waste management regulations at 6 NYCRR Parts 596-599, 613 and 370-373.
 - iii. This SPDES general permit does not relieve the MS4 Operator of any reporting or other requirements related to spills or other releases of petroleum or hazardous substances. Any spill of a hazardous substance must be reported in accordance with 6 NYCRR 597.4. Any spill of petroleum must be reported in accordance with 6 NYCRR 613.6 or 17 NYCRR 32.3.
- d. Erosion and Sediment Controls**
- i. Stabilize exposed areas and control runoff using structural and/or non-structural controls to minimize onsite erosion and sedimentation.
 - ii. The MS4 Operator must consider:
 - a) Structural and/or non-structural controls found in the NYS E&SC 2016;
 - b) Areas that, due to topography, land disturbance (e.g., construction), or other factors, have potential for significant soil erosion;
 - c) Whether structural, vegetative, and/or stabilization BMPs are needed to limit erosion;

- d) Whether velocity dissipation devices (or equivalent measures) are needed at discharge locations and along the length of any channel to provide a non-erosive flow velocity from the structure to a water course; and
 - e) Address erosion or areas with poor vegetative cover, especially if the erosion is within fifty (50) feet of a surface water of the State.
- e. Manage Vegetated Areas and Open Space on Municipal Property**
- i. Maintain vegetated areas on MS4 Operator owned/operated property and right of ways:
 - a) Specify proper use, storage, and disposal of pesticides, herbicides, and fertilizers including minimizing the use of these products and using only in accordance manufacturer's instruction;
 - b) Use lawn maintenance and landscaping practices that are protective of water quality. Protective practices include: reduced mowing frequencies; proper disposal of lawn clippings; and use of alternative landscaping materials (e.g., drought resistant planting);
 - c) Place pet waste disposal containers and signage concerning the proper collection and disposal of pet waste at all parks and open space where pets are permitted; and
 - d) Address waterfowl congregation areas where needed to reduce waterfowl droppings from entering the MS4.

f. Salt Storage Piles or Pile Containing Salt

Enclose or cover storage piles of salt, or piles containing salt, used for deicing or maintenance of paved surfaces, except during loading, unloading, and handling. Implement appropriate measures (e.g., good housekeeping, routine sweeping, diversions, containment) to minimize exposure resulting from adding to or removing materials from the pile.

g. Waste, Garbage, and Floatable Debris

- i. Keep all dumpster lids closed when not in use. For dumpsters and roll off boxes that do not have lids and could leak, ensure that discharges have a control (e.g., secondary containment, treatment); and
- ii. Keep exposed areas free of waste, garbage, and debris or intercept them before they are discharged:
 - a) Manage trash containers at parks and open space (scheduled cleanings; sufficient number);
 - b) Pick up trash and debris on MS4 Operator owned/operated property and rights of way; and
 - c) Clean out catch basins within the appropriate timeframes (Part VI.F.3.c.iii.).

h. Alternative Implementation Options

When alternative implementation options (Part IV.A.1.) are utilized, require the parties performing municipal operations as contracted services, including but not

limited to street sweeping, snow removal, and lawn/grounds care, to meet permit requirements as the requirements apply to the activity performed.

2. Municipal Facilities

a. **Municipal Facility Program**

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

- i. The municipal facility procedures including:
 - a) The BMPs (Part VI.F.1.) incorporated into the municipal facility program;
 - b) The high priority municipal facility requirements (Part VI.F.2.d.) as applied to the specific municipal facility; and
 - c) The low priority municipal facility requirements (Part VI.F.2.e.) as applied to the specific municipal facility.
- ii. The training provisions for the MS4 Operator's municipal facility procedures (Part VI.F.2.a.i.).
 - a) If new staff are added, training on the MS4 Operator's municipal facility procedures (Part VI.F.2.a.i.) must be given prior to conducting municipal facility procedures;
 - b) For existing staff, training on the MS4 Operator's municipal facility procedures (Part VI.F.2.a.i.) must be given prior to conducting municipal facility procedures and once every five (5) years, thereafter; and
 - c) If the municipal facility procedures (Part VI.F.2.a.i.) are updated (Part VI.F.2.a.iv.), training on the updates must be given to all staff prior to conducting municipal facility procedures.
- iii. The names, titles, and contact information for the individuals who have received municipal facility training and update annually; and
- iv. Annually, by April 1, the MS4 Operator must:
 - a) Review and update the municipal facility procedures (Part VI.F.2.a.i.); and
 - b) Document the completion of this requirement in the SWMP Plan.

b. **Municipal Facility Inventory**

- i. Within two (2) years of the EDC, the MS4 Operator must develop and maintain an inventory of all municipal facilities in the SWMP Plan. The following information must be included in the inventory:
 - a) Name of municipal facility;
 - b) Street address;
 - c) Type of municipal facility;
 - d) Prioritization (high or low) (Part VI.F.2.c.);
 - e) Receiving waterbody name and class (mapped in accordance with Part IV.D.1.e.ii.a));

- f) Receiving waterbody WI/PWL Segment ID (mapped in accordance with Part IV.D.1.e.ii.b));
 - g) Contact information;
 - h) Responsible department;
 - i) Location of SWPPP (if high priority; when completed);
 - j) Type of activities present on site;
 - k) Size of facility (acres);
 - l) Date of last assessment;
 - m) BMPs identified; and
 - n) Projected date of next comprehensive site assessment (Part VI.F.2.d.ii.c) or Part VI.F.2.e.ii.c), depending on the municipal facility prioritization (Part VI.F.2.c.)).
- ii. Annually, the MS4 Operator must update the inventory if new municipal facilities are added.
- c. Municipal Facility Prioritization**
- i. Within three (3) years of the EDC, the MS4 Operator must prioritize all known municipal facilities as follows:
 - a) High priority municipal facilities include municipal facilities that have one or more of the following on site and exposed to stormwater:
 - i) Storage of chemicals, salt, petroleum, pesticides, fertilizers, anti-freeze, lead-acid batteries, tires, waste/debris;
 - ii) Fueling stations; and/or
 - iii) Vehicle or equipment maintenance/repair.
 - b) Low priority municipal facilities include any municipal facilities that do not meet the criteria for a high priority (Part VI.F.2.c.i.a)) municipal facility.
 - c) High priority municipal facilities (Part IV.F.2.c.i.a)) which qualify for a No Exposure Certification (Part VI.F.1.a.ii.) are low priority municipal facilities.
 - ii. Within thirty (30) days of when a municipal facility is added to the inventory, the MS4 Operator must prioritize those municipal facilities; and
 - iii. Annually, after the initial prioritization (Part VI.F.2.c.i.), the MS4 Operator must update the municipal facility prioritization in the inventory (Part VI.F.2.b.i.) based on information gathered as part of the municipal facility program (Part VI.F.2.a.), including cases where a No Exposure Certification (Part VI.F.1.a.ii.) ceases to apply. The completion of this permit requirement must be documented in the SWMP Plan.
- d. High Priority Municipal Facility Requirements**
- i. ***Municipal Facility Specific SWPPP***
 Within five (5) years of the EDC, MS4 Operators must develop and implement a municipal facility specific SWPPP for each high priority municipal facility (Part VI.F.2.c.i.a)) and retain a copy of the municipal facility specific SWPPP on site of the respective municipal facility. The SWPPP must contain:

a) Stormwater Pollution Prevention Team

The municipal facility specific SWPPP must identify the individuals (by name and/or title) and their role/responsibilities in developing, implementing, maintaining, and revising the municipal facility specific SWPPP. The activities and responsibilities of the team must address all aspects of the municipal facility specific SWPPP.

b) General Site Description

A written description of the nature of the activities occurring at the municipal facility with a potential to discharge pollutants, type of pollutants expected, and location of key features as detailed in the site map (Part VI.F.2.d.i.e)).

c) Summary of potential pollutant sources

The municipal facility specific SWPPP must identify each area at the municipal facility where materials or activities are exposed to stormwater or from which authorized non-stormwater discharges (Part I.A.3.) originate, including any potential pollutant sources for which the municipal facility has reporting requirements under the Emergency Planning and Community Right-To-Know Act (EPCRA), Section 313.

i) Materials or activities include: machinery; raw materials; intermediate products; byproducts; final products or waste products; and, material handling activities which includes storage, loading and unloading, transportation or conveyance of any raw material, intermediate product, final product or waste product.

ii) For each separate area identified, the description must include:

(a) Activities - A list of the activities occurring in the area (e.g., material storage, equipment fueling and cleaning);

(b) Pollutants - A list of the associated pollutant(s) for each activity. The pollutant(s) list must include all materials that are exposed to stormwater; and

(c) Potential for presence in stormwater - For each area of the municipal facility that generates stormwater discharges, a prediction of the direction of flow, and the likelihood of the activity to contaminate the stormwater discharge. Factors to consider include the toxicity of chemicals, quantity of chemicals used, produced or discharged, the likelihood of contact with stormwater; and history of leaks or spills of toxic or hazardous pollutants.

d) Spills and Releases

For areas that are exposed to precipitation or that otherwise drain to a stormwater conveyance to be covered under this SPDES general permit, the municipal facility specific SWPPP must include a list of spills or releases³⁴ of petroleum and hazardous substances or other pollutants, including unauthorized non-stormwater discharges, that may adversely affect water

quality that occurred during the last three-year period. The list must be updated when spills or releases occur.

e) Site Map

The municipal facility specific SWPPP must include a site map identifying the following, as applicable:

- i)** Property boundaries and size in acres;
- ii)** Location and extent of significant structures (including materials shelters), and impervious surfaces;
- iii)** Monitoring locations (mapped in accordance with Part IV.D.2.a.i.) with its approximate sewershed. Each monitoring location must be labeled with the monitoring location identification;
- iv)** Location of all post-construction SMPs (mapped in accordance with Part IV.D.2.a.iv.) and MS4 infrastructure (mapped in accordance with Part IV.D.2.b.i.);
- v)** Locations of discharges authorized under other SPDES permits;
- vi)** Locations where potential spills or releases can contribute to pollutants in stormwater discharges and their accompanying drainage points;
- vii)** Locations of haul and access roads;
- viii)** Rail cars and tracks;
- ix)** Arrows showing direction of stormwater flow;
- x)** Location of all receiving waters in the immediate vicinity of the municipal facility, indicating if any of the waters are impaired and, if so, whether the waters have TMDLs established for them (mapped in accordance with Part IV.D.1.e.ii.);
- xi)** Locations where stormwater flows have significant potential to cause erosion;
- xii)** Location and source of run-on from adjacent property containing significant quantities of pollutants and/or volume of concern to the municipal facility; and
- xiii)** Locations of the following areas where such areas are exposed to precipitation or stormwater:
 - (a)** Fueling stations;
 - (b)** Vehicle and equipment maintenance and/or cleaning areas;
 - (c)** Loading/unloading areas;
 - (d)** Locations used for the treatment, storage or disposal of wastes;
 - (e)** Liquid storage tanks;
 - (f)** Processing and storage areas;
 - (g)** Locations where significant materials, fuel or chemicals are stored and transferred;
 - (h)** Locations where vehicles and/or machinery are stored when not in use
 - (i)** Transfer areas for substances in bulk;

- (j) Location and description of non-stormwater discharges (Part I.A.3.);
- (k) Locations where spills³⁵ or leaks have occurred; and
- (l) Locations of all existing structural BMPs.

f) Stormwater Best Management Practices (BMPs)

The municipal facility specific SWPPP must document the location and type of BMPs implemented at the municipal facility (Part VI.F.1.). The municipal facility specific SWPPP must describe how each BMP is being implemented for all the potential pollutant sources.

g) Municipal facility assessments

The municipal facility specific SWPPP must include a schedule for completing and recording results of routine and comprehensive site assessments (Part VI.F.2.d.ii.c)).

ii. *Municipal Facility Assessments*

a) Wet Weather Visual Monitoring

i) Once every five (5) years, the MS4 Operator must conduct wet weather visual monitoring of the monitoring locations (Part VI.C.1.b.) and other sites of stormwater leaving the site that are discharging stormwater from fueling areas, storage areas, vehicle and equipment maintenance/fueling areas, material handling areas and similar potential pollutant generating areas (Part VI.F.2.d.i.e)xiii)).

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

(b) No analytical tests are required to be performed on the samples for the purpose of meeting the visual monitoring requirements.

(c) The visual examination must document observations of color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and any other obvious indicators of stormwater pollution.

(d) The visual examination of the sample must be conducted in a well-lit area.

(e) Where practicable, the same individual should carry out the collection and examination of discharges for the entire permit term for consistency.

(f) The MS4 Operator must document the visual examination using the Visual Monitoring Form (Appendix D) and keep it with the municipal facility specific SWPPP to record:

- (i)** Monitoring location ID;
 - (ii)** Examination date and time;
 - (iii)** Personnel conducting the examination;
 - (iv)** Nature of the discharge (runoff or snowmelt);
 - (v)** Visual quality of the stormwater discharge including observations of color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and other obvious indicators of stormwater pollution; and
 - (vi)** Probable sources of any observed stormwater contamination.
 - (vii)** Corrective and follow up actions - If the visual examination indicates the presence of color, odor, floating solids, settled solids, suspended solids, foam, oil sheen, or other indicators of stormwater pollution, the MS4 Operator must, at minimum, complete and document the following actions:
 - (1)** Evaluate the facility for potential sources;
 - (2)** Remedy the problems identified;
 - (3)** Revise the municipal facility specific SWPPP; and
 - (4)** Perform an additional visual inspection during the first qualifying storm event following implementation of the corrective action. If the first qualifying storm event does not occur until the next visual monitoring period, this follow up action may be used as the next visual inspection.
- b)** The monitoring locations inspection and sampling program must be implemented at the municipal facility (Part VI.C.1.e.).
- c)** Comprehensive Site Assessments
- i)** Once every five (5) years following the most recent assessment, the MS4 Operator must complete a comprehensive site assessment for each high priority municipal facility as identified in the inventory (Part VI.F.2.b.) using the Municipal Facility Assessment Form (Appendix D) or an equivalent form containing the same information, and document in the municipal facility specific SWPPP and SWMP Plan that:
 - (a)** The municipal facility is in compliance with the terms and conditions of this SPDES general permit;
 - (b)** Deficiencies were identified and all reasonable steps will be taken to minimize any discharge in violation of the permit, which has a reasonable likelihood of adversely affecting human health or the environment;
 - (i)** Within twenty-four (24) hours, the MS4 Operator must prepare a schedule that includes corrective actions and

specific interim milestones to be implemented until the corrective action is implemented; or

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

e. *Low Priority Municipal Facility Requirements*

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

ii. Municipal Facility Assessments

a) Low priority municipal facilities are not required to conduct wet weather visual monitoring.

b) The monitoring locations inspection and sampling program must be implemented at the municipal facility (Part VI.C.1.e.).

c) Comprehensive Site Assessments

i) Once every five (5) years following the most recent assessment, the MS4 Operator must complete a comprehensive site assessment for each low priority municipal facility as identified in the inventory (Part VI.F.2.b.) using the Municipal Facility Assessment Form (Appendix D) or an equivalent form containing the same information, and document in the SWMP Plan that:

(a) The municipal facility is in compliance with the terms and conditions of this SPDES general permit;

(b) Deficiencies were identified and all reasonable steps will be taken to minimize any discharge in violation of the permit, which has a reasonable likelihood of adversely affecting human health or the environment;

(i) Within twenty-four (24) hours, the MS4 Operator must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is implemented; or

(c) Deficiencies were identified and all reasonable steps will be taken to minimize any discharge in violation of the permit, which does not have a reasonable likelihood of adversely affecting human health or the environment;

(i) Within seven (7) days, the MS4 Operator must prepare a schedule that includes corrective actions and specific interim

milestones to be implemented until the corrective action is implemented.

3. Municipal Operations & Maintenance

a. Municipal Operations Program

Municipal operations are: street and bridge maintenance; winter road maintenance; MS4 maintenance; open space maintenance; solid waste management; new construction and land disturbances; right-of-way maintenance; marine operations; or hydrologic habitat modification.

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

- i.** The municipal operations procedures including:
 - a)** The BMPs (Part VI.F.1.) incorporated into the municipal operations program;
 - b)** The municipal operations corrective actions requirements (Part VI.F.3.b.);
 - c)** Catch basin inspection and maintenance requirements (Part VI.F.3.c.);
 - d)** Roads, bridges, parking lots, and right of way maintenance requirements (Part VI.F.3.d.); and
 - e)** All other municipal operations maintenance requirements.
 - ii.** The training provisions for the MS4 Operator's municipal operations procedures (Part VI.F.3.a.i.).
 - a)** If new staff are added, training on the MS4 Operator's municipal operations procedures (Part VI.F.3.a.i.) must be given prior to conducting municipal operations procedures;
 - b)** For existing staff, training on the MS4 Operator's municipal operations procedures (Part VI.F.3.a.i.) must be given prior to conducting municipal operations procedures and once every five (5) years, thereafter; and
 - c)** If the municipal operations procedures (Part VI.F.3.a.i.) are updated (Part VI.F.3.a.iv.), training on the updates must be given to all staff prior to conducting municipal operations procedures.
 - iii.** The names, titles, and contact information for the individuals who have received municipal operations training and update annually; and
 - iv.** Annually, by April 1, the MS4 Operator must:
 - a)** Review and update the municipal operations procedures (Part VI.F.3.a.i.); and
 - b)** Document the completion of this requirement in the SWMP Plan.
- b. Municipal Operations Corrective Actions**
- i.** For municipal operations, MS4 Operators must either:
 - a)** Ensure compliance with the terms and conditions of this SPDES general permit; or

- b) Implement corrective actions according to the following schedule and, after implementation, ensure the operations are in compliance with the terms and conditions of this SPDES general permit:
 - i) Within twenty-four (24) hours of discovery for situations that have a reasonable likelihood of adversely affecting human health or the environment;
 - ii) Initiated within seven (7) days of inspection and completed within thirty (30) days of inspection for situations that do not have a reasonable likelihood of adversely affecting human health or the environment; and
 - iii) For corrective actions that require special funding or construction that will take longer than thirty (30) days to complete, a schedule must be prepared that specifies interim milestones that will ensure compliance in the shortest reasonable time.

c. Catch Basin Inspection and Maintenance

Within three (3) years of the EDC, the MS4 Operator must:

- i. Identify when catch basin inspection is needed with consideration for:
 - a) Areas with construction activities (mapped in accordance with Part IV.D.2.a.iii.);
 - b) Residential, commercial, and industrial areas (mapped in accordance with Part IV.D.1.d.iii.);
 - c) Recurring or history of issues; or
 - d) Confirmed citizen complaints on three or more separate occasions in the last twelve (12) months.
- ii. Inventory catch basin inspection information including:
 - a) Date of inspection;
 - b) Approximate level of trash, sediment, and/or debris captured at time of clean-out (no trash, sediment, and/or debris, <50% of the depth of the sump, >50% of the depth of the sump);
 - c) Depth of structure;
 - d) Depth of sump; and
 - e) Date of clean out, if applicable (Part VI.F.3.c.iii.).
- iii. Based on inspection results, clean out catch basins within the following timeframes:
 - a) Within six (6) months after the catch basin inspection, catch basins which had trash, sediment, and/or debris exceeding 50% of the depth of the sump as a result of a catch basin inspection must be cleaned out;
 - b) Within one (1) year after the catch basin inspection, catch basins which had trash, sediment, and/or debris at less than 50% of the depth of the sump as a result of a catch basin inspection must be cleaned out; and
 - c) MS4 Operators are not required to clean out catch basins if the catch basins are operating properly and:
 - i) There is no trash, sediment, and/or debris in the catch basin; or

- ii) The sump depth of the catch basin is less than or equal to two (2) feet.
- iv. Properly manage (handling and disposal) materials removed from catch basins during clean out so that:
 - a) Water removed during the catch basin cleaning process will not reenter the MS4 or surface waters of the State;
 - b) Material removed from catch basins is disposed of in accordance with any applicable environmental laws and regulations; and
 - c) Material removed during the catch basin cleaning process will not reenter the MS4 or surface waters of the State.
- v. Determine if there are signs/evidence of illicit discharges and procedures for referral/follow-up if illicit discharges are encountered.

d. Roads, Bridges, Parking Lots, & Right of Way Maintenance

i. Sweeping

The MS4 operator must develop and implement procedures for sweeping and/or cleaning municipal streets, bridges, parking lots, and right of ways owned/operated by the MS4 Operator. The procedures and completion of permit requirements must be documented in the SWMP Plan specifying:

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

ii. Maintenance

Within five (5) years of the EDC, in addition to the BMPs (Part VI.F.1.), the MS4 Operator must implement the following provisions:

- a) Pave, mark, and seal in dry conditions;
- b) Stage road operations and maintenance activity (e.g., patching, potholes) to reduce the potential discharge of pollutants to the MS4 or surface waters of the State;

- c) Restrict the use of herbicides/pesticide application to roadside vegetation; and
- d) Contain pollutants associated with bridge maintenance activities (e.g., paint chips, dust, cleaning products, other debris).

iii. *Winter Road Maintenance*

Within five (5) years of the EDC, in addition to the BMPs (Part VI.F.1.), the MS4 Operator must implement the following provisions:

- a) Routinely calibrate equipment to control salt/sand application rates; and
 - b) Ensure that routine snow disposal activities comply with the Division of Water Technical and Operation Guidance Series 5.1.11, Snow Disposal.
-

Implementation

1. *BMPs FOR MUNICIPAL FACILITIES & OPERATIONS*

The Town will incorporate best management practices (BMPs) into the municipal facility program and municipal operations program by January 2027.

2. *MUNICIPAL FACILITY PROGRAM*

The Town will develop and implement a municipal facility program by January 2027.

3. *MUNICIPAL FACILITY INVENTORY*

The Town will develop and maintain an inventory of all municipal facilities by January 2026.

4. *MUNICIPAL FACILITY PRIORITIZATION*

The Town will prioritize all known municipal facilities by January 2027.

5. *MUNICIPAL FACILITY ASSESSMENTS*

The Town will develop and maintain an inventory of all municipal facilities by January 2026.

6. *COMPREHENSIVE SITE ASSESSMENTS*

The Town will complete comprehensive site assessment forms for both high priority and low priority municipal facilities once every five (5) years following the Municipal Facility Prioritization (January 2027).

7. *MUNICIPAL OPERATIONS PROGRAM*

The Town will develop and implement a municipal operations program by January 2027.

8. *ROADS, BRIDGES, PARKING LOTS, & RIGHT OF WAY MAINTENANCE*

The Town has developed a procedure for sweeping and cleaning municipal streets, bridges, parking lots, and right of ways owned and operated by the Town. The Town sweeps all roads twice per year in the Spring and Fall.

Appendices:

Appendix A: eNOI and Acknowledgement Letter

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Water, Bureau of Water Permits
625 Broadway, Albany, New York 12233-3505
P: (518) 402-8111 | F: (518) 402-9029
www.dec.ny.gov

3/1/2024

Re: Acknowledgement of Notice of Intent for Coverage under SPDES General Permit for Municipal Separate Storm Sewer Systems (GP-0-24-001)

Dear Town of Fort Edward,

This is to acknowledge that the New York State Department of Environmental Conservation (DEC) received a complete electronic Notice of Intent (eNOI) for the MS4 Operator:

Town of Fort Edward

Pursuant to 6 NYCRR 750-1.21(d) and Part II of the SPDES MS4 GP, GP-0-24-001, Town of Fort Edward is authorized to discharge stormwater under the terms and conditions of the SPDES MS4 GP, GP-0-24-001, starting on the effective date of **01/03/2024**. Town of Fort Edward must comply with all requirements contained in the MS4 GP, GP-0-24-001.

The following SPDES ID No. should be included in all correspondences with the DEC:

SPDES ID No: NYR20A428

Should you have any questions regarding any aspect of the requirements in the MS4 GP, GP-0-24-001, please contact MS4GP@dec.ny.gov or (518) 402-8111.

Sincerely,



Meredith Streeter, P.E.
Chief, Central Section
Bureau of Water Permit

MS4 Notice of Intent

version 1.0

(Submission #: HQ1-C2P8-13D09, version 1)

Details

Submitted 2/14/2024 (330 days ago) by Andrew Bailey
Alternate Identifier NYR20A428
Submission ID HQ1-C2P8-13D09
Status Deemed Complete

Form Input

MS4 Operator Information

Is this NOI for an MS4 Operator continuing coverage?
 Yes

Permit ID #:
 NYR20A428

MS4 Operator Type
 Traditional land use control

Traditional Land Use Control

Traditional land use control MS4 Operator requirements are found in Part VI of the MS4 General Permit.

Municipality Name or Legal Entity Name
 Town of Fort Edward

Legal Municipal/Entity Mailing address
 1 Culver Street
 Fort Edward, NY 12828
 Washington

Ranking Official

Official Title	First and Last Name	Phone	Email
Other: Highway Superintendent	Brian Brockway	5187475501	fehd2701@yahoo.com

NOI Preparer

NOI Preparer Title	First and Last Name	Phone	Email
Other: Town Designated Stormwater Management Officer	Kathryn Serra	5187867400	k.serra@ctmale.com

NAICS Codes

Federal, State or Local Government - 924110
 Military Bases - 928110
 Highway, road or other thoroughfare system - 237310
 Large Hospitals - 622110
 Public Colleges and Universities - 611310
 Correctional Institutions - 922140
[NAICS Code Lookup](#)

NAICS Code
 924110

Is the MS4 Operator working with other MS4 Operators to implement the Stormwater Management Program?
 Yes

Does the MS4 Operator have any facilities that need to obtain MSGP coverage under MSGP permit?
 No

MS4 Location Information

MS4 Facility Name
Town of Fort Edward MS4

On the map below, place the pin at the center of the MS4 Operator. This can be either the geographic center or the population center.

Central point of the MS4 Operator
43.2680781,-73.5853356

Waterbody Information (1 of 5)

If the MS4 Operator discharges to multiple waterbodies, all waterbodies must be listed. Use the 'Duplicate Waterbody Information' or 'Add New Waterbody Information' buttons to add as many waterbodies as necessary.

To find the names of waterbodies, including any impaired waterbodies, use the DEC's Stormwater Interactive Map. Under the Permit Related Layers check the box for the Impaired Waterbodies for MS4GP and the box for Waterbody Inventory/Priority Waterbodies List.
[Stormwater Interactive Map](#)

Waterbody name and segment receiving MS4 Operator discharges
Minor Tribs to Upper Hudson - 1101-0085

Is this waterbody segment listed in Appendix C (List of Impaired Waters) of the MS4 General Permit?
No

Is this waterbody segment listed in Table 3 (Approved TMDL Watersheds with MS4 Contribution) of the MS4 General Permit?
No

Waterbody Information (2 of 5)

If the MS4 Operator discharges to multiple waterbodies, all waterbodies must be listed. Use the 'Duplicate Waterbody Information' or 'Add New Waterbody Information' buttons to add as many waterbodies as necessary.

To find the names of waterbodies, including any impaired waterbodies, use the DEC's Stormwater Interactive Map. Under the Permit Related Layers check the box for the Impaired Waterbodies for MS4GP and the box for Waterbody Inventory/Priority Waterbodies List.
[Stormwater Interactive Map](#)

Waterbody name and segment receiving MS4 Operator discharges
Champlain Canal - 1101-0086

Is this waterbody segment listed in Appendix C (List of Impaired Waters) of the MS4 General Permit?
No

Is this waterbody segment listed in Table 3 (Approved TMDL Watersheds with MS4 Contribution) of the MS4 General Permit?
No

Waterbody Information (3 of 5)

If the MS4 Operator discharges to multiple waterbodies, all waterbodies must be listed. Use the 'Duplicate Waterbody Information' or 'Add New Waterbody Information' buttons to add as many waterbodies as necessary.

To find the names of waterbodies, including any impaired waterbodies, use the DEC's Stormwater Interactive Map. Under the Permit Related Layers check the box for the Impaired Waterbodies for MS4GP and the box for Waterbody Inventory/Priority Waterbodies List.
[Stormwater Interactive Map](#)

Waterbody name and segment receiving MS4 Operator discharges
Upper Hudson, Main Stem - 1101-0044

Is this waterbody segment listed in Appendix C (List of Impaired Waters) of the MS4 General Permit?
No

Is this waterbody segment listed in Table 3 (Approved TMDL Watersheds with MS4 Contribution) of the MS4 General Permit?
No

Waterbody Information (4 of 5)

If the MS4 Operator discharges to multiple waterbodies, all waterbodies must be listed. Use the 'Duplicate Waterbody Information' or 'Add New Waterbody Information' buttons to add as many waterbodies as necessary.

To find the names of waterbodies, including any impaired waterbodies, use the DEC's Stormwater Interactive Map. Under the Permit Related Layers check the box for the Impaired Waterbodies for MS4GP and the box for Waterbody Inventory/Priority Waterbodies List.
[Stormwater Interactive Map](#)

Waterbody name and segment receiving MS4 Operator discharges

Moses Kill and tribs - 1101-0077

Is this waterbody segment listed in Appendix C (List of Impaired Waters) of the MS4 General Permit?

No

Is this waterbody segment listed in Table 3 (Approved TMDL Watersheds with MS4 Contribution) of the MS4 General Permit?

No

Waterbody Information (5 of 5)

If the MS4 Operator discharges to multiple waterbodies, all waterbodies must be listed. Use the 'Duplicate Waterbody Information' or 'Add New Waterbody Information' buttons to add as many waterbodies as necessary.

To find the names of waterbodies, including any impaired waterbodies, use the DEC's Stormwater Interactive Map. Under the Permit Related Layers check the box for the Impaired Waterbodies for MS4GP and the box for Waterbody Inventory/Priority Waterbodies List. [Stormwater Interactive Map](#)

Waterbody name and segment receiving MS4 Operator discharges

Minor Tribs to Upper Hudson - 1101-0076

Is this waterbody segment listed in Appendix C (List of Impaired Waters) of the MS4 General Permit?

No

Is this waterbody segment listed in Table 3 (Approved TMDL Watersheds with MS4 Contribution) of the MS4 General Permit?

No

CERTIFICATION

The MS4 Operator has read and understands the SPDES MS4 General Permit, GP-0-24-001, as it pertains to permit requirements as well as the timeframes for compliance set forth in the permit.

Yes

I am the ranking elected official or Principal Executive Officer for the MS4 Operator and will be signing the form electronically.

Yes

As the Ranking Elected Official or Principal Executive Officer, please download the certification form from the link below. Complete and sign the certification. Then upload the certification form to this NOI.

This certification form must be signed and uploaded every time the NOI is submitted.

[Certification Form](#)

Attach completed certification form.

[2024 MS4 Signature Page.pdf - 02/14/2024 09:57 AM](#)

Comment

NONE PROVIDED

Attachments

Date	Attachment Name	Context	User
3/1/2024 10:07 AM	MS4 eNOI Acknowledgement.pdf	Generated Document	Audra Beach
2/14/2024 9:57 AM	2024 MS4 Signature Page.pdf	Attachment	Andrew Bailey

Status History

	User	Processing Status
2/12/2024 4:57:10 PM	Andrew Bailey	Draft
2/14/2024 9:58:54 AM	Andrew Bailey	Submitting
2/14/2024 9:59:01 AM	Andrew Bailey	Submitted
3/1/2024 10:07:47 AM	Audra Beach	Deemed Complete

Audit

Event	Event Description	Event By	Event Date
MS4 eNOI Acknowledgement	The MS4 eNOI Acknowledgement document has been generated and is available for download.	Audra Beach	3/1/2024 10:07 AM

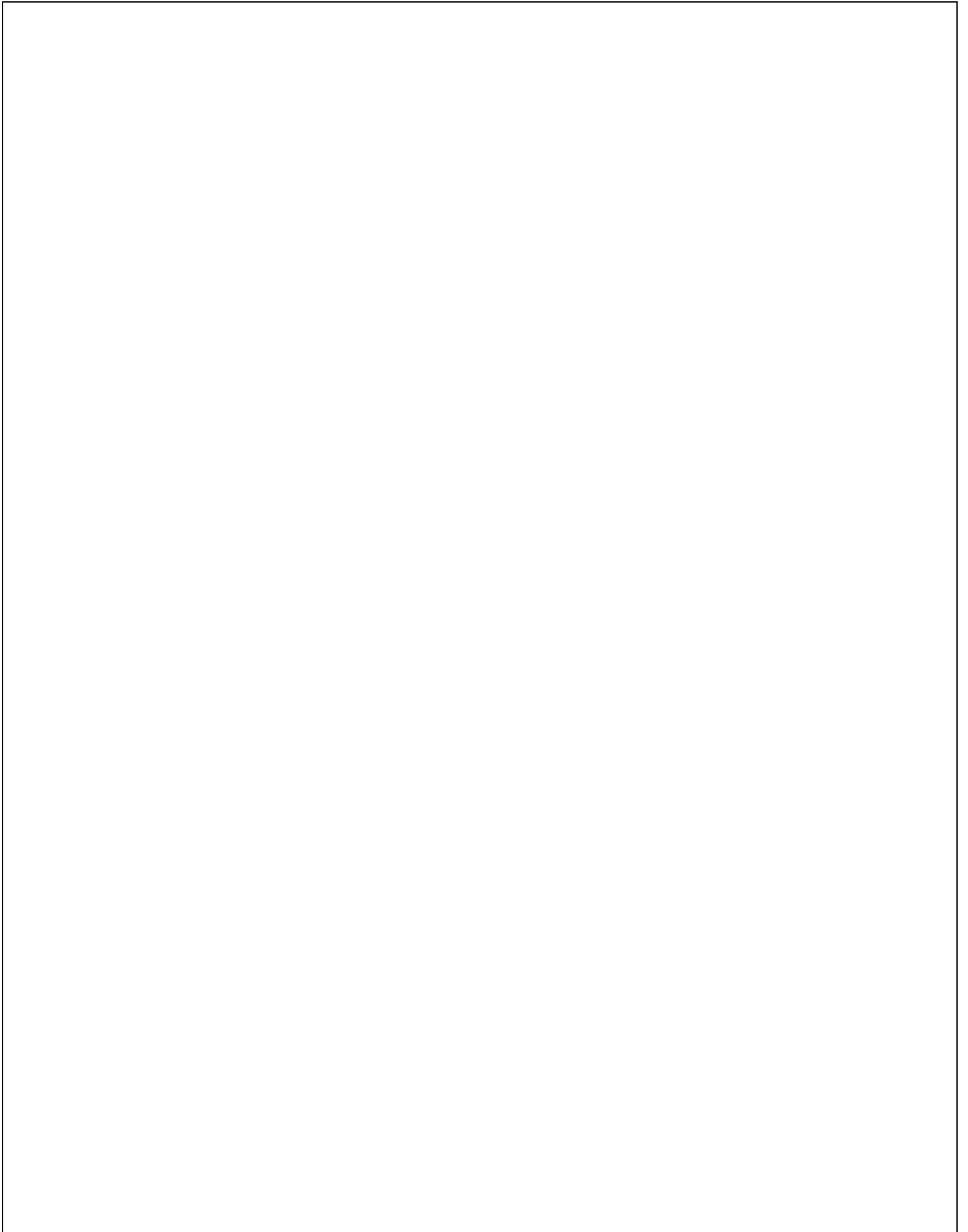
Processing Steps

Step Name	Assigned To/Completed By	Date Completed
Form Submitted	Andrew Bailey	2/14/2024 9:59:01 AM

Appendix B: Corrective Actions for Discharge Compliance

Corrective Actions for Discharge Compliance

Date:	
Project Name:	
Address:	
Report By:	
Explanation:	



Appendix C: Agreements with Assisting Entities

AGREEMENT

This Agreement effective the 1st day of September, 2024, by and between the **Town of Fort Edward**, a municipal corporation organized under the laws of the state of New York, party of the first part, mailing address: 118 Broadway, Fort Edward, NY 12828 (hereinafter referred to as "Town"), and **C.T. Male Associates Engineering, Surveying, Architecture, Landscape Architecture & Geology, D.P.C.** with its corporate headquarters located at 50 Century Hill Drive, Latham, New York 12110, and mailing address for purposes of this contract at 79 Warren Street, Suite 2C, Glens Falls, New York 12801 (hereinafter collectively referred to as "C.T. Male.")

WITNESSETH

WHEREAS, C. T. Male is experienced in the handling municipal engineering projects and representing municipalities as engineers in a variety of different facets; and

WHEREAS, the Town desires to utilize the services of C.T. Male as the Town Engineer on an "as needed" basis requested by the Town Supervisor, Town Board and authorized Town Officials; and

WHEREAS, the Town desires to utilize C.T. Male to work with Town of Fort Edward Officials on a per-project and "as needed" basis as determined by the Town of Fort Edward to aid the Town to organize local community development priorities and identify applicable funding sources and assist with application preparation, implementation, and administration activities to secure funding and assure compliance with applicable federal and state regulations after grant award;

WHEREAS, C.T. Male desires to contract with the Town to represent the Town for engineering purposes and grant purposes on an "as needed" basis described above; and

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements contained herein, C.T. Male and the Town do hereby agree as follows:

1. **TERM OF AGREEMENT**: The term of this agreement shall be from September 1, 2024 through September 1, 2025.

2. **SCOPE OF SERVICES**: C.T. Male shall represent and advise the Town Board, Town Planning Board and Town Zoning Board of Appeals, in engineering matters as necessary and requested by the Town. C.T. Male shall be available to attend meetings as requested by the Town Supervisor, Planning Board Chairman or Zoning Board of Appeals Chairman. It is anticipated that C.T. Male will be asked to attend meetings of the Town Planning Board, Town Zoning Board of Appeals, and the Town Board as necessary. C.T. Male shall also be available

for consultation by telephone, electronic communication and U.S. mail, as well as conferences with Town officials, as needed and requested.

3. FEES FOR ENGINEERING SERVICES: C.T. Male will bill the Town for engineering services by submitting monthly vouchers to the Town of Fort Edward Town Clerk at an hourly rate for services and expenses as defined in the Schedule of Representative Charge Rates attached hereto and made part hereof as **Exhibit A**, and as updated. Fees will be paid to C.T. Male on a monthly basis as billed over the course of the year and for the term of this agreement. Payment shall be due within 30 days of invoicing.

4. TOWN'S RIGHT TO TERMINATE: The Town shall have the right to cease performing (except for payment for past services rendered) or terminate the contract if:

[a] C.T. Male fails or refuses to comply with applicable laws or ordinances; or

[b] C.T. Male is guilty of a substantial violation of any provision of this contract;

[c] In any event, the Town, without prejudice to any other rights or remedy it may have, may by seven (7) days written notice to C.T. Male, terminate this Agreement, the services of C.T. Male and the Town right to proceed hereunder.

5. C.T. MALE'S RIGHT TO TERMINATE: C.T. Male shall have the right to cease performing or terminate the contract if the Town is guilty of a substantial violation of any provisions of this Contract.

6. ASSIGNMENT: In accordance with the provisions of Section 109 of the General Municipal Law, C.T. Male is hereby prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement, or of its right, title or interest in this Agreement, or its power to execute this agreement, to any other person or corporation without the previous consent in writing of the Town.

7. ALL INCLUSIVE: Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to have been inserted herein. If any such provision is not inserted through mistake or otherwise, then up on the application of either party, this Contract shall be physically amended forthwith to make such insertion. In particular, C.T. Male shall, among other things, fully comply with:

[a] Labor Law Section 220-e and Executive Law Sections 291-299 and the Civil Rights Law relating to prohibition against discrimination and equal opportunity.

[b] Affirmative action as required by Labor Law.

8. MEDIATION: C.T. Male and the Town agree to resolve all claims, disputes or controversies, or in relation to the interpretation, application or enforcement of this agreement through mediation. The parties further agree that the Town will require, as a condition for participation in the project and their agreement to perform labor or services, that all contractors, subcontractors, subcontractors and material-persons, whose portion of the work amounts to five thousand dollars (\$5,000) or more, and their insurers and sureties, shall agree to this procedure.

9. AUTHORIZATIONS: The Town Supervisor has executed this Agreement. Timothy Fisher, Supervisor of the Town, whose signature appears hereafter, is duly authorized and empowered to execute this instrument and enter into such an agreement on behalf of the Town. The undersigned representative who is executing this agreement on behalf of C.T. Male represents that it is his/her signature which appears hereafter and that he is duly authorized and empowered to execute this instrument and enter into such an agreement. This instrument shall be executed in duplicate. At least one copy shall be permanently filed, after execution thereof, in the office of the Town Clerk.

10. NOTICES: Any and all notices and payments required hereunder shall be addressed as follows, or to such other address as may hereafter be designated as follows, or to such other address as may hereafter be designated in writing by either party hereto:

To: Town of Fort Edward c/o Town Clerk
118 Broadway
Fort Edward, NY 12828

To: C.T. Male Associates
Engineering, Surveying, Architecture,
Landscape Architecture & Geology, D.P.C.
50 Century Hill Drive
Latham, New York 12110

11. WAIVER: No waiver of any breach of any condition of the Agreement shall be binding unless in writing and signed by the party waiving said breach. No such waiver shall in any way affect any other term or condition of this Agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall include the same.

12. AMENDMENTS: This Agreement constitutes the complete understanding of the parties. No amendment of any provisions thereof shall be valid unless in writing and signed by both parties.

13. GOVERNING LAW: This Agreement is governed by the laws of the state of New York.

14. INDEPENDENT CONTRACTOR: C.T. Male is not an employee of the Town of Fort Edward. It is hereby mutually covenanted and agreed that the relation of C.T. Male to the services to be performed by him under this Contract shall be that of an independent contractor. As an independent contractor, he will be responsible for all damage, loss or injury to persons or property that may arise in or be incurred during the conduct and progress of said services, whether or not C.T. Male, his agents, or employees have been negligent. C.T. Male shall hold and keep the Town free and discharged of and from any and all responsibility and liability of any sort or kind. C.T. Male shall assume all responsibility for risks or casualties of every description, for loss or injury to persons or property arising out of the nature of the services, from the action of the elements, or from any unforeseen or unusual difficulty. C.T. Male shall assume all blame, loss and responsibility of any nature by reason of neglect or violation of any federal, state, county or local laws, regulations or ordinances.

15. INDEMNIFICATION: C.T. Male agrees to indemnify and save the Town, its officers, agents and employees, harmless from any and all liability imposed on the Town, its officers, agents and/or employees to the extent caused by the negligence of C.T. Male.

16. COMPLIANCE WITH LAWS: C.T. Male warrants and represents that it and its employees will comply with all applicable laws, rules, regulations, etc. of the Town of Fort Edward, the State of New York, and the Federal Government.

17. INSURANCE: C.T. Male shall maintain commercial general liability and professional liability insurance in the amount of at least \$500,000.00 per occurrence and \$1,000,000 general aggregate naming Town as an additional insured. C.T. Male agrees to provide Town with proof of coverage on request.

18. COUNTERPARTS: This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

19. RISK ALLOCATION: The Town agrees that C.T. Male's liability for damages to the Town for any cause whatsoever in connection with this project, and regardless of the form of action, whether in contract or in tort, including negligence, shall be limited to the greater of \$100,000, or C.T. Male's total fee for services rendered on the project.

IN WITNESS WHEREOF, the Town of Fort Edward has caused its corporate seal to be affixed hereto and these presents to be signed by Timothy Fisher, its Supervisor, duly authorized to do so, and to be attested to by Aimee Mahoney, Clerk of the Town of Fort Edward, and Chris Koenig, Project Manager, of C.T. Male Associates have signed this agreement the day and year below written.

TOWN OF FORT EDWARD

C.T. MALE ASSOCIATES ENGINEERING,
SURVEYING, ARCHITECTURE,
LANDSCAPE ARCHITECTURE &
GEOLOGY, D.P.C.

By: Timothy Fisher
Timothy Fisher, Supervisor

By: Chris Koenig
Chris Koenig
Project Manager

Dated: 9/16, 2024

Dated: 9/16, 2024

Attest

By: Aimee Ives
Aimee Mahoney, Town Clerk
Ives

Dated: 9/16, 2024

Appendix D: City of Schenectady Organizational Structure

SMO	
Brian Brockway	
fefd2701@yahoo.com	
518-796-5467	

Key	
SMO	Stormwater Management Officer
TB	Town Board
CEO	Code Enforcement Officer
DPW	Dept of Public Works
TC	Town Clerk
TA	Town Attorney
CTM	Consultant

Consultant	
C.T. Male Associates	
Kathryn Serra, P.E.	
k.serra@ctmale.com	
518-786-7651	

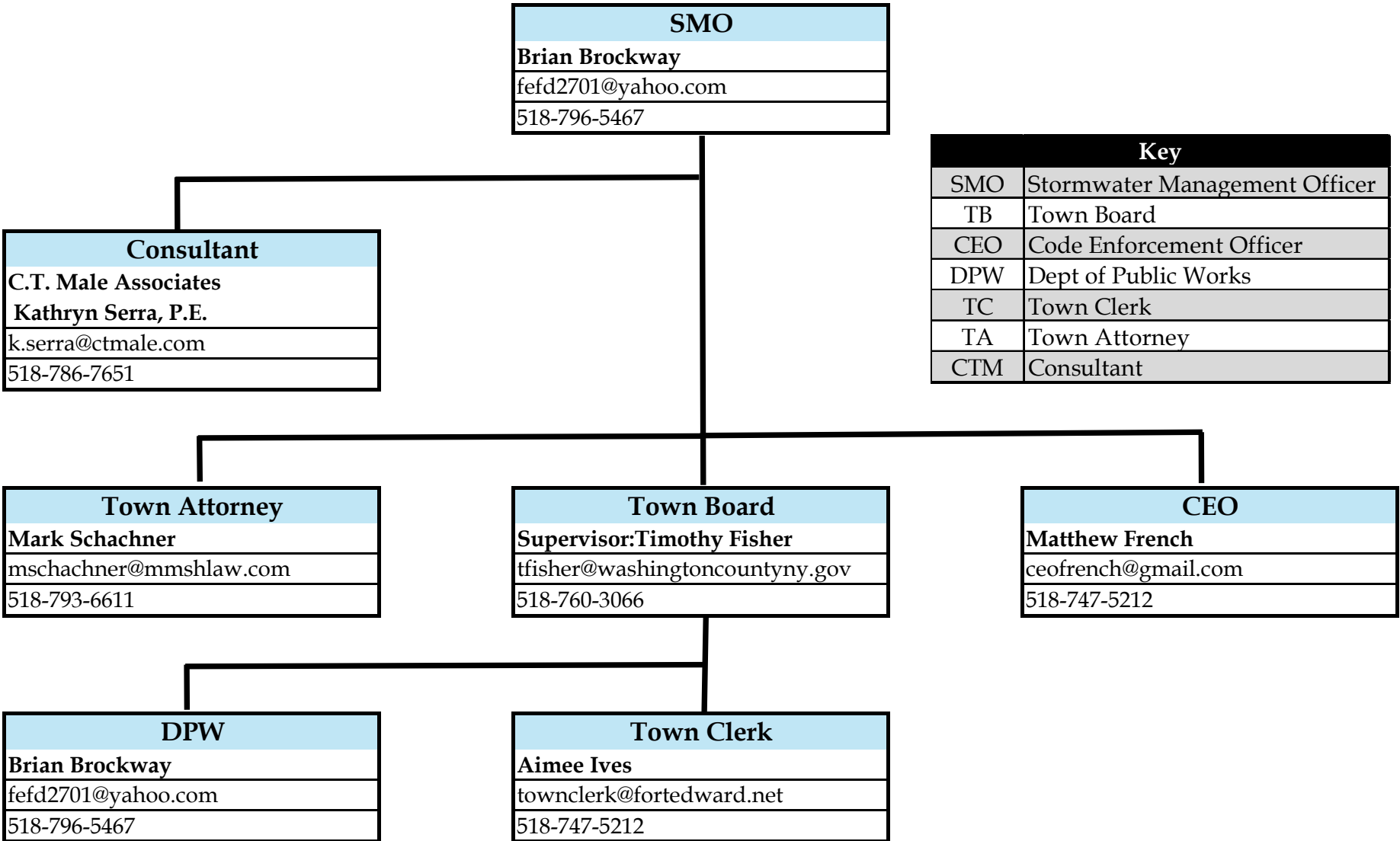
Town Attorney	
Mark Schachner	
mschachner@mshlaw.com	
518-793-6611	

Town Board	
Supervisor: Timothy Fisher	
tfisher@washingtoncountyny.gov	
518-760-3066	

CEO	
Matthew French	
ceofrench@gmail.com	
518-747-5212	

DPW	
Brian Brockway	
fefd2701@yahoo.com	
518-796-5467	

Town Clerk	
Aimee Ives	
townclerk@fortedward.net	
518-747-5212	



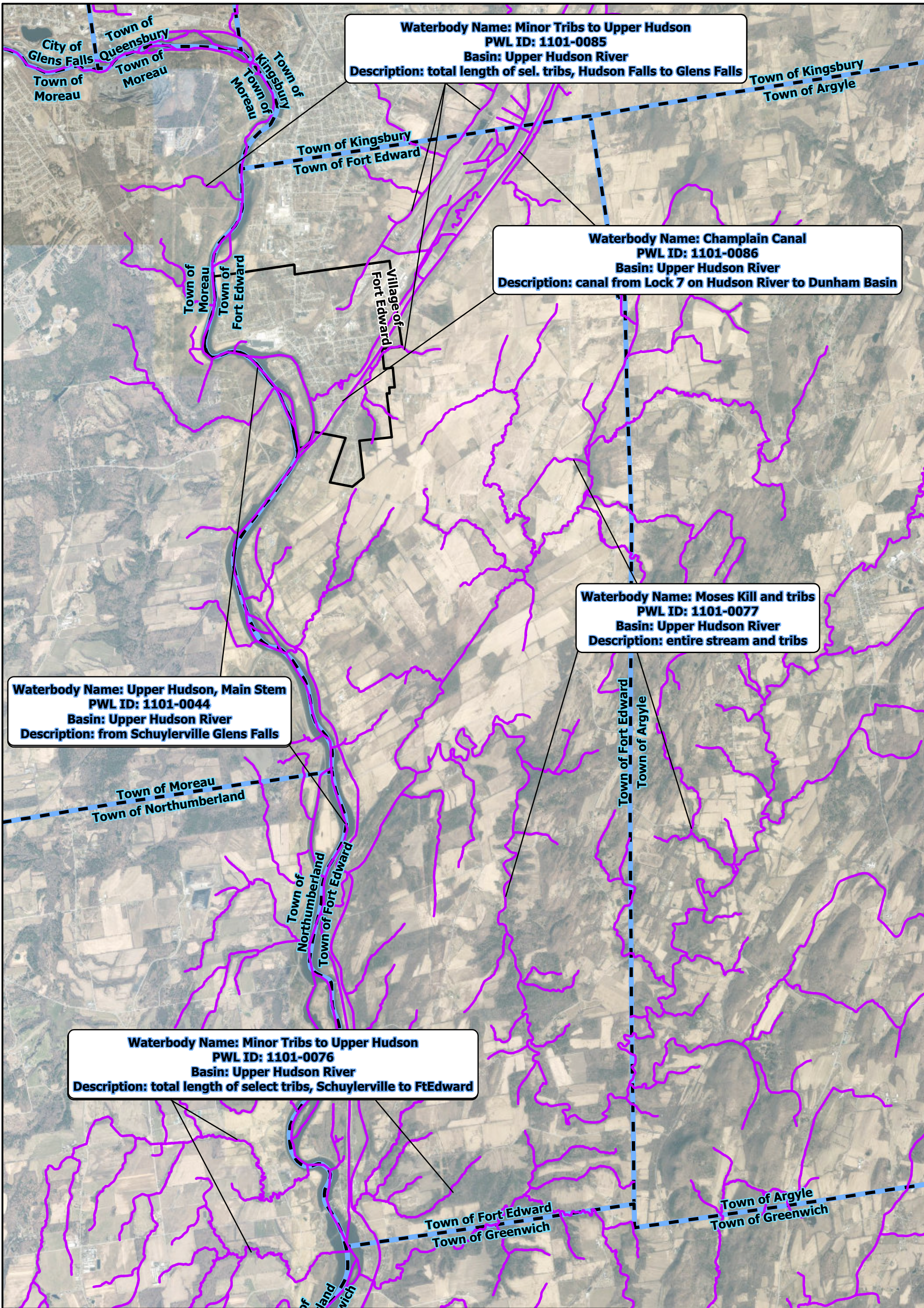
SPDES Section	SWMP Plan Component	Responsible Party
III	Discharge Compliance with Water Quality Standards	SMO
IV.A	Staffing Plan/Organizational Chart	SMO
IV.B	Availability of SWMP Plan	SMO,TC
IV.D	Comprehensive Mapping System	CTM
IV.E	Legal Authority	TA
IV.F	Enforcement Measures & Tracking	CEO, SMO,CTM
V.A, V.B	Recordkeeping, SWMP Plan Reporting	TC,TB,CTM
V.C	SWMP Evaluation	CTM,SMO
VI.A	MCM 1: Public Education & Outreach	
1	Focus Areas	TC,SMO
2	Target Audiences	TC,SMO
3	Education and Outreach Topics	TC,SMO
4	Illicit Discharge Education	TC,SMO

SPDES Section	SWMP Plan Component	Responsible Party
VI.B	MCM 2: Public Participation and Involvement	
		TC,TB,SMO
VI.C	MCM 3: Illicit Discharge Detection and Elimination	
1	Public Reporting of Illicit Discharges	SMO
2	Outfall Monitoring & Inventory, Prioritization	CTM,SMO
3	Outfall Inspections & Sampling Program	CTM,SMO
4	Illicit Discharge Track Down Program	CTM,SMO
VI.D	MCM 4: Construction Site Runoff Control	
1	Public Reporting of Construction Site Complaints	SMO
2	Construction Oversight Program	CTM,TB,SMO
3	Construction Inventory, Inspection, & Site Prioritization	CTM,SMO
4	SWPPP Review	CTM
5	Pre-Construction Meeting	CTM,SMO
6	Construction Site Inspections	CTM
7	Construction Site Close-out	CTM,SMO

SPDES Section	SWMP Plan Component	Responsible Party
VI.E	MCM 5: Post-Construction Runoff Control	
		CTM,SMO
VI.F	MCM 6: Pollution Prevention and Good Housekeeping	
1	BMPs For Municipal Facilities & Operations	DPW,SMO
2	Municipal Facility Program	DPW,SMO
3	Municipal Facility Inventory	CTM,SMO
4	Municipal Facility Prioritization	CTM,SMO
5	Municipal Facility Assessments	DPW,CTM,SMO
6	Comprehensive Site Assessments	CTM,SMO
7	Municipal Operations Program	DPW,CTM,SMO
8	Roads, Bridges, Parking Lots, & Right Of Way Maintenance	DPW

Key	
SMO	Stormwater Management Officer
TB	Town Board
CEO	Code Enforcement Officer
DPW	Dept of Public Works
TC	Town Clerk
TA	Town Attorney
CTM	Consultant

Appendix E: Comprehensive Mapping



Waterbody Name: Minor Tribs to Upper Hudson
PWL ID: 1101-0085
Basin: Upper Hudson River
Description: total length of sel. tribs, Hudson Falls to Glens Falls

Waterbody Name: Champlain Canal
PWL ID: 1101-0086
Basin: Upper Hudson River
Description: canal from Lock 7 on Hudson River to Dunham Basin

Waterbody Name: Moses Kill and tribs
PWL ID: 1101-0077
Basin: Upper Hudson River
Description: entire stream and tribs

Waterbody Name: Upper Hudson, Main Stem
PWL ID: 1101-0044
Basin: Upper Hudson River
Description: from Schuylerville Glens Falls

Waterbody Name: Minor Tribs to Upper Hudson
PWL ID: 1101-0076
Basin: Upper Hudson River
Description: total length of select tribs, Schuylerville to FtEdward

MS4 Priority Waterbody Features Map

Town of Fort Edward Add County & State



Map Note: The locations and features depicted on this map are approximate and do not represent a field survey.

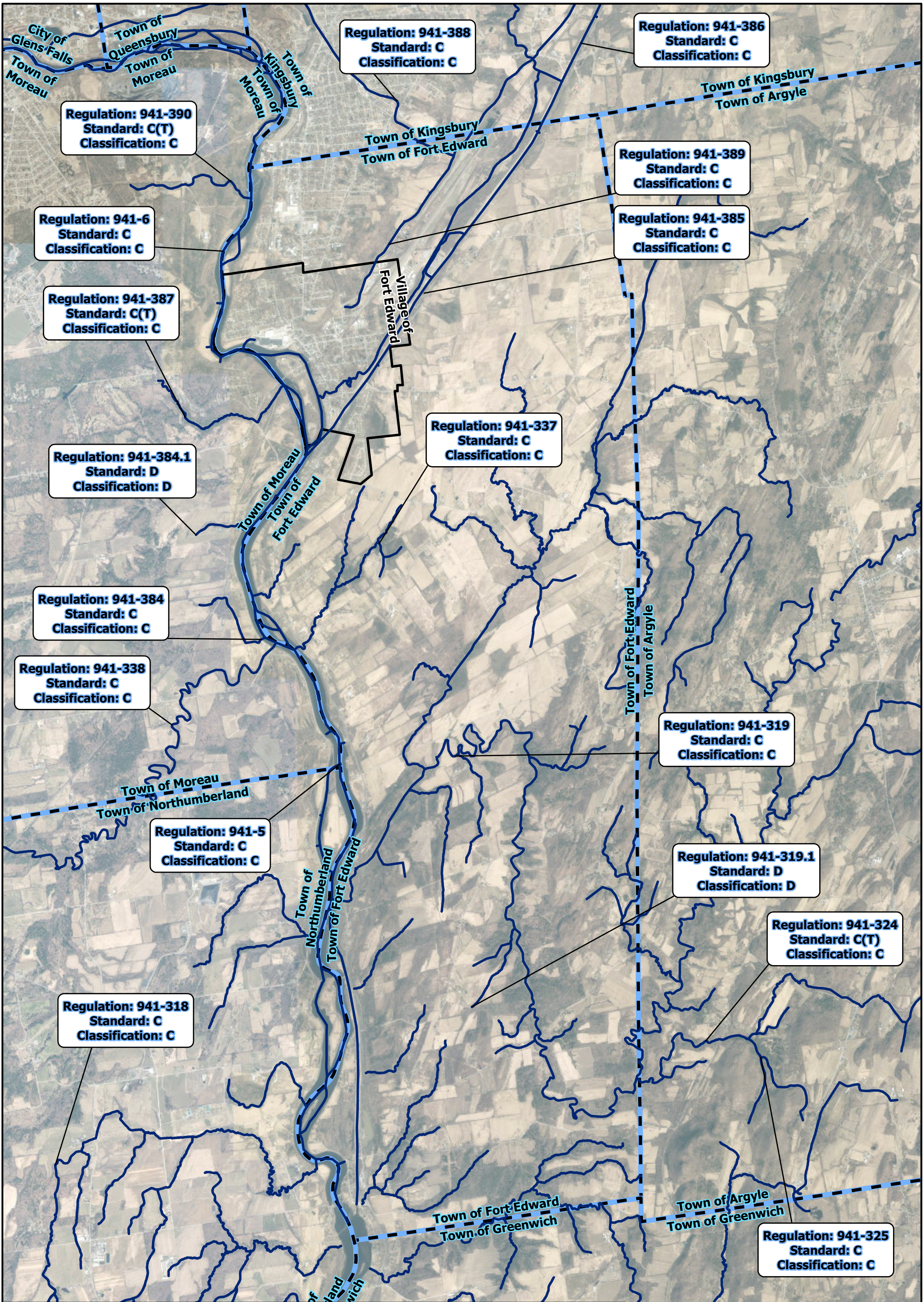
- Legend**
- Priority Waterbody List
 - Streams
 - Village Boundary
 - Cities Towns

Project Number: 14.4052
 Data Source: NYSGIS Clearinghouse
 Projection: State Plane NAD83 NYE (Feet)
 Date: January 8, 2025
 File: FortEdward_MS4_WaterBody_Maps.aprx
 GIS: D Landreville

C.T. MALE ASSOCIATES

Engineering, Surveying, Architecture, Landscape Architecture & Geology, D.P.C.
 50 CENTURY HILL DRIVE, LATHAM, NY 12110
 518.786.7400 * FAX 518.786.7299





Regulation: 941-390
Standard: C(T)
Classification: C

Regulation: 941-388
Standard: C
Classification: C

Regulation: 941-386
Standard: C
Classification: C

Regulation: 941-6
Standard: C
Classification: C

Regulation: 941-389
Standard: C
Classification: C

Regulation: 941-385
Standard: C
Classification: C

Regulation: 941-387
Standard: C(T)
Classification: C

Regulation: 941-337
Standard: C
Classification: C

Regulation: 941-384.1
Standard: D
Classification: D

Regulation: 941-384
Standard: C
Classification: C

Regulation: 941-338
Standard: C
Classification: C

Regulation: 941-319
Standard: C
Classification: C

Regulation: 941-5
Standard: C
Classification: C

Regulation: 941-5
Standard: C
Classification: C

Regulation: 941-319.1
Standard: D
Classification: D

Regulation: 941-318
Standard: C
Classification: C

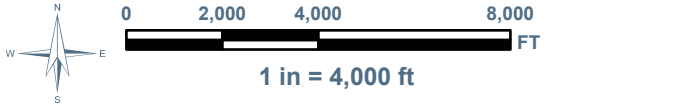
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Standard: C(T)
Classification: C

Regulation: 941-325
Standard: C
Classification: C

Regulation: 941-314
Standard: C
Classification: C

MS4 Water Quality Classifications Features Map

Town of Fort Edward Add County & State

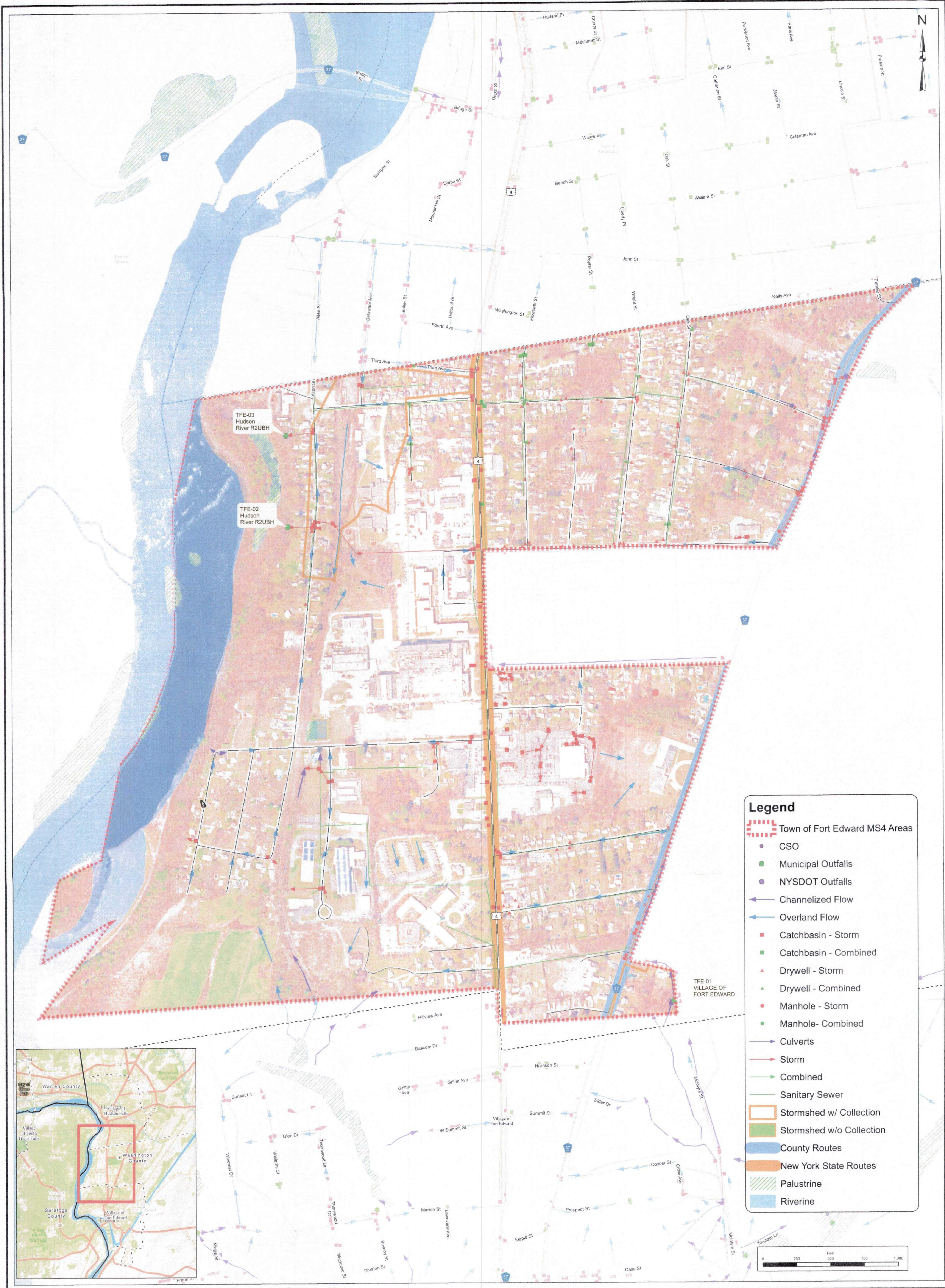


Map Note: The locations and features depicted on this map are approximate and do not represent a field survey.

- Legend**
- Water Quality Classifications (Line)
 - Village Boundary
 - Cities Towns

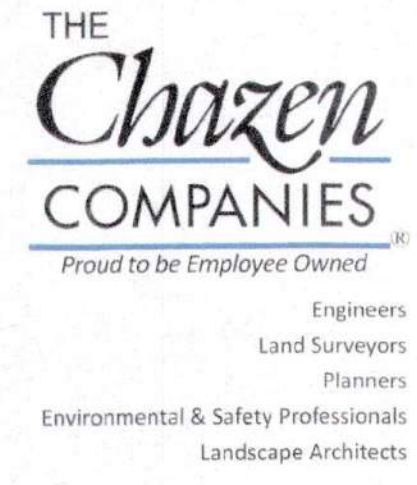
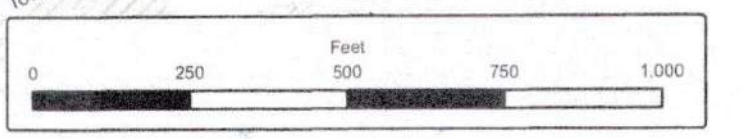
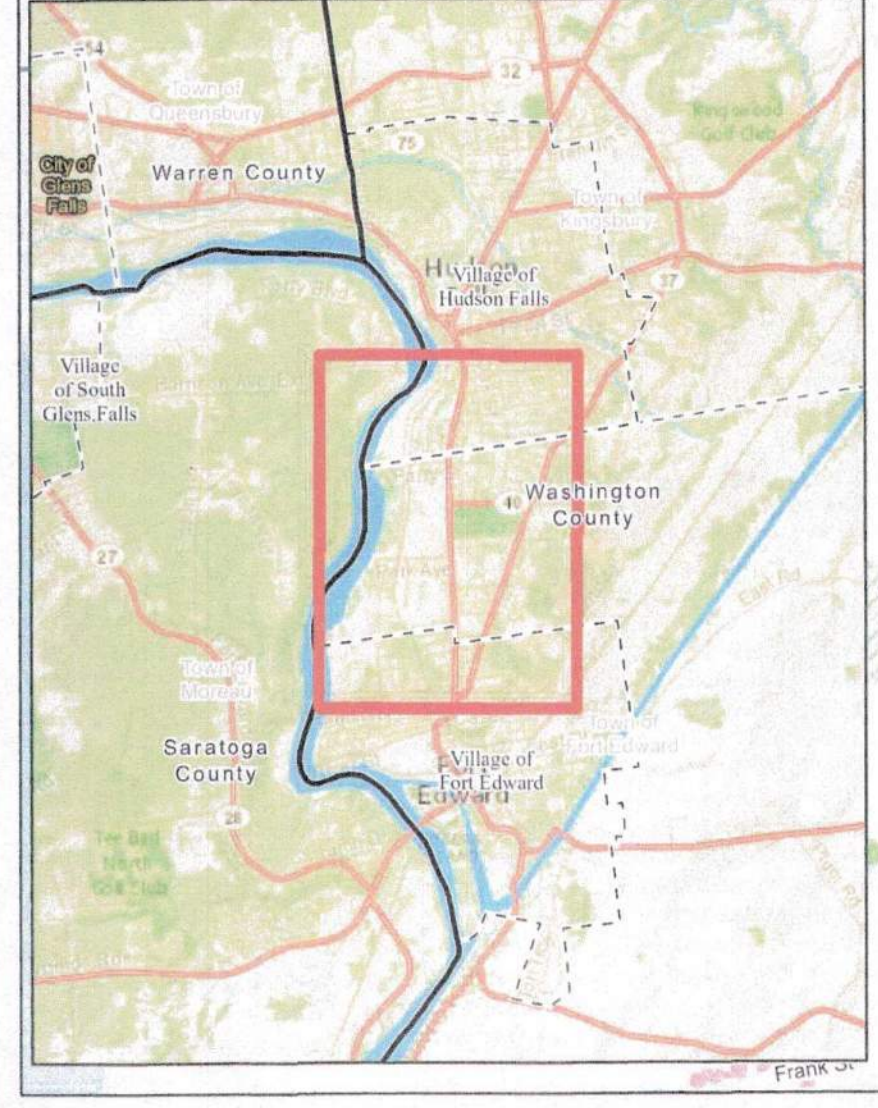
Project Number: 14.4052
 Data Source: NYSGIS Clearinghouse
 Projection: State Plane NAD83 NYE (Feet)
 Date: January 8, 2025
 File: FortEdward_MS4_WaterBody_Maps.aprx
 GIS: D Landreville

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 50 CENTURY HILL DRIVE, LATHAM, NY 12110
 518.786.7400 • FAX 518.786.7299



Legend

- Town of Fort Edward MS4 Areas
- CSO
- Municipal Outfalls
- NYSDOT Outfalls
- Channelized Flow
- Overland Flow
- Catchbasin - Storm
- Catchbasin - Combined
- ▲ Drywell - Storm
- ▲ Drywell - Combined
- Manhole - Storm
- Manhole - Combined
- Culverts
- Storm
- Combined
- Sanitary Sewer
- Stormshed w/ Collection
- Stormshed w/o Collection
- County Routes
- New York State Routes
- Palustrine
- Riverine



CHAZEN ENGINEERING, LAND SURVEYING & LANDSCAPE ARCHITECTURE CO., D.P.C.

Dutchess County Office: 21 Fox Street, Poughkeepsie, NY, 12601, Phone: (845) 454-3980
 Capital District Office: 4 British American Blvd, Latham, NY, 12110, Phone: (518) 273-0055
 North Country Office: 20 Elm Street, Glens Falls, NY, 12801, Phone: (518) 812-0513

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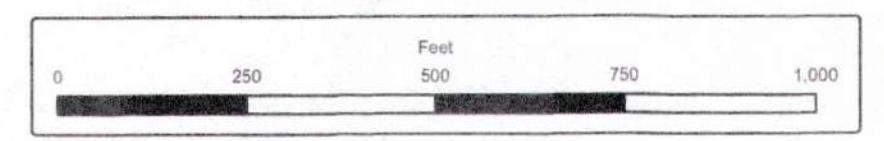
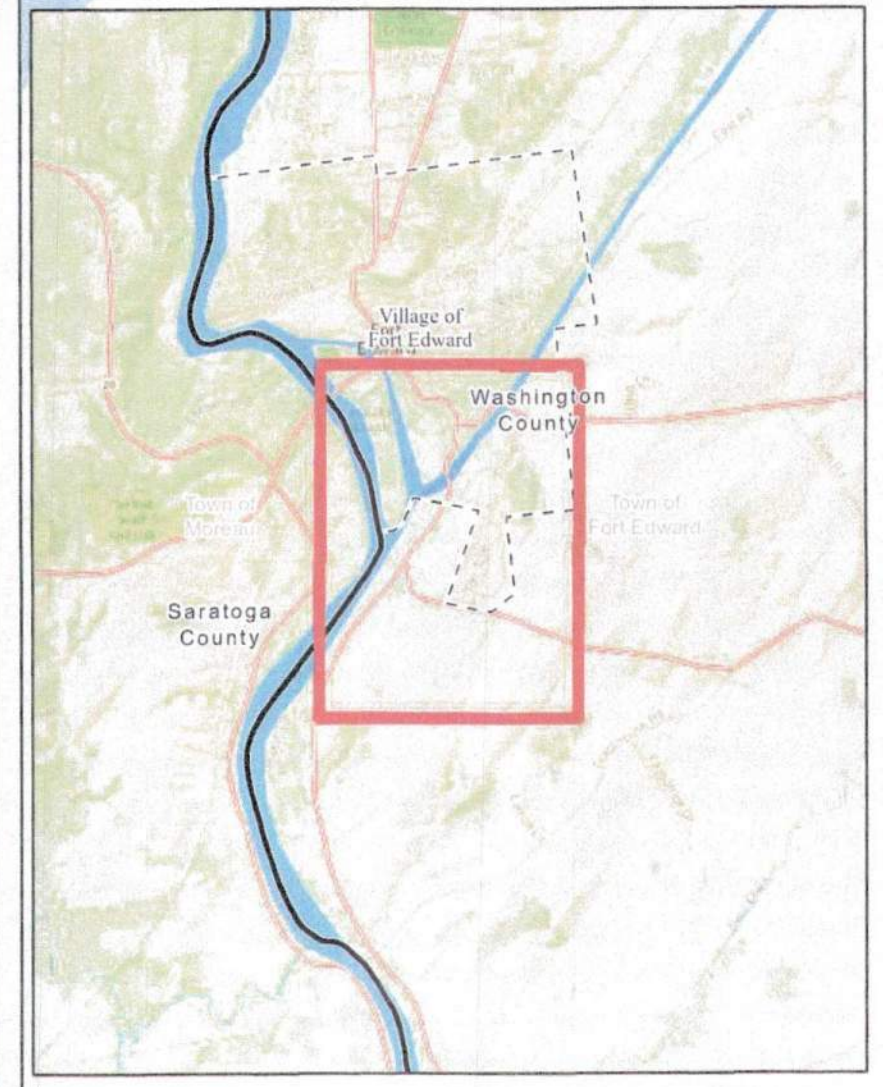
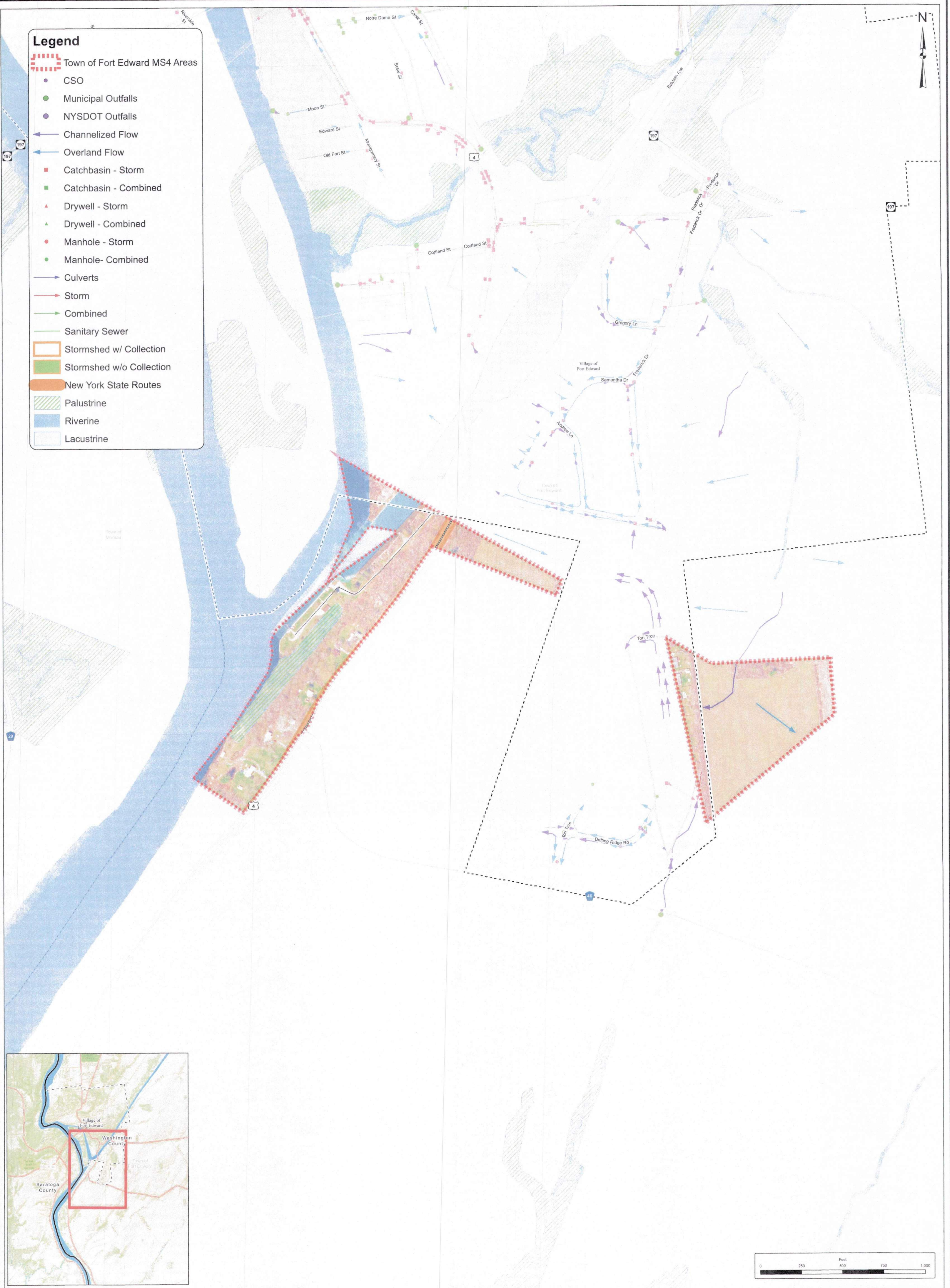
Washington County MS4 Mapping

Town of Fort Edward MS4 Features (North)

Drawn:	EJG
Date:	1/25/2022
Scale:	1 inch = 300 feet
Project:	92018.00
Figure:	TFE.6.S

Legend

-  Town of Fort Edward MS4 Areas
-  CSO
-  Municipal Outfalls
-  NYSDOT Outfalls
-  Channelized Flow
-  Overland Flow
-  Catchbasin - Storm
-  Catchbasin - Combined
-  Drywell - Storm
-  Drywell - Combined
-  Manhole - Storm
-  Manhole - Combined
-  Culverts
-  Storm
-  Combined
-  Sanitary Sewer
-  Stormshed w/ Collection
-  Stormshed w/o Collection
-  New York State Routes
-  Palustrine
-  Riverine
-  Lacustrine



THE Chazen COMPANIES
 Proud to be Employee Owned
 Engineers
 Land Surveyors
 Planners
 Environmental & Safety Professionals
 Landscape Architects

CHAZEN ENGINEERING, LAND SURVEYING & LANDSCAPE ARCHITECTURE CO., D.P.C.

Dutchess County Office:
 21 Fox Street
 Poughkeepsie, NY. 12601
 Phone: (845) 454-3980

Capital District Office:
 4 British American Blvd
 Latham, NY. 12110
 Phone: (518) 273-0055

North Country Office:
 20 Elm Street
 Glens Falls, NY. 12801
 Phone: (518) 812-0513

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Washington County MS4 Mapping

Town of Fort Edward MS4 Features (South)

Drawn:	EJG
Date:	1/25/2022
Scale:	1 inch = 250 feet
Project:	92018.00
Figure:	TFE.6.S

Appendix F: Enforcement Response Plan

Enforcement Response Plan

MS4: Town of Fort Edward – NYR20A428

This document will serve as the ERP per the requirements of:

NYSDEC SPDES GP-0-24-001

Effective Date of Coverage (EDC) = February 2024

Legal Authority:

Local Law: Chapter 56, Section 10 -

Stormwater Management and Erosion and Sediment Control

(<https://ecode360.com/6180183#6180340>)

Adopted June 12th ,2006, established by Local Law No. 4-2006 by the Town Board of the Town of Fort Edward is hereby equivalent to the NYSDEC Sample Local Law for Stormwater Management and Erosion and Sediment Control

Local Law: Chapter 57, Article I -

Storm Sewers: Discharges, Activities and Connections

(<https://ecode360.com/6180355#6180355>)

Adopted December 10th ,2007, established by Local Law No. 2-2007, by the Town Board of the Town of Fort Edward is hereby equivalent to the NYS Model IDDE Law.

NYSDEC SPDES (GP-0-24-001): Part IV. F.1: Enforcement Response Plan (pg. 19)

Within six (6) months, the *MS4 Operator* must *develop* and implement an enforcement response plan (ERP) which clearly describes the action(s) to be taken for violations that the *MS4 Operator* has enacted for **illicit discharge** (Part VI.C. or Part VII.C, depending on the *MS4 Operator* type), **construction** (Part VI.D. or Part VII.D, depending on the *MS4 Operator* type), and **post-construction** (Part VI.E. or Part VII.E, depending on the *MS4 Operator* type). The ERP must be documented in the *SWMP Plan*. The ERP must set forth a protocol to address repeat and continuing violations through progressively stricter responses (i.e., escalation of enforcement) as needed to achieve compliance with the terms and conditions of this *SPDES* general permit.

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

Implementation

- Verbal Warnings: If a water quality violation exists or evidence thereof, this will be escalated to a written notice. If no water quality violation potential, verbal warning is first step. Escalation to written is discretionary based on history of compliance of site and contractor.
- Written Notices*: Based on water quality violations.
- Citations and associated fines: See Town code below.
- Stop Work Orders: Issued based on the compliance history, severity of the violation and in accordance with Town code below.
- Withholding of plan approvals or other authorizations affecting the ability to *discharge* to the MS4 when applicable.
- Additional measures, supported in local legal authorities, such as collecting against the project's bond or directly billing the responsible party to pay for work and materials to correct violations.
- Escalation to NYSDEC based on water quality violation or severity of the non-compliance.

* Efforts to obtain a voluntary correction of deficiencies through informal enforcement, such as verbal warnings or written notices, must not exceed sixty (60) days in duration (from the time of the City's initial determination until a return to compliance).

Section 56-10 Enforcement of Town of Fort Edward Code:

56-10. Enforcement; penalties for offenses.

- A. Notice of violation. When the Stormwater Management Officer determines that a land development activity is not being carried out in accordance with the requirements of this chapter, it may issue a written notice of violation to the landowner. The notice of violation shall contain:
- (1) The name and address of the landowner, developer or applicant;
 - (2) The address, when available, or a description of the building, structure or land upon which the violation is occurring;
 - (3) A statement specifying the nature of the violation;
 - (4) A description of the remedial measures necessary to bring the land development activity into compliance with this chapter and a time schedule for the completion of such remedial action;
 - (5) A statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed;
 - (6) A statement that the determination of violation may be appealed to the municipality by filing a written notice of appeal within 15 days of service of notice of violation.
- B. Stop-work orders. The Town may issue a stop-work order for violations of this chapter. Persons receiving a stop-work order shall be required to halt all land development activities, except those activities that address the violations leading to the stop-work order. The stopwork order shall be in effect until the Town confirms that the land development activity is in compliance and the violation has been satisfactorily addressed. Failure to address a stopwork order in a timely manner may result in civil, criminal, or monetary penalties in accordance with the enforcement measures authorized in this chapter.
- C. Violations. Any land development activity that is commenced or is conducted contrary to this chapter, may be restrained by injunction or otherwise abated in a manner provided by law.
- D. Penalties. In addition to or as an alternative to any penalty provided herein or by law, any person who violates the provisions of this chapter shall be guilty of a violation punishable by a fine not exceeding \$350 or imprisonment for a period not to exceed six months, or both, for conviction of a first offense; for conviction of a second offense, both of which were committed within a period of five years, punishable by a fine not less than \$350 nor more than \$700 or imprisonment for a period not to exceed six months, or both; and upon conviction for a third or

subsequent offense, all of which were committed within a period of five years, punishable by a fine not less than \$700 nor more than \$1,000 or imprisonment for a period not to exceed six months, or both. However, for the purposes of conferring jurisdiction upon courts and judicial officers generally, violations of this chapter shall be deemed misdemeanors, and for such purpose only all provisions of law relating to misdemeanors shall apply to such violations, Each week's continued violation shall constitute a separate additional violation.

- E. Withholding of certificate of occupancy. If any building or land development activity is installed or conducted in violation of this chapter, the Stormwater Management Officer may prevent the occupancy of said building or land.
- F. Restoration of lands. Any violator may be required to restore land to its undisturbed condition. In the event that restoration is not undertaken within a reasonable time after notice, the Town may take necessary corrective action, the cost of which shall become a lien upon the property until paid.

Appendix G: Legal Enforcement Case Documentation

Appendix H: SWMP Evaluations

Town of Fort Edward

SWMP Evaluation Form

Part I:

Part II:

Part III:

Part IV:

Part V:

Stormwater Pollution Prevention Facility Self Audit

Review each question and check the appropriate box to determine if your facility is incorporating stormwater pollution prevention in daily operations. This checklist may be used to identify opportunities for improvement in pollution prevention as well as to document practices that the facility uses to prevent stormwater pollution.

Facility Operation

	Yes	No	Not Applicable	Can't Determine
Are vehicles parked indoors or under a roof when not in use?				
Are operations such as vehicle washing, vehicle maintenance, draining of fluids, storage of fluids and waste performed under a roof or inside?				
Are vehicles washed regularly to remove contamination and prevent it from polluting stormwater?				
Is wash water treated in an oil-water separator prior to discharge?				
Is process water diverted to a trench drain system to collect contaminated run-off inside work areas?				
Is process water from the trench drain system treated in an oil-water separator prior to discharge?				
Are solids cleaned out of the oil-water separator and trench drain system regularly?				
When working outdoors, is contaminated process water and sediment collected to prevent it from mingling with and contaminating stormwater?				
Are drains inside the facility connected to a sanitary sewer?				

Fluids Management

	Yes	No	Not Applicable	Can't Determine
Are fluids in tanks or drums stored with an appropriate amount of secondary containment?				
Are drum-top pads used for leaks and spills that occur during transfer of fluids?				
Are fluids drained over a drip pan or pad?				
Are funnels or pumps used when transferring fluids?				
Are drip pans placed under leaks?				
Are containers maintained in good condition, closed, covered and away from equipment that can cause them to tip over?				
Are containers stored inside or under a roof?				
Are containers inspected regularly?				
Are all containers labeled in a manner that describes the contents adequately?				
Are absorbent pads used on drum tops to catch spills?				
Is a closed-loop parts washer system used (contains solvent)?				
Is the parts-washer lid kept closed when not in use?				
Is a contract in place with a parts washer service company to change out spent solvent?				
Has the possibility of using an aqueous-based parts washer been explored?				
Are fluids stored in appropriate containers and/or storage cabinets?				

	Yes	No	Not Applicable	Can't Determine
Are storage areas kept clean and well organized?				
Are storage areas labeled clearly?				

Leak and Spill Prevention and Control

	Yes	No	Not Applicable	Can't Determine
Are vehicles inspected daily for leaks?				
Is spill control equipment and absorbents readily available?				
Are emergency phone numbers posted in the area?				
Are material safety data sheets (MSDS's) readily available?				
Are spills cleaned up immediately?				
Are employees trained annually on spill prevention?				

Oil Management

	Yes	No	Not Applicable	Can't Determine
Is oil changed indoors over concrete, sloped to a drain or curbed surface?				
Is oil changed over a drip pan or pad?				
Are funnels or pumps used when transferring oil?				

	Yes	No	Not Applicable	Can't Determine
Are drip pans placed immediately under any oil leak?				
Is waste oil stored indoors when possible and with secondary containment?				
Are waste oil containers in good condition, closed, labeled and inspected regularly?				
Is anything else mixed with waste oil?				
Is waste oil recycled?				

Antifreeze

	Yes	No	Not Applicable	Can't Determine
Is antifreeze changed indoors over concrete that is sloped to drain or curbed surface?				
Is antifreeze drained over a drip pan or pad?				
Are funnels or pumps used when transferring antifreeze?				
Are drip pans placed immediately under any leak?				
Is waste antifreeze stored indoors when possible with secondary containment?				
Are containers kept in good condition, closed, labeled and inspected regularly?				
Is antifreeze mixed with any other wastes?				
Is waste antifreeze recycled?				

Lead-Acid Batteries

	Yes	No	Not Applicable	Can't Determine
Are lead-acid batteries stored indoors over a curbed impermeable surface?				
Are intact batteries stored on an acid resistant rack or tub?				
Are cracked or leaking batteries stored in closed leak-proof and labeled containers?				
Is the date each battery was placed into storage recorded?				
Are batteries stacked more than 5 high?				
Are batteries inspected regularly for leaks?				
Are acid neutralizing agents, such as baking soda, available in case of leaks?				
Are batteries recycled?				
Are batteries stored longer than 6 months before recycling?				
Are lead cable ends left on the batteries to be recycled?				

Tires

	Yes	No	Not Applicable	Can't Determine
Are tires stored indoors?				
If tires are stored outdoors, is the tire pile covered?				
Are tires recycled frequently to keep the number of tires stored on site low?				

Fueling Areas

	Yes	No	Not Applicable	Can't Determine
Is fueling performed under a canopy?				
Are spill cleanup materials available at the fueling area?				
Is the fueling handle lock disconnected so the person fueling must attend the fueling process?				
Are breakaway valves used on fueling hoses?				
Is fueling area stormwater runoff treated in an oil-water separator?				
Are all fuel deliveries monitored?				
Is the fueling automatic stop inspected regularly to ensure proper function?				

Rags, Oil-Absorbing Pads, Towels and Clothing

	Yes	No	Not Applicable	Can't Determine
Are oil rags and absorbent pads stored in appropriate containers and disposed of properly?				
Are reusable oily materials such as towels and clothing maintained through a commercial laundering service or an in-house washing machine that discharges to a sanitary system through and oil-water separator?				

Salt Storage

	Yes	No	Not Applicable	Can't Determine
Are salt piles stored in a salt storage building or under a roof?				

	Yes	No	Not Applicable	Can't Determine
Are salt spills at a facility cleaned up promptly?				
Does stormwater drain away from the salt pile?				

Miscellaneous Storage Piles

	Yes	No	Not Applicable	Can't Determine
Are piles of spoils, asphalt, street cuts, etc. stored at the facility under a roof or cover?				
Are spills of miscellaneous debris on facility grounds cleaned up promptly?				

Facility Stormwater Runoff

	Yes	No	Not Applicable	Can't Determine
Is uncontaminated stormwater prevented from mixing with process areas?				

Comments/Action Items

Inspected by: _____

Date: _____

Appendix I: Comments on SWMP Plan and Annual Reports

Appendix J: Illicit Discharge Reports and Reporting Form

ILLICIT DISCHARGE REPORTING FORM

Inspector Information

Name:	
Contact Phone Number:	Date and Time Discharge Discovered:

Discharge Information

PID Identification Number: _____			
COUNTY	SR	SEGMENT	OFFSET
(1) Owner Name/Address:			
City/Boro/Twp:		Nearest Intersection/Landmark:	
GPS location, if known:		Lat:	Long:

How Long since Last Rainfall: <input type="checkbox"/> Raining Now <input type="checkbox"/> 0-2 Days <input type="checkbox"/> 3 or more Days	Nature of Discharge or Flow: <input type="checkbox"/> Solid (Continuous) <input type="checkbox"/> Intermittent (Occasional) <input type="checkbox"/> Pulsing (Fluctuating) <input type="checkbox"/> Transitory (Prior Spill)
If possible, identify the source of the discharge* <input type="checkbox"/> Pipe Outfall <input type="checkbox"/> Gutter <input type="checkbox"/> Sanitary Wastewater <input type="checkbox"/> Ditch <input type="checkbox"/> Septic System <input type="checkbox"/> Spill <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Other: _____ <small>* Add descriptions of discharge/source to Field Photograph Log Sheet</small>	Potential for Discharge to enter into: <input type="checkbox"/> Stream/Water Body <input type="checkbox"/> Wetland <input type="checkbox"/> Storm Drain <input type="checkbox"/> Other: _____
Was water flow observed? <input type="checkbox"/> Yes <input type="checkbox"/> No Direct Connection to pipe/inlet? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was a photo taken? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach photos.

(2) Describe Odor:			
<input type="checkbox"/> None	<input type="checkbox"/> Musty	<input type="checkbox"/> Rotten Eggs (Sulphur)	<input type="checkbox"/> Rancid/Sour Milk
<input type="checkbox"/> Sewage	<input type="checkbox"/> Gas/Petroleum	<input type="checkbox"/> Cooking Oil	<input type="checkbox"/> Other: _____

(2) Describe Clarity:				
<input type="checkbox"/> Clear	<input type="checkbox"/> Cloudy	<input type="checkbox"/> Opaque	<input type="checkbox"/> Sheen	<input type="checkbox"/> Gray

(2) Describe Color:						
<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Brown	<input type="checkbox"/> Green	<input type="checkbox"/> Gray	<input type="checkbox"/> White	<input type="checkbox"/> Other: _____

(2) Solids/Floatables:							
<input type="checkbox"/> Garbage	<input type="checkbox"/> Sewage	<input type="checkbox"/> Tissue	<input type="checkbox"/> Oil Sheen	<input type="checkbox"/> Suds	<input type="checkbox"/> Scum	<input type="checkbox"/> Iron Sheen	<input type="checkbox"/> Unknown

Additional Information to assist in the Investigation (Vegetation Impacts?): _____

Describe Upstream/Source Origin/Land Use: Forest Ag Res Farmstd Com Ind Vac Inst Muni Mng

SEMP Mgr. Send completed form to: Pdot-idde@pa.gov

<i>Follow up Investigation (to be completed by BOMO staff)</i>			
Outfall Location: _____		Within UA?: Y / N	County _____
FIELD ANALYSIS:			
Odor:	Solids/Floatables:	Flow:	
Clarity:	Sheen/Scum:	Source Confirmed? Y / N	
Color:	Condition of Vegetation:	Direct Connection? Y / N	
Comments: (Immediate Environmental Concern? Y / N)			
DATE: _____		Inspection Name _____	Additional notes to file: _____
Follow-up with Complainant: _____		Send Confirmed ID Elimination/Removal Letter: _____	

INSTRUCTIONS TO COMPLETE ILLICIT DISCHARGE (PID) REPORTING FORM

WHAT IS AN ILLICIT DISCHARGE:

An illicit discharge is any discharge into the highway storm sewer system that is not composed entirely of stormwater. Examples:

- Dry weather discharges of wastewater into the storm sewer system from illegal dumping; spills and other non-stormwater pollution sources
- Discharges of pollutants, contaminants or illicit materials into storm drainage/sewer systems (oil, grease, solvents, metals, nutrients, toxics, viruses, bacteria)
- Improper antifreeze, oil disposal from vehicle maintenance, service stations
- Vehicle washing wastewaters
- Autobody/repair facility waste waters
- Plating shop waste water
- Manufacturers waste water
- Private service agencies waste water
- Wholesale/retail est. waste water
- Sanitary wastewater/connections
- Mobile rug cleaning waste dumping
- Laundry waste waters
- Disposal of auto/household toxics
- Vehicular/accidental spills
- Dairy barn waste waters
- On-lot disposal system- sewage effluent.

WHAT IS NOT AN ILLICIT DISCHARGE:

The following non-stormwater discharges are not illicit discharges:

- Discharges from firefighting activities
- Potable water sources including dechlorinated waterline and fire hydrant flushings
- Irrigation drainage
- Lawn watering
- Water from individual residential car washing
- Dechlorinated swimming pool discharges
- Water from crawl space pumps
- Uncontaminated water from foundation or footing drains
- Routine external building wash down which does not use detergents or other compounds
- Pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred (unless spilled material has been removed) and where detergents are not use
- Air conditioning condensate
- Springs
- Uncontaminated groundwater

(1.) Property Owner Information:

Determine property owners name, if available, and street address of the discharge source in the event that follow-up action or elimination is required. If unable to determine owner, write in "undetermined".

(2.) Description of Discharge for source identification/verification.

a. Odor: Determine which odors apply.

b. Clarity: How clear is the discharge?

c. Color: Discharge color and colors in swale, pipe, ditch, etc.(Document if red/green deficient)

d. Solids/Floatables: Identify indicators of source.

Description of Solids/Floatables: • Iron vs. Oil Sheens:

Iron leaches from soils forming a breakable sheen on stagnant water surfaces when poked with a stick. Oil sheens will conform around and coat the surface of the stick.

Appendix K: Construction Site Complaints

Construction Site Complaints

Date:	
Project Name:	
Address:	
Report By:	
Site has SWPPP?	
Previous Complaint?	
Complaint:	

Appendix L: Construction Site Inventory

#	Which Permit	Terminated	Facility Name	Address 1	City	State	Zip	County	Waterbody ID	Waterbody Name	Waterbody Class
1	02-01	Yes	Fort Edward Water District #2	US Rt. 4 - Black House Road	Fort Edward	NY	12828	WASHINGTON	1101-0076	Hudson River & Black House Crk	C
2	02-01	Yes	Route 4 Village and Town of Fort Edward	Cortland St to Gibson St	Fort Edward	NY	12828-	WASHINGTON	1101-0085	Hudson River	C
3	02-01	No	Drifting Ridge Subdivision	Tori Trace	Fort Edward	NY	12828	WASHINGTON	1101-0076	Hudson River	C
4	02-01	Yes	Safety Improvements CR42/East/Mahaffy RD	Intersection of CR 42/East/Mahaffy Road	Fort Edward	NY	12834-	WASHINGTON	1101-0077	Dead Creek	C
5	02-01	Yes	Perkins Drive Ext. Subdivision	Perkins Drive Extension	Fort Edward	NY	12828-	WASHINGTON	1101-0085	Unnamed man made pond outlet	
6	02-01	Yes	County Route 42 & East/Mahaffy Road	242 St. James Road County Route 42	Fort Edward	NY	12828-	WASHINGTON	1101-0077	Dead Creek	C
7	02-01	Yes	HUDSON McCREA #17 34.5 KV	N/A	FORT EDWARD	NY	12828	WASHINGTON	1101-0085	OLD CHAMPLAIN CANAL CLASS C	C
8	08-001	Yes	NYGLE736/FT. MILLER	401 COUNTY ROUTE 46	FORT EDWARD	NY	12828-	WASHINGTON	1101-0076	UNNAMED TRIBUTARIES TO HUDSON RIVER	D
9	10-001	Yes	S & S MOBILE RV REPAIR INC	NYS ROUTE 4	FORT EDWARD	NY	12828-	WASHINGTON	1101-0085	HUDSON RIVER	D
10	15-002	Yes	Fort Edward South	2978 Route 46	Fort Edward	NY	12828	WASHINGTON	1101-0077	Black House Creek and an unnamed tributary to Champlain Canal	C
11	15-002	Yes	Proposed Retail Development	354 Broadway	Fort Edward	NY	12828	WASHINGTON	1101-0085	Unnamed tributaries to the Hudson River	
12	15-002	Yes	Fort Edward South	2981 Route 46	Fort Edward	NY	12828	WASHINGTON	1101-0076	Black House Creek and an unnamed tributary to Champlain Canal	
13	10-001	No	FORMER GRAND UNION SITE REMEDIATION	354 BROADWAY	FORT EDWARD	NY	12828-	WASHINGTON	1101-0085	UNNAMED TRIBUTARIES TO THE HUDSON RIVER	
14	15-002	Yes	Primax Properties, LLC-Dollar Generat	290 BROADWAY - US ROUTE 4	FORT EDWARD	NY	12828	WASHINGTON	1104-0044	HUDSON RIVER	C
15	20-001	No	CHPE S4-P3 Fort Edward Staging and Laydown Yard	Lock 8 Way	Town/Village Fort Edward	NY	12828	WASHINGTON	1101-0086	Unnamed Tributary to Champlain Canal	
16	20-001	No	Fort Edward Community Solar	Blodgett Road	Town of Fort Edward	NY	12828	WASHINGTON	1101-0076	wetlands	C
17	20-001	No	Fort Edward Temporary Soil Area	470 Lock 8 Way	Fort Edward	NY	12828	WASHINGTON	1101-0086	Unnamed Tributary to Champlain Canal	
18	20-001	No	Washington County Health Building Remodel	1153 Burgoyne Avenue	Fort Edward	NY	12828	WASHINGTON	1101-0044	Hudson River	

#	OO Contact Name	OOContactF Name	OOContactL Name	OOContact Address 1	OOContact City	OOContact City	OOContact State	Priortitization	SWPPP Approval Date	Inspection History
...	1	Fort Edward, Town of	Merrilyn	Pulver	118 Broadway	Fort Edward	NY	12828	Low	
...	2	NYS DOT	Mary M	McNeill	328 State Street, ATTN.: M. McNeill	Schenectady	NY	12305-	Low	
...	3	W.J. Rourke Associates	William	Rourke	299 Reservoir Road	Fort Edward	NY	12828	Low	
...	4	Washington County Dept. of Public Works	Willy F	Grimmke, PE	Cnty Municipal Center 383 Upper Broadway	Fort Edward	NY	12834-	Low	
...	5	Richard Hogan	Richard	Hogan	164 Notre Dame Street	Hudson Falls	NY	12839-	Low	
...	6	Tom Zmud	Tom	Zmud	PO Box 333	Fort Edward	NY	12828-	Low	
...	7	NIAGARA MOHAWK POWER, dba NATIONAL GRID	MICHAEL	SHERMAN	ENVIRONMENTAL C-1,300 ERIE BLVD WEST	SYRACUSE	NY	13202-	Low	
...	8	CELLCO PARTNERSHIP DBA VERIZON WIRELESS	KEVIN	BYTNER	225 JORDAN ROAD	TROY	NY	12180-	Low	
...	9	S & S MOBILE RV REPAIR, INC.	SCOTT	FITZGERALD	11 CIRCLE DRIVE	GANSEVOORT	NY	12831-	Low	
...	10	Verizon Wireless	Kathy	Pomponio	1275 John Street, Suite 100	West Henrietta	NY	14586	Low	
...	11	354 Broadway, LLC	David	Kaplan	170 West 74th Street	New York	NY	10023	Low	
...	12	Horvath Towers III LLC.	Jackie	Horvath	312 West Colfax Ave.	South Bend	IN	46601	Low	
...	13	FORT EDWARD, TOWN OF	MITCHELL (TOWN SUPERVISOR)	SUPRENANT	118 BROADWAY	FORT EDWARD	NY	12828-	Low	
...	14	Primax Properties, LLC	Rob	Neill	1100 East Morehead Street	Charlotte	NC	28204	Low	
...	15	Kiewit Construction	Mark	Harrison	470 Chestnut Ridge Road	Woodcliff Lake	New Jersey	07677	Low	
...	16	Fort Edward Community Solar I, LLC	Paul	Kruger	2189 Cook Road	Galway	NY	12074	Low	
...	17	Transmission Developers Inc.	Ayokunle "Kunle"	Kafi	1301 Avenue of the Americas, 26th Floor	New York City	New York	10019	Low	
...	18	Washington County	Matt	Jones	mjones@washingtoncountyny.gov	Fort Edward	NY	12828	Low	

Appendix M: Pre-Construction Meeting Documentation

Town of Fort Edward

PRE-CONSTRUCTION MEETING FORM

DATE: _____

LOCATION: _____

ATTENDEE SIGN IN

MS4 Operator _____

CGP NOI Owner/Operator (if applicable) _____

Contractor(s) _____

Qualified Inspector (if applicable) _____

Other(s) _____

COVERAGE

The approved project has received coverage under either

- The Construction General Permit (CGP)
- The State Pollution Discharge Elimination System Permit (SPDES)

QUALIFIED PERSONNEL

Selected contractor(s) must identify one individual that has received four (4) hours of department endorsed training in proper erosion and sediment control principles from either

- A Soil & Water Conservation District
- Another endorsed entity _____

Name of Trained Personnel _____

COMPLIANCE OVERSIGHT PROGRAM

- The construction oversight program and expectations for compliance have been reviewed

Appendix N: Construction Site Inspection Form

Stormwater Construction Site Inspection Report

General Information			
Project Name			
NPDES Tracking No.		Location	
Date of Inspection		Start/End Time	
Inspector's Name(s)			
Inspector's Title(s)			
Inspector's Contact Information			
Inspector's Qualifications	Insert qualifications or add reference to the SWPPP. (See Section 5 of the SWPPP Template)		
Describe present phase of construction			
Type of Inspection: <input type="checkbox"/> Regular <input type="checkbox"/> Pre-storm event <input type="checkbox"/> During storm event <input type="checkbox"/> Post-storm event			
Weather Information			
Has there been a storm event since the last inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide: Storm Start Date & Time: Storm Duration (hrs): Approximate Amount of Precipitation (in):			
Weather at time of this inspection? <input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain <input type="checkbox"/> Sleet <input type="checkbox"/> Fog <input type="checkbox"/> Snowing <input type="checkbox"/> High Winds <input type="checkbox"/> Other: Temperature:			
Have any discharges occurred since the last inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:			
Are there any discharges at the time of inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:			

Site-specific BMPs

- Number the structural and non-structural BMPs identified in your SWPPP on your site map and list them below (add as many BMPs as necessary). Carry a copy of the numbered site map with you during your inspections. This list will ensure that you are inspecting all required BMPs at your site.
- Describe corrective actions initiated, date completed, and note the person that completed the work in the Corrective Action Log.

	BMP	BMP Installed?	BMP Maintenance Required?	Corrective Action Needed and Notes
1		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	BMP	BMP Installed?	BMP Maintenance Required?	Corrective Action Needed and Notes
12		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
16		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
17		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
18		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
19		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
20		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Overall Site Issues

Below are some general site issues that should be assessed during inspections. Customize this list as needed for conditions at your site.

	BMP/activity	Implemented?	Maintenance Required?	Corrective Action Needed and Notes
1	Are all slopes and disturbed areas not actively being worked properly stabilized?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Are natural resource areas (e.g., streams, wetlands, mature trees, etc.) protected with barriers or similar BMPs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Are perimeter controls and sediment barriers adequately installed (keyed into substrate) and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Are discharge points and receiving waters free of any sediment deposits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Are storm drain inlets properly protected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	Is the construction exit preventing sediment from being tracked into the street?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	Is trash/litter from work areas collected and placed in covered dumpsters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Are washout facilities (e.g., paint, stucco, concrete) available, clearly marked, and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	BMP/activity	Implemented?	Maintenance Required?	Corrective Action Needed and Notes
9	Are vehicle and equipment fueling, cleaning, and maintenance areas free of spills, leaks, or any other deleterious material?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10	Are materials that are potential stormwater contaminants stored inside or under cover?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11	Are non-stormwater discharges (e.g., wash water, dewatering) properly controlled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12	(Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Non-Compliance

Describe any incidents of non-compliance not described above:

CERTIFICATION STATEMENT

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

Print name and title: _____

Signature: _____ **Date:** _____

Appendix O: Construction Oversight Program

Construction Oversight Program

MS4: Town of Fort Edward – NYR20A428

When the construction site stormwater program applies:

- The construction site stormwater runoff control program must address stormwater runoff to the MS4 from sites with construction activities that:
 - Result in a total land disturbance of greater than or equal to one acre; or
 - Disturb less than one acre if part of a larger common plan of development or sale.
- For construction activities where the Town is listed as the owner/operator on the Notice of Intent for coverage under the CGP:
 - The MS4 Operator must ensure compliance with the CGP; and
 - The additional requirements for construction oversight described in Part VI.D.6 through Part VI.D.9 are not required.

What types of construction activity require a SWPPP:

- Per Table 1 in the CGP, the following construction activities require the preparation of a SWPPP that only includes Erosion and Sediment Controls:
 - The following construction activities that involve soil disturbance of one (1) or more acres of land, but less than five (5) acres:
 - Single family home not located in one of the watersheds listed in Appendix C or not directly discharging to one of the 303(d) segments listed in Appendix E.
 - Single family residential subdivisions with 25% or less impervious cover at total site build-out.
 - Construction of a barn or other agricultural building, silo, stock yard or pen.
 - The following construction activities that involve soil disturbance of one (1) or more acres of land:
 - Installation of underground, linear utilities; such as gas lines, fiber-optic cable, cable TV, electric, telephone, sewer mains, and water mains
 - Environmental enhancement projects, such as wetland mitigation projects, stormwater retrofits and stream restoration projects
 - Pond construction
 - Linear bike paths running through areas with vegetative cover, including bike paths surfaced with an impervious cover
 - Cross-country ski trails and walking/hiking trails
 - Sidewalk, bike path or walking path projects, surfaced with an impervious cover, that are not part of residential, commercial or institutional development
 - Sidewalk, bike path or walking path projects, surfaced with an impervious cover, that include incidental shoulder or curb work along an existing highway to support construction of the sidewalk, bike path or walking path
 - Slope stabilization projects

- Slope flattening that changes the grade of the site, but does not significantly change the runoff characteristics
 - Spoil areas that will be covered with vegetation
 - Vegetated open space projects (i.e. recreational parks, lawns, meadows, fields, downhill ski trails) excluding projects that alter hydrology from pre to post development conditions
 - Athletic fields (natural grass) that do not include the construction or reconstruction of impervious area and do not alter hydrology from pre to post development conditions
 - Demolition project where vegetation will be established, and no redevelopment is planned
 - Overhead electric transmission line project that does not include the construction of permanent access roads or parking areas surfaced with impervious cover
 - Structural practices as identified in Table II in the “Agricultural Management Practices Catalog for Nonpoint Source Pollution in New York State”, excluding projects that involve soil disturbances of greater than five acres and construction activities that include the construction or reconstruction of impervious area
 - Temporary access roads, median crossovers, detour roads, lanes, or other temporary impervious areas that will be restored to pre-construction conditions once the construction activity is complete
- Per Table 2 of the CGP, the following construction activities require Post-construction Stormwater Management Practices:
 - Single family home that disturbs five (5) or more acres of land
 - Single family residential subdivisions located in one of the watersheds listed in Appendix C or directly discharging to one of the 303(d) segments listed in Appendix E
 - Single family residential subdivisions that involve soil disturbances of between one (1) and five (5) acres of land with greater than 25% impervious cover at total site build-out
 - Single family residential subdivisions that involve soil disturbances of five (5) or more acres of land, and single family residential subdivisions that involve soil disturbances of less than five (5) acres that are part of a larger common plan of development or sale that will ultimately disturb five or more acres of land
 - Multi-family residential developments; includes duplexes, townhomes, condominiums, senior housing complexes, apartment complexes, and mobile home parks
 - Airports
 - Amusement parks
 - Breweries, cideries, and wineries, including establishments constructed on agricultural land
 - Campgrounds

- Cemeteries that include the construction or reconstruction of impervious area (>5% of disturbed area) or alter the hydrology from pre to post development conditions • Commercial developments
- Churches and other places of worship
- Construction of a barn or other agricultural building (e.g. silo) and structural practices as identified in Table II in the “Agricultural Management Practices Catalog for Nonpoint Source Pollution in New York State” that include the construction or reconstruction of impervious area, excluding projects that involve soil disturbances of less than five acres.
- Golf courses
- Institutional development; includes hospitals, prisons, schools and colleges
- Industrial facilities; includes industrial parks
- Landfills
- Municipal facilities; includes highway garages, transfer stations, office buildings, POTW’s, water treatment plants, and water storage tanks
- Office complexes
- Playgrounds that include the construction or reconstruction of impervious area
- Sports complexes
- Racetracks; includes racetracks with earthen (dirt) surface
- Road construction or reconstruction, including roads constructed as part of the construction activities listed in Table 1
- Parking lot construction or reconstruction, including parking lots constructed as part of the construction activities listed in Table 1
- Athletic fields (natural grass) that include the construction or reconstruction of impervious area (>5% of disturbed area) or alter the hydrology from pre to post development conditions
- Athletic fields with artificial turf
- Permanent access roads, parking areas, substations, compressor stations and well drilling pads, surfaced with impervious cover, and constructed as part of an overhead electric transmission line project, wind-power project, cell tower project, oil or gas well drilling project, sewer or water main project or other linear utility project
- Sidewalk, bike path or walking path projects, surfaced with an impervious cover, that are part of a residential, commercial or institutional development
- Sidewalk, bike path or walking path projects, surfaced with an impervious cover, that are part of a highway construction or reconstruction project
- All other construction activities that include the construction or reconstruction of impervious area or alter the hydrology from pre to post development conditions, and are not listed in Table 1

Procedures for submission of SWPPPs:

- Once it has been determined that a project requires a SWPPP, the applicant shall submit the SWPPP for review

- The SWPPP will then be reviewed by a TDE and any comments provided to the applicant. This process will continue until the TDE recommends the MS4 Acceptance form be signed.

SWPPP review requirements:

- Ensure individual(s), responsible for reviewing SWPPPs for acceptance receive:
 - Four (4) hours of *Department* endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other *Department* endorsed entity. This training must be completed within three (3) years of the EDC and every three (3) years thereafter.
 - Document the completion of this requirement in the *SWMP Plan*.
- Ensure SWPPP reviewers receive this training (Part VI.D.6.a.) prior to conducting SWPPP reviews for acceptance.
 - Individuals without these trainings cannot review SWPPPs for acceptance.
 - Individuals who meet the definition of a *qualified professional* or *qualified inspector* are exempt from this requirement.
- Ensure individuals responsible for reviewing SWPPPs review all SWPPPs for applicable *construction activities* (Part VI.D.1.) and for conformance with the requirements of the CGP, including:
 - Erosion and sediment controls must be reviewed for conformance with the NYS E&SC 2016, or equivalent;
 - Individuals responsible for review of post-construction *SMPs* must be *qualified professionals* or under the supervision of a *qualified professional*; and
 - Post-construction *SMPs* must be reviewed for conformance with the NYS SWMDM 2015 or equivalent, including:
 - All post-construction *SMPs* must meet the *sizing criteria* contained in the CGP and NYS SWMDM 2015.
 - Deviations from the performance criteria of the NYS SWMDM 2015 must demonstrate that they are equivalent.
 - The SWPPP must include an O&M plan that includes inspection and maintenance schedules and actions to ensure continuous and effective operation of each post-construction *SMP*. The SWPPP must identify the entity that will be responsible for the long-term operation and maintenance of each practice.
- In the *SWMP Plan*, document and update annually the names, titles, and contact information for the individuals who have received the trainings listed in Part VI.D.6.a.
- In the *SWMP Plan*, document the SWPPP review including the information found in Part III.B. of the CGP;

- Prioritize new *construction activities* (Part VI.D.5.a.); and
- Notify construction site owner/operators that their SWPPP has been accepted using the *MS4 SWPPP Acceptance Form* created by the *Department* and required by the CGP, signed in accordance with Part X.J.

Pre-construction oversight requirements:

- Prior to commencement of *construction activities*, the *MS4 Operator* must ensure a pre-construction meeting is conducted. The date and content of the pre-construction inspection/meeting must be documented in the *SWMP Plan*. The owner/operator listed on the CGP NOI (if different from the *MS4 Operator*), the *MS4 Operator*, contractor(s) responsible for implementing the SWPPP for the *construction activity*, and the *qualified inspector* (if required for the *construction activity* by Part IV.C. the CGP) must attend the meeting in order to:
 - Confirm the approved project has received, or will receive, coverage under the CGP or an individual *SPDES* permit;
 - Preconstruction meetings may occur prior to the issuance of the *MS4 SWPP Acceptance Form*, however, the *MS4 Operator* must confirm coverage under the CGP will be applied for by the construction site owner/operator prior to commencement of construction of construction activities.
 - Verify contractors and subcontractors selected by the owner/operator of the *construction activity* have identified at least one individual that has received four (4) hours of *Department* endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District or other endorsed entity as required by the CGP and Part VI.D.3.d; and
 - Review the construction oversight program (Part VI.D.3.) and expectations for compliance.

Construction site inspection requirements:

- Ensure individuals(s), responsible for construction site inspections, receive:
 - Four (4) hours of *Department* endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other *Department* endorsed entity. This training must be complete, within three (3) years of the EDC and every three (3) years thereafter.
 - Document the completion of this requirement in the *SWMP Plan*.
- Ensure all *MS4 Construction Site Inspectors* receive this training prior to conducting construction site inspections.
 - Individuals without these trainings cannot inspect construction sites.

- Individuals who meet the definition of a *qualified professional* or *qualified inspector* are exempt from this requirement.
- Annually inspect all sites with *construction activity* identified in the inventory (Part VI.D.4.) during active construction after the pre-construction meeting (Part VI.D.7.), or sooner if deficiencies are noted that require attention.
 - Follow up to construction site inspections must confirm corrective actions are completed within timeframes established by the CGP and the *MS4 Operator's* ERP (Part IV.F.1.).
- In the *SWMP Plan*, document and update annually the names, titles, and contact information for the individuals who have received the trainings listed in Part VI.D.8.a.
- Document all inspections using the Construction Site Inspection Report Form (Appendix D) or an equivalent form containing the same information. The *MS4 Operator* must include the completed Construction Site Inspection Reports in the *SWMP Plan*.

Construction site close-out requirements:

- The *MS4 Operator* must ensure a final construction site inspection is conducted and documentation of the final construction site inspection must be maintained in the *SWMP Plan*. The final construction site inspection must be documented using the Construction Site Inspection Report Form (Appendix D), or an equivalent form containing the same information, or accept the construction site owner/operator's *qualified inspector* final inspection certification required by the CGP.
- The Notice of Termination (NOT) must be signed by the *MS4 Operator* as required by the CGP for projects determined to be complete. The NOT must be signed in accordance with Part X.J.

Enforcement process/expectations for compliance:

- The enforcement process will follow the Enforcement Response Plan which begins with verbal warnings and escalates as needed.
- The permittee is expected to correct any observed deficiencies, by either the SWPPP Inspector or Town staff, before the next weekly SWPPP Inspection.
 - When a site has a regularly occurring issue, a meeting with the Town, SWPPP Inspector and owner shall be scheduled to determine the cause of the issue and how to correct it.

Training Provisions:

- If new staff are added, training on the *MS4 Operator's* construction oversight procedures (Part VI.D.3.a.) must be given prior to conducting any construction oversight activities;

- For existing staff, training on the MS4 Operator’s construction oversight procedures (Part VI.D.3.a.) must be given prior to conducting any construction oversight activities and once every five (5) years, thereafter; and
- If the construction oversight procedures (Part VI.D.3.a.) are updated (Part VI.D.3.a.), training on the updates must be given to all staff prior to conducting construction oversight
- The following are the individuals who have received construction oversight training and is updated annually:

Name of Inspector	Contact Information
Andrew Bailey (CTM)	a.bailey@ctmale.com
William Gannon (CTM)	w.gannon@ctmale.com
Kathryn Serra, P.E. (CTM)	k.serra@ctmale.com
Owen Speulstra, P.E. (CTM)	o.speulstra@ctmale.com
Brian Brockway (Ft. Edward)	fefd2701@yahoo.com

Confirmation of Four-Hour Training for Those Involved in The Construction Activity:

- At the pre-construction meeting, the Town shall request copies of the certification of the four (4) hours of Department endorsed training in proper erosion and sediment controls principles from a Soil & Water Conservation District, or other Department endorsed entity. The following individuals involved in the construction activity are required to have the training:
 - Contractor
 - Subcontractor responsible for earth disturbance
 - Qualified Inspector (SWPPP Inspector)

Copies of the certifications will be kept on file and be made available upon request.

Annual Updates:

- Annually, by April 1, the MS4 Operator must:
 - Review and update the construction oversight procedures (Part V1.D.3.a); and
 - Document the completion of this requirement in the SWMP Plan.

**Appendix P: Post-Construction SMP Inspection & Maintenance
Program**