

TOWN OF CLARENCE STORMWATER MANAGEMENT PLAN

Amended March 2016



WNY
Stormwater
Coalition

**SPDES General Permit for Stormwater Discharges
from
Municipal Separate Storm Sewer Systems
GP-0-15-003**

Stormwater Management Program: Reference Guide

1. **To report stormwater related violations contact:**
Stormwater Management Officer:
Timothy M. Lavocat, P.E., CFM – Town Engineer
Phone: (716) 741-8952
E-mail: tlavocat@clarence.ny.us
Address: 6221 Goodrich Road
Clarence Center, NY 14032
2. **Pollutants of Concern: Phosphorous, Pathogens, Sediment**
3. **Number of Stormwater Outfalls: 81 Confirmed, 75 under review**
4. **Frequency of Inspection: 20% per year**
5. **Municipal Facilities/Operations:**
 - a. **Town of Clarence Engineering Department**
 - b. **Town of Clarence Building Department**
 - c. **Town of Clarence Parks Department**
 - d. **Town of Clarence Highway Department**
 - e. **Town of Clarence Town Hall**
 - f. **Town of Clarence Animal Control**
 - g. **Town of Clarence Senior Center**
 - h. **Town of Clarence Library**
6. **Stormwater Pollution Prevention Plan (SWPPP) Review:**
Contact: Timothy M. Lavocat, P.E., CFM – Town Engineer
Phone: (716) 741-8952
E-mail: tlavocat@clarence.ny.us
Address: 6221 Goodrich Road
Clarence Center, NY 14032
7. **Municipal Construction Site Inspection:**
Contact: Timothy M. Lavocat, P.E., CFM – Town Engineer
Phone: (716) 741-8952
E-mail: tlavocat@clarence.ny.us
Address: 6221 Goodrich Road
Clarence Center, NY 14032
8. **Post-Construction Stormwater Management Practices Inspection:**
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APPENDIX

The reference documents included in the Appendix are versions that were available at the time the Stormwater Management Plan was updated. When using the documents, particularly those pertaining to regulatory matters, it is advisable to verify them as current.

SWMP

This folder includes electronic files of the SWMP in Microsoft Word 2003 format and Portable Document Format (pdf) that can be opened with Adobe Acrobat Reader.

APPENDICES

The following software programs are needed to open all files in the Appendix:

- Adobe Acrobat Reader
- Microsoft Word
- Microsoft Excel
- Microsoft Publisher

The Appendix is organized into the following folders:

MS4 Program

- [MS4 General Permit GP-0-15-003](#)
- [MS4 GP Fact Sheet 2016](#)
- [NYSDEC MS4 Audit Inspection Checklist - WNYSC](#)
- [NYSDEC MS4 Audit Inspection Checklist - Blank](#)
- [Town of Clarence Stormwater Webpage](#)

MCM 1 & 2 - [Public Education Participation and Involvement](#)

- [Household General Audience](#)
- [Posters](#)
- [Public Education Display](#)
- [Small Business Brochures](#)
- [Teacher Education Package](#)
- [Stormwater Video/PSAs](#)

MCM 3 - [Illicit Discharge Detection & Elimination](#)

- [U.S. EPA: Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment](#)
- [WNYSC: Illicit Discharge Track Down Protocol](#)
- [Lab Analysis Report Form](#)
- [Trackdown Field Report Form](#) (Scroll to Page 10)
- [Stormwater Outfall Map Update Request](#)
- [Outfall Inspection Report](#) (Scroll to Attachment 4)
- [Outfall Reconnaissance Inventory](#)
- [Guidance for Prioritizing Stormwater Outfalls](#)
- [Town of Clarence Code Chapter 188, Article I \(Illicit Discharges, Activities and Connections\) January 7, 2007](#)

MCM 4 - [Construction Site Runoff Control](#)

- [Town of Clarence Code Chapter 188A \(Stormwater Management and Erosion & Sediment Control\) November 7, 2007](#)
- [General Permit for Construction Activity GP-0-15-002](#)
- [NYS Stormwater Management Design Manual \(2015\)](#)

- [NYS Standards and Specifications for Erosion and Sediment Control \(Blue Book\)](#)
- [Urban Hydrology for Small Watersheds TR 55](#)
- [Construction Stormwater Inspection Manual](#)
- [SWPPP Review Checklist GP-0-01-001](#)
- [WNYSC Construction Inspection Form](#)
- [WNYSC Construction Inspections Summary Form](#)
- [SWPPP Acceptance Form](#)
- [Notice of Intent for Stormwater Discharges Associated with Construction Activity, GP-0-15-002](#)
- [Notice of Termination for Stormwater Discharges Associated with Construction Activity, GP-0-15-002](#)
- [Stormwater Compliance Inspection Form](#)

MCM 5 - Post Construction Runoff Control

- [NYS Stormwater Management Design Manual](#)
- [Stormwater Pond Training and Inspection Checklists](#)

MCM 6 - Good Housekeeping – Pollution Prevention for Municipal Operations

- [Pollution Prevention/Good Housekeeping for Municipal Operations: A Guidance Document of Best Management Practices and Inspection Checklists](#)
- [Pollution Prevention/Good Housekeeping for Municipal Operations: Standard Operating Procedures](#)
- [Municipal Facilities Inventory of Activities & BMPs Implemented](#)
- [Environmental Assessments of Municipal Facilities Checklist](#)

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Introduction

The Western New York Stormwater Coalition (WNYSC) Stormwater Management Program (SWMP) Plan has been developed to comply with the New York State Department of Environmental Conservation General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (GP-0-10-002) and amended to comply with GP-0-15-003. It is a shared SWMP Plan providing policy and management guidance to the regulated municipalities and agencies that are members of the WNYSC.

The Town of Clarence is a member of the Western New York Stormwater Coalition and a party to this SWMP Plan.

The SWMP Plan is based on the Federal Stormwater Phase II rule, issued in 1999, which requires municipal separate storm sewer system (MS4) owners and operators, in U.S. Census-defined urbanized areas, to develop a Stormwater Management Program. There are six program elements designed to reduce the discharge of pollutants to the maximum extent practicable. The program elements, titled Minimum Control Measures, include:

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

Each Minimum Control Measure and the Best Management Practices that have been implemented to maintain compliance with the NYSDEC GP-0-15-003 General Permit are described in the plan. For each Best Management Practice, responsibilities to achieve and sustain compliance are clearly defined. Portions of the work necessary are provided through the collective efforts of the Western New York Stormwater Coalition members. Completion of the remaining work is the responsibility of Town of Clarence's designated Stormwater Management Officer.

Certain components of this program have been codified into local law. Refer to the Local Law for Stormwater Management and Erosion and Sediment Control and the Local Law to Prohibit Illicit Discharges, Activities and Connections to Separate Storm Sewer Systems. These laws were adopted by the Town of Clarence in 2007.

This SWMP Plan should be updated on an annual basis in order to take into consideration the latest technologies and information to maintain compliance with the latest revision of the NYSDEC GP-0-15-003 General Permit.

GENERAL DEFINITIONS AND REQUIREMENTS

Best Management Practices (BMPs) - Activities or structural improvements that help reduce the quantity and improve the quality of stormwater runoff. BMPs include public education and outreach, treatment requirements, operating procedures, and practices to minimize contamination of runoff, spillage or leaks, sludge or waste disposal, or drainage from materials storage areas.

Clean Water Act - Amendments incorporated into the Federal Water Pollution Control Act in 1972 to establish water quality standards and to create the National Pollutant Discharge Elimination System to protect the waters of the U. S. by regulating the discharge of pollutants from point source discharges and municipal separate storm sewer systems.

Combined Sewer System – A sewer system designed to convey both sanitary wastewater and stormwater.

Detention Pond – Pond that stores a volume of water for a given period of time and then discharges to downstream waters.

Discharge – An outflow of water from a stream, pipe, ground water system or watershed.

Ecosystem – all of the plants and animals in an area that interact to make up the local environment.

Erosion – the overall process of the transport of material on the earth's surface including the movement of soil and rock by agents such as water, wind, or gravity.

Groundwater – all of the water contained in void space beneath the earth's surface.

Heavy Metals - Metals such as zinc, copper, lead, mercury, chromium, cadmium, manganese, nickel, molybdenum and silver that, even in low concentrations can be toxic or lethal to humans, animals and aquatic life.

Illicit Discharge - The term refers to any discharge to an MS4 that is not composed entirely of stormwater unless authorized via an NPDES permit or otherwise excluded from regulation. Thus, not all illicit discharges are illegal or prohibited.

Industrial Waste - Unwanted materials from an industrial operation. It may be liquid, sludge, solid, or hazardous waste.

Large Municipal Separate Storm Sewer System (Large MS4) – all municipal separate storm sewers that are located in an incorporated place with a population of 250,000 or more according to the latest Census.

Maximum Extent Practicable (MEP) – a water quality standard that applies to all MS4 operators under NPDES permits. The standard has no exact definition, as it was intended to be flexible to allow operators to tailor their stormwater programs to their particular site.

Medium Municipal Separate Storm Sewer System (Medium MS4) – all municipal separate storm sewers that are located in an incorporated place with a population of more than 100,000 but less than 250,000.

Municipal Separate Storm Sewer Systems (MS4) - Areas with a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, and storm drains) that are not a combined sewer or part of a publicly owned treatment system and are owned or operated and regulated by a municipality or authorized agency. MS4s may be small, medium or large with the medium or large MS4s being principally determined by population size.

Non-Point Source Pollutants (NPS) – pollution coming from many diffuse sources whose origin is often difficult to identify. This pollution occurs as rain or snowmelt travels over the land surface and mobilizes pollutants such as fertilizer, pesticides, and chemicals from cars. This pollution is difficult to regulate due to its origin from many different sources. These pollutants enter waterways untreated and are a major threat to aquatic organisms and people who fish or use waterways for recreational purposes.

National Pollutant Discharge Elimination System (NPDES) – the EPA's regulatory program to control the discharge of pollutants to waters of the United States.

Notice of Intent (NOI) - An application to notify the permitting authority of a facility's intention to be covered by a general permit. This exempts a facility from having to submit an individual or group application.

Nutrients - The term typically refers to nitrogen and phosphorus or compounds containing free amounts of the two elements. These elements are essential for the growth of plant life, but can create problems in the form of algal blooms, depletion of dissolved oxygen and pH changes in streams and other water bodies when higher concentrations are allowed to enter drainage systems and lakes.

Ordinance - A law based on state statutory authority developed and approved by a governmental agency to allow them to regulate the enforcement of criteria contained within the specific law and to invoke sanctions and other enforcement measures to ensure compliance with the criteria.

Outfall – the point where a sewer or drainage discharges into a receiving waterway, or where stormwater flows from one municipal jurisdiction into another.

Point Source Pollution – pollution coming from a single, definable source, such as a factory.

Retention Pond – Pond that stores a volume of water without allowing it to discharge downstream.

Runoff – any drainage that leaves an area as surface flow.

Sanitary Sewer – an underground pipe system that carries sanitary waste and other wastewater to a treatment plant.

Sediment – material derived from the weathering of rock such as sand and soil. This material can be detrimental to aquatic life and habitats if an excessive amount flows into rivers and ponds.

Site Plan – a geographic representation of the layout of buildings and other important features on a tract of land.

State Pollutant Discharge Elimination System (SPDES) – New York State's regulatory program to control the discharge of pollutants to waters of the United States.

Storm Drain – any drain which discharges directly into the storm sewer system, usually found along roadways or in parking lots.

Storm Sewer – an underground pipe system that carries runoff from streets and other surfaces.

Stormwater – rain water or snow melt runoff, and surface runoff and drainage.

Stormwater Management – any measure associated with the planning, maintenance, and regulation of facilities which collect, store, or convey stormwater.

Stormwater Pollution Prevention Plan (SWPPP) - A plan developed by a facility or entity that thoroughly evaluates potential pollutant sources at a site and selects and implements appropriate best management practices that are designed to prevent or control the discharge of pollutants in stormwater runoff.

Surface Runoff – the flow of water across the land surface that occurs when the rainfall rate exceeds the ability of the soil to absorb the water. Also occurs on impervious surfaces, such as parking lots, where water cannot infiltrate at all.

Surface Water – any water that remains on the earth's surface, such as ponds, rivers, streams, impoundments, wetlands, oceans, etc.

Total Maximum Daily Load (TMDL) – a regulatory limit of the maximum amount of a pollutant type that can be released into a body of water in a twenty-four hour period without adversely affecting water quality.

Tributary – a stream which drains into another larger body of water.

Urbanized Area (UA) - a land area consisting of one or more central places and the adjacent densely settled surrounding area (urban fringe) that together have a residential population of at least 50,000 and a minimum average population density of at least 1,000 people per square mile.

Watershed – a geographic area in which water drains into a certain stream or river and flow out of the area via that stream or river. All of the land that drains to a particular body of water. Also known as a drainage basin.

Waters of the US – Surface waters such as wetlands, lakes (including dry lakes), rivers, streams (including intermittent streams, ephemeral washes and arroyos), mudflats, sandflats, sloughs, wet meadows, playa lakes, natural ponds, and man-made impoundments.

Wetlands – an area of land where part of the surface is covered with water or the soil is completely saturated with water for a large majority of the year. Wetlands are also natural stormwater control areas, since they filter out pollutants and are able to retain large amounts of water during storm events.

List of Commonly Used Abbreviations

BMPs – Best Management Practices

CWA – Clean Water Act

ECDEP – Erie County Department of Environment and Planning

MCM – Minimum Control Measure

MEP – Maximum Extent Practicable

MS4 - Municipal Separate Storm Sewer System

NOI – Notice of Intent

NPS – Non-Point Source Pollutants

NPDES – National Pollution Discharge Elimination System

NYSDEC – New York State Department of Environmental Conservation

POC – Pollutant of Concern

SPDES – State Pollution Discharge Elimination System

SOP – Standard Operating Procedure

SWMPP – Stormwater Management Program Plan

SWPPP – Stormwater Pollution Prevention Plan

TMDL – Total Maximum Daily Load

USACOE – United States Army Corps of Engineers

USEPA – United States Environmental Protection Agency

UST – Underground Storage Tank

WNYSC – Western New York Stormwater Coalition

SECTION 1: PUBLIC EDUCATION AND OUTREACH ON STORMWATER IMPACTS

1.1 Description of Minimum Control Measure

The Public Education and Outreach minimum control measure consists of Best Management Practices (BMPs) that focus on the development of educational materials designed to inform the public about the impacts that stormwater discharges have on local water bodies. The educational materials contain specific actions as to how the public, as individuals or collectively as a group, can participate in reducing pollutants and their impact on the environment. The Public Education and Outreach program and BMPs, in combination, are expected to reach all of the constituents within the MS4s permitted boundary. The target pollutant sources are construction site runoff, impacts from new and re-development projects, illicit discharges and local/regional Pollutants of Concern (POCs).

1.2 General Permit Requirements

An MS4 must, at a minimum:

- a. Identify POCs, waterbodies of concern, geographic areas of concern, target audiences;
- b. Develop and implement an ongoing public education and outreach program designed to describe to the general public and target audiences:
 - i. the impacts of stormwater discharges on waterbodies;
 - ii. POCs and their sources;
 - iii. steps contributors of these pollutants can take to reduce pollutants in stormwater runoff; and
 - iv. steps contributors of non-stormwater discharges can take to reduce pollutants (non-stormwater discharges are listed below);
- c. Develop, record, periodically assess, and modify as needed, measurable goals; and
- d. Select appropriate education and outreach activities and measurable goals to ensure the reduction of all POCs in stormwater discharges to the MEP.

Non-stormwater discharges are defined in the MS4 General Permit (GP-0-15-003) Part I.A.2 and include:

- Waterline flushing
- Landscape irrigation
- Diverted stream flows
- Rising ground waters
- Uncontaminated ground water infiltration
- Uncontaminated ground water
- Discharges from potable water sources
- Foundation drains
- Air conditioning condensate
- Irrigation water
- Springs
- Water from crawl space and basement sump pumps
- Footing drains
- Lawn and landscape watering runoff provided that all pesticides and fertilizers have been applied in accordance with the manufacturer's product label
- Water from individual residential car washing
- Flows from riparian habitats and wetlands
- Dechlorinated swimming pool discharges

- Residual street wash water
- Discharges or flows from fire fighting activities
- Dechlorinated water reservoir discharges
- Any SPDES permitted discharge

Even if the non-stormwater discharges are determined not to be substantial contributors of pollutants, the Department recommends that the covered entity's Stormwater Management Program (SWMP) include public education and outreach activities directed at reducing pollution from these discharges.

1.3 Methodology for Compliance with Permit Requirements

The WNYSC has developed many of the BMPs necessary for this MCM. These include development of brochures, posters, webpages, education packages, and a display for community events as well as recommendations for distribution. These BMPs will be updated by the WNYSC on an annual basis and made available to each MS4 that is a member of the WNYSC.

The Town of Clarence has participated and provided input in regards to the BMPs as a member of the WNYSC. The Town has also identified POCs, local waterbodies of concern and geographic areas of concern for the MS4.

1.4 Best Management Practices

1.4.1 *Identification of POCs, Waterbodies of Concern, Geographic Areas of Concern, Target Audiences*

Description/Methodology

The WNYSC has identified the following POCs as targets for public education: sediment/silt, pathogens, floatables, and phosphorous. Potential sources are urban runoff, failing septic systems, construction sites, and erosion. The public education materials developed address these POCs in some instances topically, and in others, incidentally. The WNYSC also identified the following target audiences for the public education and outreach program: households; developers and contractors; and small businesses.

- The Town of Clarence has identified pathogens, specifically effluent from failing septic systems, phosphorus, and sediment as POCs.
- Waterbodies of concern are Ransom Creek and Beeman Creek.
- The Geographic areas of concern are The Ransom Creek Watershed for pathogens and The Beeman Creek Watershed for pathogens, phosphorus, and sediment.
- New construction and development projects may result in an increase in sediment in any water body.

Responsibilities and Measureable Goals

Stormwater Management Officer

Annually assess POCs and geographic areas of concern, checking DEC 303(d) Impaired Waters/TMDL list, when preparing annual reports.

1.4.2 *Public Education Printed Materials*

Description / Methodology

Development of printed public education materials to address stormwater pollution prevention for the general public, target businesses/activities and schools is an ongoing endeavor for the WNYSC. Thirteen brochures and two posters have been developed and are titled as follows:

- Automotive & Related Industries
- Construction Site Stormwater Runoff Control
- Concrete & Mortar Operations
- Roadwork & Paving
- Food & Restaurant Industries
- Pools, Fountains & Spas
- Mobile Cleaners: Carpet, Upholstery Cleaners, Janitorial Service Providers
- Hospitals, Medical Treatment Centers & Healthcare Facilities
- Pesticide Application, Lawn Care and Landscaping
- Household Guide to Preventing Stormwater Pollution
- Your Septic System: How It Functions & How to Care For It
- Pick Up Your Pet Waste
- Rain Gardens: A How-To Guide
- Pollution Begins and Ends with You (poster)
- What is Stormwater? What Can You Do? (poster)
- Illicit Discharge Detection and Elimination: A Citizen's Guide to Identifying and Preventing Stormwater Pollution

Brochures are most often distributed at public outreach events, in public access areas of municipal buildings, at seminars/conferences, and via other educational programming. Posters are for municipal buildings and public libraries

The brochures and posters are available on the WNYSC webpage along with information for businesses, municipalities, schools, and the general public to request or download the brochures directly. There is a link maintained on the Town of Clarence web page to these documents.

Responsibilities and Measureable Goals

WNYSC

Distribute brochures at public outreach events.

Distribute Household Guide and posters to all public libraries.

Provide additional brochures and posters to businesses, schools, and the general public upon request.

Update educational materials and distribute to MS4s.

Maintain records of number of educational materials distributed.

Stormwater Management Officer

Display public education materials in Town Hall and Library.

Annually inventory and replenish stock of brochures.

Annually check posters for damage and outdated information. Replace outdated or damaged posters with new posters as they become available from the WNYSC.

Maintain records of educational materials distributed.

Focus materials distributed and displayed on the prevention and reduction of POCs.

Review available materials from the WNYSC for the Town's needs and/or priority areas and provide input to the WNYSC for development of additional materials as needed.

Additional Information / Resources

Refer to Appendix for public education materials referenced above.

1.4.3 *Stormwater Webpage*

Description / Methodology

The Erie County Department of Environment and Planning hosts a webpage on behalf of the WNYSC to educate the public on the impacts of stormwater runoff on local waterbodies (www.erie.gov/stormwater). The WNYSC webpage addresses the following topics:

- Water quality impacts of stormwater runoff to local water bodies;
- Public education materials, instructional resources and BMP-related work products for each Minimum Control Measure;
- Stormwater contact information for each MS4 in the WNYSC (Municipal Reference Guide).

The WNYSC has developed suggested content for MS4s to post on their web sites to educate their residents on stormwater pollution and to relay information and initiatives that are specific to their respective MS4 community. The Town of Clarence maintains a stormwater webpage and it is an excellent tool for disseminating information, involving the public in the SWMP and soliciting public comment on the SWMP Plan and Annual Report.

Responsibilities and Measureable Goals

WNYSC

Update and post new information to the webpage as necessary.

Stormwater Management Officer

Update and maintain the Town of Clarence stormwater webpage as necessary.

Provide a link to the WNYSC webpage on Town of Clarence webpage.

Track number of hits Town of Clarence Stormwater website receives.

Additional Information / Resources

Refer to Appendix for stormwater webpage

1.4.4 *K-12 Education Packages*

Description / Methodology

The WNYSC assembled an age appropriate K-12 Education Package for distribution to local educators in order to foster an early age respect for the environment. The packages include lesson plans and stormwater public education brochures as well as information pertaining to the environmental education services available to local educators regarding stormwater quality

issues. Education materials are updated as necessary to maintain consistency with current standards and to reflect any input received from school administrators and teachers.

Responsibilities and Measureable Goals

WNYSC

Update education materials as needed.

Distribute education materials to all schools biennially and maintain records of the distribution.

Stormwater Management Officer

None.

Additional Information / Resources

Refer to Appendix for K-12 Teacher Education Package referenced above.

1.4.5 *Public Education Display and Poster*

Description / Methodology

A variety of public education displays, addressing general stormwater pollution prevention and rain gardens, have been developed for use by MS4s to satisfy their public outreach requirements. In fact, each MS4 has a two-sided banner display, a wall-mounted plaque and a brochure holder for their individual public education and outreach activities. Additional displays are maintained by the WNYSC. Among the displays available, there is a total of five different messages to convey. Printed public education materials, an Enviroscope watershed model, stormwater quiz cards, a prize wheel and promotional items augment the displays and allow the target audiences to take the stormwater message home. Venues for use of the display include: community events, municipal buildings, libraries, public meetings and employee trainings

Responsibilities and Measureable Goals

ECDEP

Conduct outreach and education at regional community events on behalf of WNYSC membership

Maintain records pertaining to ECDEP use of the public education display(s)

Stormwater Management Officer

Attempt to participate in at least one local public education event per year.

Display up to date stormwater poster in prominent location in Town Hall.

Display two-sided banner display, wall mounted plaque, and brochure holder in public area of the Building and Engineering Department.

Additional Information / Resources

Refer to Appendix for public education display content referenced above

1.4.6 *Stormwater Video*

Description / Methodology

The WNYSC created a short video and three public service announcements (PSAs) addressing stormwater pollution prevention efforts in the Western New York MS4 area. The video is for

public education and outreach at events such as public meetings, in schools and where feasible, at community events. The video is posted, and PSAs will also be, on the WNYSC webpage (www.erie.gov/stormwater).

Responsibilities and Measureable Goals

WNYSC

Post the video and PSAs on the WNYSC webpage.

Utilize the video and PSAs at public meetings, in schools and at community events.

Maintain records pertaining to ECDEP use of the video and PSAs.

Stormwater Management Officer

None.

Additional Information / Resources

None.

1.5 Required Reporting

At a minimum, the permittee shall report on the items below:

a. list education / outreach activities performed for the general public and target audiences and provide any results (for example, number of people attended, amount of materials distributed, etc.);

b. permittees performing the education and outreach activities required by other MCMs (listed below), may report on those activities in MCM 1 and provide the following information applicable to their program:

- IDDE education activities planned or completed for public employees, businesses, and the general public, as required by Part VII.A.3 of GP-0-15-003;
- construction site stormwater control training planned or completed, as required by Part VII.A.4 of GP-0-15-003; and
- employee pollution prevention / good housekeeping training planned or completed, as required by Part VII.A.6 of GP-0-15-003 ; and

To facilitate shared annual reporting, if the education and outreach activities above are implemented by a third party, and the third party is completing the associated portions of the annual report, that third party may report on the education and outreach activities within MCM 1 of the annual report and not within the MCMs that the education and outreach activities are required by;

c. report on effectiveness of program, BMP and measurable goal assessment; and,

SECTION 2: PUBLIC INVOLVEMENT / PARTICIPATION

2.1 Description of Minimum Control Measure

The Public Involvement/Participation minimum control measure consists of Best Management Practices (BMPs) that focus on involving the local public in development and implementation of the SWMP. Compliance with State and local public notice requirements facilitate public participation. The BMPs include a number of practices designed to seek public input on the SWMP Plan and Annual Report accomplishments. They also describe specific activities that encourage public participation. The target audiences for the public involvement program are key individuals and groups that may have an interest in the particular BMPs and the general public located within the permitted boundary.

2.2 General Permit Requirements

An MS4 must, at a minimum:

a. Comply with the State Open Meetings Law and local public notice requirements, such as Open Meetings Law, when implementing a public involvement / participation program;

b. Develop and implement a public involvement/participation program that:

- identifies key individuals and groups, public and private, who are interested in or affected by the SWMP ;
- identifies types of input the permittee will seek from the key individuals and groups, public and private, to support development and implementation of the SWMP and how the input will be used; and
- describes the public involvement / participation activities the permittee will undertake to provide program access to those who want it and to gather the needed input. The activities included, but are not limited to a water quality hotline (report spills, dumping, construction sites of concern, etc.), stewardship activities like stream cleanups, storm drain marking, and volunteer water quality monitoring;
- provide the opportunity for the public to participate in the development, implementation, review, and revision of the SWMP.

c. Local stormwater public contact.

Identify a local point of contact for public concerns regarding stormwater management and compliance with this general SPDES permit. The name or title of this contact and the telephone number must be published in public outreach and public participation materials and kept updated with the Department on the MCC form;

d. Annual report presentation.

Below are the requirements for the annual report presentation:

i. prior to submitting the final annual report to the Department, by June 1 of each reporting year (see Part V.C.), present the draft annual report in a format that is open to the public, where the public can ask questions about and make comments on the report. This can be done:

- at a meeting that is open to the public, where the public attendees are able to ask questions about and make comments on the report. This may be a regular meeting of an existing board, such as planning, zoning or the town board. It may also be a separate meeting, specifically for stormwater. If multiple permittees are working together, they may have a group meeting (refer to Part V.C.2); or
- on the internet by:
 - making the annual report available to the public on a website;

- providing the public the opportunity to provide comments on the internet or otherwise; and
- making available the opportunity for the public to request an open meeting to ask questions about and make comments on the report. If a public meeting is requested by 2 or more persons, the permittee must hold such a meeting. However, the permittee need only hold a public meeting once to satisfy this requirement.

ii. provide public notice about the presentation, making public the following information when noticing the presentation in accordance with the local public notice requirements:

- the placement of the annual report on the agenda of this meeting or location on the internet;
- the opportunity for public comment. This general SPDES permit does not require a specified time frame for public comments, although it is recommended that permittees do provide the public an opportunity to comment for a period after the meeting. Comments received after the final annual report is submitted shall be reported with the following year's annual report. Permittees must take into account those comments in the following year;
- the date and time of the meeting or the date the annual report becomes available on the internet; and
- the availability of the draft report for prior review prior to the public meeting or duration of availability of annual report on the internet;

iii. the Department recommends that announcements be sent directly to individuals (public and private) known to have a specific interest in the permittee's SWMP;

iv. include a summary of comments and (intended) responses with the final annual report. Changes made to the SWMP in response to comments should be described in the annual report; and

v. ensure that a copy of the final report and, beginning in 2009, the SWMP plan are available for public inspection;

e. Develop, record, periodically assess and modify as needed measurable goals; and

f. Select and implement appropriate public involvement / participation activities and measurable goals to ensure the reduction of POCs in stormwater discharges to the MEP.

2.3 Methodology for Compliance with Permit Requirements

In order to comply with this MCM, each municipality must involve the local public in their SWMP. By participating in the WNYSC, each municipality can comply with certain aspects of the SWMP such as public participation at the WNYSC's public meetings, incorporating a feedback mechanism into the webpage and community cleanup events. MS4s will be responsible for allowing public review of their individual SWMP Plans and Annual Reports. MS4s can also develop programs such as volunteer monitoring of outfalls, adopt-a-stream and storm sewer stenciling. These BMPs are not General Permit requirements but do foster public involvement and may be of interest to the local MS4 for incorporating into their SWMP.

2.4 Best Management Practices

2.4.1 *Identify Key Individuals and Groups who are Interested in/or Affected by the Permitting Program*

Description / Methodology

Environmental groups identified as having an interest in the WNYSC and the Town's Stormwater Management Program include: Erie County Environmental Management Council (EMC), Niagara County EMC, municipal Conservation Advisory Committee (CAC), the Buffalo Niagara Riverkeepers, Citizens Coalition for the Environment (CCE), and the Erie County Water Quality Committee (ECWQC).

Responsibilities and Measureable Goals

WNYSC

Outreach to EMCs, Buffalo Niagara Riverkeepers, CCE, CAC, and ECWQC regarding the activities of the WNYSC and how the groups may assist with the Stormwater Management Program.

Stormwater Management Officer

Outreach to Town Board, Town Planning Board, CAC regarding stormwater requirements and how the group may assist with their local MS4 Stormwater Management Program.

Attend CAC meeting to discuss the MS4 program.

Additional Information / Resources

None.

2.4.2 *Identify Types of Input the MS4 would seek from the Individuals or Groups to Support Development and Implementation of the Program*

Description / Methodology

Environmental groups identified as having an interest in the WNYSC's Stormwater Management Program will be enlisted to assist with its implementation through participation in the WNYSC's public education and public involvement workgroup. These groups will be encouraged to:

Attend WNYSC meetings.

Assist with public education and public involvement activities.

Plan and staff community cleanup events.

Review the Draft Annual Report of the WNYSC and MS4s.

Responsibilities and Measureable Goals

WNYSC

Interact with EMCs, Buffalo Niagara Riverkeepers, CCE, and ECWQC and encourage their support/participation in WNYSC workgroup activities and implementation of the Stormwater Management Program.

Prepare the Draft Annual Report.

Review Annual Report during meeting before submission due date.

Stormwater Management Officer

Enlist support/participation of the municipal CAC in efforts related to implementation of their local Stormwater Management Program.

Attend WNYSC meetings.

Attempt to assist with public education and public involvement activities annually.

Attempt to plan and staff at least one community cleanup annually.

Prepare the Annual Report of the Town of Clarence (MS4).

Additional Information / Resources

None.

2.4.3 *Public Participation in the Stormwater Management Program*

Description / Methodology

To provide the public with an ongoing opportunity to participate in the development, implementation, review and revision of the SWMP Plan, MS4s will make the SWMP Plan available in areas where the public has access and on the stormwater website. Public access areas include, but are not limited to, municipal buildings and public libraries. Included with the SWMP Plan will be information pertaining to how the public can participate. The SWMP Plan will also be presented annually, and at that time, the public will be informed of their opportunity to participate in the SWMP.

Responsibilities and Measureable Goals

Stormwater Management Officer

Provide an opportunity for continuous public inspection of the SWMP Plan on the stormwater website.

Present the SWMP Plan once per year, ideally with the draft Annual Report on website and at a public meeting, if requested by two or more persons.

Additional Information / Resources

None.

2.4.4 *Open WNYSC Meetings to Reach Key Groups and Individuals and Promote Public Involvement Opportunities*

Description / Methodology

Twice per year, the WNYSC will schedule open meetings to educate key individuals and groups who are interested in or affected by the SWMP on the status of implementation in the MS4s of Erie and Niagara County. Public employees, environmental groups and the general public are targets for attendance. The meetings will be used to solicit input from those key individuals and groups on the SWMP Plan, the Annual Report and to publicize opportunities for public participation and involvement. The meetings will be hosted by the WNYSC membership.

Responsibilities and Measureable Goals

WNYSC

Bi-Annual: Publish a notice in the local paper for each public meeting held by the WNYSC to notify the public of their invitation to participate.

Stormwater Management Officer

Bi-Annual: Announce WNYSC meeting it at the Town of Clarence board meeting.
Attend WNYSC meeting.

Additional Information / Resources

None.

2.4.5 *Public Involvement/Participation Activities*

Description / Methodology

Inform and encourage residents about the many opportunities that exist to participate in area community cleanup events: Household Hazardous Waste Collections held several times per year by Erie County and continuously by Niagara County; nationally sponsored "Great American Cleanup" events that can be organized locally; and locally sponsored, volunteer cleanup activities such as Buffalo Niagara Riverkeepers spring shoreline cleanup and Fall Beach Sweep; and State sponsored Adopt-A-Highway Programs.

Provide the public with a means of contacting someone with specific questions pertaining to stormwater as well as a way to report spills, dumping, construction sites of concern, etc.

Responsibilities and Measureable Goals

ECDEP

Publish a notice in the local paper and on the Erie County Household Hazardous Waste webpage that notifies residents of their opportunity to participate in the Erie County Household Hazardous Waste Collections events.

WNYSC and/or Stormwater Management Officer

Attempt to have at least one stream or roadway cleanup, or community planting day per year.

Have information on local cleanup opportunities available at the office of the ECDEP or local Stormwater Management Officer. Also, advertise these events on the town and/or county webpage and at Town Board Meeting.

Create and maintain a water quality and illicit discharge hotline. Provide link and information on Town of Clarence webpage.

Provide the list of municipal contacts for member MS4s on the WNYSC webpage and the name and contact information for the Town's Stormwater Management Officer on the Town's webpage.

Additional Information / Resources

None.

2.4.6 *Provide Public Comment Mechanism on Webpage*

Description / Methodology

Through either the WNYSC, and/or the municipality's webpage, provide a means for public input/comment regarding the SWMP.

Responsibilities and Measureable Goals

WNYSC

Maintain WNYSC stormwater webpage feedback mechanism for residents to document their input/comments on the SWMP.

Document input/comments received, and actions taken.

Stormwater Management Officer

Maintain MS4 stormwater webpage feedback mechanism for residents to document their input/comments on the MS4 stormwater management program.

Document input and comments received, and actions taken.

Additional Information / Resources

None.

2.4.7 *Identify Local Stormwater Public Contact*

Description / Methodology

Designate a “Stormwater Management Officer” that is responsible for the management of the MS4s stormwater management program. The Stormwater Management Officer would likely be the Code Enforcement Officer, Engineer, or his/her staff. A consultant cannot be appointed as Stormwater Management Officer.

Responsibilities and Measureable Goals

Stormwater Management Officer

Update as required

Timothy M. Lavocat, P.E., CFM

Town Engineer

tlavocat@clarence.ny.us

6221 Goodrich Road

Clarence Center, New York 14032

Phone: (716) 741-8952

Provide contact information with public review documents, such as SWMP Plan and Annual Reports, and on a webpage dedicated to stormwater.

Town Board

Update the designated Stormwater Management Officer Contact information as necessary.

Additional Information / Resources

None.

2.4.8 *Annual Report Presentation*

Description / Methodology

All regulated MS4s must submit an annual report by June 1 of each year that updates the NYSDEC on the status of their stormwater management program. Before submittal of the annual

report to NYSDEC, a draft report will be prepared and presented to the public for their review and comment.

Responsibilities and Measureable Goals

WNYSC

Present the WNYSC's shared draft Annual Report at a WNYSC meeting that is open to the public. See Section 2.4.4 above.

Stormwater Management Officer

Present the draft Annual Report at a meeting that is open to the public, if requested by two or more residents, and/or on the internet to solicit public review and comment.

If a presentation/meeting is required provide public notice about the presentation in accordance with State Open Meetings Law or other local public notice requirements. See Section 2.2 for specific Permit requirements.

Additional Information / Resources

None.

2.5 Required Reporting

At a minimum, the Town of Clarence shall report on the items below:

- a. annual report presentation information (date, time, attendees) or information about how the annual report was made available for comment;
- b. comments received and intended responses (as an attachment);
- c. public involvement / participation activities (for example stream cleanups including the number of people participating, the number of calls to a water quality hotline, the number and extent of storm drain stenciling); and
- d. report on effectiveness of stormwater program and BMPs and on assessment of measurable goals.

SECTION 3: ILLICIT DISCHARGE DETECTION & ELIMINATION

3.1 Description of Minimum Control Measure

The Illicit Discharge Detection and Elimination minimum control measure consists of Best Management Practices (BMPs) that focus on the detection and elimination of illicit discharges into the MS4. The BMPs describe outfall mapping and update procedures; the legal authority mechanism that will be used to effectively prohibit illicit discharges; enforcement procedures and actions to ensure that the regulatory mechanism is implemented; the dry weather screening program, procedures for tracking down and locating the source of an illicit discharge; procedures for locating priority areas; and procedures for removing the source of the illicit discharge.

3.2 General Permit Requirements

An MS4 must, at a minimum:

- a. Develop, implement and enforce a program to detect and eliminate illicit discharges (as defined at 40 CFR 122.26(b)(2) of GP-0-15-003) into the small MS4;
- b. Develop and maintain a map, at a minimum within the permittee's jurisdiction in the urbanized area and additionally designated area, showing:
 - the location of all outfalls and the names and location of all surface waters of the State that receive discharges from those outfalls;
 - by March 9, 2010, the preliminary boundaries of the permittee's storm sewersheds determined using GIS or other tools, even if they extend outside of the urbanized area (to facilitate trackdown), and additionally designated area within the permittee's jurisdiction; and
 - when grant funds are made available or for sewer lines surveyed during an illicit discharge trackdown, the permittee's storm sewer system in accordance with available State and EPA guidance;
- c. Field verify outfall locations;
- d. Conduct an outfall reconnaissance inventory, as described in the EPA publication entitled Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment, addressing every outfall within the urbanized area and additionally designated area within the permittee's jurisdiction at least once every five years, with reasonable progress each year;
- e. Map new outfalls as they are constructed or newly discovered within the urbanized area and additionally designated area;
- f. Prohibit, through a law, ordinance, or other regulatory mechanism, illicit discharges into the small MS4 and implement appropriate enforcement procedures and actions.

This mechanism via Local Law No. 7-2007, the Town of Clarence enacted Town Code Chapter 188, Article I (Illicit Discharges, Activities and Connections) on or about January 7, 2007. Local Law No. 7-2007 has been certified by the Town's Special Counsel as being equivalent to the NYSDEC Model Local Law to Prohibit Illicit Discharges, Activities and Connections to Separate Storm Sewer Systems.;

- g. Develop and implement a program to detect and address non-stormwater discharges, including illegal dumping, to the small MS4 in accordance with current assistance and guidance documents from the State and EPA. The program must include: procedures for identifying priority areas of concern (geographic, audiences, or otherwise) for the IDDE program; description of

priority areas of concern, available equipment, staff, funding, etc.; procedures for identifying and locating illicit discharges (trackdown); procedures for eliminating illicit discharges; and procedures for documenting actions;

h. Inform public employees, businesses, and the general public of the hazards associated with illegal discharges and improper disposal of waste, and maintain records of notification

i. Address the categories of non-stormwater discharges or flows (listed in Section 1.2 of this document) as necessary;

j. Develop, record, periodically assess, and modify as needed, measurable goals; and

k. Select appropriate IDDE BMPs and measurable goals to ensure the reduction of all POCs in stormwater discharges to the MEP.

3.3 Methodology for Compliance with the Permit Requirements

The WNYSC developed a GIS-based map of outfalls in the MS4 Urbanized Areas of Erie and Niagara Counties. For each outfall mapped, a dataset can be accessed. The WNYSC Outfall Locator map is maintained by Erie County DEP's Office of GIS Services. The Town shall conduct periodic reviews and provide updates to this map using the mechanism provided by the WNYSC.

In partnership with Buffalo State College, an Illicit Discharge Trackdown Protocol and Sampling Procedure was developed to assist MS4s with identification of illicit discharges to their systems and the process to use to track down the source and eliminate it if it is impacting water quality.

Via Local Law No. 7-2007, the Town of Clarence enacted Town Code Chapter 188, Article I (Illicit Discharges, Activities and Connections) on or about January 7, 2007. Local Law No. 7-2007 has been certified by the Town's Special Counsel as being equivalent to the NYSDEC Model Local Law to Prohibit Illicit Discharges, Activities and Connections to Separate Storm Sewer Systems.

Additional Information / Resources

Refer to Appendix for the following information:

U.S. EPA: Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment

3.4 Best Management Practices

3.4.1 Mapping

Description / Methodology

Outfall Map

The WNYSC has a shared GIS Outfall Locator map that is housed by the Erie County Department of Environment and Planning's Office of GIS Services (<http://gis2.erie.gov/GC/ENSSO/PublicLaunchPage.aspx>). The map includes outfalls for the entire Western New York Urbanized Area. Each outfall point can be queried to obtain specific data including its identification number, photo, surface water discharge point, physical attributes and observations at the time of inspection and GPS coordinates. These data can be printed in report format directly from the website.

Responsibilities and Measureable Goals

WNYSC/Town of Clarence

Update Outfall map when needed. Constantly assess outfalls and update.

Preliminary Storm Sewershed Boundaries

The Outfall Locator map has a layer to depict Preliminary Storm Sewershed boundaries which are essentially watersheds, basins and sub-basins that, when displayed along with the outfall data, may help to define the drainage area for a given outfall. Once an illicit discharge is detected at a specific outfall, the existing basin information and boundaries will be used to define the potential area where the source is located. WNYSC, with the aid of the Town of Clarence has generated storm sewer mapping of the MS4.

Responsibilities and Measureable Goals

WNYSC/Town of Clarence

Update when necessary.

Manage GIS data and web-based mapping system to ensure MS4 access to maps.

Stormwater Management Officer

Update when necessary the storm sewer mapping created by WNYSC.

Additional Information / Resources

CD provided by WNYSC with electronic version of storm sewer mapping.

3.4.2 *Outfall Reconnaissance Inventory (ORI)*

Description / Methodology

The MS4 will conduct an Outfall Reconnaissance Inventory of each outfall and will conduct a dry weather inspection of its storm sewer outfalls at a rate of approximately 20% per year or 100% over a five year period. The ORI and inspections will be conducted according to procedures set forth in the WNYSC's Illicit Discharge Track Down Protocol guidance document which is based on EPA guidance.

Inherent in the ORI process are opportunities for the MS4 to field verify outfall locations (required), update existing data, add outfalls that are newly discovered or newly constructed (required) and prioritize outfalls for illicit discharge follow up.

All updates to the WNYSC's Outfall Locator Map, which is located on the Erie County Geographic Information System Internet Server, will be made by Erie County's GIS staff upon request by the MS4. The MS4 requesting modification of their outfall must complete a Stormwater Outfall Map Update Request form (provided in the Appendix) and submit it to ECDEP. The MS4 should attach a copy of the ORI completed in full for new outfalls or with new information highlighted for existing outfalls.

Responsibilities and Measureable Goals

WNYSC/Town of Clarence

Update the outfall map as necessary with additional outfalls that have been added to the system.

Stormwater Management Officer

Inspect 20% of the mapped outfalls every year or 100% over five years.

Submit outfall mapping update forms to ECDEP.

ECDEP Contact – Mary Rossi (716) 858-7583
Regional Mapping Manager – Dale Morris (716) 858-8390

Additional Information / Resources

Refer to Appendix for the following information:

WNYSC: Illicit Discharge Track Down Protocol Procedure

Outfall Reconnaissance Inventory

Guidance for Prioritizing Stormwater Outfalls

Stormwater Outfall Map Update Request

3.4.3 Local Ordinance Prohibiting Illicit Discharges into the MS4

Description / Methodology

A stormwater management ordinance to prohibit illicit discharges and implement enforcement procedures and actions is required under GP-0-15-003. The ordinance must be equivalent to New York State's Model Local Law to Prohibit Illicit Discharges, Activities and Connections to Separate Storm Sewer Systems and be certified as such by an attorney representing the MS4.

Via Local Law No. 7-2007, the Town of Clarence enacted Town Code Chapter 188, Article I (Illicit Discharges, Activities and Connections) on or about January 7, 2007. Local Law No. 7-2007 has been certified by the Town's Special Counsel as being equivalent to the NYSDEC Model Local Law to Prohibit Illicit Discharges, Activities and Connections to Separate Storm Sewer Systems.

Responsibilities and Measureable Goals

Stormwater Management Officer & Municipal Board

Amend stormwater ordinance as necessary to maintain compliance with NYS standards and requirements.

Revise enforcement action procedures as needed.

Additional Information / Resources

Refer to Appendix for the following information:

Town of Clarence Code Chapter 188, Article I (Illicit Discharges, Activities and Connections)
January 7, 2007

3.4.4 Pollutant Source Tracking Procedures

Description / Methodology

The WNYSC has developed an Illicit Discharge Track Down Protocol guidance document to detect and address non-stormwater discharges, including illegal dumping. The guidance includes:

- Protocol to track down the sources of pollution to pursue elimination and remediation of the illicit discharge.

Responsibilities and Measureable Goals

Stormwater Management Officer

Implement and enforce an Illicit Discharge Track Down and Elimination program utilizing the recommended protocol and in accordance with the Local Law No. 7-2007 (Refer to Section 3.4.3).

Additional Information / Resources

Refer to Appendix for the following information:

WNYSC: Illicit Discharge Track Down Protocol

3.4.5 *Public Education on Hazards Associated with Illegal Discharges*

Description / Methodology

The public education materials developed to comply with the Public Education requirement in GP-0-15-003 include target audiences and provisions to inform public employees, businesses and the general public of the hazards associated with illegal discharges and improper disposal of waste. Similarly, employee training programs, particularly the Pollution Prevention and Good Housekeeping for Municipal Operations training, include instruction on the hazards of illegal discharges as well as identification and prevention.

Responsibilities and Measureable Goals

WNYSC

Update educational materials and distribute to MS4s.

Maintain records of number of educational materials distributed.

Stormwater Management Officer

Display public education materials in the Town Hall, Library, and Building and Engineering Department.

Maintain records of number of educational materials distributed.

Address the identification and the hazards of illegal discharges in employee training programs.

Additional Information / Resources

Refer to Appendix for the following information:

Illicit Discharge Detection and Elimination: A Citizen's Guide to Identifying and Preventing Stormwater Pollution

3.4.6 *Addressing Categories of Non-Stormwater Discharges*

Description / Methodology

The following discharges are exempt from discharge prohibitions established by local law unless the NYSDEC or the municipality has determined them to be substantial contributors of pollutants: water line flushing, landscape irrigation, diverted stream flows, rising ground water,

uncontaminated ground water infiltration [as defined at 40 CFR 35.2005(20)], uncontaminated ground water, discharges from potable water sources, foundation drains, air conditioning condensate, irrigation water, springs, water from crawl space or basement sump pumps, footing drains, lawn and landscape watering runoff provided that all pesticides and fertilizers have been applied in accordance with the manufacturer's product label, water from individual residential car washing, flows from riparian habitats or wetlands, dechlorinated swimming pool discharges, residual street wash water, discharges or flows from fire fighting activities, dechlorinated water reservoir discharges, and any SPDES permitted discharge.

Responsibilities and Measureable Goals

Stormwater Management Officer

Review non-stormwater discharge list as necessary such that no exempt stormwater discharge is a substantial contributor of pollutants.

Additional Information / Resources

Refer to Appendix for the following information:
Stormwater and Illicit Discharge Brochure

3.5 Required Reporting

At a minimum, the permitted shall report on the items below:

- a. number and percent of outfalls mapped;
- b. number of illicit discharges detected and eliminated;
- c. percent of the outfalls for which an outfall reconnaissance inventory has been performed;
- d. status of system mapping including recent updates performed;
- e. activities in and results from informing public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste (should be reported under MCM 1);
- f. regulatory mechanism status-certification that law is equivalent to the State's model IDDE law (if not already completed and submitted with an earlier annual report); and
- g. report on the effectiveness of the program, BMP and measurable goal assessment.

SECTION 4: CONSTRUCTION SITE RUNOFF CONTROL

4.1 Description of Minimum Control Measure

The Construction Site Runoff minimum control measure consists of Best Management Practices (BMPs) that focus on the reduction of pollutants to the MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of stormwater discharges from construction activity disturbing less than one acre will be considered if it is part of a larger common plan of development or sale that would disturb one acre or more. The BMPs describe the legal authority mechanism that will be used to require erosion and sediment controls; enforcement procedures and actions to ensure compliance; requirements for construction site operators to implement appropriate erosion and sediment control BMPs; requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site; procedures for site plan review which incorporate the consideration of potential water quality impacts; procedures for receipt and consideration of information submitted by the public; and procedures for site inspection and enforcement of control measures.

The stormwater regulations for Construction Site Runoff Control apply to both privately-owned and managed projects, and MS4-owned and managed projects. Therefore, the BMPs described in this section have application to both types of projects.

As per Criterion 3 of the Designation Criteria, Part II.F and defined in Part X.B of GP-0-15-003, operators of traditional land use control MS4s must extend the implementation of MCM 4 to its full jurisdiction.

4.2 General Permit Requirements

An MS4 must, at a minimum:

- a. Develop, implement, and enforce a program that:
 - i. provides equivalent protection to the NYS SPDES General Permit for Stormwater Discharges from Construction Activities (either GP-02-01, GP-0-08-001 or GP-0-10-001 or GP-0-15-002), unless more stringent requirements are contained within this general SPDES permit;
 - ii. addresses stormwater runoff to the small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Control of stormwater discharges from construction activity disturbing less than one acre must be included in the program if:
 - that construction activity is part of a larger common plan of development or sale that would disturb one acre or more; or
 - if controlling such activities in a particular watershed is required by the Department;
 - iii. includes a law, ordinance or other regulatory mechanism to require a SWPPP for each applicable land disturbing activity that includes erosion and sediment controls that meet the State's most current technical standards:
 - this mechanism must be equivalent to one of the versions of the "NYSDEC Sample Local Laws for Stormwater Management and Erosion and Sediment Control"; and
 - equivalence must be documented:
 - by adoption of one of the sample local laws without changes;

- by using the NYSDEC Gap Analysis Workbook; or
- be adoption of a modified version of the sample local law, or an alternative law, and, in either scenario, certification by the attorney representing the small MS4 that adopted law is equivalent to one of the versions of the sample local ;

iv. contains requirements for construction site operators to implement erosion and sediment control management practices;

v. allows for sanctions to ensure compliance to the extent allowable by State law;

vi. contains requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality; pursuant to the requirement of construction permit;

vii. describes procedures for SWPPP review with consideration of potential water quality impacts and review of individual SWPPPs to ensure consistency with State and local sediment and erosion control requirements;

- ensure that the individuals performing the reviews are adequately trained and understand the State and local sediment and erosion control requirements;
- all SWPPPs must be reviewed for sites where the disturbance is one acre or greater; and
- after review of SWPPPs, the permittee must utilize the “MS4 SWPPP Acceptance Form” created by the Department and required by the SPDES General Permit for Stormwater Discharges from Construction Activity (GP-0-10-001 or GP-0-15-002) when notifying construction site owner / operators that their plans have been accepted by the permittee;

viii. describes procedures for receipt and follow up on complaints or other information submitted by the public regarding construction site storm water runoff;

ix. describes procedures for site inspections and enforcement of erosion and sediment control measures including steps to identify priority sites for inspection and enforcement based on the nature of the construction activity, topography, and the characteristics of soils and receiving water;

- the permittee must ensure that the individual(s) performing the inspections are adequately trained and understand the State and local sediment and erosion control requirements. Adequately trained means receiving inspector training by a NYSDEC sponsored or approved training;
- all sites must be inspected where the disturbance is one acre or greater;
- permittee must determine that it is acceptable for the owner or operator of a construction project to submit the Notice of Termination (NOT) to the Department by performing a final site inspection themselves or by accepting the Qualified Inspector's final inspection certification(s) required by the SPDES General Permit for Stormwater Discharges from Construction Activity. The principal executive officer, ranking elected official, or duly authorized representative (see Part VI.J.) shall document their determination by signing the “MS4 Acceptance” statement on the NOT.

x. educates construction site owner / operators, design engineers, municipal staff and other individuals to whom these regulations apply about the municipality's construction stormwater requirements, when construction stormwater requirements apply, to whom they apply, the procedures for submission of SWPPPs, construction site inspections, and other procedures associated with control of construction stormwater;

xi. ensures that construction site operators have received erosion and sediment control training before they do work within the covered entity's jurisdiction and maintain records of that training. Small home site construction (construction where the Erosion and Sediment Control Plan is developed in accordance with Appendix E of the New York Standards and Specifications for Erosion and Sediment Control@) is exempt from the requirements below:

- training may be provided by the Department or other qualified entities (such as Soil and Water Conservation Districts);
- the covered entity is not expected to perform such training, but they may co-sponsor training for construction site operators in their area;
- the covered entity may ask for a certificate of completion or other such proof of training; and
- the covered entity may provide notice of upcoming sediment and erosion control training by posting in the building department or distribute with building permit application;

xii. establishes and maintains an inventory of active construction sites, including the location of the site, owner / operator contact information;

xiii. develop, record, periodically assess and modify as needed measurable goals; and

xiv. select appropriate construction stormwater BMPs and measurable goals to ensure the reduction of all POCs in stormwater discharges to the MEP

4.3 Methodology for Compliance with Permit Requirements

Each participating MS4 of the WNYSC has adopted NYS's Sample Local Law for Stormwater Management and Erosion & Sediment Control. This ordinance authorizes the MS4 to enforce a program that reduces pollutant runoff from construction sites. Each MS4 will be responsible for reviewing SWPPPs, inspecting construction sites, and enforcing GP-0-15-002 requirements on construction sites that do not comply with the regulations. The WNYSC provides training to developers, contractors, and design engineers in order to inform them of the regulations. In addition, the WNYSC often co-sponsors NYSDEC sponsored/approved trainings provided by Soil and Water Conservation Districts for MS4 personnel that will be responsible for inspecting the construction sites and enforcing the permit requirements.

4.4 Best Management Practices

4.4.1 Local Ordinance for Stormwater Management and Erosion & Sediment Control

Description / Methodology

A stormwater management ordinance is required under GP-0-15-003. The ordinance must be equivalent to New York State's Sample Local Law for Stormwater Management and Erosion & Sediment Control and be certified as such by an attorney representing the MS4.

The Town of Clarence formally adopted NYS's Sample Local Law for Stormwater Management and Erosion & Sediment Control on 11/07/2007.

The stormwater management ordinance establishes minimum stormwater management requirements and controls to protect the general health, safety, and welfare of the public. The ordinance addresses issues relating to:

- Erosion and Sediment Control
- SWPPP Content

- Stormwater Design Requirements
- Construction Requirements
- Maintenance, Inspection and Repair of Stormwater Facilities
- Enforcement
- Fees for municipal services relating to SWPPP reviews, inspections, and maintenance.

Responsibilities and Measureable Goals

Stormwater Management Officer & Town Board

Amend stormwater ordinance as necessary to maintain compliance with NYS standards and requirements.

Additional Information / Resources

Refer to Appendix for the following information:

Local Law for Stormwater Management and Erosion & Sediment Control

4.4.2 *Design Requirements*

Description / Methodology

Evaluate existing in-house practices related to review of project planning and design criteria for required changes based on compliance with local, state and/or federal construction stormwater regulations. Develop project planning and design requirements, and communicate requirements to the design and construction communities.

Many MS4-owned and managed projects, and some privately-owned and managed projects, have special conditions which make implementation of standard pollution prevention practices, as defined in the NYS Stormwater Management Design Manual, technical infeasible. Such projects include highway reconstruction, demolition/redevelopment, waterline construction, and other linear-type construction. Acceptable design criteria for these special condition projects must be approved by the NYSDEC on a project-by-project basis, and the owner's preparation of the GP-0-15-002 Stormwater Pollution Prevention Plan (SWPPP) is the mechanism by which accepted/equivalent practices are evaluated by NYSDEC.

Responsibilities and Measureable Goals

WNYSC

Review construction project, planning, and design criteria as necessary to determine changes needed to comply with local, state and/or federal construction stormwater regulations.

Stormwater Management Officer

Distribute construction design and permitting guidelines to the local design and construction communities, and involved MS4 personnel.

Additional Information / Resources

Refer to Appendix for the following:

General Permit for Construction Activity (GP-0-15-002)

NYS Stormwater Management Design Manual (2015)

4.4.3 Construction Plan Review

Description / Methodology

Follow written procedure for SWPPP reviews from when the Town receives them up until signing the SWPPP acceptance form.

Utilize a checklist of items that must be verified by the reviewer for each construction plan and SWPPP review. This checklist is available to developers, contractors, engineers, and architects to assist them in preparing satisfactory plans. It includes aspects such as:

- Requirement of construction site operator to implement erosion and sediment control management practices
- Requirement for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality

Notify the owners of construction plans when deficiencies are found in the plans during the review process.

Maintain records of plans reviewed and approved for construction under this program.

Conduct SWPPP review for all sites in the municipality where the disturbance is one acre or greater to ensure consistency with State and local sediment and erosion control requirements.

- MS4 SWPPP Acceptance Form issued by NYSDEC, and required by the General Permit for Stormwater Discharges from Construction Activity (GP-0-15-002), must be signed prior to obtaining permit coverage to indicate plans have been accepted and approved by the MS4. The construction site owner / operators should include the signed SWPPP Acceptance Form with the NOI submitted to NYSDEC for Permit coverage.

Conduct a final inspection of completed projects, or accept the Qualified Inspector's final inspection certification(s) as required by GP-0-15-002.

- MS4 Acceptance statement on the Notice of Termination (NOT) must be signed prior to permit holder submitting NOT.

Provide training for municipal engineers, building department staff, and other municipal representatives that will be completing the construction plan reviews within the Town of Clarence.

Responsibilities and Measureable Goals

WNYSC

Continue to train municipal staff that will be completing construction plan reviews.

Educate the local construction community on the construction plans review process.

Stormwater Management Officer

Train additional municipal staff as necessary and update per customized local code. Any changes to construction plan review procedures must be communicated to municipal staff.

Update SWPPP review checklist as needed.

Ensure SWPPP reviews are conducted by qualified professionals or supervised by qualified professionals.

Maintain records and inventory of SWPPPs reviewed.

Additional Information / Resources

Refer to Appendix for the following:

NYS Standards and Specifications for Erosion and Sediment Control (Blue Book)

NYS Stormwater Management Design Manual (2015)

Urban Hydrology for Small Watersheds TR 55

SWPPP Review Check List GP-0-10-001

MS4 SWPPP Acceptance Form

Notice of Intent for Stormwater Discharges Associated with Construction Activity, GP-0-15-002

Notice of Termination for Stormwater Discharges Associated with Construction Activity, GP-0-15-002

4.4.4 Construction Inspection Procedures and Certification Program

Description / Methodology

Require all construction site operators to verify at least one employee on site has received required NYS endorsed 4 Hour Erosion and Sediment Control Training within the last 3 years before they do work within the MS4's jurisdiction.

Maintain inventory of active construction sites within the MS4 Urbanized Area and track new and on-going construction activities.

Train MS4 inspection personnel on local construction stormwater regulations and inspection procedures.

Inspect qualifying construction sites using appropriate inspection procedures and forms to ensure compliance with local stormwater regulations.

Inspect construction site to ensure the operators control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality.

Issue enforcement actions to owners and operators of local construction sites that are not in compliance with local construction stormwater regulations or SWPPP conditions.

Inspect corrective actions to bring local construction sites into compliance with local construction stormwater regulations and SWPPP conditions following enforcement actions.

Maintain records of construction site inspections, enforcement actions, and corrective actions performed by local construction site owners and operators.

Responsibilities and Measureable Goals

WNYSC

Update inspection forms and procedures when necessary to inspect local construction sites in order to ensure compliance with local construction stormwater regulations.

Sponsor training for MS4 inspection personnel on local construction stormwater regulations, inspection procedures and erosion and sediment control requirements (i.e. NYS's 4 Hour Erosion and Sediment Control Training program offered by Erie County Soil and Water Conservation District).

Stormwater Management Officer

Inspect and keep inventory of qualifying construction sites using appropriate inspection procedures and forms to ensure compliance with local stormwater regulations and SWPPP conditions.

Issue enforcement actions to owners and operators of local construction sites that are not in compliance with local construction stormwater regulations or SWPPP conditions, keep inventory of all violations, and inspect corrective actions to bring local construction sites into compliance with local construction stormwater regulations and SWPPP conditions following enforcement actions.

Ensure that all construction site operators have at least one employee on site who has received required NYS-endorsed 4 Hour Erosion and Sediment Control Training within the last 3 years before they do work within the MS4's jurisdiction. The Stormwater Management Officer should obtain proof in the form of an attendance record or other documentation provided to attendees for the purpose of documentation (GP-0-15-003 Part VII.A.4.a.xi).

Maintain an inventory of active construction sites and record of inspections for each site within the MS4 jurisdiction in accordance with GP-0-15-003 Part VII.A.4.a.xii.

Additional Information / Resources

Refer to Appendix for the following:

Stormwater Compliance Inspection Form

NYSDEC Construction Inspection Manual

4.4.5 Project Status Monitoring and Reporting

Description / Methodology

As part of the enforcement code in the stormwater ordinance, records must be maintained to determine construction sites that are either in compliance or not in compliance with state and/or federal construction stormwater permits.

Municipalities are also required to report the number of construction projects that are permitted under state and/or federal construction stormwater regulations.

Responsibilities and Measureable Goals

Stormwater Management Officer

Maintain compliance records for all construction sites requiring state permit coverage.

Additional Information / Resources

None.

4.4.6 *Public Review of Design Plans, Construction Projects, and Public Complaints Regarding Construction Site Storm Water Runoff*

Description / Methodology

Provide the public with an opportunity to review and comment on proposed design plans and construction sites.

Provide public with contact information to relay concerns to the representative of the municipality.

Responsibilities and Measureable Goals

Stormwater Management Officer

Provide notice to the public for them to review and comment on proposed design plans. Typically, this should correspond with the Planning Board or Town Board agendas for proposed projects.

Provide a form on the municipal webpage and/or at the Building and Engineering Department building to allow residents to comment on design plans.

Provide a form on the municipal webpage and/or at the Building and Engineering Department building that allows residents to relay concerns regarding a construction project.

Provide contact information on webpage if there are any complaints regarding site stormwater runoff.

Document the comments received from the public and any actions taken.

Additional Information / Resources

None.

4.4.7 *Education and Training Measures for Construction Site Operators*

Description / Methodology

Provide educational material and training opportunities to developers, contractors, engineers, and architects to inform them of the local, state, and/or federal regulations that will impact their developments.

Responsibilities and Measureable Goals

WNYSC

Provide additional training sessions as necessary.

Stormwater Management Officer

Distribute information packets with any application for public and private improvement permits, building permits, and pool permits. Maintain records of number distributed.

Additional Information / Resources

Refer to WNYSC webpage for the following:

Moving Dirt Pamphlet
Concrete and Mortar Operations Pamphlet

4.5 Required Reporting

At a minimum, the permittee shall report on the items below:

- a. number of SWPPPs reviewed;
- b. number and type of enforcement actions;
- c. percent of active construction sites inspected once;
- d. percent of active construction sites inspected more than once;
- e. number of construction sites authorized for disturbances of one acre or more; and
- f. report on effectiveness of program, BMP and measurable goal assessment.

SECTION 5: POST-CONSTRUCTION STORMWATER MANAGEMENT

5.1 Description of Minimum Control Measure

The Post-Construction Stormwater Management minimum control measure consists of Best Management Practices (BMPs) that focus on the prevention or minimization of water quality impacts from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale that discharge into the MS4. The BMPs describe structural and/or non-structural practices; the legal authority mechanism that will be used to address post-construction runoff from new development and redevelopment projects; and procedures to ensure long term operation and maintenance of BMPs.

As per Criterion 3 of the Designation Criteria, Part II.F and defined in Part X.B of GP-0-15-003, operators of traditional land use control MS4s must extend the implementation of MCM 5 to its full jurisdiction.

5.2 General Permit Requirements

An MS4 must, at a minimum:

- a. Develop, implement, and enforce a program that:
 - i. provides equivalent protection to the NYS SPDES General Permit for Stormwater Discharges from Construction Activities (either GP-02-01 or GP-0-08-001, or GP-0-15-002, or GP-0-15-002), unless more stringent requirements are contained within this general SPDES permit;
 - ii. addresses stormwater runoff from new development and redevelopment projects to the small MS4 from projects that result in a land disturbance of greater than or equal to one acre. Control of stormwater discharges from projects of less than one acre must be included in the program if:
 - that project is part of a larger common plan of development or sale; or
 - if controlling such activities in a particular watershed is required by the Department;
 - iii. includes a law, ordinance or other regulatory mechanism to require post-construction runoff controls from new development and re-development projects to the extent allowable under State law that meet the State's most current technical standards:
 - the mechanism must be equivalent to one of the versions of the "NYSDEC Sample Local Laws for Stormwater Management and Erosion and Sediment Control"; and
 - equivalence must be documented:
 - by adoption of one of the sample local laws without changes;
 - by using the NYSDEC Gap Analysis Workbook; or
 - be adoption of a modified version of the sample local law, or an alternative law, and, in either scenario, certification by the attorney representing the small MS4 that adopted law is equivalent to one of the versions of the sample local ;
 - iv. includes a combination of structural management practices (according to standards defined in the most current version of the NYS Stormwater Management Design Manual) that will reduce the discharge of pollutants to the maximum extent practicable (MEP). In the development of watershed plans, municipal comprehensive plans, open space preservation programs, local law, ordinances and land use regulations, permittees must consider principles of Low Impact Development (LID), Better Site Design (BSD) and

other Green Infrastructure practices to the MEP. In the development of the watershed plans, municipal comprehensive plans, open space preservation programs, local law, ordinances and land use regulations, permittees must consider smart growth principles, natural resource protection, impervious area reduction, maintaining natural hydrologic conditions in developments, riparian buffers or set back distances for protection of environmentally sensitive areas such as streams, wetlands, and erodible soils.

- permittees are required to review according to the Green Infrastructure practices defined in the Design Manual at a site level, and are encouraged to review, and revise where appropriate, local codes and laws that include provisions that preclude green infrastructure or construction techniques that minimize or reduce pollutant loadings.
- if a stormwater management practice is designed and installed in accordance with the New York State Stormwater Management Design Manual or has been demonstrated to be equivalent and is properly operated and maintained, then MEP will be assumed to be met for post-construction stormwater discharged by the practice;

v. describes procedures for SWPPP review with consideration of potential water quality impacts and review of individual SWPPPs to ensure consistency with state and local post-construction stormwater requirements;

- ensure that the individuals performing the reviews are adequately trained and understand the State and local post construction stormwater requirements;
- ensure that the individuals performing the reviews for SWPPPs that include post-construction stormwater management practices are qualified professionals or under the supervision of a qualified professional (as defined in GP-0-15-003);
- all SWPPPs must be reviewed for sites where the disturbance is one acre or greater; and
- after review of SWPPPs, the permittee must utilize the “MS4 SWPPP Acceptance Form” created by the Department and required by the SPDES General Permit for Stormwater Discharges from Construction Activity (either GP-02-01, GP-0-08-001, GP-0-10-001 or GP-0-15-002) when notifying construction site owner / operators that their plans have been accepted and approved by the permittee
- utilize available training from sources such as Soil and Water Conservation Districts, Planning Councils, the New York State Department of State, USEPA, and/or NYSDEC to educate municipal boards, and Planning and Zoning Boards on low impact development principles, better site design approach, and green infrastructure applications.

vi. maintain an inventory of post-construction stormwater management practices within the permittees jurisdiction. At a minimum, include practices discharging to the small MS4 that have been installed since March 10, 2003, all practices owned by the small MS4, and those practices found to cause or contribute to water quality standard violations.

- the inventory shall include at a minimum: location of practice (street address or coordinates); type of practice; maintenance needed per the NYS Stormwater Management Design Manual, SWPPP, or other provided documentation; and dates and type of maintenance performed; and

vii. ensures adequate long-term operation and maintenance of management practices identified in Part VII.5.a.vi by trained staff, including inspection to ensure that practices are performing properly.

- The inspection shall include inspection items identified in the maintenance requirements (NYS Stormwater Management Design Manual, SWPPP, or other maintenance information) for the practice. Permittees are not required

to collect stormwater samples and perform specific chemical analysis;

viii. Permittees may include in the SWMP Plan provisions for development of a banking and credit system. MS4s must have an existing watershed plan based on which offsite alternative stormwater management in lieu of or in addition to on-site stormwater management practices are evaluated. Redevelopment projects must be evaluated for pollutant reduction greater than required treatment by the state standards. The individual project must be reviewed and approved by the Department. Use of a banking and credit system for new development is only acceptable in the impaired watersheds to achieve the no net increase requirement and watershed improvement strategy areas to achieve pollutant reductions in accordance with watershed plan load reduction goals. A banking and credit system must at minimum include:

- Ensure that offset exceeds a standard reduction by factor of at least 2
- Offset is implemented within the same watershed
- Proposed offset addresses the POC of the watershed
- Tracking system is established for the watershed
- Mitigation is applied for retrofit or redevelopment
- Offset project is completed prior to beginning of the proposed construction
- A legal mechanism is established to implement the banking and credit system

b. Develop, implement, and provide adequate resources for a program to inspect development and re-development sites by trained staff and to enforce and penalize violators;

c. Develop, record, annually assess and modify as needed measurable goals; and

d. Select appropriate post-construction stormwater BMPs and measurable goals to ensure the reduction of all POCs in stormwater discharges to the MEP.

5.3 Methodology for Compliance with Permit Requirements

All participating MS4s in the WNYSC have adopted NYS's Sample Local Law for Stormwater Management and Erosion & Sediment Control which includes provisions to enforce a program that reduces pollutant runoff from newly developed and redeveloped sites. The Town of Clarence will be responsible for inspecting the sites for proper operation and maintenance and enforcing the permit requirements for properties that are not in compliance. In this manner, the Town can ensure adequate long-term management practices for both public and private facilities.

5.4 Best Management Practices:

5.4.1 *Local Ordinance for Stormwater Management and Erosion & Sediment Control*

Description / Methodology

A stormwater management ordinance is required under GP-0-15-003. The ordinance must be equivalent to New York State's Sample Local Law for Stormwater Management and Erosion & Sediment Control and be certified as such by an attorney representing the MS4.

The Town of Clarence formally adopted NYS's Sample Local Law for Stormwater Management and Erosion & Sediment Control on 11/07/2007.

- The stormwater management ordinance establishes minimum stormwater management requirements and controls to protect the general health, safety, and welfare of the public. In

addition to construction-related stormwater issues, the ordinance addresses long term management of post-construction stormwater practices.

Responsibilities and Measureable Goals

Municipal Board

Customize the fee structure and ordinance to incorporate municipal requirements. Fee structure should be referenced in Local Law but not a part of it in order to allow for future updates to the fee structure without having to revise the Local Law.

Additional Compliance Requirement

Stormwater Management Officer & Municipal Board

Amend stormwater ordinance as necessary to maintain compliance with NYS standards and requirement

Revise fee schedule as needed.

Additional Information / Resources

Refer to Appendix for the following information:

Local Law for Stormwater Management and Erosion & Sediment Control

5.4.2 *Inspection Program for Newly Developed and Redeveloped Sites*

Description / Methodology

Utilize post-construction inspection forms and procedures.

Internally track development projects that are under construction and/or have been completed.

Train municipal inspection personnel on local post-construction runoff regulations and final inspection procedures for public post-construction facilities.

Inspect qualifying project sites using adopted inspection forms and procedures to ensure conformance with local post-construction runoff regulations.

Issue enforcement actions to owners or operators of local development projects that are not in compliance with local post-construction runoff regulations.

Maintain records of development project site inspections, enforcement actions, and corrective actions performed by local development project owners.

Maintain an inventory of post-construction stormwater management practices that includes location, type of practice, maintenance needed, dates, and types of maintenance performed

Ensure long-term operation and maintenance by utilizing trained personnel to inspect all post-construction practices.

Responsibilities and Measureable Goals

WNYSC

Update inspection forms and procedures as necessary to inspect local new and re-development projects in order to ensure compliance with local post-construction runoff regulations and approved plans.

Train inspection personnel on local post-construction runoff regulations and final inspection procedures.

Stormwater Management Officer

Maintain an inventory of projects that qualify for inspection under local post-construction runoff regulations in accordance with GP-0-15-003 Part VII.A.5.a.vi..

Inspect public qualifying development project sites annually.

Every five years ensure private qualifying development project sites are conducting inspections and are using inspection forms and procedures to confirm conformance with local post-construction runoff regulations in accordance with GP-0-15-003 Part VII.A.5.a.vii.

Issue enforcement actions to owners or operators of local development projects that are not in compliance with local post-construction runoff regulations.

Additional Information / Resources

Refer to Appendix for:

Stormwater Pond Training and Inspection Checklists.

5.4.3 *Green-Infrastructure and Open Space Design Practices*

Description / Methodology

Create and utilize an Open Space Design Development Overlay Zoning Ordinance that requires low impact development and appropriation for green infrastructure.

Educate planning and zoning departments in the development of watershed plans, municipal comprehensive plans, open space preservation programs, and local law, ordinances and land use regulations.

Ensure green infrastructure practices defined in the Design Manual at the site level are considered and/or incorporated. They must be designed and installed in accordance with the New York State Stormwater Management Design Manual or have been demonstrated to be equivalent.

Responsibilities and Measureable Goals

Stormwater Manager/ Planning and Zoning Department

Review and recommend updates to the Open Space Design Development Overlay Zoning Ordinance when necessary.

Keep records of attendance for Planning and Zoning Department staff to American Planning Association Conference, which covers topics such as low impact design, better site design, and green infrastructure applications.

5.5 Required Reporting

At a minimum, the permittee shall report on the items below:

- i. number and type of enforcement actions;
- ii. number and type of post-construction stormwater management practices inventoried;
- iii. number and type of post-construction stormwater management practices inspected;
- iv. number and type of post-construction stormwater management practices maintained;
- v. regulatory mechanism status - certification that regulatory mechanism is equivalent to one of the "NYSDEC Sample Local Laws for Stormwater Management and Erosion and Sediment Control" (if not already done);
- vi. training for inspection personnel and planning and zoning department as applicable; and
- vii. report on effectiveness of program, BMP and measurable goal assessment, and implementation of banking and credit system, if applicable.

SECTION 6: POLLUTION PREVENTION / GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

6.1 Description of Minimum Control Measure

The Pollution Prevention / Good Housekeeping minimum control measure consists of Best Management Practices (BMPs) that focus on training and on the prevention or reduction of pollutant runoff from municipal operations. The BMPs describe the training program; specific municipal operations that are impacted by the proposed operation and maintenance programs (BMPs); maintenance activities, schedules and inspection procedures for controls to reduce floatables and other pollutants; controls for reducing or eliminating the discharge of pollutants from streets, roads, highways, municipal parking lots, maintenance and storage yards, waste transfer stations, fleet or maintenance shops with outdoor storage areas, and salt/sand storage locations; procedures for the proper disposal of waste generated by the MS4 and municipal operations including dredge spoil, accumulated sediments, floatables and other debris.

6.2 General Permit Requirements

An MS4 must, at a minimum:

- a. Develop and implement a pollution prevention / good housekeeping program for municipal operations and facilities that:
 - i. addresses municipal operations and facilities that contribute or potentially contribute POCs to the small MS4 system. The operations and facilities may include, but are not limited to: street and bridge maintenance; winter road maintenance; stormwater system maintenance; vehicle and fleet maintenance; park and open space maintenance; municipal building maintenance; solid waste management; new construction and land disturbances; right-of-way maintenance; hydrologic habitat modification; or other;
 - ii. at a minimum frequency of once every three years, perform and document a self assessment of all municipal operations addressed by the SWMP to:
 - determine the sources of pollutants potentially generated by the permittee's operations and facilities; and
 - identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program, if it is not done already;
 - iii. determines management practices, policies, procedures, etc. that will be developed and implemented to reduce or prevent the discharge of (potential) pollutants. Refer to management practices identified in the "NYS Pollution Prevention and Good Housekeeping Assistance Document" and other guidance materials available from the EPA, State, or other organizations;
 - iv. prioritizes pollution prevention and good housekeeping efforts based on geographic area, potential to improve water quality, facilities or operations most in need of modification or improvement, and permittee's capabilities;
 - v. addresses pollution prevention and good housekeeping priorities;
 - vi. includes an employee pollution prevention and good housekeeping training program and ensures that staff receive and utilize training;
 - vii. requires third party entities performing contracted services, including but not limited to street sweeping, snow removal, lawn / grounds care, etc., to meet permit requirements as the requirements apply to the activity performed; and

viii. requires municipal operations and facilities that would otherwise be subject to the NYS Multisector General Permit (MSGP, GP-0-06-002) for industrial stormwater discharges to prepare and implement provisions in the SWMP that comply with Parts III. A, C, D, J, K and L of the MSGP. The permittee must also perform monitoring and record keeping in accordance with Part IV. of the MSGP. Discharge monitoring reports must be attached to MS4 annual report. Those operations or facilities are not required to gain coverage under the MSGP. Implementation of the above noted provisions of the SWMP will ensure that MEP is met for discharges from those facilities;

b. Evaluate and incorporate cost effective runoff reduction techniques and green infrastructure in the routine upgrade of the existing stormwater conveyance systems and municipal properties to the MEP. Some examples include replacement of closed drainage with grass swales, replacement of existing islands in parking lots with rain gardens, or curb cuts to route the flow through below grade infiltration areas or other low cost improvements that provide runoff treatment or reduction.

c. Develop, record, periodically assess and modify as needed measurable goals; and

d. Select and implement appropriate pollution prevention and good housekeeping BMPs and measurable goals to ensure the reduction of all POCs in stormwater discharges to the MEP.

e. Adopt techniques to reduce the use of fertilizers, pesticides, and herbicides, as well as their potential impact to surface water.

6.3 Methodology for Compliance with Permit Requirements

The WNYSC has developed a guidance document for use by each participating MS4 that identifies the BMPs to reduce and prevent discharge of pollutants to the maximum extent practicable from municipal activities. The WNYSC will provide training to the municipal personnel of participating MS4s. These personnel will be responsible for implementing the BMPs in their everyday activities. Guidance and training pertaining to performing an environmental assessment of municipal operations and facilities that are addressed by the MS4 Pollution Prevention and Good Housekeeping program will also be provided by the WNYSC.

6.4 Best Management Practices

6.4.1 Implement Pollution Prevention/Good Housekeeping BMPs

Description / Methodology

The WNYSC has developed a Pollution Prevention /Good Housekeeping for Municipal Operations: Best Management Practices guidance document addressing seventeen BMPS that are relevant to municipal facilities and their typical day-to-day operations. Corresponding Standard Operating Procedures and checklists were also developed. See Sections 6.4.2-6.4.17 for detailed descriptions of the sixteen BMPs that are applicable to the Town of Clarence.

The WNYSC has also developed a Municipal Facilities Inventory of Activities & BMPs Implemented that corresponds to the above mentioned guidance document. See Section 6.4.2-6.4.17 for detailed descriptions.

Responsibilities and Measureable Goals

WNYSC

Update documents as needed.

Stormwater Management Officer

Review Pollution Prevention /Good Housekeeping for Municipal Operations: Best Management Practices document to identify BMPs relevant to MS4 facilities and operations.

Review annually the Inventory of Municipal Facilities Activities and BMPs Implemented, update as needed.

Ensure BMPs are posted in each Department in employee access areas.

Identify BMPs relevant to third party contractors and ensure the BMP is included in all agreements.

Reference Information

NYS Pollution Prevention and Good Housekeeping Assistance Document

U.S. EPA Menu of Best Management Practices

Additional Information / Resources

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.2 *Landscaping and Lawn Care*

Description / Methodology

Reduce the discharge of pollutants from permittee owned facilities through better mowing and landscaping maintenance practices.

Ensure that proper litter collection is scheduled prior to any mowing activities.

Use all herbicides, pesticides, and fertilizers in accordance with manufacturers' instructions for application rates and quantities.

Purchase only enough lawn care products necessary for one year – store properly to avoid waste generation (spills, leaks).

Use slow release or naturally derived (organic) fertilizers.

Train employees in the proper application of lawn care products.

Plant trees away from sewer lines or other underground utilities.

Responsibilities and Measureable Goals

Stormwater Management Officer

Superintendent of Highway / Superintendent of Parks

Review monitoring and maintenance program and revise as necessary.

Evaluate the necessity of an inventory of all municipally owned lands that are/will be subject to landscaping and lawn care activities.

Evaluate current landscaping and lawn care activities in order to identify opportunities to reduce the discharge of the following:

- Fertilizers
- Leaf litter and tree trimmings
- Litter and floatable materials
- Equipment fluids

Additional Information / Resources

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.3 *Spill Response and Prevention*

Description / Methodology

Establish and conduct maintenance procedures on all spill prevention equipment.

Review material storage practices for potential impacts on stormwater.

Keep all materials properly stored in closed, labeled containment systems. Use secondary containment systems where appropriate

Responsibilities and Measureable Goals

**Stormwater Management Officer
Superintendent of Highways / Superintendent of Parks**

Review spill response procedures to ensure stormwater quality protection measures are considered during spill response.

Inspect containers, secondary containment systems, and oil/water separators.

Inspect areas near storm receiver inlets and outlets, floor drains for indication of spills.

Pump out oil water separators as needed.

Clean out receivers as needed.

Remove spilled salt from salt loading area.

Comply with Spill Prevention Control and Countermeasure plans.

Additional Information / Resources

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.4 *Pest Control*

Description / Methodology

Reduce the discharge of pesticides from municipal facilities as they may harm aquatic life and may contaminate local water bodies and sediment.

Comply with local, state, and federal regulations associated with pesticide application, e.g. licensing regulations.

Purchase only enough pesticides necessary for one year – store properly to avoid waste generation (spills, leaks, product deterioration).

Minimize/eliminate pesticide application, use lowest toxicity pesticides.

Do not apply pesticides immediately prior to or during rain events.

Ensure that employees are properly trained and certified in pesticide application techniques and safety.

Eliminate food, water, and shelter for pests.

Adopt integrated pest management (IPM) techniques.

Adopt alternatives to pesticides options (use physical, mechanical, or biological controls).

Responsibilities and Measureable Goals

Stormwater Management Officer/ Superintendent of Parks

Distribute Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations to relevant parties.

Follow BMPs to best of ability.

Review pesticide application at all facilities/lands and incorporate new methodologies for application, or determine if pesticide application can be discontinued at sites.

Track the volume and type of pesticide applied at each location.

Additional Information / Resources

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.5 Pet Waste Collection

Description / Methodology

Minimize the potential for pet waste to impact stormwater runoff.

House all animals in an enclosed, roofed shelter.

Identify and utilize permitted waste disposal facilities for animal wastes.

Post signage which dissuades the public from leaving excrement from their pets on public property.

Have pet waste bags available along all bike paths.

Responsibilities and Measureable Goals

Stormwater Management Officer/ Animal Control Officer/ Superintendent of Parks

Inspect shelters regularly for necessary cleanup/removal of wastes.

Maintain an inventory of any new animal shelters and incorporate applicable BMPs.

Inspect signage, maintain as needed.

Fill pet waste bag dispensers.

Additional Information / Resources

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.6 *Septic System Management (Municipal Systems)*

Description / Methodology

Prevent improperly treated wastewaters from septic systems from impacting municipal stormwater systems and local water bodies.

Divert stormwater runoff (i.e. from roof drains) away from septic system.

Divert groundwater (sump pump) discharges away from septic system.

Locate swimming pools away from the septic system (at least 20' from the septic tank, at least 35' from the closest edge of the leach field or sand filter system).

Prevent problems caused by vegetation - growth of woody plants on the system.

Prevent hydraulic overloading - repair leaky fixtures.

Responsibilities and Measureable Goals

Stormwater Management Officer/ Animal Control/ Superintendent of Parks

Determine the interval for pumping out each municipal septic tank.

Develop, maintain, and update as necessary an inventory of all municipally owned septic systems and corresponding dates of service for each.

Additional Information / Resources

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.7 *Vehicle/Equipment Maintenance*

Description / Methodology

Develop and maintain an inventory of municipally owned vehicles.

Vehicle operators to conduct inspections of vehicles to identify fluid leaks, schedule repairs, and eliminate leaks.

Conduct maintenance indoors whenever possible.

For maintenance performed outside, guard against spillage of materials that could discharge to storm receivers.

Seal floor drains that discharge directly to the environment, or connect drains to public sanitary sewer. If not possible, obtain wastewater discharge permits from regulatory agency.

Initiate single purpose use of vehicle bays – dedicate one (or more) bays that have no (or sealed) floor drains for repairs/maintenance.

Never leave vehicles unattended while refueling.

Identify appropriate recycling/disposal options for wastes.

Responsibilities and Measureable Goals

**Stormwater Management Officer
Superintendent of Highways / Superintendent of Parks**

Maintain (conduct and track regular maintenance of) vehicles according to manufacturer.

Maintain/update as necessary an inventory of all municipally owned vehicles and equipment.

Seal or connect floor drains to sanitary sewer.

Clean up spilled materials immediately.

Additional Information / Resources

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.8 *Vehicle/Equipment Washing*

Description / Methodology

Wash vehicles and equipment using methods to prevent discharge of pollutants to the municipal storm sewer system or local waterbodies.

Perform cleaning with pressurized cold water, without the use of soaps, if wash waters will flow to a storm sewer system.

Use minimal amounts of biodegradable soaps only if wash waters will discharge to a public sanitary sewer system.

Steam clean (without soap) where wastes can be captured for proper disposal (i.e. oil/water separator).

Responsibilities and Measureable Goals

**Stormwater Management Officer
Superintendent of Highways / Superintendent of Parks**

Inspect floor drain systems regularly – use only those that discharge to a sanitary sewer or those that are permitted by the regulatory agency. Identify the need for cleaning of catch basins, oil/water separators.

Perform steam cleaning or pressure washing where wastes can be captured for proper disposal.

Maintain/update as necessary an inventory of all vehicles and equipment.

Additional Information / Resources

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.9 *Roadway and Bridge Maintenance*

Description / Methodology

Assess roadways and bridges maintenance activities and modify procedures to reduce stormwater quality impacts.

Incorporate preventive maintenance and planning for regular operations & maintenance activities.

Stage road operations and maintenance activity (patching, potholes) to reduce spillage.

Restrict the use of herbicides/pesticide application to roadside vegetation.

Control particulate wastes from bridge sandblasting operations.

Responsibilities and Measureable Goals

Stormwater Management Officer Superintendent of Highways / Superintendent of Parks

Assess current roadway maintenance activities to determine if modification to current practices would benefit stormwater quality.

Maintain records of road maintenance activities.

Maintain roadside vegetation; select vegetation with a high tolerance to road salt.

Clean up fluid leaks or spills from paving equipment/materials immediately.

Additional Information / Resources

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.10 *Alternative Discharge Options for Chlorinated Water*

Description / Methodology

Obtain permission from the municipal POTW prior to discharging any chlorinated pool waters to a sanitary sewer system.

Dechlorinate pool water before any discharge, be it over land or to the sanitary sewer, or allow the “disinfectant” to dissipate with sunlight, use, etc. prior to discharge.

Backwash water should be discharged to the sanitary sewer, if available – if not available, discharge water over vegetated areas, not to surface waters

Responsibilities and Measureable Goals

Stormwater Management Officer Superintendent of Highways / Superintendent of Parks

Prevent the discharge of chlorinated water from impacting municipal stormwater systems and local waterbodies.

Identify opportunities when possible to change current maintenance practices to incorporate opportunities to abate the potential for stormwater contamination.

Additional Information / Resources

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.11 Hazardous and Waste Materials Management

Description / Methodology

Prevent the discharge of hazardous and waste materials from impacting municipal stormwater systems and local waterbodies.

Ensure that all materials are stored in closed, labeled containers – if stored outside, drums should be placed on pallets, away from storm receivers – inside storage areas should be located away from floor drains.

Develop plan to eliminate floor drain systems that discharge to storm drains, if possible.

Reduce stock of materials “on hand” – use “first in/first out” management technique.

Use the least toxic material (i.e. nonhazardous) to perform the work.
Install/use secondary containment devices where appropriate.

Eliminate waste generation (i.e. reincorporate coating/solvent mixtures into the original coating material for reuse).

Responsibilities and Measureable Goals

Stormwater Management Officer Superintendent of Highways / Superintendent of Parks

Implement plan for proper storage of all hazardous and waste materials.

Seal (or redirected to public sanitary sewer) floor drains.

Inspect materials and storage areas (inside and outside) and repair or replace any leaking/defective containers, and replace labels as necessary.

Inspect stormwater discharge locations (for contaminants, soil staining, plugged discharge lines).

Maintain/update as necessary an inventory of all facilities and material storage areas.

Recycle materials if possible, or ensure proper disposal of wastes. Use a pretreatment system to remove contaminants prior to discharge.

Additional Information / Resources

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.12 *Catch Basin and Storm Drain System Cleaning*

Description / Methodology

Reduce sediment and floatable materials discharges by routinely cleaning municipal catch basins and stormwater inlet structures.

Identify areas where catch basins, surface inlets, and/or storm sewer manholes should be more frequently cleaned to reduce discharge of floatable materials, sediment, and other materials.

Catch basins and floor drain systems inside of buildings should be either:

- Sealed to prevent discharge
- Permitted by NYSDEC
- Discharged to sanitary sewers

Responsibilities and Measureable Goals

**Stormwater Management Officer
Superintendent of Highways / Superintendent of Parks**

Clean 20% of inlet structures, catch basins, and manholes annually.

Keep documentation of all structures cleaned.

Visually assess storm drain receivers and (below grade) storm sewer systems, parking lot receivers, and open ditches.

Repair/replace storm drain receiver and catch basin receiver grates as necessary.

Additional Information / Resources

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.13 *Street Cleaning and Maintenance*

Description / Methodology

Sweeping of town streets and roadways in order to reduce the amount of sediment and associated pollutants discharged to the MS4 from roadways.

Perform operations such as paving in dry weather when possible.

Adjust sweeping schedules according to program needs.

Responsibilities and Measureable Goals

**Stormwater Management Officer
Superintendent of Highways / Superintendent of Parks**
Have all town streets and roadways swept annually in spring.

Maintain records of streets that have been cleaned.

Maintain roadside vegetation; select plants/trees that can withstand the action of road salt. Direct runoff to these areas.

Additional Information / Resources

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.14 *Road Salt Storage and Application*

Description / Methodology

Provide proper storage and application of road salt to reduce the impact of salt on plants, aquatic life, and the local waterbodies.

Require covered facility for salt storage (prevents lumping and run-off loss), and size properly for seasonal needs.

Store salt on highest ground elevation to mitigate contact with stormwater.

Unload salt deliveries directly into storage facility, or if not possible, move inside immediately.

Responsibilities and Measureable Goals

**Stormwater Management Officer
Superintendent of Highways / Superintendent of Parks**

Inspect salt storage structure for leaks, structural problems. Repair as needed.

Inspect salt application equipment.

Inspect salt regularly for lumping or water contamination.

Inspect surface areas for evidence of runoff – salt stains on ground near and around the salt shelter, loading area, or downslope.

Inspect equipment to verify proper operation. Service trucks and calibrate spreaders regularly to ensure accurate, efficient distribution of salt.

Maintain/update as necessary an inventory of all municipally owned facilities and salt storage areas, structures, and equipment. Calibrate salt spreaders as necessary.

Additional Information / Resources

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.15 *Road Kill/Composting Operations*

Description / Methodology

Prevent decaying road kill/composting operations from impacting municipal stormwater systems and local waterbodies.

Establish compost pile/windrow on a well-drained, impervious surface that has minimal slope – segregate from other operations.

Identify the proper types of carcasses (typically, deer) that should be composted.

Locate compost piles at least 200 ft. away from receiving waters or wetlands.

Responsibilities and Measureable Goals

**Stormwater Management Officer
Superintendent of Highways / Animal Control Officer**

Review operations to ensure that stormwater runoff is not being contaminated from current operations. Implement new procedures, Best Management Practices as necessary.

Prevent access by vermin/scavengers – erect barriers (i.e. snow fence) around pile.

Additional Information / Resources

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.16 *Construction and Land Disturbance*

Description / Methodology

Comply with the requirements of the construction and post-construction minimum control measures listed previously.

Provide education material and training opportunities to the municipal work crews to inform them of the local, state, and/or federal regulations that will impact their projects.

Plan the construction and/or land clearing activities so that soil is not exposed for long periods of time.

Minimize compaction of soils.

Minimize impervious cover.

Maximize opportunities for infiltration.

Limit grading to small areas.

Protect against sediment flowing into storm drains.

Maintain native vegetation (especially near waterways).

Responsibilities and Measureable Goals

WNYSC

Provide additional training as necessary to the municipal work crews.

**Stormwater Management Officer
Superintendent of Highways / Superintendent of Parks**

Incorporate BMPs into the work activities of the work crews during land disturbance activities.

Monitor work activities to verify compliance with land disturbance requirements.

Review new construction design plans to incorporate PP/GH BMPs so as to avoid all deleterious effects to stormwater runoff (prior to construction).

Install sediment control devices before disturbing soil.

Stabilize site to protect against sediment runoff.

Additional Information / Resources

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

Refer to/comply with the SPDES General Permit For Stormwater Discharges From Construction Activities (either GP-02-01, GP-0-08-001, GP-0-10-001, or GP-0-15-002)

Refer to/comply with Sections 4 and 5 of this document.

6.4.17 *Building Maintenance*

Description / Methodology

Conduct building maintenance activities so that runoff does not impact the stormwater systems and/or local water bodies.

Responsibilities and Measureable Goals

**Stormwater Management Officer
Superintendent of Highway / Superintendent of Parks**
Inspect stormwater drainage system.

Recycle paper and plastics.

Additional Information / Resources

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.18 *Operational By Products/Wastes*

Description / Methodology

Prevent the potential for leaching of toxic and biological contaminants from reaching the municipal stormwater system or local waterbodies.

Illuminate area if possible.

Identify the byproducts/wastes that should be recycled (i.e. paper, cardboard) or can be legally disposed of on municipal lands (i.e. deer carcasses) by referencing NYSDEC regulations (6NYCRR PART 360)

Responsibilities and Measureable Goals

**Stormwater Management Officer
Superintendent of Highways / Superintendent of Parks**
Clean up and dispose of "illegally dumped" materials, trash/debris in accordance with environmental regulations.

Cut and remove vegetation from “dump areas”.

Regularly schedule inspections - for maintenance concerns

Coordinate with police for unscheduled patrolling of dump areas.

Maintain/update as necessary an inventory of all municipally owned lands – identify areas at which illegal dumping may occur, and patrol those areas.

Post “no dumping” signs.

Prevent access – erect barriers.

Additional Information / Resources

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.19 Hydrologic Habitat Modification

Description / Methodology

Develop requirements for the municipal work crews to abide by during hydrologic habitat modification such as stream and ditch cleaning, and wetland disturbance, and provide training to the municipal work crews regarding those requirements.

Identify any potential habitat modification to the NYSDEC and USACOE through their Joint Application for Permit Program.

Comply with all requirements of the NYSDEC and USACOE permits for work within freshwater wetlands and streams permits.

Comply with the construction and post-construction requirements within the stormwater regulations.

Responsibilities and Measureable Goals

WNYSC

Provide additional training as necessary to the municipal work crews.

Stormwater Management Officer

Superintendent of Highways / Superintendent of Parks

Provide the NYSDEC and USACOE with the required information in the Joint Application for Permit to obtain approvals prior to proceeding.

Comply with all requirements of the NYSDEC and USACOE permits.

Additional Information / Resources

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.20 *Perform Environmental Self-Assessment of All Municipal Operations Addressed by the SWMP*

Description / Methodology

The WNYSC developed an outline, checklist and training program to assist MS4s with conducting an environmental self-assessment.

Responsibilities and Measureable Goals

WNYSC

Conduct on-site training sessions for the MS4 employee(s)

Stormwater Management Officer

Conduct Environmental Self-Assessment for all municipal facilities and operations addressed by the SWMP at least once every three years.

Maintain records documenting compliance and corrective actions or procedural changes undertaken in response to assessment.

Reference Information

None

Additional Information / Resources

Refer to the Appendix for the following:

Performing an Environmental Self-Assessment of Municipal Operations and Facilities (Power Point presentation)

Environmental Assessments of Municipal Facilities Guidance

6.4.21 *Municipal Training Program*

Description / Methodology

Develop a program that provides training to each member of the municipality whose work may potentially impact stormwater. This includes highway, buildings and grounds, sewer, parks, and recreation departments. The training program will be developed such that one or two members of each municipality are trained through the WNYSC. These individuals will then become responsible for training the employees under their perspective jurisdictions.

Training programs include: Pollution Prevention and Good Housekeeping for Municipal Operations, Performing an Environmental Self-Assessment of Municipal Operations and Facilities, Identifying Green Infrastructure and Runoff Reduction Opportunities in Routine Municipal Upgrades.

Responsibilities and Measureable Goals

WNYSC

Conduct training sessions for the municipal employee(s) that have been designated for teaching the remaining members of the municipality.

Stormwater Management Officer

Provide refresher training for employees or provide relevant written materials to employees.

Train all (new) municipal employees whose job duties (will) involve work pertaining to all municipal operations that have the potential to affect stormwater runoff – identify new BMPs, develop/modify inspection checklists, develop and implement SOP's.

Keep records of all trainings including but not limited to; Spill Response and Prevention, Pesticide Application, and Pollution Prevention and Good Housekeeping for Municipal Operations.

Additional Information / Resources

Refer to the Appendix for the following:

Refer to the Appendix for Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

Performing an Environmental Self-Assessment of Municipal Operations and Facilities (Power Point presentation)

Performing an Environmental Assessment Outline

6.4.22 Incorporate Cost Effective Runoff Reduction Techniques and Green Infrastructure in Routine Upgrades to MS4 and Municipal Properties

Description / Methodology

For all routine upgrades to the existing stormwater conveyance system and municipal properties, runoff reduction techniques and green infrastructure practices must be considered and where cost effective, implemented to the MEP. Examples include replacement of closed drainage with grass swales, replacement of existing islands in parking lots with rain gardens, curb cuts to route the flow through below grade infiltration areas or other low cost improvements that provide runoff reduction or treatment.

Responsibilities and Measureable Goals

Stormwater Management Officer

Coordinate with Highway and Parks Department heads regularly to ensure runoff reduction and green infrastructure opportunities are considered.

Reference Information

NYS Stormwater Management Design Manual

Additional Information / Resources

None.

6.4.23 Adopt Techniques to Reduce the Use of Fertilizers, Pesticides and Herbicides

Description / Methodology

In order to minimize potential impacts to surface waters, MS4s need to reduce fertilizer, pesticide and herbicide use to the MEP.

Responsibilities and Measureable Goals

Stormwater Management Officer/ Superintendent of Highway/ Superintendent of Parks

Inventory Town of Clarence's use of fertilizers, pesticides and herbicides and third party contracts.

Prioritize use of products and determine reduction or elimination of use if possible.

Reference Information

NYS Stormwater Management Design Manual

Additional Information / Resources

None

6.5 Required Reporting

At a minimum, the permittee shall report on the items below:

a. Indicate the municipal operations and facilities that the pollution prevention and good housekeeping program assessed;

b. Describe, if not done so already, the management practices, policies and procedures that have been developed, modified, and / or implemented and report, at a minimum, on the items below that the permittee's pollution prevention and good housekeeping program addressed during the reporting year:

- acres of parking lot swept;
- miles of street swept;
- number of catch basins inspected and, where necessary, cleaned;
- post-construction control stormwater management practices inspected and where necessary, cleaned;
- pounds of phosphorus applied in chemical fertilizer
- pounds of nitrogen applied in chemical fertilizer; and
- acres of pesticides / herbicides applied.

c. Staff training events and number of staff trained; and

d. Report on effectiveness of program, BMP and measurable goal assessment. If the pollution prevention and good housekeeping program addresses other operations than what is listed above in Section 6.2.a.ii, the permittee shall report on items that will demonstrate program effectiveness.