CITY OF POQUOSON

ENGINEERING

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996
(757) 868-3040 TELEPHONE (757) 868-3105 FAX

September 30, 2015

To: Angela McDowell
MS4 Permits and Compliance Coordinator
Department of Environmental Quality
5636 Southern Blvd, Virginia Beach, VA 23462
(O) 757-518-2136
angela.mcdowell@deq.virginia.gov

From: Ellen Roberts

RE: City of Poquoson Permit Year 2 Annual Report for VAR040024

Transmitted via email

GENERAL INFORMATION:

Permit Number and Name : VAR040024 City of Poquoson

Number of new MS4 outfalls and associated acreage by HUC added during the permit year: No new MS4 outfalls were added during this permit year.

Signed certification: The signed certification statement is attached.

Personnel changes (Section II.E.3a(3): No changes in personnel or departmental responsibilities was made in PY2. The City is planning to add a new Engineering staff member in PY3.

The status of compliance with state permit conditions, an assessment of the appropriateness of the identified best management practices and progress towards achieving the identified measurable goals for each of the minimum

control measures: Spreadsheets and associated documents for the minimum control measures are attached. Progress toward meeting the identified measureable goals is presented in the spreadsheets. The City of Poquoson complied with its PY 2 goals. The requirements of **Section II.B.4** are addressed in the program plan and in the status of compliance spreadsheets and appendix, pages 67-91 and 57-59. The requirements of Section II.B.6.A are addressed in the program plan, compliance status spreadsheets and 99-113. In order to reduce paperwork, monthly inspection forms for the Public Works yard were not provided, but are available upon request.

Results of information collected and analyzed, including monitoring data, if any, during the reporting period: No monitoring was required or performed. Results of BMP actions and evaluations of their effectiveness are presented in the spreadsheets.

A summary of the stormwater activities the operator plans to undertake during the next reporting cycle: A program plan that includes a summary of stormwater activities that the operator plans to undertake during the next reporting cycle is attached.

A change in any identified best management practices or measurable goals for any of the minimum control measures including steps to be taken to address any deficiencies: The permit program plan was upgraded in Permit Year (PY) 1 to reflect permit requirements. This was necessary because the general permit was not finalized at the time the registration statement was submitted. The program plan is numbered in accordance with and reflects the final general permit.

Notice that the operator is relying on another government entity to satisfy some of the state permit obligations (if applicable): The City of Poquoson has entered into a regional memorandum of agreement with other localities and the Hampton Roads Planning District Commission to participate in a regional stormwater program. The MOA and the annual status report on regional cooperative efforts is attached as part of BMP 1.

The approval status of any programs pursuant to Section II.C of the general permit (if appropriate), or the progress towards achieving full approval of these programs: n/a

Information required for any applicable TMDL special conditions contained in Section I of the general permit: The State Water Control Board approved new bacterial TMDLs for the Back and Poquoson Rivers on June 30, 2014. However, DEQ staff member Jennifer Howell recently informed the City Engineer that the TMDLs are being modified because of an error made during their development, and that the City would receive a letter to this effect. At this time Poquoson is waiting written notice of this change. The city of Poquoson participated in public meetings and provided technical information to assist with the TMDL development. The City continues to participate in public meetings for the state implementation plan, and will

develop action plans in accordance with permit requirements. It is our intent to provide an action plan 36 months after the modification is approved by the State Water Control Board. We also request a public notice/participation and comment opportunity for the modification.

Poquoson has developed an action plan in accordance with the permit requirements for the Chesapeake Bay TMDL. This document is being transmitted along with the annual permit.

Changes to the permit plan for permit years 3-5 (FY2014-2018) are documented below and in the attached:

a. **MCM1 – Public education and outreach** Wording changes were made to 1.2g regarding giveaways. A few errors in the Program Plan (see strikethrough text) have been corrected.

b. **MCM3 – IDDE: Per DEQ request, the City will provide a summary, not all, of the illicit discharge/dry weather detection forms. The forms will be available upon request from the Citty.**

c. **No other changes to the program plan were made in PY2.**

Signed Certification Statement

Signed by the Assistant City Manager, as the City Manager was unavailable and Ms. Wiggins is acting in his place

City of Poquoson Annual Report

VAR# 040024

July 1, 2014-June 30, 2015

Submitted to DEQ September 30, 2015

CITY OF POQUOSON

Office of the City Manager

500 City Hall Avenue, Poquoson, Virginia 23662-1996
(757)868-3000 Fax (757)868-3101

CERTIFICATION

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

Judy F. Higgins 9/30/15

Responsible Official Signature Date

VAR 040024 City of Poquoson, VA

Permit Number MS4 Name

Status of Compliance

Spreadsheets describing actions and status, supplemented by Appendix

City of Poquoson Annual Report

VAR# 040024

July 1, 2014-June 30, 2015

Submitted to DEQ September 30, 2015

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
	Continue to implement the public education and outreach program as included in the registration statement until the program is updated to meet the conditions of General Permit No. VAR040027			SW Program Administrator	End of PY1	PY1 Program Plan	NA. Program was updated last year to meet conditions of the General Permit. Update was necessary because General Permit was finalized after PY1 registration statement deadline.
1.1	Update Public Education and Outreach Program						
1.1a	Design a plan to educate citizens on techniques to reduce impacts of stormwater pollution on public waterways with an emphasis on impaired waters by first identifying at least 3 high-priority water quality issues	Identify at least 3 high priority water quality issues that contribute to the discharge of stormwater	Issues identified	**askHRgreen.org** Stormwater Education Subcommittee	PY1	Education and Outreach Plan	Completed in PY1. Plan can be found in Appendix p.3.

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
1.2	Regional Media Campaign to Address High Priority Issues	Participate in the **askHRgreen.org** regional media campaign which will make impressions with a stormwater message via print, television (local municipal access, cable and local affiliate), radio, and social media					Compliant. Participated in the regional askHRgreen.org program according to the Regional budget (see APPENDIX p. 4-19).
1.2a	*Scoop the Poop* campaign	Make *Scoop the Poop* information and giveaways available where citizens receive animal licenses and at pet-related events as appropriate	Percentage of target audience reached through activities.	**askHRgreen.org** Stormwater Education Subcommittee	Annually	**askHRgreen.org** Annual Report: http://askhrgreen.org/wp-content/uploads/2011/06/askHRgreen-FY15-Annual-Report.pdf	See Appendix p. 4-19. The stormwater subcommittee used radio advertisements in conjuction with online newspaper ads and social media to encourage the target audience (women 25-49) to pick up after their pets. The reach of the radio ads was 22% of the target audience. Details of the campaign and statistics for other media are detailed in the askHRgreen.org annual report (p.20-21 of the annual report, which is found on pages 4-19 of the Appendix).

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
1.2b	Promote Lawn Care campaign	Run media campaigns and make lawn care best management practice guides available.	Percentage of target audience reached through activities.	**askHRgreen.org** Stormwater Education Subcommittee	Annually	**askHRgreen.org** Annual Report	See Appendix p. 4-19 for all annual report pages. The stormwater subcommittee utilized radio advertisements in conjuction with online newspaper ads and social media to educate the target audience (adults 25-64) about lawn care practices that reduce nutrient pollution. Two separate radio ads ran on leaf collection and lawn care and watering reaching 61 and 43 percent of the target audience respectively. Additional details are available on pages 19-20 of the askHRgreen.org annual report.

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
1.2c	Promote FOG campaign	Participate in the **askHRgreen.org** regional media campaign which will make impressions with a stormwater message via print, television (local municipal access, cable and local affiliate), radio, and social media	Percentage of target audience reached through activities.	**askHRgreen.org** Stormwater Education Subcommittee	Annually	**askHRgreen.org** Annual Report	See Appendix p. 4-19 for all annual report pages. The stormwater and wastewater (FOG) subcommittees used radio advertisements in conjuction with online newspaper ads and social media to educate the target audience (adults 35-64) about ways to prevent clogged sewer pipes and reduce sanitary sewer overflows. The radio ad to reduce garbage disposal use reached 28 percent of the target audience and the "What not to flush" radio campaign reached 46 percent of the target audience (women 25-54). Additional details about the campaigns are on page 28 of the askHRgreen.org annual report.
1.2f	Relevant Message Implementation	Conduct sufficient education and outreach activities designed to reach an equivalent 20% of each high priority audience.	Demographic, reach, frequency, & website click-through rates	**askHRgreen.org** Stormwater Education Subcommittee	Annually	**askHRgreen.org** Annual Report	See Appendix p. 4-19 for regional outreach. For additional City-created outreach, see Appendix p. 20-25. At least 20% of the regional target audiences for pet waste, lawn care, and fats oil and grease reduction was reached by radio advertisements funded through askHRgreen.org. Specific details by campaign are listed above and discussed in great detail in the askHRgreen.org annual report.

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
1.2g	Provide for adjustment of target audiences and messages to address any observed weaknesses or shortcomings	Website feedback reports, regional meeting feedback	Number of giveaways distributed	**askHRgreen.org** Representative	Annually	Rack cards, dog waste bag holders	1,459 items. See appendix p. 37. No changes necessary this year. Regional giveaways shown in appendix p. 25-27
1.3	Provide for Public Participation						
1.3a	Local Outreach	Post volunteer opportunities on local website.	Number and types of events	**askHRgreen.org** Representative	Annually	Locality website	Compliant. See Appendix p. 29-32. 5 volunteer opportunities + Chesapeake Bay Draft Action Plan, citizen news, public participation and citizen board (e.g., wetlands board) member opportunities were advertised on http://www.ci.poquoson.va.us/ The City Beautification page also provided information on environmental volunteer activities: http://www.ci.poquoson.va.us/city_beautification
1.3b	Regional Initiatives	Submit articles for **askHRgreen.org** blog for public participation in water quality improvement initiatives or submit articles to Poquoson newsletters and circulars.	Number and types of events submitted	**askHRgreen.org** Representative	Annually	**askHRgreen.org** website	Compliant. 5 opportunities for volunteering or becoming board member were advertised. Articles submitted to askHRgreen.org website and to the Island Tide, a circular that is provided to every household in Poquoson. See Appendix p. 25-33.

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
1.3c	Regional Outreach	Post volunteer opportunities on **askHRgreen.org** calendar or on City website.	Number and types of events submitted	**askHRgreen.org** Representative & HRPDC Environmental Educator	Quarterly	**askHRgreen.org** website	Compliant. Five opportunities submitted to askHRgreen.org and/or City websites, City Twitter feed and to the Island Tide, a circular that is provided to every household in Poquoson. See Appendix p.33-34.
1.3d	Distribute educational materials developed through **askHRgreen.org**	Distribute materials developed through **askHRgreen.org** to target audience in locality.	of materials dis	**askHRgreen.org** Representative	Continuously		Compliant. Giveaways are detailed in Appendix p.35-37. A total of 1,459 items were distributed.
1.3e	Maintain and enhance **askHRgreen.org** website	Increase website visits each year	~~Website click-through rates~~ Annual askHRgreen.org website visits	HRPDC & **askHRgreen.org**	Permit Cycle	**askHRgreen.org** Annual Report	Compliant. Annual report can be found in Appendix p. 4-19 . Visits to askHRgreen.org have increased every year since 2012. In FY15, 58,279 people visited the website (an increase of 5% from FY14). Additional information and statistics are documented in the askHRgreen.org annual report (p. 7).
1.4	Participate in regional committees: **askHRgreen.org**, RSMC, and SW Phase II Subcommittee		Maintain valid MOA	HRPDC	Every 5 years (concurrent with MS4 permit cycle).	MOA	Compliant. MOA was renewed in 2013 and can be viewed in Appendix p. 38-40.

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
1.4a	Regional Cooperation	Renew MOA with the HRPDC to participate in the regional processes, including the Regional Stormwater Management Committee, Stormwater Phase II Subcommittee and **askHRgreen.org**	Number of meetings attended/Number of meetings held	**askHRgreen.org** Representative	Annually	**askHRgreen.org** Annual Report	Compliant. Attendance Charts provided in Appendix p. 41. 15/24 meetings attended. (4/10 stormwater education; 9/11 regional stormwater; 2/3 phase II stormwater)
1.4b	***askHRgreen.org***	Participate in at least 35% of **askHRgreen.org** Stormwater Education Subcommittee meetings	Number of meetings attended/Number of meetings held	SW Program Administrator or designated representative	Annually	Attendance chart	Compliant. Attendance Chart provided in Appendix p. 41. 4/10 meetings attended.
1.4c	Stormwater Phase II Subcommittee	Participate in at least 50% of Stormwater Phase II Subcommittee Meetings.	Number of meetings attended/Number of meetings held	SW Program Administrator, **askHRgreen.org, askHRgreen.org** Representative & HRPDC	As scheduled in permit	Revised Program Plan	Compliant. Attendance Chart provided in Appendix p. 41. 9/11 meetings attended. City attended 2/3 of the Phase II meetings held immediately after the regional stormwater group.

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
1.5	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.					Compliant in PY 2. Progress towards measurable goals is being made. A few errors in the Program Plan (see strikethrough text) have been corrected. City has found that volunteer turnout is greater when City website and cirulars are used. AskHRgreen website is a great resource for helping citizens find answers to environmental questions.

2. Public Involvement/Participation							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
2.1	Public Involvement						
2.1a	Updated Program Plan	Post copies of updated program plan to City website within 30 days of submittal of annual report.	Presence of materials on website	City IT Department	Annually	Locality website	PY3 program plan posted on http://www.ci.poquoson.va.us/general/environmental_information
2.1b	Annual Report	Post copies of annual report to City website within 30 days of submittal to DEQ.	Presence of materials on website	**askHRgreen.org** Representative & IT Department	Annually	Locality website	PY2 Annual Report posted on http://www.ci.poquoson.va.us/general/environmental_information
2.1c	Reapplication Public Involvement	Prior to reapplying for coverage, notify public and provide for receipt of comments on the proposed MS4 Program Plan.	Presence of materials on website	**askHRgreen.org** Representative & IT Department	6 mo. prior to end of permit cycle	Locality website	N/A; PY5 Goal
2.2	Public Participation						
2.2	Public Participation in a minimum of four local activities annually	Seafood Festival; Keep Poquoson Beautiful; talks to civic groups; other volunteer activities developed through the permit year	# events, # of items distributed, # of participants, # of pounds collected, or # of volunteer hours	SW Program Administrator, **askHRgreen.org** Representative	Annually	Annual report	6 events; all successful. See Appendix p. 43-43 for details.

2. Public Involvement/Participation							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
2.3	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator	Annually	Annual report	COMPLIANT. Program is successful considering number of participants vs. small community population. Seafood Festival and Keep Poquoson Beautiful events have become traditional and will likely to remain popular. Classroom event was also successful. A combination of popular volunteer events and outreach to citizen boards, students and other groups on specific water quality issues appears to be popular and draw citizen interest.

3. Illicit Discharge Detection and Elimination							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
3.1	Storm Sewer System Map						
3.1.a	MS4 outfall map	Maintain and update mapping	Updated Map	SW Program Administrator/ IT Dept. (GIS)	Annually	Outfall map	http://poquoson.mapsdirect.net/
3.1.b	MS4 outfall information table	Table listing outfall ID, acreage served, receiving water, applicable TMDL(s).	Updated Table	SW Program Administrator/ IT Dept. (GIS)	Annually		Appendix p. 43
3.1.c	MS4 boundaries map and information table	Map and information table identifying MS4 watershed within 2010 urbanized area.	Boundary Map	SW Program Administrator/ IT Dept. (GIS)	End of PY4	MS4 Catchments Map	N/A PY4
3.1.d	Public information	Make MS4 map and information table available to the public	Presence of materials on website or refer to availability location	SW Program Administrator	Annually	Locality website	Map is available on City GIS site: http://poquoson.mapsdirect.net/ Table is available in annual report, online at http://www.ci.poquoson.va.us/general/environmental_information & in City Engineer's office
3.1.e	New outfalls	Identify new points of discharge	List of new outfalls	SW Program Administrator/ IT Dept. (GIS)	Annually	New outfall list	No new outfalls were created in PY1
3.1.f	Maintain a Current Storm Sewer Map Online				PY4	Online mapping	http://poquoson.mapsdirect.net/

3. Illicit Discharge Detection and Elimination							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
3.1.g	Cooperation with adjacent MS4s	Identify and notify, in writing, any downstream regulated MS4 to which the small regulated MS4 is physically interconnected of the small regulated MS4's connection to that system	Develop map, Regional Phase II Stormwater Subcommittee Meetings, letters	SW Program Administrator	Annually	Letters; meeting attendance	Poquoson is downstream of all other MS4s. Communications with upstream MS4 owners provided in Appendix P. 51-52.
3.1.h	Illicit Discharge Detection & Elimination Ordinance	Continue implementing and enforcing the illicit discharge/stormwater ordinance.	Current Ordinance	SW Program Administrator/ Fire Dept	As necessary	Ordinance	https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeId=PTIICOOR_CH34EN_ARTVSTMA
3.2	Dry Weather Screening						
3.2.a	DWS Protocol	Develop written dry weather field screening methodologies for IDDE.	Protocol	End of PY1	End of PY1	DWS Protocol	Provided PY1. Typical dry weather/IDDE form provided appendix p. 53-56
3.2.b	Field testing & outfall reconnaissance inventory (ORI)	Perform dry weather screening of a minimum of 50 outfalls (or all if < 50 outfalls in MS4)	Documentation of screening performed and results	SW Program Administrator/ SW Inspector	Annually	Map and ORI Field sheets	79 oufalls and a total of 15.55 miles of ditching were inspected. One potential illicit discharge was found. Typical form in appendix P. 53-56. Per DEQ, not all forms provided this year. They are available if needed.

3. Illicit Discharge Detection and Elimination							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
3.3	IDDE program implementation				End of PY1	IDDE Protocol	Provided PY1. Typical dry weather/IDDE form provided p. 53-56.
3.3.a	Public IDDE Reporting	Promote & Publicize IDDE reporting	Presence of phone number & information on website	SW Program Administrator	Continuously	Locality website	79 oufalls and a total of 15.55 miles of ditching were inspected. One suspected illicit discharge was found. This was followed to its source and found to be an allowable non-storwmater discharge. Air conditioning condensate was being filtered through grass.

3. Illicit Discharge Detection and Elimination

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 2 Status
3.3.b	Prevent or minimize the discharge of hazardous substances and oil in the MS4 stormwater discharge.	Yard inspections; Develop/enhance reporting relationship with FD/Haz Mat Team; targeted education	Number of responses/ number of inspections	SW Program Administrator/ Fire Dept	Continuously	Inspection forms	No HazMat spills occurred this year. Fire Department responded to 6 complaints of gas leaks and numerous car accidents. In the event of fluid leaks, responders followed absorbent materials/removal requirements.

3. Illicit Discharge Detection and Elimination

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 2 Status
3.3.c	IDDE activity tracking	Track illicit discharge detection and elimination activities.	Number of investigations and actions taken	SW Program Administrator/ Fire Dept	Ongoing	List of Activities	See Appendix p. 57-59. 18 drainage complaints, all related to flood control. All were investigated; no enforcement actions required. One illegal filling of ditch. Resident was required to remove bundle of conduit piping and soil and stabilize ditch. One dry weather screening investigation. Air conditioning condensate found. No action taken as this is allowable non-stormwater discharge. Various issues with one development's erosion and sediment control practices. Notice of Violation issued; site restored.

3. Illicit Discharge Detection and Elimination							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
3.3.d	Continue Sanitary Sewer System improvements in coordination with SSO consent order	Continue to diagnose and correct deficiencies	Number of improvements	SW Program Administrator/ Public Utilities	Continuously	List of Improvements	25 repair & replacement projects; 5 TV inspections; 1 pressure test. See Appendix p. 60-61
3.4	Spill reporting						
3.4.a	Report non sewer spills and releases from small MS4 operated properties that reach State waters to DEQ.	Report spills to the DEQ's Pollution Response Program (PREP).	Number of internal reports. If applicable, obtain PREP number.	SW Program Administrator/ Fire Dept	Fire Dept. Report in accordance to Section III. G.	Internal Summary Report	No releases occurred.
3.4.b	Report Sanitary Sewer Overflows through SSORS database.	Continue to utilize SSORS to report Sanitary Sewer Overflows	Number of overflows	Public Utilities Superintendent.	Continuously	List from SSORS	1 overflow due to pump station control panel failure. Spill was removed by vac truck; pump station repaired. No discharge reached MS4 system See Appendix p. 62.
3.5	Update Program Plan	Update Illicit Discharge Detection and Elimination plan as necessary to maintain compliance with the permit effective on July 1, 2013		SW Program Administrator/ Fire Dept	As scheduled in permit		Plan updated in PY1.

3. Illicit Discharge Detection and Elimination

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 2 Status
3.6	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator/ Fire Dept	Annually	Annual report	Compliant. Continue to emphasize keeping ditches clean and properly disposing of yard waste materials. Continue scoop the poop education. Training Public Work staff on illicit discharges and asking all staff members to look for illicit discharge signs appears to be successful two ways: They pay more attention when doing their jobs, and they find issues almost immediately after they happen.

4. Construction Site Storm Water Runoff Control							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
4.1	Legal Authorities						
4.1.a	LD Activities > 10,000 SF	Continue to implement the Stormwater Management Ordinance & the Erosion and Sedimentation Control Ordinance	Stormwater Management Ordinance & Erosion and Sedimentation Control Ordinance	SW Program Administrator	Continuously	SWM & E&SC Ordinances	Stormwater ordinance: https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeId=PTIICOOR_CH34EN_ARTVSTMA E&SC ordinance: https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeId=PTIICOOR_CH34EN_ARTIIIERSECO
4.1.b	CBPA LD Activities >2,500 SF	Continue to implement the Chesapeake Bay Preservation Ordinance	Chesapeake Bay Preservation Ordinance	CBPA Program Administrator	Continuously	CBPA Ordinance	One RPA violation was reported. 2 trees cut down in RPA. Stop Work notice issued; owner was required to provide mitigation. https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeId=PTIICOOR_APXAZO_ARTXI.IVENMAAREMOVDI
4.1.c	E&SC LD Activities	Continue to implement the Erosion and Sedimentation Control Ordinance	Erosion and Sedimentation Control Ordinance	E&SC Program Administrator	Continuously	E&SC Ordinance	https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeId=PTIICOOR_CH34EN_ARTIIIERSECO
4.1.d	Individual Lot or CPOD LD Activities > 10,000 SF	Continue to implement the SWM, E&SC, & CBPA ordinances	SWM, E&SC, & CBPA Ordinances	SW, E&SC, & CBPA Program Administrators	Continuously	Ordinances	E&SC, Stormwater and Chesapeake Bay Environmental Overlay District ordinances are online. Links are shown above. Stormwater program compliance letter from DEQ found in Appendix.
4.2	Local Programs						

4. Construction Site Storm Water Runoff Control							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
4.2.a	E&SC Plan Reviews	Continue to implement the site plan review, LID implementation where deemed appropriate, provisions of the local Erosion and Sediment Control Ordinance.	# plan reviews	Planning Department/ Engineering Division	Annually	Summary from Locality tracking system	27 plan reviews
4.2.b	E&SC Program Consistency	At a minimum be consistent with the VA E&SC Law and regulation	State Board finding of consistency	E&SC Program Administrator	Continuously	Letter from DEQ (or DCR in prior cycles)	Compliant. See Appendix p. 65. VSMP compliance letter in appendix, p. 64.
4.2.c	CBPA Program Compliance	Maintain the City's Chesapeake Bay Preservation Act Program in Compliance with DEQ regulations	DEQ Compliance	CBPA Program Administrator	Annually	Letter from DEQ (or DCR in prior cycles)	Compliant. See Appendix p. 65.
4.2.d	Public Inquiry	Continue to receive and respond to information from citizens relating to the local erosion and sediment control program through personal visits, email, telephone, and the City web page.	# of calls/requests, #site visits	E&SC Program Administrator	Annually	Summary from Locality tracking system	Two calls on potential erosion and sediment control issues. Both triggered site inspections. In both cases, no issue was noted. The City Engineer met with one of the callers onsite to explain the program; a follow up call was placed to second person. See Appendix p. 57-59
4.3	Compliance and Enforcement						

4. Construction Site Storm Water Runoff Control

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 2 Status
4.3.a	E&SC Inspections	Continue to implement construction site BMP, and inspection provisions of the local Erosion and Sediment Control Ordinance.	# of inspections	E&SC Program Administrator	Annually	Summary from Locality tracking system	106 combined E&SC and stormwater inspections were conducted.
4.3.b	E&SC Inspection Schedule and Enforcement	Continue to implement inspection schedule and enforcement provisions per local Erosion and Sediment Control Ordinance	# of inspections; # enforcement actions	E&SC Program Administrator	Annually	Summary from Locality tracking system	See appendix p. 57-59 (summary table) and p. 67-82 (backup communications). 106 combined E&SC and stormwater inspections were conducted. 4 violations were noted. One notice to comply was issued and is found on p. 71 of appendix. Deficiencies were corrected so that legal action was prevented. City staff have spent additional time and oversight with one developer who is completing his first commercial project within the City.

4. Construction Site Storm Water Runoff Control							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
4.3.c	E&SC Modifications due to inadequacy	Continue to implement provisions of the local Erosion and Sediment Control Ordinance requiring changes to the plan due to inadequacy.	# of inspections; # enforcement actions	E&SC Program Administrator	Annually	Summary from Locality tracking system	See appendix p. 79. One project was modified: the sequence of construction was changed to install perimeter ditch at an earlier stage of construction (to mimizeimpacts on adjacent property owners and ensure sediment-laden runoff was directed to sediment basin) and the perimeter ditch location was modified to preserve mature trees. This location change resulted in a minimal decrease in disturbed area.
4.3.d	Tracking and Reporting	Continue to track and report the total number of permitted land disturbing activities as well as the total disturbed acreage.	Number of permits & acres disturbed	E&SC Program Administrator	Annually	Annual Report	4 land disturbance permits; 23 in lieu of permit agreements; 32.52 acres of land disturbance.
	Certifications						
4.4.a	E&SC Certifications	Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Erosion and Sediment Control Law	Certifications obtained	E&SC Program Administrator	Ongoing	Certifications	1 E&SC inspector certified; one combined administrator certified.

4. Construction Site Storm Water Runoff Control

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 2 Status
4.4.b	SWM Certifications	Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Stormwater Management Act	Certifications obtained	VSMP Authority Administrator	Beginning in PY2	Certifications	City Inspector, Environmental Compliance Officer and City Engineer provisionally certified pending taking exams in PY3. Environmental Compliance Officer attended training in plan review and administration; City Engineer attended plan review course.
4.5	VSMP Authority Permits						
4.5.a	State VSMP program (prior to July 1, 2014)	Continue to direct applicants, proposing to disturb an acre or more of land or part of a larger common plan of development or sale that would disturb one acre or more, or >= 2,500 sq. ft. in CBPA areas to DEQ to secure a VSMP Permit for Discharges of Stormwater from Construction Activities. Ensure permit has been obtained.	#of permit applications and permits issued.	E&SC Program Administrator	PY1 only	VSMP permit numbers	n/a. PY1 only.

4. Construction Site Storm Water Runoff Control

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 2 Status
4.5.b	Local VSMP program (after July 1, 2014)	Implement the site plan review, construction site BMP, and inspection provisions of the local Stormwater Management Ordinance.	#of permit applications and permits issued.	VSMP Authority Administrator	Beginning in PY2	VSMP permit numbers	See Appendix p. 80. 11 permits issued by the state. Only 4 have begun land disturbance and received land disturbance permits. All applications for these permits were submitted before July 1, 2014. City staff did not receive any VSMP permit applications during PY2. The City issued 23 in lieu of stormwater and E&SC permit agreements for 23 small projects not subject to VSMP requirements.
4.5.c	VSMP Inspections	Implement inspection provisions of the local Stormwater Management Ordinance for VSMP authority permits including Pollution Prevention Plans contained within the SWPPP	# of inspections; # enforcement actions	VSMP Authority Administrator	Beginning in PY2	Summary from Locality tracking system	Of the 106 inspections performed this year, 17 were conducted on VSMP sites. 89 were conducted at single family home "in lieu of" agreement homes. Development continued to be minimal in the City in PY2.

4. Construction Site Storm Water Runoff Control

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 2 Status
4.6	Update Program Plan	Update Construction Site Storm Water Runoff Control plan as necessary to maintain compliance with the permit		SW Program/E&SC Program Administrators & HRPDC	As scheduled in permit	Program Plan	Program Plan updated in PY1.
4.7	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program/E&SC Program Administrators	Annually	Annual Report	Compliant. While there was an increase in PY2, the level of construction in the City continues to be minimal. City staff anticipates a significant increase in construction in PY's 3 & 4, based on conversation with potential developers. The City is in the process of hiring a new Engineering staff member to address expected increases in workload. This staff member will assist with inspections and enforcement.

5. Post Construction Storm Water Management in New Development and Redevelopment							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
5.1	Address post-construction stormwater runoff from development that enters the MS4						
5.1.a	Applicable oversight requirements	CBPA LD activities < 1 Ac but >2,500 SF; and new development or redevelopment where a more stringent regulatory size threshold than previously indicated.	Stormwater Management Ordinance	SW Program Administrator	Update in PY2	SWM Ordinance	One violation occurred (2 trees cut down in RPA). See Appendix p. 57-59. Ches Bay Preservation Act requirements found in environmental overlay district ordinance, on City website: https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeId=PTIICOOR_APXAZO_ARTXI.IVENMAAREMOVDI
5.1.b	Stormwater Management Ordinance	Implement the stormwater criteria of the Stormwater Management Ordinance for new development and redevelopment, and update ordinance to comply with	Stormwater Management Ordinance	SW Program Administrator	Update in PY2	SWM Ordinance	UPDATED ORDINANCE ON LINE AT https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeId=PTIICOOR_CH34EN_ARTVSTMA
5.2	Inspection and O&M Verification for Privately-						

5.2.a	BMP Maintenance Agreements	Require BMP maintenance agreements as directed by the Stormwater Management Ordinance	# of Agreements & Inspection Schedules	SW Program Administrator	Ongoing	List of Maintenance Agreements	No new BMP's came online this year (no new maintenance agreements). Existing BMP's with agreements shown in bold type on table found in Appendix, p. 84-86
5.2.b	Inspection activities	Conduct BMP site inspections in accordance with written policies and procedures	# of Inspections	SW Program Administrator/ SW Inspector	As designated	Inspection Report Summary; Inspection Procedures	City requires HOAs with BMP maintenance agreements to perform inspections at least every 5 yrs. BMP data submitted to DEQ this year as part of historic data call provided detailed info on all inspections for the BMPs. Latest inspection date provided in appendix p. 84-86.
5.2.c	Enforcement activities	Enforce BMP maintenance responsibilities in accordance with written policies and procedures	# of Reinspections & NOVs	SW Program Administrator/ SW Inspector	As designated	Inspection Report Summary; Enforcement Procedures	no violations occurred in PY2. City staff is assisting Heritage Cove HOA in their effort to repair pond dam and repgrade pond. City staff members also provided information to Lakes of Poquoson HOA regarding fish kill occurring in their pond. Environmental consultants were called in to determine cause, which appears to be thermal inversion. City staff inspected pond and found no signs of illicit discharge, over fertilization or toxin application.

5.2.d	Alternative to Maintenance Agreements	Develop and implement alternative strategies for promoting long-term maintenance of stormwater controls to treat runoff solely from individual residential lots.	Alternative Strategies Protocol	SW Program Administrator & HRPDC	End of PY1	Alternative Strategies	City has a highly successful public outreach program to remind single family BMP owners to inspect and maintain their facilities. See appendix p. 87-91 for reminder postcards and SF home BMP tracking database w/ inspection dates.
5.3	Inspection & Maintenance Schedules for City-Owned BMPs						
5.3.a	Inspection and maintenance	Develop schedules and procedures for regular inspection and maintenance of locally owned stormwater control structures in accordance with SWM regulations.	# of Inspections	SW Program Administrator	Annually	Inspection Report Summary; Inspection Procedures	Inspection/maintenance procedures provided in appendix p. 92-98. South Lawson park pond, fire station ponds inspected this year and found acceptable. "VDOT" pond inspected in 2013 and will be inspected again during or before 2018. Rain garden is demonstration BMP only, as site does not meet hydrogeologic conditions. It was constructed as education/participation measure. It is highly visible and routinely inspected.
5.4	Program Plan Requirements						

5.4.a	Roles and responsibilities	Identify the roles and responsibilties for each department, division, and subdivision in implementing Section II of General Permit, also include the written agreement for any other entities implementing parts of the Program Plan	List of roles and responsibilites, written agreement	SW Program Administrator	As needed	List of roles and responsibilities; Written agreement(s)	Roles and responsibilities are listed on Compliance status and program plan spreadsheets. No changes this year. Regional MOA found on appendix pages 38-40. city will be hiring an additional engineering staff member in PY3.
5.5	Tracking and Reporting						
5.5.a	BMP Tracking	Track all known permanent stormwater management facilities that discharge to the regulated small MS4 and submit the information per General Permit No. VAR040027.	Data as required by Permit (print & spreadsheet/database)	SW Program Administrator	Annually	BMP Report	Data submitted to DEQ as part of Historic Data Call effort. Table found in appendix 84-86 is excerpted from data provided. Single family BMPs are provided on appendix pages 88-91.
5.5.b	New BMP tracking	BMPs brought online within the past year	Database or spreadsheet with new BMP information	SW Program Administrator	Annually	BMP Report	no new BMP's came online this year

5.6	Program PlanUpdates	Update program plan to meet new general permit requirements.		SW Program Administrator	PY1	N/A. UPDATED PY 1
5.7	luation and Assessm	Evaluate and assess progress toward goals		SW Program Administrator	Annually	Compliant. Expand outreach to privately owned commercial/HOA bmp's that do not have maintenance agreements. Field observations indicate that these 4 ponds are well maintained from a flood control standpoint. This is likely due to flooding concerns in the city.

6. Pollution Prevention/Good Housekeeping for Municipal Operations							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
6.1	Operations and Maintenance Activities						
6.1.a	Plans and Procedures	Continue to implement and update plans describing spill prevention and control and pollution prevention procedures for municipal facilities specifically to prevent illict discharges	SOP(s)/ O&M Plan	SW Program Administrator/ EMS Team	Continuously	SOPs/ O&M Plan	See Appendix p. 100-111 for SOP's. Public Works yard inspected monthly for stormwater pollution prevention compliance. Other inspection/maintenance requirements provided in SOP's.
6.1.b	Waste Disposal	Continue to implement and update procedures for proper waste disposal, including yard waste	SOP(s)/ O&M Plan	SW Program Administrator/ EMS Team	Continuously	SOPs/ O&M Plan	See Appendix p. 100-111 for SOP's. Waste SOP's include operation-created wastes, pet wastes, landscaping and general wastes. Note that City contracts out municipal solid and yard waste removal.
6.1.c	Manage Municpal Vehicle Wash Water	Develop and implement procedures to prevent the discharge of municipal vehicle wash water into the MS4 without a separate VPDES permit	Procedures	Operations Personnel	Continuously	SOPs/ O&M Plan	Municipal vehicles and equipment are washed at the City Wash Rack found in the Public Works Yard, or at a commercial car wash with recycling water. See Appendix p. 105 & p.112 for SOP's at wash rack and a bill from commercial car wash facility.
6.1.d	Manage Wastewater	Prevent the discharge of wastewater to MS4 without a separate VPDES permit	# overflows	Department of Utilities	Continuously	SOPs/ O&M Plan	City sewer connectionrate is 99.5%+. 1 sewer overflow related to pump station equipment failure. VacTruck prevented spill from reaching MS4. See Appendix p. 109 for SOP's.

6. Pollution Prevention/Good Housekeeping for Municipal Operations							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
6.1.e	Stormwater System Maintenance BMPs	Require BMPs when discharging water pumped from utility construction and maintenance activities	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan	Required. See Updated SOP's in Appendix p.100-111. Note that SOP's also address festival and private event on public property used cooking oil procedures.
6.1.f	Bulk Storage BMPs	Require BMPs for bulk storage areas (salt storage, top soil stockpiles)	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan	Required. See Updated SOP's in Appendix p. 100-111.
6.1.g	Manage Leaking Municipally-owned Leaking Vehicles	Prevent the discharge of pollutants to the MS4	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan	See SOP's in Appendix p.100-111. Vehicles stored in one location; inspection and drip protection procedures established.
6.1.h	Manage Fertilizers and Pesticides	Implement procedures to ensure materials are are applied in accordance with manufacturer's recommendations	Procedures	Operations Personnel	Continuously	SOPs/ O&M Plan	All users of pesticide and herbicides are certified. See SOP's in appendix p.100-111.
6.2	Storm Water Pollution Prevention Plans (SWPPP)						
6.2.1	High-priority facilities	Identify municipal high-priority facilities that have the potential to discharge storwmater pollutants	# & type of high-priority facility	SW Program Administrator	End of PY1	List of high-priority facilities	provided in year 1. City has one combined Public Works, Utilities, and Garage Facility. See Appendix p. 113
6.2.2	SWPPP development & Implementation	Develop and Implement SWPPPs for identified high-priority facilities	SWPPP	SW Program Administrator	PY4	SWPPP	N/A. PY4 requirement.
6.3	Nutrient Management Plans						

6. Pollution Prevention/Good Housekeeping for Municipal Operations							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
6.3.a	NMP Locations	Identify locations of municipally owned properties where nutrient management plans can be performed	Number of sites & area	SW Program Administrator & Landscape Division	End of PY1	List of managed turf sites > 1 Ac.	As discussed in Addendum submittal to DEQ, two sites meets turf management size requirement. See Appendix p. 111 for updated list.
6.3.b	NMP development & implementation	Develop and Implement NMPs for identified turf and landscape (15% by PY2, 40% by PY3; 75% by PY4; & 100% by PY5)	% of identified area under NMP	SW Program Administrator & Landscape Division	PY2 - PY5	List of NMP Covered Sites	50% of sites; 78% of turf; 5.05 acres under NMP. Ball field complex is covered by nutrient management plan implemented by contractor. See Appendix p. 112.
6.3.c	NMP Tracking	Track the total acreage of lands where turf and landscape NMPs are required and implemented	Acreage required & Acreage implemented	SW Program Administrator & Landscape Division	Annually	List of managed turf sites > 1 Ac.	2 sites totalling 6.47 acres turf. 5.05 acres managed in PY2
6.3.d	Deicing agents	Operator shall not apply deicing agents containing urea or other forms of nitrogen or phosphorus to parking lots, roadways, and sidewalks, or other paved surfaces	Statement of non-use of nutrient containing deicing agents	SW Program Administrator	Annually	Statement	Operator shall not apply deicing agents containing urea or other forms of nitrogen or phosphorus to parking lots, roadways, and sidewalks, or other paved surfaces
6.4	Employee Education & Training						

6. Pollution Prevention/Good Housekeeping for Municipal Operations							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
6.4.a	IDDE Training for field personnel	Provide training to field personnel in the recognition of Illicit discharges	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training	Illicit Discharge training held for all Public Works, parks maintenance, Utilities, and garage employees on March 27, 2015. 22 employees attended. See Appendix p. 115-118 for Attendance List, handout, notice, and summary.
6.4.b	Streets & parking lot maintenance training	Provide training to Streets & Landscape Divisions for road, street & parking lot maintenance	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training	Training held June 26, 2015. See Appendix p. 119-121. 19 employees.
6.4.c	Public Works Facilities training	Provide training to PW personnel on good housekeeping and pollution prevention practices	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training	Training held June 26, 2015. See Appendix p. 119-121. 19 employees attended
6.4.d	Pesticides & herbicide certifications	Maintain certifications and training for pesticide and herbicide applicators in accordance with Virginia Pesticide Control Act	Certifications obtained	SW Program Administrator	Continuously	Certifications	5 Public Works employees hold Pesticide Application certifications. See Appendix p. 121-126.

6. Pollution Prevention/Good Housekeeping for Municipal Operations							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
6.4.e	E&SC & SWM Training	Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Erosion and Sediment Control Law	Certifications obtained	E&SC Program Administrator	Continuously	Certifications	City Inspector is certified as an E&SC Inspector. Environmental Compliance Officer is certified as an E&SC Combined Program Administrator. City Inspector participated in training and received 5 CEU's during PY2.
6.4.f	Parks and Recreation employee training	Provide training to P&R personnel on good housekeeping and pollution prevention practices	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training	Training held June 26, 2015. See Appendix p. 119-121. 19 employees attended

6. Pollution Prevention/Good Housekeeping for Municipal Operations							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
6.4.g	Emergency Response employee training	Provide training and certification in spill response to emergency response employees	Certifications obtained	Haz-Mat officer	PY1	Certifications	All fire dept. personnel must have HazMat handling/spill response certification when hired. In addition, all employees completed NFPA HAZMAT Spill Prevention and Control training (total of 24 employees). See appendix 127-128 for list of personnel. In addition, 6 public works/utilities employees completed OSHA level II Hazardous Materials Handling training (appendix p. 129-130).
6.5	Tracking						
6.5.a	Training Needs Assessment	Determine any educational needs for employees and develop appropriate training and/or materials.	Training assessment	HRPDC & Phase II Stormwater Committee	1X per permit cycle	Training Plan	Completed in PY1. See Appendix p. 131.
6.5.b	Training Schedule	Identify and prioritize pollution prevention education and training needs for municipal employees based on relative risk for stormwater pollution from municipal operations through the HRPDC Stormwater Phase II Subcommittee.	Training Schedule	HRPDC & EMS Team	Annually	Training Plan	Completed in PY1. See Appendix p. 131..

6. Pollution Prevention/Good Housekeeping for Municipal Operations							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	**PY 2 Status**
6.5.c	Training Materials	Distribute pollution prevention educational materials developed through the HRPDC/**askHRgreen.org** to municipal employees engaging in operations with a high risk of discharging pollutants into the MS4.	# of items distributed	HRPDC & EMS Team	Annually	E-newsletter, training materials	Information available at all times in Public Works and Utilities Administration building. Approximately 50 used per year.
6.5.d	Contractor Training	Participate in the development of at least one regional contractor training session during the life of the permit.	Training session	HRPDC & Phase II Stormwater Committee	Once per permit cycle	Training sessions and evaluation forms	Under development through Regional Program. As needed, city staff members work with individual developers/contractors who are less experienced and need additional information on E&SC & swm requirements.
6.6	Update Program Plan	Update Pollution Prevention/Good Housekeeping for Municipal Operations plan as necessary to maintain compliance with the permit effective on July 1, 2013		SW Program Administrator, EMS Team & HRPDC	As scheduled in permit		Program Plan updated.
6.7	valuation and Assessmen	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator/EMS Team	Annually	Annual report	compliant. Training sessions involving participant discussion of real life examples worked well. Giving staff opportunity to develop SOP's has produced great ideas and buy in to program. Continue in this vein.

PY 2 Compliance Spreadsheet
City of Poquoson VAR 040024

SC-1	TMDL						
SC-1a	Develop Chesapeake Bay TMDL Action Plan	Develop a TMDL Action Plan consistent with the Virginia Ph I and II WIPs to meet the Level 2 (L2) reductions of pollutants of concern (POC)	TMDL Action Plan	SW Program Administrator	End of PY2	TMDL Action Plan	Completed, See Chesapeake Bay Action Plan attachment.
SC-1b	Implement Chesapeake Bay TMDL Action Plan	Implement the TMDL Action Plan to meet 5% of the Level 2 (L2) reductions of pollutants of concern (POC) by the end of the permit cycle.	Per TMDL Action Plan	SW Program Administrator	End of PY5	TMDL Action Plan	NA. City SLAF project underwent DEQ review in PY2. Slated for construction in Fall/Winter PY3.
SC-2	Local TMDL	Develop and Implement a TMDL Action Plan for the POC(s)	TMDL Action Plan	SW Program Administrator	End of PY3	TMDL Action Plan	n/a. DEQ is developing bacterial TMDLs for the Poquoson and York rivers. City engineer was informed by Jennifer Howell of DEQ that a mistake was made in developing the bacterial TMDLs and that the state is currently revising the numbers. At this point localities have not been informed in writing of TMDL development status or when the SWCB will approve the modified TMDL.
SC-3	Update Program Plan	Update TMDL Special Conditions plan as necessary to maintain compliance with the permit effective on July 1, 2013		SW Program Administrator	As scheduled in permit		NA: Chesapeake Aby plan developed this year. No changes yet. DEQ has not finalized bacterial TMDLs or implementation plan for the Poquoson and Back Rivers. City continues to educate on pet waste and refurbished a boat pump out station in order to target bacterial impairment in local waterways.

PY 2 Compliance Spreadsheet
City of Poquoson VAR 040024

SC-4	valuation and Assessme	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator	Annually	Annual report	Compliant. City continues to implement Bay program requirements. City is also taking public education actions targeted at pet waste in anticipation of bacterial TMDLs.

PROGRAM PLAN

City of Poquoson Annual Report

VAR# 040024

July 1, 2015 – June 30, 2016

Submitted to DEQ September 30, 2015

Updated MS4 Program Plan July 1, 2013 - June 30, 2018

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
	Continue to implement the public education and outreach program as included in the registration statement until the program is updated to meet the conditions of General Permit No. VAR040027			SW Program Administrator	End of PY1	PY1 Program Plan	
1.1	Update Public Education and Outreach Program						
1.1a	Design a plan to educate citizens on techniques to reduce impacts of stormwater pollution on public waterways with an emphasis on impaired waters by first identifying at least 3 high-priority water quality issues	Identify at least 3 high priority water quality issues that contribute to the discharge of stormwater	Issues identified	**askHRgreen.org** Stormwater Education Subcommittee	PY1	**Education and Outreach Plan**	

Updated MS4 Program Plan July 1, 2013 - June 30, 2018

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
1.2	Regional Media Campaign to Address High Priority Issues	Participate in the **askHRgreen.org** regional media campaign which will make impressions with a stormwater message via print, television (local municipal access, cable and local affiliate), radio, and social media					
1.2a	*Scoop the Poop* campaign	Make *Scoop the Poop* information and giveaways available where citizens receive animal licenses and at pet-related events as appropriate	Percentage of target audience reached through activities.	**askHRgreen.org** Stormwater Education Subcommittee	Annually	**askHRgreen.org** Annual Report: http://askhrgreen.org/wp-content/uploads/2011/06/askHRgreen-FY15-Annual-Report.pdf	

Updated MS4 Program Plan July 1, 2013 - June 30, 2018

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
1.2b	Promote Lawn Care campaign	Run media campaigns and make lawn care best management practice guides available.	Percentage of target audience reached through activities.	**askHRgreen.org** Stormwater Education Subcommittee	Annually	**askHRgreen.org** Annual Report	

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
1.2c	Promote FOG campaign	Participate in the **askHRgreen.org** regional media campaign which will make impressions with a stormwater message via print, television (local municipal access, cable and local affiliate), radio, and social media	Percentage of target audience reached through activities.	**askHRgreen.org** Stormwater Education Subcommittee	Annually	**askHRgreen.org** Annual Report	

Updated MS4 Program Plan July 1, 2013 - June 30, 2018

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
1.2f	Relevant Message Implementation	Conduct sufficient education and outreach activities designed to reach an equivalent 20% of each high priority audience.	Demographic, reach, frequency, & website click-through rates	**askHRgreen.org** Stormwater Education Subcommittee	Annually	**askHRgreen.org** Annual Report	
1.2g	Provide for adjustment of target audiences and messages to address any observed weaknesses or shortcomings	Website feedback reports, regional meeting feedback	~~Number of giveaways distributed~~	**askHRgreen.org** Representative	Annually	~~Rack cards, dog waste bag holders~~ Relevant meeting notes.	
1.3	Provide for Public Participation						
1.3a	Local Outreach	Post volunteer opportunities on local website.	Number and types of events	**askHRgreen.org** Representative	Annually	Locaility website	

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
1.3b	Regional Initiatives	Submit articles for **askHRgreen.org** blog and/or to the City newsletter for public participation in water quality improvement initiatives.	Number and types of events submitted	**askHRgreen.org** Representative	Annually	**askHRgreen.org** website	
1.3c	Regional Outreach	Post volunteer opportunities on the City website and/or **askHRgreen.org** calendar	Number and types of events submitted	**askHRgreen.org** Representative & HRPDC Environmental Educator	Quarterly	**askHRgreen.org** website	
1.3d	Distribute educational materials developed through **askHRgreen.org**	Distribute materials developed through **askHRgreen.org** to target audience in locality.	Number of materials distributed	**askHRgreen.org** Representative	Continuously		

Updated MS4 Program Plan July 1, 2013 - June 30, 2018

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
1.3e	Maintain and enhance **askHRgreen.org** website	Increase website visits each year	~~Website click-through rates~~ Annual askHRgreen.org website visits	HRPDC & **askHRgreen.org**	Permit Cycle	**askHRgreen.org** Annual Report	
1.4	Participate in regional committees: **askHRgreen.org**, RSMC, and SW Phase II Subcommittee		Maintain valid MOA	HRPDC	Every 5 years (concurrent with MS4 permit cycle).	MOA	
1.4a	Regional Cooperation	Renew MOA with the HRPDC to participate in the regional processes, including the Regional Stormwater Management Committee, Stormwater Phase II Subcommittee and **askHRgreen.org**	Number of meetings attended/Number of meetings held	**askHRgreen.org** Representative	Annually	**askHRgreen.org** Annual Report	

Updated MS4 Program Plan July 1, 2013 - June 30, 2018

1. Public Outreach and Education							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
1.4b	***askHRgreen.org***	Participate in at least 35% of **askHRgreen.org** Stormwater Education Subcommittee meetings	Number of meetings attended/Number of meetings held	SW Program Administrator	Annually	Attendance chart	
1.4c	Stormwater Phase II Subcommittee	Participate in at least 50% of Stormwater Phase II Subcommittee Meetings.		SW Program Administrator, **askHRgreen.org, askHRgreen.org** Representative & HRPDC	As scheduled in permit	Revised Program Plan	
1.5	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.					

Updated MS4 Program Plan July 1, 2013 - June 30, 2018

2. Public Involvement/Participation							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
2.1	Public Involvement						
2.1a	Updated Program Plan	Post copies of updated program plan to City website within 30 days of submittal of annual report.	Presence of materials on website	**askHRgreen.org** Representative & IT Department	Annually	Locality website	
2.1b	Annual Report	Post copies of annual report to City website within 30 days of submittal to DEQ.	Presence of materials on website	**askHRgreen.org** Representative & IT Department	Annually	Locality website	
2.1c	Reapplication Public Involvement	Prior to reapplying for coverage, notify public and provide for receipt of comments on the proposed MS4 Program Plan.	Presence of materials on website	**askHRgreen.org** Representative & IT Department	6 mo. prior to end of permit cycle	Locality website	
2.2	Public Participation						
2.2	Public Participation in a minimum of four local activities annually	**Insert local activities**	# events, # of items distributed, # of participants, # of pounds collected, or # of volunteer hours	SW Program Administrator, **askHRgreen.org** Representative	Annually	Annual report	
2.3	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator	Annually	Annual report	

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3. Illicit Discharge Detection and Elimination							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
3.1	Storm Sewer System Map						
3.1.a	MS4 outfall map	Maintain and update mapping	Updated Map	SW Program Administrator/ IT Dept. (GIS)	Annually	Outfall map	
3.1.b	MS4 outfall information table	Table listing outfall ID, acreage served, receiving water, applicable TMDL(s).	Updated Table	SW Program Administrator/ IT Dept. (GIS)	Annually	Information Table	
3.1.c	MS4 boundaries map and information table	Map and information table identifying MS4 watershed within 2010 urbanized area.	Boundary Map	SW Program Administrator/ IT Dept. (GIS)	End of PY4	MS4 Catchments Map	
3.1.d	Public information	Make MS4 map and information table available to the public	Presence of materials on website or refer to availability location	SW Program Administrator	Annually	Locality website	
3.1.e	New outfalls	Identify new points of discharge	List of new outfalls	SW Program Administrator/ IT Dept. (GIS)	Annually	New outfall list	
3.1.f	Maintain a Current Storm Sewer Map Online				PY4	Online mapping	
3.1.g	Cooperation with adjacent MS4s	Identify and notify, in writing, any downstream regulated MS4 to which the small regulated MS4 is physically interconnected of the small regulated MS4's connection to that system	Develop map, Regional Phase II Stormwater Subcommittee Meetings, letters	SW Program Administrator	Annually	Letters; meeting attendance	
3.1.h	Illicit Discharge Detection & Elimination Ordinance	Continue implementing and enforcing the illicit discharge/stormwater ordinance.	Current Ordinance	SW Program Administrator/ Fire Dept	As necessary	Ordinance	

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3. Illicit Discharge Detection and Elimination							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
3.2	Dry Weather Screening						
3.2.a	DWS Protocol	Develop written dry weather field screening methodologies for IDDE.	Protocol	End of PY1	End of PY1	DWS Protocol	
3.2.b	Field testing & outfall reconnaissance inventory (ORI)	Perform dry weather screening of a minimum of 50 outfalls (or all if < 50 outfalls in MS4)	Documentation of screening performed and results	SW Program Administrator/ SW Inspector	Annually	Map and ORI Field sheets	
3.3	IDDE program implementation				End of PY1	IDDE Protocol	
3.3.a	Public IDDE Reporting	Promote & Publicize IDDE reporting	Presence of phone number & information on website	SW Program Administrator	Continuously	Locality website	
3.3.b	Prevent or minimize the discharge of hazardous substances and oil in the MS4 stormwater discharge.	Yard inspections; Develop/enhance reporting relationship with FD/Haz Mat Team; targeted education	Number of responses/ number of inspections	SW Program Administrator/ Fire Dept	Continuously	Inspection forms **summary**	
3.3.c	IDDE activity tracking	Track illicit discharge detection and elimination activities.	Number of investigations and actions taken	SW Program Administrator/ Fire Dept	Ongoing	List of Activities	
3.3.d	Continue Sanitary Sewer System improvements in coordination with SSO consent order	Continue to diagnose and correct deficiencies	Number of improvements	SW Program Administrator/ Public Utilities	Continuously	List of Improvements	
3.4	Spill reporting						

3. Illicit Discharge Detection and Elimination

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	
3.4.a	Report non sewer spills and releases from small MS4 operated properties that reach State waters to DEQ.	Report spills to the DEQ's Pollution Response Program (PREP).	Number of internal reports. If applicable, obtain PREP number.	SW Program Administrator/ Fire Dept	Fire Dept. Report in accordance to Section III. G.	Internal Summary Report	
3.4.b	Report Sanitary Sewer Overflows through SSORS database.	Continue to utilize SSORS to report Sanitary Sewer Overflows	Number of overflows	Public Utilities Superintendent.	Continuously	List from SSORS	
3.5	Update Program Plan	Update Illicit Discharge Detection and Elimination plan as necessary to maintain compliance with the permit effective on July 1, 2013		SW Program Administrator/ Fire Dept	As scheduled in permit		
3.6	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator/ Fire Dept	Annually	**In accordance with an oral request from DEQ, a summary of illicit discharge screening forms, not all the forms, will be provided to DEQ**	

4. Construction Site Storm Water Runoff Control							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
4.1	Legal Authorities						
4.1.a	LD Activities > 10,000 SF	Continue to implement the Stormwater Management Ordinance & the Erosion and Sedimentation Control Ordinance	Stormwater Management Ordinance & Erosion and Sedimentation Control Ordinance	SW Program Administrator	Continuously	SWM & E&SC Ordinances	
4.1.b	CBPA LD Activities >2,500 SF	Continue to implement the Chesapeake Bay Preservation Ordinance	Chesapeake Bay Preservation Ordinance	CBPA Program Administrator	Continuously	CBPA Ordinance	
4.1.c	E&SC LD Activities	Continue to implement the Erosion and Sedimentation Control Ordinance	Erosion and Sedimentation Control Ordinance	E&SC Program Administrator	Continuously	E&SC Ordinance	
4.1.d	Individual Lot or CPOD LD Activities > 10,000 SF	Continue to implement the SWM, E&SC, & CBPA ordinances	SWM, E&SC, & CBPA Ordinances	SW, E&SC, & CBPA Program Administrators	Continuously	Ordinances	
4.2	Local Programs						
4.2.a	E&SC Plan Reviews	Continue to implement the site plan review, LID implementation where deemed appropriate, provisions of the local Erosion and Sediment Control Ordinance.	# plan reviews	Planning Department/ Engineering Division	Annually	Summary from Locality tracking system	
4.2.b	E&SC Program Consistency	At a minimum be consistent with the VA E&SC Law and regulation	State Board finding of consistency	E&SC Program Administrator	Continuously	Letter from DEQ (or DCR in prior cycles)	
4.2.c	CBPA Program Compliance	Maintain the City's Chesapeake Bay Preservation Act Program in Compliance with DEQ regulations	DEQ Compliance	CBPA Program Administrator	Annually	Letter from DEQ (or DCR in prior cycles)	

4. Construction Site Storm Water Runoff Control							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
4.2.d	Public Inquiry	Continue to receive and respond to information from citizens relating to the local erosion and sediment control program through personal visits, email, telephone, and the City web page.	# of calls/requests, #site visits	E&SC Program Administrator	Annually	Summary from Locality tracking system	
4.3	Compliance and Enforcement						
4.3.a	E&SC Inspections	Continue to implement construction site BMP, and inspection provisions of the local Erosion and Sediment Control Ordinance	# of inspections	E&SC Program Administrator	Annually	Summary from Locality tracking system	
4.3.b	E&SC Inspection Schedule and Enforcement	Continue to implement inspection schedule and enforcement provisions per local Erosion and Sediment	# of inspections; # enforcement actions	E&SC Program Administrator	Annually	Summary from Locality tracking system	
4.3.c	E&SC Modifications due to inadequacy	Continue to implement provisions of the local Erosion and Sediment Control Ordinance requiring changes to the plan due to inadequacy	# of inspections; # enforcement actions	E&SC Program Administrator	Annually	Summary from Locality tracking system	
4.3.d	Tracking and Reporting	Continue to track and report the total number of permitted land disturbing activities as well as the total disturbed acreage.	Number of permits & acres disturbed	E&SC Program Administrator	Annually	Annual Report	
4.4	Certifications						

4. Construction Site Storm Water Runoff Control							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
4.4.a	E&SC Certifications	Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Erosion and Sediment Control Law	Certifications obtained	E&SC Program Administrator	Ongoing	Certifications	
4.4.b	SWM Certifications	Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Stormwater Management Act	Certifications obtained	VSMP Authority Administrator	Beginning in PY2	Certifications	
4.5	VSMP Authority Permits						
4.5.a	State VSMP program (prior to July 1, 2014)	Continue to direct applicants, proposing to disturb an acre or more of land or part of a larger common plan of development or sale that would disturb one acre or more, or >= 2,500 sq. ft. in CBPA areas to DEQ to secure a VSMP Permit for Discharges of Stormwater from Construction Activities. Ensure permit has been obtained.	#of permit applications and permits issued.	E&SC Program Administrator	PY1 only	VSMP permit numbers	

4. Construction Site Storm Water Runoff Control							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
4.5.b	Local VSMP program (after July 1, 2014)	Implement the site plan review, construction site BMP, and inspection provisions of the local Stormwater Management Ordinance.	#of permit applications and permits issued.	VSMP Authority Administrator	Beginning in PY2	VSMP permit numbers	
4.5.c	VSMP Inspections	Implement inspection provisions of the local Stormwater Management Ordinance for VSMP authority permits including Pollution Prevention Plans contained within the SWPPP	# of inspections; # enforcement actions	VSMP Authority Administrator	Beginning in PY2	Summary from Locality tracking system	
4.6	Update Program Plan	Update Construction Site Storm Water Runoff Control plan as necessary to maintain compliance with the permit		SW Program/E&SC Program Administrators & HRPDC	As scheduled in permit	Program Plan	
4.7	Evaluation and Assessmen	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program/E&SC Program Administrators	Annually	Annual Report	

5. Post Construction Storm Water Management in New Development and Redevelopment				
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**
5.1	Address post-construction stormwater runoff from development that enters the MS4			
5.1.a	Applicable oversight requirements	CBPA LD activities < 1 Ac but >2,500 SF; and new development or redevelopment where a more stringent regulatory size threshold than previously indicated.	Stormwater Management Ordinance	SW Program Administrator
5.1.b	Stormwater Management Ordinance	Implement the stormwater criteria of the Stormwater Management Ordinance for new development and redevelopment, and update ordinance to comply with Section II.B.5 of the General Permit.	Stormwater Management Ordinance	SW Program Administrator
5.2	Inspection and O&M Verification for Privately-owned BMPs			
5.2.a	BMP Maintenance Agreements	Require BMP maintenance agreements as directed by the Stormwater Management Ordinance.	# of Agreements & Inspection Schedules	SW Program Administrator

5.2.b	Inspection activities	Conduct BMP site inspections in accordance with written policies and procedures	# of Inspections	SW Program Administrator/ SW Inspector
5.2.c	Enforcement activities	Enforce BMP maintenance responsibilities in accordance with written policies and procedures	# of Reinspections & NOVs	SW Program Administrator/ SW Inspector
5.2.d	Alternative to Maintenance Agreements	Develop and implement alternative strategies for promoting long-term maintenance of stormwater controls to treat runoff solely from individual residential lots.	Alternative Strategies Protocol	SW Program Administrator & HRPDC
5.3	Inspection & Maintenance Schedules for City-Owned BMPs			
5.3.a	Inspection and maintenance	Develop schedules and procedures for regular inspection and maintenance of locally owned stormwater control structures in accordance with SWM regulations.	# of Inspections	SW Program Administrator
5.4	Program Plan Requirements			

5.4.a	Roles and responsibilities	Identify the roles and responsibilties for each department, division, and subdivision in implementing Section II of General Permit, also include the written agreement for any other entities implementing parts of the Program Plan	List of roles and responsibilites, written agreement	SW Program Administrator
5.5	Tracking and Reporting			
5.5.a	BMP Tracking	Track all known permanent stormwater management facilities that discharge to the regulated small MS4 and submit the information per General Permit No. VAR040027.	Data as required by Permit (print & spreadsheet/database)	SW Program Administrator
5.5.b	New BMP tracking	BMPs brought online within the past year	Database or spreadsheet with new BMP information	SW Program Administrator
5.6	Program PlanUpdates	Update program plan to meet new general permit requirements.		SW Program Administrator
5.7	Evaluation and Assessment	Evaluate and assess progress toward goals		SW Program Administrator

Timeline	Associated Documents
Update in PY2	SWM Ordinance
Update in PY2	SWM Ordinance
Ongoing	List of Maintenance Agreements

As designated	Inspection Report Summary; Inspection Procedures
As designated	Inspection Report Summary; Enforcement Procedures
End of PY1	Alternative Strategies
Annually	Inspection Report Summary; Inspection Procedures

As needed	List of roles and responsibilities; Written agreement(s)
Annually	BMP Report
Annually	BMP Report
PY1	
Annually	

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6. Pollution Prevention/Good Housekeeping for Municipal Operations							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
6.1	Operations and Maintenance Activities						
6.1.a	Plans and Procedures	Continue to implement and update plans describing spill prevention and control and pollution prevention procedures for municipal facilities specifically to prevent illicit discharges	SOP(s)/ O&M Plan	SW Program Administrator/ EMS Team	Continuously	SOPs/ O&M Plan	
6.1.b	Waste Disposal	Continue to implement and update procedures for proper waste disposal, including yard waste	SOP(s)/ O&M Plan	SW Program Administrator/ EMS Team	Continuously	SOPs/ O&M Plan	
6.1.c	Manage Municpal Vehicle Wash Water	Develop and implement procedures to prevent the discharge of municipal vehicle wash water into the MS4 without a separate VPDES permit	Procedures	Operations Personnel	Continuously	SOPs/ O&M Plan	
6.1.d	Manage Wastewater	Prevent the discharge of wastewater to MS4 without a separate VPDES permit	# overflows	Department of Utilities	Continuously	SOPs/ O&M Plan	
6.1.e	Stormwater System Maintenance BMPs	Require BMPs when discharging water pumped from utility construction and maintenance activities	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan	
6.1.f	Bulk Storage BMPs	Require BMPs for bulk storage areas (salt storage, top soil stockpiles)	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan	
6.1.g	Manage Leaking Municipally-owned Leaking Vehicles	Prevent the discharge of pollutants to the MS4	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan	

6. Pollution Prevention/Good Housekeeping for Municipal Operations							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
6.1.h	Manage Fertilizers and Pesticides	Implement procedures to ensure materials are are applied in accordance with manufacturer's recommendations	Procedures	Operations Personnel	Continuously	SOPs/ O&M Plan	
6.2	Storm Water Pollution Prevention Plans (SWPPP)						
6.2.1	High-priority facilities	Identify municipal high-priority facilities that have the potential to discharge storwmater pollutants	# & type of high-priority facility	SW Program Administrator	End of PY1	List of high-priority facilities	
6.2.2	SWPPP development & Implementation	Develop and Implement SWPPPs for identified high-priority facilities	SWPPP	SW Program Administrator	PY4	SWPPP	
6.3	Nutrient Management Plans						
6.3.a	NMP Locations	Identify locations of municipally owned properties where nutrient management plans can be performed	Number of sites & area	SW Program Administrator & Landscape Division	End of PY1	List of managed turf sites > 1 Ac.	
6.3.b	NMP development & implementation	Develop and Implement NMPs for identified turf and landscape (15% by PY2, 40% by PY3; 75% by PY4; & 100% by PY5)	% of identified area under NMP	SW Program Administrator & Landscape Division	PY2 - PY5	List of NMP Covered Sites	
6.3.c	NMP Tracking	Track the total acreage of lands where turf and landscape NMPs are required and implemented	Acreage required & Acreage implemented	SW Program Administrator & Landscape Division	Annually	List of managed turf sites > 1 Ac.	

6. Pollution Prevention/Good Housekeeping for Municipal Operations							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
6.3.d	Deicing agents	Operator shall not apply deicing agents containing urea or other forms of nitrogen or phosphorus to parking lots, roadways, and sidewalks, or other paved surfaces	Statement of non-use of nutrient containing deicing agents	SW Program Administrator	Annually	Statement	
6.4	Employee Education & Training						
6.4.a	IDDE Training for field personnel	Provide training to field personnel in the recognition of Illicit discharges	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training	
6.4.b	Streets & parking lot maintenance training	Provide training to Streets & Landscape Divisions for road, street & parking lot maintenance	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training	
6.4.c	Public Works Facilities training	Provide training to PW personnel on good housekeeping and pollution prevention practices	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training	
6.4.d	Pesticides & herbicide certifications	Maintain certifications and training for pesticide and herbicide applicators in accordance with Virginia Pesticide Control Act	Certifications obtained	SW Program Administrator	Continuously	Certifications	
6.4.e	E&SC & SWM Training	Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Erosion and Sediment Control Law	Certifications obtained	E&SC Program Administrator	Continuously	Certifications	

6. Pollution Prevention/Good Housekeeping for Municipal Operations							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
6.4.f	Parks and Recreation employee training	Provide training to P&R personnel on good housekeeping and pollution prevention practices	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training	
6.4.g	Emergency Response employee training	Provide training and certification in spill response to emergency response employees	Certifications obtained	Haz-Mat officer	PY1	Certifications	
6.5	Tracking						
6.5.a	Training Needs Assessment	Determine any educational needs for employees and develop appropriate training and/or materials.	Training assessment	HRPDC & Phase II Stormwater Committee	1X per permit cycle	Training Plan	
6.5.b	Training Schedule	Identify and prioritize pollution prevention education and training needs for municipal employees based on relative risk for stormwater pollution from municipal operations through the HRPDC Stormwater Phase II Subcommittee.	Training Schedule	HRPDC & EMS Team	Annually	Training Plan	
6.5.c	Training Materials	Distribute pollution prevention educational materials developed through the HRPDC/**askHRgreen.org** to municipal employees engaging in operations with a high risk of discharging pollutants into the MS4.	# of items distributed	HRPDC & EMS Team	Annually	E-newsletter, training materials	
6.5.d	Contractor Training	Participate in the development of at least one regional contractor training session during the life of the permit.	Training session	HRPDC & Phase II Stormwater Committee	Once per permit cycle	Training sessions and evaluation forms	

6. Pollution Prevention/Good Housekeeping for Municipal Operations							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
6.6	Update Program Plan	Update Pollution Prevention/Good Housekeeping for Municipal Operations plan as necessary to maintain compliance with the permit effective on July 1, 2013		SW Program Administrator, EMS Team & HRPDC	As scheduled in permit		
6.7	Evaluation and Assessme	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator/EMS Team	Annually	Annual report	

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TMDL Special Conditions							
BMP	**BMP Description**	**Measurable Goals**	**Metric**	**Responsible Party**	**Timeline**	**Associated Documents**	
SC-1	TMDL						
SC-1a	Develop Chesapeake Bay TMDL Action Plan	Develop a TMDL Action Plan consistent with the Virginia Ph I and II WIPs to meet the Level 2 (L2) reductions of pollutants of concern (POC)	TMDL Action Plan	SW Program Administrator	End of PY2	TMDL Action Plan	
SC-1b	Implement Chesapeake Bay TMDL Action Plan	Implement the TMDL Action Plan to meet 5% of the Level 2 (L2) reductions of pollutants of concern (POC) by the end of the permit cycle.	Per TMDL Action Plan	SW Program Administrator	End of PY5	TMDL Action Plan	
SC-2	Local TMDL	Develop and Implement a TMDL Action Plan for the POC(s)	TMDL Action Plan	SW Program Administrator	End of PY3	TMDL Action Plan	
SC-3	Update Program Plan	Update TMDL Special Conditions plan as necessary to maintain compliance with the permit effective on July 1, 2013		SW Program Administrator	As scheduled in permit		
SC-4	Evaluation and Assessm	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator	Annually	Annual report	