March 2026

Town of DeWitt
Stormwater Management Program Plan
Onondaga County, New York

MILLER ENGINEERS
www.MillerEngineers.com
Solutions@MillerEngineers.com | 315.682.0028
ENGINEERING YOU CAN BUILD ON
ENGINEERING | ENVIRONMENTAL | CAPITAL IMPROVEMENT | CONSTRUCTION

www.millerengineers.com P.O. Box 422 Manlius, New York 13104 315-682-0029

Contents

Section 1. Municipal Separate Storm Sewer System (MS4) Program 1
1.1 Regulatory Information 1
1.2 Applicability 1
1.3 Permit Requirements 1
1.4 Minimum Control Measures (MCMs) Required by GP-0-24-001 2
Section 2. Stormwater Management Plan Program 6
2.1 MCM 1 – Public Education and Outreach Program 6
2.2 MCM 2 – Public Involvement/Participation 8
2.3 MCM 3 – Illicit Discharge Detection and Elimination 11
2.4 MCM 4 – Construction Site Stormwater Runoff Control 20
2.5 MCM 5 – Post-Construction Stormwater Management 28
2.6 MCM 6 – Pollution Prevention and Good Housekeeping. 33

Appendices

Appendix MM1-1	CNYRPDB Stormwater Compliance Assistance Program and Resolution and Miscellaneous Public Education and Outreach Documentation
Appendix MM2-1	Annual Report Presentation Public Notice, Meeting Minutes and Miscellaneous Public Participation and Involvement Activity Documentation
Appendix MM3-1	Outfall Map
Appendix MM3-2	Outfall Reconnaissance Inventory Results
Appendix MM3-3	IDDE Law and Town's Attorney Certification of IDDE Law
Appendix MM3-4	Documentation of IDDE Enforcement Actions
Appendix MM3-5	Agreement with Onondaga County for IDDE Services
Appendix MM3-6	Monitoring Locations Inspection and Sampling Program
Appendix MM4-1	Post-Construction Stormwater Runoff Control Law and Town's Attorney Certification of Construction Law
Appendix MM4-2	List of SWPPP Reviews and SWPPP Acceptance Forms
Appendix MM4-3	Documentation of Construction/Post-Construction Stormwater Runoff Control Enforcement Actions
Appendix MM4-4	List of Active Construction Sites and Inspection Reports
Appendix MM4-5	List of Contractors with Certificate of Completion of Erosion and Sediment Control Training

Appendix MM5-1 Inventory of Post-Construction Stormwater Management Practices

Appendix MM5-2 Inspection Reports of Post-Construction Stormwater Management Practices

Appendix MM6-1 Best Management Practices for Municipal Operations

Appendix MM6-2 Self-Assessment of Municipal Operations

Section 1. Municipal Separate Storm Sewer System (MS4) Program

1.1 Regulatory Information

In accordance with the provisions of the Clean Water Act, as amended, (33 U.S.C. 1251 et. seq.) operators of small Municipal Separate Storm Sewer Systems (MS4s), located in New York State, are authorized to discharge to waters of the United States in accordance with the conditions and requirements set forth in the New York State Department of Environmental Conservation's (NYSDEC) State Pollutant Discharge Elimination System (SPEDES) General Permit for Stormwater Discharges from MS4s (NYSDEC SPDES GP-0-24-001).

Only those operators of stormwater discharges from discharges from MS4s who prepare a stormwater management program and submit a Notice of Intent (NOI) in accordance with NYSDEC SPDES GP-0-24-001 are authorized to discharge under this permit.

The program was created to improve waterways in the United States by reducing the quantity of pollutants that stormwater transports into storm sewer systems during storm events.

1.2 Applicability

The Town of DeWitt (the Town) has been designated by the NYSDEC as a small MS4 requiring the preparation of a Stormwater Management Program (SWMP) Plan and coverage under NYSDEC SPDES GP-0-24-001 for discharges from MS4s. This SWMP Plan was prepared to address the permit requirements of NYSDEC SPDES GP-0-24-001. The MS4s are required to develop a SWMP Plan in the automatic and additionally designated areas (40CFR Section 122.32(a)1 or 122.32(a)2) under their jurisdiction. This SWMP Plan shall be construed to include all areas within the Town that meet this requirement unless otherwise specified.

1.3 Permit Requirements

NYSDEC SPDES GP-0-24-001 authorizes discharges of stormwater from small MS4's as defined in 40CFR 122.26(b)(16). This permit covers all areas and waters of New York State.

NYSDEC SPDES GP-0-24-001 authorizes the following non-stormwater discharges provided the NYSDEC has not determined them to be substantial contributors of pollutants to a particular small MS4 applying for coverage under this permit. If the NYSDEC does determine that one or more of the discharges listed below is a substantial contributor of pollutants to an MS4, the identified discharges will be considered illicit. In that event, the MS4 must follow the requirements in the Illicit Discharge Detection and Elimination Minimum Control Measure (MCM) requirements (See Part VI.C of NYSDEC SPDES GP-0-24-001, where applicable).

1. Discharges from firefighting activities,
2. Fire hydrant flushing,
3. Testing of firefighting equipment, provided that such equipment is for water only fire suppression,

4. Potable water sources including:
    a. Waterline flushing,
    b. Irrigation drainage,
    c. Lawn watering,
    d. Uncontaminated infiltration and inflow,
    e. Leakage from raw water conveyance systems,
    f. Routine external building wash down and vehicle washing which does not use detergents or other compounds,
    g. Pavement wash waters where spills or leaks of toxic or hazardous materials, other than minor and routine releases from motor vehicles, have not occurred (unless such material has been removed) and where detergents are not used,
    h. Air conditioning and steam condensate,
    i. Springs,
    j. Uncontaminated groundwater, and
    k. Foundation or footing drains where flows are not contaminated with process materials such as solvents provided that the permittee has implemented an effective plan for minimizing the discharge of pollutants from all of the sources listed in Part 6 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR) 750-1.2(a)(29).
5. Any SPDES permitted discharge.

MS4s must develop, implement, and enforce a SWMP Plan designed to reduce the discharge of pollutants from small MS4s to the maximum extent practicable (MEP) to protect water quality and to satisfy the appropriate water quality requirements of the Environmental Conservation Law and Clean Water Act.

1.4 Minimum Control Measures Required by NYSDEC SPDES GP-0-24-001

The SWMP Plan must include six minimum control measures. For each of these six minimum control measures, MS4s must identify measurable goals and select and implement management practices to achieve those measurable goals. The six minimum control measures include:

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

The following pages summarizes each MCM and outline the required measures and some activities and/or practices that can be used to fulfill the MCM.

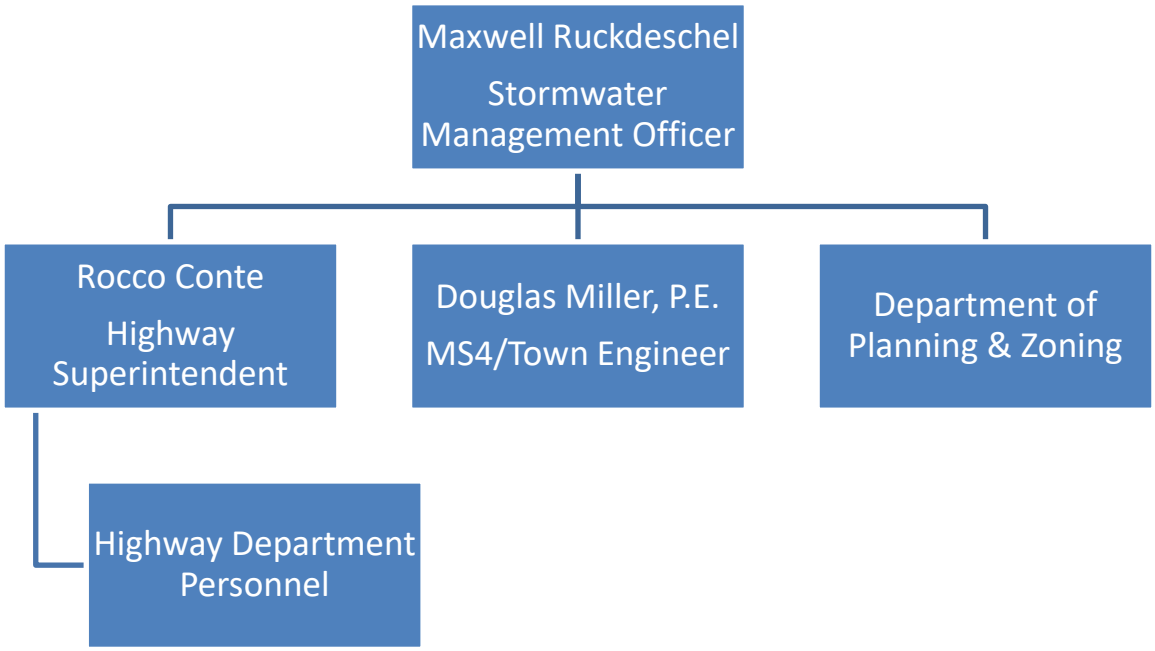
In general, for stormwater discharges from small MS4s to be authorized under NYSDEC SPDES GP-0-24-001, an operator must:

1. Submit a NOI in accordance with the requirements of the permit,

2. Develop a SWMP Plan,
3. Implement the SWMP Plan,
4. Provide employee training, and
5. Provide annual reporting.

1.5 Organizational Structure

The Town employs the following organizational structure for all tasks and activities associated with the requirements of NYSDEC SPDES GP-0-24-001.



Stormwater Management Officer

The duties of the Stormwater Management Officer include, but are not limited to:

1. Coordination the Town's participation in the Central New York Regional Planning and Development Board MS4 Compliance Assistance Program, collection and distribution materials as necessary, and maintain records of the Town's effort for inclusion in the Town's Annual Report,
2. Coordination of the preparation and presentation of the Annual Report,
3. Assistance in the coordination of the enforcement procedures and actions specified in Local Law No. 4-2007 prohibiting illicit discharges into the MS4,
4. Assistance in the coordination the efforts for illicit discharge detection and elimination as needed,
5. Assistance in the coordination of the enforcement procedures and actions specified in the law for construction/post-construction site stormwater discharge violations,
6. Assistance in the investigation and follow-up on the complaints received as necessary,
7. Perform final site inspections upon completion of a construction project to determine that it is acceptable for the owner or operator of a construction project to submit the Notice of Termination (NOT) to the NYSDEC, and

8. Coordination with the responsible party to gather information on the best management practices for inclusion in the Town's annual report.

Highway Superintendent

The duties of the Highway Superintendent include, but are not limited to:

1. Supervision and coordination of all Highway Department personnel in the implementation, maintenance, and enforcement of all MCMs in the SWMP Plan,
2. Assist in the preparation and presentation of the Annual Report,
3. Notification to the Town MS4 Engineer of the construction or installation of new outfalls to be included in the GIS,
4. Assistance in the coordination of the enforcement procedures and actions specified in Local Law No. 4-2007 prohibiting illicit discharges into the MS4,
5. Assistance in the coordination the efforts for illicit discharge detection and elimination as needed,
6. Assistance in the coordination of the enforcement procedures and actions specified in the law for construction/post-construction site stormwater discharge violations, and
7. Assistance in the investigation and follow-up on the complaints received as necessary.

Highway Department Personnel

The duties of the Highway Department personnel include, but are not limited to:

1. Implementation, maintenance, and enforcement of all MCMs in the SWMP Plan,
2. Notification to the Town MS4 Engineer of the construction or installation of new outfalls to be included in the GIS,
3. Assistance in the coordination the efforts for illicit discharge detection and elimination as needed,
4. Assistance in the investigation and follow-up on the complaints received as necessary, and
5. Inspection of post-construction stormwater management practices per the NYS Stormwater Management Design Manual, SWPPP or other provided documentation to ensure adequate long-term operation and maintenance of management practices.

MS4/Town Engineer

The duties of the MS4/Town Engineer include, but are not limited to:

1. Assist in the preparation and presentation of the Annual Report,
2. Maintenance of the Town GIS system as needed, including the addition of new outfall locations within the urbanized area and additionally designated areas within the Town's jurisdiction,
3. Assistance in the coordination of the enforcement procedures and actions specified in Local Law No. 4-2007 prohibiting illicit discharges into the MS4,
4. Assistance in the coordination the efforts for illicit discharge detection and elimination as needed,
5. Assistance in the coordination of the enforcement procedures and actions specified in the law for construction/post-construction site stormwater discharge violations, and
6. Assistance in the investigation and follow-up on the complaints received as necessary.
7. Review of all SWPPP's where the land disturbance is one acre or greater,

8. Provide periodic inspection of the sediment and erosion control facilities in conjunction with utility inspection for projects such as residential, commercial and industrial subdivisions that include the installation of Town utilities and/or roads,
9. Perform final site inspections upon completion of a construction project to determine that it is acceptable for the owner or operator of a construction project to submit the Notice of Termination (NOT) to the NYSDEC,
10. Assist in the maintenance of the list of active construction sites along with a record of inspection activities for the sites, and
11. Inspection of post-construction stormwater management practices per the NYS Stormwater Management Design Manual, SWPPP or other provided documentation to ensure adequate long-term operation and maintenance of management practices.

Department of Planning & Zoning

The duties of the Department of Planning & Zoning include, but are not limited to:

1. Assist in the preparation and presentation of the Annual Report,
2. Notification to the Town MS4 Engineer of the construction or installation of new outfalls to be included in the GIS,
3. Coordination of the enforcement procedures and actions specified in Local Law No. 4-2007 prohibiting illicit discharges into the MS4,
4. Coordination the efforts for illicit discharge detection and elimination as needed,
5. Coordination of the enforcement procedures and actions specified in the law for construction/post-construction site stormwater discharge violations,
6. Assistance in the investigation and follow-up on the complaints received as necessary,
7. Documentation of all actions taken under the Illicit Discharge Detection/Elimination Plan and Non-Stormwater Discharges Program,
8. Review of all SWPPP's where the land disturbance is one acre or greater,
9. Maintain a list of the SWPPP's reviewed and the number of construction sites authorized for disturbance of an acre or more,
10. Investigation, follow-up, and documentation of all actions taken on the complaints received as necessary,
11. Provide periodic inspection of the sediment and erosion control facilities in conjunction with utility inspection for projects such as residential, commercial and industrial subdivisions that include the installation of Town utilities and/or roads, and
12. Maintain a list of active construction sites along with a record of inspection activities for the sites.

Section 2. Stormwater Management Plan Program

2.1 MCM 1 – Public Education and Outreach Program

2.1.1 NYSDEC Requirements

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

The Town must develop measurable goals, record, periodically assess, and modify as needed. The Town must select appropriate education and outreach activities and measurable goals to ensure the reduction of all Pollutants of Concern (POCs) in stormwater discharges to the maximum extent practicable.

2.1.2 Best Management Practices and Measurable Goals

The Town has identified the following:

1. Pollutants of Concern:
    a. Phosphorous,
    b. Pathogens, and
    c. Silt and sediment.
2. Waterbodies of Concern:
    a. Onondaga Lake, and
    b. Ley Creek.
3. Geographic Areas of Concern:
    a. Ley Creek (Onondaga Lake) Watershed, and
    b. Construction Sites.
4. Target Audience:
    a. General Public,
    b. Developers,
    c. Contractors, and
    d. Town MS4 Municipal Staff.

The Town is participating in the Central New York Regional Planning and Development Board (CNYRPDB) MS4 Compliance Assistance Program. This program is designed to meet the public education and outreach program requirements of MCM 1 and provide training for other MCMs. The Town Stormwater Management Officer is to coordinate the Town's participation in this program, collect and distribute materials as necessary and maintain records of the Town's effort for inclusion in the Town's annual report. A copy of the CNYRPDB program for the current and previous years along with the agreement between the Town and CNYRPDB is included in Appendix MM1-1.

2.1.3 Required SWMP Plan Reporting

The Town shall, at a minimum, report on the following in the annual report:

1. List education/outreach activities performed for the general public and target audiences and provide any results (number of people attended, amount of materials distributed, etc.),
2. Education and outreach activities required by other MCMs:
    a. Illicit Discharge Detection and Elimination (IDDE) education activities planned or completed for public employees, businesses and the general public,
    b. Construction site stormwater control training planned or completed, and
    c. Employee pollution prevention/good housekeeping training planned or completed,
3. Report of the effectiveness of program, best management practices (BMPs) and measurable goal assessment, and
4. Maintain records of all training activities.

2.2 MCM 2 – Public Involvement/Participation

2.2.1 NYSDEC Requirements

The Town must provide opportunities to involve the public in the development, review, and implementation of the SWMP Plan. This MCM is designed to give the public the opportunity to include their opinions in the implementation of NYSDEC SPDES GP-0-24-001.

The Town must comply with the State Open Meeting Laws and local public notice requirements, such as Open Meetings Law, when implementing a public involvement and participation program. The public involvement and participation program shall provide the following:

1. Identify key individuals and groups, public and private, who are interested in or affected by the SWMP Plan,
2. Identify the type of input the Town will seek from key individuals and groups, public and private, to support development and implementation of the program and how the input will be used,
3. Describe the public involvement/participation activities the Town will undertake to provide program access to those who want it and to gather needed input. The activities include but are not limited to a water quality hotline, stewardship activities like stream cleanups, storm drain marking, and volunteer water quality monitoring, and
4. Provide the opportunity for the public to participate in the development, implementation review and revision of this SWMP Plan.

2.2.2 Local Stormwater Public Contact

The Town is required to identify a local point of contact for public concerns regarding stormwater management and compliance with NYSDEC SPDES GP-0-24-001. 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 MCM form. The Town's point of contact is:

Maxwell Ruckdeschel
Stormwater Management Officer
5400 Butternut Drive
East Syracuse, NY 13057
(315) 446-3910 x 5
supervisor@townofdewitt.com

2.2.3 Best Management Practices

The Town has identified the following relative to the public involvement and participation program:

1. Key individuals and groups interested in or affected by the SWMP Plan:
    a. Citizens impacted by development projects or drainage problems,
    b. Developers, and
    c. Contractors.

2. The Town allows for input from citizens on the development and implementation of the SWMP Plan in a variety of methods including:
    a. Input at Town Board and Planning Board meetings.
3. The Town annually sponsors and supports Earth Day and other cleanup activities that reduce litter. The Town also has a stormwater hotline in conjunction with the Onondaga County Department of Water Environment Projection as discussed in MCM 3.

2.2.4 Annual Reporting and Review Comments

The Town is required to prepare and submit an annual report to the NYSDEC on April 1 of each year. The reporting period for the Annual Report is January 3 of the current year to January 2 of the following year (Reporting Year). The Town Stormwater Management Office is responsible for coordinating the preparation and presentation of this report as discussed herein. The Department of Planning & Zoning, the Town Highway Department, and Town Engineer will be expected to provide information for the report as needed.

A draft of the report is to be made available 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:

1. 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,
2. On the internet by:
    a. Making the annual report available to the public on a website,
    b. Providing the public the opportunity to provide comments on the internet or otherwise, or
    c. 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 two or more people, the Town must hold such a meeting.

The Town is required to provide public notice about the presentation, making public the following information when noticing the presentation in accordance with the local public notice requirements:

1. The placement of the annual report on the agenda of this meeting or location on the internet,
2. The opportunity for public comment,
3. The date and time of the meeting or date the annual report becomes available on the internet, and
4. The availability of the draft report for review prior to the public meeting or the duration of availability of the annual report on the internet.

A copy of the public notice provided by the Town is included in Appendix MM-2-1.

The NYSDEC recommends that the announcement be sent directly to individuals known to have a specific interest in the SWMP Plan.

A summary of the comments and intended responses shall be included with the final reporting along with a description of changes made to the SWMP Plan in response to the comments. A copy of the final report and SWMP Plan shall be made available for public inspection.

Measurable goals to be recorded are the preparation of the annual report, solicitation of public comment, and follow-up responses to comment.

2.2.5 Required SWMP Plan Reporting

The Town shall, at a minimum, report on the following in the annual report:

1. Annual report presentation information (date, time, attendees) or information about how the annual report was made available for public comment,
2. Comments received and intended responses (as an attachment),
3. Public involvement/participation activities, and
4. Report on effectiveness of the SWMP Plan, BMPs, and measurable goal assessment.

2.3 MCM 3 – Illicit Discharge Detection and Elimination

2.3.1 NYSDEC Requirements

The Town must develop, implement and enforce a program to detect and eliminate illicit discharges (as defined at 40CFR Section 122.26(b)(2)) into the small MS4 in order to comply with MCM 3:

1. **Illicit Discharge Detection**
    a. **Public Reporting of Illicit Discharges**
        i. Within six (6) months of the EDC, the MS4 Operator must establish and document in the SWMP Plan an email or phone number (with message recording capability) for the public to report illicit discharges.
        ii. Within thirty (30) days of an illicit discharge, the MS4 Operator must document each report of an illicit discharge in the SWMP Plan with the following information:
            1. Date of the report;
            2. Location of the illicit discharge;
            3. Nature of the illicit discharge;
            4. Follow up actions taken or needed (including response times); and
            5. Inspection outcomes and any enforcement taken.
    b. **Monitoring Locations:** The monitoring locations used to detect illicit discharges are identified as follows:
        i. MS4 outfalls;
        ii. Interconnections; and
        iii. Municipal facility intraconnections.
    c. **Monitoring Locations Inventory**
        i. Within three (3) years of the EDC, the MS4 Operator must develop and maintain an inventory of the monitoring locations in the SWMP Plan. The following information must be included in the inventory:
            1. Inventory information for MS4 outfalls
                a. ID;
                b. Prioritization (high or low);
                c. Type of monitoring location;
                d. Name of MS4 Operator's municipal facility, if located at a municipal facility;
                e. Receiving waterbody name and class;
                f. Receiving waterbody WI/PWL Segment ID;
                g. Land use in drainage area;
                h. Type of conveyance (open drainage or closed pipe);
                i. Material;
                j. Shape;
                k. Dimensions;
                l. Submerged in water; and

m. Submerged in sediment.

2. Inventory information for interconnections
    a. ID;
    b. Prioritization (high or low);
    c. Type of monitoring location;
    d. Name of MS4 Operator receiving discharge or private storm system;
    e. Name of MS4 Operator's municipal facility, if located at a municipal facility; and
    f. Receiving waterbody name and class.
3. Inventory information for municipal facility intraconnections
    a. ID;
    b. Prioritization (high or low);
    c. Type of monitoring location;
    d. Name of MS4 Operator's municipal facility; and
    e. Receiving waterbody name and class.

ii. Annually, the MS4 Operator must update the inventory if monitoring locations are created or discovered.

d. **Monitoring Locations Prioritization**

i. Within three (3) years of the EDC, the MS4 Operator must prioritize monitoring locations which are included in the monitoring locations inventory as follows:
    1. High priority monitoring locations include monitoring locations:
        a. At a high priority municipal facility;
        b. Discharging to impaired waters;
        c. Discharging within a TMDL watershed;
        d. Discharging to waters with Class AA-S, A-S, AA, A, B, SA, or SB; and/or
        e. Confirmed citizen complaints on three or more separate occasions in the last twelve (12) months.
    2. All other monitoring locations are considered low priority.

ii. Within thirty (30) days of when a monitoring location is constructed or the MS4 Operator discovers it, the MS4 Operator must prioritize those monitoring locations; and

iii. Annually, after the initial prioritization, the MS4 Operator must update the monitoring location prioritization in the inventory based on information gathered as part of the monitoring location inspection and sampling program. The completion of this permit requirement must be documented in the SWMP Plan.

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

i. The monitoring locations inspection and sampling procedures including:

1. During dry weather, one (1) inspection of each monitoring location identified in the inventory every five (5) years following the most recent inspection;
2. Documentation of all monitoring location inspections, including any sampling results, using the Monitoring Locations Inspection and Sampling Field Sheet or an equivalent form containing the same information and include the completed monitoring location inspections and sampling results in the SWMP Plan (e.g., the completed Monitoring Locations Inspection and Sampling Field Sheets);
3. Provisions to sample all monitoring locations which had inspections which resulted in a suspect or obvious illicit discharge characterization. The sampling requirement is based on the number and severity of physical indicators present in the flow to better inform track down procedures. If the source of the illicit discharge is clear and discernable (e.g., sewage), sampling is not necessary;
4. Sampling may be done with field test kits or field instrumentation that are sufficiently sensitive to detect the parameter below the sampling action level used and are not subject to 40 CFR Part 136 requirements for approved methods and certified laboratories;
5. Provisions to initiate, or cause to initiate, track down procedures in accordance with the timeframes specified in Part VI.C.2.a.iii, for monitoring locations with an overall characterization as suspect illicit discharge or obvious illicit discharge or that exceed any sampling action level used;
6. Provisions to re-inspect the monitoring location within thirty (30) days of initial inspection if there is a physical indicator not related to flow, potentially indicative of intermittent or transitory discharges, utilizing techniques described in Chapter 12.6 of the Center for Watershed Protection Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assistance, October 2004 (CWP 2004) or equivalent.
    a. If those same physical indicators persist, the MS4 Operator must initiate illicit discharge track down procedures.

ii. The training provisions for the MS4 Operator's monitoring locations inspection and sampling procedures.
1. If new staff are added, training on the MS4 Operator's monitoring locations inspection and sampling procedures must be given prior to conducting monitoring locations inspections and sampling procedures;
2. For existing staff, training on the MS4 Operator's monitoring locations inspection and sampling procedures must be given prior to conducting monitoring locations inspections and sampling and once every five (5) years, thereafter; and

3. If the monitoring locations inspection and sampling procedures are updated, training on the updates must be given to all staff prior to conducting monitoring locations inspections and sampling.

iii. The names, titles, and contact information for the individuals who have received monitoring locations inspection and sampling procedures training and update annually; and

iv. Annually, by April 1, the MS4 Operator must:

1. Review and update the monitoring location inspection and sampling procedures based on monitoring location inspection results (e.g., trends, patterns, areas with illicit discharges, and common problems); and
2. Document the completion of this requirement in the SWMP Plan.

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

a. The illicit discharge track down procedures including:

i. Procedures as described in Chapter 13 of CWP 2004 or equivalent;

ii. Steps taken for illicit discharge track down procedures;

iii. The following timeframes to initiate illicit discharge track down:

1. Within twenty-four (24) hours of discovery, the MS4 Operator must initiate track down procedures for flowing MS4 monitoring locations with obvious illicit discharges;
2. Within two (2) hours of discovery, the MS4 Operator must initiate track down procedures for obvious illicit discharges of sanitary wastewater that would affect bathing areas during bathing season, shell fishing areas or public water intakes and report orally or electronically to the Regional Water Engineer and local health department; and
3. Within five (5) days of discovery, the MS4 Operator must initiate track down procedures for suspect illicit discharges.

b. The training provisions for the MS4 Operator's illicit discharge track down procedures.

i. If new staff are added, training on the MS4 Operator's illicit discharge track down procedures must be given prior to conducting illicit discharge track downs;

ii. For existing staff, training on the MS4 Operator's illicit discharge track down procedures must be given prior to conducting illicit discharge track downs and once every five (5) years, thereafter; and

iii. If the illicit discharge track down procedures are updated , training on the updates must be given to all staff prior to conducting illicit discharge track downs.

c. The names, titles, and contact information for the individuals who have received illicit discharge track down procedures training and update annually; and

d. Annually, by April 1, the MS4 Operator must:

i. Review and update the illicit discharge track down procedures; and

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

3. **Illicit Discharge Elimination Program:** Within two (2) years of the EDC, the MS4 Operator must develop and implement an illicit discharge elimination program. The illicit discharge elimination program must be documented in the SWMP Plan specifying:
    a. The illicit discharge elimination procedures including:
        i. Provisions for escalating enforcement and tracking, both consistent with the Enforcement Response Plan (ERP) required in Part IV.F. of this SPDES general permit;
        ii. Provisions to confirm the corrective actions have been taken;
        iii. Steps taken for illicit discharge elimination procedures; and
        iv. The following timeframes for illicit discharge elimination:
            1. Within twenty-four (24) hours of identification of an illicit discharge that has a reasonable likelihood of adversely affecting human health or the environment, the MS4 Operator must eliminate the illicit discharge;
            2. Within five (5) days of identification of an illicit discharge that does not have a reasonable likelihood of adversely affecting human health or the environment, the MS4 Operator must eliminate the illicit discharge; and
            3. Where elimination of an illicit discharge within the specified timeframes is not possible, the MS4 Operator must notify the Regional Water Engineer.
    b. The training provisions for the MS4 Operator's illicit discharge elimination procedures.
        i. If new staff are added, training on the MS4 Operator's illicit discharge elimination procedures must be given prior to conducting illicit discharge eliminations;
        ii. For existing staff, training on the MS4 Operator's illicit discharge elimination procedures must be given prior to conducting illicit discharge eliminations and once every five (5) years, thereafter; and
        iii. If the illicit discharge elimination procedures are updated, training on the updates must be given to all staff prior to conducting illicit discharge eliminations.
    c. The names, titles, and contact information for the individuals who have received illicit discharge elimination procedures training and update annually; and
    d. Annually, by April 1, the MS4 Operator must:
        i. Review and update the illicit discharge elimination procedures; and Document the completion of this requirement in the SWMP Plan.

2.3.2 Outfall Mapping and Outfall Reconnaissance

The Town participated in the CNYRPDB program to develop base mapping and GIS system in the Syracuse Urban Area (SUA) for use in the outfall mapping. The information within the GIS includes:

1. The boundaries of the SUA,
2. The name and location of the surface waters of the State,
3. The location of outfalls, which were located and verified through field investigation, and
4. The limits of the storm sewershed.

The GIS system is maintained by the Town MS4 Engineer. A copy of the outfall map is included in Appendix MM3-1. Online access to the outfall mapping can be found at the following link: https://bit.ly/3MzT4Z3

The Town is participating in the Onondaga County Phase II Stormwater Program Coordination & Cooperation with Town and Village MS4's. As part of this program the Onondaga County Department Water Environment will be providing various services including an outfall reconnaissance inventory of the outfalls within the Town. A copy of the agreement and scope of services with Onondaga County is included in Appendix MM3-5. Copies of the results of the outfall reconnaissance inventory are included in Appendix MM3-2.

New outfall locations within the urbanized area and additionally designated areas within the Town's jurisdiction shall be added to the GIS by the Town MS4 Engineer. The Department of Planning & Zoning or Highway Department shall be responsible for notifying the Town MS4 Engineer of the construction or installation of new outfalls to be included in the GIS.

2.3.3 IDDE Local Law and Implementation of Enforcement Procedures and Actions

The Town adopted Local Law No. 4-2007 prohibiting illicit discharges into the MS4 on October 22, 2007. This law was based upon the State's model IDDE local law. Certification from the Town's attorney of the law's equivalency to the State's model IDDE law is included as Appendix MM3-3. The Department of Planning & Zoning shall be responsible for coordinating the enforcement procedures and actions specified in the law. It is anticipated that assistance from the Stormwater Management Officer, Town Highway Department and/or Town MS4 Engineer may be required to complete these efforts.

2.3.4 Monitoring Locations Inspection and Sampling Plan

The Town has developed and implement a Monitoring Locations Inspection and Sampling Program and is included with this SWMP as Appendix MM3-6. The Monitoring Locations Inspection and Sampling Program is as follows:

1. During dry weather, one (1) inspection of each monitoring location identified in the Monitoring Location Inventory every five (5) years following the most recent inspection. Online access to the outfall mapping can be found at the following link: https://bit.ly/3MzT4Z3

2. Documentation of all monitoring location inspections, including any sampling results, shall be documented using the Monitoring Locations Inspection and Sampling Field Sheet (Appendix A). The completed monitoring location inspections and sampling results shall be stored in the Town's Stormwater Management Program (SWMP) Plan, which can be found at the following location:

   DeWitt Town Hall
   5400 Butternut Drive
   East Syracuse, NY 13057
   Phone: (315) 446-3910

Fax: (315) 449-2065
Hours: Monday - Friday, 8am - 4:30pm

3. Following a monitoring location inspection, all inspections which resulted in a "suspect" or "obvious" illicit discharge characterization are subject to sampling unless the source of the illicit discharge is clear and discernable (e.g., sewage), in which case sampling is not necessary.

4. Sampling is conducted using field test strips and/or field instrumentation that are sufficiently sensitive to detect the parameter below the sampling action level used. As per the MS4 General Permit (Part VI.C.d), analytical methods are not subject to New York State's 40 CFR Part 136 requirements for approved methods and certified laboratories;

5. Source track down is initiated for monitoring locations that are characterized as "suspect" or "obvious" illicit discharge, or that exceed any sampling action level used.

6. All monitoring locations are re-inspected within thirty (30) days of the initial inspection, if there is a physical indicator not related to flow, that is indicative of an intermittent or transitory discharges. In layman's terms, a monitoring location may not be flowing at the time of the dry weather inspection, but there may be evidence (i.e. physical indicators) of an illicit discharge such as oil stains or toilet paper. If those same physical indicators persist, the Town of DeWitt will their Illicit Discharge Detection and Elimination (IDDE) Plan as identified in the SWMP Plan.

2.3.5 Illicit Discharge Detection/Elimination Plan

The following is an outline of the Town's illicit discharge detection and elimination plan:

Identification of Priority Areas

Priority areas will be identified through observations noted during the outfall reconnaissance inventory program or responding to public complaints.

Procedures for Identification, Location, Elimination and Documentation of Illicit Discharges

Illicit discharges are expected to be identified through the outfall reconnaissance inventory program, public complaints and other sources such as inspections of commercial and industrial facilities by the Department of Planning & Zoning or observations by the Highway Department during maintenance of the storm sewer system.

Upon identification of an illicit discharge, the procedures in the *Illicit Discharge Detection and Elimination Manual* (New England Interstate Water Pollution Control Commission - January 2003) and the *Illicit Discharge Detection and Elimination - A Guidance Manual for Program Development and Technical Assessments* (Center for Watershed Protection - October 2004) shall be implemented to locate the source of the illicit discharge. This effort shall be coordinated by the Department of Planning & Zoning with assistance provided by the Stormwater Management Officer, Highway Department and Town MS4 Engineer as needed.

Once the source is identified, the responsible party shall be notified that the illicit discharge must be eliminated in accordance with the Town's local law prohibiting illicit discharges. Physical modifications to the storm sewer system and/or education may be used to eliminate the illicit discharge.

The Department of Planning & Zoning should document all actions taken under this plan. This documentation should include information such as method of identification of illicit discharge, measures taken to locate and eliminate the illicit discharge and the type, and quantities of illicit discharge eliminated. This information shall be compiled in Appendix MM3-4 for use in preparation of the Annual Report.

2.3.6 Non-Stormwater Discharges

The following is an outline of the Town's program to detect and address non-stormwater discharges, including illegal dumping, to the small MS4:

Identification of Priority Areas

Priority areas will be identified through observations noted during the outfall reconnaissance inventory program or responding to public complaints.

Procedures for Identification, Location, Elimination and Documentation of Illicit Discharges

Illicit discharges are expected to be identified through the outfall reconnaissance inventory program, public complaints and other sources such as inspections of commercial and industrial facilities by the Department of Planning & Zoning or observations by the Highway Department during maintenance of the storm sewer system.

Once the source is identified, the responsible party shall be notified that the illicit discharge must be eliminated in accordance with the Town's local law prohibiting illicit discharges. Modifications to the practice causing the illicit discharge and/or education may be used to eliminate the illicit discharge.

The Department of Planning & Zoning should document all actions taken under this plan. This documentation should include information such as method of identification of illicit discharge, measures taken to locate and eliminate the illicit discharge and the type, and quantities of illicit discharge eliminated. This information shall be compiled in Appendix MM3-4 for use in preparation of the Annual Report.

2.3.7 Public Education and Training

The Town is participating in the CNYRPDB MS4 Compliance Assistance Program. This program is designed to provide for the NYSDEC education and training requirements for this MCM.

The Town Stormwater Management Officer is to coordinate the Town's participation in this program, collect and distribute materials as necessary and maintain records of the Town's effort for inclusion in the Town's annual report.

2.3.8 Required SWMP Plan Reporting

The Town shall, at a minimum report on the following in the annual report:

1. Number and percent of outfalls mapped,
2. Number of illicit discharges detected and eliminated,
3. Percent of outfalls for which an outfall reconnaissance inventory has been performed,
4. Status of system mapping,
5. Activities to and results from information public employees, businesses and the general public of hazards associated with the illegal discharges and improper disposal of waste,
6. Regulatory mechanism status – certification that law is equivalent to the State's model IDDE law, and
7. Report on effectiveness of program, BMP and measurable goal assessment.

2.3.9 Public Reporting of Illicit Discharges

The Town is required to identify a local point of contact for the public to report illicit discharges per the requirements of NYSDEC SPDES GP-0-24-001. 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 MCM form. The Town's point of contact is:

Maxwell Ruckdeschel
Stormwater Management Officer
5400 Butternut Drive
East Syracuse, NY 13057
(315) 446-3910 x 5
supervisor@townofdewitt.com

2.4 MCM 4 – Construction Site Stormwater Runoff Control

2.4.1 NYSDEC Requirements

The Town must develop, implement, and enforce a program to reduce pollutants in any stormwater runoff from construction activities that provides equivalent protection to the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activities (NYSDEC SPDES GP-0-20-001) or the requirements of NYSDEC SPDES GP-0-24-001, whichever are more stringent. The program must provide for the following:

1. **Applicable Construction Activities/Projects/Sites**
    a. The construction site stormwater runoff control program must address stormwater runoff to the MS4 from sites with construction activities that:
        i. Result in a total land disturbance of greater than or equal to one acre; or
        ii. Disturb less than one acre if part of a larger common plan of development or sale.
    b. For construction activities where the MS4 Operator is listed as the owner/operator on the Notice of Intent for coverage under SPDES General Permit for Stormwater from Construction Activities GP-0-20-001CGP (CGP):
        i. The MS4 Operator must ensure compliance with the CGP; and
        ii. The additional requirements for construction oversight described in Part VI.D.6 through Part VI.D.9 are not required.
2. **Public Reporting of Construction Site Complaints**
    a. Within six (6) months of the EDC, the MS4 Operator must establish and document in the SWMP Plan an email or phone number (with message recording capability) for the public to report complaints related to construction stormwater activity.
    b. The MS4 Operator must document reports of construction site complaints in the SWMP Plan with the following information:
        i. Date of the report;
        ii. Location of the construction site;
        iii. Nature of complaint;
        iv. Follow up actions taken or needed; and
        v. Inspection outcomes and any enforcement taken.
3. **Construction Oversight Program:** Within one (1) year of the EDC, the MS4 Operator must develop and implement a construction oversight program. The construction oversight program must be documented in the SWMP Plan specifying:
    a. The construction oversight procedures including:
        i. When the construction site stormwater control program applies;
        ii. What types of construction activity require a SWPPP;
        iii. The procedures for submission of SWPPPs;
        iv. SWPPP review requirements;
        v. Pre-construction oversight requirements;
        vi. Construction site inspection requirements;
        vii. Construction site close-out requirements;

viii. Enforcement process/expectations for compliance; and
ix. Other procedures associated with the control of stormwater runoff from applicable construction activities.

b. The training provisions for the MS4 Operator's construction oversight procedures.
   i. If new staff are added, training on the MS4 Operator's construction oversight procedures must be given prior to conducting any construction oversight activities;
   ii. For existing staff, training on the MS4 Operator's construction oversight procedures must be given prior to conducting any construction oversight activities and once every five (5) years, thereafter; and
   iii. If the construction oversight procedures are updated, training on the updates must be given to all staff prior to conducting construction oversight.

c. The names, titles, and contact information for the individuals who have received construction oversight training and update annually;

d. Procedures to ensure those involved in the construction activity itself (e.g., contractor, subcontractor, qualified inspector, SWPPP reviewers) have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity; and

e. Annually, by April 1, the MS4 Operator must:
   i. Review and update the construction oversight procedures; and
   ii. Document the completion of this requirement in the SWMP Plan.

4. **Construction Site Inventory & Inspection Tracking**

a. Within six (6) months of the EDC, the MS4 Operator must develop and maintain an inventory of all applicable construction sites in the SWMP Plan. The following information must be included in the inventory:
   i. Location of the construction site;
   ii. Owner/operator contact information, if other than the MS4 Operator;
   iii. Receiving waterbody name and class;
   iv. Receiving waterbody WI/PWL Segment ID;
   v. Prioritization (high or low);
   vi. Construction project SPDES identification number;
   vii. SWPPP approval date;
   viii. Inspection history, including dates and ratings (satisfactory, marginal, or unsatisfactory, when available); and
   ix. Current status of the construction site/project (i.e., active, temporarily shut down, complete).

b. Annually, the MS4 Operator must update the inventory if construction projects are approved or completed.

5. **Construction Site Prioritization**

a. Within one (1) year of the EDC, the MS4 Operator must prioritize all construction sites which are included in the construction site inventory as follows:
   i. High priority construction sites include construction sites:

1. With a direct conveyance (e.g., channel, ditch, storm sewer) to a surface water of the State that is:
    a. Listed in the permit with silt/sediment, phosphorus, or nitrogen as the POC;
    b. Classified as AA-S, AA, or A; or
    c. Classified with a trout (T) or trout spawning (TS) designation;
2. With greater than five (5) acres of disturbed earth at any one time;
3. With earth disturbance within one hundred (100) feet of any lake or pond (mapped in accordance with Part IV.D.1.e.ii.b)); and/or
4. Within fifty (50) feet of any rivers or streams;

ii. All other construction sites are considered low priority.

b. Within thirty (30) days of when a construction site becomes active, the MS4 Operator must prioritize those construction sites; and

c. Annually, after the initial prioritization, the MS4 Operator must update the construction site prioritization in the inventory based on information gathered as part of the construction oversight program. The completion of this permit requirement must be documented in the SWMP Plan.

i. If the prioritization of the construction site changes priority based on information gathered as part of the construction oversight program, the MS4 Operator must comply with the requirements that apply to that prioritization.

6. **SWPPP Review:** The MS4 Operator must:

a. Ensure individual(s), responsible for reviewing SWPPPs for acceptance, receive:

i. Four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity. This training must be completed within three (3) years of the EDC and every three (3) years thereafter.

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

b. Ensure SWPPP reviewers receive this training prior to conducting SWPPP reviews for acceptance.

i. Individuals without these trainings cannot review SWPPPs for acceptance.

ii. Individuals who meet the definition of a qualified professional or qualified inspector are exempt from this requirement.

c. Ensure individuals responsible for reviewing SWPPPs review all SWPPPs for applicable construction activities and for conformance with the requirements of the CGP, including:

i. Erosion and sediment controls must be reviewed for conformance with the NYS E&SC 2016, or equivalent;

ii. Individuals responsible for review of post-construction SMPs must be qualified professionals or under the supervision of a qualified professional; and

iii. Post-construction stormwater management practices (SMPs) must be reviewed for conformance with the NYS SWMDM 2015 or equivalent, including:

1. All post-construction SMPs must meet the sizing criteria contained in the CGP and NYS SWMDM 2015.

2. Deviations from the performance criteria of the NYS SWMDM 2015 must demonstrate that they are equivalent.
3. The SWPPP must include an O&M plan that includes inspection and maintenance schedules and actions to ensure continuous and effective operation of each post-construction SMP. The SWPPP must identify the entity that will be responsible for the long-term operation and maintenance of each practice.

d. In the SWMP Plan, document and update annually the names, titles, and contact information for the individuals who have received the trainings listed in Part VI.D.6.a.
e. In the SWMP Plan, document the SWPPP review including the information found in Part III.B. of the CGP;
f. Prioritize new construction activities; and
g. Notify construction site owner/operators that their SWPPP has been accepted using the MS4 SWPPP Acceptance Form25 created by the Department and required by the CGP, signed in accordance with Part X.J.

7. **Pre-Construction Meeting**: Prior to commencement of construction activities, the MS4 Operator must ensure a pre-construction meeting is conducted. The date and content of the preconstruction inspection/meeting must be documented in the SWMP Plan. The owner/operator listed on the CGP NOI (if different from the MS4 Operator), the MS4 Operator, contractor(s) responsible for implementing the SWPPP for the construction activity, and the qualified inspector (if required for the construction activity by Part IV.C. the CGP) must attend the meeting in order to:
   a. Confirm the approved project has received, or will receive, coverage under the CGP or an individual SPDES permit;
   b. Verify contractors and subcontractors selected by the owner/operator of the construction activity have identified at least one individual that has received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District or other endorsed entity as required by the CGP and Part VI.D.3.d; and
   c. Review the construction oversight program and expectations for compliance.
8. **Construction Site Inspections:** The MS4 Operator must:
   a. Ensure individuals(s), responsible for construction site inspections, receive:
      i. Four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity. This training must be complete, within three (3) years of the EDC and every three (3) years thereafter.
      ii. Document the completion of this requirement in the SWMP Plan.
   b. Ensure all MS4 Construction Site Inspectors receive this training prior to conducting construction site inspections.
      i. Individuals without these trainings cannot inspect construction sites.
      ii. Individuals who meet the definition of a qualified professional or qualified inspector are exempt from this requirement.

c. Annually inspect all sites with construction activity identified in the inventory during active construction after the pre-construction meeting, or sooner if deficiencies are noted that require attention.
    i. Follow up to construction site inspections must confirm corrective actions are completed within timeframes established by the CGP and the MS4 Operator's ERP.
d. In the SWMP Plan, document and update annually the names, titles, and contact information for the individuals who have received the trainings listed in Part VI.D.8.a.
e. Document all inspections using the Construction Site Inspection Report Form or an equivalent form containing the same information. The MS4 Operator must include the completed Construction Site Inspection Reports in the SWMP Plan.

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

2.4.2 Construction Site Stormwater Runoff Control Program

The Town adopted Local Law No. 5-2007 for control of construction site stormwater runoff on October 22, 2007. This law was based upon the State's model law and provides equivalent protection to the NYSDEC SPDES General Permit from Stormwater Discharges from Construction Activities (NYSDEC SPDES GP-02-02). The law provides for control of stormwater runoff to the small MS4 for construction activities that result in land disturbance of greater than or equal to one acre. Certification from the Town's attorney of the law's equivalency to the State's model law is included as Appendix MM4-I. This law contains requirements and allows for:

1. Construction site operators to implement erosion and sediment control management practices,
2. Sanctions to ensure compliance, and
3. Construction site 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.

The Department of Planning & Zoning shall be responsible for coordinating the enforcement procedures and actions specified in the law. It is anticipated that assistance from the Stormwater Management Officer, Town Highway Department and/or Town MS4 Engineer may be required to complete these efforts.

2.4.3 SWPPP Review

All SWPPP's shall be reviewed for sites where the land disturbance is one acre or greater. In general, the SWPPP's will be reviewed in conjunction with the Town's Site Plan or subdivision process as appropriate. For projects that do not require Site Plan or subdivision approval the SWPPP will be reviewed as part of the application process for the Town's Construction and Post-Construction Stormwater Runoff Control Law. The reviews are to be performed by the Town Engineer or Department of Planning & Zoning. The reviewer shall be adequately trained and understand the State and local sediment and erosion control requirements. Upon completion of the SWPPP review a "SWPPP Acceptance Form" as provided by the NYSDEC and required by the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activities (GP-0- I 0-00 I) shall be completed by the reviewer. The construction site owner/operators will be provided with a copy of the Acceptance Form when the SWPPP has been accepted and approved by the Town.

The Department of Planning & Zoning with assistance from the SWPPP reviewer(s) shall maintain a list of the SWPPP's reviewed and the number of construction sites authorized for disturbance of an acre or more. This list shall be included in Appendix MM4-2 for use in preparation of the Annual Report.

2.4.4 Procedure for Receipt of and Follow-Up on Complaints

Complaints or other information received by the Town regarding construction site stormwater runoff shall be directed to the Department of Planning & Zoning or to the point of contact specified in Section 2.4.8. The Department of Planning & Zoning should investigate and follow up on the complaint as necessary. It is anticipated that assistance from the Stormwater Management Officer, Town Highway Department and/or Town MS4 Engineer may be required to complete these efforts. The enforcement and penalty measures provided in the Town's Construction and Post-Construction Stormwater Runoff Control Law should be implemented as needed.

The Department of Planning & Zoning should document all actions taken under this measure. This documentation should include information such as the nature of the complaint, measures taken to address the complaint and any enforcement action resulting from the complaint. This information shall be compiled in Appendix MM4-3 for use in preparation of the Annual Report.

2.4.5 Inspection of Construction Sites and Enforcement of Erosion and Sediment Control Measures

The Town will undertake inspection of construction sites for all sites where the land disturbance is one acre or greater. Priority sites for inspection are sites that:

1. Are located adjacent to sensitive environmental areas such as rivers, streams, lakes, wetlands, etc.,
2. Contain soils with high erosion potential,
3. Are located on steep slopes, or
4. Result in land disturbance of five acres or more at any one time.

In all cases the party performing the inspection shall be adequately trained and understand the State and local sediment and erosion control requirements. Inspection of construction sites will generally be performed as follows:

1. For projects such as residential, commercial and industrial subdivisions that include the installation of Town utilities and/or roads, the Town Engineer will provide periodic inspection of the sediment and erosion control facilities in conjunction with utility inspection. Upon completion of utility and road construction the Department of Planning & Zoning will provide periodic inspection of the sediment and erosion control facilities in conjunction with building permit and construction inspections.
2. For commercial, industrial, residential or other projects not associated with Town utility and/or road construction, the Department of Planning & Zoning will provide periodic inspection of the sediment and erosion control facilities in conjunction with building permit and construction inspections.
3. Upon completion of a project, the Town Engineer or Town Stormwater Management Officer must determine that it is acceptable for the owner or operator of a construction project to submit the Notice of Termination (NOT) to the NYSDEC 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 Town representative will then coordinate to have the ranking elected official or duly authorized representative (see Part VII of the Permit) document their determination by signing the "MS4 Acceptance" statement on the NOT.

The Department of Planning & Zoning, with assistance from the Town Engineer, shall maintain a list of active construction sites along with a record of inspection activities for the sites. The list of active construction sites shall include the name/location of the site and owner/operator contact information. The record of inspection activities should include information such as the condition of the sediment and erosion control measures, required maintenance or additional measures needed to address any problems noted, measures taken to address the problems and any enforcement action resulting from the action. The list and inspection reports shall be compiled in Appendix MM4-4 for use in preparation of the Annual Report.

2.4.6 Education and Training

The Town is participating in the CNYRPDB MS4 Compliance Assistance Program. This program is designed to provide for the NYSDEC education and training requirements for this MCM. The Town Stormwater Management Officer is to coordinate the Town's participation in this program, collect and distribute materials as necessary and maintain records of the Town's effort for inclusion in the Town's Annual Report.

2.4.7 Construction Site Inventory

A complete construction site inventory within the MS4 and Onondaga County can be found at https://gisservices.dec.ny.gov/gis/stormwater/

The inventory includes:

1. Location
2. Owner/Operator Contact Information
3. Receiving Waterbody
    a. Name
    b. Class
    c. WI/PWL Segment ID
4. Prioritization
5. Construction Project SPDES Identification Number
6. Inspection History
7. Current Status

2.4.8 Public Complaints Related to Construction Stormwater Activity

The Town is required to identify a local point of contact for the public for complaints related to construction stormwater activity per the requirements of NYSDEC SPDES GP-0-24-001. 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 MCM form. The Town's point of contact is:

Maxwell Ruckdeschel
Stormwater Management Officer
5400 Butternut Drive
East Syracuse, NY 13057
(315) 446-3910 x 5
supervisor@townofdewitt.com

2.5 MCM 5 – Post-Construction Stormwater Management

2.5.1 NYSDEC Requirements

The Town must develop, implement, and enforce a program to reduce pollutants in any stormwater runoff from new development and redevelopment projects that provides equivalent protection to the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activities (NYSDEC SPDES GP-0-20-001) or the requirements of NYSDEC SPDES GP-0-24-001, whichever are more stringent. The program must provide for the following:

1. **Applicable Post-Construction SMPs:** The post-construction SMP program must address stormwater runoff to the MS4 from publicly owned/operated and privately owned/operated post-construction SMPs that meet the following:
    a. Post-construction SMPs that have been installed as part of any CGP covered construction site or individual SPDES permit (since March 10, 2003); and
    b. All new post-construction SMPs constructed as part of the construction site stormwater runoff control program.
2. **Post-Construction SMP Inventory & Inspection Tracking**
    a. The MS4 Operators continuing coverage must:
        i. Maintain the inventory from previous iterations of this SPDES general permit for post-construction SMPs installed after March 10, 2003; and
        ii. Develop the inventory for post-construction SMPs installed after March 10, 2003 including post-construction SMPs:
            1. As they are approved or discovered; or
            2. After the owner/operator of the construction activity has filed the NOT with the Department.
    b. The newly designated MS4 Operators must develop and maintain the inventory for post-construction SMPs installed after March 10, 2003 including post-construction SMPs:
        i. As they are approved or discovered; or
        ii. After the owner/operator of the construction activity has filed the NOT with the Department.
    c. Annually, the MS4 Operator must update the inventory of post-construction SMPs to include the post-construction SMPs in Part VI.E.2.a. and Part VI.E.2.b.
    d. Within five (5) years of the EDC, the following information must be included in the inventory either by using the MS4 Operator maintenance records or by verification of maintenance records provided by the owner of the postconstruction SMP:
        i. Street address or tax parcel;
        ii. Type;
        iii. Receiving waterbody name and class;
        iv. Receiving waterbody WI/PWL Segment ID;
        v. Date of installation (if available) or discovery;
        vi. Ownership;
        vii. Responsible party for maintenance;

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

e. MS4 Operators must document the inventory of post-construction SMPs in the SWMP Plan.

3. **SWPPP Review:** For post-construction SMP SWPPP review requirements, see Part VI.D.6.
4. **Post-Construction SMP Inspection & Maintenance Program:** Within one (1) year of the EDC, the MS4 Operator must develop and implement a post-construction SMP inspection and maintenance program. The postconstruction SMP inspection and maintenance program must be documented in the SWMP Plan specifying:
   a. The post-construction SMP inspection and maintenance procedures including:
      i. Provisions to ensure that each post-construction SMP identified in the post-construction SMP inventory is inspected at the frequency specified in the NYS DEC Maintenance Guidance 2017 or as specified in the O&M plan contained in the approved SWPPP, if available;
         1. The MS4 Operator can only accept Level 1 inspections (NYS DEC Maintenance Guidance 2017) by private owners inspecting postconstruction SMPs.
      ii. Documentation of post-construction SMP inspections using the Post-Construction SMP Inspection Checklist30 or an equivalent form containing the same information. The MS4 Operator must include the completed post-construction SMP inspections (i.e., the completed Post-Construction SMP Inspection Checklist) in the SWMP Plan;
      iii. Provisions to initiate follow-up actions (i.e., maintenance, repair, or higher-level inspection) within thirty (30) days of post-construction SMP inspection; and
      iv. Provisions to initiate enforcement within sixty (60) days of the inspection if follow-up actions are not complete.
   b. The training provisions for the MS4 Operator's post-construction SMP inspection and maintenance procedures.
      i. If new staff are added, training on the MS4 Operator's post-construction SMP inspection and maintenance procedures and procedures outlined in the

Department endorsed program must be given prior to conducting any post-construction SMP inspection and maintenance;

ii. For existing staff, training on the MS4 Operator's post-construction SMP inspection and maintenance procedures and procedures outlined in the Department endorsed program must be given prior to conducting any post-construction SMP inspection and maintenance and once every five (5) years, thereafter; and

iii. If the post-construction SMP inspection and maintenance procedures are updated, training on the updates must be given to all staff prior to conducting post-construction SMP inspection and maintenance.

c. The names, titles, and contact information for the individuals who have received post-construction SMP inspection and maintenance procedures training and update annually; and

d. Annually, by April 1, the MS4 Operator must:

i. Review and update the post-construction SMP inspection and maintenance procedures; and

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

2.5.2 Post-Construction Site Stormwater Runoff Control Program

The Town adopted Local Law No. 5-2007 for control of post-construction site stormwater runoff on September 24, 2007. This law was based upon the State's model law and provides equivalent protection to the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activities (NYSDEC SPDES GP-02-02). The law provides for control of stormwater runoff to the small MS4 for post-construction activities that result in land disturbance of greater than or equal to one acre. Certification from the Town's attorney of the law's equivalency to the State's model law is included as Appendix MM4-I. This law contains requirements for:

1. A combination of structural management practices (including but not limited to practices from the NYS Stormwater Management Design Manual or equivalent) that will reduce the discharge of pollutants to the MEP.

The Department of Planning & Zoning shall be responsible for coordinating the enforcement procedures and actions specified in the law. It is anticipated that assistance from the Stormwater Management Officer, Town Highway Department and/or Town MS4 Engineer may be required to complete these efforts.

2.5.3 SWPPP Review

All SWPPP's shall be reviewed for sites where the land disturbance is one acre or greater. In general, the SWPPP's will be reviewed in conjunction with the Town's Site Plan or subdivision process as appropriate. For projects that do not require Site Plan or subdivision approval the SWPPP will be reviewed as part of the application process for the Town's Construction and Post-Construction Stormwater Runoff Control Law. The reviews are to be performed by the Town Engineer or Department of Planning & Zoning. The reviewer shall be adequately trained and understand the State

and local post-construction stormwater requirements including Green Infrastructure practices as defined on the NYS Stormwater Management Design Manual. In addition, for projects within the Onondaga Lake watershed the design of post-construction facilities shall be in accordance with the Enhanced Phosphorous Removal Design Standards in accordance with the NYS Stormwater Management Design Manual. For reviews of SWPPP's that include post-construction stormwater management practices the reviewer will be a qualified professional or under the supervision of a qualified professional. Upon completion of the SWPPP review a "SWPPP Acceptance Form" as provided by the NYSDEC and required by the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activities (NYSDEC SPDES GP-0-20-001) shall be completed by the reviewer. The construction site owner/operators will be provided with a copy of the Acceptance Form when the SWPPP has been accepted and approved by the Town.

The Department of Planning & Zoning, with assistance from the SWPPP reviewer(s) shall maintain a list of the SWPPP's reviewed. This list shall be included in Appendix MM4-2 for use in preparation of the Annual Report.

2.5.4 Inventory and Inspection of Post-Construction Stormwater Management Practices

The Town has established and maintains an inventory of post-construction stormwater management practices to include, at a minimum, practices discharging to the small MS4 that have been installed since March 10, 2003, all practices owned by the Town and those found to cause water quality standard violations. The inventory includes location of practice (street address or coordinate), type of practice, maintenance needed per the NYS Stormwater Management Design Manual, SWPPP or other provided documentation, and dates and type of maintenance performed. A copy of this inventory is included in Appendix MM5-1.

The Town shall inspect post-construction stormwater management practices per the NYS Stormwater Management Design Manual, SWPPP or other provided documentation to ensure adequate long-term operation and maintenance of management practices. The inspections shall be performed by trained staff of the Department of Planning & Zoning, Town Engineer or Highway Department.

1. The inspection shall include items identified in the maintenance requirements (NYS Stormwater Management Design Manual, SWPPP, or other maintenance information) for the practice.

Should the inspection determine that maintenance of a post-construction stormwater practice is required, the property owner shall be notified and requested to perform the maintenance. The enforcement and penalty measures provided in the Town's Construction and Post-Construction Stormwater Runoff Control Law should be implemented as needed. In the case of Town owned facilities, the Highway Department should be notified in order to perform or coordinate completion of the required maintenance. The inspection reports shall be compiled in Appendix MM5-2 for use in preparation of the Annual Report. The record of inspection activities should include information such as the condition of the post-construction stormwater practice, required maintenance or additional

measures needed to address any problems noted, measures taken to address the problems and any enforcement action resulting from the action.

2.5.5 Green Infrastructure Practices

The Town acknowledges the principals of Low Impact Development (LID), Better Site Design (BSD), and other Green Infrastructure and will consider and incorporate these measures in the development of the watershed plans, municipal comprehensive plans, open space preservation programs, local law, ordinances and land use regulations to the maximum extent practicable. The Town also acknowledges 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 and will consider and incorporate these measures in the development of watershed plans, municipal comprehensive plans, open space preservation programs, local law, ordinances and land use regulations.

The Town will 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.

2.5.6 Banking and Credit Systems

The Town is not pursuing development of a banking and credit system at this time.

2.5.7 Required SWMP Plan Reporting

The Town shall, at a minimum, report on the following in the Annual Report:

1. Number of SWPPP's reviewed,
2. Number and type of enforcement actions,
3. Number and type of post-construction stormwater management practices inventoried,
4. Number and type of post-construct io n stormwater management practices inspected,
5. Number and type of post-construction stormwater management practices maintained,
6. Regulatory mechanism status - certification that law is equivalent to one of the "NYSDEC Sample Local Laws for Stormwater Management and Erosion and Sediment Control", and
7. Report on effectiveness of program, BMP and measurable goal assessment and implementation of banking and credit systems, if applicable.

2.6 MCM 6 – Pollution Prevention and Good Housekeeping.

2.6.1 NYSDEC Requirements

The Town must, in accordance with current assistance and guidance documents available from the State and EPA, at a minimum, develop and implement a pollution/good housekeeping prevention program for Town operations that:

1. **Best Management Practices for Municipal Facilities & Operations:** Within three (3) years of the EDC, the MS4 Operator must incorporate best management practices (BMPs) into the municipal facility program and municipal operations program to minimize the discharge of pollutants associated with municipal facilities and municipal operations, respectively. The BMPs to be considered are as follows and must be documented in the SWMP Plan:
    a. **Minimize Exposure**
        i. Exposure of materials to rain, snow, snowmelt, and runoff must be minimized, unless not technologically possible or not economically practicable and achievable in light of best industry practices, including areas used for loading and unloading, storage, disposal, cleaning, maintenance, and fueling operations, with the following BMPs:
            1. Locate materials and activities inside or protect them with storm resistant coverings;
            2. Use grading, berming, or curbing to prevent runoff of contaminated flows and divert run-on away from these areas;
            3. Locate materials, equipment, and activities so leaks and spills are contained in existing containment and diversion systems;
            4. Clean up spills and leaks promptly using dry methods (e.g., absorbents) to prevent the discharge of pollutants;
            5. Store leaky vehicles and equipment indoors or, if stored outdoors, use drip pans and absorbents;
            6. Use spill/overflow protection equipment;
            7. Perform all vehicle and/or equipment cleaning operations indoors, under cover, or in bermed areas that prevent runoff and run-on and also captures any overspray;
            8. Drain fluids, indoors or under cover, from equipment and vehicles that will be decommissioned, and, for any equipment and vehicles that will remain unused for extended periods of time, inspect at least monthly for leaks; and/or
            9. Minimize exposure of chemicals by replacing with a less toxic alternative (e.g., use non-hazardous cleaners).
        ii. No Exposure Certification for High Priority Municipal Facilities
            1. Municipal facilities may qualify for No Exposure Certification when all activities and materials are completely sheltered from exposure to rain, snow, snowmelt and/or runoff.

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

b. Follow a Preventive Maintenance Program

i. Implement a preventative maintenance program that includes routine inspection, testing, maintenance, and repair of all fueling areas, vehicles and equipment and systems to prevent leaks, spills and other releases. This includes:
   1. Performing inspections and preventive maintenance of stormwater drainage, source controls, treatment systems, and plant equipment and systems;
   2. Maintaining non-structural BMPs (e.g., keep spill response supplies available, personnel appropriately trained, containment measures, covering fuel areas); and
   3. Ensure vehicle washwater is not discharged to the MS4 or to surface waters of the State. Wash equipment/vehicles in a designated and/or covered area where washwater is collected to be recycled or discharged to the sanitary sewer.

ii. Routine maintenance must be performed to ensure BMPs are operating properly.

iii. When a BMP is not functioning to its designed effectiveness and needs repair or replacement:
   1. Maintenance must be performed before the next anticipated storm event, or as necessary to maintain the continued effectiveness of stormwater controls. If maintenance prior to the next anticipated storm event is impracticable, maintenance must be scheduled and accomplished as soon as practicable; and
   2. Interim measures must be taken to prevent or minimize the discharge of pollutants until the final repair or replacement is implemented, including cleaning up any contaminated surfaces so that the material will not be discharged during subsequent storm events.

c. Spill Prevention and Response Procedures

i. Minimize the potential for leaks, spills and other releases that may be exposed to stormwater and develop plans for effective response to such spills if or when they occur. At a minimum, the MS4 Operator must:
   1. Store materials in appropriate containers;

2. Label containers (e.g., “Used Oil,” “Spent Solvents,” “Fertilizers and Pesticides”) that could be susceptible to spillage or leakage to encourage proper handling and facilitate rapid response if spills or leaks occur;
3. Implement procedures for material storage and handling, including the use of secondary containment and barriers between material storage and traffic areas, or a similarly effective means designed to prevent the discharge of pollutants from these areas;
4. Develop procedures for stopping, containing, and cleaning up leaks, spills, and other releases. As appropriate, execute such procedures as soon as possible;
5. Keep spill kits on-site, located near areas where spills may occur or where a rapid response can be made;
6. Develop procedures for notification of the appropriate facility personnel, emergency response agencies, and regulatory agencies when a leak, spill, or other release occurs. If possible, one of these individuals should be a member of the stormwater pollution prevention team. Any spills must be reported in accordance with 6 NYCRR 750-2.7; and
7. Following any spill or release, the MS4 Operator must evaluate the adequacy of the BMPs identified in the municipal facility specific SWPPP. If the BMPs are inadequate, the SWPPP must be updated to identify new BMPs that will prevent reoccurrence and improve the emergency response to such releases.

ii. Measures for cleaning up spills or leaks must be consistent with applicable petroleum bulk storage, chemical bulk storage, or hazardous waste management regulations at 6 NYCRR Parts 596-599, 613 and 370-373.

iii. This SPDES general permit does not relieve the MS4 Operator of any reporting or other requirements related to spills or other releases of petroleum or hazardous substances. Any spill of a hazardous substance must be reported in accordance with 6 NYCRR 597.4. Any spill of petroleum must be reported in accordance with 6 NYCRR 613.6 or 17 NYCRR 32.3.

d. Erosion and Sediment Controls

i. Stabilize exposed areas and control runoff using structural and/or nonstructural controls to minimize onsite erosion and sedimentation.

ii. The MS4 Operator must consider:
1. Structural and/or non-structural controls found in the NYS E&SC 2016;
2. Areas that, due to topography, land disturbance (e.g., construction), or other factors, have potential for significant soil erosion;
3. Whether structural, vegetative, and/or stabilization BMPs are needed to limit erosion;
4. Whether velocity dissipation devices (or equivalent measures) are needed at discharge locations and along the length of any channel to

provide a non-erosive flow velocity from the structure to a water course; and

5. Address erosion or areas with poor vegetative cover, especially if the erosion is within fifty (50) feet of a surface water of the State.

e. Manage Vegetated Areas and Open Space on Municipal Property

i. Maintain vegetated areas on MS4 Operator owned/operated property and right of ways:

1. Specify proper use, storage, and disposal of pesticides, herbicides, and fertilizers including minimizing the use of these products and using only in accordance manufacturer's instruction;
2. Use lawn maintenance and landscaping practices that are protective of water quality. Protective practices include: reduced mowing frequencies; proper disposal of lawn clippings; and use of alternative landscaping materials (e.g., drought resistant planting);
3. Place pet waste disposal containers and signage concerning the proper collection and disposal of pet waste at all parks and open space where pets are permitted; and
4. Address waterfowl congregation areas where needed to reduce waterfowl droppings from entering the MS4.

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

g. Waste, Garbage, and Floatable Debris

i. Keep all dumpster lids closed when not in use. For dumpsters and roll off boxes that do not have lids and could leak, ensure that discharges have a control (e.g., secondary containment, treatment); and

ii. Keep exposed areas free of waste, garbage, and debris or intercept them before they are discharged:

1. Manage trash containers at parks and open space (scheduled cleanings; sufficient number);
2. Pick up trash and debris on MS4 Operator owned/operated property and rights of way; and
3. Clean out catch basins within the appropriate timeframes.

h. Alternative Implementation Options

i. When alternative implementation options are utilized, require the parties performing municipal operations as contracted services, including but not limited to street sweeping, snow removal, and lawn/grounds care, to meet permit requirements as the requirements apply to the activity performed.

2. Municipal Facilities

a. **Municipal Facility Program:** Within three (3) years of the EDC, the MS4 Operator must develop and implement a municipal facility program. The municipal facility program must be documented in the SWMP Plan specifying:
    i. The municipal facility procedures including:
        1. The BMPs incorporated into the municipal facility program;
        2. The high priority municipal facility requirements as applied to the specific municipal facility; and
        3. The low priority municipal facility requirements as applied to the specific municipal facility.
    ii. The training provisions for the MS4 Operator's municipal facility procedures.
        1. If new staff are added, training on the MS4 Operator's municipal facility procedures must be given prior to conducting municipal facility procedures;
        2. For existing staff, training on the MS4 Operator's municipal facility procedures must be given prior to conducting municipal facility procedures and once every five (5) years, thereafter; and
        3. If the municipal facility procedures are updated, training on the updates must be given to all staff prior to conducting municipal facility procedures.
    iii. The names, titles, and contact information for the individuals who have received municipal facility training and update annually; and
    iv. Annually, by April 1, the MS4 Operator must:
        1. Review and update the municipal facility procedures; and
        2. Document the completion of this requirement in the SWMP Plan.

b. **Municipal Facility Inventory**
    i. Within two (2) years of the EDC, the MS4 Operator must develop and maintain an inventory of all municipal facilities in the SWMP Plan. The following information must be included in the inventory:
        1. Name of municipal facility;
        2. Street address;
        3. Type of municipal facility;
        4. Prioritization (high or low);
        5. Receiving waterbody name and class (mapped in accordance with Part;
        6. Receiving waterbody WI/PWL Segment ID;
        7. Contact information;
        8. Responsible department;
        9. Location of SWPPP (if high priority; when completed);
        10. Type of activities present on site;
        11. Size of facility (acres);
        12. Date of last assessment;
        13. BMPs identified; and

14. Projected date of next comprehensive site assessment, depending on the municipal facility prioritization.

ii. Annually, the MS4 Operator must update the inventory if new municipal facilities are added.

c. Municipal Facility Prioritization

i. Within three (3) years of the EDC, the MS4 Operator must prioritize all known municipal facilities as follows:

1. High priority municipal facilities include municipal facilities that have one or more of the following on site and exposed to stormwater:
    a. Storage of chemicals, salt, petroleum, pesticides, fertilizers, antifreeze, lead-acid batteries, tires, waste/debris;
    b. Fueling stations; and/or
    c. Vehicle or equipment maintenance/repair.
2. Low priority municipal facilities include any municipal facilities that do not meet the criteria for a high priority municipal facility.
3. High priority municipal facilities which qualify for a No Exposure Certification are low priority municipal facilities.

ii. Within thirty (30) days of when a municipal facility is added to the inventory, the MS4 Operator must prioritize those municipal facilities; and

iii. Annually, after the initial prioritization, the MS4 Operator must update the municipal facility prioritization in the inventory based on information gathered as part of the municipal facility program, including cases where a No Exposure Certification ceases to apply. The completion of this permit requirement must be documented in the SWMP Plan.

d. High Priority Municipal Facility Requirements

i. Municipal Facility Specific SWPPP

1. Within five (5) years of the EDC, MS4 Operators must develop and implement a municipal facility specific SWPPP for each high priority municipal facility and retain a copy of the municipal facility specific SWPPP on site of the respective municipal facility. The SWPPP must contain:
    a. Stormwater Pollution Prevention Team: The municipal facility specific SWPPP must identify the individuals (by name and/or title) and their role/responsibilities in developing, implementing, maintaining, and revising the municipal facility specific SWPPP. The activities and responsibilities of the team must address all aspects of the municipal facility specific SWPPP.
    b. General Site Description: A written description of the nature of the activities occurring at the municipal facility with a potential to discharge pollutants, type of pollutants expected, and location of key features as detailed in the site map.

c. Summary of potential pollutant sources: The municipal facility specific SWPPP must identify each area at the municipal facility where materials or activities are exposed to stormwater or from which authorized non-stormwater discharges originate, including any potential pollutant sources for which the municipal facility has reporting requirements under the Emergency Planning and Community Right-To-Know Act (EPCRA), Section 313.
    i. Materials or activities include: machinery; raw materials; intermediate products; byproducts; final products or waste products; and, material handling activities which includes storage, loading and unloading, transportation or conveyance of any raw material, intermediate product, final product or waste product.
    ii. For each separate area identified, the description must include:
        1. Activities - A list of the activities occurring in the area (e.g., material storage, equipment fueling and cleaning);
        2. Pollutants - A list of the associated pollutant(s) for each activity. The pollutant(s) list must include all materials that are exposed to stormwater; and
        3. Potential for presence in stormwater - For each area of the municipal facility that generates stormwater discharges, a prediction of the direction of flow, and the likelihood of the activity to contaminate the stormwater discharge. Factors to consider include the toxicity of chemicals, quantity of chemicals used, produced or discharged, the likelihood of contact with stormwater; and history of leaks or spills of toxic or hazardous pollutants.

d. Spills and Releases: For areas that are exposed to precipitation or that otherwise drain to a stormwater conveyance to be covered under this SPDES general permit, the municipal facility specific SWPPP must include a list of spills or releases34 of petroleum and hazardous substances or other pollutants, including unauthorized non-stormwater discharges, that may adversely affect water quality that occurred during the last three-year period. The list must be updated when spills or releases occur.

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

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

11. Location and description of non-stormwater discharges;
12. Locations where spills or leaks have occurred; and
13. Locations of all existing structural BMPs.

f. Stormwater Best Management Practices (BMPs): The municipal facility specific SWPPP must document the location and type of BMPs implemented at the municipal facility. The municipal facility specific SWPPP must describe how each BMP is being implemented for all the potential pollutant sources.

g. Municipal facility assessments: The municipal facility specific SWPPP must include a schedule for completing and recording results of routine and comprehensive site assessments.

ii. Municipal Facility Assessments

1. Wet Weather Visual Monitoring

a. Once every five (5) years, the MS4 Operator must conduct wet weather visual monitoring of the monitoring locations and other sites of stormwater leaving the site that are discharging stormwater from fueling areas, storage areas, vehicle and equipment maintenance/fueling areas, material handling areas and similar potential pollutant generating areas.

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

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

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

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

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

vi. The MS4 Operator must document the visual examination using the Visual Monitoring Form and keep it with the municipal facility specific SWPPP to record:
    1. Monitoring location ID;
    2. Examination date and time;
    3. Personnel conducting the examination;
    4. Nature of the discharge (runoff or snowmelt);
    5. Visual quality of the stormwater discharge including observations of color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and other obvious indicators of stormwater pollution; and
    6. Probable sources of any observed stormwater contamination.
    7. Corrective and follow up actions – If the visual examination indicates the presence of color, odor, floating solids, settled solids, suspended solids, foam, oil sheen, or other indicators of stormwater pollution, the MS4 Operator must, at minimum, complete and document the following actions:
        a. Evaluate the facility for potential sources;
        b. Remedy the problems identified;
        c. Revise the municipal facility specific SWPPP; and
        d. Perform an additional visual inspection during the first qualifying storm event following implementation of the corrective action. If the first qualifying storm event does not occur until the next visual monitoring period, this follow up action may be used as the next visual inspection.

2. The monitoring locations inspection and sampling program must be implemented at the municipal facility.
3. Comprehensive Site Assessments
    a. Once every five (5) years following the most recent assessment, the MS4 Operator must complete a comprehensive site assessment for each high priority municipal facility as identified in the inventory using the Municipal Facility Assessment Form or an equivalent form containing the same information, and

document in the municipal facility specific SWPPP and SWMP Plan that:

i. The municipal facility is in compliance with the terms and conditions of this SPDES general permit;

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

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

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

1. Within seven (7) days, the MS4 Operator must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is implemented.

e. Low Priority Municipal Facility Requirements

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

ii. Municipal Facility Assessments

1. Low priority municipal facilities are not required to conduct wet weather visual monitoring.
2. The monitoring locations inspection and sampling program must be implemented at the municipal facility.
3. Comprehensive Site Assessments

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

i. The municipal facility is in compliance with the terms and conditions of this SPDES general permit;

ii. Deficiencies were identified and all reasonable steps will be taken to minimize any discharge in violation of the

permit, which has a reasonable likelihood of adversely affecting human health or the environment;

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

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

1. Within seven (7) days, the MS4 Operator must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is implemented.

3. **Municipal Operations & Maintenance**

a. **Municipal Operations Program:** Municipal operations are: street and bridge maintenance; winter road maintenance; MS4 maintenance; open space maintenance; solid waste management; new construction and land disturbances; right-of-way maintenance; marine operations; or hydrologic habitat modification. Within three (3) years of the EDC, the MS4 Operator must develop and implement a municipal operations program. The municipal operations program must be documented in the SWMP Plan specifying:

i. The municipal operations procedures including:

1. The BMPs incorporated into the municipal operations program;
2. The municipal operations corrective actions requirements;
3. Catch basin inspection and maintenance requirements;
4. Roads, bridges, parking lots, and right of way maintenance requirements; and
5. All other municipal operations maintenance requirements.

ii. The training provisions for the MS4 Operator's municipal operations procedures.

1. If new staff are added, training on the MS4 Operator's municipal operations procedures must be given prior tom conducting municipal operations procedures;
2. For existing staff, training on the MS4 Operator's municipal operations procedures must be given prior to conducting municipal operations procedures and once every five (5) years, thereafter; and
3. If the municipal operations procedures are updated, training on the updates must be given to all staff prior to conducting municipal operations procedures.

iii. The names, titles, and contact information for the individuals who have received municipal operations training and update annually; and

iv. Annually, by April 1, the MS4 Operator must:

1. Review and update the municipal operations procedures; and
2. Document the completion of this requirement in the SWMP Plan.

b. **Municipal Operations Corrective Actions**

i. For municipal operations, MS4 Operators must either:

1. Ensure compliance with the terms and conditions of this SPDES general permit; or
2. Implement corrective actions according to the following schedule and, after implementation, ensure the operations are in compliance with the terms and conditions of this SPDES general permit:

a. Within twenty-four (24) hours of discovery for situations that have a reasonable likelihood of adversely affecting human health or the environment;

b. Initiated within seven (7) days of inspection and completed within thirty (30) days of inspection for situations that do not have a reasonable likelihood of adversely affecting human health or the environment; and

c. For corrective actions that require special funding or construction that will take longer than thirty (30) days to complete, a schedule must be prepared that specifies interim milestones that will ensure compliance in the shortest reasonable time.

c. **Catch Basin Inspection and Maintenance:** Within three (3) years of the EDC, the MS4 Operator must:

i. Identify when catch basin inspection is needed with consideration for:

1. Areas with construction activities;
2. Residential, commercial, and industrial areas;
3. Recurring or history of issues; or
4. Confirmed citizen complaints on three or more separate occasions in the last twelve (12) months.

ii. Inventory catch basin inspection information including:

1. Date of inspection;
2. Approximate level of trash, sediment, and/or debris captured at time of clean-out (no trash, sediment, and/or debris, <50% of the depth of the sump, >50% of the depth of the sump);
3. Depth of structure;
4. Depth of sump; and
5. Date of clean out, if applicable.

iii. Based on inspection results, clean out catch basins within the following timeframes:

1. Within six (6) months after the catch basin inspection, catch basins which had trash, sediment, and/or debris exceeding 50% of the depth of the sump as a result of a catch basin inspection must be cleaned out;
2. Within one (1) year after the catch basin inspection, catch basins which had trash, sediment, and/or debris at less than 50% of the depth of the sump as a result of a catch basin inspection must be cleaned out; and
3. MS4 Operators are not required to clean out catch basins if the catch basins are operating properly and:
    a. There is no trash, sediment, and/or debris in the catch basin; or
    b. The sump depth of the catch basin is less than or equal to two (2) feet.

iv. Properly manage (handling and disposal) materials removed from catch basins during clean out so that:
1. Water removed during the catch basin cleaning process will not reenter the MS4 or surface waters of the State;
2. Material removed from catch basins is disposed of in accordance with any applicable environmental laws and regulations; and
3. Material removed during the catch basin cleaning process will not reenter the MS4 or surface waters of the State.

v. Determine if there are signs/evidence of illicit discharges and procedures for referral/follow-up if illicit discharges are encountered.

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

i. Sweeping: Within six (6) months of the EDC, the MS4 Operator must develop and implement procedures for sweeping and/or cleaning municipal streets, bridges, parking lots, and right of ways owned/operated by the MS4 Operator. The procedures and completion of permit requirements must be documented in the SWMP Plan specifying:
1. All roads, bridges, parking lots, and right of ways must be swept and/or cleaned once every five (5) years in the spring (following winter activities such as sanding). This requirement is not applicable to:
    a. Uncurbed roads with no catch basins;
    b. High-speed limited access highways; or
    c. Roads defined as interstates, freeways and expressways, or arterials by the United States Department of Transportation, Federal Highway Administration, Highway Functional Classification Concepts, Criteria and Procedures, 2013.
2. Annually, from April 1 through October 31, roads in business and commercial areas must be swept. This requirement is not applicable to:
    a. Uncurbed roads with no catch basins;
    b. High-speed limited access highways; or
    c. Roads defined as interstates, freeways and expressways, or arterials by the USDOT 2013.

ii. Maintenance: Within five (5) years of the EDC, in addition to the BMPs (Part VI.F.1.), the MS4 Operator must implement the following provisions:
    1. Pave, mark, and seal in dry conditions;
    2. Stage road operations and maintenance activity (e.g., patching, potholes) to reduce the potential discharge of pollutants to the MS4 or surface waters of the State;
    3. Restrict the use of herbicides/pesticide application to roadside vegetation; and
    4. Contain pollutants associated with bridge maintenance activities (e.g., paint chips, dust, cleaning products, other debris).

iii. Winter Road Maintenance: Within five (5) years of the EDC, in addition to the BMPs, the MS4 Operator must implement the following provisions:
    1. Routinely calibrate equipment to control salt/sand application rates; and
    2. Ensure that routine snow disposal activities comply with the Division of Water Technical and Operation Guidance Series 5.1.11, Snow Disposal.

2.6.2 Municipal Operations Pollution Prevention/Good Housekeeping BMPs

The Town has developed and implemented pollution prevention and good housekeeping practices that address the following Town operations and facilities:

1. Street and Bridge Maintenance,
2. Winter Road Maintenance,
3. Park and Open Space Maintenance,
4. Stormwater System Maintenance,
5. Vehicle and Fleet Maintenance,
6. Open Space Maintenance,
7. Municipal Building Maintenance,
8. Solid Waste Management,
9. New Construction and Land Disturbances,
10. Right-of-way Maintenance, and
11. Hydrologic Habitat Modification.

Details of and responsibilities for implementation of the best management practices for each of the operations is provided in Appendix MM6-1. The Town Stormwater Management Officer is to coordinate with the responsible party to gather information on the best management practices for inclusion in the Town's annual report.

2.6.3 Self-Assessment of Municipal Operations

The Town will complete a self-assessment once every three years of all municipal operations as outlined on the "NYS Pollution Prevention and Good Housekeeping Assistance Document" to:

1. determine the sources of pollutants potentially generated by the Town's operations and facilities, and

2. identify the Town operations and facilities that will be addressed by the pollution prevention and good housekeeping program.

A copy of the self-assessment is provided in Appendix MM6-2.

2.6.4 Education and Training

The Town is participating in the CNYRPDB MS4 Compliance Assistance Program. This program is designed to provide for the NYSDEC education and training requirements for this MCM. The Town Stormwater Management Officer is to coordinate the Town's participation in this program, collect and distribute materials as necessary and maintain records of the Town's effort for inclusion in the Town's Annual Report.

2.6.5 Required SWMP Plan Reporting

The Town is required to report on all municipal operations and facilities within its jurisdiction (urban area and additionally designated areas) that the program is addressing. The Town shall, at a minimum, report on the following in the Annual Report:

1. Indicate municipal operations and facilities that the pollution prevention plan and good housekeeping assessed,
2. Describe 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 Town's pollution prevention plan and good housekeeping plan addressed during the reporting year:
    a. Acres of parking lot swept,
    b. Miles of street swept,
    c. Number of catch basins inspected and, where necessary cleaned,
    d. Post-construction control stormwater management practices inspected and, where necessary cleaned,
    e. Pounds of phosphorous applied in chemical fertilizer,
    f. Pounds of nitrogen applied in chemical fertilizer, and
    g. Pounds of pesticides/herbicides applied as pure product,
3. Staff training events and number of staff trained,
4. Report on effectiveness of program, BMP and measurable goal assessment. If the pollution prevention and good housekeeping program addresses other operations than listed in Part VI.F of NYSDEC SPDES GP-0-24-001 the Town shall report on items that will demonstrate the program effectiveness.