National Pollutant Discharge Elimination System (NPDES)

Storm Water Management Program
Site Registration Form
For
Glen Dale
West Virginia
Municipal Separate Storm Sewer Systems (MS4s)
General Permit WV0116025

The site registration application (SRA) is for local governments or other regulated entities to submit the required information necessary for their Stormwater Management Program (SWMP) for compliance under the National Pollutant Discharge Elimination System (NPDES) MS4 General Permit to discharge stormwater runoff from a small municipal separate storm sewer system (MS4).

An authorized signature as required by 47CSR10 is needed to complete the application. All information should be included on this form or if needed, additional information can be attached at the end of the SRA.

Two (2) copies of the site registration application form shall be mailed to the address below.

West Virginia Department of Environmental Protection
Division of Water and Waste Management – MS4 Program
601 57th Street, SE
Charleston, WV 25304

Section I. General Information

MS4 Operator
Part II A.

1.a. Name of City, County or other public entity that operates a small MS4:

City of Glen Dale_____

1.b. Mailing Address: 201 7thSt Glen Dale WV 26038

_____

Local staff contact, person responsible for overall program implementation and coordination.
(This is the person DEP will contact as the need arises for more information and/or details about your stormwater management program or general questions concerning stormwater in your community.)

1.c. Sean L Orlofske
1.d. Superintendent
1.e. 304-845-4740
1.f. naes65@comcast.net

Certification
47CSR10

By completing and submitting this application, I have reviewed and understand and agree to the terms and conditions of #WV0116025 small MS4 General Permit issued on June 22, 2009. I understand that provisions of the MS4 general permit are enforceable by law. Violations of any term and condition of the general permit and/or other applicable law or regulations can lead to enforcement action.

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

2.a. Authorized signature _____
(Mayor or Principle Executive Officer)

2.b. Print name ____David Blazer_____

2.c. Title _____Mayor_____

2.d. Date _____06/06/2017_____

Co-permittees (Complete this section if co-permitting with another MS4 entity) **Not Applicable**
Part III. A.

3.a. name of MS4 operator
3.b. contact person
3.c. phone:
3.d. address:
3.e. email:
3.f. Have legal agreements been finalized between co-permittees? NO
3.g. If yes, provide agreement with this application. (With signatures)

Section II. Storm Sewer System

Description of storm sewer system

4.a. Area that drains into the MS4 from outside the corporate or jurisdictional boundaries: 15,000 acres
4.b. Area (in acres) within current corporate or jurisdictional boundaries: 512 Acres (0.80 square miles)
4.c. For all MS4s, population (using the most recent U.S. Census data) for area served: 1483
(Universities: give current enrollment plus staff and faculty. Transportation agencies: give population of your MS4 in urbanized areas. Prisons; give current inmate plus staff population.)

Part IV.B.
4.d. Latitude and Longitude of representative outfall:
Longitude- Degrees: Minutes: Seconds: 80 45 23.10
Latitude- Degrees: Minutes: Seconds: 39 57 11.20

Tip: The MS4 general permit requires that you sample from one representative outfall twice a year. The location of this outfall will be in your most densely populated area.

Part IV.B.
4.e. Describe the physical location of your representative outfall. If a street address is not possible use cross street descriptions. Manhole at intersection of Marx Lane and Baltimore Ave

Part IV.B.
4.f. Describe your monitoring plan to include the frequency and parameters. Will monitor for Nutrients-Nitrogen (Total Kjedhal Nitrogen, Nitrates, Nitrites) and Phosphorous semi-annually. Will collect a grab sample within the first half-hour of 0.1 inch rainfall, and within 72 hours of a previous 0.1 inch rainfall.

Storm Sewer Infrastructure

Provide the most accurate number possible.

5.a. Storm sewers, in feet	15200
5.b. Open ditches, in feet	1000 + or -
5.c. Outfalls	4
5.d. Catch basins	115
5.e. Detention* facilities	0
5.f. Retention** facilities	0
5.g. Treatment facilities	0
5.h. Regional stormwater facilities	0

6.a. Does your MS4 receive stormwater discharges from WVDOT storm sewer system, roads or right-of-ways? Yes

6.b. Does your MS4 discharge into WVDOT storm sewer systems or right-of-ways? Yes

7. Is your MS4 interconnected with another MS4? (Does stormwater flow into or out of your storm sewer system to or from another MS4?) If yes, describe. Moundsville and WV DOT

What's the difference between Detention and Retention?

*DETENTION- short-term storage of stormwater.
The objective of a detention facility is to regulate the runoff from a given rainfall event and to control discharge rates to reduce the impact on downstream stormwater systems.

**RETENTION– permanent storing of stormwater indefinitely.
Water is stored until it is lost through percolation, taken in by plants, or through evaporation. Retention systems do not have any discharge of stormwater and associated pollutants.

8. Does your municipality contain combined sewer systems? No

9.a. What percentage is drained by Combined Sewer System? 0

9.b. What percentage is drained by separate storm sewer system? 100

Industrial Facilities owned by the MS4 entity

Part II.C.b.6.d.

10.a. Does your MS4 own and/or operate an industrial facility that discharges stormwater into the MS4? YES

> Tip: These types of facilities include vehicle maintenance garages, vehicle washing or fueling areas, parks and recreational facilities that may store chemicals, pesticides and/or fertilizers, salt storage facility, waste transfer facility, wastewater treatment plants and any other industrial facility. Please note, additional information about your facilities must be provided under Minimum Control Measure #6.

10.b. If yes, how many? 4

(Item 11 is intentionally empty)

Map Requirements

Please provide a legible map that identifies the following information:

12.a. City, County or jurisdiction boundaries
12.b. State or Federal operated vocational/college/university campuses and military institutions
12.c. Urban area as defined by the 2000 Census, use 2010 Census data if available
12.d. Municipal, County, or State wastewater treatment plants and their associated outfalls
12.e. Landfills
12.f. Municipal, County or State operated vehicle or fleet maintenance garages
12.g. Any other Municipal, County or State operated industrial activities, these could include; salt storage areas, parks and recreational areas, chemical storage areas, etc.
12.h. Arterial, Municipal, or State roads
12.i. Stormwater discharge points and receiving streams
12.j. Streams and waterways within the MS4
12.k. Delineation of watershed area that drains into your MS4

Part.II.C.b.3.a.iv.
12.l. Submit paper maps folded to 8.5” x 11”.

Part.II.C.b.3.a.iv.
12.m. Multiple maps must be of the same scale, 1:1000 or 1:2000.

Receiving Streams and Impaired Waterbodies/TMDLs

Part III.D.1

List all named receiving waters within your MS4 jurisdiction. Indicate those identified as impaired pursuant to Clean Water Act Section 303(d). For a listing of West Virginia’s impaired water bodies and the source of impairment please use WVDEP’s most recent 303d list found at this website: http://www.dep.wv.gov/WWE/watershed/IR/Pages/303d_305b.aspx

Part III.D.1.a.

13. Locations & Pollutants of Concern

Name of receiving stream	**Impaired?** Yes or No	**Category of Impaired Stream**	**Parameters of impairment**	**Has a TMDL been established?** Yes or No
Ohio River WVO-us	**No**	**5**		
Little Grave Creek	**No**	**1**		

Please add additional pages if needed to list your Receiving Waterbodies and any impairments.

IMPORTANT

MS4s that discharge into a receiving water which has been listed on the West Virginia Section 303(d) list of impaired waters, and with discharges that contain the pollutant(s) for which the water body is impaired, ***must document in the SWMP how the BMPs will control the discharge of the pollutant(s) of concern.*** They must demonstrate that there will be no increase of the pollutants of concern. As you work your way through, describing the various practices, consider how that BMP will address or control the pollutant of concern.

If your MS4 discharges into a water body with an approved TMDL, and that TMDL contains requirements for control of pollutants from the MS4 stormwater discharges, then your SWMP must include BMPs ***specifically targeted to achieve the wasteload allocations prescribed by the TMDL***. A monitoring component to assess the effectiveness of the BMPs in achieving the wasteload allocations must also be included in the SWMP. Monitoring shall be specific for the pollutants of concern and be of sufficient frequency to determine if the stormwater BMPs are adequate to meet wasteload allocations. Monitoring can entail a number of activities including but not limited to: outfall monitoring, in-stream monitoring, and/or modeling.

14.a. List and quantify the BMPs you plan to implement to address each impairment. For each BMP describe how it is expected to control the pollutant of concern.

FECAL COLIFORM

1. **Educate residents and businesses on pet waste on website.**
   By educating our citizens and businesses on pet waste, we expect to control or decrease fecal contamination to impaired streams
2. **Perform inspections for illicit connections, illicit discharges, and improper disposal into the separate storm sewer system. Inspections of the stormwater system may catch discharges in their incipient stage, or failing infrastructure that can be repaired before complete failure, preventing fecal discharges into impaired waters.**

DIOXIN-No known historical or current industrial sources-no BMPs unless new data confirms.

Tip: BMPs for Fecal Coliform might include a robust pet waste program; sewer line inspections and repair; procedures for identifying and repairing failing septic tanks.

Your plan needs to be quantifiable. For example: how many sewer line inspections do you plan to conduct each year? How many and of what sort of outreach campaigns to the community about pet waste do you plan to conduct, etc.?

Part III.D.1.b & Part III.D.2

14.b. Describe your monitoring plan for impaired waterbodies and those with TMDLs. Give locations and frequencies. **We plan to use modeling to address monitoring concerns for the TMDLs of Fecal Coliform** .

14.c. If visual documentation of removal of pollutant sources, is a component of your plan please describe fully. For example, do you plan to use before and after photos? **Yes. If pollutants are removed, it will be documented along with before and after photos.**

Evaluating the effectiveness of your SWMP for impaired waterbodies/TMDLs

14.d. Explain how your approach is expected to achieve wasteload allocations for waterbodies with established TMDLs. Discuss flow monitoring, outfall monitoring, in-stream monitoring, modeling, and/or other methodology to evaluate effectiveness. **By implementation of the BMPs for Fecal Coliform and Iron (Fe), we expect to control wasteload allocations of the TMDLs. Modeling will be used to address monitoring to TMDL waterbodies.**

14.e. Explain how will you determine if your SWMP and mix of BMP's need to be modified to meet wasteload allocations? **By tracking and reviewing our education and inspection BMPs measurable goals, and modeling information, we will decide if our BMPS and approach needs to be changed to meet wasteload allocations.**

You are required to evaluate the effectiveness of your stormwater management program and your chosen BMP's. There are a variety of ways to do this. By identifying appropriate evaluation methods early, you then have a road map that will guide overall program implementation and BMP implementation. For example, you might analyze all your monitoring data, assess how aggressively your chosen BMPs were used, and describe any reductions in the pollutant of concern.

Section III. Minimum Control Measures

Instructions:

For each Minimum Control Measure (MCM), state your control objective and describe BMPs selected for implementation in your jurisdiction. For each BMP, include a brief description, measurable goals, and milestones as appropriate towards achieving each goal. Indicate if the BMP is part of an existing program and if another entity will share responsibility for implementing that BMP.

In cases where another entity will perform one or more BMPs or components thereof on behalf of the permittee, specifically describe the activities each entity will conduct and include reference to legal agreement where appropriate.

Describe as many BMPs as necessary to fulfill the requirements of the small MS4 General Permit. If you need more space attach additional pages.

Measurable Goals

Measurable goals are numeric or narrative standards used to gauge program effectiveness. These are design objectives or goals that quantify the progress of program implementation. For each BMP a measurable goal must be established. Describe what you expect to accomplish or achieve by certain dates or milestones, when you implement that particular BMP. Your expected outcome or accomplishment should be expressed as a measurable goal. You should have a variety of short and long term goals.

Milestones are a quantifiable target to measure progress toward achieving the activity or implementation of that BMP.

Additional guidance on selecting BMPs and developing measurable goals can be found at the following EPA website: www.epa.gov/npdes/stormwater/measurablegoals/index.htm

USEPA's measureable goal guidance can be found here:
http://cfpub.epa.gov/npdes/stormwater/measurablegoals/index.cfm

Your stormwater management program should specify:

- *What* needs to happen (Specific stormwater control measure)
- *Who* needs to do it (Which department of the MS4 will be implementing this stormwater control measure?)
- *How much* they need to do (milestones and measurable goals)
- *When* they need to get it done
- *Where* it is to be done

There must be specific performance measures. Without a goal, you will have a difficult time measuring progress.

Public Education and Outreach on Storm Water Impacts – MCM #1

Part II.C.b.1.

Responsible Person

Identify the responsible person(s) for implementing this MCM. (There may be more than one person or different departments that provide outreach to various targeted groups. If so, discuss.)

15.a. Name: Sean L Orlofske
15.b. Title: Superintendent
15.c. City of Glen Dale Water & Wastewater
15.d. 201 7th St Glen Dale WV 26038
15.e. 304 845 4740
15.f. naes65@comcast.net

Part II.C.b.1.

15.g. State your overall objective for this minimum control measure. **To provide an education program to residents and businesses and aimed at reducing or eliminating behaviors and practices that contribute to stormwater pollution.**

15.h. State and describe your BMPs. Indicate if BMP are part of your existing program.

Educate Glen Dale residents, businesses, contractors, and visitors on sources of stormwater pollution via website.
Establish and post hotline number on website for callers to report pollution/dumping concerns.

15.i. Is another entity sharing responsibility for the BMP? If so, who? NO

MCM Components

Part II.C.b.1.a.i

15.j. Describe your education and outreach strategy targeting the general public. **On the website, Glen Dale will provide information on general impacts of stormwater pollution, impacts from impervious surfaces, vehicle maintenance, and pet waste.**

Part II.C.a.ii

15.k. Describe your education and outreach strategy targeting businesses including home-based and mobile businesses. **On the website, Glen Dale will provide information on use and storage of products used in vehicle operation and repair, cleaning supplies, and related wastes.**

Part II.C.b.1.a.iii.

15.l. Describe your education and outreach strategy targeting homeowners, landscapers, and property managers. **On the website, Glen Dale will provide information on pesticide/fertilizer use and storage, yard care techniques, and impervious surfaces.**

Part II.C.b.1.a.iv

15.m. Describe your education and outreach strategy targeting engineers, contractors, developers, review staff, and land use planners. **On the website, Glen Dale will provide information on Erosion and Sediment Controls (ESC), impacts of increased stormwater flows, and requirements of stormwater ordinances.**

Schedule

Part II.C.a.1

15.n. Provide a schedule for implementing each component, including dates for interim and full implementation.

Develop website and complete by December 31 2017. Update annually thereafter. Publish a hotline on website for stormwater calls by December 31 2017, and quantify calls/responses annually.

Measurable Goals

Part II.B.4

15.o. List and fully describe your Measurable goal(s) for this MCM.

1. **Count website views (hits) on stormwater website.**
2. **Count comments on website or phone calls/follow up responses related to stormwater issues.**

Tracking

Part II.C.b.1.c.

15.p. Describe your plan to track the activities associated with this MCM.

Glen Dale will track number of website views (hits) and number of hotline callers electronically and hard copy, and will document, file, and provide in annual report.

Evaluation

Part II.B.7 & Part II.C.b.1.b.

15.q. Explain how you plan to gauge the effectiveness of your public education and outreach efforts.

Glen Dale will look at the measurable goals (website hits and hotline callers and action taken) and website information to determine if additional BMPs are needed, or existing efforts should be changed or modified.

TIP: Changes in awareness, knowledge, and attitudes can be measured effectively using statistically valid surveys or questionnaires. Other approaches include monitoring attendance at public meetings, tracking requests for information, and counting hits on web sites. Keep in mind that simply reporting the number of meetings held or the number of brochures printed is not an effective method to document changes in stormwater knowledge.

Assess behavior changes. Measurement of change in pollution-generating behavior in a watershed can be an important indicator of progress toward achieving SWMP goals. Examples include: A. Changes in lawn fertilizer sales in response to a publicity campaign, B. Pounds of hazardous waste turned in at collection events, participation in streambank clean-up events, and C. Sign-ups for environmental action pledges.

Public Involvement and Participation – MCM #2

Part II.C.b.2.

Responsible Person:

Identify the responsible person(s) for implementing this MCM. There may be more than one person or different departments responsible for various projects. If so, discuss.

16.a.	Name: Sean L Orlofske	Pam Logsdon
16.b.	Title: Superintendent	Utilities Clerk
16.c.	Department: Water & Wastewater	same
16.d.	Address: 201 7th St Glen Dale WV 26038	same
16.e.	Phone number: 304 845 4740	same
16.f.	Email address: naes65@comcast.net	p.logsdon@gdwwv.comcastbiz.net

16.g. State your overall objective for this minimum control measure. **Offer opportunities for the public to participate in stormwater management and implementation.**

16.h. State and describe your BMPs. Indicate if the BMP is part of the existing program.

1. **Post our draft Stormwater Management program (SWMP) and our approved SWMP on the website for review and comment.**
2. **Offer a public participation event once a year.**

16.i. Is another entity sharing responsibility for the BMP? If so, who? **NO**

MCM Components

Part II.C.b.2.

16.j. Describe at least two methods you plan to use to engage the public in your SWMP.

1. **Post our draft Stormwater Management program (SWMP) and our approved SWMP on the website for review and comment. Post stormwater annual report on the website.**
2. **Offer a public participation event once a year**

Part II.C.b.2.a

16.k. Describe how you will accommodate public participation in the decision making process for your SWMP. **Public can review and comment on the Stormwater Management Program (SWMP) on the website. Glen Dale will summarize public comments and evaluate when reviewing and/or updating SWMP.**

Part II.C.b.2.b

16.l. Describe your communication process for notifying groups of opportunities to become involved in stormwater activities in your watershed(s). **Glen Dale will communicate primarily through the website to advertise of publicize events, meetings, or issues related to stormwater management. Additionally, brochures may be mailed along with sewer bills to supplement website information.**

Part II.C.b.2.c

16.m. List the URL of your ***Stormwater*** website. http://www.glendalewv.com

Schedule

Part II.C.a.1

16.n. Provide a timeline of implementation of each component of your program for this MCM, including dates for interim and full implementation.

1. Draft Stormwater Management Program will be posted on website by December 31, 2017.
2. Participation event will be posted on website by December 31, 2017.

Measurable Goals

Part IV.A. & Part II.B.4

16.o. List and fully describe your measurable goal(s) for this MCM.

1. **Glen Dale will count website visits (website counter)and summarize (quantify) website comments on Stormwater Management Program and address when reviewing annually and/or updating program.**
2. **Glen Dale will track number of participants in annual participation event.**

Tracking

Part II.B.7.

16.p. Describe your plan for tracking activities associated with this MCM.

Glen Dale will document website comments/responses and file; participation events, with number of participants, will be documented and filed; both activities will be summarized in the annual report.

Evaluation

Part II.B.7

16.q. Explain how you plan to gauge the effectiveness of your Public Involvement and Participation program.

The effectiveness of the Public Involvement and Participation program will be measured by number of comments received about program on website, number of visits to website, responses taken, and number of participants in annual events.

Illicit Discharge Detection and Elimination – MCM #3

Part II.C.b.3.

Responsible Person

Identify the responsible person(s) for implementing this MCM. If there is more than one person or department responsible for implementation of this MCM, please discuss.

17.a. Name: Sean L Orlofske
17.b. Title: Superintendent
17.c. Department: Water & Wastewater

17.d. Address: 201 7th St Glen Dale WV 26038
17.e. Phone number: 304 845 4740
17.f. Email address: naes65@comcast.net
17.g. Is another entity sharing responsibility for the MCM? If so, who? **NO**

Control Objective & BMPs

17.h. State your overall objective for this MCM. **Develop a program to prohibit improper disposal, detect and remove illicit connections, and eliminate illicit discharges to the storm sewer system.**
17.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.

1. **Develop or modify an ordinance to prohibit and eliminate illicit pollutant sources to the storm sewer and review/update annually.**
2. **Inspect the storm water system to detect illicit pollutant sources to the storm sewer system.**
3. **Train municipal field staff who are responsible for Illicit Discharge Detection and Elimination (IDDE) inspection annually.**

MCM Components

Part II.C.b.3.a.
17.j. Do you have a current map of your municipal storm sewer system? **YES**

Do your map components include/do you plan to include:

Part II.C.b.3.ai
17.k. All known storm sewer outfalls? **YES**
17.l. Receiving waters? **YES**
17.m. Structural BMP's owned, operated or maintained by the permittee? **YES**
17.n. The location and type of all other stormwater conveyances located within the boundaries of the permittees MS4 watershed? **YES**
17.o. Updating the known connections to the municipal separate storm sewer authorized after July 22, 2009? **YES**
17.p. Geographic areas that discharge stormwater into the permittees MS4, which may not be located within the municipal boundary? **YES**

> Tip: Your map should show new outfalls, structural stormwater BMPs owned by the MS4, other stormwater conveyances, and other pertinent information. You must update your map on an annual basis.

Part II.C.b.3.b.
17.q. Do you have an IDDE Ordinance? NO

Part II.C.b.3.b.
17.r. Describe your Ordinance review and update procedure, including milestones of IDDE Ordinance review. Ordinance will be reviewed / updated annually after it is implemented (December 31, 2017).

Stormwater Manager and Public Works Director will review MS4 compliance documents annually and make recommendations to update. If update is needed, recommendation will be made to the mayor, and placed on agenda of town council for ratification.

Does your IDDE Ordinance prohibit the following: NA

Part II.C.b.3.ii

17.s. Discharges from hyperchlorinated water line flushing? No. If not, how are these discharges handled when they occur? Information will be published on the website to educate residents/businesses/employee of the adverse effect of chlorinated water on streams/rivers.

17.t. Lawn watering and other irrigation runoff? If not, have you addressed lawn watering in your public education and outreach activities? No Information will be published on the website to educate residents/businesses/employee of the adverse effect of fertilizers/pesticides pollution in stormwater discharged into streams/rivers.

17.u. Street, parking lot, and sidewalk wash water, and external building wash down? No. If not, have you addressed these types of runoff in your public education and outreach activities? NA+ Information will be published on the website to educate residents/businesses/employee of the adverse effect of soaps, detergents, sediments, and other pollutants that may be discharged into streams/rivers from wash water.

Part II.C.b.3.b.v.

17.v. Does your IDDE Ordinance include escalating enforcement procedures and actions? Yes

Part II.C.b.3.b.v.

17.w. Briefly describe your enforcement strategy.

- Written warning-information given out (brochure)
- Ticket/fine/violation
- City repairs/corrects and seek reimbursement through court/liens

Tip: The IDDE Ordinance shall be reviewed on an annual basis. The Ordinance shall be reviewed to ensure that it contains the necessary required information that the 2009 small MS4 general permit requires.

Your Ordinance is required to prohibit and eliminate non stormwater discharges, illegal discharges, and/or dumping into the storm sewer system, and any necessary procedures for evaluation, assessment, investigation and enforcement to prevent polluted stormwater discharges from entering local streams, lakes or rivers. Except for newly permitted entities, MS4's should already have this Ordinance in place.

Part II.C.b.3.c .

17.x. Describe your field assessment activities, including how many assessments you plan to conduct each year. **One field assessments will be conducted per year to detect any illicit discharges to the Glen Dale separate stormwater system and receiving streams. Outfalls to receiving streams and impaired streams will be assessed, observing any dry weather discharges.**

Part II.C.b.3.c.i.

17.y. Describe how you will locate "priority areas". **Priority areas will be located based on business/industrial use of land and storage of large quantities of (chemical) materials that could potentially be spilled into the stormwater system.**

Part II.C.b.3.c .iii

17.z. Describe your procedures for characterization of illicit discharges. **Discharges will be visually inspected to determine nature-odor, color, size of spill or potential for additional release, and presence of any materials in flow that could be attributed to business/industrial operations. Sampling of discharge may be performed, if warranted, to further define discharge. Any pollution reported or discovered will be investigated within 15 days if not an emergency spill that must be immediately contained.**

Part II.C.b.3.c .iv

17.aa. Describe your procedures for tracing the source of the discharge. **Visual inspections will be conducted first, and manholes opened if necessary. Water samples will be collected if needed. Mobile camera or smoke testing will be used only if other procedures are not sufficient.**

Part II.C.b.3.c.v

17.bb. Describe your procedures for removing the source of the discharge. **Property owners or business operators will be notified of illicit discharges in order to correct or eliminate the discharge. The city may remove sources of discharges if immediate action is needed, and seek reimbursement from responsible party. Authorities, such as the WVDEP or others, will be notified if removal is beyond the capabilities and resources of the city to contain or mitigate.**

Tip: Each permittee shall continue to assess, update and implement an ongoing program to detect and address non-stormwater discharges, spills, illicit connections and illegal dumping into the MS4.

C.b.3.d.

17.cc. Describe how you will inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste. **Public and businesses will be informed of hazards of illegal discharges through the city website. If there is an immediate threat to public health or environment, the city will inform the public and businesses through radio or television announcements.**

Part II.C.b.3.f.

17.dd. Describe your plan to training your staff on the identification and reporting of illicit discharges. Include the number of training sessions planned for each year. **Municipal field staff who are responsible for IDDE will be trained annually. Office staff /non-field staff will be trained to recognize and report any illicit discharges they may encounter to field staff who are responsible for response to illicit discharges.**

Schedule

Part II.C.a.1

17.ee. Describe how and when you will implement each component of program, including dates for interim and full implementation.

Ordinance for Illicit Discharge Detection and Elimination (IDDE) will be developed and implemented by December 31, 2017 and reviewed/updated annually thereafter.

Inspections for IDDE will be conducted twice per year by field staff.

Training of municipal field staff will be conducted annually by staff.

Measurable Goals

Part II.B.4

17.ff. List and fully describe your Measurable goal(s) for this MCM:

1. **Developing ordinance by December 31, 2107, and thereafter, reviewing/updating annually.**
2. **Inspecting for IDDE twice per year**
3. **Number of employees trained(municipal field staff) on IDDE. 8**

Tracking:

Part II.C.b.3.d.ii & Part II.C.b.3.e.

17.gg. Describe your procedures for tracking activities related to each component of this MCM.
Glen Dale will document passage of ordinance and place on website, and thereafter, document annual review/update-these records will be filed for hard copy or retained electronically. IDDE inspections will be documented and filed. Annual training will be documented and filed. All activities will be detailed in the annual report to WVDEP.

Evaluation

Part II.B.7

17.hh. Fully explain how you plan to gauge the effectiveness of your IDDE program**. Effectiveness of IDDE program will be measured by passage of ordinance and annual review, completion and documentation of the IDDE inspections/compliance, and number of staff trained annually.**

Tip: The IDDE program evaluation can consist of a data base that contains the information including tracking the number and type of spills, illicit discharges identified, inspections conducted, illicit connections removed, and any feedback received from public education efforts. If you have a hotline, you may also be able to determine trends of awareness to your IDDE program.

Construction Site Run-off Control – MCM #4

Part II.C.b.4.

Responsible Person:

Identify the responsible person(s) for implementing this MCM. There may be more than one person or different departments responsible for various projects. If so, discuss.

18.a. Name: Sean L Orlofske
18.b. Title: Superintendent
18.c. Department: Water & Wastewater
18.d. Address: 201 7th St Glen Dale WV 26038
18.e. Phone number: 304 845 4740
18.f. Email address: naes65@comcast.net

18.g. Is another entity sharing responsibility for this MCM? If so, who? **No**

Control Objective & BMPs

18.h. State your overall objective for this minimum control measure. **Develop and enforce a program to reduce pollutants in stormwater runoff from construction site activities.**
18.i. State and describe your BMPs. Indicate which BMPs are part of your existing program.

1. **Develop an ordinance for stormwater runoff from construction activities, and review/update annually thereafter.**
2. **Inspect construction sites for compliance with ordinance**
3. **Train construction site inspectors annually**

MCM Components

Part II.C.b.4.a.
18.j. Do you have an Ordinance to control construction site run-off? **NO**

Part II.C.b.4
18.k. Does your program regulate disturbance of on acre or more and also less than one acre if part of a larger common plan? Does your Ordinance regulate disturbances of less than one acre? If so, what is the size threshold? **Ordinance will be implemented by December 31, 2017 and will regulate land disturbance of one acre or more, or less than one acre if part of a larger common plan of development.**

Part II.C.b.4.a.i-ix.
18.l. Does your Ordinance contain the nine required components? **Yes**

Tip: The nine required components your ordinance must address include: Sediment & erosion control BMPs; requirements for construction site operators to actually implement these BMPs and to control waste; demonstration of appropriate NPDES registration; authority for site plan review; authority for public input; authority for site inspections & enforcement; adequate funding for inspections & enforcement; and training for construction site operators.

Part II.C.b.4.b.

18.m. Describe the plan review process for your construction site run off program. **Construction applications/permits will be reviewed by town for stormwater compliance. If there are any deficiencies, applicant will be notified and required to address outstanding items, and then plans will be reviewed again for completeness.**

18.n. Describe the inspection process of your construction site run off program. **Construction sites will be inspected prior to work beginning, during construction (and storm event if possible), and after completion to insure erosion and sediment controls are in place, effective, and the site is stabilized after work is done.**

18.o. Describe the enforcement process of your construction site run off program. **If violations of the construction ordinance are found by inspectors, site operator will be notified of the issue. Work will be stopped if immediate action is required. A written notice may be issued, but at the minimum, the violation will be documented. If violation is not corrected within 24 hours, upon a reinspection, a ticket or fine may be issued. If not corrected within 48 hours, the city may opt to correct the deficiency and bill owner/operator for fees incurred.**

Part II.C.b.4.b.

18.p. Discuss how your program will address the regulation of both private and public sector construction site run-off. **Both public and private sector construction will be held to the same standards as far as ordinance requirements of plan review, inspection, and corrective actions. If a public employee is responsible for violations, they will be retrained, disciplined, or reassigned to non-stormwater tasks.**

Schedule

Part II.C.b.4.a.

18.q. The Ordinance shall be reviewed on an annual basis. Describe your Ordinance review and update procedures. **Ordinance, when developed, will be reviewed annually by Utilities Superintendent for recommendations to the mayor. Updates will be referred to the town council by the mayor for approval.**

18.r. If your Ordinance does not contain the standards required by the permit, provide a schedule for implementation and measureable goals for getting these components into your Ordinance. Include a mid-point and full implementation date. **Ordinance will be developed and implemented by December 31, 2107, and will contain the standards in the permit.**

Tip: The components of your construction site runoff control program must include:

- Plan review and approval process for new development and redevelopment projects
- Inspection protocol
- Development of enforcement strategy
- Education and training for construction site operators
- Development of an application process.
- Record keeping for approved projects, inspections, and enforcement.

Measurable Goals

Part IV.A. & Part II.B.4

18.s. List and fully describe your measurable goal(s) for this minimum control measure.

1. **Develop/Implement ordinance by December 31, 2017; review annually thereafter.**
2. **Inspect construction sites for compliance with ordinance.**
3. **Train field staff annually on construction inspections.**

Tracking

Part II.B.7.

18.t. Describe your plan for tracking activities associated with this minimum control measure.
Document ordinance development and place on website; document annual review/file
Document construction site inspections and file.
Document annual training (and number of employees) for municipal field staff.

Evaluation

Part II.B.7

18.u. Explain how you plan to gauge the effectiveness of your Construction Site Run-off Control program.
Effectiveness will be measured by completing development of ordinance and annual review, by number of inspections performed, and by number of employees trained annually.

Controlling Run-off from New Development and Redevelopment – MCM #5

Part II.C.b.5

Responsible Person(s):

Identify the responsible person(s) for implementing this MCM. There may be more than one person or department responsible for various portions of this control measure, If so, discuss.

19.a. Name: Sean L Orlofske
19.b. Title: Superintendent
19.c. Department: Water & Wastewater
19.d. Address: 201 7th St Glen Dale WV 26038
19.e. Phone number: 304 845 4740
19.f. Email address: naes65@comcast.net

19.g. Is another entity sharing responsibility for this MCM? If so, who? **No**

Tip: This MCM will likely have more than one department responsible for implementation. Often planning, zoning, building, public works; sewer boards, and stormwater managers are involved in the new development and re-development program. Explain who deals with each component of this MCM.

Control Objectives & BMPs

19.h. State your overall objective for this MCM. **Reduce pollutants in stormwater runoff from new development and redevelopment.**

MCM Components

Watershed Protection Elements

Part II.C.b.5.ai.

19.i. Have you incorporated the six watershed protection elements into your subdivision ordinance or equivalent document? **NO** Name the document(s) where each element is found & give the review date for the document. * If there is no review, describe how you will incorporate the element into your document(s). Will complete by December 31, 2017

Watershed Protection Elements	Name of document that contains the element	*Review Date
1. Minimizing impervious surfaces	City Ordinance	Annually
2. Preserving ecologically sensitive areas	City Ordinance	Annually
3. Reducing thermal impacts	City Ordinance	Annually
4. Reducing or avoiding hydromodification	City Ordinance	Annually
5. Tree protection	City Ordinance	Annually
6. Protection of native soils, prevention of compaction of soils	City Ordinance	Annually

Part II.C.b.5.a.i.B

19.j. List your quantifiable objectives for each watershed protection element, including time frames to achieve them. Develop and implement ordinance that includes the six watershed elements by December 31, 2017, and review/update each of the six elements annually thereafter.

19.k. State and describe your BMPs. Indicate if any BMPs are part of your existing program.

- Inventory town for any structural stormwater controls (dry pond, wet pond, infiltration trenches, etc.) and document
- Inspect structural stormwater controls once per permit term

Part II.C.b.5a.ii.A.1.

19.l. Do you have an ordinance or other enforcement mechanism for the required site design standards? NO If not, what is your schedule of implementation? Include mid-term and full implementation dates for Ordinance review and enactment. Develop and implement ordinance by December 31, 2017, and review / update annually thereafter.

Tip: The site design standards should include managing the 1st 1-inch of rainfall in a 24-hr storm following 48 hrs without rain.
There are several practices that manage rainfall on site including: canopy interception, soil amendments, evaporation, rainfall harvesting, engineered infiltration, extended infiltration, and evapotranspiration and any combination of these practices.

Part II.C.b.5.ii.A.2.i,ii

19.m. Does your Ordinance have provisions for reducing pollutant loadings for stormwater discharges from Hot Spots? **Yes** If the project is a potential hot spot and cannot meet water quality treatment with on-site controls, are there provisions for proper disposal of stormwater discharges at a treatment/disposal facility? **Yes-disposed of at Waste Treatment Plant if permissible; if not, a waste vendor will be contracted for proper disposal.**

Part II.C.b.5.ii.A.2.iii

19.n. Do you know where drinking water source protection areas are located within your MS4 watershed? Describe how this information will be kept confidential, and made available to WVDEP only when requested. **Yes. Glen Dale has drinking water sources whose location will be kept confidential unless requested by proper authorities such as the WVDEP.**

Tip: You may need to coordinate with your local Health Department about where additional discharge protections may be needed to comply with source water protection. Document any obstacles that you encounter in regards to this component.

19.o. Describe your program for reducing impervious surfaces. **Reducing impervious surfaces will be regulated by the ordinance containing the watershed elements.**

19.p. If you choose mitigation/payment in lieu for those projects that cannot implement the one inch runoff reduction requirements, please provide a time frame for creating an inventory of appropriate mitigation projects, and your process to develop standards to value, evaluate, and track transactions. (Note: WVDEP has plans to create standard criteria and guidance material to assist MS4's in developing a mitigation and payment in lieu program. If your MS4 does not already have a mitigation or payment in lieu program – make a statement in the SWMP that you do not have one. If

you want to use what WVDEP develops, then make a statement to that effect. If you are planning to develop your own mitigation and payment in lieu program, then your SWMP has to include a time frame for development of this program.) **Glen Dale will control one inch runoff at project site through ordinance (canopy interception, soil amendments, evaporation, rainfall harvesting, grass channels/swales, infiltration, and reforestation or a combination of these methods).**

Part II.C.b.5.ii.B.(1)

19.q. Describe the planning process for new development and redevelopment projects in your MS4. **When applications are requested for development, stormwater requirements and stormwater information will be provided along with application. Developers will be also directed to the city website and ordinances/stormwater page for further information. Stormwater / Utilities Superintendent and city clerk contacts will be provided to clarify further questions. If there are deficiencies in stormwater management, corrections will be requested before resubmittal.**

Part II.C.b.5.ii.B(2)&(3)

19.r. Describe your plan review and approval process for new development and redevelopment projects.

Applications / plans for new development or redevelopment will be reviewed by stormwater/utilities superintendent as related to stormwater requirements, and then referred to city engineer for further review. If there items that are not addressed, this will be discussed with the developer/contractor, and information on requirements provided. A second review may be necessary before approval is granted.

Part II.C.b.5.ii.C

19.s. Describe your maintenance procedures for structural stormwater control practices including a detailed discussion about maintenance agreements & your ability to enforce them. **City will maintain any city owned structural control practices, and document inspections performed within the permit term. City will also inspect any private structural stormwater control practices within the city jurisdiction within the permit term to insure they function properly and maintained.**

Privately owned structural control practices will be required to have a maintenance agreement to maintain structures. Agreements and properly functioning structures will be enforced by ordinance.

Part II.C.b.5.ii.D

19.t. Describe your method of inventory and tracking of stormwater control practices for this MCM. **Inventorying of structural control practices will be performed and listed/filed and place/updated on map annually.**

Tip: Plan review, approval and enforcement processes include:

a. Procedures for review and approval of pre-application concept plan
b. Procedures for site plan review and approval
c. Submittal of as-built drawings
d. Post construction verification
e. An educational program targeting internal staff and external project proponents about the stormwater management requirements.

Tip: The tracking system should accommodate: Source control practices, treatment practices, GIS locations, digital photographs, maintenance requirements, and inspection data.

Part II.C.b.5.ii.E

19.u. Describe your inspection protocol for ensuring stormwater control BMPs/practices function as designed and constructed: How many per year? How often? **Inspection protocol will be to inspect by checklist once per permit term all practices to insure proper function / operation. Twenty five to thirty percent will be inspected each year or permit term unless few in number, in which case, half or all may be done in one year.**

Part II.C.b.5.b.

19.v. Does your MS4 have requirements for street design, parking, and parking lots? **Yes** If so, which departments regulate this? **Board of Planning and Zoning , Street Commissioner**

Schedule

Part II.C.b.5

19.w. Describe how and when you will implement each component of this minimum control measure. Include mid-point and full implementation dates for Ordinance revisions, implementation of plan review and approval, inspection and enforcement procedures, and for developing/acquiring and using a tracking system.

1. **Inventory city for structural stormwater controls annually and document/place on map.**
2. **Inspect all structural stormwater controls once per permit term, divided into annual increments.**

Measurable Goals

Part IV.A

19.x. List and describe your measurable goals for this MCM.

Develop and implement ordinance by December 31, 2017, and review/update annually thereafter.

Inventory structural stormwater controls within one year of SWMP approval-/document/map as discovered.

Inspect structural stormwater controls once per permit term and document inspections, divide into annual increments.

Evaluation

Part II.B.7

19.y. Describe how you plan to gauge the effectiveness of your program for this MCM.

Effectiveness will be measured by implementation of ordinance and annual review/update, by inventory of structural stormwater controls/map update, and inspections/compliance of structural stormwater controls.

Pollution Prevention/Good Housekeeping for Municipal Operations- MCM #6

Part II.C.b.6

Responsible Person(s):

Identify the responsible person(s) for implementing this MCM. There may be more than one person or different departments responsible for various projects. If so, discuss.

20.a.	Name:	Sean L Orlofske	James Byers
20.b.	Title:	Superintendent	Superintendent
20.c.	Department:	Water & Wastewater	Streets & Sanitation
20.d.	Address:	201 7th St Glen Dale WV 26038	same
20.e.	Phone number:	304 845 4740	304 845 5616
20.f.	Email address:	naes65@comcast.net	NA

20.g. Is another entity sharing responsibility for this MCM? If so, who? **No**

Control Objectives & BMPs

20.h. State your overall objective for this MCM. **Reduce polluted runoff from municipal operations**

20.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.

- **Create a pollution prevention plan and maintenance standards/procedures-review/update annually**
- **Train employees annually on plan/procedures**
- **Inspect facilities once per year**

MCM Components

Part II.C.b.6

20.j. List the municipal facilities and their locations owned by your MS4**. City garage, salt storage area.**

> Tip: List municipally owned or operated facilities that would reasonably be expected to discharge contaminated runoff and are not covered under a NPDES permit. For example; vehicle maintenance garages, vehicle fueling centers, waste transfer operations, golf courses, recreation areas with fertilizer or herbicide storage, salt or other materials storage, municipal construction activities, waste water treatment plant, potable drinking water treatment plant or open landfills.

Part II.C.b.6.a

20.k. Briefly describe your operation and maintenance program for each municipal facility.

Salt storage and cinder/sand storage used on road/streets in winter.
Garage-minor maintenance, cleaning/washing vehicles, storage of fuels/refueling.

Part II.C.b.6.a

20.l. Does each site have a pollution prevention plan? **No** Is there a spill response plan included in the pollution prevention plan? **No** If not, provide a time frame for developing pollution prevention plans at all MS4 owned municipal facilities, including mid-point and full completion dates. Completion date mid-point September 30 ,2017 , full completion December 31, 2017

Part II.C.b.6.b

20.m. Have you identified all the lands owned or operated by your MS4? (Such as parks, road right-of-ways, maintenance yards, and water/sewer/stormwater infrastructure.) **Yes**

Part II.C.b.6.b

20.n. Describe your overall pollution control approach policy and procedures for these lands.

For garage/parks, all chemicals, oil, and fuels are stored in approved or original containers inside and not exposed to stormwater. For parks and streets, sediments, grass clipping and brush/debris will be removed to compost or solid waste landfill. Employees will be trained on stormwater pollution prevention.

Tip: Your policy and procedures plan should address fertilizers, pesticides, and herbicides; sediment and erosion control; landscape maintenance and vegetation disposal; trash management; cleaning and maintenance of building exteriors; chemical and material storage; street sweeping & cleaning of inlets/catch basins.

Part II.C.b.6.c

20.o. Describe your training program including your target employees, and how often training occurs. **Employees for utility and street departments will be trained annually; other administrative staff will be trained to recognize and report pollution to utilities/street department.**

20.p. For any industrial facilities owned or operated by your MS4, list each facilities registration number under the WV NPDES General Permit for Storm Water Discharges Associated with Industrial Activities or the individual WV NPDES permit number. If your industrial facilities are not covered under another NPDES permit, you must will prompted to provide additional information below. **Waste Treatment Plant (WTP)-WV0020141**

Schedule

Part II.C.b.6

20.q. Describe how and when you will implement each component of your program for this minimum control measure. Include mid-point and full implementation dates.

- **Pollution prevention plan/spill/maintenance standard-procedures will be developed by city/utilities dept. by December 31, 2017 and reviewed/update annually.**

- **Employees will be trained annually after development of SWPP/procedures by Utilities Superintendent or his designated representative..**
- **Inspections of municipal facility will be done within one year of stormwater management plan approval, and annually thereafter with the use of a checklist by qualified employee.**

Part II.C.b.6

20.r. Describe the inspection schedule for ensuring municipal facilities are in compliance with pollution prevention plans. **Once per year at public works garage/salt storage area.**

Measurable Goals

Part IV.A

20.s. List and fully describe your measurable goals for this MCM.

- **Develop SWPP/maintenance procedures by December 31, 2017, and review/update annually thereafter.**
- **Train employees annually**
- **Inspect facilities annually**

Tracking

Part II.B.7 & Part II.C.b.6.a.iii

20.t. Describe your plan for record keeping and tracking of facilities, employee training, pollution prevention plans, and inspections for this MCM. **SWPPP/procedures will be maintained at public garage and electronically; review/update of SWPPP/procedures will be documented/filed. Hard copies of employee training and inspections will be filed. All numbers for measurable goals will be documented in annual report to WVDEP.**

Evaluation

Part II.B.7

20.u. Explain how you plan to gauge the effectiveness of your good housekeeping/ municipal operations program efforts? **By development of SWPPP/procedures and annual/review update, number of employees trained, and inspections of facility which will assess understanding of training.**

Industrial Stormwater Coverage for Municipal Operations

If your facility/s discharges stormwater from any industrial operation that is not covered under another NPDES permit, you must now obtain coverage for those discharges.

20.v. For each facility, provide the name and contact information of the operator if applicable.

20.w. For each outlet, list the latitude and longitude to the nearest second and the River Mile Point (if known).

Outlet Number	Longitude			Latitude			River Mile
City	Degrees	Minutes	Seconds	Degrees	Minutes	Seconds	
Garages	39	56	49	80	45	29	

20.x. List the Standard Industrial Classification (SIC) Code designated for your facility/s.
4952 , 4941 , 4789, 7999

20.y. List the nature of activity at the industrial facility.

- **Vehicle and equipment maintenance, and**
- **salt storage.**

20.z. Is there a wet pond at your facility that collects runoff from areas on which industrial activities occur? If so, how many acres drain into it? **No**

20.aa. Is there a dry pond at your facility that collects runoff from areas on which industrial activities occur? If so, how many acres drain into it? **No**

20.bb. Do any of your storm water outlets discharge through an oil water separator? If yes, provide the outlet numbers. **No**

Based on your responses to this section, a Discharge Monitoring Report may be issued.