CITY OF SARATOGA SPRINGS
SPDES # NYR20A216

SPDES General Permit for Storm Water Discharges From

Small Municipal Separate Storm Sewers (MS4s), Permit No. GP-02-02

Stormwater Management Program Annual Report

(March 2007 – March 2008)

May 2008

Barton & Loguidice, P.C.

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BWCP - 8 (6/2005) Version 1.0

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATIION

Phase II SPDES General Permit for

IMPORTANT NOTE: Rows can be added to the tables in the following sections by going to the rightmost cell in the bottom row of the table and hitting tab. Hitting return in a given row will make the row wider, creating more room to type or write.

Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02

MUNICIPAL COMPLIANCE CERTIFICATION (MCC) FORM

Regulated MS4: City of Saratoga Springs **SPDES Permit Number: NYR20A 216**

See information packet for information to help complete this form.

MCC Form for year ending: March 9, __ 2006 (Year 3) __ 2007 (Year 4) _X_ 2008 (Year 5)

Section A. MS4 Owner/Operator and Contact Person Information (contact persons explained in instructions)

Owner/Operator Is information below new or changed? _X_ Yes ___ No

Name: Anthony "Skip" Scirocco	Title: Commissioner	Department: Public Works	
Mailing Address:	Street or P.O. Box: 5 Lake Avenue	City: Saratoga Springs	
	County: Saratoga	State: New York	Zip Code: 12866
Phone: (518)587-3550	E-mail Address: skip.scirocco@saratoga-springs.org		

Local Stormwater Public Contact (Required by Minimum Measure 2)

Is information below: 1) new or changed? ___ Yes _X_ No

2) same as: __ Owner/Operator

Name: Paul Male, P.E., P.L.S.	Title: City Engineer	Department: Engineering	
Mailing Address:	Street or P.O. Box: 474 Broadway	City: Saratoga Springs	
	County: Saratoga	State: NY	Zip Code: 12866
Phone: (518)587-3550	E-mail Address: paul.male@saratoga-springs.org		

Stormwater Management Program (SWMP) Coordinator (Responsible for implementation/coordination of SWMP)

Is information below: 1) new or changed? ____ Yes ____ No

2) same as: ___ Owner/Operator _X_ Local Stormwater Public Contact

Name: Paul Male, P.E., P.L.S.	Title: City Engineer	Department: Engineering	
Mailing Address:	Street or P.O. Box: 474 Broadway	City: Saratoga Springs	
	County: Saratoga	State: NY	Zip Code: 12866
Phone: (518)587-3550	E-mail Address: paul.male@saratoga-springs.org		

Annual Report Preparer

Is information below: 1) new or changed? ____ Yes _X_ No

2) same as: ___ Owner/Operator ___ Local Stormwater Public Contact ___ SWMP Coordinator

Name: Don Fletcher, P.E. Barton and Loguidice, P.C.	Title: Consulting Engineer	Department: Water/Wastewater	
Mailing Address:	Street or P.O. Box: 2 Corporate Plaza, 264 Washington Ave. Extension	City: Albany	
	County: Albany	State: NY	Zip Code: 12203
Phone: (518)218-1801	E-mail Address: dfletcher@bartonandloguidice.com		

Section B. Local Water Quality Information

Information to help complete this section can be found in the instructions.

1. Does the MS4 discharge to 303(d) listed waters or is it in a TMDL watershed?

__X__ Yes (complete the table below) ___ No ____ Not Yet Determined

(Put an X in the 'Classification' cell to indicate if the MS4 discharges to a waterbody on the 303(d) list and / or if it is in a TMDL watershed.)

Impaired Waters Name (from 303 (d) list and/or TMDL)	**Pollutant(s) of Concern** (from 303 (d) list and/or TMDL)	**Classification**	
		303 (d)	**TMDL**
Lake Lonely	Phosphorus	X	
Dwaas Kill and tribs (1101-0007)	Phosphorus, silt/sediment	X	
Tribs to Lake Lonely (1101-0001)	Phosphorus, D.O., oxygen demand, pathogens	X	
Hudson River (1105-0005)	Mercury	X	

2. Have you received notification from the Department that you are subject to the special conditions in Part III.B. of the permit?	___ Yes __X__ No
3. Have all necessary changes been made to the Stormwater Management Program (SWMP) to ensure compliance with Part III.B. of the MS4 permit for discharges to 303(d) or TMDL waters?	_X_ Yes ___No (explain below)

Explanation:
The Stormwater Management Program includes documentation of pollutants of concern and includes details BMPs aimed at complying with Part III B.

Section C. Partnership Information

Information to help complete this section can be found in the instructions.

1. Does your MS4 work with partners? _X_ Yes (complete table below) ____ No (Proceed to Section D)

List MS4 Partners with Legally Binding Agreements or Contracts in Place
Cornell Cooperative Extension;T/o Ballston; V/o Ballston Spa; T/o Clifton Park; T/o Greenfield; T/o Halfmoon; T/o Malta; T/o Milton; T/o Moreau; V/o Round Lake;V/o South Glens Falls; T/o Waterford; T/o Wilton
List MS4 Partners with Planned Legally Binding Agreements or Contracts
List MS4 Partners with Other Agreements in Place
Saratoga County Soil and Water Conservation District

Section D. Geographic Areas Addressed by Stormwater Management Program (SWMP)

Information to help complete this section can be found in the instructions.

1. Does your SWMP cover all jurisdictional (automatic and additionally designated) areas within the MS4, as required by 40 CFR 122.32(a)? _X__ Yes ___ No (Explain below)

Explain:

In addition, the City of Saratoga Springs expanded all MS4 regulations and requirements to the entire City rather than just the designated MS4 boundary.

Section E. Funding and Resource Allocation

Information to help complete this section can be found in the instructions.

1. Are adequate resources (funding mechanism, equipment, staff, etc.) planned or in place to fully implement your SWMP no later than January 8, 2008? _X__ Yes ____ No (explain below)

Explain:
Currently, the Intermunicipal SWMP receives funds through a 2003 EPF/WQIP Grant. The Program will continue to receive 2005 EPF/WQIP Grant funding through December 2008. At this time, however, no long-term funding mechanisms or budget items specifically designated for Stormwater Management Program activities are planned or have been authorized by the County Board of Supervisors.

2. If the MS4 is receiving funding through the municipal budget, a grant, or other source, briefly explain below: what are the sources, estimated amounts, and frequency of funding for the MS4?

2005 NYS-DEC EPF/WQIP Grant; 10/06-12/31/08; $248,000

Explain:
Through a partnership with Cornell Cooperative Extension, the above grant was awarded to the 16 MS4-permitees and the Saratoga County Intermunicipal Stormwater Management Program.

3. If the MS4 is not receiving funding, briefly explain below: plans the MS4 has for obtaining future funding?

Explain:

Section F. Compliance Certification

Compliance Assessment - For each of the minimum control measures, indicate below if your program has made steady progress toward full implementation ***and*** has achieved all measurable goals scheduled to be completed **during this reporting year**. Refer to the NOI and prior Annual Reports for information about measurable goals scheduled for this reporting year.

Permit Part	Minimum Control Measure	ANSWER BOTH COLUMNS FOR THIS REPORT YEAR ONLY	
		Steady Progress	Goals Achieved
IV.C.1.	Public Education and Outreach on Stormwater Impacts	_X_Yes ___No __ N/A	_X_Yes __No __N/A
	Explain 'no' / 'N/A' answer:		
IV.C.2.	Public Involvement / Participation	_X_Yes ___No __ N/A	_X Yes ___No __N/A
	Explain 'no' / 'N/A' answer:		
IV.C.3.	Illicit Discharge Detection and Elimination	_X_Yes ___No __ N/A	__Yes _X_No __N/A
	Explain 'no' / 'N/A' answer: The training session targeting building inspectors, code enforcement officers, engineering, and other professional departments did not occur.		
IV.C.4.	Construction Site Stormwater Runoff Control	_X_Yes ___No __ N/A	_X_Yes __No __N/A
	Explain 'no' / 'N/A' answer:		
IV.C.5.	Post-Construction Stormwater Management	_X_Yes ___No __ N/A	_X_Yes __No __N/A
	Explain 'no' / 'N/A' answer:		
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations	_X_Yes __No __ N/A	__Yes _X_No __N/A
	Explain 'no' / 'N/A' answer: The training session targeting building inspectors, code enforcement officers, engineering, and other professional departments did not occur.		

Certification Statement

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

Print Name: Anthony J Scirocco Title: Commissioner DPW.

Signature: Anthony J Scirocco Date: 5/30/08

This form must be signed by either a principal executive officer or ranking elected official, or duly authorized representative of that person as described in Part VI.I.2. of the permit. See instructions for more information about who can sign this form.

Send two completed **hard copies** (an original and a photocopy) of this form, the Annual Report Table and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4th Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS**.

Phase II SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02
STORMWATER MANAGEMENT PROGRAM ANNUAL REPORT (SWMPAR) TABLE

Regulated MS4: City of Saratoga Springs **SPDES Permit Number: NYR20A** 216

Annual Report Table for year ending: March 9, ___ 2006 (Year 3) __ 2007 (Year 4) _X_ 2008 (Year 5)

Information about how to complete the follow tables is in the instruction section. Please complete the tables electronically, if possible. Send two completed **hard copies** (an original and a photocopy) of this Annual Report Table, the MCC form and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4th Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**

Minimum Control Measure 1. Public Education and Outreach

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.1.a, b: Plan and conduct an ongoing public education and outreach program to ensure the reduction of all pollutants of concern in stormwater discharges to the maximum extent practicable (MEP). • *Explain the program, including activities and materials used* • *Identify the personnel or outside organization conducting the activity.* • *Indicate activities planned for next year.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• The City is an active participant in the Saratoga County Intermunicipal Stormwater Management Program.(See attached addendum)	• Year 5 and ongoing
• The City's stormwater webpage was updated and includes: o Main page description of program, including minimum control measures (http://www.saratoga-springs.org/docs/bpwebsite.asp) o Contact SWMP Coordinator ▪ Paul Male o Report a Pollution Problem ▪ Al Flick o SPDES General Permit ▪ Needs updating per new general permit for Year 6 o 2007 Annual Report o Local Laws o Outfall Location Map o Video - "After The Storm" ▪ Viewable online o Upcoming Events o Links To Related Sites	• Year 5: The stormwater webpage had 188 hits since it was updated on December 28, 2007 • Year 6: The stormwater webpage will be updated as needed and will include notification of the Annual Report presentation (in addition to the online agenda) • Links on the Stormwater Webpage: o Saratoga County Intermunicipal Stormwater Management Program: http://www.saratogastormwater.org/contact-saratoga-county-stormwater-management.htm o Capital District Regional Planning Commission: http://cdrpc.net/WQ/waterquality.html o DEC (Division of Water; Stormwater Management, Permits, Forms: http://www.dec.state.ny.us/website/dow/toolbox/ms4toolbox/ms4_toolbox.html o United States Environmental Protection Agency: http://cfpub.epa.gov/npdes/home.cfm?program_id=6 o EPA For kids:

	http://www.epa.gov/safewater/kids/index.html ○ SMRC (Stormwater Managers Resource Center): http://www.stormwatercenter.net/ ○ Center for Watershed Protection: http://www.cwp.org/ ○ NEMO (Non-Point Education for Municipal Officials): http://nemo.uconn.edu/
• The City developed an informative flyer that is given to residents who visit the Public Works office to purchase compost, leaf/yard waste bags, etc. The same flyer is available at the front desks of the Department of Public Works, and Department of Engineering. They also made them available at the Environmental Expo at the City Center.	• Year 5 (April 12 release date) and ongoing • Initial printing was 500 flyers • Environmental Expo dates: 4/14/07-4/15/07
• The year 4 Annual Report was successfully presented to the City Council at a public meeting. The City Council meeting agenda is posted on a large message board at the main entrance to City Hall, and also appears on the City's website. An announcement of the Annual Report presentation is also noted under "Upcoming Events" on the City's stormwater webpage, and will be posted under Public Notices in the Saratogian newspaper	• Public presentation was in May, 15 2007. • May 20, Year 6: Annual Report for Year 5 will be presented
• The Grease Trap Program described in the Year 4 report continued. As new businesses come in to the inner district they will be addressed. A database of businesses with Grease Traps is on file at the City Engineering Office.	• Year 5 and ongoing
• Water bills included an informational stormwater section. The sections discussed sump pump discharges, water conservation for landscaping purposes, sparingly using fertilizers, pesticides, and herbicides, keeping hazardous household wastes out of the storm sewers, visiting the City's stormwater website, keeping street drains clear of debris and ice, and sweeping debris (leaves, dirt, etc.) from the curb line.	• Year 5: Mailed July and October of 2007 and January of 2008. Each mailing discussed different stormwater issues and ways residents can help out and was mailed to 9,000 City residents each time • Year 6: Will continue to include stormwater section in the utility bill
• After the Storm was aired on Public Access and is posted on the City's stormwater webpage. Prior to the December airing on Channel 18, an ad was placed in the Saratogian on December 8, 9, and 10.	• Year 5: Aired on November 17, 19, 20, 27, and 28 and December 17
• The repository was relocated to the main entrance of the City Engineer's, Planning, and Building Department Offices. This area receives high exposure to individuals intending to conduct business within those departments. A copy of the Stormwater Management Program document is kept in the City's repository and educational materials are provided for the public in the front lobby of the Public Works Office. A sign-out sheet was created for any person who wishes to borrow documents from the repository.	• Year 5: Became available in January of 2008 • Less then 5 sign-out requests were made since December, 2007 • Documents available for review/sign-out: ○ Stormwater Regulations and the Construction Industry ○ New Requirements for Small Construction Projects ○ Make Your Home the Solution to Stormwater Pollution! ○ After the Storm - A Citizen's Guide to Understanding Stormwater

	○ Stormwater Runoff: From My Yard to Our Streams ○ Stream Processes - A Guide to Living in Harmony with Streams ○ Stormwater Management Program Annual Report - May 2007 ○ Illicit Discharge Detection and Elimination Manual ○ NYS Standards and Specifications for Erosion and Sediment Control ○ Be Part of the Solution to Storm Water Pollution ○ "Where Can I Turn for Help?" ○ "Planning a New Construction Project or Development?"
• Through the Saratoga County Intermunicipal Program, the City will take place in the second annual Saratoga Springs Environmental Expo. Poster boards will be displayed that will encourage residents to log onto the City's Stormwater Pollution Prevention webpage to learn about MS4 and SWPPP requirements and to report cases of stormwater pollution to the Public Works Office. The City will also provide entry forms for Expo attendees (who are also City residents) to enter to win a free storm drain decal kit for use in their neighborhood.	• April 25-27, Year 6
• The City Planning and Zoning Boards will be scheduled for MS4 training at a regularly scheduled meeting in June or July of 2008. The presentation will highlight the objectives of the Stormwater Management Program particularly as it relates to the project review process. Discussion will also make note of the new Local Law relating to development and construction. The City also plans to conduct a public MS4 education session at the Saratoga Springs Public Library.	• June or July of Year 6: Education of Planning and Zoning Boards • Summer/Fall of Year 6: Public MS4 session at the Saratoga Springs Public Library
• Contractors are required to attend a pre-construction meeting with the City Engineer during which time they're informed of stormwater requirements. They also are provided written materials that provide further education about stormwater pollution.	• Year 5 and Ongoing
• "City Council Adopts Storm Sewer Measure" was the front page article of the Saratogian • "New City Council Convenes: was the front page article of the Saratogian. This was the meeting at which the Erosion and Sediment Control Local Law and required amendments to existing laws were accepted. • "Local Law Aims to Protect the Environment" was in the Local News	• December 8, Year 5 • January 3, Year 5 • January 12, Year 5

section of the Saratogian	
• The City evaluated their Public Outreach and Education Program and more formally developed measures for future implementation. These are in the comprehensive Stormwater Management Program Best Management Practices document. These include facilitator information, BMP updates, topics for implementation, how to evaluate the effectiveness, and what to report on, as well as resources and an example stormwater related classroom project. • Examples of main topics included in the program are: Classroom Education on Stormwater, Stormwater Outreach for Commercial Businesses, Using the Media, Education Displays, Pamphlets, Booklets, and Bill Inserts, Promotional Giveaways, etc.	• December, Year 5: Sixteen (16) topics were covered, and 39 BMPs were evaluated for inclusion into the document
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

Minimum Control Measure 2. Public Involvement/Participation

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.2.c.iii.: Design and conduct a public involvement / participation program. • *Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input.* • *Indicate activities planned for next year.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• The City is an active participant in the Saratoga County Intermunicipal Stormwater Management Program.(See attached addendum)	• Year 5 and ongoing
• Pamphlets explaining stormwater management and State requirements related to construction projects are available at the Public Works and Engineering Offices. They are also provided to developers applying for permits from the City.	• Year 5 and ongoing.
• The City and a local middle school biology class from the Waldorf School ("Roots and Shoots" environmental club: http://www.rootsandshoots.org/) continued to work together on a public stormwater awareness campaign involving the placement of curb markers adjacent to storm drains.	• Year 5: 150 curb markers • Ongoing: The City will continue to work with Roots and Shoots
• In an effort to encourage public stormwater stewardship, the City will "raffle off" five (5) free storm drain decal kits to City residents who attend the 2nd Annual Saratoga Springs Environmental Expo. This promotion aims at preventing stormwater pollution at storm drains located in residential neighborhoods and raising awareness in the local area.	• April, Year 6
• Public participation will be sought for a waterside Clean-Up Day to be scheduled this summer of 2008. Volunteers can enlist for the event on the City's stormwater webpage. In addition, sign-up sheets will be posted at the City Hall message board, the MS4 Repository, and outside the Council Meeting Room which is home to most City government meetings.	• Summer, Year 6: Waterside Clean-Up Day
• The City evaluated their Public Involvement and Participation program and more formally developed measures for future implementation. These are in the comprehensive Stormwater Management Program Best Management Practices document. These include facilitator information, BMP updates, topics for implementation, how to evaluate the effectiveness, and what to report on, as well as resources. • Examples of main topics included in the program are: Adopt-A-Stream, Storm Drain Marking, Volunteer Monitoring, Wetland Plantings, Attitude Surveys, etc.	• December, Year 5: Six (6) topics were covered, and 21 BMPs were evaluated for inclusion into the document

Permit Reference IV.C.2.a, f: Develop procedures to provide public notice about and access to documents and information in a manner that complies with state and local public notice requirements. *Describe procedures below and state the methods used to publicize the AR public presentation.*

- The Annual Report is presented at the City Council meeting, and the agenda is posted on a large message board at the main entrance to City Hall, and also appears on the City's website. An announcement of the Annual Report presentation is also noted under "Upcoming Events" on the City's stormwater webpage, and will be posted under Public Notices in the Saratogian newspaper. The Agenda can be found on the following website: http://www.saratoga-springs.org/docs/bpwebsite.asp

Permit Reference IV.C.2.e: Public presentation of; **f:** summary of comments received on; and **g:** intended response to comments on the SWMPAR.

Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented: Scott Johnson, Mayor; John Franck, Commissioner of Accounts; Ken Ivins, Commissioner of Finance; Ron Kim, Commissioner of DPS; Anthony Scirocco, Commissioner of DPW; Matthew Veitch, Supervisor; Joanne Yepsen, Supervisor; Michele Boxley, Deputy Commissioner, Accounts; Patrick Design, Deputy Commissioner, DPW; Eileen Finneran, Deputy Commissioner, DPS; Kate Jarosh, Deputy Commissioner, Finance; Shauna Sutton, Deputy Mayor; Joe Scala, City Attorney, Approximately 10 City Residents.

Comments on Annual Report Meeting	**Date of Annual Report Meeting:**	**Approximate Date of Meeting Next Year:**
X No public comments received on Annual Report. ___ Comments received. **Attach summary of comments and intended responses.**	• May 20, 2008	• May 19, 2009

Additional Techniques	**Describe Measurable Goals and Results** (when applicable) ***Indicate:*** *Date Completed, Ongoing Task, or Scheduled Date (for next years activities)*
• Posted online in the City Council's Agenda • Posted on the City's Stormwater Management Program Webpage	

Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:

The City extensively focused their efforts on self-audits and identifying/modifying municipal BMPs, IDDE and outfall inspections, and developing programs for each MCM. These are all collected in one document entitled "Stormwater Management Program". They also heavily focused on outfall inspection and needed website updates.

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE)

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.3.a: Develop, implement and enforce a program to detect, identify and eliminate illicit discharges, including illegal dumping, into the MS4. • *Explain the activities and procedures used to meet this requirement this year and planned for next year.* • *Revise as procedures are updated.* • *Identify personnel or outside organization conducting the activities*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities) • *Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.*

• Public calls and complaints trigger investigations of suspected illicit discharges. In Year 5, two construction jobs were shut down due to illicit discharges. The City does not allow them to commence until controls have been established and any silt/debris has been cleaned.
• The City evaluated their Illicit Discharge Detection and Elimination program and developed formal measures for future implementation. These are in the comprehensive Stormwater Management Program Best Management Practices document. These include facilitator information, BMP updates, training documentation and opportunities, topics for implementation, how to evaluate the effectiveness, and what to report on, as well as resources. The program was developed as follows:
 	
Developing the IDDE Program
 	
Description:
 	
Stormwater regulations define an "illicit discharge" as "any discharge to a municipal separate storm sewer that is not composed entirely of stormwater" (except discharges resulting from fire fighting activities and a few other categories). Common sources of non-stormwater, dry weather discharges in urban areas include apartments and homes, car washes, restaurants, airports, landfills, and gas stations, to name but a few. These so called "generating sites" discharge sanitary wastewater, septic system effluent, vehicle wash water, washdown from grease traps, motor oil, antifreeze, gasoline and fuel spills, among other substances. Although these illicit discharges can enter the storm drain system in various ways, they generally result from either direct connections (e.g., wastewater piping
	• Year 5:
	  ○ Summer 2007: A City employee contacted stormwater personnel to report house paint on a catch basin grate and inside the structure. A field visit verified that several cans of paint were stacked on the grassy area between the curb and sidewalk. Lids were loose and paint spilled out of overturned cans. Inspector spoke with the tenant and the tenant explained that it was left for trash removal by the previous tenant. She provided the Inspector with the phone number for the building Owner. The Inspector notified the Owner and instructed him to remove and properly dispose of the cans. The following day the paint cans were removed.
	  ○ Summer 2007: A City employee contacted stormwater personnel to report a sewerage odor and possible seepage in front of a house (Note: there is no public sanitary sewer on this road). Upon inspection, no evidence of sewerage was detected and it was assumed to have been a malfunctioning septic system that has since been rectified.
	  ○ July 24, 2007: A City employee contacted stormwater personnel to report an individual dumping liquid from a bucket into a catch basin. The Inspector visited the site and inspected several catch basins in the vicinity of the alleged incident. No evidence of an illicit discharge was found.
	  ○ In all three instances, City employees knew to

either mistakenly or deliberately connected to the storm drains) or indirect connections (e.g., infiltration into the storm drain system, spills, or "midnight dumping"). Illicit discharges can be further divided into those discharging continuously and those discharging intermittently.

Measures to Implement

- Develop Outfall Map and Record:
  - The City identified existing stormwater outfalls using GPS technology and assigned coordinates to each. The outfalls appear on a map entitled "Map of Municipal Stormwater Outfalls – City of Saratoga Springs, NY". Currently, 115 outfall locations have been identified, 61 of which were inspected in the winter of 2007. Completed inspection forms are on file in the City Engineers Office and include information regarding outfall location, surrounding land use, outfall/pipe characteristics, and flow conditions and are accompanied by digital photographs.

- Quantify Outfalls
  - As of January 2008, all existing stormwater outfalls have been inventoried totaling one hundred and fifteen (115) separate locations. Sixty-one (61) of these are on property of the City of Saratoga Springs. The remaining outfalls, comprised mostly of discharges to a detention pond, are situate on private property and are as such are to be owned and maintained by others.

    The City will continue to quantify outfalls as they are further identified and added to the map.

- Determine Sub-areas
  - Outfall locations will be analyzed with respect to land use and zoning, storm drainage characteristics, potential for pollutants, and other important factors in order to identify "priority areas" for future monitoring. The City Zoning Map will be used as a tool to further identify potential sub-areas. A hierarchy will be established and the sub-areas will be illustrated on the Outfall Map.

contact Al Flick. This is a testament to the educational efforts made by the City and it will be a continued goal to enhance awareness among City employees.

- Year 5: BMP document was created and the IDDE program was evaluated and refined for inclusion into this document.

- Monitor Outfalls:
  - The sixty-one (61) outfall locations that are owned and maintained by the City of Saratoga Springs were inspected in the winter of 2007. Inspection reports, maps, and other record information from outfall monitoring are, and will continue to be, maintained at the office of the City Engineer. These records will include follow-up inspections, maintenance work, and any related outfall information.

    Outfalls under private ownership were also identified and respective owners were notified, in writing, of their responsibilities relative to illicit discharges and stormwater management practice and outfall maintenance. The City will monitor the remaining 54 outfalls and continue to add outfalls to the map as they are identified. In addition, owners of new privately owned outfalls will be similarly notified of their responsibilities and potential penalization for violations.

    Future inspections of all outfalls will be conducted at 10% (minimum) per year. These inspections will be based on priority areas identified in the determination of sub-areas.

- File Summary Reports
  - General case information pertaining to each illicit discharge complaint will be documented on a "Findings and Remediation Report". The Report will detail the circumstances that lead to the investigation as well as the procedures and techniques used to investigate the matter. It will also describe the results of the investigation and the actions taken to repair or remediate the situation. Photographs will also be included and all of this information will be filed in the City Engineers Office.

    The City currently employs this method and will continue to do so as issues arise.

- Test Suspect Outfalls
  - When potential issues are observed during outfall monitoring, sampling and testing will be conducted as needed. For example, samples may be drawn from the suspect outfall(s) and submitted to a licensed lab for testing and analysis. With those results, potential causes will be determined and tracked in order to remedy the illicit discharge or connection.

    The City has successfully identified and tracked illicit discharges to their source, and will continue to do as situations arise. Files of each issue, including resolutions, will be kept at the City Engineer's office.

- Sample Outfalls
  - The City will incorporate a sampling program to annually test outfalls at a minimum of 10% of all identified outfall locations, with particular attention given to "hot spots" such as commercial and industrial zones, older neighborhoods, and areas experiencing repeated complaints or problems.

    Samples will be obtained during dry-weather conditions, and flow characteristics such as odor, color, turbidity, and floatables will be recorded. Testing parameters will be determined based on factors such as the pollutant of concern, surrounding land use, suspected pollutants, and other identifiable variables.

    Test results and general sampling event observations will be recorded and maintained in the City Engineers Office.

- Map & Track Illicit Discharges:
  - The City re-mapped both the storm and sanitary sewer systems of the Inner District using GPS technology and AutoCAD software. Over 1,450 manholes were located, each having been tagged with a specific identification number for tracking purposes. This digital map provides a key element in the IDDE program and serves as a base for additional data and overlays. While the MS4 program does not currently require all stormwater conveyances to be mapped, the

City will continue to do so as needed to further enable ease of tracking.

Illicit discharges will be inputted to the map in order to identify "hot spots" or pollution patterns. Outfall locations will also be incorporated onto the base map to assist in tracking.

To improve manageability, the mapped storm system was divided into drainage areas. These areas have been delineated and mapped to enable IDDE-related work and allow a focus on smaller segments of the storm system. The discharge point for each drainage area has been tagged on the map and will provide a starting point for many IDDE-related activities such as manhole inspections and water quality sampling.

An Engineering Technician within the Department of Public Works is assigned to spearhead investigations into illicit discharges. Additional assistance from the Department's field personnel is readily available when needed. In addition to GPS equipment and mapping software, the City also acquired a closed-circuit television/videotape unit, a smoke testing machine, dye testing materials, and other equipment to carry out an investigation. These resources are extensively used to identify the source of an illicit discharge.

- Inspect Manholes:
  - Beginning in May 2003, the Public Works Department systematically inspected all storm sewer manholes situated in the City's Inner District. Inspection forms were completed in the field and the information was then transferred to a computer management database (Microsoft Access) for future GIS application. Both are maintained in the City Engineers Office.

    Manhole inspections include an evaluation of structural and performance characteristics, and also indicate any evidence (i.e. odors, grey water) of an illicit discharge. This evidence automatically triggers the investigation process and the filing of a

"Findings and Remediation Report".
 	
Additional inspections are performed in response to public complaints, outfall monitoring results, or other indicators of a potential illicit discharge.
 	
Evaluation of Effectiveness:
 	
• Improved water quality monitoring results
• Reduced public complaints
• Reduced or eliminated illicit connections from sanitary lines
• Decrease of non-stormwater related debris and materials found in catch basins and storm sewers
 	
Reporting Requirements:
 	
• How each illicit discharge or connection was identified
• Number of Illicit discharges and connections annually
• Description of the illicit discharges and connections
• Who the major contributors are, by category and location
• How each illicit discharge or connection was rectified and any penalizations enforced
• Testing and sampling results
• Manhole inspection results
• Program implementation status
• Summary of activities performed
• Monitoring results summary and analysis
• Assessment of the effectiveness of selected BMPs
  o Compare with results from previous years
  o Quantify results and note the rate of change
• Suggested changes to the BMP that will improve overall effectiveness of the program	

• When illicit discharges are detected, the City fills out Findings and Remediation reports that state what the problem is and how it was rectified. These reports can be found at the Department of Public Works.	• Year 5: One illicit discharge detected. Upon chasing the outfall upstream, the discharge was thought to be a sanitary sewer leak. The City performed dye testing and confirmed that a nearby manhole required patching. The manhole was patched and further dye testing confirmed that the illicit discharge was

	remediated. Photographs and a report are on file.
• Manhole inspections have continued throughout year 5. They are mapped, inspected, and entered into a database at the Engineering Department.	• Year 5: Dye testing was performed at one manhole location to confirm an illicit discharge
• The entire Inner City storm and sanitary system has been mapped and has been divided into eighteen (18) drainage sub-areas. Al Flick is currently carrying out sampling of the lowest outfall in each sub-area three (3) times/year (April, August, and December). Samples are tested for coliform and if detected, upstream investigation begins (smoke testing, dye testing, etc.). The City ensures that each detected illicit discharge is rectified (see above).	• Year 5: 175 samples tested from 18 locations within the Spring Run drainage area. • Each of the 18 locations are tested three (3) times per year
Permit Reference IV.C.3.b: Develop and maintain a map showing the location of all outfalls and the names and location of all waters of the US that receive discharges from outfalls. *Explain activities performed this year and planned for next year, including work on the following IDDE guidance prerequisites:* • field verification of outfall locations; • mapping all inter-municipal subsurface conveyances; • delineating storm sewershed; and • developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. ***State if maps are in GIS.***	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities) • *Example measurable goals: percent of outfalls mapped*
• The Engineering Department and Public Works Department have continued to expand their base mapping and entering their findings and locations into a database. All known stormwater outfalls owned and maintained by the City have been inventoried. These same outfalls have been inspected and surveyed, and appear on a map along with the names and location of all receiving U.S. waterbodies. Outfalls and catch basins are regularly located and entered into the database. The City has located on outfall from the Town of Milton into their system. This outfall is near the Geyser Crest development. The City will review their Stormwater Outfall Map and divide the sub-areas into priority areas for future use.	• Year 5 and ongoing • Year 6: The City will divide their Stormwater Outfall Map sub-areas into priority areas.
• Outfall locations have been identified and are shown on the map titled "Map of Municipal Stormwater Outfalls-City of Saratoga Springs, N.Y." Outfalls are inspected tested as part of the IDDE program. Inspections include inspection reports, 2 photographs, and mapping of any missing outfall from the initial database	• Year 5: 175 samples were drawn from 18 locations and tested for total/fecal coliform • Year 5: Sixty-one (61) outfalls were inspected. Results of the inspections are documented and on file at the Public Works Office. • Year 6: IDDE program and testing will continue

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE) Regulatory Mechanism

Permit Reference IV.C.3.c: Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete the local law work. **See the instructions for information about completing this section.**	
Does the MS4 have the legal authority to enact ordinances, local laws or other regulatory mechanisms?	___ No (go to ADDENDUM 1) _X_ Yes (complete questions below)
Assessment of Regulatory Mechanism (Local Code)	
1) When was this assessment completed or planned to be completed?	Date completed: __November, 2007_ __ Not yet completed (proceed to next table) Plan to complete for reporting in year: __4; __5.
2) Is there an existing ordinance, local law or other regulatory mechanism?	_No (go to question 5) _X_ Yes: Adopted in Year 5
3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	_No (amendments needed) _X_ Yes: DEC Model Law
4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	__No (amendments needed) _X_ Yes: DEC Model Law
Development of Regulatory Mechanism (Local Codes)	
5) When was this work completed or planned to be completed?	Date completed: December 4, 2007 __ Not yet completed (proceed to next table) Plan to complete work below for reporting in year: __4; __5.
6) If you answered 'No' to question 1, 2 or 3, what regulatory mechanism or amendments will be adopted to meet the MS4 permit requirements?	_X_ NYS IDDE Model Law in its entirety __ Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law ___ MS4 will write language equivalent to NYS IDDE Model Law
7) If you answered 'No' to question 1, 2 or 3, has a list of needed changes to local codes been developed for adoption of the regulatory mechanism?	__ No; ___ Yes, list the **local code(s)** that will be changed:
8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism?	_X_ NYS IDDE Model Law in its entirety ___ Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law ___ Language equivalent to NYS IDDE Model Law
9) What was the date or is the planned date of local law adoption?	Date: December 4, 2007
10) Provide a web address if adopted local law can be found on a web site.	Web Address: http://www.saratoga-springs.org/docs/bpwebsite.asp

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE)

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.3.e: Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste. • *Explain activities and materials used to meet this requirement this year and planned for next year* • *Identify personnel or outside organization conducting activities*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• The Stormwater repository in City Hall addresses the public regarding Stormwater Management and the hazards of illegal discharges.	• This will be updated as more information is received.
• The City's Engineering Department conducted an in-house training to various departments under the Department of Public Works umbrella. These departments covered water/sewer/utilities, street maintenance/paving, parks/recreation, concrete/walks/curbs, and buildings/grounds. The focus was on informing employees about stormwater pollution prevention. See attached sheet.	• April 6th and 9th, Year 5: In-house training sessions were conducted. A total of sixty (60) Public Works employees received a general introduction to MS4 and the City's stormwater pollution prevention program.
• The City's Stormwater Pollution Prevention Webpage, updated in December 2007, now provides contact information (phone & e-mail) for the public to file reports of an illicit discharge. Each report triggers an investigation by a Public Works Engineering Technician. The investigation and the outcomes are documented and filed.	• Year 5-Three (3) reports were filed • Year 6-Summer/Fall
• The training session targeting building inspectors, code enforcement officers, engineering, and other professional departments did not occur. City staff's consultants were to present, yet focused their efforts on developing the outfall inspection and IDDE portions of the program, in addition to updating the City's stormwater webpage and developing the BMPs for MCM 6.	• Year 6-Summer/Fall
• "City Council Adopts Storm Sewer Measure" was the front page article of the Saratogian.	• December 8, Year 5: All Saratogian recipients received the newspaper with the Local Law and Stormwater Pollution Prevention information on the front page.
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)

Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:

The City extensively focused their efforts on self-audits and identifying/modifying municipal BMPs, IDDE and outfall inspections, and developing programs for each MCM. These are all collected in one document entitled "Stormwater Management Program". They also heavily focused on outfall inspection and needed website updates.

Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism

Permit Reference IV.C.4.b.i, 5.a.i: Require development and implementation of erosion and sedimentation controls through a local law or other regulatory mechanism. Report on assessment process used (*Stormwater Management Gap Analysis Workbook for Local Officials* or equivalent process). The MS4s have until year 5 to complete the local law work. **See the instructions for information about completing this section.**	
Does the MS4 have the legal authority to enact land use ordinances, local laws or other regulatory mechanisms?	___ No (go to ADDENDUM 2) _X_ Yes (complete questions below)
Preliminary Assessment of Regulatory Mechanism (Local Code)	
1. When was the preliminary assessment of existing local codes completed or when will it be completed?	Date completed: November, 2007 ___ Not yet completed (proceed to next table) Plan to complete for reporting in year: ___4; ___5. ___Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted *Sample Local Law for Stormwater Management and Erosion & Sediment Control* (Sample Local Law).
2. If preliminary assessment was completed, indicate the results.	___ If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent ___ If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent ___ If most of the Sample Local Law provisions appear in local code; minor revisions needed
Assessment and Development of Regulatory Mechanism (Local Code) (continued on next page)	
3. When was the Gap Analysis or equivalent process completed or when will it be completed?	Date completed: _____ _X_ Not yet completed (proceed to next table) Plan to complete work below for reporting in year: ___4; _X_5.
4. How was the local code adopted or how will it be adopted*? **If MS4 has some existing local code equivalent to the Sample Local Law and adopted parts of the Sample Local Law as amendments to make a complete local code, check b and c.*	a. _X_ The entire Sample Local Law adopted as amendments to existing code or as stand alone law. • The acre threshold SWPPP requirements is more stringent than the Model Law. **Land Development Activity** - construction activity including clearing, grading, excavating, soil disturbance or placement of fill that results in land disturbance of equal to or greater than 0.1 acre, or activities disturbing less than 0.1 acre of total land area that is part of a larger common plan of development or sale, even though multiple separate and distinct land development activities may take place at different times on different schedules. b. ___ Parts of NYS Sample Local Law adopted as amendments to existing code. c. ___ Language developed by municipality was demonstrated to be equivalent.

Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism

Permit Reference IV.C.4.b.i, 5.a.i (continued)

Assessment and Development of Regulatory Mechanism (Local Code) (continued)

5. Answer the following questions about the Gap Analysis or equivalent processes.

Clauses are defined as: All the Sample Local Law sections or subsections in the Gap Analysis Worksheets 1-4 that have a box in the "Equivalence" column, meaning that there is an associated "Equivalence" sheet (with the exception of Article 6, Section 4 which does not have an Equivalence sheet).

Total number of clauses in each worksheet: Sample Local Law Article 1 (Gap Analysis Worksheet 1) - 8 clauses; Sample Local Law Article 2 (Gap Analysis Worksheet 2) - 51 clauses; Sample Local Law Article 3, 4, 5 (Gap Analysis Worksheet 3) - 3 clauses; Sample Local Law Article 6 (Gap Analysis Worksheet 4) - 9 clauses.

MS4s that adopt the entire Sample Local Law as amendments to existing code or as stand alone law need to indicate the number of clauses being adopted that are exactly the same as the Sample Local Law, or equivalent, in the right-hand column below.

Sample Local Law Articles	NUMBER OF REQUIRED CLAUSES IN LOCAL LAW		
	Existing clauses **exactly the same** as the Sample Local Law language	Existing clauses **equivalent** to the Sample Local Law language (see Gap Analysis Workbook Equivalence Sheets for information to help determine equivalence)	Sample Local Law or equivalent language to be **adopted**, listed as **legislative agenda** items.
1			
2			
3, 4, 5			
6			
TOTAL			

6. Has a list of needed changes (legislative agenda) been developed for adoption of amendments to local codes (or for deletion of existing codes that are addressed by adoption of a stand alone law)?	___ No _X_ Yes, list the **local codes** that will be changed: Zoning Law, Subdivision Law, and Site Plan Review Law
7. What was the date or is planned date of local code adoption?	Date: • January 1, 2008
8. Provide a web address if the adopted local law can be found on a web site.	Web Address: http://www.saratoga-springs.org/docs/bpwebsite.asp Also reported in the Saratogian on January 3 and January 12 of Year 5.

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.4.b. v: Develop and implement procedures for site plan review by the MS4 that incorporate consideration of potential water quality impacts and review individual pre-construction site plans to ensure consistency with local sediment and erosion control requirements. • *Describe the procedures below. Revise as procedures are updated.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities) • *Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.*
• Pamphlets explaining stormwater management and State requirements related to construction projects are available at the Public Works and Engineering Offices. They are also provided to developers applying for permits or attending mandatory preconstruction meetings with the City Engineer.	• Year 5 and ongoing.
• Prior to commencing any construction, a pre-construction meeting is held.	• Year 5 and ongoing.
• The City Engineer reviews all plans and SWPPPs and requires that each site plan include Sediment Erosion Control plans and details as well as a Stormwater Pollution Prevention Plan.	• Year 5: 15 subdivisions, 25 site plans, and 13 associated SWPPPs were reviewed by the City Engineer. All projects reviewed (40) required some level of erosion and sediment control.
Permit Reference IV.C.4.b. vi: Develop and implement procedures for the receipt and consideration of information submitted by the public. • *Explain the procedures below. Revise as procedures are updated.* • *Identify the responsible personnel or outside organizations.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• Public calls and complaints resulting in service requests trigger investigations of suspected illicit discharges. Public complaints by phone are directed to the Engineering or Public Works Office, or they can be received in-person at either office. The Stormwater Pollution Prevention Webpage also provides contact information to file a report.	• Year 5 and Ongoing.
• Scheduled inspections by qualified representatives of the developer are required per the SWPPP and these reports are submitted to the City Engineer. The City Engineer's Office and the Public Works Department each staff a Sr. Engineering Technician who routinely monitor construction sites and when necessary initiate an investigation into a pollution problem.	• Year 5 and Ongoing

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.4.b. iii, vii: Develop and implement procedures for site inspections, enforcement of control measures and sanctions to ensure compliance with GP-02-02. • *Describe each procedure below. Revise as procedures are updated.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities) • *Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.*
• Two projects were shut down in Year 5 due to violations. In addition to correcting the cause, they were responsible for cleaning the downstream components of all catch basins and piping to remove all silt prior to discharging back into the storm system. Violation reports are completed and kept on file. • Smaller projects that do not require a SWPPP are receiving limited site inspections. On larger projects, the City receives copies of the weekly SWPPP report. As the City modified the DEC local law to include projects that are 0.1 acre in size, the City will be receiving more copies of weekly SWPPP reports in Year 6.	• Year 5: Three (3) inspections resulted in enforcement action- o October 11 and 16, 2007: Construction excavation was discharging muddy water. After several citings of the issue, a meeting was held to resolve the issue and prevent future violations. The Contractor rented a "Clean Rain" sediment tank to process the water prior to discharge. o October 15, 2007: Sand and dirt were being washed into the road from site excavation. Inspector spoke with project site employee who notified his Supervisor. Silt fence was installed along the edge of the disturbed area. o Spring, 2007: Silty, turbid water observed discharging from 18" plastic pipe near the outfall into Spring Run. City Engineer, Engineering Technician, and Owner were immediately contacted. The Owner was instructed to resolve the issue immediately. Torn and missing silt fencing was replaced and additional rip-rap was placed to stabilize exposed banks on the site.
• The City Engineer will take the CPESC exam in Year 6.	• Year 6: City Engineer, Paul Male, will take the CPESC exam
• Currently, the City responds to violations by way of reports that are on file at City Hall.	• Year 5 and ongoing
• Scheduled inspections by qualified representatives of the developer are required per the SWPPP and these reports are submitted to the City Engineer. The City Engineer's office and the Public Works Department each staff a Sr. Engineering Technician who routinely monitor construction sites, and when necessary, initiate an investigation into a pollution problem.	• Year 5 and ongoing
Permit Reference IV.C.4.b. viii: Educate and train construction site operators about requirements to develop and implement a SWPPP and any other	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for

requirements they must meet **within the MS4s jurisdiction**. • *Explain the activities and materials used to meet this requirement.* • *Identify the personnel or outside organization conducting this activity.* • *Indicate activities planned for next year.*	next years activities)
• The City currently makes available publications targeted to contractors and developers.	• Year 5 and ongoing
• The City has participated in advertising the County's Construction Industry Outreach program.	• Year 5 and ongoing
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• The City evaluated their Construction Site Stormwater Runoff Control program and more formally developed measures for future implementation. These are in the comprehensive Stormwater Management Program Best Management Practices document. These include facilitator information, BMP updates, topics for implementation, how to evaluate the effectiveness, and what to report on, as well as resources. • Examples of main topics included in the program are: Construction Phase Plan Review, Local Ordinances for Construction Site Runoff Control, Municipal Construction Inspection Program, Construction Sequencing, Land Grading, Sediment Control, etc.	• December, Year 5: Eleven (11) topics were covered, and 67 BMPs were evaluated for inclusion into the document

Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:

The City extensively focused their efforts on self-audits and identifying/modifying municipal BMPs, IDDE and outfall inspections, and developing programs for each MCM. These are all collected in one document entitled "Stormwater Management Program". They also heavily focused on outfall inspection and needed website updates.

Minimum Control Measure 5. Post-Construction Stormwater Management

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.5.a, c. Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• A combination of structural and/or non-structural management practices. • *Identify and describe below procedures to ensure installation of post-construction management practices. Revise as procedures are updated.*	DO NOT ENTER INFORMATION IN THIS CELL
• Procedures for site plan and SWPPP review to ensure SWMPs meet state standards. • *Describe procedures below. Revise as procedures are updated.*	• *Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.*
• The City hired Vollmer Associates, LLP to conduct a drainage study within the boundaries of the following streets: Lincoln (N), Nelson (E), Crescent (S), and Vanderbilt (W). This study resulted in stormwater management recommendations for the City of Saratoga Springs. Existing stormwater problems as well as sensitive and valuable natural resources were identified.	• Year 5
• Prior to releasing letters of credit, acceptance of streets and utilities, and/or issuing a declaration of substantial completion, construction sites are inspected by representatives of the Engineering and/or Public Works Department who evaluation post-construction runoff controls. Additional inspection training will be provided to ensure the project complies with erosion and sediment control standards. The City of Saratoga Springs reviews all plans and requires that each set include Sediment & Erosion Control plans and details as well as a Stormwater Pollution Prevention Plan.	• Year 5:
Permit Reference IV.C.5.a, c. (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• Procedures for inspection and maintenance of post-construction management practices. • *Explain procedures below. Revise as procedures are updated.*	• *Example measurable goals are number of: inspections maintenance activities performed.*
• Procedures for enforcement and penalization of violators. • *Explain procedures below. Revise as procedures are updated.*	• *Example measurable goals: number enforcement activities performed.*
• The City mailed a notification to Homeowners Associations and private owners responsible for maintenance of stormwater practices. This mailing	• December 14, Year 5: 19 letters were mailed to private owners

notified them that they must comply with the requirements of the City's program and that they will be required to inspect and maintain their practices on a regular basis and will need to send those reports into the City for review and filing.	
• The City developed a program to inventory and inspect all City owned post-construction stormwater management practices.	• Year 5:
• The City evaluated their Post-Construction Stormwater Management program and more formally developed measures for future implementation. These are in the comprehensive Stormwater Management Program Best Management Practices document. These include facilitator information, BMP updates, topics for implementation, how to evaluate the effectiveness, and what to report on, as well as resources. • Examples of main topics included in the program are: Public Education, Evaluation of Appropriate Stormwater Management Practice Options, Innovative BMPs, and Infiltration/Filtration/Retention/Detention Practices.	• December, Year 5: Five (5) topics were covered, and 37 BMPs were evaluated for inclusion into the document

Minimum Control Measure 5. Post-Construction Stormwater Management

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.5.a, c. (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators. • *Describe resources below. Update annually.*	DO NOT ENTER INFORMATION IN THIS CELL
• The City hired Vollmer Associates, LLP to conduct a drainage study within the boundaries of the following streets: Lincoln (N), Nelson (E), Crescent (S), and Vanderbilt (W). This study resulted in stormwater management recommendations for the City of Saratoga Springs.	• Year 5
• Paul Male attended the SUNY ESF training: Erosion and Sediment Control Design. *"One of the critical components of stormwater management on construction sites is a properly prepared erosion and sediment control plan. This course will cover: evaluating a site for water quality risk; identifying resources and plan components; computing soil loss and hydrologic impacts; selection and design of appropriate practices for site control and preparation of O&M plans."*	• Year 5: 4/24/2007-4/25/2007
• Paul Male attended the SUNY ESF training: Designing SWPPPs. *"Participants will learn to: evaluate site resources, impacts and establish the design criteria; determine water quality and quantity control storage volumes using computer models; plan the phasing and operations sequence for project construction and prepare a site specific stormwater pollution prevention plan."*	• Year 5: 4/30/2007/5/01/2007
• Paul Male attended the SUNY ESF training: Better Site Design. *"Concepts to be stressed in this course are: model development principles; adaptation of existing land use codes; incentives and initiatives for resource protection and low impact development and conservation design."*	• Year 5: 5/8/2007/5/09/2007
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

The City extensively focused their efforts on self-audits and identifying/modifying municipal BMPs, IDDE and outfall inspections, and developing programs for each MCM. These are all collected in one document entitled "Stormwater Management Program". They also heavily focused on outfall inspection and needed website updates.

Minimum Control Measure 6. Pollution Prevention/Good Housekeeping for Municipal Operations

OVERALL MUNICIPAL POLLUTION PREVENTION / GOOD HOUSEKEEPING PROGRAM INFORMATION

Permit Reference IV.C.6.a: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• *List pollutants that will be addressed by the municipal pollution prevention program.*	
• *Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.*	DO NOT ENTER INFORMATION IN THIS CELL
• The City has identified eighteen (18) sub-areas and has identified pollutants of concern within them. This will be further developed as the IDDE program warrants. Sub-areas within and near the Inner District will focus on prevention of sediment, trash, metals, oil & grease and oxygen demanding substances. Congress Park and other green spaces and landscaped areas will focus on prevention of pesticides and oxygen demanding substances. Sub-areas outside the inner district will focus on nutrients, bacteria, organics, and oxygen demanding substances. The City will strive to ensure that their Stormwater Management Program addresses all pollutants identified.	• Year 5: Identified eighteen (18) sub-areas. • Year 6: Will use IDDE data and outfall tests to further identify specific niches within those sub-areas.
• In an effort to further reduce the negative stormwater impacts of development, the City has included in their Stormwater Management Program "Promoting Low Impact Development". This includes educating developers on what they can do to maintain, to their best ability, existing onsite hydraulic and hydrologic patterns.	• Year 5: SMP developed • Year 6: The City will explore the feasibility of holding an educational session with local developers to discuss low impact development.
• Al Flick will conduct DPW training to inform employees how their actions affect pollutants of concern and what they can do to minimize or eliminate stormwater pollution from their daily routine.	• Year 6
Permit Reference IV.C.6.a: Include a municipal pollution prevention training component for staff (where all staff is trained). • *Explain activities and materials used to meet this requirement.* • *Identify training needs and design training components* • *Determine the adequacy and appropriate frequency of staff training.* • *Identify personnel or outside organization conducting activities.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• The Stormwater Management Program "Best Management Practices Document" includes training requirements for each operation and facility identified on Page 25 of this report. This document includes a spreadsheet	• December, Year 5: Al Flick and Barbara Anthony met with each department head to discus their municipal operations with regard to stormwater pollution prevention and to suggest additional

for use in tracking employee, their roles in their department, the training program and date, and any notes or updates. The training identified in the document is exhaustive to list, but the following are examples of programs identified: how to make and use mulch, proper irrigation techniques, how to read and interpret soil surveys and infiltration rates, proper road salt application, how to identify and report signs of contamination, how to test chlorine levels and properly apply neutralizing chemicals, proper disposal methods, etc. Training personnel identified include Paul Male (City Engineer), Al Flick (manager of the IDDE program and co-developer of the Stormwater Management Program), the Soil and Water Conservation District, local nurseries, local pool distributors, and the DEC when available. Given available staff resources, the City can implement in-house training.	methods that could be implemented to further reduce stormwater pollution. This was pivotal to illustrating how departments already do, and can improve, stormwater pollution prevention. • Year 6: Three (3) training sessions will be held, one of which will reach out to planning or zoning.
• Al Flick is exploring the feasibility of installing signage and providing dry clean materials at the DPW garage to address spills and leaks.	• Year 5: Begin exploring feasibility • Year 6: Begin implementation
• The training session targeting building inspectors, code enforcement officers, engineering, and other professional departments did not occur. City staff's consultants were to present, yet focused their efforts on developing the outfall inspection and IDDE portions of the program, in addition to updating the City's stormwater webpage and developing the BMPs for MCM 6.	• April 11, Year 6: Al Flick will conduct a 45-minute training session for Foreman and Supervisors to go over: o Proper fueling practices and fuel spill clean-up procedures o Elimination of leaking motor fluids and clean-up requirements o Washing of vehicles and equipment o Storage of chemicals and hazardous materials o Instruction on spill response to a fuel/fluid accident occurring in the field; will provide contact person and locations of clean-up kits in the event of a spill • Will conduct similar training in May
• The City Planning and Zoning Boards will be scheduled for MS4 training at a regularly scheduled meeting in the fall of 2008. The presentation will highlight the objectives of the Stormwater Management Program particularly as it relates to the project review process. Discussion will also make note of the new Local Law relating to development and construction.	• Fall of Year 6: Education of Planning and Zoning Boards
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and	

provide a reason(s) for the change:

The City extensively focused their efforts on self-audits and identifying/modifying municipal BMPs, IDDE and outfall inspections, and developing programs for each MCM. These are all collected in one document entitled "Stormwater Management Program". They also heavily focused on outfall inspection and needed website updates.

Minimum Control Measure 6. Municipal Operations: _X_Street and Bridge Maintenance; _X_Winter Road Maintenance; _X_Stormwater System Maintenance; _X_Vehicle and Fleet Maintenance; _X_Park and Open Space Maintenance; ___Municipal Building Maintenance; _X_Solid Waste Management; _X_Other: Municipal Landscaping, Highways Operation Maintenance, Plaza, Sidewalk, and Parking Lot Maintenance and Cleaning, Fountains, Lakes, and Lagoons Maintenance, Water and Sewer Utility Operation and Maintenance, Building and Grounds Maintenance and Repair, Parking and Storage Areas, Vehicle and Equipment Fueling, Vehicle and Equipment Maintenance and Repair, Vehicle and Equipment Washing and Steam Cleaning

Permit Reference IV.C.6.a, c: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from **the municipal operation(s) indicated above** to the MEP. • *Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• *Briefly describe or reference any existing policies and procedures* • *Briefly describe or reference any policies and procedures being developed*	DO NOT ENTER INFORMATION IN THIS CELL
• *Briefly describe or reference any existing best management practices* • *Briefly describe or reference any planned best management practices*	DO NOT ENTER INFORMATION IN THIS CELL
• *Identify and describe the equipment and staff that are in place*	DO NOT ENTER INFORMATION IN THIS CELL
• The Department of Public Works completed a comprehensive evaluation of their operation and maintenance activities, looking at twelve (12) separate municipal programs (and several sub-operations). Key program personnel were identified as were potential pollutants stemming from these municipal operations. Specific work activities were tagged as presently reducing or preventing stormwater pollution as they now exist. Also, the evaluation recommends specific improvements needed to meet Good Housekeeping standards. • A collaborative comprehensive document, the Pollution Prevention Program Best Management Practices Document, was developed. Along with identifying and addressing pollutants of concern and a list of priority water bodies, it also identifies BMPs and programs for MCMs 1-5, and a compilation of practices and BMPs for municipal operations and facilities. The procedure used to develop this document consisted of the following: o A self-audit was performed by City employees (Al Flick, Barbara Anthony, and Lisa Ribis) and point people were identified for each municipal operation/facility. o A template document for each identified operation/facility was created. For each MCM 6 BMP chapter, this document	• Year 5: City employees, Al Flick and Barbara Anthony, met with the eleven (11) point people identified to collaboratively produce the MCM 6 BMP document. • Year 5: Twelve (12) MCM 6 BMP "chapters" were developed, with comment sheets returned for each. • Year 5: The Stormwater Management Program document was created, and outlined, in 26 "chapters", programs and BMPs for each MCM. • Year 5: The BMP document was influential in incorporating improvements into both street sweeping and storm drain cleaning programs. • Year 6: Training and equipment sheets will be updated as needed • Year 6: City employees will meet with each point person to reevaluate their municipal operation/facility. • The City will implement new procedures and policies designed to remedy the problems identified during the evaluation process.

included an objective, list of pollutants to be addressed, suggested BMPs (measures to implement), training, evaluation of effectiveness, and reporting requirements. In addition, the first page of each BMP chapter describes the target activities, specific operations, manager of operations, and BMP updates, and there is a sheet for equipment reporting (equipment, purpose, age, maintenance, date, and notes).

- A BMP comment sheet for each of the twelve (12) chapters of the MCM 6 BMP document (Municipal Landscaping, Roads, Streets, and Highways Operation and Maintenance, Drainage System Operation and Maintenance, etc.) was developed. This comment sheet provided departments with the opportunity to comment on each suggested sub-category in each chapter, enabling them to assist in developing their own programs consistent with the goals of the Stormwater Management Program.
- A letter was sent to each identified point person notifying them that their facility/operation was identified in the MS4 self-audit and of their upcoming responsibility to review, evaluate, comment on, and enforce the chosen BMPs. Following this, the appropriate BMP chapters were distributed to the identified point people, along with a comment sheet for each chapter.
- Members of the MS4 staff (Al Flick and Barbara Anthony) met with each point person to assist them in evaluating their facilities and operations in order to facilitate completion of the BMP review and comment. Point people had the opportunity to comment on each suggested BMP with "Already Do", "Will Implement", "Can't Implement", or "Does Not Apply". For each answer, the respondent was required to give an explanation/reason as to why they commented as such.
- BMP comment sheets were electronically sent to the Consultant and used to develop the collaborative MCM 6 BMP program. The BMPs identified in the document (as well as those for MCMs 1-5) include BMPs that the City was already performing as well as new BMPs they feel are appropriate for their program.

The response was very positive. Not only was each department

required to examine their operations, they also were given an opportunity to positively influence the Stormwater Management Program by learning what they can be doing to further prevent stormwater pollution. Several departments chose to adopt new BMPs and modify existing operations in light of positive change. Additionally, they were provided feedback on how existing operations already have a positive effect on stormwater pollution prevention.	
• Some examples of the rigorous stormwater BMPs already implemented by the City are listed below: o **Municipal Landscaping:** Commercial fertilizers have limited use in the City's landscaping operations. Organic mulch generated at the City's composting facility is predominantly used for bedding and landscaping. When needed, a commercial fertilizer is applied per manufacturers' guidelines, only in dry weather conditions, and is tilled into the soil to maximize effectiveness & reduce runoff. A soluble fertilizer (Peters Excel) is mixed in low concentrations. Grasses are fertilized (granular) once each Spring and Fall. The City performs all of its mowing, trimming, and weeding practices either with mechanical equipment or by hand. It does not use herbicides for weed control, etc... Loose or exposed soil resulting from landscape activity is immediately re-planted; otherwise it is mulched with straw, covered with pine boughs, or reseeded with grass. Clippings, weeds and other landscaping wastes are not stockpiled but taken to the City's compost facility, etc. o **Roads, Streets, and Highways Operation & Maintenance:** Currently, the City owns two Elgin "Pelican" mechanical street sweepers model years 2006 and 2002. These machines are in excellent condition and are included as part of the DPW Fleet Maintenance Program receiving continual operating inspections and routine servicing throughout the Spring, Summer and Fall months.	• Year 5: More then 400 BMPs for Municipal Operations and Facilities were evaluated and reported on, with less than 5% having been reported as "Does Not Apply". Several of those 400 measures were chosen for implementation, in addition to some that were not listed that Departments felt they should begin implementing. • See the top of page 26 for description of each BMP Chapter, each of which includes between 2 and 16 sub-categories and dozens of BMPs. The examples shown to the left represent a very small cross-section, as the actual results are far too numerous to report in full. • Year 6: Review for compliance with existing BMPs and begin implementation of new BMPs

Current procedures for Repair Work to Concrete, Steel, Metal Parts, Tools or other work materials is performed according to best practices (referenced from suggested BMPs). Additional discussions will take place with those responsible for accomplishing such repair work to reinforce best practices for cleanup	
• Some examples of new stormwater BMPs chosen for implementation by the City are listed below: o **Municipal Landscaping:** With regard to fertilizers and pesticides: Non-toxic materials will be used and alternative pest management techniques (traps, fencing, and hand removal) will be applied whenever possible. The landscape maintenance supervisor(s) will coordinate soil analysis tests every 3 to 4 years to evaluate soil conditions. Tests will be performed with assistance from the County Soil and Water Conservation District and/or the Cornell Cooperative Extension when required. Tests will focus on determining imbalances in soil chemistry to identify soil nutrients (type and amount) needed to promote healthy vegetation. o **Roads, Streets, and Highways Operation & Maintenance:** With regard to street sweeping: In the future, the goal will be to implement a program of documenting actual neighborhoods swept and the amount of material collected and transported. Patching, Resurfacing and Surface Sealing operations are currently performed utilizing BMP protocols. However, in order to better familiarize field crews with best practices, the DPW will schedule training sessions and discussions with those responsible for paving and patching work.	• See comments above

Minimum Control Measure 6. Municipal Operations: _X_Street and Bridge Maintenance; _X_Winter Road Maintenance; _X_Stormwater System Maintenance; _X_Vehicle and Fleet Maintenance; _X_Park and Open Space Maintenance; ___Municipal Building Maintenance; _X_Solid Waste Management; _X_Other: Municipal Landscaping, Highways Operation Maintenance, Plaza, Sidewalk, and Parking Lot Maintenance and Cleaning, Fountains, Lakes, and Lagoons Maintenance, Water and Sewer Utility Operation and Maintenance, Building and Grounds Maintenance and Repair, Parking and Storage Areas, Vehicle and Equipment Fueling, Vehicle and Equipment Maintenance and Repair, Vehicle and Equipment Washing and Steam Cleaning

Permit Reference IV.C.6.a, c (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• *Assess if existing programs adequately reduce and/or prevent pollutant discharges* • *Determine and list any operation type, location or facility that is in need of modification or updates.*	DO NOT ENTER INFORMATION IN THIS CELL
• Existing programs appear to very adequately address pollution prevention. This includes programs for each MCM (1-6). Any operations in need of update were identified in the Stormwater Management Program document, and examples were cited above. Overall, the City already performs most of the 400 BMPs evaluated, with only approximately 5% they have yet to implement.	• Year 5: Program effectiveness was evaluated • Year 6: Additional stormwater pollution prevention BMPs will be implemented
Permit Reference IV.C.6.a: If there is a training component for staff specific to these municipal operations: • *explain the activities and materials;* • *identify the personnel or outside organization conducting the activities.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)

• In addition to training already conducted by Al Flick, several opportunities for training were identified during program evaluation. The following List is not exhaustive, as over one hundred opportunities were identified:
• **Municipal Landscaping:**
  • Train municipal employees to how to make and use mulch, emphasizing the benefits.
  • Train municipal staff on proper irrigation techniques, types or irrigation, and the negative consequences of over watering.
  • Train crews to inspect irrigation system periodically to ensure that the right amount of water is being applied and that excessive runoff is not occurring. Minimize excess watering, and repair leaks in the irrigation system as soon as they are observed.
• **Roads, Streets, and Highways Operation & Maintenance:**
	• Year 5: The City identified several training opportunities
	• Year 6: The City will prepare and develop 2 training programs
	• Year 6: The City will perform/host 2 training programs

• Train municipal employees regarding proper street sweeping operation and street repair and maintenance • Train municipal employees regarding proper road salt application • Instruct employees and subcontractors to ensure that measures are being followed to reduce the stormwater impacts of roadway/bridge maintenance • **Drainage System Operation & Maintenance:** • Train crews in proper maintenance activities, including record keeping and disposal • Train municipal employees from all departments (public works, utilities, street cleaning, parks and recreation, industrial waste inspection, hazardous waste inspection, sewer maintenance) to recognize and report illegal dumping • Train municipal employees and educate businesses, contractors, and the general public in proper and consistent methods for disposal • **Plaza. Sidewalk, and Parking Lot Maintenance and Cleaning:** • Train municipal employees regarding proper street sweeping operation and street repair and maintenance • Train crews in proper maintenance activities, including record keeping and disposal • Train municipal employees from all departments (public works, utilities, street cleaning, parks and recreation, industrial waste inspection, hazardous waste inspection, sewer maintenance) to recognize and report illegal dumping • **Fountains, Lakes, and Lagoons:** • Train maintenance personnel to test chlorine levels and to apply neutralizing chemicals. • Train personnel regarding proper maintenance of pools, ponds and lakes. • Train personnel regarding proper maintenance of pools, ponds and lakes. • **Waste Handling and Disposal:** • Train staff in pollution prevention measures and proper disposal methods. • Train employees and subcontractors in proper hazardous waste management.	

• Train staff in pollution prevention measures and proper disposal methods. • **Water and Sewer Utility Operation and Maintenance:** • Train staff in pollution prevention measures and proper disposal methods. • Train employees and subcontractors in proper hazardous waste management. • Conduct annual training of water utility personnel and service contractors. (field screening, sampling, smoke/dye testing, TV inspection). • **Building and Grounds Maintenance and Repair:** • Train employees on proper washing techniques, including safe waste water disposal. • Train employees and contractors in proper techniques for spill containment and cleanup. • Train employees on proper handling and storing practices of hazardous waste materials • **Parking and Storage Areas:** • Train staff on pollution prevention measures and proper disposal methods. • Provide regular training to field employees and/or contractors regarding cleaning of paved areas and proper operation of equipment. • Provide regular training to field employees and/or contractors regarding cleaning of paved areas and proper operation of equipment. • **Vehicle Fueling and Equipment Fueling:** • Train all employees on proper methods for handling and disposing of waste. Make sure that all employees understand stormwater discharge prohibitions, wastewater discharge requirements, and these best management practices. • Train employees on proper fueling and cleanup procedures. • Use a training log or similar method to document training. • **Vehicle and Equipment Maintenance and Repair:** • Train employees and contractors in the proper handling and disposal of engine fluids and waste materials. • Ensure that employees are familiar with the site's spill control plan and/or proper spill cleanup procedures (You can use reusable cloth rags	

to clean up small drips and spills instead of disposables; these can be washed by a permitted industrial laundry. Do not clean them at home or at a coin-operated laundry business). The employee should have the tools and knowledge to immediately begin cleaning up a spill if one should occur. • Use a training log or similar method to document training. • **Vehicle and Equipment Washing and Steam Cleaning:** • Train employees on proper cleaning and wash water disposal procedures and conduct "refresher" courses on a regular basis. • Train staff on proper maintenance measures for the wash area. • Train employees and contractors on proper spill containment and cleanup. The employee should have the tools and knowledge to immediately begin cleaning up a spill if one should occur.	
• Identified personnel and outside organizations to conduct these trainings are Al Flick, DEC, local nurseries, local pool distributors, DEC when available	• Year 6: The City will reach out to these potential trainers to form a collaborative effort to reduce stormwater pollution
• Paul Male attended the SUNY ESF training: Erosion and Sediment Control Design. *"One of the critical components of stormwater management on construction sites is a properly prepared erosion and sediment control plan. This course will cover: evaluating a site for water quality risk; identifying resources and plan components; computing soil loss and hydrologic impacts; selection and design of appropriate practices for site control and preparation of O&M plans."*	• Year 5: 4/24/2007-4/25/2007
• Paul Male attended the SUNY ESF training: Designing SWPPPs. *"Participants will learn to: evaluate site resources, impacts and establish the design criteria; determine water quality and quantity control storage volumes using computer models; plan the phasing and operations sequence for project construction and prepare a site specific stormwater pollution prevention plan."*	• Year 5: 4/30/2007/5/01/2007
• Paul Male attended the SUNY ESF training: Better Site Design. *"Concepts to be stressed in this course are: model development principles; adaptation of existing land use codes; incentives and initiatives for resource protection and low impact development and conservation design."*	• Year 5: 5/8/2007/5/09/2007
• Paul Male attended the SUNY ESF training: Wetlands: Function and Design. *"This session will focus on: regulations of existing and proposed wetlands; wetland delineation (what makes a wetland); mitigation/remediation principles; wetland plantology and wetland design principles/criteria."*	• Year 5: 5/22/2007/5/23/2007

• Stan Borden, Debbie LeBreche, Paul Male, Scott Palmer, and the Engineering Department's intern attended "Construction Site Stormwater Inspections for Code Enforcement Officers". This was sponsored by NYSDEC Region 5, Soil and Water Conservation District, and the Saratoga County Intermunicipal Stormwater Program. Classroom training and a construction site field trip was given by Bill Lupo of the NYSDEC.	• Year 5 (June 13, 19, or 28)
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)

Did you include any of the following documents as appendices? Put a mark each appended document.

____ Summary of public comments received on the annual report at the public presentation (**Required**)
____ Intended response to comments on the annual report (**Required**)
____ Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends.
_X_ Other

- Saratoga County Intermunicipal Stormwater Management Program Addendum

ATTACHMENTS

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Phase II SPDES General Permit for

Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02

MUNICIPAL COMPLIANCE CERTIFICATION (MCC) FORM

IMPORTANT NOTE: Rows can be added to the tables in the following sections by going to the rightmost cell in the bottom row of the table and hitting tab. Hitting return in a given row will make the row wider, creating more room to type or write.

Regulated MS4:_____ **SPDES Permit Number: NYR20A** _ _ _

See information packet for information to help complete this form.

MCC Form for year ending: March 9, ____ 2006 (Year 3) ____ 2007 (Year 4) ____ 2008 (Year 5)

Section A. MS4 Owner/Operator and Contact Person Information (contact persons explained in instructions)

Owner/Operator Is information below new or changed? ____ Yes ____ No

Name:	Title:	Department:	
Mailing Address:	Street or P.O. Box:	City:	
	County:	State:	Zip Code:
Phone: ( )	E-mail Address:		

Local Stormwater Public Contact (Required by Minimum Measure 2)

Is information below: 1) new or changed? ____ Yes ____ No

2) same as: ___ Owner/Operator

Name:	Title:	Department:	
Mailing Address:	Street or P.O. Box:	City:	
	County:	State:	Zip Code:
Phone: ( )	E-mail Address:		

Stormwater Management Program (SWMP) Coordinator (Responsible for implementation/coordination of SWMP)

Is information below: 1) new or changed? ____ Yes ____ No

2) same as: ___ Owner/Operator ___ Local Stormwater Public Contact

Name:	Title:	Department:	
Mailing Address:	Street or P.O. Box:	City:	
	County:	State:	Zip Code:
Phone: ( )	E-mail Address:		

Annual Report Preparer

Is information below: 1) new or changed? ____ Yes ____ No

2) same as: ___ Owner/Operator ___ Local Stormwater Public Contact ___ SWMP Coordinator

Name:	Title:	Department:	
Mailing Address:	Street or P.O. Box:	City:	
	County:	State:	Zip Code:
Phone: ( )	E-mail Address:		

Section B. Local Water Quality Information

Information to help complete this section can be found in the instructions.

1. Does the MS4 discharge to 303(d) listed waters or is it in a TMDL watershed?

____ Yes (complete the table below) ____ No ____ Not Yet Determined

(Put an X in the 'Classification' cell to indicate if the MS4 discharges to a waterbody on the 303(d) list and / or if it is in a TMDL watershed.)

Impaired Waters Name (from 303 (d) list and/or TMDL)	**Pollutant(s) of Concern** (from 303 (d) list and/or TMDL)	**Classification**	
		303 (d)	**TMDL**

2. Have you received notification from the Department that you are subject to the special conditions in Part III.B. of the permit?	___ Yes ___ No
3. Have all necessary changes been made to the Stormwater Management Program (SWMP) to ensure compliance with Part III.B. of the MS4 permit for discharges to 303(d) or TMDL waters?	___Yes ___No (explain below)

Explanation:

Section C. Partnership Information

Information to help complete this section can be found in the instructions.

1. Does your MS4 work with partners? ____ Yes (complete table below) ____ No (Proceed to Section D)

List MS4 Partners with Legally Binding Agreements or Contracts in Place

List MS4 Partners with Planned Legally Binding Agreements or Contracts

List MS4 Partners with Other Agreements in Place

Section D. Geographic Areas Addressed by Stormwater Management Program (SWMP)

Information to help complete this section can be found in the instructions.

1. Does your SWMP cover all jurisdictional (automatic and additionally designated) areas within the MS4, as required by 40 CFR 122.32(a)? ___ Yes ___ No (Explain below)

Explain:

Section E. Funding and Resource Allocation

Information to help complete this section can be found in the instructions.

1. Are adequate resources (funding mechanism, equipment, staff, etc.) planned or in place to fully implement your SWMP no later than January 8, 2008? ____ Yes ____ No (explain below)

Explain:

2. If the MS4 is receiving funding through the municipal budget, a grant, or other source, briefly explain below: what are the sources, estimated amounts, and frequency of funding for the MS4?

Explain:

3. If the MS4 is not receiving funding, briefly explain below: plans the MS4 has for obtaining future funding?

Explain:

Section F. Compliance Certification

Compliance Assessment - For each of the minimum control measures, indicate below if your program has made steady progress toward full implementation ***and*** has achieved all measurable goals scheduled to be completed **during this reporting year**. Refer to the NOI and prior Annual Reports for information about measurable goals scheduled for this reporting year.

Permit Part	Minimum Control Measure	ANSWER BOTH COLUMNS FOR THIS REPORT YEAR ONLY	
		Steady Progress	Goals Achieved
IV.C.1.	Public Education and Outreach on Stormwater Impacts	___Yes ___No __ N/A	___Yes ___No __N/A
	Explain 'no' / 'N/A' answer:		
IV.C.2.	Public Involvement / Participation	___Yes ___No __ N/A	___Yes ___No __N/A
	Explain 'no' / 'N/A' answer:		
IV.C.3.	Illicit Discharge Detection and Elimination	___Yes ___No __ N/A	___Yes ___No __N/A
	Explain 'no' / 'N/A' answer:		
IV.C.4.	Construction Site Stormwater Runoff Control	___Yes ___No __ N/A	___Yes ___No __N/A
	Explain 'no' / 'N/A' answer:		
IV.C.5.	Post-Construction Stormwater Management	___Yes ___No __ N/A	___Yes ___No __N/A
	Explain 'no' / 'N/A' answer:		
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations	___Yes ___No __ N/A	___Yes ___No __N/A
	Explain 'no' / 'N/A' answer:		

Certification Statement

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

Print Name: _____ Title: _____

Signature: _____ Date: _____

This form must be signed by either a principal executive officer or ranking elected official, or duly authorized representative of that person as described in Part VI.I.2. of the permit. See instructions for more information about who can sign this form.

Send two completed **hard copies** (an original and a photocopy) of this form, the Annual Report Table and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4th Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**

Phase II SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02
STORMWATER MANAGEMENT PROGRAM ANNUAL REPORT (SWMPAR) TABLE

Regulated MS4:_____ **SPDES Permit Number: NYR20A** _ _ _

Annual Report Table for year ending: March 9, ____ 2006 (Year 3) ____ 2007 (Year 4) ____ 2008 (Year 5)

Information about how to complete the follow tables is in the instruction section. Please complete the tables electronically, if possible. Send two completed **hard copies** (an original and a photocopy) of this Annual Report Table, the MCC form and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4th Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**

Minimum Control Measure 1. Public Education and Outreach

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.1.a, b: Plan and conduct an ongoing public education and outreach program to ensure the reduction of all pollutants of concern in stormwater discharges to the maximum extent practicable (MEP). • *Indicate activities planned for next year.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• *Explain the program, including activities and materials used* • The Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP, SCIP) education and outreach program is an on-going comprehensive effort to provide education, awareness and training for Municipalities, the Construction Industry, Residents, and Business Owners throughout the MS4 Communities in Saratoga County. It is a continually growing and evolving effort by the Management Coordinator, the Saratoga County MS4s and their designated representatives to provide accurate, relevant information regarding stormwater pollution prevention. The program utilizes handouts and other literature that are distributed to all MS4 Permitees in Saratoga County and are kept with the Local Stormwater Coordinator and/or in Public Places such as Town, City, & Village Halls; Public Libraries and distributed at community events. The Program is implemented through original workshops and participation in community events sponsored by Saratoga County MS4s and other community groups & organizations. The Program facilitates or directly provides training and guidance for municipal officials, Board members, MS4 employees, MS4 residents and the Construction Industry operating in Saratoga County by delivering or facilitating workshops which focus on relevant Phase II information and SPDES permit compliance.	• Provide literature and resources to all participating Saratoga County MS4 Communities/Permittees. **Implemented:** January 2005 – on-going. *See column at left for complete list of materials used.* • Provide/facilitate workshops on various Phase II topics and Minimum Control Measures (see details below; MCM3-6). **Implemented:** November 2005 – on-going 1. Presenter and Facilitator for the John Deere Landscapes Inc. Erosion & Sediment Control Workshop for Land Contractors & Landscapers. **Implemented:** March 28th, 2007. 31 attendees including 18 SCIP local personnel. 2. Co-sponsored workshop in conjunction with the Saratoga County Soil & Water Conservation District (SWCD) and the Water Quality Coordinating Committee (SWQCC) presented by the Onsite Training Network (OTN); "Foundations" course, 1 day. 36 attendees; 24 of 36 ~ Saratoga County; 16 of 24 ~ Saratoga County MS4 Officials, Employees &/or Consultants **Implemented:** March 29th, 2007. 3. Facilitated attendance of Saratoga County MS4 personnel to the SUNY ESF Outreach Stormwater Courses with Instructor Don Lake (see MCM 4 & 5 for detail). **Implemented:** November 2006 – on-going

(Continued from previous page)

- The Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP; SCIP) and all participants utilize the following U.S. EPA (EPA), NYS-DEC (DEC), Center for Watershed Protection (CWP), Hudson River Estuary Program (HREP) Non-point source pollution Education for Municipal Officials (NEMO), and Cornell Cooperative Extension (CCE) publications as public education tools for Residents and Business Owners:
  1. *Stormwater Runoff: From my Yard to Our Streams*; DEC
  2. *Make your Home the Solution to Stormwater Pollution*; EPA/DEC
  3. *After the Storm;* SCIP (customized; originally from EPA)
  4. *How To Install: A Rain Barrel & A Rain Garden;* CWP
  5. NEMO Program Fact Sheet 2*; Nonpoint Source Water Pollution*
  6. NEMO Program Fact Sheet 4; *Strategies for Coping with Polluted Runoff*
  7. NEMO Program Fact Sheet 6; *Asking the Right Questions: Raising the Issue of Polluted Runoff at a Public Meeting*
  8. NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 1; *What's the Big Deal About Water Quality*
  9. NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 2; *Managing Your Household Chemicals*
  10. NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 3; *Caring for Your Septic System*
  11. NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 5; *Conservation Landscaping for Water Quality*
  12. NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 6; *Animal Waste and Water Quality*
  13. NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 8; *Lawn Care the Environmentally Friendly Way*
  14. *Phase II MS4 Permit Summary;* SCIP
  15. *The Benefits of Doing the Right Thing* (Cornell Cooperative Extension Growline Newsletter Article); SCIP
  16. *Organic Debris Management Policy Recommendation;* SCIP memo, April 2006
  17. *Home Composting;* CCE
  18. *Rain Gardens ~"How to" and Plant List*; CCE Onondaga County
- The Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP; SCIP) and all participants utilize the following U.S. EPA (EPA), NYS-DEC (DEC) or SCIP publications as public education tools for Municipal Governments/Officials/Employees:

(Continued from previous page)

4. Delivered an Annual Report Clinic to improve the clarity, accuracy, and effectiveness of Saratoga County MS4s' Annual Reporting (see MCM 2 for detail). **Executed:** April 12th, 2007
5. Delivered/Co-sponsored a regional Construction Site Erosion & Sediment Control Compliance Inspection Training Workshops (3) for local Code Enforcement personnel (See MCM 4 for detail). **Implemented:** June 13th, 19th, 28th, 2008
6. Delivered MCM 6 ~ Good Housekeeping/Pollution Prevention Program training and guidance to Saratoga County MS4 Highway & Public Works Departments. **Implemented:** September 27th, 2007 – on-going.
   - T/o Clifton Park & Halfmoon (28) ~ 9/27/2007
   - T/o Malta (11) ~ 10/19/2007
   - Saratoga County DPW (2); T/o Ballston (1); V/o Ballston Spa (1); T/o Charlton (2); T/o Milton (2); V/o Round Lake (2); *Foremen & Supervisors only* ~ 12/10/2007
   - T/o & V/o Waterford *Supervisors only* (4) ~ 2/26/2008
7. Facilitated attendance of Saratoga County MS4 Officials, Board Members and Personnel to the Champlain Watershed Improvement Coalition of New York (CWICNY) 2007 North Country Stormwater Tradeshow & Conference. **Executed:** October 18th, 2007. 18 attendees.
8. Facilitated Saratoga County MS4 Personnel attendance to the SUNY-Delhi On Site Training Network (OTN) 3-day septic system training sponsored by the Champlain Watershed Improvement Coalition of New York (CWICNY). **Implemented:** November 1st, 2nd, & 3rd, 2007. 3 attendees
9. Facilitated Saratoga County MS4 Personnel attendance to the CPESC Exam Review Course. **Executed:** December 12th, 2007. 4 attendees
10. Facilitated Saratoga County MS4 Personnel attendance to the ACF Environmental Geosynthetics Workshop sponsored by Albany County SWCD. **Executed:** December 13th, 2007. 4 attendees

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1. *Stormwater Regulation and the Construction Industry;* DEC, NYSWCD
2. *New York State Stormwater Resources on the Web;* Excerpt from the DEC Stormwater and Construction Toolbox pages, SCIP
3. *NY SPDES General Permit GP-02-01 for Construction Activities: Stormwater Pollution Prevention Plan (SWPPP) Requirements by Land Use;* DEC
4. *Saratoga County Intermunicipal Stormwater Management Program Management Summary;* SCIP
5. *Stormwater Management Guidance for Local Official;* DEC
6. *The Critical Path to Compliance;* DEC

- The Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP; SCIP) and all participants utilize the following U.S. EPA (EPA), NYS-DEC (DEC) or SCIP publications as public education tools for Contractors and Developers working in Saratoga County:
  1. *Stormwater Regulation and the Construction Industry;* DEC, NYSWCD
  2. *New York State Stormwater Resources on the Web;* URL pages of the DEC Stormwater and Construction Toolbox websites, SCIP
  3. *NY SPDES General Permit GP-02-01 for Construction Activities: Stormwater Pollution Prevention Plan (SWPPP) Requirements by Land Use;* DEC
  4. *Stormwater Quick Tips for the Construction Industry;* DEC
- The SCIP maintains a website which acts as an all-access clearinghouse for information relevant to stormwater management, pollution prevention, and the protection of local water resources. The website is also organized by target audience and each section of the website has resources and links to other websites relevant to each target audience. All information presented on the website originates from the U.S. EPA, NYS-DEC, other Federal and State Agencies or from credible, respected Academic or NGO sources (ex., Univ. of Maryland *NEMO Program*, The Center for Watershed Protection, the Stormwater Managers Resource Center, etc.) at:

  www.saratogastormwater.org

(Continued from previous page)

- Provide/facilitate Education and Outreach, in conjunction with the 16 Saratoga County MS4 Communities, targeting Residents (see details below). **Implemented:** April 2006 – on-going
  - Conducted a workshop facilitated by the Town of Charlton Environmental Management Committee for the "Charlton Seniors" regarding the Phase II program and stormwater pollution prevention. **Executed:** April 11, 2007. 19 attendees.
  - Presenter and Vendor at the Saratoga Environmental Expo; Saratoga Springs City Center. **Executed:** April 13 – 15, 2007. 5200 attendees.
  - Presentation to Clifton Park Country Garden Club on Rain Gardens and stormwater pollution prevention. **Executed:** June 19, 2007. 12 attendees.
  - Installed 50 drain markers in the Village of Ballston Spa in cooperation with the Village Board of Trustees, Village DPW, and The Waldorf School of Saratoga Springs (See MCM 2 for project detail). **Implemented:** July 2007 – on-going
  - Maintained a display and booth at the County Fair in conjunction with the Saratoga County SWCD & WQCC. Raffled off 3 Rain Barrels (72 entrants). **Executed:** July 17 – 22nd, 2007. Approx. 80,000 Fair attendees
  - Maintained a vendor booth at the 3rd Annual Hudson-Fest at Hudson Crossing on Lock 5 Island; Schuylerville, NY **Executed:** September 15, 2007. Estimated 200-250 attendees.
- Provide/facilitate workshops for the Construction Industry operating within the jurisdiction of the 16 Saratoga County MS4 Communities (see details below; MCM 4 & 5). **Implemented:** March 2006 – on-going
  1. Presenter and Facilitator for the John Deere Landscapes Inc. Erosion & Sediment Control Workshop for Land Contractors & Landscapers. **Implemented:** March 28, 2007. 31 attendees.

(Continued from previous page) • The SCIP maintains (annually) a booth at the Saratoga County Fair where SCIP Management Coordinator/Intermunicipal Program contact information; residential Stormwater BMP literature, a demonstration Rain Garden and Rain Barrel are on display. Displays were constructed and are maintained cooperatively with the Saratoga County Water Quality Coordinating Committee and the SWCD. The display uses EPA and NYS-DEC publications as well as handouts describing the Saratoga County Intermunicipal Stormwater Management Program. • *Identify the personnel or outside organization conducting the activity.* The SCIP *Public Education and Outreach* program is a joint effort by both designated Saratoga County MS4 Representatives (personnel, consultants, and appointed & elected officials) and the Management Coordinator. Program implementation is accomplished through initiatives that are conceived of by the group in response to apparent opportunity or need and implemented by the Coordinator and the designated representatives of all or some of the involved communities, as the project demands. Consensus for action is reached through open discussion during monthly meetings of the Management Coordinator and Designated Saratoga County MS4 personnel where SCIP objectives and activities are discussed and agreed upon before being implemented.	**(Continued from previous page)** 2. Sponsor, Presenter and Facilitator of a workshop for the construction industry focusing on Erosion & Sediment Control, stormwater regulatory compliance and SWPPP implementation in cooperation with Ken Barber of Barber Stormwater Management Inc. **Executed:** June 7th, 2007. 15 attendees. • Implement outreach & education campaign to local business owners through local Business Owners Associations. **Implemented:** September 2007 – on-going 1. Presentation to the Ballston Spa Business & Professional Association RE: Drain Marker Project and Intermunicipal Program. **Executed:** September 17, 2007.
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)

Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change: As was noted in the Year-2 Annual Report the Saratoga County Intermunicipal Stormwater Management Program has been developed and implemented to facilitate a County-wide Stormwater Program for all Saratoga County MS4s. The participants are held in a legally binding agreement with the Department of Environmental Conservation and the State of New York as recipients of Water Quality Improvement Project funding. Each member of the Program has clearly defined obligations and deliverables that are detailed in the Project Work Plans of the grants awarded to date.

The goal of the program is to provide comprehensive education and outreach programming and activities through Saratoga County Cornell Cooperative Extension and the office of the Management Coordinator. Further goals of the Program are to provide resources, facilitation, and activities for all participants under each of the Permit's "Minimum Control Measures" such needs are identified by the Management Coordinator and Representatives of the Local MS4s. All activities, resources, and facilitation work are done under the umbrella of this program with no distinction being made between local and County-wide audiences as efforts and activities must often be conducted at the local level. Therefore all education activities and efforts of the Intermunicipal Program are listed above and will be used by the Saratoga County MS4 Municipalities as an addendum to their respective Year-4 and subsequent Annual Reports. It is the responsibility of local Permittees to define the nature and level of their participation in training events and activities for Municipal Officials and Personnel. Attendance lists have been provided to all participants to facilitate more accurate reporting of local participation.

Municipality:
Permit Number: NYR20A _ _ _

Minimum Control Measure 2. Public Involvement/Participation

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.2.c.iii.: Design and conduct a public involvement / participation program. • *Indicate activities planned for next year.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• *Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input.* The SCIP continuously looks for partnership activities with interested groups and individuals to become involved in stormwater programming and activities across the County and within specific municipalities.	• Installed 50 drain markers in the Village of Ballston Spa in cooperation with the Village Board of Trustees, Village DPW, and The Waldorf School of Saratoga Springs (See MCM 2 for project detail). **Implemented:** July 2007 – on-going

Permit Reference IV.C.2.a, f: Develop procedures to provide public notice about and access to documents and information in a manner that complies with state and local public notice requirements. *Describe procedures below and state the methods used to publicize the AR public presentation.*

Permit Reference IV.C.2.e: Public presentation of; **f:** summary of comments received on; and **g:** intended response to comments on the SWMPAR.

Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented:

Comments on Annual Report Meeting	**Date of Annual Report Meeting:**	**Approximate Date of Meeting Next Year:**
___ No public comments received on Annual Report. ___ Comments received. **Attach summary of comments and intended responses.**		

Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)

Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:

Municipality:
Permit Number: NYR20A _ _ _

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE)

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.3.a: Develop, implement and enforce a program to detect, identify and eliminate illicit discharges, including illegal dumping, into the MS4. • *Revise as procedures are updated.* • *Identify personnel or outside organization conducting the activities*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities) • *Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.*
• *Explain the activities and procedures used to meet this requirement this year and planned for next year.* The SCIP has provided access to a number of IDDE resources to aid in developing implementing, and enforcing local IDDE programming. This includes the Center for Watershed Protection's Outfall Reconnaissance Inventory (ORI) form (for a record of outfall inspections); the CWP IDDE Manual (w/full appendices); and will continue to provide additional information as needs arise. The SCIP plans, participates in, or sponsors workshops or other events to train relevant MS4 personnel on aspects of illicit discharges, their identification and elimination. The SCIP, in so doing, also promotes these events and activities, whenever possible, to other private sector professionals for the same purpose. In Year-5, because of its rural make-up and fact that many MS4 areas within Saratoga County are not serviced by the Saratoga County Sewer District 1, leachate from On Site or Septic sanitary waste systems are a prominent concern. To properly conduct outfall inspections and enforcement of the adopted IDDE Law such training is an integral part of some local programs.	• Co-sponsored workshop in conjunction with the Saratoga County Soil & Water Conservation District (SWCD) and the Water Quality Coordinating Committee (SWQCC) presented by the Onsite Training Network (OTN); "Foundations" course, 1 day. 36 attendees; 24 of 36 ~ Saratoga County; 16 of 24 ~ Saratoga County MS4 Officials, Employees &/or Consultants **Implemented:** March 29th, 2007. • Facilitated Saratoga County MS4 Personnel attendance to the SUNY-Delhi On Site Training Network (OTN) 3-day septic system training sponsored by the Champlain Watershed Improvement Coalition of New York (CWICNY). **Implemented:** November 1st, 2nd, & 3rd, 2007. 3 attendees • 2-day IDDE Identification and track-down workshop in cooperation with DEC Region 5 DOW, CWICNY, Skidmore College, and SUNY-ESF Outreach; Presenters: Don Lake (SUNY ESF), Andy Sansone (Monroe County, NY); and one local case study presented by the involved local personnel. **Planned execution:** June 12th & 13th, 2008
Permit Reference IV.C.3.b: Develop and maintain a map showing the location of all outfalls and the names and location of all waters of the US that receive discharges from outfalls. *Explain activities performed this year and planned for next year, including work on the following IDDE guidance prerequisites:* • field verification of outfall locations; • mapping all inter-municipal subsurface conveyances; • delineating storm sewershed; and • developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. ***State if maps are in GIS.***	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities) • *Example measurable goals: percent of outfalls mapped*

Municipality:
Permit Number: NYR20A _ _ _

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE) Regulatory Mechanism

Permit Reference IV.C.3.c: Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete the local law work. **See the instructions for information about completing this section.**	
Does the MS4 have the legal authority to enact ordinances, local laws or other regulatory mechanisms?	___ No (go to ADDENDUM 1) ___Yes (complete questions below)
Assessment of Regulatory Mechanism (Local Code)	
1) When was this assessment completed or planned to be completed?	Date completed: _____ ___Not yet completed (proceed to Permit Reference IV.C.3.e) Plan to complete for reporting in year: ___4; ___5.
2) Is there an existing ordinance, local law or other regulatory mechanism?	___ No (go to question 5) ___ Yes
3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	___ No (amendments needed) ___ Yes
4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	___ No (amendments needed) ___ Yes
Development of Regulatory Mechanism (Local Codes)	
5) When was this work completed or planned to be completed?	Date completed: _____ ___Not yet completed (proceed to Permit Reference IV.C.3.e) Plan to complete work below for reporting in year: ___4; ___5.
6) If you answered 'No' to question 1, 2 or 3, what regulatory mechanism or amendments will be adopted to meet the MS4 permit requirements?	___ NYS IDDE Model Law in its entirety ___ Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law ___ MS4 will write language equivalent to NYS IDDE Model Law
7) If you answered 'No' to question 1, 2 or 3, has a list of needed changes to local codes been developed for adoption of the regulatory mechanism?	___ No ___ Yes, list the **local code(s)** that will be changed:
8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism?	___ NYS IDDE Model Law in its entirety ___ Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law ___ Language equivalent to NYS IDDE Model Law
9) What was the date or is the planned date of local law adoption?	Date:
10) Provide a web address if adopted local law can be found on a web site.	Web Address:

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE)

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.3.e: Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste. • *Identify personnel or outside organization conducting activities*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• *Explain activities and materials used to meet this requirement this year and planned for next year* The SCIP plans, participates in, or sponsors workshops or other events to train relevant MS4 personnel on aspects of illicit discharges, their identification and elimination. The SCIP, in so doing, also promotes these events and activities, whenever possible, to other private sector professionals for the same purpose. In Year-5, because of its rural make-up and fact that many MS4 areas within Saratoga County are not serviced by the Saratoga County Sewer District 1 leachate from On Site or Septic sanitary waste systems is a prominent concern. To properly conduct outfall inspections and enforcement of the adopted IDDE Law such training is an integral part of some local programs.	• Co-sponsored workshop in conjunction with the Saratoga County Soil & Water Conservation District (SWCD) and the Water Quality Coordinating Committee (SWQCC) presented by the Onsite Training Network (OTN); "Foundations" course, 1 day. 36 attendees; 24 of 36 ~ Saratoga County; 16 of 24 ~ Saratoga County MS4 Officials, Employees &/or Consultants **Implemented:** March 29th, 2007. • Facilitated Saratoga County MS4 Personnel attendance to the SUNY-Delhi On Site Training Network (OTN) 3-day septic system training sponsored by the Champlain Watershed Improvement Coalition of New York (CWICNY). **Implemented:** November 1st, 2nd, & 3rd, 2007. 3 attendees • 2-day IDDE Identification and track-down workshop in cooperation with DEC Region 5 DOW, CWICNY, Skidmore College, and SUNY-ESF Outreach; Presenters: Don Lake (SUNY ESF), Andy Sansone (Monroe County, NY); and one local case study presented by the involved local personnel. **Planned execution:** June 12th & 13th, 2008
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)

Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:

Municipality:
Permit Number: NYR20A _ _ _

Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism

Permit Reference IV.C.4.b.i, 5.a.i: Require development and implementation of erosion and sedimentation controls through a local law or other regulatory mechanism. Report on assessment process used (*Stormwater Management Gap Analysis Workbook for Local Officials* or equivalent process). The MS4s have until year 5 to complete the local law work. **See the instructions for information about completing this section.**	
Does the MS4 have the legal authority to enact land use ordinances, local laws or other regulatory mechanisms?	___ No (go to ADDENDUM 2) ___Yes (complete questions below)
Preliminary Assessment of Regulatory Mechanism (Local Code)	
1. When was the preliminary assessment of existing local codes completed or when will it be completed?	Date completed: _____ ___Not yet completed (proceed to Permit Reference IV.C.4.b.v) Plan to complete for reporting in year: ___4; ___5. ___Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted *Sample Local Law for Stormwater Management and Erosion & Sediment Control* (Sample Local Law).
2. If preliminary assessment was completed, indicate the results.	___ If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent ___ If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent ___ If most of the Sample Local Law provisions appear in local code; minor revisions needed
Assessment and Development of Regulatory Mechanism (Local Code) (continued on next page)	
3. When was the Gap Analysis or equivalent process completed or when will it be completed?	Date completed: _____ ___Not yet completed (proceed to Permit Reference IV.C.4.b. v) Plan to complete work below for reporting in year: ___4; ___5.
4. How was the local code adopted or how will it be adopted*? **If MS4 has some existing local code equivalent to the Sample Local Law and adopted parts of the Sample Local Law as amendments to make a complete local code, check b and c.*	a. ___ The entire Sample Local Law adopted as amendments to existing code or as stand alone law. • If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law. • If ANY provisions of the Sample Local Law were moved or deleted, the moved or changed provisions must be reviewed (use the *Gap Analysis* or equivalent process) to ensure the intent of the law has not been changed. b. ___ Parts of NYS Sample Local Law adopted as amendments to existing code. c. ___ Language developed by municipality was demonstrated to be equivalent.

Municipality:
Permit Number: NYR20A _ _ _

Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism

Permit Reference IV.C.4.b.i, 5.a.i (continued)

Assessment and Development of Regulatory Mechanism (Local Code) (continued)

5. Answer the following questions about the Gap Analysis or equivalent processes.

Clauses are defined as: All the Sample Local Law sections or subsections in the Gap Analysis Worksheets 1-4 that have a box in the "Equivalence" column, meaning that there is an associated "Equivalence" sheet (with the exception of Article 6, Section 4 which does not have an Equivalence sheet).

Total number of clauses in each worksheet: Sample Local Law Article 1 (Gap Analysis Worksheet 1) - 8 clauses; Sample Local Law Article 2 (Gap Analysis Worksheet 2) - 51 clauses; Sample Local Law Article 3, 4, 5 (Gap Analysis Worksheet 3) - 3 clauses; Sample Local Law Article 6 (Gap Analysis Worksheet 4) - 9 clauses.

MS4s that adopt the entire Sample Local Law as amendments to existing code or as stand alone law need to indicate the number of clauses being adopted that are exactly the same as the Sample Local Law, or equivalent, in the right-hand column below.

Sample Local Law Articles	NUMBER OF REQUIRED CLAUSES IN LOCAL LAW		
	Existing clauses **exactly the same** as the Sample Local Law language	Existing clauses **equivalent** to the Sample Local Law language (see Gap Analysis Workbook Equivalence Sheets for information to help determine equivalence)	Sample Local Law or equivalent language to be **adopted**, listed as **legislative agenda** items.
1			
2			
3, 4, 5			
6			
TOTAL			

6. Has a list of needed changes (legislative agenda) been developed for adoption of amendments to local codes (or for deletion of existing codes that are addressed by adoption of a stand alone law)?	___ No ___ Yes, list the **local codes** that will be changed:
7. What was the date or is planned date of local code adoption?	Date:
8. Provide a web address if the adopted local law can be found on a web site.	Web Address:

Municipality:
Permit Number: NYR20A _ _ _

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.4.b. v: Develop and implement procedures for site plan review by the MS4 that incorporate consideration of potential water quality impacts and review individual pre-construction site plans to ensure consistency with local sediment and erosion control requirements.	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities) • *Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.*
• *Describe the procedures below. Revise as procedures are updated.* The SCIP has identified the need for training of local personnel and officials in the technical and institutional aspects of Stormwater Pollution Prevention Plan (SWPPP) review and enforcement the MS4 Construction Law/s. Some Program participants utilize outside or 3rd party paid professional consultants for this purpose, some utilize existing staff, some have hired new staff to assume this responsibility. In all cases, the SCIP works to provide or facilitate such training to improve on the process, procedures, and outcomes of SWPPP review and MS4 Construction Law enforcement.	• Facilitated attendance of Saratoga County MS4 personnel to the SUNY ESF Outreach Stormwater Courses with Instructor Don Lake **Implemented:** November 2006 – on-going • Facilitated Saratoga County MS4 Personnel attendance to the CPESC Exam Review Course. **Executed:** December 12th, 2007. 4 attendees • Facilitated Saratoga County MS4 Personnel attendance to the ACF Environmental Geosynthetics Workshop sponsored by Albany County SWCD. **Executed:** December 13th, 2007. 4 attendees • Facilitated attendance of Saratoga County MS4 Officials, Board Members and Personnel to the Champlain Watershed Improvement Coalition of New York (CWICNY) 2007 North Country Stormwater Tradeshow & Conference. **Executed:** October 18th, 2007. 18 attendees. • Presenter at the 2008 Saratoga County Planning Conference, a regional 1-day event attended by over 500 Planning, Zoning and Municipal Board Members, Planners, Engineers, and Code Enforcement personnel. The 1.75 hour presentation focused on the MS4 Construction Law/s, the NYS DEC SPDES Construction Permit (GP-02-01) and SWPPP evaluation from a Planning Board-perspective. Co-presenter Phil Koziol P.E. Jacobs & Kelcey. **Executed:** January 30th, 2008 120 attendees (to that session); 80 of 120 Saratoga County; 48 of 80 Saratoga County MS4; 15 of 16 SCIP participating Municipalities. • Presenter and Facilitator for the John Deere Landscapes Inc. Erosion & Sediment Control and Post-Construction Workshop for Land Contractors & Landscapers. **Implemented:** March 28th, 2007. 31 attendees including 18 SCIP local personnel.
Permit Reference IV.C.4.b. vi: Develop and implement procedures for the receipt and consideration of information submitted by the public. • *Explain the procedures below. Revise as procedures are updated.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)

Municipality:
Permit Number: NYR20A _ _ _

• *Identify the responsible personnel or outside organizations.*	

Municipality:
Permit Number: NYR20A _ _ _

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.4.b. iii, vii: Develop and implement procedures for site inspections, enforcement of control measures and sanctions to ensure compliance with GP-02-02.	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities) • *Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.*
• *Describe each procedure below. Revise as procedures are updated.* • Because of the newness of the responsibility to enforce the MS4 Construction Law/s the is an identifiable need to train local Code Enforcement Officers (CEO) and Stormwater Management Officers (SMO) in inspection procedures that have been established and implemented by the DEC. A cooperative training program has been established between the DEC, CWICNY and the SCIP. Three events were executed in Year-5 to maximize exposure and opportunity for local MS4 CEOs and SMOs. Subsequent years a single training event will be conducted with a reserve date for a second session, should the need arise. These workshops consist of a 4-hour lecture session where attendees are presented with a Department of State-approved program which qualifies as "Continuing Education" training credits for all CEOs that attend. Following lunch all attendees are led on a "mock" inspection of a currently active, permitted Phase II Construction site by the DEC-designated trainer (Bill Lupo, P.E.; DOW Environmental Eng. II). All attendees are provided with a copy of the presentation as well as excerpts of the most commonly used NYS-approved Erosion & Sediment Control measures found in the NYS Guidelines for Urban Erosion & Sediment Control (The Blue Book). The Planning Group for this workshop/s was the Warren Co. SWCD District Manager Dave Wick, CPESC; Bill Lupo DEC Region 5; the SCIP Management Coordinator; and the CWICNY Stormwater Specialist Sarah Gebbie-Measeck. All workshops were executed cooperatively by Region 5, Warren Co. SWCD, CWICNY, and SCIP personnel.	• Delivered/Co-sponsored a regional Construction Site Erosion & Sediment Control Compliance Inspection Training Workshops (3) for local Code Enforcement personnel (See MCM 4 for detail). **Implemented:** June 13th, 19th, 28th, 2008 •

Permit Reference IV.C.4.b. viii: Educate and train construction site operators about requirements to develop and implement a SWPPP and any other requirements they must meet **within the MS4s jurisdiction**. • *Identify the personnel or outside organization conducting this activity.* • *Indicate activities planned for next year.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• *Explain the activities and materials used to meet this requirement.* • The Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP; SCIP) and all participants utilize the following U.S. EPA (EPA), NYS-DEC (DEC) or SCIP publications as public education tools for Contractors and Developers working in Saratoga County: 5. *Stormwater Regulation and the Construction Industry;* DEC, NYSWCD 6. *New York State Stormwater Resources on the Web;* URL pages of the DEC Stormwater and Construction Toolbox websites, SCIP 7. *NY SPDES General Permit GP-02-01 for Construction Activities: Stormwater Pollution Prevention Plan (SWPPP) Requirements by Land Use;* DEC 8. *Stormwater Quick Tips for the Construction Industry;* DEC	• Provide/facilitate workshops for the Construction Industry operating within the jurisdiction of the 16 Saratoga County MS4 Communities (see details below; MCM 4 & 5). **Implemented:** March 2006 – on-going • Presenter and Facilitator for the John Deere Landscapes Inc. Erosion & Sediment Control and Post-Construction Workshop for Contractors. **Implemented:** March 28, 2007. 31 attendees including 18 SCIP local personnel. • Sponsor, Presenter and Facilitator of a workshop for the construction industry focusing on Erosion & Sediment Control, stormwater regulatory compliance and SWPPP implementation in cooperation with Ken Barber of Barber Stormwater Management Inc. **Executed:** June 7th, 2007. 15 attendees. • Presenter/Facilitator for the John Deere Landscapes Inc. Erosion and Sediment Control workshop for Contractors. **Planned execution:** April 17th, 2008 • Sponsor, presenter, facilitator of a workshop for the construction industry focusing on SWPPP preparation, modification, and winter site stabilization in cooperation with Ken Barber of Barber Stormwater Management Inc. **Planned execution:** TBA Fall 2008 • Sponsor a workshop with ACF Environmental on Geosynthetic Erosion & Sediment Controls. Presented by Warren Cohn CPESC & CPSWQ or ACF Environmental. **Planned execution:** June 11th, 2008
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)

Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:

Municipality:
Permit Number: NYR20A _ _ _

Minimum Control Measure 5. Post-Construction Stormwater Management

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.5.a, c. Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• A combination of structural and/or non-structural management practices. • *Identify and describe below procedures to ensure installation of post-construction management practices. Revise as procedures are updated.*	DO NOT ENTER INFORMATION IN THIS CELL
The SCIP has identified the need for training of local personnel and officials in the technical and institutional aspects of Stormwater Pollution Prevention Plan (SWPPP) review and enforcement the MS4 Construction Law/s. Some Program participants utilize outside or 3rd party paid professional consultants for this purpose, some utilize existing staff, some have hired new staff to assume this responsibility. In all cases, the SCIP works to provide or facilitate such training to improve on the process, procedures, and outcomes of SWPPP review and MS4 Construction Law enforcement.	• Facilitated attendance of Saratoga County MS4 personnel to the SUNY ESF Outreach Stormwater Courses with Instructor Don Lake **Implemented:** November 2006 – on-going • Presenter and Facilitator for the John Deere Landscapes Inc. Erosion & Sediment Control and Post-Construction Workshop for Land Contractors & Landscapers. **Implemented:** March 28th, 2007. 31 attendees including 18 SCIP local personnel. • Presenter at the 2008 Saratoga County Planning Conference, a regional 1-day event attended by over 500 Planning, Zoning and Municipal Board Members, Planners, Engineers, and Code Enforcement personnel. The 1.75 hour presentation focused on the MS4 Construction Law/s, the NYS DEC SPDES Construction Permit (GP-02-01) and SWPPP evaluation from a Planning Board-perspective. Co-presenter Phil Koziol P.E. Jacobs & Kelcey. **Executed:** January 30th, 2008 120 attendees (to that session); 80 of 120 Saratoga County; 48 of 80 Saratoga County MS4; 15 of 16 SCIP participating Municipalities. •
• Procedures for site plan and SWPPP review to ensure SWMPs meet state standards. • *Describe procedures below. Revise as procedures are updated.*	• *Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.*

Municipality:
Permit Number: NYR20A _ _ _

Minimum Control Measure 5. Post-Construction Stormwater Management

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.5.a, c. (continued)**:** Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• Procedures for inspection and maintenance of post-construction management practices. • *Explain procedures below. Revise as procedures are updated.*	• *Example measurable goals are number of: inspections maintenance activities performed.*
• Procedures for enforcement and penalization of violators. • *Explain procedures below. Revise as procedures are updated.*	• *Example measurable goals: number enforcement activities performed.*

Municipality:
Permit Number: NYR20A _ _ _

Minimum Control Measure 5. Post-Construction Stormwater Management

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.5.a, c. (continued)**:** Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators. • *Describe resources below. Update annually.*	DO NOT ENTER INFORMATION IN THIS CELL
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

Municipality:
Permit Number: NYR20A _ _ _

Minimum Control Measure 6. Pollution Prevention/Good Housekeeping for Municipal Operations

OVERALL MUNICIPAL POLLUTION PREVENTION / GOOD HOUSEKEEPING PROGRAM INFORMATION

- This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program.
- A separate table follows that is for MS4s to report on management practices performed in identified municipal operations.
- Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.
- Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.6.a: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• *List pollutants that will be addressed by the municipal pollution prevention program.*	
• *Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.*	DO NOT ENTER INFORMATION IN THIS CELL
Permit Reference IV.C.6.a: Include a municipal pollution prevention training component for staff (where all staff are trained). • *Explain activities and materials used to meet this requirement.* • *Identify training needs and design training components* • *Determine the adequacy and appropriate frequency of staff training.* • *Identify personnel or outside organization conducting activities.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
The SCIP has developed a training program and resources for local MS4 Highway and Public Works Departments in Saratoga County. The resources include training videos, guidance, and other print and electronic resources that will be used by SCIP participants to meet some or all of the goals, objectives and needs of their MCM 6 Good Housekeeping & Pollution Prevention Programs.	• Delivered MCM 6 ~ Good Housekeeping/Pollution Prevention Program training and guidance to Saratoga County MS4 Highway & Public Works Departments. **Implemented:** September 27th, 2007 – on-going. ▪ T/o Clifton Park & Halfmoon (28) ~ 9/27/2007 ▪ T/o Malta (11) ~ 10/19/2007 ▪ Saratoga County DPW (2); T/o Ballston (1); V/o Ballston Spa (1); T/o Charlton (2); T/o Milton (2); V/o Round Lake (2); *Foremen & Supervisors only* ~ 12/10/2007 ▪ T/o & V/o Waterford *Supervisors only* (4) ~ 2/26/2008 • T/o Waterford (full staff), Greenfield, Wilton, and the C/o Saratoga Springs. **Planned execution:** Spring 2008

Municipality:
Permit Number: NYR20A _ _ _

Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

Municipality:
Permit Number: NYR20A _ _ _

Minimum Control Measure 6. Municipal Operations: ___Street and Bridge Maintenance; ___Winter Road Maintenance; ___Stormwater System Maintenance; ___Vehicle and Fleet Maintenance; ___Park and Open Space Maintenance; ___Municipal Building Maintenance; ___Solid Waste Management; ___Other:_____

- Copy this page and give it to each municipal office or department responsible for reporting.
- Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.
- Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.
- Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.6.a, c: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from **the municipal operation(s) indicated above** to the MEP. • *Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• *Briefly describe or reference any existing policies and procedures* • *Briefly describe or reference any policies and procedures being developed*	DO NOT ENTER INFORMATION IN THIS CELL
• *Briefly describe or reference any existing best management practices* • *Briefly describe or reference any planned best management practices*	DO NOT ENTER INFORMATION IN THIS CELL
• *Identify and describe the equipment and staff that are in place*	DO NOT ENTER INFORMATION IN THIS CELL

Municipality:

Permit Number: NYR20A _ _ _

Minimum Control Measure 6. Municipal Operations: ___Street and Bridge Maintenance; ___Winter Road Maintenance; ___Stormwater System Maintenance; ___Vehicle and Fleet Maintenance; ___Park and Open Space Maintenance; ___Municipal Building Maintenance; ___Solid Waste Management; ___Other:_____

- Copy this page and give it to each municipal office or department responsible for reporting.
- Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.
- Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.
- Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.6.a, c (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• *Assess if existing programs adequately reduce and/or prevent pollutant discharges* • *Determine and list any operation type, location or facility that is in need of modification or updates.*	DO NOT ENTER INFORMATION IN THIS CELL

Permit Reference IV.C.6.a: If there is a training component for staff specific to these municipal operations: • *explain the activities and materials;* • *identify the personnel or outside organization conducting the activities.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)

Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)

Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:

Did you include any of the following documents as appendices? Put a mark each appended document.
____ Summary of public comments received on the annual report at the public presentation (**Required**) ____ Intended response to comments on the annual report (**Required**) ____ Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends. ____ Other _____

ADDENDUM REPORTING FOR MS4S THAT LACK LEGAL AUTHORITY TO ADOPT REGUALTORY MECHANISMS FOR IDDE AND CONSTRUCTION / POST-CONSTRUCTION STORMWATER RUNOFF CONTROL

BE SURE TO INDICATE THE MS4 NAME AND PERMIT NUMBER IN THE HEADER

Municipality:
Permit Number: NYR20A _ _ _

ADDENDUM 1. Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE) Local Law

Permit Reference IV.C.3.c: Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete this work.		
1) When was this work completed or planned to be completed?	Date completed: _____ ___Not yet completed Plan to complete for reporting in year: ___4; ___5.	
2) Indicate which of the control mechanisms or procedures to the right used by the MS4 notify staff and others doing work on behalf of the MS4 about prohibition of and enforcement against illicit discharges:	___ Interconnection agreements ___ Maintenance directives / BMPS ___Access Permits ___Tenant Leases	___Consultant Agreements ___Construction/Bid Documents ___Other_____ _____
3) Indicate which of these control mechanisms contain specific language prohibiting illicit discharges:	___ Interconnection agreements ___ Maintenance directives / BMPS ___Access Permits ___Tenant Leases	___Consultant Agreements ___Construction/Bid Documents ___Other_____ _____
4) Explain how the MS4 intends to prohibit illicit discharges if: • none of the mechanisms in number 2 contain language prohibiting illicit discharges; or • the MS4 intends to add language to prohibit illicit discharges in other control mechanisms.	Explanation:	
5) Explain how the MS4 (intends to) enforce against illicit dischargers within their jurisdiction?	Explanation:	

Municipality:
Permit Number: NYR20A _ _ _

ADDENDUM 2. Minimum Control Measure 4 & 5. Construction Site & Post-Construction Stormwater Runoff Control Local Law

Permit Reference IV.C.4.b.i, 5.a.i: Require development and implementation of erosion and sedimentation controls through a local law or other regulatory mechanism. The MS4s have until year 5 to complete this work.

1) When was this work completed or planned to be completed?	Date completed: _____ ___Not yet completed Plan to complete for reporting in year: ___4; ___5.

2) Indicate which of the control mechanisms or procedures below are used by the MS4 to notify staff and others doing work on behalf of the MS4 about the erosion, sedimentation and stormwater management requirements for projects under the MS4s jurisdiction. (These requirements are based on the Construction Permit (GP-02-01) and MS4 Permit (GP-02-02)).

___Access Permits ___Tenant Leases ___Requests for Proposals (RFPs) ___Scope of Services	___Consultant Agreements ___Construction / Bid Documents ___Other Policies / Procedures _____ _____

3) All of the erosion, sedimentation and stormwater management requirements below must be addressed by the MS4's control mechanisms. For the control mechanisms identified in number 2 above, state in the left hand cells below the control mechanism(s) that contain the language.

Control Mechanism	**Erosion, Sedimentation and Stormwater Management Requirements**
	Require all projects to have SWPPPs, as in GP-02-01
	Require all 16 components of a basic SWPPP (erosion and sediment control)
	Require all additional 7 components for a full SWPPP when post-construction control is required
	Meet the standards in the *Erosion and Sediment Control* and *Stormwater Management Design Manuals* (or otherwise meet the requirements of GP-02-01)
	Require contractor certification statements stating that the contractor will agree to comply with the terms and conditions of the SWPPP
	Require proper operation and maintenance of stormwater facilities during construction
	Require proper operation and maintenance of stormwater facilities after construction
	Require SWPPPs to be certified by a licensed / certified individual when there is a deviation from technical standards or direct discharge to a 303(d) segment or TMDL watershed subject to condition A of GP-0-01
	Have a process for review of SWPPPs
	Require site self inspections as in GP-02-01
	Have enforcement procedures during and after construction
	Require construction site operators to control waste
	Procedures for receipt and consideration of information submitted by the public

4) If any of the requirements in number 3 are not addressed, explain how the MS4 intends to incorporate them into the control mechanisms?	Explanation:
5) Explain how the MS4 intends to enforce the requirements within their jurisdiction?	Explanation: