

**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 - 4<sup>th</sup> 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.

<p><b>Permit Reference IV.C.1.a, b:</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).</p> <ul style="list-style-type: none"> <li>• <i>Indicate activities planned for next year.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>Explain the program, including activities and materials used</i> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>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 Permittees in Saratoga County and are kept with the Local Stormwater Coordinator and/or in Public Places such as Town, City, &amp; 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 &amp; organizations.</p> <p>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.</p> </li> </ul>	<ul style="list-style-type: none"> <li>• Provide literature and resources to all participating Saratoga County MS4 Communities/Permittees. <b>Implemented: January 2005 – on-going.</b> <i>See column at left for complete list of materials used.</i></li> <li>• Provide/facilitate workshops on various Phase II topics and Minimum Control Measures (see details below; MCM3-6). <b>Implemented: November 2005 – on-going</b> <ol style="list-style-type: none"> <li>1. Presenter and Facilitator for the John Deere Landscapes Inc. Erosion &amp; Sediment Control Workshop for Land Contractors &amp; Landscapers. <b>Implemented: March 28<sup>th</sup>, 2007.</b> 31 attendees including 18 SCIP local personnel.</li> <li>2. Co-sponsored workshop in conjunction with the Saratoga County Soil &amp; 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 &amp;/or Consultants <b>Implemented: March 29<sup>th</sup>, 2007.</b></li> <li>3. Facilitated attendance of Saratoga County MS4 personnel to the SUNY ESF Outreach Stormwater Courses with Instructor Don Lake (see MCM 4 &amp; 5 for detail). <b>Implemented: November 2006 – on-going</b></li> </ol> </li> </ul> <p><b>(Continued from previous page)</b></p>

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- 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

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 12<sup>th</sup>, 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 13<sup>th</sup>, 19<sup>th</sup>, 28<sup>th</sup>, 2008
6. Delivered MCM 6 ~ Good Housekeeping/Pollution Prevention Program training and guidance to Saratoga County MS4 Highway & Public Works Departments. **Implemented:** September 27<sup>th</sup>, 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 18<sup>th</sup>, 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 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup>, 2007. 3 attendees
9. Facilitated Saratoga County MS4 Personnel attendance to the CPESC Exam Review Course. **Executed:** December 12<sup>th</sup>, 2007. 4 attendees
10. Facilitated Saratoga County MS4 Personnel attendance to the ACF Environmental Geosynthetics Workshop sponsored by Albany County SWCD. **Executed:** December 13<sup>th</sup>, 2007. 4 attendees

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- Provide/facilitate Education and Outreach, in conjunction with the 16 Saratoga County MS4 Communities, targeting Residents

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:

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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](http://www.saratogastormwater.org)

(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. Raffle off 3 Rain Barrels (72 entrants). **Executed:** July 17 – 22<sup>nd</sup>, 2007. Approx. 80,000 Fair attendees
- Maintained a vendor booth at the 3<sup>rd</sup> 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.

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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

<p><b>(Continued from previous page)</b></p> <ul style="list-style-type: none"> <li>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.</li> <li><i>Identify the personnel or outside organization conducting the activity.</i> The SCIP <i>Public Education and Outreach</i> program is a joint effort by both designated Saratoga County MS4 Representatives (personnel, consultants, and appointed &amp; 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.</li> </ul>	<p>Barber Stormwater Management Inc. <b>Executed:</b> <u>June 7<sup>th</sup>, 2007</u>. 15 attendees.</p> <ul style="list-style-type: none"> <li>Implement outreach &amp; education campaign to local business owners through local Business Owners Associations. <b>Implemented:</b> <u>September 2007 – on-going</u> <ol style="list-style-type: none"> <li>Presentation to the Ballston Spa Business &amp; Professional Association RE: Drain Marker Project and Intermunicipal Program. <b>Executed:</b> <u>September 17, 2007</u>.</li> </ol> </li> </ul>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>


**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.

<p><b>Permit Reference IV.C.2.c.iii.:</b> Design and conduct a public involvement / participation program.</p> <ul style="list-style-type: none"> <li>• <i>Indicate activities planned for next year.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>	
<ul style="list-style-type: none"> <li>• <i>Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input.</i></li> </ul> <p>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.</p>	<ul style="list-style-type: none"> <li>• 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). <b>Implemented:</b> <u>July 2007 – on-going</u></li> </ul>	
<p><b>Permit Reference IV.C.2.a, f:</b> 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. <i>Describe procedures below and state the methods used to publicize the AR public presentation.</i></p>		
<p><b>Permit Reference IV.C.2.e:</b> Public presentation of; <b>f:</b> summary of comments received on; and <b>g:</b> intended response to comments on the SWMPAR.</p>		
<p><b>Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented:</b></p>		
<p><b>Comments on Annual Report Meeting</b>          ___ No public comments received on Annual Report.          ___ Comments received. <b>Attach summary of comments and intended responses.</b></p>	<p><b>Date of Annual Report Meeting:</b></p>	<p><b>Approximate Date of Meeting Next Year:</b></p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>	
<p><b>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:</b></p>		

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.

<p><b>Permit Reference IV.C.3.a:</b> Develop, implement and enforce a program to detect, identify and eliminate illicit discharges, including illegal dumping, into the MS4.</p> <ul style="list-style-type: none"> <li>• <i>Revise as procedures are updated.</i></li> <li>• <i>Identify personnel or outside organization conducting the activities</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• <i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Explain the activities and procedures used to meet this requirement this year and planned for next year.</i></li> </ul> <p>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.</p> <p>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.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Co-sponsored workshop in conjunction with the Saratoga County Soil &amp; 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 &amp;/or Consultants <b>Implemented:</b> <u>March 29<sup>th</sup>, 2007.</u></li> <li>• 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). <b>Implemented:</b> <u>November 1<sup>st</sup>, 2<sup>nd</sup>, &amp; 3<sup>rd</sup>, 2007.</u> 3 attendees</li> <li>• 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. <b>Planned execution:</b> <u>June 12<sup>th</sup> &amp; 13<sup>th</sup>, 2008</u></li> </ul>
<p><b>Permit Reference IV.C.3.b:</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. <i>Explain activities performed this year and planned for next year, including work on the following IDDE guidance prerequisites:</i></p> <ul style="list-style-type: none"> <li>• field verification of outfall locations;</li> <li>• mapping all inter-municipal subsurface conveyances;</li> <li>• delineating storm sewershed; and</li> <li>• developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. <i>State if maps are in GIS.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• <i>Example measurable goals: percent of outfalls mapped</i></li> </ul>

Municipality:

Permit Number: NYR20A \_ \_ \_

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

<b>Permit Reference IV.C.3.c:</b> 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. <b>See the instructions for information about completing this section.</b>	
Does the MS4 have the legal authority to enact ordinances, local laws or other regulatory mechanisms?	<input type="checkbox"/> No (go to ADDENDUM 1) <input type="checkbox"/> Yes (complete questions below)
<b>Assessment of Regulatory Mechanism (Local Code)</b>	
1) When was this assessment completed or planned to be completed?	Date completed: _____ <input type="checkbox"/> 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?	<input type="checkbox"/> No (go to question 5) <input type="checkbox"/> Yes
3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input type="checkbox"/> Yes
4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input type="checkbox"/> Yes
<b>Development of Regulatory Mechanism (Local Codes)</b>	
5) When was this work completed or planned to be completed?	Date completed: _____ <input type="checkbox"/> 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?	<input type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> 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?	<input type="checkbox"/> No <input type="checkbox"/> Yes, list the <b>local code(s)</b> that will be changed:
8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism?	<input type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> 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.

<p><b>Permit Reference IV.C.3.e:</b> Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.</p> <ul style="list-style-type: none"> <li>Identify personnel or outside organization conducting activities</li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>Explain activities and materials used to meet this requirement this year <u>and planned for next year</u></li> </ul> <p>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.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>Co-sponsored workshop in conjunction with the Saratoga County Soil &amp; 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 &amp;/or Consultants <b>Implemented:</b> <u>March 29<sup>th</sup>, 2007.</u></li> <li>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). <b>Implemented:</b> <u>November 1<sup>st</sup>, 2<sup>nd</sup>, &amp; 3<sup>rd</sup>, 2007.</u> 3 attendees</li> <li>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. <b>Planned execution:</b> <u>June 12<sup>th</sup> &amp; 13<sup>th</sup>, 2008</u></li> </ul>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>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:</b></p>	

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?	<input type="checkbox"/> No (go to ADDENDUM 2) <input type="checkbox"/> Yes (complete questions below)
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**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: _____ <input type="checkbox"/> Not yet completed (proceed to Permit Reference IV.C.4.b.v) Plan to complete for reporting in year: ___4; ___5.  <input type="checkbox"/> Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted <i>Sample Local Law for Stormwater Management and Erosion &amp; Sediment Control</i> (Sample Local Law).
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2. If preliminary assessment was completed, indicate the results.	<input type="checkbox"/> If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent  <input type="checkbox"/> If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent  <input type="checkbox"/> If most of the Sample Local Law provisions appear in local code; minor revisions needed
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**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: _____ <input type="checkbox"/> 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*?  <i>*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.</i>	a. <input type="checkbox"/> The entire Sample Local Law adopted as amendments to existing code or as stand alone law. <ul style="list-style-type: none"> <li>• If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law.</li> <li>• If ANY provisions of the Sample Local Law were moved or deleted, the moved or changed provisions must be reviewed (use the <i>Gap Analysis</i> or equivalent process) to ensure the intent of the law has not been changed.</li> </ul> b. <input type="checkbox"/> Parts of NYS Sample Local Law adopted as amendments to existing code. c. <input type="checkbox"/> Language developed by municipality was demonstrated to be equivalent.
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Municipality:

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**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 <b>exactly the same</b> as the Sample Local Law language	Existing clauses <b>equivalent</b> 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 <b>adopted</b> , listed as <b>legislative agenda</b> items.
1			
2			
3, 4, 5			
6			
TOTAL			
<b>6.</b> 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)?		<input type="checkbox"/> No <input type="checkbox"/> Yes, list the <b>local codes</b> that will be changed:	
<b>7.</b> What was the date or is planned date of local code adoption?		Date:	
<b>8.</b> Provide a web address if the adopted local law can be found on a web site.		Web Address:	

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**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.

<p><b>Permit Reference IV.C.4.b. v:</b> 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.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• <i>Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Describe the procedures below. <u>Revise as procedures are updated.</u></i>                  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 3<sup>rd</sup> 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitated attendance of Saratoga County MS4 personnel to the SUNY ESF Outreach Stormwater Courses with Instructor Don Lake <b>Implemented:</b> <u>November 2006 – on-going</u></li> <li>• Facilitated Saratoga County MS4 Personnel attendance to the CPESC Exam Review Course. <b>Executed:</b> <u>December 12<sup>th</sup>, 2007.</u> 4 attendees</li> <li>• Facilitated Saratoga County MS4 Personnel attendance to the ACF Environmental Geosynthetics Workshop sponsored by Albany County SWCD. <b>Executed:</b> <u>December 13<sup>th</sup>, 2007.</u> 4 attendees</li> <li>• 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 &amp; Conference. <b>Executed:</b> <u>October 18<sup>th</sup>, 2007.</u> 18 attendees.</li> <li>• 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 &amp; Kelcey. <b>Executed:</b> <u>January 30<sup>th</sup>, 2008</u> 120 attendees (to that session); 80 of 120 Saratoga County; 48 of 80 Saratoga County MS4; 15 of 16 SCIP participating Municipalities.</li> <li>• Presenter and Facilitator for the John Deere Landscapes Inc. Erosion &amp; Sediment Control and Post-Construction Workshop for Land Contractors &amp; Landscapers. <b>Implemented:</b> <u>March 28<sup>th</sup>, 2007.</u> 31 attendees including 18 SCIP local personnel.</li> </ul>
<p><b>Permit Reference IV.C.4.b. vi:</b> Develop and implement procedures for the receipt and consideration of information submitted by the public.</p> <ul style="list-style-type: none"> <li>• <i>Explain the procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>

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• <i>Identify the responsible personnel or outside organizations.</i>	

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**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.

<p><b>Permit Reference IV.C.4.b. iii, vii:</b> Develop and implement procedures for site inspections, enforcement of control measures and sanctions to ensure compliance with GP-02-02.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• <i>Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Describe each procedure below. <u>Revise as procedures are updated.</u></i></li> <li>• Because of the newness of the responsibility to enforce the MS4 Construction Law/s there 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.</li> </ul> <p>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 &amp; Sediment Control measures found in the NYS Guidelines for Urban Erosion &amp; 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.</p>	<ul style="list-style-type: none"> <li>• Delivered/Co-sponsored a regional Construction Site Erosion &amp; Sediment Control Compliance Inspection Training Workshops (3) for local Code Enforcement personnel (See MCM 4 for detail). <b>Implemented:</b> <u>June 13<sup>th</sup>, 19<sup>th</sup>, 28<sup>th</sup>, 2008</u></li> <li>•</li> </ul>

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<p><b>Permit Reference IV.C.4.b. viii:</b> Educate and train construction site operators about requirements to develop and implement a SWPPP and any other requirements they must meet <b>within the MS4s jurisdiction.</b></p> <ul style="list-style-type: none"> <li>• <i>Identify the personnel or outside organization conducting this activity.</i></li> <li>• <i>Indicate activities planned for next year.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>Explain the activities and materials used to meet this requirement.</i> <ul style="list-style-type: none"> <li>• 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:                     <ol style="list-style-type: none"> <li>5. <i>Stormwater Regulation and the Construction Industry;</i> DEC, NYSWCD</li> <li>6. <i>New York State Stormwater Resources on the Web;</i> URL pages of the DEC Stormwater and Construction Toolbox websites, SCIP</li> <li>7. <i>NY SPDES General Permit GP-02-01 for Construction Activities: Stormwater Pollution Prevention Plan (SWPPP) Requirements by Land Use;</i> DEC</li> <li>8. <i>Stormwater Quick Tips for the Construction Industry;</i> DEC</li> </ol> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provide/facilitate workshops for the Construction Industry operating within the jurisdiction of the 16 Saratoga County MS4 Communities (see details below; MCM 4 &amp; 5). <b>Implemented:</b> <u>March 2006 – on-going</u> <ul style="list-style-type: none"> <li>• Presenter and Facilitator for the John Deere Landscapes Inc. Erosion &amp; Sediment Control and Post-Construction Workshop for Contractors. <b>Implemented:</b> <u>March 28, 2007.</u> 31 attendees including 18 SCIP local personnel.</li> <li>• Sponsor, Presenter and Facilitator of a workshop for the construction industry focusing on Erosion &amp; Sediment Control, stormwater regulatory compliance and SWPPP implementation in cooperation with Ken Barber of Barber Stormwater Management Inc. <b>Executed:</b> <u>June 7<sup>th</sup>, 2007.</u> 15 attendees.</li> <li>• Presenter/Facilitator for the John Deere Landscapes Inc. Erosion and Sediment Control workshop for Contractors. <b>Planned execution:</b> <u>April 17<sup>th</sup>, 2008</u></li> <li>• 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. <b>Planned execution:</b> <u>TBA Fall 2008</u></li> <li>• Sponsor a workshop with ACF Environmental on Geosynthetic Erosion &amp; Sediment Controls. Presented by Warren Cohn CPESC &amp; CPSWQ or ACF Environmental. <b>Planned execution:</b> <u>June 11<sup>th</sup>, 2008</u></li> </ul> </li> </ul>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>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:</b></p>	

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**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.

<p><b>Permit Reference IV.C.5.a, c.</b> 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:</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• A combination of structural and/or non-structural management practices.</li> <li>• <i>Identify and describe below procedures to ensure installation of post-construction management practices. <u>Revise as procedures are updated.</u></i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>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 3<sup>rd</sup> 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.</p>	<ul style="list-style-type: none"> <li>• Facilitated attendance of Saratoga County MS4 personnel to the SUNY ESF Outreach Stormwater Courses with Instructor Don Lake <b>Implemented:</b> <u>November 2006 – on-going</u></li> <li>• Presenter and Facilitator for the John Deere Landscapes Inc. Erosion &amp; Sediment Control and Post-Construction Workshop for Land Contractors &amp; Landscapers. <b>Implemented:</b> <u>March 28<sup>th</sup>, 2007.</u> 31 attendees including 18 SCIP local personnel.</li> <li>• 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 &amp; Kelcey. <b>Executed:</b> <u>January 30<sup>th</sup>, 2008</u> 120 attendees (to that session); 80 of 120 Saratoga County; 48 of 80 Saratoga County MS4; 15 of 16 SCIP participating Municipalities.</li> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Procedures for site plan and SWPPP review to ensure SWMPs meet state standards.</li> <li>• <i>Describe procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i></li> </ul>



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**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.

<p><b>Permit Reference IV.C.5.a, c.</b> (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:</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• Procedures for inspection and maintenance of post-construction management practices.</li> <li>• <i>Explain procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals are number of: inspections maintenance activities performed.</i></li> </ul>
<ul style="list-style-type: none"> <li>• Procedures for enforcement and penalization of violators.</li> <li>• <i>Explain procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals: number enforcement activities performed.</i></li> </ul>

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**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.

<p><b>Permit Reference IV.C.5.a, c.</b> (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:</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators.</li> <li>• <i>Describe resources below. Update annually.</i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>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:</b></p>	

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

OVERALL MUNICIPAL POLLUTION PREVENTION / GOOD HOUSEKEEPING PROGRAM INFORMATION

<ul style="list-style-type: none"> <li>• This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program.</li> <li>• A separate table follows that is for MS4s to report on management practices performed in identified municipal operations.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<p><b>Permit Reference IV.C.6.a:</b> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>List pollutants that will be addressed by the municipal pollution prevention program.</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
<p><b>Permit Reference IV.C.6.a:</b> Include a municipal pollution prevention training component for staff (where all staff are trained).</p> <ul style="list-style-type: none"> <li>• <i>Explain activities and materials used to meet this requirement.</i></li> <li>• <i>Identify training needs and design training components</i></li> <li>• <i>Determine the adequacy and appropriate frequency of staff training.</i></li> <li>• <i>Identify personnel or outside organization conducting activities.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>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 &amp; Pollution Prevention Programs.</p>	<ul style="list-style-type: none"> <li>• Delivered MCM 6 ~ Good Housekeeping/Pollution Prevention Program training and guidance to Saratoga County MS4 Highway &amp; Public Works Departments. <b>Implemented:</b> <u>September 27<sup>th</sup>, 2007 – on-going.</u> <ul style="list-style-type: none"> <li>▪ T/o Clifton Park &amp; Halfmoon (28) ~ 9/27/2007</li> <li>▪ T/o Malta (11) ~ 10/19/2007</li> <li>▪ 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); <i>Foremen &amp; Supervisors only</i> ~ 12/10/2007</li> <li>▪ T/o &amp; V/o Waterford <i>Supervisors only</i> (4) ~ 2/26/2008</li> </ul> </li> <li>• T/o Waterford (full staff), Greenfield, Wilton, and the C/o Saratoga Springs. <b>Planned execution:</b> <u>Spring 2008</u></li> </ul>

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

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**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.

<p><b>Permit Reference IV.C.6.a, c:</b> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from <b>the municipal operation(s) indicated above</b> to the MEP.</p> <ul style="list-style-type: none"> <li>• <i>Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>Briefly describe or reference any existing policies and procedures</i></li> <li>• <i>Briefly describe or reference any policies and procedures being developed</i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<ul style="list-style-type: none"> <li>• <i>Briefly describe or reference any existing best management practices</i></li> <li>• <i>Briefly describe or reference any planned best management practices</i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<ul style="list-style-type: none"> <li>• <i>Identify and describe the equipment and staff that are in place</i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>

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**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.

<p><b>Permit Reference IV.C.6.a, c</b> (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i></li> <li>• <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p><b>Permit Reference IV.C.6.a:</b> If there is a training component for staff specific to these municipal operations:</p> <ul style="list-style-type: none"> <li>• <i>explain the activities and materials;</i></li> <li>• <i>identify the personnel or outside organization conducting the activities.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>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:</b></p>	

**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:

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

<p><b>Permit Reference IV.C.3.c:</b> 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.</p>		
<p>1) When was this work completed or planned to be completed?</p>	<p>Date completed: _____ Not yet completed                  Plan to complete for reporting in year: ___4; ___5.</p>	
<p>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:</p>	<p>___ Interconnection agreements                  ___ Maintenance directives / BMPS                  ___ Access Permits                  ___ Tenant Leases</p>	<p>___ Consultant Agreements                  ___ Construction/Bid Documents                  ___ Other _____                  _____</p>
<p>3) Indicate which of these control mechanisms contain specific language prohibiting illicit discharges:</p>	<p>___ Interconnection agreements                  ___ Maintenance directives / BMPS                  ___ Access Permits                  ___ Tenant Leases</p>	<p>___ Consultant Agreements                  ___ Construction/Bid Documents                  ___ Other _____                  _____</p>
<p>4) Explain how the MS4 intends to prohibit illicit discharges if:</p> <ul style="list-style-type: none"> <li>• none of the mechanisms in number 2 contain language prohibiting illicit discharges; or</li> <li>• the MS4 intends to add language to prohibit illicit discharges in other control mechanisms.</li> </ul>	<p>Explanation:</p>	
<p>5) Explain how the MS4 (intends to) enforce against illicit dischargers within their jurisdiction?</p>	<p>Explanation:</p>	

Municipality:

Permit Number: NYR20A \_ \_ \_

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

<p><b>Permit Reference IV.C.4.b.i, 5.a.i:</b> 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.</p>	
<p>1) When was this work completed or planned to be completed?</p>	<p>Date completed: _____ Not yet completed                  Plan to complete for reporting in year: ___4; ___5.</p>
<p>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 <u>erosion, sedimentation and stormwater management requirements</u> for projects under the MS4s jurisdiction. (These requirements are based on the Construction Permit (GP-02-01) and MS4 Permit (GP-02-02)).</p>	
<p>___ Access Permits                  ___ Tenant Leases                  ___ Requests for Proposals (RFPs)                  ___ Scope of Services</p>	<p>___ Consultant Agreements                  ___ Construction / Bid Documents                  ___ Other Policies / Procedures _____</p>
<p>3) All of the <u>erosion, sedimentation and stormwater management requirements</u> 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.</p>	
<b>Control Mechanism</b>	<b>Erosion, Sedimentation and Stormwater Management Requirements</b>
	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 <i>Erosion and Sediment Control</i> and <i>Stormwater Management Design Manuals</i> (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
<p>4) If any of the requirements in number 3 are not addressed, explain how the MS4 intends to incorporate them into the control mechanisms?</p>	<p>Explanation:</p>
<p>5) Explain how the MS4 intends to enforce the requirements within their jurisdiction?</p>	<p>Explanation:</p>