National Pollutant Discharge Elimination System (NPDES)

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

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

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

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

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

Section I. General Information

MS4 Operator
Part II A.

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

City of Oak Hill

1.b. Mailing Address:

P.O. 1245 Oak Hill, WV 25901

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

1.c.	Name	*Bill Hannabass*
1.d.	Title	*City Manager*
1.e.	Phone	*304-469-9541*
1.f.	E-mail address	*W.Hannabass@suddenlinkmail.com*

Certification
47CSR10

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

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

2.a. Authorized signature _____
(Mayor or City Manager)

2.b. Print name WILLIAM C. HANNABASS

2.c. Title CITY MANAGER

2.d. Date 01/26/2017

Co-permittees (Complete this section if co-permitting with another MS4 entity) **N/A**
Part III. A.

3.a. Name of MS4 Operator
3.b. Contact person
3.c. Telephone
3.d. Address
3.e. Email address
3.f. Have legal agreements been finalized between co-permittees?
3.g. If yes, provide agreement with this application. (With signatures)

Section II. Storm Sewer System

Description of storm sewer system

4.a. Area (in acres) that drains into the MS4 from outside the corporate or jurisdictional boundaries: 17,617 *Acres*
4.b. Area (in acres) within current corporate or jurisdictional boundaries: 6363 *acres*
4.c. For all MS4s, population (using the most recent U.S. Census data) for area served: *8175 people* (Universities: give current enrollment plus staff and faculty. Transportation agencies: give population of your MS4 in urbanized areas. Prisons; give current inmate plus staff population.)

Part IV.B.
4.d. Latitude and Longitude of representative outfall:
Latitude-37 Degrees: 58 Minutes: 48.63 Seconds:
Longitude- 81 Degrees: 8 Minutes: 27.80 Seconds:

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

Part IV.B.
4.e. Describe the physical location of your representative outfall. If a street address is not possible use cross street descriptions.
Location is *Near the residence at 308-324 Rhodes St. Oak Hill, WV 25901*

Part IV.B.
4.f. Describe your monitoring plan to include the frequency and parameters.
Stormwater samples shall be collected every 6 months. Samples will be collected from the discharge resulting from a storm event that is greater than 0.1 inches in magnitude and that occurs at least 72 hours from the previous measurable storm event (greater than 0.1 in rainfall). The grab sample shall be taken during the first 30-minutes of the discharge. If it is impractical during the first 30-minutes, a sample will be taken during the first hour of the discharge, with a monitoring report describing why

it was impractical to grab the sample during the first 30 minutes. The samples will be collected during routine work hours and on routine work days of the staff responsible for collection.

The permittee must keep Discharge Monitoring Reports (DMRs) for Total Kneldahl Nitrogen, Nitrate Nitrogen, Nitrite Nitrogen, and Total Phosphorous. If all three constituents of total nitrogen are not detected at its method detection limit (MDL), the permittee shall sum the actual MDLs for each constituent and report the result as less than the calculation. When calculating the sum of the constituents for total nitrogen, the permittee shall use actual analytical results when these results are greater than or equal to the MDL for a particular constituent. The permittee should use zero (0) for a constituent if one or two of the constituents are less than the MDL.

Storm Sewer Infrastructure

Provide the most accurate number possible.
The City of Oak Hill has assembled watershed maps, however, is in the process of developing accurate base mapping for the items below. The mapping and inventory of these items will be part of the ongoing development and maintenance of this stormwater management program.

5.a. Storm sewers, in feet	*10,000*
5.b. Open ditches, in feet	*5,000*
5.c. Outfalls	*2*
5.d. Catch basins	*0*
5.e. Detention* facilities	*1*
5.f. Retention** facilities	*0*
5.g. Treatment facilities	*0*
5.h. Regional stormwater facilities	*0*

What's the difference between Detention and Retention?

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

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

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

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

7. Is your MS4 interconnected with another MS4? (Does stormwater flow into or out of your storm sewer system to or from another MS4?) If yes, describe. *No*

8. Does your municipality contain combined sewer systems? *Yes*
9.a. What percentage is drained by Combined Sewer System? 20
9.b. What percentage is drained by separate storm sewer system? 80

Industrial Facilities owned by the MS4 entity

Part II.C.b.6.d.

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

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

10.b. If yes, how many?
5

(Item 11 is intentionally empty)

Map Requirements

Please provide a legible map that identifies the following information:

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

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

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

Receiving Streams and Impaired Waterbodies/TMDLs

Part III.D.1

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

Part III.D.1.a.

13. Locations & Pollutants of Concern

13. Locations & Pollutants of Concern **Name of receiving stream**	**Stream Master Code**	**Stream Overall Category**	**Impaired?** Yes or No	**Parameters of Impairment**	**Has a TMDL been established?** Yes or No
Wolf Creek	**WVKN-10**	4a	Yes	CNA-Biological, Fecal Coliform, Iron	Yes (2008) Yes (2008) Yes (2008)
UNT/Wolf Creek RM 9.08	**WVKN-10-M**	4a	Yes	Iron, pH, Aluminum (d)	Yes (2008) Yes (2008) Yes (2008)
Arbuckle Creek	**WVKN-21**	4a	Yes	CNA-Biological, Fecal Coliform, Iron (trout) AQ	Yes (2008) Yes (2008) Yes (2008)
White Oak Creek (discharges into Dunloup Creek)	**WVKN-22-G**	2	Yes	Fecal Coliform, Iron, Iron (trout) AQ	Yes (2002) Yes (2002) Yes (2002)
Loop Creek	**WVK-76**	5	Yes	CNA-Biological Fecal Coliform	No (Projected 2024) Yes 2005
UNT/Loop Creek RM 13.30	**WVK-76-J.8**	5	Yes	Selenium	Yes (2012)
Rush Run			No	None Listed	Not Applicable

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

IMPORTANT

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

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

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

The City of Oak Hill's BPMs are as follows:

Fecal coliform: The best management practices for reduction of Fecal Coliform will include following through with the City's existing "Long Term Control Plan" and "Public Education" on the effects of animal waste.

1. *"Long Term Control Plan" (LTCP) focuses on the separation of the City's sanitary and storm sewer systems.*
2. *"Public Education" Literature will be made available at City Hall and the city website. The City will install postings at all animal friendly locations, requiring animal waste to be picked up and properly disposed of. In addition, the City will provide plastic bags at animal friendly locations as well as receptacles for disposal of feces.*

CNA Biological:

3. *The City of Oak Hill has adopted an ordinance for "Stormwater Management and Surface Water Discharge Control" to enforce that proper measures are being taken during construction projects.*
4. *The city will educate via website on pet waste and reporting sewage leaks to address the biological impairment. Through education for fecal, inspecting construction sites for erosion controls, and reporting/responding to leaks, the town expects to control the biological impairment, since Fecal Coliform and Sediments (Iron) are surrogates for CNA Biological.*

Iron Impairments:

5. *The City has recently adopted a new Erosion and Sediment control ordinance that requires new developments to submit E&S plans for review. This ordinance*

requires a "developers' agreement" to install and maintain BMPs and requires the City staff to perform inspections to ensure BMPs are being maintained and used properly.

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

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

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

14.b. Describe your monitoring plan for impaired waterbodies and those with TMDLs. Give locations and frequencies.

The city will test streams with Fecal and Iron TMDL's twice (2) a year for two streams per year.

The City of Oak Hill drains into two waterbodies. (Lower New River and Upper Kanawha River) The impairments that exist for CNA-Biological, Fecal Coliform, PH, Aluminum, Selenium, and Iron, will be tested at one location for Wolfs Creek Watershed, one location for Arbuckle Creek Watershed, one location for Loop Creek Watershed, and at two locations for White Oaks Creek (same as representative outfall). The tests will occur once a quarter (4 times) during the first year once the Storm Water Management Plan is approved in order to establish a baseline. These tests will help to establish a baseline level for each impairment. After the baseline is established, the City will test the outfalls to evaluate whether or not the education efforts are helping to reduce impairment levels in the waterbodies. If the levels are not decreasing, the BMPs will be evaluated for effectiveness, and the City may need to alter BMPs to better address the impairments.

Monitoring Points have been selected as follows. Sample locations may change as water quality testing shows BMP's are effective.

Monitoring Points

Upper New River Outfalls –

Wolf Creek Outfall #1

Latitude 38 degrees 0 minutes 56.76 seconds
Longitude 81 degrees 7 minutes 15.74 seconds

Near the intersection of Appalachian Dr. and Rt 16.

Arbuckle Creek Outfall #1

Latitude 37 degrees 58 minutes 21.88 seconds
Longitude 81 degrees 5 minutes 52.68 seconds

To the South West of ACE Adventure's parking lot.

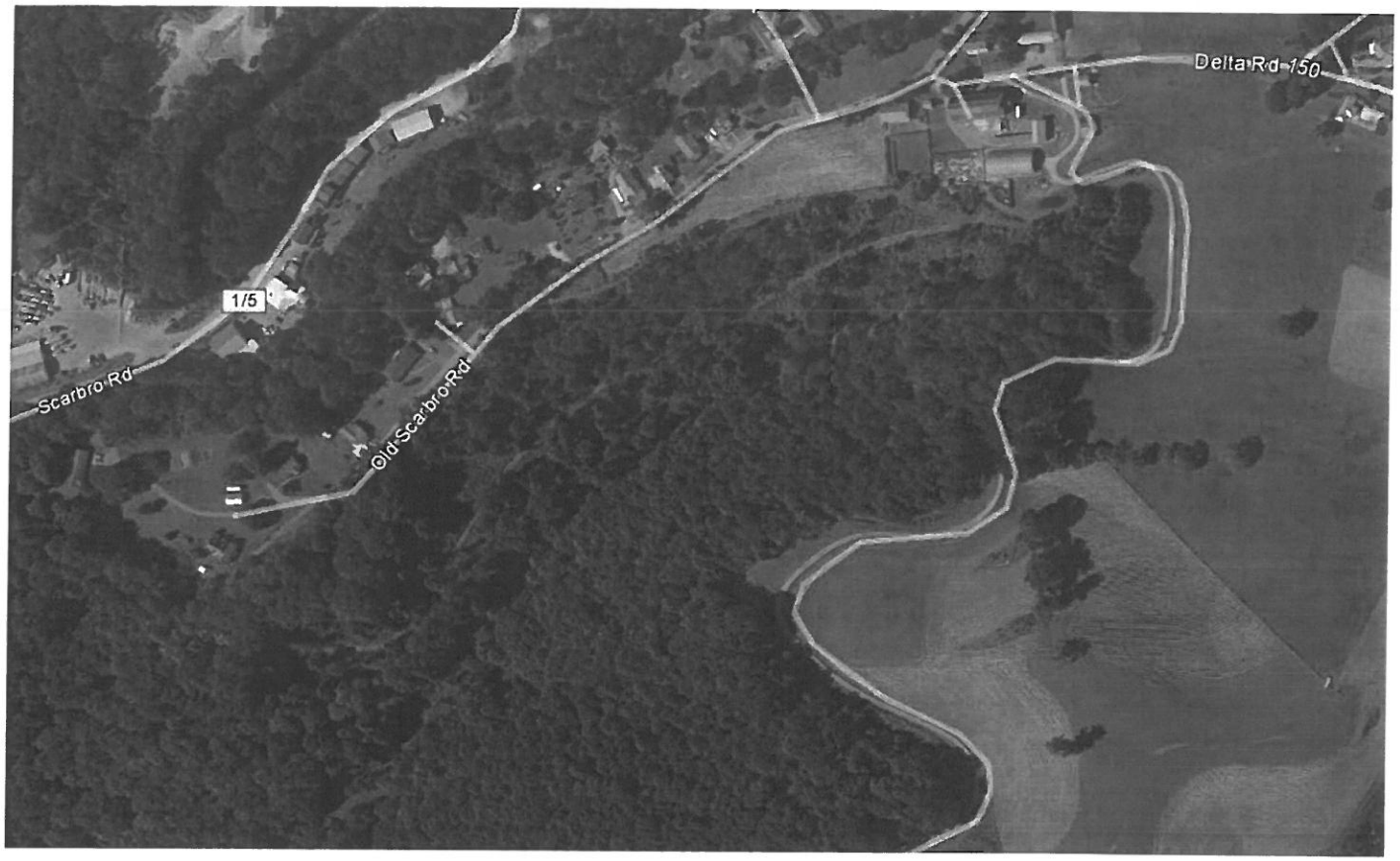
Arbuckle Creek Outfall #2
(Representative Outfall)

Latitude 37 degrees 58 minutes 48.63 seconds
Longitude 81 degrees 8 minutes 27.80 seconds

Near the residence at 308-324 Rhodes St. Oak Hill, WV 25901

Dunloup Creek Outfall #1

Latitude 37 degrees 58 minutes 4.38 seconds
Longitude 81 degrees 9 minutes 17.34 seconds



Near Old Scarbro Rd (access road behind the residency at 16-98 Old Scarbro Rd.)

Lower Kanawha Outfalls

Loop Creek Outfall #1

Latitude 37 degrees 59 minutes 2.97 seconds
Longitude 81 degrees 10 minutes 25.79 seconds

Near 1674 Jones Ave. Oak Hill, WV 25901

The City has chosen these points as testing points that are representative for the City's runoff. It may be that such outfalls can be difficult to obtain flow from for a number of reasons. The City will evaluate these outfalls further while this Program is under review and reserves the right to relocate testing points in order to obtain usable information. Though a testing point may be moved, there will remain one discharge/testing point in each of the above mentioned drainage areas.

14.c. If visual documentation of removal of pollutant sources, is a component of your plan please describe fully. For example, do you plan to use before and after photos?

The city will document removal of pollutants as they occur, before and after photos will be taken.

Evaluating the effectiveness of your SWMP for impaired waterbodies/TMDLs

14.d. Explain how your approach is expected to achieve wasteload allocations for waterbodies with established TMDLs. Discuss flow monitoring, outfall monitoring, in-stream monitoring, modeling, and/or other methodology to evaluate effectiveness.

- *Education through the information at City Hall and the website*
- *Inspections*
- *The Hotline*
- *Gathering and Analyzing data*
- *Plan review by the City Consultant*

14.e. Explain how will you determine if your SWMP and mix of BMP's need to be modified to meet wasteload allocations?

The City will analyze the results within their annual report and can make any adjustments needed to improve the program and/or the BMPs.

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

Section III. Minimum Control Measures

Instructions:

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

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

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

Measurable Goals

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

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

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

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

Your stormwater management program should specify:

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

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

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

Part II.C.b.1.

Responsible Person

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

15.a.	Name:	*Sherrie Coffman*
15.b.	Title:	*Administrative Assistant*
15.c.	Department:	City Manager's Office
15.d.	Address:	*P.O. 1245 Oak Hill, WV 25901*
15.e.	Phone number:	304-469-9541
15.f.	Email address:	cityohcmo@suddenlinkmail.com

Part II.C.b.1.

15.g. State your overall objective for this minimum control measure.
To reduce or eliminate public behaviors and practices of general public that cause or contribute to stormwater pollution.

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

- *Maintenance and update to the website created for the City's MS4 program. The website is linked in from the City webpage. Points of contact will be indicated for reporting sanitary sewer related incidents.*
- *Place literature on stormwater management and urban nonpoint source runoff at City Buildings and public locations with survey and commentary section. Documents are counted for dispersal and availability. Documents will be replaced as they are collected by residents.*
- *Survey feedback and amount of comments submitted to the City.*
- *Update and maintain informational signs along the White Oaks Rail Trail about the effects of litter on watersheds and the preventative measures.*

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

MCM Components

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

15.j. Describe your education and outreach strategy targeting the general public.
The City website's education and outreach effort focuses on

- *General impacts of stormwater flows into surface waters.*
- *Impacts from impervious surfaces.*
- *Source control BMPs and environmental stewardship actions and opportunities in the areas of pet waste, vehicle maintenance, landscaping, and rain water reuse.*

Part II.C.a.ii

15.k. Describe your education and outreach strategy targeting businesses including home-based and mobile businesses.

Businesses will be targeted with literature, the website, and local print articles. The City plans to include the literature on the SWM Requirements as part of the contract and permit documents extended to businesses. For mobile businesses, The City will distribute MS4 documents to 3rd parties and request copies of their spill procedures/ O & M. Raise awareness through literature, signage, discussion at public meetings, and the permit process.

- *BMPs for use and storage of products used in vehicular operation, care, or repair, such as petroleum, cleaning supplies and wastes, carwash soaps, and related materials or wastes.*
- *Impacts of illicit discharges and spill reporting procedures.*

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

15.l. Describe your education and outreach strategy targeting homeowners, landscapers, and property managers.

Homeowners, landscapers, and property managers will be targeted by literature, signage, discussion at public meetings, and the permit process. These will focus on:

- *Yard care techniques that protect water quality.*
- *BMPs for use and storage of pesticides and fertilizers*
- *Runoff reduction techniques*
- *Stormwater pond maintenance*

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

15.m. Describe your education and outreach strategy targeting engineers, contractors, developers, review staff, and land use planners.

The City has included the SWMP requirements in all future construction contracts.
Education and outreach efforts targeting engineers, contractors, developers, review staff and land use planners address:

- *Technical standards or construction site sediment and erosion control*
- *Runoff reduction techniques, including site design, pervious pavement, alternative parking lot design, retention of forests and mature trees*
- *Stormwater treatment and flow control BMP's*
- *Impacts of increased stormwater flows into receiving water bodies.*

Schedule

Part II.C.a.1

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

1. *The website is maintained and updated annually – visitor counter will be added.*
2. *The educational flyers at public locations are counted and restocked annually.*
3. *Survey feedback and amount of comments submitted to the City counted annually.*
4. *Annual update and maintain informational signs along the White Oaks Rail Trail about the effects of litter on watersheds and the preventative measures.*

Measurable Goals

Part II.B.4

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

1. *The website counter: The number of website visits are the goal. A survey is provided to record visitors' feedback.*
2. *Flyers containing a survey for feedback have been distributed at the City Hall information desk; Number of brochures are the goal.*

Tracking

Part II.C.b.1.c.

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

As described above, the website will contain a counter and survey for public response, and a count is kept on dispersal of the educational flyers and the survey attached to the flyers.

Evaluation

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

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

- *the number of surveys returned*
- *the updates to the website and the counter for the visits*

TIP: Changes in awareness, knowledge, and attitudes can be measured effectively using valid surveys or questionnaires. Other approaches include monitoring attendance at public meetings, tracking requests for information, and counting hits on web sites. Keep in mind that simply reporting the number of meetings held or the number of brochures printed is not an effective method to document changes in stormwater knowledge. Assess behavior changes. Measurement of change in pollution-generating behavior in a watershed can be an important indicator of progress toward achieving SWMP goals.

Public Involvement and Participation – MCM #2

Part II.C.b.2.

Responsible Person:

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

16.a.	Name:	*Bill Hannabass*
16.b.	Title:	*City Manager*
16.c.	Department:	City of Oak Sanitary Sewer Board
16.d.	Address:	*P.O. 1245 Oak Hill, WV 25901*
16.e.	Phone number:	304-469-9541
16.f.	Email address:	*W.Hannabass@suddenlinkmail.com*

16.g. State your overall objective for this minimum control measure.
Create opportunities for the general public to become involved in the implementation and evolution of the City's stormwater management plan,

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

1. *Website posting of the SWMP for public comment and feedback.*
2. *Annual public event for public involvement.*
3. *Support the plan through participation of the board in the city advisory council meetings*
4. *Education and feedback through the website, participation, and outreach.*

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

MCM Components

Part II.C.b.2.

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

1. *SWMP Plan @ website & website comment to SWMP*
2. *Report Comments @ Annual Report.*
3. *Attendance to the public event*
4. *Website comments*

Part II.C.b.2.a

16.k. Describe how you will accommodate public participation in the decision making process for your SWMP.
A link will be placed on the website to a Stormwater Program Feedback page where they can submit comments for all aspects, reports, and all documents related to the SWMP. Also, the public is encouraged to participate at annual city planning meetings and the sanitary advisory board..

Part II.C.b.2.b

16.l. Describe your communication process for notifying groups of opportunities to become involved in stormwater activities in your watershed(s).
Radio messages, public posting, advertisements, a notification on the website, and mailers will be utilized to notify participation opportunities.

Part II.C.b.2.c

16.m. List the URL of your ***Stormwater*** website.
http://cityofoakhill.homestead.com/Linkstoothersites.html
The developed website is being updated to provide additional stormwater information. It will provide information pertaining to the City's SWMP and MS4 literature from DEP and EPA's websites.

Schedule

Part II.C.a.1

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

1. *Website : reviewed annually*
2. *Annual public event for public involvement.*
3. *Annual participation of the board in the city advisory council meetings*
4. *Annual report of feedback to Educational documents and outreach.*

Measurable Goals

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

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

1. *Website visits*
2. *Attendance at the public events and volunteers.*
3. *Attendance at the city advisory council meetings*
4. *Feedback received for the SWMP*

Tracking

Part II.B.7.

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

1. *Website counts are logged and reported annually*
2. *Reports are kept for attendance at the public events and volunteers and reported annually.*
3. *Attendance at the city advisory council meetings is kept and reported annually*
4. *Feedback received for the SWMP is logged and reported annually.*

Evaluation

Part II.B.7

16.q. Explain how you plan to gauge the effectiveness of your Public Involvement and Participation program.
Effectiveness will be gauged based on the number of website visits, attendants at events, attendance at city council meetings and feedback received. Before and after pictures will be taken at volunteer projects.

Illicit Discharge Detection and Elimination – MCM #3

Part II.C.b.3.

Responsible Person

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

17.a.	Name:	*John D. Penneal*
17.b.	Title:	*Collection Foreman*
17.c.	Department:	*City Manager Office*
17.d.	Address:	P.O. 1245 Oak hill, WV 25901
17.e.	Phone number:	304-469-9541
17.f.	Email address:	cityohcmo@suddenlinkmail.com

17.g. Is another entity sharing responsibility for the MCM? If so, who? N/A

Control Objective & BMPs

17.h. State your overall objective for this MCM.
Establish and carry out procedures to identify and remove illicit discharges, establish legal authority for enforcement actions, and encourage public education and involvement in eliminating illicit discharges. Update the existing Ordinance on illicit discharge and draft an infrastructure map.

17.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.
1) Field training of employees on IDDE.
2) Inspection on IDDE.

MCM Components

Part II.C.b.3.a.

17.j. Do you have a current map of your municipal storm sewer system?
Yes..

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

Part II.C.b.3.ai

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

Part II.C.b.3.b.

17.q. Do you have an IDDE Ordinance? *Yes*

Part II.C.b.3.b.

17.r. Describe your Ordinance review and update procedure, including milestones of IDDE Ordinance review.

The IDDE Ordinance will be reviewed annually by the City's IDDE staff and the City Council, following the completion of the annual report on the SWMP and the opportunity for the public to provide feedback at the open public hearing. The Ordinance will be updated when existing BMPs are found to be ineffective.

Does your IDDE Ordinance prohibit the following:

Part II.C.b.3.ii

17.s. Discharges from hyperchlorinated water line flushing? Yes or No. If not, how are these discharges handled when they occur?

The city will educate the public to eliminate these discharges. The City will update the existing ordinance to include information on hyperchlorinated water line flushing and how to prevent it.

17.t. Lawn watering and other irrigation runoff? Yes or No. If not, have you addressed lawn watering in your public education and outreach activities?

The city will educate the public to eliminate these discharges. The city will update the existing ordinance to include information on lawn watering and irrigation runoff.

17.u. Street, parking lot, and sidewalk wash water, and external building wash down? Yes or No. If not, have you addressed these types of runoff in your public education and outreach activities?

The city will educate the public to eliminate these discharges. The city will update the existing ordinance to include information on wash water.

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

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

Yes

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

17.w. Briefly describe your enforcement strategy.

The city's enforcement is in compliance to the City of Oak Hill's Ordinance 921.19 Enforcement. The Director is authorized to enforce and collect upon the terms of a construction and/or repair bond in the event of default of the conditions described therein. If, after reasonable notice, a person fails to comply with this Article, the Director may cause the work to be done to obtain compliance and shall charge the cost of that work to the person responsible. The responsible person shall pay in full the charged amount within thirty (30) days of the invoice date, or otherwise make arrangements, acceptable to the Director, for full payment of the invoiced amount. In addition to any other remedy, the Director, after thirty (30) calendar days written notice and five (5) calendar days' notice posted on the affected property, is authorized to disconnect water service, sanitary sewer and storm water sewer services to any property in violation of this Article. The notice shall state that persons affected may, within five (5) calendar days provided the Director with any information or reasons as to why services should not be disconnected.

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

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

Part II.C.b.3.c .

17.x. Describe your field assessment activities, including how many assessments you plan to conduct each year.

- *Annual Outfall field assessment for an Impaired Stream*
- *Annual dry weather field assessment: MS4 Program employees as well as all Public Works employees watch for illicit discharges during all weather periods with specific instruction to monitor discharges occurring in dry weather*
- *Annual wet weather testing, employees shall detect Combined Sewer Overflows. As the City's combined system separation is enacted, employees are expected to notice a reduction in these overflows.*
- *Training on detection of illicit discharges will continue to be coordinated. Field assessments are scheduled annually.*

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

17.y. Describe how you will locate "priority areas".

Priority areas are determined based on:

- *current land use*
- *prior land use*
- *business/industrial activity*
- *prior complaints*

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

17.z. Describe your procedures for characterization of illicit discharges.

The characterization of an illicit discharge will be in compliance to City of Oak Hill's Ordinance 921.01, Definitions. Any discharge within the MS4 will be considered an "Illicit discharge to a storm drain or into the stormwater collection system that is not composed entirely of stormwater, except discharges pursuant to an NPDES permit, discharges resulting from firefighting activities, and other discharges exempted in this article." Generally speaking, any discharge that doesn't appear to be comprised completely of storm water (having discoloration or sheen).

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

17.aa. Describe your procedures for tracing the source of the discharge.
Once an illicit discharge or problem area is detected, multiple activities may be used to trace the source. Methods may be as simple as following the "sheen" upstream until it takes you to the source or may be comprised of more intense activities such as dye-testing, smoke testing, or camera work within the storm sewer system, to be in compliance with the IDDE Guidance Manual provided by the DEP.

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

17.bb. Describe your procedures for removing the source of the discharge.

- *Contact the property owner to eliminate and clean the discharge*
- *Contact personnel and authority*
- *Contact the DEP hotline*

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

C.b.3.d.

17.cc. Describe how you will inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.
Information will be provided in literature throughout town, the website, and within public advertisements.

Part II.C.b.3.f.

17.dd. Describe your plan to training your staff on the identification and reporting of illicit discharges. Include the number of training sessions planned for each year.
The City will train field staff, public works staff, engineers and additional staff, i.e. Contractors annually on IDDE.

Schedule

Part II.C.a.1

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

- *IDDE Training sessions: The City will conduct training annually. As well as within 3 months for newly hired employees directly responsible for tasks within the storm water management for the City.*
- *IDDE Inspection: The City will perform inspections annually Inspections and follow ups are reported annually in the SWMP Annual Report.*

Measurable Goals

Part II.B.4

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

- *Inspections: Annual report of number of inspections*
- *Training: Annual training to personnel*

Tracking:

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

17.gg. Describe your procedures for tracking activities related to each component of this MCM.

Sanitary Board employees charged with detection are required to fill out "logs", keeping record of the discharges. The City of Oak Hill will track, summarize, and report on an annual basis:

a) *The number and type of spills or illicit discharges identified during the reporting year*
b) *Inspections to spills and discharges within 15 days*
c) *Feedback received from IDDE public education efforts such as 303d/TMDL pollutants of concern*
d) *Program evaluation results*
e) *Calls to the IDDE Hotline*
f) *Municipal staff training*

Evaluation

Part II.B.7

17.hh. Fully explain how you plan to gauge the effectiveness of your IDDE program.

The program has several ways to gauge its effectiveness ranging from keeping track of the number training sessions, mapping updates, reported discharges from the public, from the City employees, number of actual illicit discharges detected, and number of illicit discharges corrected. Public is being educated on the hazards of improper disposal of trash and prescription medications as outlined in the public involvement section of this report.

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

Construction Site Run-off Control – MCM #4

Part II.C.b.4.

Responsible Person:

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

18.a.	Name:	Interim, Bill Hannabass
18.b.	Title:	*City Manager*
18.c.	Department:	*Sanitary Sewer Board*
18.d.	Address:	P.O. 1245 Oak Hill, WV 25901
18.e.	Phone number:	304-469-9541
18.f.	Email address:	W.Hannabass@suddenlinkmail.com

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

Control Objective & BMPs

18.h. State your overall objective for this minimum control measure.
The existing program objective is to reduce or eliminate pollution created by runoff from construction site activities.

18.i. State and describe your BMPs. Indicate which BMPs are part of your existing program.
1) The City will review and update its ordinance regulating construction site management to protect the MS4 and receiving streams.
2) The City will provide education for local developers, contractors, and other interested parties

MCM Components

Part II.C.b.4.a.

18.j. Do you have an Ordinance to control construction site run-off?
Yes, the ordinance on "Stormwater Management and Surface Water Discharge Control" specifically addresses erosion and sediment control in sections 921.13 and 921.20.

Part II.C.b.4

18.k. Does your program regulate disturbance of one acre or more and also less than one acre if part of a larger common plan? Does your Ordinance regulate disturbances of less than one acre? If so, what is the size threshold?
Yes.
Yes, if part of a larger common plan.
No.

Part II.C.b.4.a.i-ix.

18.l. Does your Ordinance contain the nine required components?
Yes.

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

Part II.C.b.4.b.

18.m. Describe the plan review process for your construction site run off program.
Any construction activity that results in impervious area of 3,000 sf or more is required to submit stormwater management and comprehensive drainage plans, including erosion and sediment control plans. The plan submission and review process shall be coordinated with and integrated into the City planning and permitting process. The plans shall be reviewed by the City Manager/Oak Hill Sanitary Sewer Board for compliance with applicable rules and standards.

18.n. Describe the inspection process of your construction site run off program.
The city will inspect construction sites for compliance:

- *After installation*
- *During/after qualified rain events*
- *Prior to termination*

The City will maintain a record of inspections and checklist forms used during inspections in a log book/database.

18.o. Describe the enforcement process of your construction site run off program.

- *Notify the property owner with a warning notification*
- *Implement enforcement:*
  - *Award a "Notice to Clean"*
  - *Award "Cease and Desist" orders*

Part II.C.b.4.b.

18.p. Discuss how your program will address the regulation of both private and public sector construction site run-off.
Same standard is used for both sectors. The city will re-train its employees.

Schedule

Part II.C.b.4.a.

18.q. The Ordinance shall be reviewed on an annual basis. Describe your Ordinance review and update procedures.
The ordinance will be reviewed annually by the SWMP personnel, the Advisory Council. and the City Council.

18.r. If your Ordinance does not contain the standards required by the permit, provide a schedule for implementation and measureable goals for getting these components into your Ordinance. Include a mid-point and full implementation date.

The "Erosion and Sediment Control" ordinance adopted contains the standards required by the permit.

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

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

Measurable Goals

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

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

Measurable goals will include:

- *Ordinance: annual review and update as necessary*
- *Training: New employees will be trained within 3 months of hire.*
  Annual training for local developers, contractors, and other interested parties.

Tracking

Part II.B.7.

18.t. Describe your plan for tracking activities associated with this minimum control measure.

- *the ordinance updates recorded and reported in the Annual Report*
- *the number of employees trained via the training attendance sheet and reported in the Annual Report.*

Evaluation

Part II.B.7

18.u. Explain how you plan to gauge the effectiveness of your Construction Site Run-off Control program.
Effectiveness is gauged by:

- *the ordinance review*
- *the number of employees trained*

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

Part II.C.b.5

Responsible Person(s):

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

19.a.	Name:	Serving as Interim, Bill Hannabass
19.b.	Title:	City Manager
19.c.	Department:	Sanitary Sewer Board
19.d.	Address:	P.O. 1245 Oak Hill, WV 25901
19.e.	Phone number:	304-469-9541
19.f.	Email address:	W.Hannabass@suddenlink mail.com

19.g. Is another entity sharing responsibility for this MCM? If so, who?
Yes, the Oak Hill Sanitary Sewer Board.

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

Control Objectives & BMPs

19.h. State your overall objective for this MCM.
Develop, implement, and enforce management strategies that will lead to the reduction or elimination of the impacts of storm water runoff from new development and redevelopment projects.

CM Components

Watershed Protection Elements

Part II.C.b.5.ai.

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

Watershed Protection Elements	Name of document that contains the element	*Review Date
1. Minimizing impervious surfaces	*Article 921-Stormwater Management and Surface Water Discharge Control*	*Annual*
2. Preserving ecologically sensitive areas	*Article 921-Stormwater Management and Surface Water Discharge Control*	*Annual*
3. Reducing thermal impacts	*Article 921-Stormwater Management and Surface Water Discharge Control*	*Annual*
4. Reducing or avoiding hydromodification	*Article 921-Stormwater Management and Surface Water Discharge Control*	*Annual*
5. Tree protection	*Article 921-Stormwater Management and Surface Water Discharge Control*	*Annual*
6. Protection of native soils, prevention or compaction of soils	*Article 921-Stormwater Management and Surface Water Discharge Control*	*Annual*

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

19.j. List your quantifiable objectives for each watershed protection element, including time frames to achieve them.
The existing watershed elements within the ordinance will be reviewed annually.
The number of plans reviewed and number of site inspections that meet the watershed protection elements.

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

- *Ordinance: The City will review and update the Ordinance annually.*
- *Tracking of the number of structural stormwater control systems in GIS database.*
- *Inspection of BMP's*
- *Training on BMP inspection.*

Site Design Standards

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

19.l. Do you have an ordinance or other enforcement mechanism for the required site design standards? If not, what is your schedule of implementation? Include mid-term and full implementation dates for Ordinance review and enactment.
Yes

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

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

19.m. Does your Ordinance have provisions for reducing pollutant loadings for stormwater discharges from Hot Spots? If the project is a potential hot spot and cannot meet water quality treatment with on-site controls, are there provisions for proper disposal of stormwater discharges at a treatment/disposal facility?

Yes and yes

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

19.n. Do you know where drinking water source protection areas are located within your MS4 watershed? Describe how this information will be kept confidential, and made available to WVDEP only when requested.
No, the City of Oak Hill is not aware of any drinking water source protection areas within the City's MS4 Watershed.

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

19.o. Describe your program for reducing impervious surfaces.
The program for reducing impervious surfaces is controlled and covered under the watershed elements within the ordinance.

19.p. If you choose mitigation/payment in lieu for those projects that cannot implement the one inch runoff reduction requirements, please provide a time frame for creating an inventory of appropriate mitigation projects, and your process to develop standards to value, evaluate, and track transactions.
The City is working on developing an inventory of mitigation projects. A process will be implemented to identify and evaluate how those projects are prioritized. The City will use the information provided by DEP to supplement the inventory. BMP's will be proposed to meet the 1" capture and runoff reduction practices will be provided and documented on the Annual Report.

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

19.q. Describe the planning process for new development and redevelopment projects in your MS4.
The plan review process shall consist of an initial review of concept between the City and the designer. After the initial conceptual review, the designer will complete full plans, including Erosion and Sediment Control Plans, Storm Water Management, etc. The designer (professional engineer) must sign and seal plans, verifying that they meet all policy requirements and submit plans to the City for further review.

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

19.r. Describe your plan review and approval process for new development and redevelopment projects.
The plan review process will be implemented by July 2017. It shall consist of an initial review of concept between the City and the designer. Incorporated in the planning and grading permit process.

1. *Preliminary design meeting – City, designer and review consultant are present*
2. *Plans are submitted to the City Permitting*
3. *Review for compliance is done by Consultant*

4. *Designer addresses comments, review and update to the plans and resubmittal to City Consultant*
5. *Further review by consultant*
6. *Consultant recommends approval to the City if design complies with the MS4 Program*
7. *MS4 Program Director recommends approval*
8. *Approval of permit by the City Planning and Zoning*

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

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

19.s. Describe your maintenance procedures for structural stormwater control practices including a detailed discussion about maintenance agreements & your ability to enforce them.
The developer is required to submit a Maintenance Agreement with the "Operation and Maintenance Manual" for private stormwater controls.

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

19.t. Describe your method of inventory and tracking of stormwater control practices for this MCM.
As development plans are reviewed and approved, the stormwater management practices will be entered into the City's database. The type of practice, location, photographs, maintenance requirements, and inspection logs will all be kept within the GIS database for easy access.

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

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

19.u. Describe your inspection protocol for ensuring stormwater control BMPs/practices function as designed and constructed: How many per year? How often?
At a minimum, the City will inspect each stormwater control BMP facility once per permit cycle.

Part II.C.b.5.b.

19.v. Does your MS4 have requirements for street design, parking, and parking lots? If so, which departments regulate this?
No, the city is drafting the ordinance for "Parking, Loading, and Internal Roadways". The Utility Planning committee regulates review and approval of new development including street and parking lot design.

Schedule

Part II.C.b.5

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

- *Ordinance: The ordinance is reviewed annually*
- *Tracking controls: addition of controls to the tracking system as they are submitted. The number of structural BMP's is reported in the Annual Report.*
- *Inspections: BMP's are inspected annually.*
- *Training: bi-annually*

Measurable Goals

Part IV.A

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

- *To review the ordinance.*
- *To track the stormwater control BMPs:*
- *To inspect BMPs annually*
- *To conduct annual training*
- *To review and update the GIS system*

Evaluation

Part II.B.7

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

- *Reviewing the Ordinance*
- *Tracking the number of swm control BMPs entered in the system:*
- *Inspecting the BMPs*
- *Training personnel*
- *Reviewing/updating the GIS system*

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

Part II.C.b.6

Responsible Person(s):

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

20.a.	Name:	*David Kirk*
20.b.	Title:	Public Works Director
20.c.	Department:	Public works
20.d.	Address:	P.O. 1245 Oak Hill, WV 25901
20.e.	Phone number:	304-469-9541
20.f.	Email address:	cityohcmo@suddenlinkmail.com

20.g. Is another entity sharing responsibility for this MCM? If so, who?

Control Objectives & BMPs

20.h. State your overall objective for this MCM.
Reduce or eliminate the impacts of storm water pollution from open space maintenance, snow disposal, vehicle and building maintenance, land disturbances, and other maintenance.

20.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.
1) Facility inspections and annual reporting of the inspections
2) The City will develop a stormwater pollution prevention plan (SWPPP)for use in daily municipal operations.
3) The City will conduct annual staff training on SWPPP.

MCM Components

Part II.C.b.6

20.j. List the municipal facilities and their locations owned by your MS4.

City Garage - operated by the Public Works Department (1447 Main St E.)

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

Part II.C.b.6.a

20.k. Briefly describe your operation and maintenance program for each municipal facility.
The Public Works department is currently in the process of formalizing the O&M procedures. This documentation will be completed as a part of the ongoing maintenance of this stormwater management program. A formal document will be completed by July 2017.

Part II.C.b.6.a

20.l. Does each site have a pollution prevention plan? Is there a spill response plan included in the pollution prevention plan? If not, provide a time frame for developing pollution prevention plans at all MS4 owned municipal facilities, including mid-point and full completion dates.
No. The City is currently developing a SWPPP. The City's goal is to have a finalized plan by July 2017. The plan will be reviewed and updated annually. Inspections of the maintenance facility will be performed and a tracking system established.

Part II.C.b.6.b

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

Part II.C.b.6.b

20.n. Describe your overall pollution control approach policy and procedures for these lands.
For parks, procedures are followed for:

1. *Application of fertilizers, pesticides, and herbicides; including nutrient management and integrated pest management*
2. *sediment and erosion control*
3. *landscape maintenance and vegetation disposal*
4. *trash management*
5. *cleaning and maintenance of building exteriors*
6. *chemical and material storage*
7. *street sweeping*

For right of ways, procedures are followed for:

1. *sediment and erosion control*
2. *landscape maintenance and vegetation disposal*
3. *trash management*

For water/sewer/stormwater infrastructures, procedures are followed for:

1. *cleaning of inlets/catch basins*
2. *nutrient management and integrated pest management*
3. *sediment and erosion control*
4. *landscape maintenance and vegetation disposal*
5. *trash management*
6. *cleaning and maintenance of building exteriors*
7. *chemical and material storage*

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

Part II.C.b.6.c

20.o. Describe your training program including your target employees, and how often training occurs.
The annual training program will be developed on SWPPP. It will be targeted for "City Garage" employees as well as other municipal staff. (employees responsible for outdoor maintenance such as but not limited to landscaping, road maintenance, etc.) Training will occur once annually and may be combined with training for illicit discharges and erosion and sediment controls. The City will use information available from the DEP and EPA websites to conduct training. Training Aids may consist of literature, video, demonstration, etc.

20.p. For any industrial facilities owned or operated by your MS4, list each facilities registration number under the WV NPDES General Permit for Storm Water Discharges Associated with Industrial Activities or the individual WV NPDES permit number. If your industrial facilities are not covered under another NPDES permit, you will be prompted to provide additional information below.
WVG551431- Waste Water Treatment Plant
WVG611518- City of Oak Hill Salt Storage
WVG551431-Fayette Plateau Industrial Park WWTP

Schedule

Part II.C.b.6

20.q. Describe how and when you will implement each component of your program for this minimum control measure. Include mid-point and full implementation dates.
1) Annual facility inspections and annual reporting of the inspections
2) The City will develop a stormwater pollution prevention plan (SWPPP)for use in daily municipal operations by July 2017. It will be reviewed and updated annually.
3) The City will conduct annual staff training on SWPPP.

Part II.C.b.6

20.r. Describe the inspection schedule for ensuring municipal facilities are in compliance with pollution prevention plans.
1) The number of facility inspections and annual reporting of the inspections: the recording of maintenance activities and the implementation of other BMP's for public works facilities maintenance areas, and the number of actions taken throughout the year for spill events.
2) Through the adoption of "SWPPPs" for each facility, the development of the O&M documents and spill procedures.
3) The number of training sessions and trained staff on SWPPP.

Measurable Goals

Part IV.A

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

1) Performance of facility inspections and annual reporting of the inspections

2) Development of the SWPPP and O & M documents for use in daily municipal operations.

3) Performance of annual staff training on SWPPP.

Tracking

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

20.t. Describe your plan for record keeping and tracking of facilities, employee training, pollution prevention plans, and inspections for this MCM.

1) Performance of facility inspections and annual reporting of the inspections. Logs will be kept for quarterly/rainfall inspection.

2) Approval of the SWPPP and O & M documents for use in daily municipal operations.

3) An attendance form will be developed to be used with each training session conducted.

All records are included within the annual MS4 report.

Evaluation

Part II.B.7

20.u. Explain how you plan to gauge the effectiveness of your good housekeeping/ municipal operations program efforts?

1) Inspections: number of inspections, recording of maintenance activities and the implementation of other BMP's for public works facilities maintenance areas, and the number of actions taken throughout the year for spill events.

2).Through the adoption of the O&M document and the inspections thereafter

3) The number of training sessions and trained staff.

Industrial Stormwater Coverage for Municipal Operations

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

20.v. For each facility, provide the name and contact information of the operator if applicable.
1) City Garage – David Kirk (304-469-9541)

20.w. For each outlet, list the latitude and longitude to the nearest second and the River Mile Point (if known). Is there a testing site for these locations? If not there needs to be one established.

Outlet Number	Longitude			Latitude			River Mile
	Degrees	Minutes	Seconds	Degrees	Minutes	Seconds	
City Garage	81	07	58.3	37	59	47.3	

20.x. List the Standard Industrial Classification (SIC) Code designated for your facility/s.
The Code is here provided: 921190.

20.y. List the nature of activity at the industrial facility.
City Garage – City vehicle maintenance and fueling, storage of equipment.

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

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

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

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

Refuse pile beside the salt shed.
Diesel fuel stored in back shed.

Salt shed: concrete flooring, open shed.
E&S provided for salt shed run off.

Vegetated soil with gravel water breaks to provide collection of salt shed run off.

Enclosed storage area. Salt spreaders are covered and suspended.

Crush and Run Aggregate pile (behind the salt shed).

Refuse storage area.

Gravel storage area.