



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 McMechen

1.b. Mailing Address:

47 9th Street, McMechen, WV 26040

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 *David Goddard*
1.d. Title *City Mayor/MS4 Director*
1.e. Phone *304 232-3140*
1.f. E-mail address *mcmechenmayorgoddard@gmail.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

David Goddard Mayor
(Mayor or Principal Executive Officer)

2.b. Print name David Goddard

2.c. Title City Mayor/City Manager

2.d. Date

7-9-19



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:
1,810 acres
- 4.b. Area (in acres) within current corporate or jurisdictional boundaries: *380 acres (0.6 square miles)*
- 4.c. For all MS4s, population (using the most recent U.S. Census data) for area served: *1,772*.
(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:
The City of McMechen (City) will provide this information per the electronic Discharge Monitoring Report (eDMR) assigned by the West Virginia Department of Environmental Protection (WVDEP). The City will post an outlet marker at the representative outfall and all other outfalls that the City intends to sample for the 303d/TMDL BMP effectiveness evaluation.

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.
City will provide per eDMR assigned by the WVDEP.

Part IV.B.

- 4.f. Describe your monitoring plan to include the frequency and parameters.
Stormwater samples shall be collected twice a year 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 City will develop a system to meet the required 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 city 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.

5.a. Storm sewers, in feet	TBD
5.b. Open ditches, in feet	TBD
5.c. Outfalls	3
5.d. Catch basins	1,000
5.e. Detention* facilities	0 (owned by City)
5.f. Retention** facilities	0
5.g. Treatment facilities	1 (Waste Water Treatment Plant)
5.h. Regional stormwater facilities	0

The City does not operate any stormwater treatment facility. The City is in the process of updating the mapping of the stormwater infrastructure as part of this permit. The City will include updated information on the system as part of the Annual Report once the SWMP is approved.

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. *Yes – Wheeling, and WVDOH*
- 8. Does your municipality contain combined sewer systems? *Yes*
- 9.a. What percentage is drained by Combined Sewer System? *98%*
- 9.b. What percentage is drained by separate storm sewer system? *2%*

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, the Public Works Garage.

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?
One.

(Item 11 is intentionally empty)

Map Requirements

Please provide a legible map that identifies the following information:

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



12.k. Delineation of watershed area that drains into your MS4

Part.II.C.b.3.a.iv.

12.l. Submit paper maps folded to 8.5" x 11".

Part.II.C.b.3.a.iv.

12.m. Multiple maps must be of the same scale, 1:1000 or 1:2000.

Receiving Streams and Impaired Waterbodies/TMDLs

Part III.D.1

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

http://www.dep.wv.gov/WWE/watershed/IR/Pages/303d_305b.aspx

Part III.D.1.a.

13. Locations & Pollutants of Concern

Name of receiving stream	Stream Code	Impaired? Yes or No	Category of Impaired Stream	Parameters of impairment	Has a TMDL been established? Yes or No
Ohio River	WVO-us	Yes	5	Dioxin Fecal Coliform	No-due 2020 No-due 2016
Jim Run	WVO-85	Yes	5	CNA Biological Fecal Coliform	No-due 2023 Yes-Fecal Coliform-2009 Yes-Iron (Fe)-2009
McMechen’s Run	WVO-85.5	Insufficient or no data listed for assessing designated uses	3	N/A	N/A
UNT/Ohio River	WVO-91	Waters that are impaired for one or more uses and are expected to need a TMDL	5	N/A	N/A

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



****IMPORTANT****

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

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

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

Fecal Coliform:

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

Iron (Fe) Impairments:

1. *The City will develop and adopt an Erosion and Sediment Control (ESC) Ordinance. The ESC Ordinance will require new developments to submit erosion and sediment (E&S) plans to the City for review. The ESC Ordinance will also require City staff to perform inspections to ensure BMPs are being maintained and utilized properly.*

CNA Biological:

1. *The City will provide education via the new website on pet waste and reporting sewage leaks to address the biological impairment. Through education for fecal coliform, inspecting construction sites for erosion controls, and reporting/responding to leaks, the City expects to control or reduce the biological impairment, since Fecal Coliform and Iron are surrogates for CNA Biological.*

Dioxin:

No known historical or current industrial sources are reported for this pollutant per the 303d List. No BMPs are provided at this time. BMPs will be provided if new data confirms the need.

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 TMDL's twice (2) a year to monitor the TMDL's of Fecal Coliform and Iron.

Fecal Coliform:

There are distinct areas of the City that drain directly into the Ohio River. These regions are scheduled to be tested for Fecal Coliform levels at a representative outfall of each area once a quarter (4 times) for the first year once the Storm Water Management Plan is approved in order to establish a baseline.

Once the baseline has been set for each of the regions, the levels of fecal coliform are indicative whether or not the flyers, new website, and inspections of the separate storm sewer system are helping to reduce the pollution levels.

Iron Impairments:

Iron impairments are found in Jim's Run. Since salt storage and sediment is commonly associated with Iron impairment. If the City is contributing to the impairment, it is likely to be through sediment in runoff. The BMPs that the City is implementing for this impairment are the addition of ordinances for both construction site runoff and for permanent stormwater management. The ordinances and new City plan review process will enforce proper measures during construction and after stabilization of development site, thus reducing or eliminating sedimentation during construction and high velocities of storm water discharge after development that often lead to stream bank erosion. As the City stores less than 50,000 tons of salt, the City will monitor the total iron levels to be under 1.0mg/l once/six months.

Monitoring plan for the Iron impairment includes testing of each waterbody in a representative outfall. In order to establish the baseline, testing is schedule to be completed once a quarter (4 times) in the first year once the Storm Water Management Plan is approved in order to establish a baseline. After that, the City will test each outfall twice (2 times) per year to evaluate whether or not the BMPs are helping to reduce levels and/or if they need modified.

CNA Biological Impairment:

CNA Biological impairment is found in Jim's Run. Given the above explanation, the City is implementing several BMPs that should help to reduce this impairment. The addition of ordinances for both construction site runoff and for permanent stormwater management are two practices that the City is implementing as a part of the SWMP. The ordinances and new City plan review process will enforce proper measures during construction and after stabilization of development site, thus reducing or eliminating sedimentation during construction and high velocities of stormwater discharge after development that often leads to stream bank erosion. The City is also launching a new website that will house pet waste information. This aspect of the SWMP is detailed out within the public education and involvement sections of the SWMP and will help to reduce fecal coliform levels. Another practice for the City will be to improve mapping of the drainage structures within the City.

The strategy for achieving wasteload allocations and analyzing the need for potential modifications to the SWMP for CNA Biological Impairment is the same as those discussed previously for Fecal Coliform and Iron impairments. The City will test and evaluate in order to find what is causing the biological impairment. If levels decrease through implementation of the SWMP, the City will know that sediment and/or fecal coliform was a key contributor. If the levels do not decrease, the SWMP will have to be adjusted in order to determine where the impairment is coming from.

- 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.
By implementation of the BMPs for Fecal Coliform and Iron (Fe), the City expects to control or reduce wasteload allocations of the TMDLs. The following BMPs have been specifically chosen to reduce impairments and TMDL's:
- *Education through flyers and fact sheets at City Hall and links on the website.*
 - *Inspections.*
 - *Hotline.*
 - *Gathering and analyzing data (from outfall monitoring, results of education program, and training).*
 - *Monitoring and enforcement of ordinances.*
 - *Plan review by the City consultant.*
- 14.e. Explain how will you determine if your SWMP and mix of BMPs need to be modified to meet wasteload allocations?

The following aspects of the SWMP and BMPs will be evaluated by the City:

- *Total LF of combined sewer and storm separated.*
- *The amount of literature distributed.*
- *Survey feedback.*
- *Number of visits to the website.*
- *Number of hotline calls.*
- *Updates to the ordinances.*
- *Number of participants at events.*
- *Frequency of inspections performed.*
- *Water quality testing.*
- *Outfall monitoring data.*

The City will analyze the results within the City's annual report. The City will decide if BMPs and/or approaches need to be changed to meet wasteload allocations and can make adjustments to the SWMP and/or BMPs.

You are required to evaluate the effectiveness of your stormwater management program and your chosen BMPs. 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: *Julie K. Bratton*
- 15.b. Title: *City Clerk*
- 15.c. Department: *City Building*
- 15.d. Address: *47 9th street, McMechen WV*
- 15.e. Phone number: *304 232 3140*
- 15.f. Email address: *kbratton1212@comcast.net*

Part II.C.b.1.

- 15.g. State your overall objective for this minimum control measure.

To reduce public behaviors and practices of general public that cause or contribute to stormwater pollution by providing an educational literature to residents and businesses.

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

The City's BMPs are as follows:

1. *Develop and maintain a website that will include general stormwater educational information, a general description of the City's SWMP, information about the City's stormwater management activities, a hotline number for citizens to report pollution/dumping concerns and sanitary sewer related incidents, and a survey. The website will also include links to the DEP's and EPA's stormwater websites.*
 - a. *Links to this website will be found on the City's main webpage as well as other commonly trafficked sites associated with City activities.*
2. *Distribute educational information to the target audiences identified in BMP #2 above via flyers and fact sheets at City Hall and within any construction contracts. These flyers will include the web address of the website and the hotline number described above.*

- 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's website will explain what an MS4 is and why the City has developed a SWMP. The website will contain links to fact sheets for the general public that will educate them on how pollution on an individual level can negatively impact the environment. The website will provide information such as the general impacts of stormwater flows into surface waters, impacts from impervious surfaces, and source control BMPs, 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.
The created website will have a link to fact sheets to inform businesses, including home-based and mobile businesses, how they can be more environmentally cautious. It will also focus on pollutants most likely associated with the particular business, as well as:
- *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.
The website will contain a link targeting homeowners, landscapers, and property managers that focuses on:
- *Yard care techniques that protect water quality.*
 - *BMPs for use and storage of pesticides and fertilizers.*
 - *BMPs for carpet cleaning and auto repair and maintenance.*
 - *Runoff reduction techniques, including site design, pervious paving, and retention of forests and mature trees.*
 - *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 will include 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, and retention of forests and mature trees*
 - *Stormwater treatment and flow control BMPs per stormwater ordinance.*
 - *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 will be developed and operational by December 2019. Once the website is operational, it will be reviewed and updated annually.*
2. *The hotline on the website will be established by December 2019. The number of hotline calls/reports will be checked and recorded annually.*
3. *The website will include a visitor counter that will be checked and recorded annually.*
4. *Survey feedback from the website will be monitored and recorded annually.*
5. *The educational flyers and fact sheets at City Hall will be counted, recorded, and restocked monthly.*
6. *The number of educational flyers and fact sheets distributed as part of construction contracts will be counted and recorded on an annual basis.*

Measurable Goals

Part II.B.4

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

The new website will incorporate a visitor counter to track the number of visits. The website will also include a survey for the public to complete, asking about what information was new and how they may change their behaviors to benefit the environment. Additionally, a hotline will also be shown on the website. Links to this website will be found on the City's main webpage as well as other commonly trafficked sites associated with City activities.

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. The City will track the number of website views, number of hotline calls, and number of flyers and fact sheets distributed. The City will also review and document survey feedback. The City will document, file, and provide all this information in the City's Annual Report.

Evaluation

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

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

The City will analyze the measurable goals described above and review website information to determine if additional BMPs are need or if existing efforts need to be modified.

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

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

Public Involvement and Participation – MCM #2

Part II.C.b.2.

Responsible Person:

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

- 16.a. Name: *Julie K. Bratton*
16.b. Title: *City Clerk*
16.c. Department: *City Building*
16.d. Address: *47 9th Street*
16.e. Phone number: *304 232 3140*
16.f. Email address: *kbratton1212@comcast.net*
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. Post the draft SWMP and the approved SWMP on the website for review and comment. Post stormwater Annual Report on website for review and comment.
2. Offer a public participation event once a year. Possible public participation events include mass trash pickups and medication collection.
- 16.i. Is another entity sharing responsibility for the BMP? If so, who?
No.

MCM Components

Part II.C.b.2.

- 16.j. Describe at least two methods you plan to use to engage the public in your SWMP.
1. Post the draft SWMP and the approved SWMP on the website for review and comment. Post stormwater Annual Report on website.
2. Offer a public participation event once a year.

Part II.C.b.2.a

- 16.k. Describe how you will accommodate public participation in the decision making process for your SWMP.
The public has the opportunity to participate in meetings and comment through the website link that will be created. Public can comment in open forum to address previously submitted comments. The City will summarize public comments and evaluate the comments when reviewing and/or updating the SWMP.

Part II.C.b.2.b

- 16.l. Describe your communication process for notifying groups of opportunities to become involved in stormwater activities in your watershed(s).
The City advertises upcoming meetings and/or involvement opportunities primarily on the radio and newspaper and will put meeting notices on the new website.



Part II.C.b.2.c

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

Schedule

Part II.C.a.1

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

1. *Draft SWMP will be posted on website by December 2019.*
2. *At least one public participation event will be posted on website by December 2019.*

Measurable Goals

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

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

1. *The City will summarize (quantify) website comments on SWMP and address the comments when reviewing/updating program.*
2. *The City will track number of participants in annual participation event and City meetings.*

Tracking

Part II.B.7.

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

1. *The City will maintain attendance and participation at the meetings through a sign-up sheet. This sheet will be logged in the log book, the data base, and included in the Annual Report.*
2. *The City will document website comments/responses and file; participation events, with number of participants, will be documented and filed. Both activities will be summarized in the Annual Report.*

Evaluation

Part II.B.7

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

Effectiveness will be gauged based on the number of participants in public meetings and by number of comments received on program on website, responses taken, and number of participants in annual events. The City will log-in these numbers and will use them as a baseline for future Annual Reports.

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: *Bill Dove*
17.b. Title: *Chief Operator WWTP*
17.c. Department: *Utilities and Public Works*
17.d. Address: *47 9th Street*
17.e. Phone number: *304-232-3140*
17.f. Email address: *doover6570@yahoo.com*
17.g. Is another entity sharing responsibility for the MCM? If so, who? *Yes, Sanitary Board*

Control Objective & BMPs

- 17.h. State your overall objective for this MCM.
To implement, assess, update, and enforce a program to prohibit improper disposal, detect and remove illicit connections, and reduce or eliminate illicit discharges to the storm sewer system.
- 17.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.
Annually review and maintain the:
- *Storm Drain System Map and a map of the City watershed, indicating hotspots and discharge points.*
 - *Training on IDDE.*
 - *City ordinance for Illicit Discharge/Illegal Dumping.*

MCM Components

Part II.C.b.3.a.

- 17.j. Do you have a current map of your municipal storm sewer system?
Yes, a map is under development to include the stormwater infrastructure as the system is located per sections and rehabilitations of the system throughout the City.

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

Part II.C.b.3.ai

- 17.k. All known storm sewer outfalls? *No.*
17.l. Receiving waters? *Yes.*
17.m. Structural BMPs 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? *No.*
17.o. Updating the known connections to the municipal separate storm sewer authorized after July 22, 2009? *Yes.*



- 17.p. Geographic areas that discharge stormwater into the permittees MS4, which may not be located within the municipal boundary? *Yes*

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

Part II.C.b.3.b.

- 17.q. Do you have an IDDE Ordinance?

Yes. The ordinance is under development and updates that will address all requirements of the SWMP.

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. Recommendations will be made to the City on the IDDE Ordinance, along with the Annual Report. The City will consider recommendations along with the Annual Report and will propose any necessary SWMP changes to the City Council for official approval.

Does your IDDE Ordinance prohibit the following:

Part II.C.b.3.ii

- 17.s. Discharges from hyperchlorinated water line flushing? If not, how are these discharges handled when they occur?

No, discharges from hyper-chlorinated water line flushing will not be prohibited in the IDDE Ordinance. Information will be published on the website to educate residents/businesses/employees of the adverse effects of chlorinated water on streams/rivers.

- 17.t. Lawn watering and other irrigation runoff? If not, have you addressed lawn watering in your public education and outreach activities?

No, lawn watering and other irrigation runoff will not be prohibited in the IDDE Ordinance. Education and outreach literature will discuss the effects of lawn watering. Information will be published on the website to educate residents/businesses/employees of the adverse effects of runoff.

- 17.u. Street, parking lot, and sidewalk wash water, and external building wash down? If not, have you addressed these types of runoff in your public education and outreach activities?

No, water from street, parking lot, sidewalk, and building wash downs will not be prohibited in the IDDE Ordinance. Education and outreach literature will discuss the effects of the above activities, urging the general public to abstain from these activities.

Information will be published on the website to educate residents/businesses/employees of the adverse effect of soaps, detergents, sediments, and other pollutants that may be discharged into streams/rivers from wash water.

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

- 17.v. Does your IDDE Ordinance include escalating enforcement procedures and actions?
Yes. Enforcement Strategies are under review and will be included on the IDDE Ordinance.

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

- 17.w. Briefly describe your enforcement strategy.
*Any information suggesting pollution will be investigated within 15 days.
Once it is determined that the IDDE Ordinance has been violated, the offender will be sent an official notice explaining the violation and what remediation or restoration will be needed. The notice will explain that if the offender does not complete the established remediation within fifteen (15) days, the City will have the work completed at the expense of the violator. If the violator does not comply with the ordinance, the violator shall be liable to criminal prosecution to the fullest extent of the law. All procedures will be included in the City IDDE Ordinance.*

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 Impaired Streams.*
- *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.*
- *During 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.

Discharges not composed entirely of stormwater will be characterized: as having discoloration or sheen, odor, staining, fish kills, and overgrowth, hyper-chlorinated waterline flushing, pipeline hydrostatic test water, and chlorinated non-drinking water discharges.

Public works facility staff shall investigate and report any discharge that is questionable. If there is anything that indicates that discharge is not 100% water, staff are required to classify the incident in their reporting. They shall identify if a discharge was present, if it was small or large, if there was an odor, if the incident was an emergency, if authorities had to be called in, and how it was found. Staff will also take the same actions if there is no discharge present but staining, odor, or overgrowth is present. Sampling of discharge may be performed, if warranted, to further define discharge. Any pollution reported or discovered will be investigated within 15 days if not an emergency spill that must be immediately contained.

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

17.aa. Describe your procedures for tracing the source of the discharge.

Once an illicit discharge or problem area is detected, multiple activities may be used to trace the source. Methods may be as simple as visual inspections, opening manholes, using manhole cameras, collecting and analyzing water samples, or following the “sheen” upstream until the source is located or may be comprised of more intense activities such as dye-testing, smoke testing, or camera work within the storm sewer system. Any information suggesting pollution will be investigated within 15 days.

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. The city may remove source of discharges if immediate action is needed, and seek reimbursement from responsible party.*
- *Contact the DEP hotline. Authorities, such as the DEP or others, will be notified if removal is beyond the capabilities and resources of the City to contain or mitigate, or if the source is found to be outside of the City’s jurisdiction.*

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.

Part II.C.b.3.d.

17.cc. Describe how you will inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.

Public and businesses will be informed of hazards of illegal discharges through the City website. If there is an immediate threat to public health or environment, information will be provided through the local news, television, and radio.

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.

- *Mapping: The City will perform mapping updates annually.*
- *Training sessions: The City will conduct training annually as well as within 6 months for newly hired employees directly responsible for tasks within the storm water management plan for the City. The City will make use of all available DEP material to provide training. The training program will be fully established by December 2019.*
- *Ordinance: Will be reviewed annually.*

Measurable Goals

Part II.B.4

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

- *Mapping: Annual update to mapping.*
- *Training: Annual training to personnel.*
- *Ordinance: Annual review of the ordinance by IDDE staff, Sanitary Board, and City Council.*

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.

The City will document the passage of the IDDE Ordinance and place on the ordinance on the website, and thereafter, document annual review/update the ordinance. These records will be filed for hard copy or retained electronically City employees charged with detection are required to fill out "logs", keeping record of the discharges. The City will track, summarize, and report on an annual basis:

1. *The number and type of spills or illicit discharges identified during the reporting year.*
2. *Inspections of spills and discharges within 15 days.*
3. *Feedback received from IDDE public education efforts such as 303d/TMDL pollutants of concern.*
4. *Program evaluation results.*
5. *Calls to the IDDE Hotline.*

6. *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 passage of the IDDE Ordinance and annual review, keeping track of the number training sessions, mapping updates, reported discharges from the public and from the City employees, number of actual illicit discharges detected, and number of illicit discharges corrected.

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: *Dave Goddard*
- 18.b. Title: *City Mayor*
- 18.c. Department: *City Council*
- 18.d. Address: *47 9th Street*
- 18.e. Phone number: *304-232-3140*
- 18.f. Email address: *mcmechenmayorgoddard@gmail.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 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.
 - *Ordinance: Develop an ESC Ordinance. The ESC Ordinance will be reviewed on an annual basis. Updates/modifications will be executed based on the annual review.*
 - *Inspections: On-site inspections for construction sites make certain proposed BMP devices are working properly and are maintained.*
 - *Plan reviews: The ESC Ordinance will detail the procedure to follow for plan submissions and the review process. The ESC Ordinance will be updated to reflect the requirements of the new permit to indicate the relationship of the construction project to 303d/TMDL receiving waters.*

MCM Components

Part II.C.b.4.a.

- 18.j. Do you have an Ordinance to control construction site run-off?
No.

Part II.C.b.4

- 18.k. Does your program regulate disturbance of 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?
An ESC Ordinance will be developed and implemented no later than one year after DEP approval of the City's SWMP. The ESC Ordinance will regulate land disturbance of one acre or more, or less than one acre if part of a larger common plan of development. The ESC Ordinance will not regulate disturbances of less than one acre.



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

- 18.l. Does your Ordinance contain the nine required components?
Yes, the ordinance will include the nine required components.

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

Part II.C.b.4.b.

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

- 18.n. Describe the inspection process of your construction site run off program.
BMPs will be selected from the WVDEP Erosion and Sediment Control BMP Manual for construction sites.

The City will then inspect construction sites for compliance:

- *After installation of required erosion and sediment control measures and prior to the beginning of construction.*
- *During construction.*
- *During/after qualified rain events where a qualified rain event is any happening when there is precipitation of 0.25 inches or greater in a 24-hour period.*
- *Prior to construction/project 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.

The ESC Ordinance will state the following:

If inspection reveals that proper installation and/or maintenance of erosion and sediment control devices is not present on a construction site, the City will notify the contractor that there are deficiencies and that immediate action must be taken. The contractor will have 14 calendar days to remediate the construction site. If installation, repairs, and/or maintenance are not completed in the time provided, the City will issue a Cease and Desist Order. The Cease and Desist Order will remain in effect until all issues are corrected to the satisfaction of the City. The City also reserves the right to have the construction site stabilized by another party and forward the cost onto the original contractor after the issuance of a Cease and Desist Order.

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 to be used for both sectors. If the public sector is cited an intermediate enforcement may be required, which would require employees to be retrained.

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 developed, reviewed annually by the City staff, the Sanitary Board, 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 ESC Ordinance will contain 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: Develop, annual review, and update as necessary.*
- *Site Inspection: The number of regulated construction projects.*
- *Plan review: The number of construction plans submitted to the city's hired consultant, and the log created to track project name, description and acreage.*

Tracking

Part II.B.7.

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

Tracking activities consist of:

- *Development of the ordinance and the number of ordinance updates.*
- *The number of construction projects that have implemented of erosion & sediment controls.*
- *Warning and notice of violations awarded.*
- *Logs for enforcement-actions taken, will be recorded and included in the Annual Report.*
- *The number of plan reviews.*
- *Training sessions for site operators to develop/follow O&M and spill procedures that abide by the City's MS4 permit.*

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 development of the ordinance and the annual review.*
- *The number of plan reviews abiding by the ordinance.*
- *The number of site inspections performed to construction projects that have implemented erosion & sediment controls.*

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: *James Goddard*
- 19.b. Title: *City Mayor*
- 19.c. Department: *City Council*
- 19.d. Address: *47 9th Street*
- 19.e. Phone number: *304 232 3140*
- 19.f. Email address: *mcmechenmayorgoddard@gmail.com*
- 19.g. Is another entity sharing responsibility for this MCM? If so, who? *No.*

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

Control Objectives & BMPs

- 19.h. State your overall objective for this MCM.
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.

MCM Components

Watershed Protection Elements

Part II.C.b.5.ai.

- 19.i. Have you incorporated the six watershed protection elements into your subdivision ordinance or equivalent document? 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).

No. The City currently has a stormwater ordinance, Ordinance Number MS4-001-2006 “Regarding Storm Water Management,” hereafter referred to as SWM Ordinance. The current SWM Ordinance does not include the six watershed protection elements. The City is currently reviewing the ordinance to evaluate what changes/additions are required to meet all the stipulations included in the City’s SWMP and MS4 permit. The ordinance revision will include the six watershed protection elements.

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

The SWM Ordinance will be reviewed annually following the submittal of the City's Annual Report. The ordinance will be updated accordingly.

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.

To develop and implement an ordinance that includes the six watershed elements and review/update the ordinance annually thereafter. The current SWM Ordinance will be updated/revised and implemented no later than one year after DEP approval of the City's SWMP.

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

BMPs for the City are:

- *Ordinance: The City will revise and update the current SWM Ordinance and review and update the SWM Ordinance annually thereafter.*
- *Keep record of the number of plans reviewed and number of site inspections*
- *Tracking the number of structural stormwater control systems (dry pond, wet pond, infiltration trenches, etc.) and document*

Site Design Standards

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

19.1. 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.

No. The City will include design standards as part of the ESC Ordinance that was previously discussed. The ESC Ordinance will be developed and implemented no later than one year after DEP approval of the City's SWMP.

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?

The ordinance will address Hot Spots.

The ordinance will provide information that pollutant loadings from Hot Spots that cannot meet quality standards may be disposed of at a Waste Treatment Plant if permissible after City assessment of the pollutant to determine nature of pollution. If not, a waste vendor will be contracted for proper disposal.

The current SWM Ordinance will be updated/ revised to include this information and implemented no later than one year after DEP approval of the City's SWMP.

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

- 19.n. Do you know where drinking water source protection areas are located within your MS4 watershed? Describe how this information will be kept confidential, and made available to WVDEP only when requested.

Yes, the City has one water source protection area within the City's watershed. The City will provide information to DEP upon request as the information is confidential.

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

- 19.o. Describe your program for reducing impervious surfaces.

Reducing impervious surfaces will be regulated by the ordinance that will require the use of six watershed protection elements, one of which calls for minimizing impervious surfaces. The others indirectly support it.

- 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 will include the DEP developed "Waivers for Providing Stormwater Management" and the "Fee in Lieu of Stormwater Management Practices" in the SWM Ordinance for projects that cannot implement the one inch runoff reduction requirements.*

(Note: “WVDEP has plans to create standard criteria and guidance material to assist MS4's in developing a mitigation and payment in lieu program. If your MS4 does not already have a mitigation or payment in lieu program -make a statement in the SWMP that you do not have one. If you want to use what WVDEP develops, then make a statement to that effect. If you are planning to develop your own mitigation and payment in lieu program, then your SWMP has to include a time frame for development of this program.)

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

19.q. Describe the planning process for new development and redevelopment projects in your MS4.

The site review process will be through the City and their engineering consultant. The plan review process will 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’s consultant for further review.

When applications are requested for development, stormwater requirements and stormwater information will be provided along with application. Developers will be also directed to the City website and stormwater ordinances for further information. Stormwater utilities superintendent and City contacts will be provided to clarify further questions. If there are deficiencies in stormwater management, corrections will be requested before resubmittal.

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

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

The plan review process 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.*
- 3. Review for compliance is done by the City Consultant.*
- 4. Designer addresses comments, reviews and updates the plans, and resubmits to the City Consultant.*
- 5. Further review by the City Consultant.*
- 6. The City 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.*

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.

All plans will be required to include maintenance schedules for storm water management control structural and non-structural, and all assigned permanent responsibilities for the maintenance of such practices. The city must agree to the types of controls, maintenance and inspection schedule prior to plan acceptance, in the following manner:

All site development plans will be required to include maintenance easements for best management practices. A formal maintenance covenant must be approved by the City in which a schedule will be developed for when and how often maintenance occurs and for who is responsible for such maintenance. If a responsible party fails or refuses to meet the requirements of the maintenance covenant, the City, after reasonable notice, may correct a violation of the design standard or maintenance needs by performing all necessary work to place the facility into proper working condition. The City may then assess the owner of the facility for the cost of the repair work and any penalties; and the cost of the work shall be a lien on the property, or prorated against the beneficial users of the property, and may be placed on the tax bill and collected as ordinary taxes by the City.

City will maintain any city owned structural control practices, and document inspections performed within the permit term. City will also inspect any private structural stormwater control practices within the city jurisdiction within the permit term to insure they function properly and maintained.

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

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

19.t. Describe your method of inventory and tracking of stormwater control practices for this MCM.

As development plans are reviewed and approved, the stormwater management practices will be entered into the City's map. The type of practice, location, photographs, maintenance requirements, and inspection logs will all be kept.

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 the BMPs on each new development or redevelopment project site at least once during the permit cycle (5 years).

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?

Yes, the Code Enforcement Department and Public Works regulate the requirements for street design, parking, and parking lots.

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 current SWM Ordinance will be updated/revised and implemented no later than one year after DEP approval of the City's SWMP. The ordinance will then be reviewed and updated annually.*
- *Plan Review: As they are submitted.*
- *Tracking controls: Addition of controls to the tracking system as they are submitted.*

Measurable Goals

Part IV.A.

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

- *To revise, implement, and review the SWM Ordinance.*
- *To review the plans.*
- *To track the stormwater control BMPs.*

Evaluation

Part II.B.7

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

By reviewing the BMPs and goals to see the level of participation, number of people trained, number of plans for redevelopment and development projects reviewed, number of inspections of redevelopment and development project sites, and overall compliance of designers of redevelopment and development projects with the City ordinances and processes. The City will also document decisions regarding offsite mitigation procedures for projects that cannot implement the one inch runoff reduction requirements.

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: *Bill Dove*
- 20.b. Title: *Chief Operator WWTP*
- 20.c. Department: *Utilities & Public Works*
- 20.d. Address: *47 9th street*
- 20.e. Phone number: *304-232-3140*
- 20.f. Email address: *dover6570@yahoo.com*
- 20.g. Is another entity sharing responsibility for this MCM? If so, who? *Sanitary Board.*

Control Objectives & BMPs

- 20.h. State your overall objective for this MCM.
Prevent or reduce pollution discharges from municipal operations.
- 20.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.
 - 1) *MS4 system maintenance activities are conducted, including manhole and storm drop inspections, street sweeping, routine ditch, storm sewer, and culvert cleaning, and the installation of new storm sewer and culverts.*
 - 2) *The City will develop a pollution prevention plan and spill procedure plan for use in daily municipal operations. The Wastewater Treatment Plant (WWTP) has adopted an independent Storm Water Pollution Prevention Plan (SWPPP).*
 - 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.
 - ***Public Works Building (includes compost site and salt storage)***

The WWTP is covered under a separate permit – WV0020141.

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 facility houses and maintains vehicles, stores equipment and materials, and maintains salt storage and applications.

Public Works: *moderate amount of petroleum products and hazardous materials (solvents and cleaners) during the course of normal maintenance. These materials are purchased and contained in quantities of 5 gallons or less and are not currently exposed to storm water. The materials are stored within the shop buildings. The public works facility has office operations as well as vehicle maintenance, cleaning/washing vehicles, storage of fuels/refueling, vehicle parking, salt storage, cinder/sand storage used on road/streets in winter, and composting.*

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 Storm Water Pollution Prevention Plan (SWPPP) will be drafted to include spill response plans and procedures. The SWPPP will be completed no later than one year after DEP approval of the City's SWMP.

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 rights-of-way, 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 training program under development is targeted for public works 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 must provide additional information below.
The WWTP is covered under a separate permit – WV0020141.

Schedule

Part II.C.b.6

- 20.q. Describe how and when you will implement each component of your program for this minimum control measure. Include mid-point and full implementation dates.
- 1) *MS4 system maintenance activities are conducted at least annually, including manhole and storm drop inspections, street sweeping, routine ditch, storm sewer, and culvert cleaning, and the installation of new storm sewer and culverts.*
 - 2) *The City will develop the SWPPP and develop an O&M procedure and spill procedure plan for use in daily municipal operations. The O&M document will be completed no later than one year after DEP approval of the City's SWMP.*
 - 3) *The City will conduct annual staff training on SWPPP, following the approval of the plan.*

The initial training session will take place and be held annually. The training session will introduce public works employees to the newly developed O&M procedures. Inspections will be logged and documented.

Part II.C.b.6

20.r. Describe the inspection schedule for ensuring municipal facilities are in compliance with pollution prevention plans.

Municipal facilities will review their respective SWPPPs annually along with a walk through of the site to make sure the facility is in compliance with the SWPPP. Anything found not in compliance shall be repaired as soon as possible.

Measurable Goals

Part IV.A

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

- *SWPPP: Development of a SWPPP Operations and Maintenance document.*
- *Training: Spill procedure training for the staff.*
- *Maintenance Activities: Performance of maintenance activities, including manhole and storm drop inspections, street sweeping, routine ditch, storm sewer, and culvert cleaning, and the installation of new storm sewer and culverts.*

The City will log the number of training sessions and attendees, all system maintenance activities and their nature, the occurrence of any spill event, and quarterly inspections to the facilities.

Tracking

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

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

- *SWPPP : Will be completed within one year of SWMP approval.*
 - *Training: An attendance form will be developed to be used with each training session conducted. Minutes of training sessions will be maintained.*
 - *Inspections: Logs will be kept for inspections, and all maintenance activities that take place – inspections will be scheduled quarterly at a minimum.*
- All numbers for measurable goals will be documented in annual report to WVDEP.*

Evaluation

Part II.B.7

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

- *Through the development and adoption of SWPPPs for each facility, the development of the O&M documents, and spill procedures.*
- *The number of training sessions and trained staff.*
- *Inspections: Number of inspections, recording of maintenance activities and the implementation of other BMPs for public works facilities maintenance areas, and the number of actions taken throughout the year for spill events.*

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.

Public Works: Bill Dove

Phone: 304-232-3140

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

Outlet Number	Longitude			Latitude			River Mile
	Degrees	Minutes	Seconds	Degrees	Minutes	Seconds	
PWO1	-80	43	59	39	58	53	N/A

20.x. List the Standard Industrial Classification (SIC) Code designated for your facility/s.

Public Works – 417.

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

Public Works – City vehicle maintenance and fueling, salt storage, compost.

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.



**CITY OF MCMECHEN
MS4 CORPORATE BOUNDARY MAP**

PLAN LEGEND

-  CORPORATE BOUNDARY
-  WATERSHED OUTSIDE CORPORATE BOUNDARY
-  STREAM
-  OUTFALLS FOR THE CITY OF MCMECHEN
EXISTING CSO'S - INSPECTABLE UNITS
UNDER NPDES FOR THE CITY OF MCMECHEN

NOTES

1. COUNTY AND STATE ROUTE LOCATIONS SHOWN ARE BASED ON AERIAL PHOTOGRAPHY.



WATERSHED AREAS
OUTSIDE OF THE
CITY OF MCMECHEN
CORPORATE BOUNDARY

MCMECHENS RUN

CITY OF MCMECHEN
CORPORATE BOUNDARY

JIM RUN

CITY OF MCMECHEN
WATER STORAGE TANKS

CITY OF MCMECHEN
EXISTING WATER
TREATMENT PLANT

CITY OF MCMECHEN
EXISTING WELL FIELD

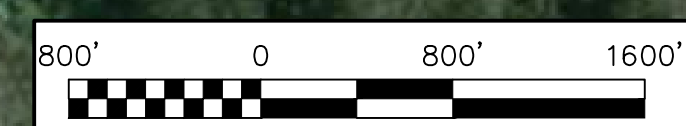
CITY OF
MCMECHEN

C002-WV0020141
LAT: 39°59'07"
LON: 80°44'05"

C002-WV0020141
LAT: 39°58'43"
LON: 80°43'54"

C004-WV0020141
LAT: 39°58'57"
LON: 80°44'09"

OHIO RIVER



LAYOUT TAB: 01-AERIAL CAD FILE: R:\025-0170-MS4-CITY OF MCMECHEN-Drawing\MCMECHEN_MS4_Aerial_View.dwg PLOT DATE/TIME: 8/7/2018 5:38 PM

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NO.	BY	DATE	DESCRIPTION

SCALE:	
DRAWN:	DATE:
CHECKED:	DATE:
APPROVED:	DATE:
SURVEY DATE:	
SURVEY BY:	
FIELD BOOK No.:	

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PHASE No.	
CONTRACT No.	
PROJECT No.	101-025-0170

**CITY OF MCMECHEN
DELINEATION FOR THE MUNICIPAL
SEPARATE STORM SEWER SYSTEMS (MS4s)
MARSHALL COUNTY, WEST VIRGINIA
CORPORATE LIMITS**

SHEET No.
1

