

Instructions for Preparing a Stormwater Management Program Report

These instructions are to be used for preparing the Stormwater Management Program Report. The instructions below sequentially guide you through compiling the report. The Stormwater Management Program Report must detail the proposed stormwater management program for the five-year term that your NPDES stormwater permit will cover. The proposed stormwater management program must meet specific minimum requirements as explained below.

The Stormwater Management Program Report shall be prepared in accordance with the following format and instructions. The report must be unbound and include a Table of Contents with page numbers in accordance with Form SWU-264, Section X.

The following information, at a minimum, must be included in the Stormwater Management Program Report.

1. Storm Sewer System Information

- 1.1 Population Served: Describe the permanent and seasonal population served by the MS4 system. The source of the permanent population data should be listed. Methodology should be provided for any seasonal population estimates, as well as a description of the seasonal calendar. Seasonal population is an indicator of the stress placed on the MS4 during peak demands.
- 1.2 Growth Rate: The population growth rate for the service area should be calculated based on the simple analysis of the relative change between the US Census population in 1990 and 2000 stated as a percent change, annualized by dividing the percent change by 10. If your jurisdiction incorporated after 1990, use the based population established at the time of incorporation in place of the 1990 Census number to establish the change in population as a percent change as measured in 2000. More recent population data can be used to document the growth rate, if available.
- 1.3 Jurisdictional and MS4 Service Areas: List the jurisdictional and MS4 service area in square miles.
- 1.4 MS4 Conveyance System: Briefly describe the composition of the existing MS4 system (pipes, ditches, sheet flow, etc.) and state of maintenance of the system. This narrative should give the reader a general feel for how your stormwater is transported to receiving streams and what kind of maintenance activities are currently performed.
- 1.5 Land Use Composition Estimates: Estimate the percentage of the MS4 service area that is under residential, commercial, industrial, and open space land use.
- 1.6 TMDL Identification: The Environmental Protection Agency or the NCDENR has the authority to establish and issue a Total Maximum Daily Load allocation on a body of water or receiving stream. Acknowledge if your MS4 discharges into such a controlled body of water or receiving stream.

2. Receiving Streams

Complete a table (as shown in Table 1 below) for each river basin within the MS4 service area. The web sites and resource contacts listed below under Information Sources will help you locate the information you need.

Your river basin table should list the primary streams that receive stormwater runoff from the MS4 jurisdictional area. Primary streams are those that are shown on a USGS topo maps or SCS map. Streams that are shown on the USGS or SCS maps but do not have a name shall be listed as an unnamed tributary to the nearest named downstream receiving water body.

For each stream, the water quality classification(s) and the NCDENR Use Support Rating shall be listed. The water quality classification and/or use support rating for a single stream may change over its length. Therefore, stream segments shall be identified by index number and the corresponding water quality classification and use support rating shall be listed.

Your river basin table should also briefly identify any specific water quality issues identified in the most recent NCDENR river basin water quality plan, 303(d) List or identified at the local level. Issues can include specific pollutants of concern, pollutant sources and activities of concern, etc.

Information Sources:

Which river basin are you in? <http://h2o.enr.state.nc.us/basinwide/whichbasin.htm>
 Stream Index Numbers: <http://h2o.enr.state.nc.us/bims/Reports/reportsWB.html>
 Water Quality Classifications <http://h2o.enr.state.nc.us/bims/Reports/reportsWB.html>
 303(d) List: <http://h2o.enr.state.nc.us/mtu/download.html>

Table 1. [*Name of River Basin*] River Basin

Receiving Stream Name	Stream Segment	Water Quality Classification	Use Support Rating	Water Quality Issues	303(d) List

3. Existing Water Quality Programs

- 3.1 Local Programs: List and briefly describe the existing water quality programs that are implemented by your community within the MS4 service area. This includes such programs as Water Supply Watershed Protection, delegated Erosion and Sediment Control, Neuse NSW Urban Stormwater, Land Use Plans, etc.
- 3.2 State Programs: List existing programs that are implemented by the state within the MS4 service area. These include programs such as CAMA, State Stormwater Management, Erosion and Sediment Control, Riparian Buffers, etc.

4. Permitting Information.

- 4.1 Responsible Party Contact List: Provide a list or table of each measurable goal and the contact information for the person and/or position that is responsible for implementation of each goal listed. Contact information for existing positions must include name, position, phone, fax and e-mail. Contact information for proposed positions must include the position title, and a contact phone and fax number.
- 4.2 Organizational Chart: Provide an organizational chart that shows where the responsible parties listed above fit into the structure of your organization.
- 4.3 Signing Official: The application and permit application report shall be signed by a principal executive officer, ranking elected official or duly authorized representative. Provide the name, position and a brief explanation of why the signing official is the appropriate person to sign the permit application.
- 4.4 Duly Authorized Representative. If you are delegating permit application responsibility to someone other than the signing official, provide documentation that the person is duly authorized. A person is a duly authorized representative for matters concerning the NPDES stormwater application and permit only if:
- The authorization is made in writing by a principal executive officer or ranking elected official;
 - The authorization is approved through board action by an appropriate body such as City or Town Council, County Commissioners or similar authority;
 - The authorization specifies either an individual or a position having overall responsibility for environmental/stormwater matters; and
 - The written authorization is submitted to the Director along with the Stormwater Management Program Plan.

5. Co-Permitting Information (if applicable)

An MS4 may work with another MS4 or group of MS4s to develop and implement the Phase II stormwater program within their jurisdictional area. If subject MS4s are working jointly on development and implementation of all required minimum measures, then those entities may apply for a single NPDES permit as co-permittees.

If an MS4 is working with another MS4 or group of MS4s to develop and/or implement only a few of the required six minimum measures, then those MS4s may not apply as co-permittees. In this case, each MS4 must obtain their own NPDES permit and retain full responsibility for the implementation of the permit requirements through whatever mechanisms the MS4 may choose (contract, interlocal agreement, etc.).

- 5.1 Co-Permittees: List the name of each MS4 owner/operator and the responsible party contact information for each MS4 applying for the co-permit. Also list any existing individual NPDES stormwater permits that an MS4 may hold.
- 5.2 Legal Agreement(s): As a co-permittee, all cooperating MS4s will be permitted as responsible parties in the permit. The specific responsibilities of each participating MS4

should be clearly established through a legally binding inter-local agreement or establishment of a regional stormwater authority. Provide documentation of the legally binding agreement.

- 5.3 Responsible Parties: Clearly define the responsibilities of each co-permitting MS4 under the NPDES stormwater permit.

6. **Reliance on other government entity to satisfy one or more permit obligations**

If you are relying on another government entity to satisfy one or more permit obligation and are not applying as co-permittees, provide the following information on each entity and the permit obligation:

- 6.1 Name of the entity
- 6.2 Element to be Implemented
- 6.3 Contact Information for the Responsible Party including Name, Address, and Phone Number
- 6.4 Is a legal agreement in place to establish the relationship and responsibilities of both parties?

7. **Stormwater Management Program Plan**

You must implement and enforce a stormwater management program (SWMP) designed to reduce the discharge of pollutants from your small MS4 to the maximum extent practicable (MEP), to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act.

7.1 **Public Education and Outreach on Storm Water Impacts**

You must implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants in storm water runoff. Include the following information to explain your program to meet these requirements.

- Target Pollutant Sources: Identify the target pollutant sources the permittee's public education program is designed to address and why they are an issue for your MS4.
- Target Audience: Identify the target audiences likely to have significant storm water impacts and why they were selected.
- Outreach Program: Describe your outreach strategy, including the mechanisms (e.g., printed brochures, newspapers, media, workshops, etc.) you will use to reach your target audiences, and how many people do you expect to reach by your outreach strategy over the permit term. Explain how you plan to inform individuals and households about the steps they can take to reduce storm water pollution and how you plan to inform individuals and groups on how to become involved in the storm water program (with activities such as local stream and beach restoration activities).
- Evaluation: Explain how you will evaluate the effectiveness of this minimum measure, including the measurable goals for each of the BMPs.

7.2 Public Involvement and Participation

You must implement a Public Involvement and Participation program to provide opportunities for the public, including major economic and ethnic groups, to participate in program development and implementation. Include the following information to explain your program to meet these requirements.

- Conduct at least one public meeting to allow the public an opportunity to review and comment on the Stormwater Plan.
- Implement a volunteer stormwater related program designed to promote ongoing citizen participation. Examples include, sponsoring and participating in Big Sweep, Forming partnerships with local businesses, Adopt a stream, Adopt a street, promoting volunteer presentations, Creek crawls, storm drain stenciling, and poster contest.
- Describe a mechanism to provide opportunities for the public, including major economic and ethnic groups, to participate in program development and implementation.
- Evaluation: Explain how you will evaluate the effectiveness of this minimum measure, including the measurable goals for each of the BMPs.

7.3 Illicit Discharge Detection and Elimination

You must implement and enforce a program to detect and eliminate illicit discharges into your MS4. Include the following information to explain your program to meet these requirements.

Storm Sewer System Map: Describe how you will maintain a current storm sewer map showing the location of major outfalls and the names and location of all receiving waters. Describe the sources of information for the maps and how you developed this map.

Regulatory Mechanism: Describe the mechanism (ordinance or other regulatory mechanism) used to effectively prohibit illicit discharges into the MS4.

Enforcement: Describe your plan to ensure appropriate enforcement procedures and actions such that your illicit discharge ordinance (or other regulatory mechanism) is implemented.

Detection and Elimination: Describe your program to detect and address illicit discharges to your system, including discharges from illegal dumping and spills. Consider the use of Best Management Practices (BMPs) such as dry weather field screening for non-storm water flows, field tests of selected chemical parameters as indicators of discharge sources and on-site sewage disposal systems that flow into your storm drainage system. Your description must address the following, at a minimum:

- Procedures for locating priority areas which includes areas with higher likelihood of illicit connections (e.g., areas with older sanitary sewer lines, for example) or ambient sampling to locate impacted reaches.
- Procedures for tracing the source of an illicit discharge, including the specific techniques you will use to detect the location of the source.
- Procedures for removing the source of the illicit discharge.

- Procedures for evaluation of the plan to detect and eliminate illicit discharges.

Non Stormwater Discharges: Address the following categories of non-storm water discharges or flows (i.e., illicit discharges) only if you identify them as significant contributors of pollutants to your small MS4: water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration (as defined at 40 CFR §35.2005(20)), uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, and street wash water (discharges or flows from fire fighting activities are excluded from the effective prohibition against non-storm water and need only be addressed where they are identified as significant sources of pollutants to waters of the United States).

You may also maintain a list of other similar occasional incidental non-storm water discharges that will not be addressed as illicit discharges. These non-storm water discharges must not be reasonably expected to be significant sources of pollutants to the Municipal Separate Storm Sewer System, because of either the nature of the discharges or conditions you have established for allowing these discharges to your MS4 (e.g., activity with appropriate controls on frequency, proximity to sensitive waterbodies, BMPs). You must document in your SWMP any local controls or conditions placed on the discharges. You must include a provision prohibiting any individual non-storm water discharge that is determined to be contributing significant amounts of pollutants to your MS4.

Outreach: Describe how you plan to inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste. Include in your description how this plan will coordinate with your public education minimum measure and your pollution prevention/good housekeeping minimum measure programs.

Staff Training: Describe how you plan to conduct training for appropriate municipal staff on detecting and reporting illicit discharges.

Evaluation: Explain how you will evaluate the effectiveness of this minimum measure, including the measurable goals for each of the BMPs.

7.4 Construction Site Stormwater Runoff Control

You must implement and enforce a program to reduce pollutants in any storm water runoff to your MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of storm water discharges from construction activity disturbing less than one acre must be included in your program if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more.

Small MS4 may rely on the State Erosion and Sediment Control Program (or a locally delegated program) and the DWQ general stormwater permit for construction activities to meet these requirements. If you choose to develop and implement your own construction site stormwater runoff control program, then you must provide the following information.

Regulatory Mechanism: Describe the mechanism (ordinance or other regulatory mechanism) you use to require erosion and sediment controls at construction sites. Include a copy of the relevant sections as an appendix. You must establish requirements for:

- Construction site operators to implement appropriate erosion and sediment control best management practices;
- Construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality;

Plan Reviews: Describe your procedures for site plan review, including the review of pre-construction site plans, which incorporate consideration of potential water quality impacts. Describe your procedures and the rationale for how you will identify certain sites for site plan review, if not all plans are reviewed. Describe the estimated number and percentage of sites that will have pre-construction site plans reviewed.

Enforcement: Describe your plan to ensure compliance with your erosion and sediment control regulatory mechanism, including the sanctions and enforcement mechanisms you will use to ensure compliance. Describe your procedures for when you will use certain sanctions. Possible sanctions include non-monetary penalties (such as stop work orders), fines, bonding requirements, and/or permit denials for non-compliance.

Inspections: Describe your procedures for site inspection and enforcement of control measures, including how you will prioritize sites for inspection.

Public Information: Explain your procedures for receipt and consideration of information submitted by the public. Consider coordinating this requirement with your public education program.

Evaluation: Explain how you will evaluate the effectiveness of this minimum measure, including the measurable goals for each of the BMPs.

7.5 Post-Construction Storm Water Management in New Development and Redevelopment

You must implement and enforce a post-construction stormwater program to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into your small MS4. Your program must implement strategies, which include a combination of structural, and/or non-structural best management practices (BMPs) appropriate for your community.

You must use an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects. These ordinances, and subsequent modifications, will be reviewed and approved by the Department prior to implementation. The reviews will occur, at a minimum, every five years. Regulated public entities without ordinance making powers, shall demonstrate similar actions taken in their post construction stormwater management program to meet the minimum measure requirements.

Regulatory Mechanism: Describe the mechanisms (ordinance or other regulatory mechanisms) you will use to address post-construction runoff from new developments and redevelopments.

Operation and Maintenance: Describe how you will ensure the long-term operation and maintenance (O&M) of your selected BMPs. Options to help ensure that future O&M responsibilities are clearly identified include an agreement between you and another party such as the post-development landowners or regional authorities.

Explain how your program ensures post-construction stormwater controls are in place that would prevent or minimize water quality impacts from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into your small MS4.

Explain how your program controls, to the maximum extent practicable, the sources of fecal coliform. At a minimum, the program shall include the development and implementation of an oversight program to ensure proper operation and maintenance of on-site wastewater treatment systems for domestic wastewater. For municipalities, this program should be coordinated with the local county health department.

For programs with development/redevelopment draining to trout (Tr) waters, explain how your program ensures that the best management practices selected do not result in a sustained increase in the receiving water temperature, while still meeting the requirements of 15A NCAC .0126 (10)(e).

For programs with development/redevelopment draining to Nutrient Sensitive waters, explain how your program ensures that the best management practice for reducing nutrient loading is selected while still meeting the requirements of 15A NCAC .0126(10)(e) and a nutrient application (both inorganic fertilizer and organic nutrients) management program has been developed and included in the stormwater management program.

Describe any non-structural BMPs in your program, including, if appropriate:

- Policies and ordinances that provide requirements and standards to direct growth to identified areas, protect sensitive areas such as wetlands and riparian areas, maintain and/or increase open space (including a dedicated funding source for open space acquisition), provide buffers along sensitive water bodies, minimize impervious surfaces, and minimize disturbance of soils and vegetation;
- Policies or ordinances that encourage infill development in higher density urban areas, and areas with existing storm sewer infrastructure;
- Education programs for developers and the public about project designs that minimize water quality impacts; and
- Other measures such as minimization of the percentage of impervious area after development, use of measures to minimize directly connected impervious areas, and source control measures often thought of as good housekeeping, preventive maintenance and spill prevention.

Structural BMPs: Describe any structural BMPs in your program, including, if appropriate:

- Storage practices such as wet ponds and extended-detention outlet structures;
- Filtration practices such as grassed swales, bioretention cells, sand filters and filter strips; and
- Infiltration practices such as infiltration basins and infiltration trenches.

Natural Resource Protection:

- Describe the policies, regulations and incentives in place to protect natural resource areas (e.g., forests, prairies) and critical habitat (e.g., conservation corridors, buffer zones, wildlife preserves) from future development. Protection of significant tracts of critical lands and wildlife habitat will aid in protecting and improving water quality by increasing infiltration and groundwater recharge, preventing erosion and contamination of ground water and surface water resources, and protecting sources of drinking water.
- Describe buffer zones and other protective tools in place around wetlands, riparian areas, lakes, rivers, estuaries and floodplains to improve/protect water quality. The use of these practices will reduce pollutant loads and hydrologic alterations to water bodies.
- Describe protection measures for source water protection areas from current or potential sources of contamination through land use controls and stewardship activities. These practices will help safeguard community health, reduce the risk of water supply contamination, and potentially reduce water treatment costs.

Open Space Protection:

- How much dedicated open space is provided both developed and greenfield areas of the community. In addition to providing open space throughout a community as an amenity, such a network can provide large areas that contribute little to stormwater loads and can provide large areas for the infiltration and purification of stormwater.

Tree Preservation:

- Describe measures taken to protect and maintain trees on public and private property, rights-of-way and plant additional trees to enhance the urban tree canopy. Mature trees provide multiple environmental, economic, and community benefits, including improved water and air quality, reduced heat island effects, lowered energy costs, and improved community aesthetics.
- Describe measures taken to preserve trees on private property and require replacement when trees are removed or damaged during development.
- Describe measures taken to encouraged or require street trees as part of road and public right-of-way capital improvement projects. Street trees can help manage and reduce stormwater runoff while proving multiple public and environmental benefits.

Redevelopment: Describe incentives in place to direct development to previously developed areas. Municipalities can realize a significant reduction in regional runoff if they take advantage of underused properties, such as infill, brownfield, or greyfield sites. Redeveloping already degraded sites such as abandoned shopping centers or underutilized parking lots rather than paving greenfield sites for new development can dramatically reduce total impervious area while allowing communities to experience the benefits and opportunities associated with growth.

Development in Areas with Existing Infrastructure: Describe measures taken to direct growth to areas with existing infrastructure, such as sewer, water, and roads. Sewer and water authorities can play a major role in directing a region's growth by determining when and where new infrastructure investment will occur. Well-drafted facility planning areas can direct growth by providing sewer service in areas least likely to impact water resources.

Mixed-Use Development: Describe measures taken to allow mixed use and transit-oriented developments. Mixed use developments allow for the co-locating of land uses, which decreases impervious surfaces associated with parking and also decreases vehicle miles traveled—resulting in a reduction of hydrocarbons left on roadways and reduced air deposition. Transit oriented development (TOD) produces water quality benefits by reducing: (1) land consumption due to smaller site footprints; (2) parking spaces and the impervious cover associated with them; and (3) average vehicle miles traveled, which, in turn, reduces deposition of air pollution into water bodies.

Street Design:

- Describe measures taken to allow for street design standards and engineering practices that encourage streets to be no wider than is necessary to effectively move traffic, thereby reducing overall imperviousness. The width of travel lanes, parking lanes and sidewalks should be tailored to the urban setting. Where appropriate, narrowing travel lane width to 10-11 feet, rather than the standard 12-13 feet, can significantly reduce the total amount of impervious surfaces. Such streets can also substantially improve conditions for walking, biking, and using transit, which reduces automobile use and overall demand for parking spaces.
- Describe measures taken to allow for shared driveways, reduced driveway widths, two-track driveways, and rear garages and alleys and encourage alternative forms and decreased dimensions of residential driveways and parking areas. Off-street parking and driveways contribute significantly to the impervious areas on a residential lot. Reducing such dimensions can minimize the amount of stormwater runoff from a site.

Green Infrastructure Elements and Street Design:

- Describe measures taken to integrate green infrastructure practices as a standard part of construction, maintenance, and improvement plans. Formally integrate green infrastructure into standard roadway construction and retrofit practice. Projects to improve or repair streets provide opportunities to include green infrastructure retrofits as part of larger project budget, design and construction.
- Describe measures taken to promote use of pervious materials for all paving areas, including alleys, streets, sidewalks, crosswalks, driveways and parking lots. Streets, sidewalks, and other hard surfaces contribute a large portion to a municipality's total imperviousness. Making these impervious surfaces more permeable protects water quality, reduces flooding and can recharge groundwater.

Reduced Parking Requirements: Describe measures taken to provide for alternative parking requirements (e.g., shared parking, off-site parking) that match parking requirements to the level of demand and allow flexible arrangements to meet parking standards. Inflexible parking requirements that do not allow for alternative approaches, as well as standards that require too much parking for specific uses increase the amount of impervious surface in a development. Over-parking a development also encourages greater vehicle use and detracts from the overall pedestrian environment.

Transportation Demand Management Alternatives: Describe measures taken to allow alternative measures such as transportation demand management or in-lieu payments to reduce required parking to reduce parking in exchange for specific actions that reduce parking demands on site. Incentives such as transit passes, van pool arrangements, flexible work schedules, market-priced facilities, and separate leasing for spaces in apartments and condos have quantifiable impacts on

parking demand. Incorporating them into parking requirements creates the opportunity to meet demand with less impervious cover.

Minimizing Stormwater From Parking Lots: Describe measures taken to require landscaping to help reduce runoff. Parking lots generate a large amount of impervious cover. Requiring landscaping reduces the environmental impact of parking and can provide additional community benefits by providing shade and, if appropriately placed, creating natural barriers between pedestrians and cars.

Green Infrastructure Practices:

- Describe measures taken to encourage green infrastructure practices as legal and preferred for managing stormwater runoff. Green infrastructure approaches have been proven to be more effective and cost efficient than conventional stormwater management practices in many instances and provide other substantial community benefits.
- Describe measures taken to allow all types of green infrastructure and remove all impediments to using green infrastructure, such as limits on infiltration in rights-of-way and permeable pavements, and restrictions on the use of cisterns and rain barrels.
- Describe measures taken to ensure stormwater management plan reviews take place early in the development review process. (Incorporate stormwater plan comments and review into the early stages of development review/site plan review and approval, preferably at pre-application meetings with developers). Pre-site plan review is an effective tool for discussing with developers alternative approaches for meeting stormwater requirements. This can ensure that green infrastructure is incorporated into new projects at early design stages, well before construction begins.
- Describe measures taken to allow harvested rain water for non-potable uses, such as irrigation and non-potable interior uses such as toilet flushing. Stormwater reuse is important for dense, urban areas with limited spaces for vegetated green infrastructure practices.
- Describe provisions available to meet stormwater requirements in other ways, such as off-site management within the same sewershed or "payment in lieu" of programs, to the extent that on-site alternatives are not technically feasible. In some cases, it is impracticable or infeasible to treat all or even some of the stormwater runoff on site. In such instances alternative means should be provided through contribution to off-site mitigation projects or off-site stormwater management facilities (preferably green infrastructure facilities).

Maintenance/Enforcement: Describe measures for monitoring, tracking, and maintenance requirements for stormwater management practices. These measures will help ensure that green infrastructure practices are monitored and tracked over time and remain in proper working condition to provide the performance required by the stormwater ordinance.

Green Infrastructure Strategies: Identify short-, medium-, and long-term strategies for revising local policies to better support green infrastructure.

Evaluation: Explain how you will evaluate the effectiveness of this minimum measure, including the measurable goals for each of the BMPs.

7.6 Pollution Prevention/Good Housekeeping for Municipal Operations

You must develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations.

Using training materials that are available from EPA, your State, Tribe, or other organizations, your program must include employee training to prevent and reduce storm water pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance. Include the following information to explain your proposed program to meet these requirements.

Affected Operations: Specifically list your municipal operations that are impacted by this operation and maintenance program. You must also include a list of industrial facilities you own or operate that are subject to NPDES Stormwater General Permits or individual NPDES permits for discharges of storm water associated with industrial activity that ultimately discharge to your MS4. Include the permit number and certificate of coverage number for each facility.

Training: Describe any employee training program you will use to prevent and reduce storm water pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance. Describe any existing, available materials you plan to use. Describe how this training program will be coordinated with the outreach programs developed for the public information minimum measure and the illicit discharge minimum measure.

Maintenance and Inspections: Describe maintenance activities, maintenance schedules, and long-term inspection procedures for controls to reduce floatables and other pollutants to your MS4.

Vehicular Operations: Describe your controls for reducing or eliminating the discharge of pollutants from municipal parking lots, maintenance and storage yards, waste transfer stations, fleet or maintenance shops with outdoor storage areas, and salt/sand storage locations and snow disposal areas you operate.

Waste Disposal: Describe your procedures for the proper disposal of waste removed from your MS4 and your municipal operations, including dredge spoil, accumulated sediments, floatables, and other debris.

Other evaluations: If other aspects of your municipal operation were evaluated, please describe the program feature and the results of the evaluation.

Evaluation: Explain how you will evaluate the effectiveness of this minimum measure, including the measurable goals for each of the BMPs.