JORDAN RULES ANNUAL REPORT NEW GUIDANCE: JUNE 29, 2011
SEE RED TEXT BELOW FOR ADDITONAL GUIDANCE BASED ON FAQS RECEIVED TO DATE.

N.C. Department of Environment and Natural Resources
Division of Water Quality

Jordan Nutrient Strategy
Stage One Adaptive Management Program for Existing Development
Annual Report Aug. 13, 2010—Aug. 13, 2011

Reports, supplemental forms and MS4 maps should be emailed to: Bridget.Munger@ncdenr.gov

SECTION I

Local Government Name:

County:

EXISTING WATER QUALITY PROGRAMS

Water Supply Watershed?

Phase II?	If yes, permit number:

*NOTE: Phase II communities are only required to complete Section I and Section VI of this form.

DOES A THIRD PARTY SATISFY ONE OR MORE OF YOUR PROGRAM OBLIGATIONS?

If you rely on another local government, consulting firm or stormwater education group to implement all or part of your Stage One program, provide their information in the section below.

Name

Element(s) they implement:	

Contact Person			
Address			
City		State	
Telephone		Fax	
Email			

Are legal agreements in place to establish these responsibilities?

LOCAL GOVERNMENT CONTACT INFORMATION

Provide the following information for the person/position responsible for day-to-day implementation and oversight of your local government's Stage One Adaptive Management Program for Existing Development.

Contact Person			
Address			
City		State	
Telephone		Fax	
Email			

OVERVIEW OF ANNUAL REPORT REQUIREMENTS

Session Law 2009-216 requires local governments in the Jordan Lake watershed to submit a Stage One Adaptive Management Program report annually to the N.C. Department of Environment and Natural Resources, Division of Water Quality.

Stage One Adaptive Management Program for Existing Development Requirements:
1. Public education program to inform the public of the impacts of nutrient loading and measures implemented to reduce nutrient loading from stormwater runoff.
2. Mapping program that includes major components of the municipal separate storm sewer system, including the location of major outfalls and names and locations of waters that receive discharges from those outfalls, land use types and location of sanitary sewers.
3. Program to identify and remove illegal discharges.
4. Program to ensure maintenance of best management practices implemented.
5. Program to identify opportunities for retrofits and other projects to reduce nutrient loading existing development.

Phase II Stormwater Programs
The Department will accept implementation of other stormwater program(s) in meeting all but one of the Stage One program requirements. Measures 1-4 are already required by NPDES Phase II stormwater permits. Therefore, Phase II communities are only required to complete Section I of this form and Section VI of this form, a report on the identification of retrofit opportunities and other load-reducing measures from existing development.

Best Management Practices
Local governments must identify and submit a table of the best management practices, or BMPs, that are being implemented for each of the program's five measures. This form provides tables for reporting BMPs.

SECTION II: PUBLIC EDUCATION PROGRAM

Most Jordan watershed local governments are members of a stormwater outreach and education group such CWEP, Stormwater SMART or PTWQP. The annual report from your respective group will provide most the information required for completing Section II below. You may need to do some calculations to obtain final figures for media outreach reporting. If there is additional outreach and education you've done in your community, please be sure to include that information as well. Note: Please be sure to include what is planned for the year ahead to expand your program.

Objectives for Public Education and Outreach Program
1. Distribute educational materials to the community.
2. Conduct public outreach activities.
3. Raise public awareness on causes and impacts of stormwater runoff.
4. Inform public on steps they can take to reduce stormwater runoff pollution.
5. Provide opportunities for public participation in program development and implementation.

Public Outreach and Education Program: Year One

Provide information for all BMPs that apply per your approved program.

BMP Implemented	When	Number contacted or participated	Implementation details
Development of Comprehensive Public Education Program			**Overview of what your program includes, i.e., K-12 outreach, booth at events, print materials. radio/TV, newspaper, website, etc. If partnering with another group such a the local soil and water conservation district or an environmental non-profit, include that here.**

Informational Website			**When developed; what is content; how often updated; who maintains site?**
Development of Educational Materials			**Proccess you go through in developing your content. What are topics, i.e., buffer protection, fertilizer management, pet waste pick-up, etc.**
Distribution of Educational Materials			**Materials are provided in what way and how frequently? Examples: Insert in monthly bill, inclusion in newsletter/local newspaper, on website, provided to local government offices for public to pick up, provided to schools, etc.**
Media Campaign (radio or TV)			**Please refer to annual reports to provide topics covered and data on reach, frequency and ultimately, impressions.**
K-12 Outreach			**Does outreach staff got to schools or particpate in school educational events? Are students/teachers targeted for public participation events? Do you provide outreach/educational materials to local schools?**
Public Meetings and/or Events			**Did your local government hold any meetings for public to discuss or learn about: the Jordan Rules, protecting water quality, stormwater, pollution prevention, etc.? Such meetings or events that may overlap with other program areas on this table i.e., festivals, fairs, K-12 outreach events, Big Sweep, storm drain stenciling.**
Community Volunteer Program			**Big Sweep participation, storm drain stenciling, rain garden projects, buffer restoration projects. Again, partnering with other groups/agencies makes this easier.**
Establish Citizens' Group			**Consider partnerships of HOAs, church environmental groups, Scouts, college student organizations, and area environmental groups. This group can organize occasional public events and activities.**
Annual Outreach Program Coordination Meeting			**Includes meetings with partner agencies, local staff involved in planning or executing outreach and education, and with stormwater outreach/education group you are a member of.**
SECTION III: MAPPING PROGRAM			
Objectives for Mapping Program: Maintain an inventory of major outfalls and stormwater drainage components.			

BMP Implemented	Measurable Goals
Stormwater and sanitary sewer system map and major outfall inventory.	Map of storm sewer system and location of sanitary sewers. Major outfalls and stormwater drainage system components identified. For each major outfall identify the location, reference number, size and type of structure, apparent condition of structure, land use types, and dry-weather flow.

ELECTRONIC FILE OR SCANNED COPY OF MAP MUST BE SUBMITTED WITH ANNUAL REPORT.

Please use the space below to provide the following information that is required as part of this annual report:
1. Mapping program objectives as per your approved program.
2. Specific details of how map was developed, activities and progress over the past year.
3. Status of mapping program as compared to your approved program.

If your local government does not own or operate any MS4s, state that here and attach copy of certification form.

SECTION IV: ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM

Objectives for Illicit Discharge Detection and Elimination:
1. Develop and implement program to detect and eliminate illicit discharges.
2. Detect and eliminate illicit discharges.
3. Address significant contributors of pollutants.
4. Inform municipal employees, businesses and public of hazards associated with illegal discharges and improper waste disposal.

Provide information for all BMPs that are part of your approved program.	
BMP Implemented	**Implementation details**
Establish appropriate legal authorities to enforce program.	
Implement illicit discharge detection procedures.	
Municipal employee training on illicit discharges.	
Public and business sector education.	
Mechanism for public to report illicit discharges.	

*****SECTION V: BEST MANAGEMENT PRACTICES MAINTENANCE PROGRAM**

NOTE: This section had errors in the first annual reporting form provided. Please use revised, corrected form dated June 29, 2011 available at www.jordanlake.org
For assistance in completing the section below, refer to NC BMP Manual for guidance: http://portal.ncdenr.org/web/wq/ws/su/bmp-manual

Objectives for a Best Management Practices (BMP) Maintenance Program:
1. Prevent or reduce stormwater pollution.
2. Provide mechanism to require long-term operation and maintenance of BMPs.
3. Ensure controls are in place to minimize water quality impacts
4. Evaluate operation and maintenance management agreements.
5. Allow local government to enter property for inspection purposes.
6. Allow local government to be reimbursed for operation and maintenance they are required to perform.

Provide information for all BMPs that are part of your approved program.	
BMP Implemented	**Implementation details**

Local government BMP Operation and Maintenance program.	
Mechanism to require annual inspections of structural BMPs.	
BMP Operation and Maintenance training program for employees and the public.	
Mechanism/program to require and maintain inventory of structural BMPs.	
Mechanism to require annual review of the BMP Operation and Maintenance program.	

SECTION VI: OPPORTUNITIES FOR RETROFITS TO REDUCE NUTRIENT LOADING

Retrofits only have to be *identified* at this time. Funding processes and construction are not required for several years, and then only if loading reductions have not been met.

Opportunities for Retrofits to Reduce Nutrient Loading
Local government must develop a program to identify opportunities for retrofits and other projects to reduce nutrient loading from existing developed lands. The program must include a process to identify and prioritize places within existing developed areas that are suitable for retrofits or other nutrient load-reducing activities. Retrofit opportunities will be considered acceptable if all of the following conditions have been investigated:
1. The proposed retrofit clearly has the potential to reduce nitrogen or phosphorus loading to the receiving water.
2. The watershed is clearly contributing nitrogen or phosphorus loading above background levels.
3. Landowner where retrofit is proposed agrees to have retrofit installed on property.
4. There is adequate space and access for the retrofit.
5. It is technically practical to install a retrofit at that location.

The minimum number of retrofit opportunities each local government is required to identify is based on population. For those communities that are not completely located within the Jordan watershed, the number of retrofits can be based on the estimated population within the watershed. The local government will have to provide the data to support the population estimate used.

Table 1 below shows the minimum requirements for identifying retrofit opportunities on an annual basis based upon local governments' population in the watershed. Sites may be carried over to meet the minimum requirements for up to two subsequent years provided that:
1. BMPs/retrofits have not been implemented.
2. The site continues to meet the criteria stated above on an annual basis.

Table 1: Minimum Retrofit Requirements

Population in Watershed	Check box below	Minimum Number of Existing Development Nutrient Load-Reducing Projects

	below	Nutrient Load-Reducing Projects
Less than 15,000	☐	1
15,000 - 30,000	☐	2
30,000 - 60,000	☐	3
60,000+	☐	4

Data Collection and Notification

Each retrofit opportunity must include data describing the location, type of retrofit proposed, property owner, as well as basic information about the watershed and receiving waters. Table 2 below provides a format for submitting this information. Local governments that must submit more than one retrofit should use the Supplemental Retrofit Form (Attachment A) to submit information on additional projects.

Table 2: Retrofit Opportunity Table

Location description, including directions from a major highway	**Project specific info to be obtained locally by local government staff or other contracted agency.**
Type and description of retrofit opportunity.	**Project specific info to be obtained locally by local government staff or other contracted agency.**
Current property owner	**Project specific info to be obtained locally by local government staff or other contracted agency.**
Is the property owner willing to cooperate?	**Project specific info to be obtained locally by local government staff or other contracted agency.**
Land area available for retrofit (sq. ft)	**Project specific info to be obtained locally by local government staff or other contracted agency.**
Accessibility to retrofit site	**Project specific info to be obtained locally by local government staff or other contracted agency.**
Drainage area size (acres)	**Project specific info to be obtained locally by local government staff or other contracted agency.**
Land use in drainage area (percent of each type of land use)	**Project specific info to be obtained locally by local government staff or other contracted agency.**
Average slope in drainage area (%)	**Project specific info to be obtained locally by local government staff or other contracted agency.**

Environmentally sensitive areas in drainage area such as wetlands, riparian buffers, endangered or threatened species.	**Project specific info to be obtained locally by local government staff or other contracted agency.**
Approximate annual nitrogen and phosphorus loading from drainage area (lbs/acre/year) *	**Use Nutrient Loading Accounting Tool found at www.jordanlake.org**
Potential nitrogen reduction (lbs/ac/yr)*	**Use Nutrient Loading Accounting Tool found at www.jordanlake.org**
Potential phosphorus reduction (lbs/ac/yr)*	**Use Nutrient Loading Accounting Tool found at www.jordanlake.org**
Estimated cost of retrofit	**Project specific info to be obtained locally by local government staff or other contracted agency.**
Receiving water	**Info can be found at: http://portal.ncdenr.org/web/wq/ws/su#tab-3**
DWQ classification of receiving water	**Info can be found at: http://portal.ncdenr.org/web/wq/ws/su#tab-3**
Use support rating for receiving water	**Info can be found at: http://portal.ncdenr.org/web/wq/ws/su#tab-3**
Other retrofit information you may wish to provide	

If there is additional information on your Stage One Adaptive Management Program that you wish to provide for DWQ review, please enter that information in the space below.