



City of Harrisonburg, Virginia

MS4 Program Plan

Reporting Period: July 1, 2013 – June 30, 2018

Permit Number: VAR040075

In compliance with the Virginia Stormwater Management Program (VSMP)
General Permit for Stormwater Discharges from Small Municipal Separate
Storm Sewer Systems (MS4)





MS4 Program Plan

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I. Introduction

The City of Harrisonburg is an independent city located in the Shenandoah Valley of the Commonwealth of Virginia and is surrounded by Rockingham County. The City is an operator of a Small Municipal Separate Storm Sewer System (MS4). A *municipal separate storm sewer* means “a conveyance or system of conveyances otherwise known as a municipal separate storm sewer system, including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains:

1. Owned or operated by a federal, state, city, town, county, district, association, or other public body, created by or pursuant to state law, having jurisdiction or delegated authority for erosion and sediment control and stormwater management, or a designated and approved management agency under § 208 of the CWA that discharges to surface waters;
2. Designed or used for collecting or conveying stormwater;
3. That is not a combined sewer; and
4. That is not part of a publicly owned treatment works.”

The US Census in 2010 determined the City’s population to be 48,914, that the City is within an Urbanized Area, and thus subject to the General VPDES Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems, which became effective July 1, 2013 and will expire on June 30, 2018 when a new permit cycle is expected to become effective.

The MS4 Permit requires the City to develop and MS4 Program Plan (this document), and to submit Annual Reports for each period between July 1 through June 30. Modifications to the MS4 Program Plan are expected throughout the life of the permit as part of the iterative process to reduce pollutant loadings and to protect water quality. The City’s MS4 Program Plan and Annual Reports are available on the City’s Stormwater webpages: <http://www.harrisonburgva.gov/stormwater-management-program>.

Additional information on the laws and regulations affecting the City and its operation of an MS4 can be found in:

- Virginia Stormwater Management Act, Article 2.3 (§62.1-44.15-24 et seq.) of Chapter 3.1 of Title 62.1 of the Code of Virginia
- Virginia Administrative Code, 9VAC25-870, Virginia Stormwater Management Program (VSMP) Regulations
- Virginia Administrative Code, 9VAC25-890-40, General VPDES Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems
- Virginia Department of Environmental Quality, Municipal Separate Storm Sewer Systems, <http://www.deq.virginia.gov/Programs/Water/StormwaterManagement/VSMPPermits/MS4Permits.aspx>

II. Watersheds

The City of Harrisonburg’s 17.4 square miles is highly urbanized with substantial amounts of impervious surface. The following table describes approximate stream length, drainage areas, and impairments for each watershed within Harrisonburg city limits.

Table 1. Subwatersheds in Harrisonburg

<u>Subwatershed Name</u>	<u>Hydrologic Unit Code (HUC)</u>	<u>Approximate Length (miles) within Harrisonburg</u>	<u>Approximate Drainage Area (acres)</u>	<u>Impairments</u>	<u>TMDL WLA?</u>
Blacks Run (<i>flows into Cooks Creek</i>)	PS22	8.67	9067	Fecal Coliform, Sediment, Total Phosphorus	No
Sunset Heights Branch of Cooks Creek	PS23	2.09	1347.58	Fecal Coliform, Sediment, Total Phosphorus	No
Dry Fork (<i>flows into Smith Creek</i>)	PS59	0.206	493	E. Coli, Sediment	Yes, 2004
North River-Mill Creek	PS26	No stream	87.44	E. Coli	No
Cub Run (<i>flows into South Fork of Shenandoah River</i>)	PS33	No stream	14.75	E. Coli	No
Linville Creek (<i>flows into North Fork of Shenandoah River</i>)	PS56	0.08	117.8	E. Coli, Sediment	No

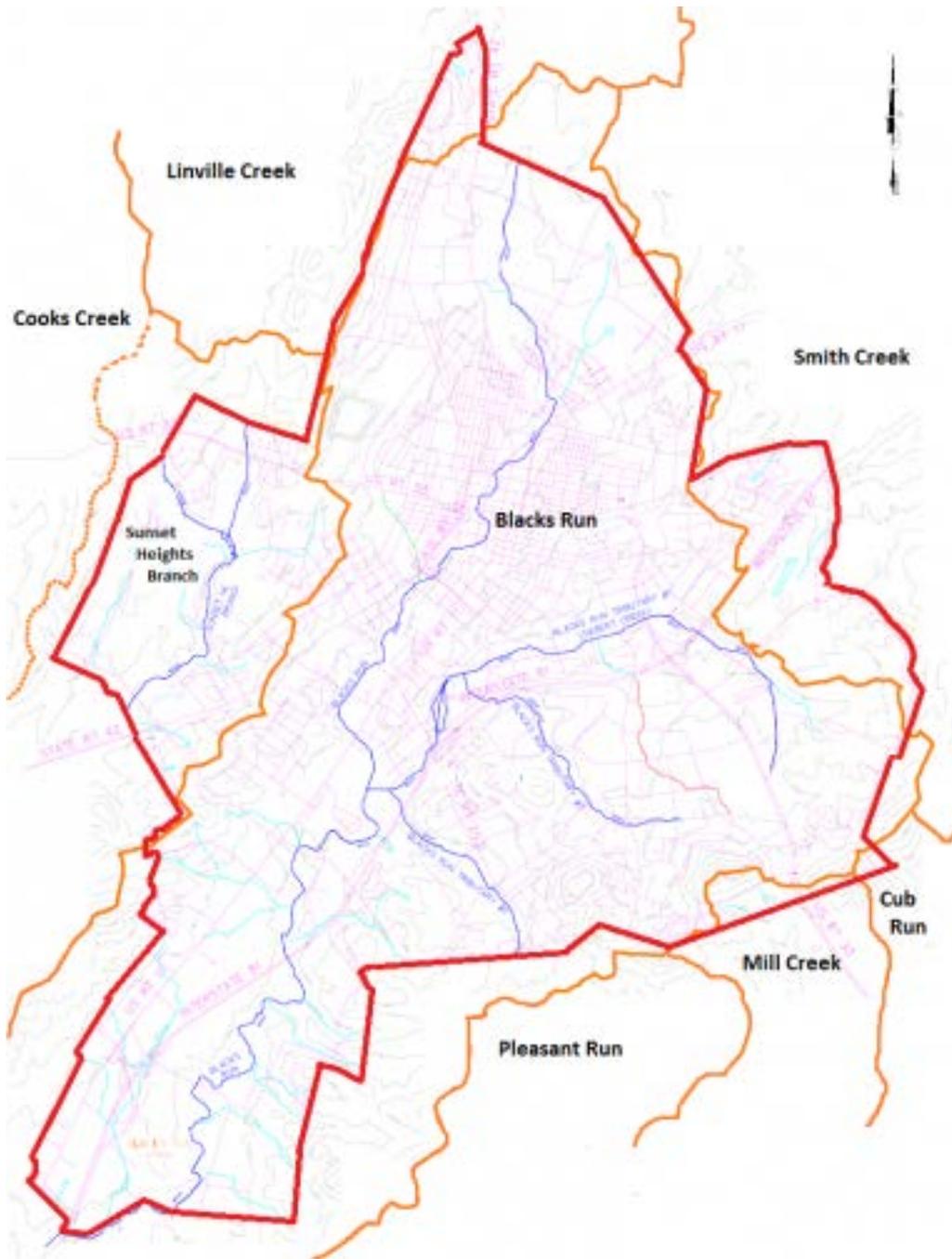


Figure 1. Subwatersheds in Harrisonburg.

(Red line – Harrisonburg Boundaries; Orange line – Subwatershed Boundaries, Blue line - Streams)

The City of Harrisonburg also drains into the Chesapeake Bay Watershed. The Chesapeake Bay Watershed is 64,000 square miles and includes portions of New York, Pennsylvania, Delaware, Maryland, West Virginia, and Virginia. Altogether, more than 100,000 streams, creeks and rivers make up the Chesapeake Bay Watershed. As part of the Special Conditions for the Chesapeake Bay TMDL, the

MS4 Permit requires the City of Harrisonburg to address impairments for phosphorus, nitrogen, and sediment that enter the Chesapeake Bay.

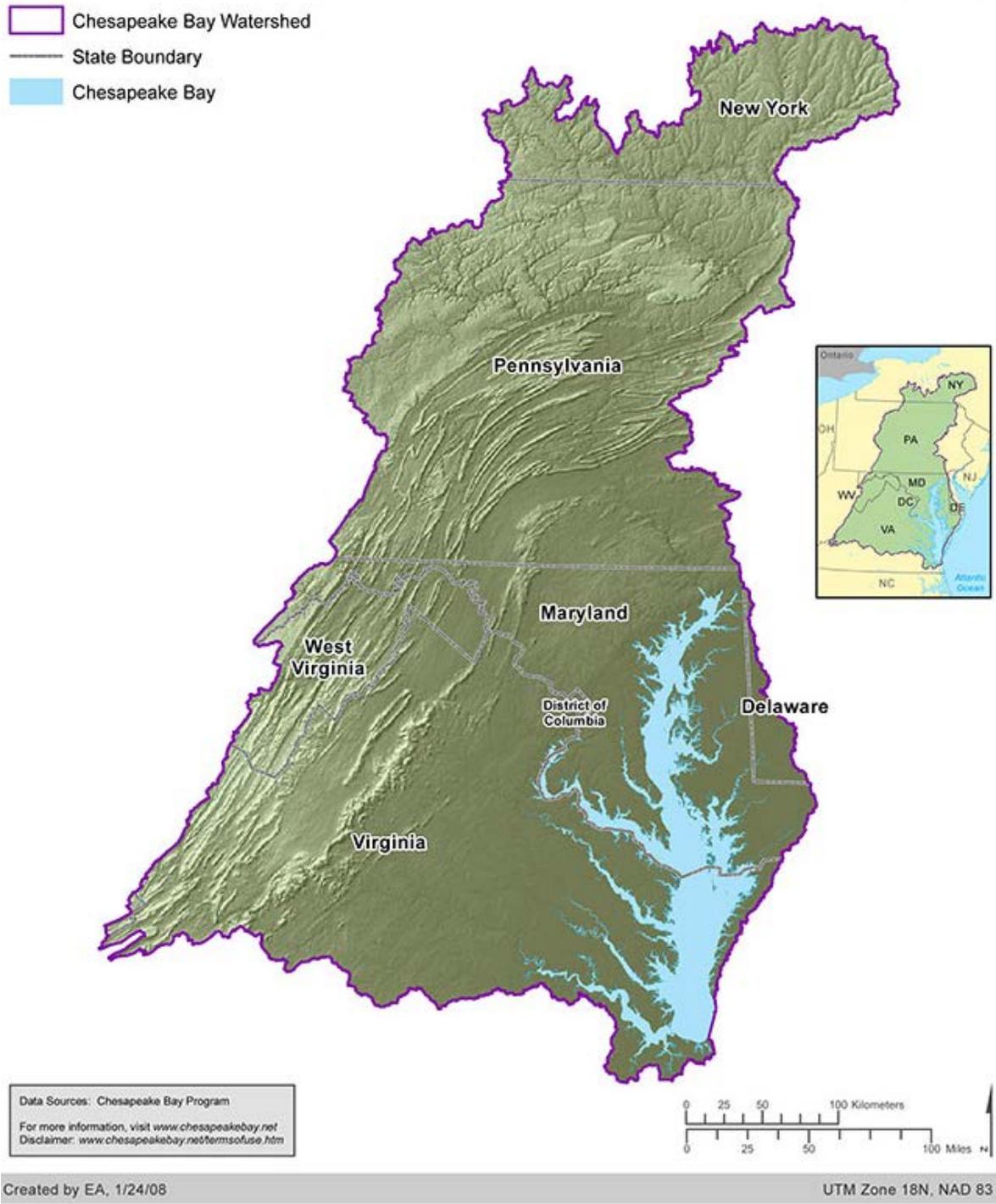


Figure 2. Chesapeake Bay Watershed Map

III. Organizational Structure

The City of Harrisonburg's Public Works Department coordinates the City's municipal separate storm sewer system (MS4) program. The Public Works Department's MS4 Program Coordinator is responsible for developing and updating the MS4 Program Plan and submitting Annual Reports. The City Manager is responsible for providing the appropriate certification for documents. The Department of Community Development, Department of Public Utilities, the Department of Parks and Recreation, Police Department and Fire Department are the major contributors to Harrisonburg's MS4 Program although it is recognized that this is a citywide and community-wide program.

For MS4 Permit coverage, Harrisonburg City Public Schools (HCPS) and Harrisonburg Electric Commission (HEC) are covered by the City of Harrisonburg's MS4 Permit and their responsibilities are referenced throughout the MS4 Program Plan and associated Annual Reports.

The MS4 Program Plan that follows identifies which city department and title of the staff person(s) responsible for implementing specific best management practices. Asterisk (*) identify the staff leads for the period July 1, 2014 through June 30, 2018, as applicable.

IV. Contact Information

<u>Principal Executive Officer</u>	
Title:	City Manager
Name:	Kurt Hodgen
Address:	345 South Main Street Harrisonburg, Virginia 22801
Phone:	(540) 432-7701
Email:	Kurt.Hodgen@harrisonburgva.gov

<u>Duly Authorized Representatives</u>	
Title:	MS4 Program Coordinator
Name:	Kelley Junco
Address:	320 East Mosby Road Harrisonburg, Virginia 22801
Phone:	(540) 434-5928
Email:	Kelley.Junco@harrisonburgva.gov
Title:	Director of Public Works
Name:	James Baker
Address:	320 East Mosby Road Harrisonburg, Virginia 22801
Phone:	(540) 434-5928
Email:	Jim.Baker@harrisonburgva.gov

V. MS4 Program Plan

The MS4 Program Plan details the City of Harrisonburg's comprehensive program to manage the quality of stormwater runoff discharged from the MS4. This section of the MS4 Program plan is categorized into the following six minimum control measures and special conditions for TMDLs:

1. Public education and outreach on stormwater impacts
2. Public involvement and participation
3. Illicit discharge detection and elimination
4. Construction site stormwater runoff control
5. Post-construction runoff control for development and redevelopment
6. Good housekeeping and pollution prevention for municipal operations
7. Virginia TMDL Special Conditions
8. Chesapeake Bay TMDL Special Conditions

This MS4 Program Plan will be reviewed annually and updated as necessary. This MS4 Program Plan will remain on file in the Public Works Department and on Harrisonburg's stormwater webpage:

www.harrisonburgva.gov/stormwater-management-program.

Minimum Control Measure #1: Education & Outreach

Best Management Practices

BMP 1.1 Develop and Implement Education and Outreach Program

1.1.1 Description: The City shall continue to implement an education and outreach program as included in the registration statement until the program is updated to meet the conditions of this new permit.

1.1.2 Goals and Objectives: The MS4 Permit requires the City of Harrisonburg to design public education and outreach programs with consideration of the following goals:

1. Increasing target audience knowledge about the steps that can be taken to reduce stormwater pollution, placing priority on reducing impacts to impaired waters and other local water pollution concerns.
2. Increasing target audience knowledge of hazards associated with illegal discharges and improper disposal of waste, including pertinent legal implications.
3. Implementing a diverse program with strategies that are targeted towards audiences most likely to have significant stormwater impacts.

1.1.3 Responsible Departments/Employees:

Public Works Department

*MS4 Program Coordinator**

Environmental Program Support Specialist

Business Services Manager

Parks & Recreation Department

Stream Health Coordinator

City Manager's Office

Public Information Officer

1.1.4 Schedule of Implementation: High-priority issues for education and outreach were determined 12 months after permit coverage and included in the 2013-2014 MS4 Annual Report. These issues will be evaluated each year. Existing efforts will either be continued or activities for new issues will be developed. The City will use www.BeHeardHarrisonburg.org, citizen calls and complaints, and other methods of outreach to help inform our selection of priority issues.

I: Identification of High-Priority Issues: July 1, 2015-June 30, 2016

See MS4 Annual Report for July 1, 2013-June 30, 2014

II: Identification of High-Priority Issues: July 1, 2015-June 30, 2016

See MS4 Annual Report for July 1, 2014-June 30, 2015

III: Identification of High-Priority Issues: July 1, 2016-June 30, 2017

See MS4 Annual Report for July 1, 2015-June 30, 2016

IV: Identification of High-Priority Issues: July 1, 2017-June 30, 2018

Education & Outreach Topics TBD upon annual evaluations

1.1.5 Annual Reporting Requirements:

- A list of education and outreach activities conducted during the reporting period for each high-priority water quality issue, the estimated number of people reached, and the estimated percentage of the target audience or audiences that will be reached.
- A list of education and outreach activities that will be conducted during the next reporting period for each high-priority water quality issue, the estimated number of people that will be reached, and the estimated percentage of the target audience or audiences that will be reached.

Program Plan Requirements:

- The MS4 Program Plan shall describe how the conditions of the permit shall be updated in accordance with Table 1.

Permit Cycle Requirement (*five years*):

- Evaluate the education and outreach program for:
 - Appropriateness of the high-priority stormwater issues;
 - Appropriateness of the selected target audiences for each high-priority stormwater issue;
 - Effectiveness of the messages or messages being delivered; and
 - Effectiveness of the mechanism or mechanisms of delivery employed in reaching target audiences.

1.1.6 Describe how the Conditions of this Permit shall be Updated in Accordance with Table 1 Along with the MS4 Annual Report submission, staff will review and evaluate public education and outreach initiatives for the upcoming reporting year and submit a Public Education and Outreach Plan. This Plan will outline target audiences and percentage target audiences reached for the upcoming reporting year.

Minimum Control Measure #2: Public Involvement & Participation

Best Management Practices

<p>BMP 2.1: Availability of Program Plan and Annual Reports</p>
<p>2.1.1 Description: As required, The City of Harrisonburg will review and, as needed, will update the MS4 Program Plan in conjunction with the Annual Report at a minimum of once a year. The City shall solicit public comment of the MS4 Program Plan prior to applying for coverage and shall address how comments were received on the MS4 Program Plan as part of the reapplication package.</p>
<p>2.1.2 Goals and Objectives: To solicit public participation and comment through availability of MS4 Program Plan.</p>
<p>2.1.3 Responsible Departments/Employees:</p> <p><u>Public Works Department</u> MS4 Program Coordinator</p>
<p>2.1.4 Schedule of Implementation:</p> <ul style="list-style-type: none"> • Promote availability of MS4 Program Plan to citizens (posting online, etc): Years 1-5 • Solicit and receive public comment on MS4 Program Plan prior to applying for coverage: Year 5 • Update MS4 Program Plan as needed: Years 1-5
<p>2.1.5 Policies and Procedures: The MS4 Program Coordinator is responsible for updating and making available the MS4 Program Plan. The MS4 Program Coordinator will make the City’s MS4 Program Plan and Annual Reports available on the City’s stormwater webpage: http://www.harrisonburgva.gov/stormwater-management-program</p> <p>This MS4 Program Plan will be reviewed annually and updated as necessary. The City will receive and document public comments on the MS4 Program Plan as well and address comments, as appropriate, in updates and development of MS4 Program Plan. Prior to applying for coverage for the next permit cycle (2018-2023), the City of Harrisonburg will notify the public and provide for receipt of comment of the proposed MS4 Program Plan that will be submitted with the registration statement.</p>
<p>2.1.6 Annual Reporting Requirements:</p> <ul style="list-style-type: none"> • The City shall post copies of each MS4 Program Plan on the City website within 30 days of submittal of the Annual Report which is due October 1 of each year. • Post copies of each Annual Report to the City website within 30 days of submittal to VA DEQ and retain copies of annual reports online for the duration of this state permit.

BMP 2.2: Participate in Four (4) Local Activities Annually

2.2.1 Description: The City of Harrisonburg will participate in four (4) local activities annually. Participation can be through promotion, sponsorship, or other involvement. Information for these activities is tracked and stored in a spreadsheet on the City’s network. The four activities planned for the five year permit cycle may vary, below are examples of past events that are likely to continue:

- Blacks Run Clean-Up Day
- Household Hazardous Waste Collection
- 6th and/or 7th Grade River Field Trips (Plant-A-Seed Program)
- Rain Barrel Workshops
- Adopt-A-Street Program
- Adopt-A-Stream Program

2.2.2 Goals and Objectives: To increase public participation to reduce stormwater pollutant loads; improve water quality; and support local restoration and clean-up projects, programs, groups, meetings or other opportunities for public involvement.

2.2.3 Responsible Departments/Employees:

Responsibilities will vary depending upon the activity. Although others may take the lead to implement an event, the MS4 Program Coordinator will be responsible for ensuring that the City will participate in four (4) local events annually.

Public Works Department

*MS4 Program Coordinator**

Environmental Program Support Specialist

Business Services Manager

Parks & Recreation Department

Stream Health Coordinator

City Manager’s Office

Public Information Officer

2.2.4 Schedule of Implementation:

- Annually evaluate success of events completed in previous reporting year (Year 1-5)
- Next reporting year, identify four (4) activities in which the City will participate (Year 1-5)

2.2.5 Procedure for Implementation – The MS4 Program Coordinator is responsible for ensuring that four (4) activities are identified, and that a responsible lead is identified for each activity.

2.2.6 Annual Reporting Requirements:

- Documentation of compliance with the public participation requirements of permit

Program Plan Requirements:

- The MS4 Program Plan shall include written procedures for implementing this program.

2.2.7 Procedures for Implementing this Program BMP 2.1 and 2.2 will act as the outlined procedures for implementing the City of Harrisonburg public involvement and participation program.

Minimum Control Measure #3: Illicit Discharge Detection and Elimination

The permit states that the MS4 Program Plan: “shall include all procedures developed by the operator to detect, identify, and address nonstormwater discharges to the MS4 in accordance with the schedule in Table 1.” Since the City is allowed 12 months after permit coverage to complete this requirement, the Illicit Discharge Detection and Elimination Standard Operating Procedure will be included in the 2013-2014 MS4 Annual Report.

Best Management Practices

BMP 3.1: Storm Drain System, Outfalls, and Information Map

3.1.1 Description: The City of Harrisonburg will maintain an updated map of the City’s MS4 system mapped by Geographic Information Systems (GIS).

3.1.2 Goals and Objectives: Maintenance and updates of the Storm Drain System Map.

3.1.3 Responsible Departments/Employees:

Public Works Department
 MS4 Program Coordinator
 Systems Analyst*
 Transportation & Environmental Planning Manager

Planning & Community Development Department
 GIS Coordinator
 GIS Technician

3.1.4 Policies & Procedures:

Storm drain pipes and structures will be mapped and catalogued in the City’s GIS by the Systems Analyst with information provided by Public Works field operations personnel and Planning & Community Development personnel.

The storm sewer system map must show the following, at a minimum:

- The location of all MS4 outfalls. In cases where the outfall is located outside of the MS4 operator's legal responsibility, the operator may elect to map the known point of discharge location closest to the actual outfall. Each mapped outfall must be given a unique identifier, which must be noted on the map; and
- The name and location of all waters receiving discharges from the MS4 outfalls and the associated HUC.

The associated information table shall include for each outfall the following:

<ul style="list-style-type: none"> • The unique identifier; • The estimated MS4 acreage served; • The name of the receiving surface water and indication as to whether the receiving water is listed as impaired in the Virginia 2010 303(d)/305(b) Water Quality Assessment Integrated Report; and • The name of any applicable TMDL or TMDLs.
<p>3.1.5 Schedule of Implementation:</p> <ul style="list-style-type: none"> • Update City’s Storm Drain System Map: Years 1-5 • Have complete and updated storm sewer system map and information table: Year 2
<p>3.1.6 Annual Reporting Requirements:</p> <ul style="list-style-type: none"> • None. Data to be made available upon request from VA DEQ.

<p>BMP 3.2 Notification of Regulated Downstream MS4</p>
<p>3.2.1 Description: The City of Harrisonburg will notify, in writing, any downstream regulated MS4 to which the small regulated MS4 is physically interconnected.</p>
<p>3.2.2 Goals and Objectives: To notify downstream regulated MS4s and to be notified from upstream MS4s to assist in identifying the potential source of pollutants should an illicit discharge be found.</p>
<p>3.2.3 Responsible Departments/Employees:</p> <p><u>Public Works Department</u> MS4 Program Coordinator</p>
<p>3.2.4 Implementation Schedule:</p> <ul style="list-style-type: none"> • Send written notice to downstream MS4s: Year 1
<p>3.2.5 Annual Reporting Requirements:</p> <ul style="list-style-type: none"> • A list of written notifications of physical interconnection given by City to other MS4s.

<p>BMP 3.3: Illicit Discharges & Connections Ordinance</p>
<p>3.3.1 Description: The City of Harrisonburg shall effectively prohibit nonstormwater discharges into the storm sewer system using its Illicit Discharges and Connections ordinance. The ordinance can be found in City Code Title 7, Chapter 6 at http://www.harrisonburgva.gov/code.</p>
<p>3.3.2 Goals and Objectives: To use Illicit Discharge & Connections ordinance to operate an IDDE program effectively to eliminate non-stormwater discharges to storm sewer system.</p>

3.3.3 Responsible Departments/Employees:

Public Works Department
MS4 Program Coordinator

3.3.4 Schedule of Implementation:

- Enact ordinance: Year 1
- Utilize ordinance to prohibit nonstormwater discharges to MS4: Years 2-5

3.3.5 Annual Reporting Requirements:

- None, unless ordinance is adopted or is amended.

BMP 3.4: Implement and Update Procedures to Detect & Eliminate Illicit Discharges

3.4.1 Description: The City of Harrisonburg shall implement and update written procedures to detect, identify, and address unauthorized non-stormwater discharges to the MS4.

3.4.2 Goals and Objectives: Written procedures utilized shall include:

- Methodologies to collect general information
- Time frame upon which to conduct an investigation
- Methodologies to determine the source of illicit discharge
- Mechanisms to eliminate source of illicit discharges
- Methods for conducting a follow-up investigation
- Mechanism to track all investigations

3.4.3 Responsible Department/Employees:

Public Works
*MS4 Program Coordinator**
Environmental Program Support Specialist
Business Services Manager

Parks & Recreation Department
Stream Health Coordinator

Planning & Community Development Department
GIS Coordinator
GIS Technician

Public Utilities
Public Utilities Engineer

<p>Fire Department Deputy Fire Marshall Fire Inspector</p>
<p>3.4.4 Schedule of Implementation:</p> <ul style="list-style-type: none"> • Utilize written procedures to effectively detect, identify, and address illicit discharges: Years 1-5 • Update written procedures as needed/required: Years 1-5
<p>3.4.5 Written Procedures:</p> <p>a. Dry Weather Field Screening Methodologies (Outfall Reconnaissance) See most current MS4 Annual Report</p> <p>b. Illicit Discharge Investigation Procedures See most current MS4 Annual Report</p> <p>The Departments of Public Utilities and Fire Department have implemented processes and procedures for managing sanitary sewer overflows and hazardous chemicals/ materials, respectively, and for reporting information to the VA DEQ. In the event that there is a discharge that enters the city’s storm sewer system, Public Utilities and Fire Department will inform the MS4 Program Coordinator for inclusion in the MS4 Annual Report.</p>
<p>3.4.6 Annual Reporting Requirements:</p> <ul style="list-style-type: none"> • Total number of outfalls screened during the reporting period, the screening results, and detail of any follow-up actions necessitated by the screening results. • A summary of each investigation conducted by the operator of any suspected illicit discharge. The summary must include (i) the date that the suspected discharge was observed, reported, or both, (ii) how the investigation was resolved, including any follow-up, and (iii) resolution of the investigation and the date the investigation was closed.

<p>BMP 3.5: Outfall Reconnaissance Inventory</p>
<p>3.4.1 Description: The City of Harrisonburg will inspect a minimum of 50 outfalls annually as a part of pollution prevention field screenings.</p>
<p>3.4.2 Goals and Objectives: Written procedures utilized shall include:</p> <ul style="list-style-type: none"> • Dry weather field screening methodologies • Schedule of field screening activities • Minimum number of field screening activities completed annually
<p>3.4.3 Responsible Department/Employees:</p> <p>Public Works</p>

<p><i>MS4 Program Coordinator</i> <i>Environmental Program Support Specialist</i></p> <p><u>Parks & Recreation Department</u> <i>Stream Health Coordinator*</i></p> <p><u>Planning & Community Development Department</u> <i>GIS Coordinator</i></p>
<p>3.4.4 Schedule of Implementation:</p> <ul style="list-style-type: none"> • Conduct dry weather screening inspections annually per permit requirements.
<p>3.4.6 Annual Reporting Requirements:</p> <ul style="list-style-type: none"> • Total number of outfalls screened during the reporting period, the screening results, and detail of any follow-up actions necessitated by the screening results.

<p>BMP 3.6: Promotion and Facilitation of Public Reporting of Illicit Discharges</p>
<p>3.5.1 Description: The City of Harrisonburg shall operate and promote an online pollution reporting form for citizens to report illicit discharges. Citizens may also call Public Works Department at 540-434-5928 to report or call 9-1-1 in cases of emergency. http://www.harrisonburgva.gov/report-pollution</p>
<p>3.5.2 Goals and Objectives: To encourage citizen action in reporting pollution by phone, email, or online reporting form and Public Works phone number. Citizen involvement will assist the City in investigating and eliminating illicit discharges.</p>
<p>3.5.3 Responsible Department/Employees:</p> <p><u>Public Works Department</u> <i>MS4 Program Coordinator*</i></p> <p><u>Parks & Recreation Department</u> <i>Stream Health Coordinator</i></p>
<p>3.5.4 Schedule of Implementation:</p> <ul style="list-style-type: none"> • Operate and promote online pollution reporting form: Years 1-5 • Continue fielding pollution reports: Years 1-5
<p>3.5.5 Annual Reporting Requirements:</p> <ul style="list-style-type: none"> • None.

Minimum Control Measure #4: Construction Site Stormwater Runoff Control

Best Management Practices

BMP 4.1: Ordinance and other legal authorities to require Erosion & Sediment Controls

4.1.1 Description: The City of Harrisonburg will implement its ordinance and legal authorities to require erosion and sediment controls on construction sites that disturb 10,000 square feet or greater. Legal authorities include:

- Section 10-4 of the City Code describes the Erosion and Sediment Control Ordinance
- City's Subdivision and Zoning Ordinance
- Design & Construction Standards Manual
- References from above ordinances and documents to the "Virginia Erosion and Sediment Control Regulations" and the Virginia Erosion & Sediment Control Handbook

Additional information about the City's erosion and sediment control program can be found at: <http://www.harrisonburgva.gov/site-development>. (Note: The City of Harrisonburg utilizes an agreement in lieu of a plan for the construction of single-family residences as provided in §62.1-44.15:55.) The City requires that land disturbance not begin until an erosion and sediment control plan or an agreement in lieu of a plan is approved by the City.

4.1.2 Goals and Objectives: To prevent degradation of properties, stream channels, waters, and other natural resources.

4.1.3 Responsible Departments/Employees:

Planning & Community Development Department
 City Engineer (Erosion & Sediment Control Program Administrator)*
 Civil Engineers
 Site Development Technician

4.1.4 Schedule of Implementation:

- Ordinance was in place prior to July 1, 2013.

Written Plan Review Procedures and all associated documents utilized in plan review:

- Site Plan Review Procedures: <http://www.harrisonburgva.gov/site-development>
- Site Plan Review Application : <http://www.harrisonburgva.gov/site-development>
- Site Plan Review Checklist: <http://www.harrisonburgva.gov/dcsm>
- Design and Construction Standards Manual: <http://www.harrisonburgva.gov/dcsm> (Chapter 2)
- City Code: Title 10; Chapter 4: Erosion and Sediment Control
- Virginia Erosion and Sediment Control Law
- State Water Control Board; Erosion and Sediment Control Regulations; Chapter 840
- City Code Sections:
 - 10-4-5. Submission and approval of plans; contents of plans

<ul style="list-style-type: none"> ○ 10-4-6. Permits; fees; security for performance
<p>4.1.6 Written Inspection Procedures and all associated documents utilized during inspection, including the inspection schedule:</p> <ul style="list-style-type: none"> ● City Code Section: 10-4-7. Monitoring, reports and inspections ● Stormwater and Erosion & Sediment Control Inspection Procedure, Appendix A ● Erosion & Sediment Control Inspection Report (Not Requiring VSMP), Appendix B ● Combined Erosion & Sediment Control and SWPPP Report, Appendix C ● VSMP Construction Permit Site Inspection Report, Appendix D
<p>4.1.7 Written Procedures for Compliance and Enforcement, including a progressive compliance and enforcement strategy, where appropriate:</p> <p>See City Code Sections:</p> <ul style="list-style-type: none"> ● 10-4-8. Penalties, injunctions, and other legal actions ● 10-4-9. Civil violations, summons, generally
<p>3.5.5 Annual Reporting Requirements:</p> <ul style="list-style-type: none"> ● None, unless ordinance or procedures are amended.

<p>BMP 4.2: Inspections and Tracking of Land Disturbance Activities</p>
<p>4.2.1 Description: City Inspectors will inspect land-disturbing activities for compliance with an approved erosion and sediment control plan or agreement in lieu of a plan in accordance with minimum standards</p> <p>The inspection schedule for land-disturbing activities will be developed by the Site Development Technician and provided to City Inspectors.</p> <p>Inspections shall take place (a) upon initial installation of erosion and sediment controls, (b) at least once during every two week period; (c) within 48 hours of any runoff producing storm event; and (d) upon completion of the project and prior to the release of any applicable performance bonds.</p> <p>The City shall also:</p> <ul style="list-style-type: none"> ● Utilize legal authority to require compliance with an approved plan when an inspection finds that the approved plan is not being properly implemented. ● Utilize, as appropriate, legal authority to require changes to an approved plan when an inspection finds that the approved plan is inadequate to effectively control soil erosion, sediment deposition, and runoff to prevent the unreasonable degradation of properties, stream channels, waters, and other natural resources. <p>The City shall ensure that inspections are conducted by personnel who hold a certificate of competence in accordance with 9VAC25-850-40.</p>

4.2.2 Goals and Objectives: To prevent degradation of properties, stream channels, waters, and other natural resources.

4.2.3 Responsible Departments/Employees:

Planning & Community Development Department
City Engineer (Erosion & Sediment Control Program Administrator)
*Site Development Technician**

Public Works Department
Public Works Engineer
*Chief Construction Inspector**
City Inspectors
Engineer

4.2.4 Schedule of Implementation:

- Conduct Inspections of Land Disturbing Activities: Years 1-5 (City Inspectors and Engineer)
- Track regulated land-disturbing activities: Years 1-5 (Site Development Technician)
- Maintain copies of inspection reports from construction inspections: Years 1-5 (Site Development Technician)
- Maintain documentation of certificates of competence of staff members who conduct erosion and sediment control inspections: Years 1-5 (Site Development Technician)

4.2.5 Annual Reporting Requirements:

- Total number of land disturbing activities,
- Total number of acres disturbed,
- Total number of inspections conducted, and
- A summary of enforcement actions taken including total number and type of enforcement actions taken during reporting period.

BMP 4.3: Mechanism for Receipt of Complaints Regarding Regulated Land Disturbing Activities

4.3.1 Description: The City of Harrisonburg promotes reporting of construction site issues through contact with the public at public outreach & education events as well as through its website at: <http://www.harrisonburgva.gov/site-development> and <http://www.harrisonburgva.gov/report-pollution>. Calls are received by the City and routed to the Chief Construction Inspector.

4.3.2 Goals and Objectives: To prevent degradation of properties, stream channels, waters, and other natural resources.

4.3.3 Responsible Departments/Employees:

Planning & Community Development Department

City Engineer (Erosion & Sediment Control Program Administrator)*

Site Development Technician

Public Works Department

Public Works Engineer

Chief Construction Inspector*

City Inspectors

Engineer

4.3.4 Schedule of Implementation:

- Promote and respond to complaints received by the public regarding regulated land disturbing activities: Year 1-5

4.3.5 Annual Reporting Requirements:

- None.

Minimum Control Measure #5: Post-Construction Stormwater Management in New Development & Redevelopment

Best Management Practices

BMP 5.1: Ordinance and other legal authorities to address Post-Construction Runoff

5.1.1 Description: The City of Harrisonburg will implement its ordinance to address post-construction runoff from new development and redevelopment projects to ensure compliance with the Virginia Stormwater Management Act and attendant regulations. Legal authorities include:

- Section 10-7 of the City Code describes the Stormwater Management Ordinance
- Section 10-2 of the City Code describes the Subdivision Ordinance
- Design & Construction Standards Manual

Additional information about the City's stormwater management program can be found at:

<http://www.harrisonburgva.gov/site-development>.

5.1.2 Goals and Objectives: To ensure the general health, safety, and welfare of citizens and to protect the quality and quantity of state waters from potential harm from unmanaged stormwater, including protection from a land disturbing activity causing unreasonable degradation of properties, water quality, stream channels, and other natural resources.

5.1.3 Responsible Departments/Employees:

Planning & Community Development Department

*City Engineer (Stormwater Program Administrator)**

Civil Engineers

Site Development Technician

5.1.4 Written policies and procedures utilized to ensure that stormwater management facilities are designed and installed in accordance with Section II B 5b:

The City Engineer, with assistance from Planning & Community Development Department staff listed above, is responsible for ensuring that all project plans meet the requirements of the City's Stormwater Management Ordinance.

The following documents outline procedures:

- Procedures for Site Plan Review: <http://www.harrisonburgva.gov/site-development>
- Site Plan Review Checklist: <http://www.harrisonburgva.gov/dcsm> (See Appendix B of DCSM)
- Design and Construction Standards Manual: <http://www.harrisonburgva.gov/dcsm> (Chapter 2)
- Section 10-7 of the City Code describes the Stormwater Management Ordinance
- Section 10-2 of the City Code describes the Subdivision Ordinance
- Virginia Stormwater Management Act
- State Water Control Board; Virginia Stormwater Management Program (VSMP) Regulation; Chapter 870
- Virginia Stormwater Management Handbook
- Department of Environmental Quality Guidance Documents:
<http://www.deq.virginia.gov/Programs/Water/Laws,Regulations,Guidance/Guidance/StormwaterManagementGuidance.aspx>
Virginia Runoff Reduction Method (VRRM) Spreadsheets
VSMP Technical Bulletins
DEQ Clearinghouse BMP Specifications
- Design & Construction Standards Manual
 - Chapter 2: General Design Standards
 - Appendix B of DCSM: Site Plan Review Requirements

For privately owned stormwater management facilities the following documents also apply:

- Design & Construction Standards Manual
 - Appendix I: Stormwater Management/ BMP (Best Management Practices) Facilities Maintenance Agreements
 - Appendix J: Stormwater Best Management Practices (BMP) Post-Construction Inspection Policy

<p>5.1.5 Schedule of Implementation:</p> <ul style="list-style-type: none"> • Adopt an ordinance and implement VSMP program: Year 1 • Implement program: Year 2 – 5
<p>5.1.6 Annual Reporting Requirements:</p> <ul style="list-style-type: none"> • None, unless ordinance or procedures are amended.

<p>BMP 5.2: Develop and Implement Written Policies and Procedures to Address Post-Construction Runoff</p>
<p>5.2.1 Description: Develop and implement written policies and procedures to address post-construction runoff from privately owned sites and city owned sites. Procedures should address inspection, operation, and maintenance of stormwater management facilities.</p>
<p>5.2.2 Goals and Objectives: To ensure the general health, safety, and welfare of citizens and protect the quality and quantity of state waters from potential harm from unmanaged stormwater, including protection from a land disturbing activity causing unreasonable degradation of properties, water quality, stream channels, and other natural resources.</p>
<p>5.2.3 Responsible Departments/Employees:</p> <p><u>Planning & Community Development Department</u> <i>City Engineer (Stormwater Program Administrator)*</i> <i>Site Development Technician</i> <i>Civil Engineer</i></p> <p><u>Public Works Department</u> <i>Public Works Engineer*</i> <i>Chief Construction Inspector</i> <i>Construction Inspectors</i> <i>Maintenance Contract Manager</i> <i>MS4 Program Coordinator</i></p>
<p>5.2.5 Written policies and procedures utilized in conducting inspections during construction: See documents listed in 5.1.4. During construction, the Chief Construction Inspector and Construction Inspectors are responsible for inspecting stormwater management facilities that are being constructed on both privately-owned and publicly-owned (city-owned) properties. The Site Development Technician is responsible for tracking enforcement.</p>

5.2.6 Written procedures for inspection, compliance and enforcement to ensure maintenance is conducted on private stormwater facilities to ensure long-term operation in accordance with approved design: See documents listed in 5.1.4. After construction is completed, the City Engineer and Planning & Community Development Department staff (listed above) are responsible for ensuring that privately-owned stormwater management facilities are in good working order.

5.2.7 Written procedures for inspection and maintenance of operator-owned stormwater management facilities: The most updated version of the Stormwater Post Construction Inspection Procedure will be included with each MS4 Annual Report submission.

5.2.8 Schedule of Implementation:

- Develop written policies and procedures: Year 1
- Implement written policies and procedures: Year 2-5

5.2.9 Annual Reporting Requirements:

- None, unless procedures are amended.

BMP 5.3: Require Long-Term O&M of Stormwater Management Facilities Not Owned by the City

5.3.1 Description: The city shall require adequate long-term operation and maintenance of stormwater management facilities by the owner by requiring the owner to develop a recorded inspection schedule and maintenance agreement.

The City provides developers with a template maintenance agreement in the Design and Construction Standards Manual and also provides resources such as a BMP Maintenance and Inspection Checklist. Links to these documents are available at <http://www.harrisonburgva.gov/site-development>. The maintenance agreement and the city’s Stormwater BMP Post-Construction Inspection Policy (Design & Construction Standards Manual Appendix J) requires that the owner submit to the city an inspection report every five years to assure safe and proper functioning of the facilities. The inspection report must be completed by a professional engineer.

Inspection forms for each type of BMP will be those included in the 2013 Virginia Stormwater Management Handbook; Appendix 9E.

If maintenance is neglected by the owner, the maintenance agreement allows the city, after property notice is provided, to enter upon the property and take whatever steps necessary to correct deficiencies and charge the costs of such repairs to the owner.

5.3.2 Goals and Objectives: To ensure that stormwater management facilities and BMPs are properly functioning as they were designed to control stormwater quantity and quality.

<p>5.3.3 Responsible Employees:</p> <p><u>Community Development</u> <i>City Engineer (Stormwater Program Administrator)*</i> <i>Civil Engineer</i> <i>Site Development Technician</i></p>
<p>5.3.4 Schedule of Implementation:</p> <ul style="list-style-type: none"> • Require owners to develop recorded inspection schedule and maintenance agreements: Year 1 • Implement a schedule to inspect all privately owned stormwater management facilities at least once every 5 years: Year 1
<p>5.3.5 Annual Reporting Requirements:</p> <ul style="list-style-type: none"> • None, unless procedures are amended.

<p>BMP 5.4: Require Long-Term O&M of Stormwater Management Facilities Owned by the City</p>
<p>5.4.1 Description: The city shall require adequate long-term operation and maintenance of stormwater management facilities owned by the City. City Inspectors inspect stormwater management facilities annually, generally in the Fall, and inform city departments responsible for the stormwater management facilities of any deficiencies found.</p> <p>City departments are responsible for maintaining stormwater management facilities on properties they manage unless an alternative agreement with another city department has been established.</p>
<p>5.4.2 Goals and Objectives: To ensure that stormwater management facilities and BMPs are properly functioning as they were designed to control stormwater quantity and quality.</p>
<p>5.4.3 Responsible Departments/Employees: The following Public Works Department staff are responsible for conducting annual inspections for all city owned stormwater management facilities:</p> <p><u>Public Works Department</u> <i>Public Works Engineer*</i> <i>Chief Construction Inspector</i> <i>Construction Inspectors</i> <i>Maintenance Contract Manager</i> <i>MS4 Program Coordinator*</i></p> <p>All City Departments that have a stormwater management facility on their properties are responsible for maintenance and repairs. The following list are staff contacts for each department:</p>

Harrisonburg City Public Schools

Supervisor of Maintenance

Harrisonburg Electric Commission

Sub Station Manager

Parks & Recreation

Director of Parks & Recreation

Public Works

General Supervisor

Maintenance Project Manager

Storm Sewer Maintenance Crew Member

5.4.4 Schedule of Implementation:

- Maintain list of all known city-owned facilities: Years 1-5
- Inspect city-owned stormwater facilities: Years 1-5

5.4.5 Annual Reporting Requirements:

- None, unless procedures are amended.

BMP 5.5: Track stormwater management facilities

5.5.1 Description: The City shall maintain an updated electronic database of all known operator-owned and privately-owned stormwater management facilities that discharge into the MS4. The database shall include:

- (a) The stormwater management facility type;
- (b) A general description of the facility's location, including the address or latitude or longitude;
- (c) The acres treated by the facility, including total acres, as well as the breakdown of pervious and impervious acres;
- (d) The date the facility was brought online (MM/YYYY). If the date is not known, the City shall use June 30, 2005, as the date brought online for all previously existing stormwater management facilities;
- (e) The sixth order hydrologic unit code (HUC) in which the stormwater management facility is located;
- (f) The name of any impaired water segments within each HUC listed in the 2010 § 305 (b)/ 303 (d) Water Quality Assessment Integrated Report to which the stormwater management facility discharges;
- (g) Whether the stormwater management facility is operator-owned or privately owned;
- (h) Whether a maintenance agreement exists if the stormwater management facility is privately

<p>owned; and</p> <p>(i) The date of the operator’s most recent inspection of the stormwater management facility.</p>
<p>5.5.2 Goals and Objectives: To ensure that stormwater management facilities and BMPs are properly functioning as they were designed to control stormwater quantity and quality.</p>
<p>5.5.3 Responsible Departments/Employees:</p> <p><u>Planning & Community Development Department</u> <i>Site Development Technician*</i> <i>City Engineer (Stormwater Program Administrator)</i></p>
<p>5.5.4 Schedule of Implementation:</p> <ul style="list-style-type: none"> Track all new stormwater management facilities that require a maintenance agreement: Years 1-5
<p>5.5.5 Annual Report Requirements:</p> <ul style="list-style-type: none"> Total number of inspections completed, and when applicable, the number of enforcement actions taken to ensure long-term maintenance. A submittal of an electronic database or spreadsheet of all stormwater management facilities brought online during each reporting year with the appropriate annual report.

Minimum Control Measure #6: Pollution Prevention/Good Housekeeping for Municipal Operations

Best Management Practices

<p>BMP 6.1: Develop Written Procedures to Minimize or Prevent Discharges</p>
<p>6.1.1 Description: The City of Harrisonburg and its departments shall develop and implement written procedures for daily operations designed to minimize or prevent discharges. Procedures shall be written for: daily road, street, and parking lot maintenance, equipment maintenance, and pesticide, herbicide, and fertilizer application, storage and transport of materials.</p>
<p>6.1.2 Goals and Objectives: Written procedures for daily operations shall be designed to:</p> <ul style="list-style-type: none"> Prevent illicit discharges Ensure the proper disposal of waste Prevent the discharge of vehicle wash water Require BMPs for discharging water pumped from construction and maintenance activities Minimize pollutant runoff from bulk storage areas Prevent pollutant discharges from municipal automobiles and equipment

<ul style="list-style-type: none"> • Ensure application of fertilizers and pesticides is conducted under manufacturer’s recommendations
<p>6.1.3 Responsible Departments/Employees:</p> <p><u>Public Works Department</u> <i>MS4 Program Coordinator*</i></p> <p><u>Harrisonburg Department of Public Transportation</u> <i>Facilities Manager</i></p> <p>Procedures will be developed by the Public Works Department in coordination with other department representatives.</p>
<p>6.1.3 Written Procedures As Public Works Department staff continues to coordinate with other department representatives on training and the development of Stormwater Pollution Prevention Plans, written procedures will change and improve over time. Standard operating procedures were developed in the 2014-2015 reporting year and have been updated to best reflect relevant city operations. All updates are described in the most recent MS4 Annual Report submission.</p>
<p>6.1.5 Schedule of Implementation:</p> <ul style="list-style-type: none"> • Develop and implement written procedures for daily operations: Year 1-2 • Update written procedures as needed or required: Years 2-5
<p>6.1.6 Annual Reporting Requirements:</p> <ul style="list-style-type: none"> • A summary report on the development and implementation of daily operational procedures.

<p>BMP 6.2: Identify All Municipal High-Priority Facilities and Municipal High-Priority Facilities with a High Potential for Pollutant Discharges</p>
<p>6.2.1 Description: The City of Harrisonburg identified all municipal high-priority facilities and municipal high-priority facilities with a high potential for pollutant discharges during the year 2013-2014. The City shall continue to update this list as new facilities are created or as existing facilities are modified or updated.</p>
<p>6.2.2 Goals and Objectives: To identify municipal facilities that may create pollutant discharges to the MS4. This identification process shall allow the City to develop and implement Stormwater Pollution Prevention Plans for these facilities, in order to effectively prevent and eliminate pollutant discharges from municipal facilities.</p>

6.2.3 Responsible Departments/Employees:

Public Works Department

*MS4 Program Coordinator**

Environmental Program Support Specialist

Facilities will be identified by the Public Works Department in coordination with other department representatives.

6.2.4 Schedule of Implementation:

- Identify High Priority & High Potential Facilities: Year 1
- Update list of High Priority & High Potential Facilities as necessary: Years 2-5

6.2.5 Identification of High Priority & High Potential Facilities:

High priority facilities are defined as facilities that include any of the following:

(i) composting facilities, (ii) equipment storage and maintenance facilities, (iii) materials storage yards, (iv) pesticide storage facilities, (v) public works yards, (vi) recycling facilities, (vii) salt storage facilities, (viii) solid waste handling and transfer facilities, and (ix) vehicle storage and maintenance yards.

High priority facilities with a high potential for discharging pollutants are defined as including any of the following:

- (a) Areas where residuals from using, storing or cleaning machinery or equipment remain and are exposed to stormwater;
- (b) Materials or residuals on the ground or in stormwater inlets from spills or leaks;
- (c) Material handling equipment (except adequately maintained vehicles);
- (d) Materials or products that would be expected to be mobilized in stormwater runoff during loading/unloading or transporting activities (e.g., rock, salt, fill dirt);
- (e) Materials or products stored outdoors (except final products intended for outside use where exposure to stormwater does not result in the discharge of pollutants);
- (f) Materials or products that would be expected to be mobilized in stormwater runoff contained in open, deteriorated or leaking storage drums, barrels, tanks, and similar containers;
- (g) Waste material except waste in covered, non-leaking containers (e.g., dumpsters);
- (h) Application or disposal of process wastewater (unless otherwise permitted); or
- (i) Particulate matter or visible deposits of residuals from roof stacks, vents or both not otherwise regulated (i.e., under an air quality control permit) and evident in the stormwater runoff.

A list was provided in the 2013-2014 MS4 Annual Report of the municipal facilities identified as either high priority or high priority with a potential for discharging pollutants by the City of Harrisonburg. This list will be updated as needed in each MS4 Annual Report.

6.2.6 Annual Reporting Requirements:

- List of High Priority Facilities
- Report on activities.

BMP 6.3: SWPPP Development for High Priority-High Potential Facilities

6.3.1 Description: The City of Harrisonburg shall develop and implement site-specific Stormwater Pollution Prevention Plans (SWPPP) for identified high priority facilities with a high potential for discharging pollutants. Any facilities covered under a separate VPDES permit shall be excluded from this requirement. Each SWPPP shall be evaluated and updated as necessary to reflect any discharge, release or spill from the facility. A copy of each SWPPP shall be kept, updated, and utilized as part of staff training.

6.3.2 Goals and Objectives: To prevent and eliminate pollutant discharges from municipal facilities that are labeled as high priority with a high potential for discharging pollutants.

Each SWPPP developed shall include:

- A site description including a site map identifying outfalls, direction of flows, existing source controls, and receiving bodies of water.
- A discussion and checklist of potential pollutants and sources.
- A discussion of all potential non-stormwater discharges.
- Written procedures designed to reduce and prevent pollutant discharges.
- A description of the applicable training required.
- Annual site compliance evaluation procedures.
- Inspection and maintenance schedule for site specific source controls.
- The date of each inspection and associated findings.
- Date, material discharged, released or spilled, and quantity discharged for each event that occurs.

6.3.3 Responsible Departments/Employees:

Public Works Department

*MS4 Program Coordinator**

Environmental Program Support Specialist

SWPPPs to be developed by the Public Works Department in coordination with other department representatives.

6.3.4 Schedule of Implementation:

- Develop and implement SWPPPs for high priority-high potential facilities: Years 2-4
- Update SWPPPs as needed or required: Years 2-5

6.3.5 Annual Reporting Requirements:

- A summary report on the development and implementation of the required SWPPPs.

BMP 6.4: Implement Turf and Landscape Nutrient Management Plans

6.4.1 Description: The City of Harrisonburg shall implement turf and landscape nutrient management plans developed by a certified nutrient management planner on all lands owned or operated by the City where nutrients are applied to a contiguous area greater than one acre.

6.4.2 Goals and Objectives: To utilize turf and landscape nutrient management plans to responsibly apply nutrients to municipal properties. Facilities requiring Nutrient Management Plans will be provided in the 2013-2014 MS4 Annual Report.

The City shall track the following information:

- Total acreage of lands where turf and landscape nutrient management plans are required.
- Acreage of lands upon which turf and landscape nutrient management plans have been implemented.

The City shall not apply any deicing agent containing urea or other forms of nitrogen or phosphorous to any parking lots, roads, sidewalks, etc.

6.4.3 Responsible Departments/Employees:

Public Works Department

MS4 Program Coordinator

Parks & Recreation Department

Director of Parks & Recreation

*Athletic Turf Manager**

Harrisonburg City Public Schools

Executive Director of Special Projects and School Safety

*Harrisonburg HS Athletics Director**

6.4.4 Schedule of Implementation:

- Identify all lands owned or operated by the City where nutrients were applied to a contiguous area greater than one acre: Year 1
- Implement turf and landscape nutrient management plans for at least 15% of applicable lands: Year 2
- Implement turf and landscape nutrient management plans for at least 40% of all applicable lands: Year 3
- Implement turf and landscape nutrient management plans for at least 75% of all applicable lands: Year 4
- Implement turf and landscape nutrient management plans for all applicable lands: Year 5

6.4.5 Annual Reporting Requirements:

- A summary report on the development and implementation of the turf and landscape nutrient management plans that include:
 - The total acreage of lands where turf and landscape nutrient management plans are required;
 - The acreage of lands upon which turf and landscape nutrient management plans have been implemented; and
- Updated list properties with longitude/latitude if changes.

BMP 6.5: Implement Employee Training On Written Procedures to Minimize or Prevent Discharges

6.5.1 Description: The City of Harrisonburg shall conduct stormwater training for municipal employees. Training shall be designed specifically for different departments and their duties and daily operations and how those duties and operations relate to stormwater management. The City shall document training activities, employees in attendance, and other applicable information.

6.5.2 Goals and Objectives: To train municipal employees on stormwater management and various ways to minimize or prevent pollutant discharges.

Training shall be designed to include the following (responsible employees are listed next to each):

1. Biennial training to field personnel in the recognition and reporting of illicit discharges (MS4 Program Coordinator, Facilities Manager)
2. Biennial training to employees in good housekeeping and pollution prevention practices that are to be employed during road, street, and parking lot maintenance. (MS4 Program Coordinator, Facilities Manager)
3. Biennial training to employees in good housekeeping and pollution prevention practices that are to be employed in and around maintenance and public works facilities. (MS4 Program Coordinator, Facilities Manager)
4. Ensure that employees and contractors who apply pesticides and herbicides are properly trained and certified in accordance with the Virginia Pesticide Control Act. (Street Superintendent, Parks Superintendent)
5. Ensure that plan reviewers, inspectors, program administrators, and construction site operators hold the proper certification as required under Virginia Erosion and Sediment Control Law. (City Engineer, Public Works Engineer, Chief Construction Inspector, Construction Inspectors, Maintenance Project Coordinator)
6. Ensure that applicable employees obtain the proper certifications as required by Virginia Erosion and Sediment Control Law. (City Engineer, Public Works Engineer)
7. Biennial training to employees in good housekeeping and pollution prevention practices that are to be employed in and around recreational facilities. (Director of Parks & Recreation, Park Superintendent)
8. Emergency response employees shall have training in spill response. A summary of training or certification shall be included in Annual Report. (Deputy Fire Chief of Training)

9. Keep documentation on each training event including training date, number of employees attended, and the objective of the training event for a period of three years after each event.

6.5.3 Responsible Employees:

Public Works Department

*MS4 Program Coordinator**

Public Works Engineer

Chief Construction Inspector

Construction Inspectors

Maintenance Project Coordinator

Street Superintendent

Parks & Recreation Department

Director of Parks & Recreation

Park Superintendent

Planning & Community Development Department

City Engineer

Fire Department

Deputy Fire Chief of Training

Harrisonburg Department of Public Transportation

Facilities Manager

Training programs are to be developed and implemented in coordination with other applicable department representatives.

6.5.4 Schedule of Implementation:

- Implement biennial training events: Years 2-5
- Ensure that pesticide and herbicide applicators hold proper certification: Years 2-5
- Ensure that plan reviewers, inspectors, program administrators, and construction site operators hold proper certification: Years 2-5
- Ensure that applicable employees obtain the proper certifications as required by Virginia Erosion and Sediment Control Law: Years 2-5
- Spill response training for emergency personnel: Years 2-5
- Keep documentation of training events: Years 2-5

6.5.5 Annual Reporting Requirements:

- A summary report of the required training, including a list of training events, the training date, the number of employees who attended the training, and the objective of the training.

BMP 6.6: Require Municipal Contractors Use Appropriate Control Measures and Procedures for Stormwater Discharges to the MS4 System

6.6.1 Description: The City of Harrisonburg shall require that municipal contractors use appropriate control measures and procedures for stormwater discharges to the MS4 system.

6.6.2 Goals and Objectives: To reduce or eliminate potential discharges from municipal contractors.

6.6.3 Responsible Departments/Employees:

Public Works Department

MS4 Program Coordinator

Transportation & Environmental Planning Manager

Purchasing Department

Procurement Manager

This BMP will be implemented in coordination with all city departments that manage contracted work and will be included as part of training for appropriate city staff.

6.6.4 Schedule of Implementation:

- Develop new contract provisions requiring municipal contractors to use appropriate control measures and procedures for stormwater discharges to the MS4 system: Year 2
- Require municipal contractors use control measure and procedures for stormwater discharges: Years 2-5

6.6.5 Annual Reporting Requirements:

- Report on activities to develop procedures.

Virginia Total Maximum Daily Load (TMDL) Special Conditions

The City will work on developing the Local TMDL Action Plan during the first two years (2013-2014 and 2014-2015) of this permit cycle to address pollutants which the City's MS4 has been assigned a wasteload allocation. Refer to Table 1. Subwatersheds in Harrisonburg.

The TMDL Action Plan will identify the best management practices and interim milestone activities. The TMDL Action Plan will be submitted to the Virginia Department of Environmental Quality with the July 1, 2014 through June 30, 2015 MS4 Annual Report.

In 2004, Virginia Department of Environmental Quality (VA DEQ) and Virginia Department of Conservation & Recreation (DCR) approved the Total Maximum Daily Load (TMDL) study for Blacks Run and Cooks Creek and the TMDL Implementation Plan was approved in 2006. Blacks Run and Cooks Creek's TMDLs do not have wasteload allocations (WLAs) specified to the City of Harrisonburg's MS4 Permit.

Smith Creek's TMDL was completed in 2004. And specifies a 95% reduction in E. coli (from 2.88E+12 cfu/yr for existing conditions to 1.44E+11 cfu/yr) for the City's MS4. The TMDL also specified a 22% reduction in sediment to wasteload allocation of 19,798 lbs/year. Smith Creek's TMDL Implementation Plan was completed in 2009.

North River-Mill Creek's TMDL was approved in 2004, the Linville Creek Watershed's TMDL was approved in 2004, and Cub Run in 2004. There were no wasteload allocated to the City of Harrisonburg's MS4 in those TMDLs; likely due to the small size of the drainage areas within city limits.

Annual Reporting Requirements:

Once the Local TMDL Action Plan is developed, each subsequent annual report shall include:

- A report on the implementation of the TMDL Action Plans and associated evaluation including the results of any monitoring conducted as part of the evaluation.

Chesapeake Bay Total Maximum Daily Load (TMDL) Special Conditions

In its Phase I and Phase II Chesapeake Bay TMDL Watershed Implementation Plans (WIP), the Commonwealth committed to a phased approach for MS4s to implement necessary pollutant reductions (phosphorus, nitrogen, and sediment). This permit (2013-2018) requires an implementation of 5% pollutant reductions as specified in the 2010 Phase I WIP.

The City developed the Chesapeake Bay TMDL Action Plan during the first two years of this permit cycle in accordance with the permit requirements. The Chesapeake Bay TMDL Action Plan was submitted to the Virginia Department of Environmental Quality with the July 1, 2014 through June 30, 2015 MS4 Annual Report.

The City will implement its Chesapeake Bay TMDL Action Plan and submit progress reports in its MS4 Annual Report in accordance with the permit requirements. Any updates to the Chesapeake Bay TMDL Action Plan will be submitted with each MS4 Annual Report.

Prior to the start of the 2018-2023 permit cycle, as part of the City's reapplication package, the City shall document that sufficient control measures have been implemented to meet the compliance target identified in the MS4 permit and draft a second phase Chesapeake Bay TMDL Action Plan to reduce an additional 35% of pollutants from existing and new sources as described in the permit.

Annual Reporting Requirements:

Once the Chesapeake Bay TMDL Action Plan is developed, each subsequent annual report shall include:

- A list of control measures implemented during the reporting period and cumulative progress towards meeting the compliance targets for nitrogen, phosphorus, and total suspended solids
- A list of control measures, in electronic format provided by the department, that were implemented during the reporting cycle and the estimated reduction achieved by the control. For stormwater management controls, the report shall include information required in Section II B 5 e and whether the existing stormwater management control was retrofitted, and if so, the existing stormwater management control type retrofit used.
- A list of control measures that are expected to be implemented during the next reporting period and the expected progress toward meeting the compliance targets.

VI. Appendices

Appendix A – Stormwater and ESC Inspection Procedures

Appendix B – ESC Control Inspection Report (Not Requiring VSMP)

Appendix C – Combined ESC & SWPPP Inspection Report (Requiring VSMP)

Appendix D – VSMP Construction Permit Site Inspection Report

Stormwater and Erosion and Sediment Control Inspections Procedures

Public Works 9/12/16

Routine Bi-weekly E&S Inspections Procedures:

1. Public Works (PW) Inspectors are informed of new projects through communication from Community Development (CD) such as invitations to pre-construction meetings. Community Development populates their database with these new projects and their respective contact information obtained at the Pre-construction meeting.
2. The Senior Inspector in charge of the VSMP and E&S Inspection Programs prints out a list for each inspector of the projects that need to be inspected each week using the CD database generated by the Community Development Technician as well as the Outlook calendar utilized.
3. Inspectors perform biweekly inspections and complete PDF fillable forms (or handwrite forms and get administrative assistance in scanning the handwritten forms for distribution.) The updated PDF fillable forms also have buttons to indicate whether a “Notice to Comply” should be issued by the VSMP Administrator.
4. Inspector (or Administrative Assistant) sends biweekly inspection forms to: contractor, owner, developer, Community Development (CD) Technician, and the VSMP Program Administrator if there are no “Notice to Comply” or “Stop Work” enforcement recommendations. If there are recommendations for enforcement, the inspector (or Administrative Assistant) also sends the inspection report to PW Director, PW Assistant Director, and PW Engineer with a note in the subject line that summarizes the recommended enforcement action, ex: “Notice to Comply.” Note that if any enforcement actions are recommended, pictures associated with the violations should be included in the inspection report. The VSMP Administrator has recommended that enforcement actions be recommended only when violations are not corrected by the 3rd inspection, unless deemed to be a more critical violation.
5. The VSMP Administrator and CD Technician pursue any Enforcement Actions needed while communicating with the Inspector as to how/if inspections need to be continued for the site. In the absence of further direction, the Inspector will continue with the biweekly inspections.
6. The Inspector or Administrative Assistant will file each inspection report on the server under: P:\VSMPInspections\Project Name. The file name will include the date as well.
Example: [P:\VSMP Inspections\Acorn Mini Storage\6 23 15.pdf](#) (Note: If enforcement is required, an additional folder should be set up in this same area under the project name.)

7. The Inspectors will notify the CD Technician via email when vegetation has been established or note "PV" (Permanent Vegetation) on the regular inspection report so that the site can be released. The CD Technician will then send a letter to the owner requesting that they submit the appropriate information necessary to terminate the permits within 30 days. Bond release will remain contingent upon final stabilization, final paperwork, installation of public improvements, and landscaping.
8. After CD receives notice from DEQ that the permit has been terminated, CD notifies the inspectors and closes it on the CD database. Therefore, no more inspections are required. A copy of the termination letter should be put in the Inspection folder as well and labeled as such. (Ex: Green Springs_permit termination letter)

Forms to be used for bi-weekly E&S inspections are found at these locations:

- E&S Inspection Forms for sites **not** requiring a VSMP permit are called, "Erosion & Sediment Control Report" and located here: <P:\VSMP Inspections\1-Blank Fillable Forms\EandS Inspection form FILLABLE.pdf>
- E&S Inspection Forms for sites requiring a VSMP permit are called, "VSMP Combined E&S and SWPPP Inspection Report" and located here: <P:\VSMP Inspections\1-Blank Fillable Forms\City Inspector SWPPP E&S Inspection Report FILLABLE.pdf>

Periodic Thorough VSMP Inspections Procedures:

1. For sites requiring a VSMP permit, more thorough VSMP/full SWPPP inspections are required periodically for the life of the permit. The Administrator suggests that these be done accordingly: 1) within 1 month of beginning construction, 2) every 3-4 months during construction (particularly after building contractors have mobilized), and 3) upon site completion before a recommendation of permit release is made.
2. These inspections are done using the "VSMP Construction Permit Site Inspection Report" found here: <P:\VSMP Inspections\1-Blank Fillable Forms\VSMP Const insp Form FILLABLE.pdf>
3. These reports are distributed and filed the same way that the E&S inspection reports are done.
4. Enforcements actions for these inspections are done the same way that the E&S enforcement actions are done. Enforcement actions begin with a recommendation from the Inspector to the VSMP Administrator. The VSMP Administrator manages all Enforcement procedures from that point on.

Additional Interdepartmental Communications

In addition to these procedures, The VSMP Administrator and CD Technician are both invited to attend the biweekly meetings with the Inspectors and the entire Construction Management Team (CMT) held at the Public Works Department.

CITY OF HARRISONBURG

EROSION & SEDIMENT CONTROL REPORT
 409 S. MAIN ST. - HARRISONBURG, VA 22801
 PHONE: (540) 432-7700 FAX: (540) 432-7777



PROJECT INFORMATION	PROJECT NAME	
	INSPECTION DATE	TIME
	INSPECTOR	

REASON FOR INSPECTION

INSTALLATION OF CONTROLS
 SCHEDULED INSPECTION
 POST RAIN EVENT
 PROJECT COMPLETION
 RE-INSPECTION
 OTHER: _____

ACTION

INSPECTION REPORT
 NOTICE TO COMPLY
 STOP WORK ORDER / REVOKE PERMIT

REQUIRED CORRECTIVE ACTION DEADLINE DATE

ITEM #1	VIOLATION CODE	<input type="radio"/> INITIAL <input type="radio"/> REPEAT	Description and location of problem/violation. Required or recommended corrective actions. Other Comments
ITEM #2	VIOLATION CODE	<input type="radio"/> INITIAL <input type="radio"/> REPEAT	Description and location of problem/violation. Required or recommended corrective actions. Other Comments
ITEM #3	VIOLATION CODE	<input type="radio"/> INITIAL <input type="radio"/> REPEAT	Description and location of problem/violation. Required or recommended corrective actions. Other Comments
ITEM #4	VIOLATION CODE	<input type="radio"/> INITIAL <input type="radio"/> REPEAT	Description and location of problem/violation. Required or recommended corrective actions. Other Comments

Violation	Brief Description
City-1	Land Disturbance w/o a Permit
City-2	Non-Compliance w/ Approved Plans
City-3	Maintenance/Repair of Controls
City-4	Other
MS-1	Stabilization
MS-2	Stockpiles, Waste & Borrow Areas
MS-3	Permanent Vegetation
MS-4	First Step Measures
MS-5	Earthen Structure Stabilization
MS-6	Trap and Basin Sizing
MS-7	Cut and Fill Slopes
MS-8	Concentrated Runoff
MS-9	Water Seeps
MS-10	Inlet Protection
MS-11	Channel / Outlet Protection
MS-12	Watercourse Construction
MS-13	Temporary Stream Crossing
MS-14	Other Watercourse Regulations
MS-15	Bed and Bank Stabilization
MS-16	Utility Construction
MS-17	Construction Entrance, Tracking
MS-18	Control Removal
MS-19	Downstream & Property Protection

COMMENTS / NOTES

Violation code refers to applicable regulation found in the most recent publication of the Virginia Erosion and Sediment Control Regulations (4VAC50-30-40), state minimum standards and specifications as found in Chapter 3 of the Virginia Erosion and Sediment Control Handbook, Virginia Stormwater Management Regulations (4VAC3-20) and/or the local ESC/SWM ordinance.

The required corrective action deadline date applies to all violations noted on this report. If listed violation(s) currently constitute non-compliance and/or required corrective actions are not completed by the deadline, a Notice to Comply, Stop Work Order, Revoking Permit, Summons with daily accumulative fines, collecting on bond and/or other enforcement actions may be issued to the entity responsible for ensuring compliance on the above project. Failure of onsite contact to sign form does not preclude the City from further enforcement and/or issuance of code violations.

Notice to Comply violations are subject to a civil penalty which ranges from \$100 to \$1,000 per day. See section 10-4-B of the City of Harrisonburg's Code of Ordinances.

On Site Contact: _____ Print Name _____ Signature _____ Inspector: _____ Signature _____ Date _____

A copy of this report/notice will be provided to the owner and/or land disturbing permit applicant via email, fax or mail if violations are noted and on-site contact is unavailable to receive report/notice.

OFFICE USE	DATE RECEIVED	DATE SENT	TIME SENT	SENT TO: <input type="checkbox"/> Owner/Developer <input type="checkbox"/> Permittee <input type="checkbox"/> RLD	SENT BY: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail	NOTES:
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City of Harrisonburg - VSMP Combined E & S and SWPPP INSPECTION REPORT

Project:			
GCP Number:		Notice of Coverage posted? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	SWPPP available for review? <input type="checkbox"/> YES <input type="checkbox"/> NO

Inspection Date		Inspection Time		Inspection Conducted By (City Inspector)	
-----------------	--	-----------------	--	------------------------------------------	--

Record the information and a description of any discharges occurring at the time of the inspection	Is this a scheduled E&S and a site pollution prevention inspection, occurring every 14 days? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Installation of Controls Scheduled Inspection <input type="checkbox"/> Post Rain Event Re-inspection <input type="checkbox"/> Project Completion Other: _____ ACTION: <input type="checkbox"/> Inspection Report <input type="checkbox"/> Notice to Comply <input type="checkbox"/> Stop Work Order
Record any land-disturbing activities that have occurred outside the approved erosion and sediment control plan	Is this part of a full SWPPP content and SWPPP update inspection? <input type="checkbox"/> YES <input type="checkbox"/> NO ACTION: <input type="checkbox"/> Inspection Report <input type="checkbox"/> Notice to Comply <input type="checkbox"/> Stop Work Order

Inspection requirements:	Have controls been installed in accordance with the approved EGP?	Are controls effectively minimizing sediment discharges?	Describe any maintenance needs or other deficiencies that were identified and the location of the deficiencies, (e.g. have controls been inappropriately or incorrectly used?)
All perimeter erosion and sediment controls (silt fence, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Soil stockpiles and borrow areas (for stabilization or sediment trapping measures)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Completed earthen structures, such as dams, dikes, ditches, and diversions for stabilization	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Cut and fill slopes	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Sediment basins and traps, sediment barriers, and other measures (installed to control sediment discharges from stormwater)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Temporary or permanent channels, flumes, or other slope drain structures (installed to convey concentrated runoff down cut and fill slopes)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Storm inlets (to ensure that sediment laden stormwater does not enter without first being filtered or similarly treated)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Construction entrances and access routes (for minimizing mud/sediment tracking)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Have stabilization activities begun on areas that have reached final grade or that will remain dormant for more than 14 days?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Were stabilization activities completed within seven days of reaching final grade or stopping work on areas that have reached final grade or that will remain dormant for more than 14 days?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Inspect for the presence of the following:	Present?	Location
Concentrated flows of stormwater in conveyances (such as rills, rivulets or channels) that have not been filtered, settled, or similarly treated prior to discharge, (or evidence thereof)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Sediment laden runoff that has not been filtered or settled to remove sediments prior to discharge	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Sediment deposition in areas that drain to unprotected stormwater inlets or catch basins that discharge to surface waters.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Inlets and catch basins with failing sediment controls due to improper installation, lack of maintenance, or inadequate design	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Sediment deposition on any property (including public and private streets) outside of the construction activity covered by the general permit	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Required stabilization (initiated or completed on portions of the site?)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Sediment basins/traps without adequate wet or dry storage volume	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Sediment basins where the riser appears to be leaking, water appears to be leaving the basin around the barrel pipe (rather than through it), or the dewatering device appears to be dewatering basin from below the water surface	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Sediment traps that allow stormwater to discharge from below the surface of the wet storage portion of the trap	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Land disturbance outside of the approved limits of disturbance	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Inspect the pollution prevention controls associated with the pollutant generating activities (identified in the Pollution Prevention Plan)				
Inspect the pollution prevention controls associated with the pollution generating activities identified in Table 8.1 of the SWPPP		Have the controls been properly implemented as outlined on the PPP sheet?	Are controls effectively minimizing pollutant discharges?	Describe any maintenance needs or other deficiencies that were identified and the location of the deficiencies (e.g. have controls been inappropriately or incorrectly used)
Clearing, grading or excavating	<input type="checkbox"/> N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Paving operations	<input type="checkbox"/> N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Concrete washout and concrete waste disposal	<input type="checkbox"/> N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Structure construction, stucco, painting, washwater, oil or cleaning agents	<input type="checkbox"/> N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Dewatering operations	<input type="checkbox"/> N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Material delivery and storage	<input type="checkbox"/> N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Material use during building process	<input type="checkbox"/> N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Solid waste disposal (dumpster)	<input type="checkbox"/> N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Sanitary waste disposal (porta-johns)	<input type="checkbox"/> N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Landscaping operations	<input type="checkbox"/> N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Vehicle Fueling or Maintenance	<input type="checkbox"/> N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Spill Kit readily available		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other (describe)		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other (describe)		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other (describe)		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other (describe)		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Identify the material(s) and document the location or presence of any evidence of pollutant discharges that are not authorized by the general permit

Identify the location(s) where any additional control measures are needed that did not exist at the time of the inspection

List the corrective actions required (including any changes to the SWPPP that are necessary) as a result of the inspection or to maintain permit compliance

Document any corrective action(s) required from a previous inspection that have not been implemented

COMMENTS:

Recommended Corrective Action Deadline: _____ Targeted Re-Inspection Date: _____

The recommended corrective action deadline date applies to all conditions noted on this inspections report unless otherwise noted. If listed condition(s) currently constitute non-compliance and/or corrective actions are not completed by the deadline, other enforcement actions may be issued to the entity responsible for ensuring compliance on the above project

On Site Contact: _____ Inspector: _____
Print Name Signature Signature Date

A copy of the report/notice will be provided to the owner and/or operator via email, fax or mail if violations are noted and on-site contact is unavailable to receive report/notice.

OFFICE USE	DATE RECEIVED	DATE SENT	TIME SENT	SENT TO: <input type="checkbox"/> Owner/Developer <input type="checkbox"/> Permittee <input type="checkbox"/> RLD	SENT BY: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail	NOTES:
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CITY OF HARRISONBURG
VSMP CONSTRUCTION PERMIT SITE INSPECTION REPORT

Project Name: _____ Permit No.: _____

Project Address: _____ City: _____

Project Operator: _____ Operator Telephone: _____

Operator Address: _____ County/City: _____ Zip: _____

Inspector Name: _____ Inspection Date: _____ Time: _____

STAGE OF CONSTRUCTION

Pre-Construction Conference Building Construction Construction of SWM Facilities Clearing & Grubbing
 Finish Grading Maintenance of SWM Facilities Rough Grading Final Stabilization Other: _____

Project Legal Status: Private Public

Nature of Project: Commercial Industrial Residential Road Utility

Part A	General Information	Yes	No	N/A	Recommended Corrective Actions/Notes
1	Copy of notice of Coverage Letter posted near Main Entrance; II C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Internet address for viewing of SWPPP or the location of the SWPPP including Name & telephone number of the contact person posted; II D 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Copy of the complete SWPPP available onsite for operators; II A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Signed copy of the Registration Statement; II A 1 a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Copy of the General Permit; II A 1 c	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Copy of the Notice of Coverage Letter; II A 1 c	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	SWPPP signed in accordance with: § III K	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Part B	SWPPP Content	Yes	No	N/A	Recommended Corrective Actions/Notes
1	Narrative description of the nature of construction activity; II A 1 d	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Sequence and timing of the land disturbance activities; II A 1 d	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Identification of nearest receiving waters that will receive discharges from the project; II A 1 e (4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Detailed site map identifying location of the project and receiving waters; II A 1 e	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Legible Site plan identifying: II A 1 e	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1. Direction of final storm flows & slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Areas of disturbed & undisturbed sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Location of controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Location of stabilization practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5. Location of surface water including wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6. Location of stormwater discharges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7. Location of any off-site, waste, storage, and borrow areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8. Location of potential pollutant sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	9. Areas of final stabilization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Part C	SWPPP Content and Controls to Minimize Pollutants	Yes	No	N/A	Recommended Corrective Actions/Notes
1	Approved ESC plan or agreement in lieu of a plan: § II A 2 a (Plans may be referenced in the SWPPP (§ II.) but need to be available at the time of inspection since they are enforceable under the permit (§ II A 2)).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	All control measures required by the ESC plan are designed, installed and maintained in accordance with good engineering practices and minimum standards of the VESCL (§62.1-4415:51 et seq.) and regulations (9VAC25-850-30): § II A 2 c	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Approved SWM plan of SWM plan developed in accordance with department approved annual standards and specifications; II A 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Pollution Prevention Plan (P2); II A 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Identify and describe all potential pollutant generating activities (fuel, chemical storage, sanitary waste etc.) II A 4 a-b	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Identify all nonstormwater discharges; II A 4 c	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Identify the person responsible for implementing the pollution prevention practices; II A 4 d	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Describe the pollution prevention practices and procedures that will be implemented to control pollutant sources: § II A 4 e (1-8), f	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Requirements for discharges to impaired, surface waters with an applicable TMDL, exceptional water (if applicable); II A 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Description of strategies and control measures implemented to meet TMDL; II A 5 b	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Impaired waters identified as having impairments for pollutants that may be discharged from the construction activity; II A 5 a-b	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Post-construction stormwater management measures are designed and installed in accordance with applicable local, state and federal requirements; 9VAC25-870-55 B.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	If applicable the following information about Nutrient Offset: §9VAC25-870-69; 9VAC-870-92; 62.1-44. 15:35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	a. Name of broker from which offsets will be acquired	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Geographic location of offset generating facility (city & HUC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Number of offsets to be acquired (lbs/acre/year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Nutrient reductions to be achieved onsite (lbs/acre/year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Discharge from stormwater facilities or conveyance systems are to an adequate channel in accordance with 9VAC25-870-95; 9VAC25-870-97; 9VAC25-870-98	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Part D	SWPPP Content and Maintenance of Controls	Yes	No	N/A	Recommended Corrective Actions/Notes
1	Control measures properly maintained in effective operating condition in accordance with good engineering practices and, where applicable, manufacturer specifications: § II E 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Maintenance performed as soon as practical on control measures identified by inspections (§ II F 1-4) that are not operating effectively: § II E 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	If site inspections required by § II F 1-4 identify existing control measures needed to be modified or if additional control measures were necessary for any reason, implementation was completed before the next anticipated storm event. If implementation before the next anticipated storm event was impracticable, the situation was documented as in the SWPPP soon as practicable: § II E 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Part E	SWPPP Content and Inspections	Yes	No	N/A	Recommended Corrective Actions/Notes
1	Name & phone of the "Qualified Personnel" conducting inspections: §II A 5 b (6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Inspections conducted at required frequency: § II F 2 a-c; § I B 4 d	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Inspections include all areas of the site disturbed, off-site areas covered by the permit, areas used for storage that are exposed to precipitation, control measures for proper installation, maintenance and operation, discharge locations where accessible, and downstream locations where discharge locations are not accessible: § II F 3 a (1-10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	For utility, pipeline, highway construction, representative inspections: § II F 2 c (1-4) (For representative inspections, personnel must inspect control measures 0.25 mile above and below each point where access is allowed and points must be listed in the report.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Inspection reports are part of the SWPPP: § II F 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Inspection reports summarize the scope of the inspections including corrective actions: § II F 4 a-j	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	SWPPP being amended, modified, and updated; II B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	SWPPP revisions signed and dated; II B 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Subcontractor agreements signed and identify controls that each subcontractor will implement. II B 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Record of dates when major grading activities occurred; II B 4 a 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Record of dates when grading temporarily or permanently ceased; II B 4 a 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Record of dates when stabilization measures are initiated; II B 4 a 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Inspection report signed by Qualified Personnel; II F 4 j	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Inspection reports summarize the scope of the inspections including corrective actions; II F 4 a-j	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	(1) Location(s) of discharges of sediment or other pollutants from the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	(2) Location(s) of control measures that need to be maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	(4) Location(s) of control measures that failed to operate as designed or proved inadequate for a particular location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	(5) Location(s) where additional control measures are needed that did not exist at the time of inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	(6) Corrective action required including any changes to the SWPPP that are necessary and implementation dates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	(6) An estimate of the amount of rainfall at the construction site (in inches) from the runoff producing storm event requiring the inspection, or if inspecting on a seven-day schedule, the amount of rainfall (in inches) since the previous inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	(7) Weather information and a description of any discharges occurring at the time of inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Part F	SWPPP Content and Non-Stormwater Discharges	Yes	No	N/A	Recommended Corrective Actions/Notes
1	Identification of allowable non-stormwater discharges: (§ I E 1-12.) and control measures for the non-stormwater discharges: § II A 4 e	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	a. Fire fighting controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Fire hydrant flushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Vehicle washing (no detergent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Water used for dust control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	e. Potable water source & uncontaminated flushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	f. Building washing (no detergent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	g. Pavement wash waters (no hazardous materials or detergent used on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	h. Air conditioner or compressor condensation is uncontaminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	i. Uncontaminated ground water or springs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	j. Foundation of footing drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	k. Uncontaminated excavation dewatering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	l. Landscape irrigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CITY OF HARRISONBURG
VSMP CONSTRUCTION PERMIT SITE INSPECTION REPORT

Project Name: _____ Permit No.: _____

Project Address: _____ City: _____

#	State Regulation ⁽¹⁾	Occurrence		Description and Location of condition ⁽²⁾ , Recommended Corrective Actions, and Other Comments
		init	rep	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

(1) Refers to applicable regulation found in the most recent publication of the *Virginia Erosion and Sediment Control Regulations (4VAC50-30)* or the *Virginia Stormwater Management Program Permit Regulations (4VAC50-60)*.

(2) Note whether or not off-site impacts resulting from the condition observed was evident during the inspection.

Recommended Corrective Action **Deadline**: _____ Targeted Re-Inspection Date: _____

The recommended corrective action deadline date applies to all conditions noted on this report unless otherwise noted. If listed condition(s) currently constitute non-compliance and/or corrective actions are not completed by the deadline, other enforcement actions may be issued to the entity responsible for ensuring compliance on the above project.

Inspector: _____
Signature Date

Acknowledgement of inspection: _____
Print Name Signature Date