



National Pollutant Discharge Elimination System (NPDES)

**Storm Water Management Program
Site Registration Form**

for

West Virginia

**Municipal Separate Storm Sewer Systems (MS4s)
General Permit WV0116025**

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

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

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

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

Section I. General Information

MS4 Operator

Part II A.

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

City of Vienna

1.b. Mailing Address:

210 60th Street, Vienna, WV 26105

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

1.c. Name: Craig Metz

1.d. Title: Public Works Director

1.e. Phone: 304-295-4543

1.f. E-mail address: cm@vienna-wv.com

Certification

47CSR10

By completing and submitting this application, I have reviewed and understand and agree to the terms and conditions of #WV0116025 small MS4 General Permit issued on July 11, 2014. I understand that provisions of the MS4 general permit are enforceable by law. Violations of any term and condition of the general permit and/or other applicable law or regulations can lead to enforcement action.

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

1a. Authorized signature _____
(Mayor or Principle Executive Officer)

1b. Print name Randall C. Rapp

1c. Title Mayor

1d. Date _____

Section II. Storm Sewer System

Description of storm sewer system

- 4.a. Area (in acres) that drains into the MS4 from outside the corporate or jurisdictional boundaries: 5,546 acres
- 4.b. Area (in acres) within current corporate or jurisdictional boundaries: 2,469 acres
- 4.c. For all MS4s, population (using the most recent U.S. Census data) for area served: 10,749
(Universities: give current enrollment plus staff and faculty. Transportation agencies: give population of your MS4 in urbanized areas. Prisons; give current inmate plus staff population.)

Part IV.B.

- 4.d. Latitude and Longitude of representative outfall:
Longitude – Degrees: 39 Minutes: 18 Seconds: 20
Latitude – Degrees: 81 Minutes: 33 Seconds: 01

Part IV.B.

- 4.e. Describe the physical location of your representative outfall. If a street address is not possible use cross street descriptions. Sampling location is on Grand Central Avenue at the north entrance into the K-Mart plaza on the east side of the roadway.

Part IV.B.

- 4.f. Describe your monitoring plan to include the frequency and parameters. Stormwater samples will be collected from the discharge resulting from a storm event that is greater than 0.1 inches in magnitude and that occurs at least 72 hours from the previous measureable storm event (greater than 0.1 in rainfall). Samples for each six month period will be collected at least three months apart. Grab samples will be taken during the first thirty minutes of the discharge. Where collection of a grab sample during the first thirty minutes is impractical, a sample will be taken during the first hour of the discharge and the City will submit an explanation with the monitoring report on why a grab sample during the first thirty minutes was impractical. Samples will be taken for the following:

Parameter	EPA Method No.	Method Detection Limit (mg/L)
Total Kjeldahl Nitrogen	351.4	0.03
Nitrate Nitrogen	300.0	0.002
Nitrite Nitrogen	300.0	0.004
Total Phosphorous	365.4	0.01

All samples will be collected and preserved in accordance with the methods listed in the preceding table. A certified laboratory will be used to do the analysis. A chain of custody will be kept with the results. Results will be submitted electronically through the WVDEP electronic Discharge Monitoring Report (eDMR) and a set of results will be kept on file. The Total Nitrogen value reported on the eDMR will be the sum of the following parameters: Total Kjeldahl Nitrogen, Nitrate Nitrogen and Nitrite Nitrogen. If all three constituents of the total nitrogen are not detected at the method detection limit (MDL), the City of Vienna will sum the actual MDLs for each constituent and report the results as less than the calculation. When calculating the sum of the constituents for total nitrogen, the City of Vienna will use the actual analytical results when these results are greater than

or equal the MDL for a particular constituent and use zero for a constituent if one or two of the constituents are less than the MDL. The methods and detection levels in the previous table will be used unless the City of Vienna to use an EPA-approved method with a detection level equal to lower than those specified.

Storm Sewer Infrastructure

Provide the most accurate number possible.

5.a. Storm sewers, in feet	~112,000
5.b. Open ditches, in feet	8,000*
5.c. Outfalls	150
5.d. Catch basins	501
5.e. Detention facilities	1
5.f. Retention facilities	1
5.g. Treatment facilities	0
5.h. Regional stormwater facilities	0

* - estimates

- 6.a. Does your MS4 receive stormwater discharges from WVDOT storm sewer system, roads or right-of-ways? Yes
- 6.b. Does your MS4 discharge into WVDOT storm sewer systems or right-of-ways? Yes
- 7. Is your MS4 interconnected with another MS4? (Does stormwater flow into or out of your storm sewer system to or from another MS4?) If yes, describe. Yes, Ohio Valley University and the City of Parkersburg are connected.
- 8. Does your municipality contain combined sewer systems? No
- 9.a. What percentage is drained by Combined Sewer System? 0%
- 9.b. What percentage is drained by separate storm sewer system? 100%

Industrial Facilities owned by the MS4 entity

Part II.C.b.6.d.

- 10.a. Does your MS4 own and/or operate an industrial facility that discharges stormwater into the MS4? Yes.
- 10.b. If yes, how many? Four

(Item 11 is intentionally empty)

Map Requirements

Please provide a legible map that identifies the following information: See map attached to end of report.

- 12.a. City, County or jurisdiction boundaries
- 12.b. State or Federal operated vocational/college/university campuses and military institutions
- 12.c. Urban area as defined by the 2000 Census, use 2010 Census data if available
- 12.d. Municipal, County, or State wastewater treatment plants and their associated outfalls
- 12.e. Landfills
- 12.f. Municipal, County or State operated vehicle or fleet maintenance garages

- 12.g. Any other Municipal, County or State operated industrial activities, these could include; salt storage areas, parks and recreational areas, chemical storage areas, etc.
- 12.h. Arterial, Municipal, or State roads
- 12.i. Stormwater discharge points and receiving streams
- 12.j. Streams and waterways within the MS4
- 12.k. Delineation of watershed area that drains into your MS4

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

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

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

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

Receiving Streams and Impaired Waterbodies/TMDLs

Part III.D.1

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

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

Part III.D.1.a.

13. Locations & Pollutants of Concern

Name of receiving stream	WV Code	Integrated Report Category	TMDL Code	303D List or TMDL	Parameters of impairment	303d List Cycle/TMDL Approval Date
Ohio River	WVO-ms	5		303d 303d 303d	Dioxin Bacteria Iron	2014 draft
Pond Run	WVO-48	4a	OMS-65	TMDL TMDL TMDL	CNA-Biological Fecal Coliform Iron	2012
Little Pond Run	WVO-48-A	4a	OMS-65-A	TMDL TMDL TMDL	CNA-Biological Fecal Coliform Iron	2012
Briscoe Run	WVO-49	4a	OMS-66	TMDL TMDL TMDL	CAN-Biological Fecal Coliform Iron	2012

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

****IMPORTANT****

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

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

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

Dioxin – Dioxin is a systemic problem with the Ohio River (Category 5) with a TMDL developed on the River from the mouth of the Kanawha River to the Kentucky state line. However, dioxin has not been addressed within the Ohio River at this point. In order to address dioxin, the City will perform the following task (not a BMP listed in the report):

- Review City Ordinances for Restricting Trash Burning in the City – Preventing trash burning in the City will help minimize the amount of residue from burned trash in barrels or on the ground washing into the MS4 creating dioxin.

Iron – Iron enters the storm water through residential and construction site runoff. BMPs addressing iron include:

- BMP 15.h.2 – Maintain Storm Water Page of City’s Website
 - This BMP is intended to help reduce sediment polluted runoff from construction site by providing stormwater design information online.
- BMP 17.i.5 – Contact Information for Reporting Discharges
 - This BMP is intended to reduce sediment polluted runoff from construction sites by providing a number and email address to the public for reporting issues at construction sites.
- BMP 18.i.1 – City Construction Site Inspection Procedures
 - This BMP is intended to help reduce sediment polluted runoff from construction sites by ensuring erosion and sediment controls are properly installed and maintained.
- BMP 18.i.2 – Training on Proper Erosion/Sedimentation Control Measures
 - This BMP is intended to help reduce sediment polluted runoff from construction sites by instructing inspectors on the proper use and maintenance of erosion and sediment control measures.
- BMP 18.i.3 – City Site Plan Review
 - This BMP is intended to help reduce sediment polluted runoff from construction sites by reviewing and commenting on erosion and sediment control measures proposed for developments.

- BMP 18.i.4 – BMP Design Information
 - This BMP is intended to help reduce sediment polluted runoff from construction sites by educating engineers, contractors, and developers about proper erosion and sediment control.
- BMP 20.i.4 – Stormwater Pollution Prevention Plan for City-Owned Properties
 - This BMP is intended to help reduce sediment polluted runoff from construction sites by instructing employees to control sediments at jobsites.

Fecal Coliform – Fecal coliform is an indicator organism that informs municipalities where untreated wastewater may be occurring. Not only are fecal coliform present in human wastes, but can also be found in animal wastes (typically pets, livestock or water fowl). BMPs addressing fecal coliform include:

- BMP 15.h.1 – Stormwater Brochures
 - This BMP is intended to help reduce fecal coliform by informing the public that materials placed in the stormwater drainage system eventually enters the river.
- BMP 15.h.2 – Stormwater Page on City’s Website
 - This BMP is intended to help reduce fecal coliform by providing the public access to information on the subject.
- BMP 15.h.3 – Participate at Ice Cream Social
 - This BMP is intended to help reduce fecal coliform by educating the public on the effects of cleaning up pet wastes.
- BMP 17.i.2 – Screening of Stormwater System Outfalls for Dry Weather Discharges
 - This BMP is intended to help reduce fecal coliform by finding sources of fecal coliform.
- BMP 17.i.3 – Annual Staff Training
 - This BMP is intended to help reduce fecal coliform by training staff to be able to identify and report sources of illicit discharges.

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

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

Samples for iron and fecal coliform will be collected for each of the receiving streams (Briscoe Run, Pond Run, and Little Pond Run) at the following locations:

Briscoe Run – Along Briscoe Run Road – Lat. 39° 20’ 59”, Long. 81° 32’ 00”

Pond Run and Little Pond Run – Near the intersection of the two streams south of the Grand Central Mall – Lat. 39° 17’ 46”, Long. 81° 33’ 11”

Each year the City will select one of the waterbodies for monitoring by sampling for fecal coliform. The waterbody will be monitored at a minimum of one time per year in the year that it was selected. Different waterbodies may be selected from year to year.

Additionally, the City will visually observe the banks of the TMDL waterways within the MS4 boundary for areas of excess erosion. To address the pollutant iron, the City of Vienna will notify the Army Corps of Engineers of areas with excessive erosion for inclusion in future stream bank restoration projects. The City will visually observe the banks of the TMDL waterways for excessive erosion once per permit term. Areas of excessive erosion will be documented with photos and mapped. Once observed, the City will inform the Army Corps of Engineers within 30 days of discovery.

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

Yes, the City will document erosion by photos. New observations will be reviewed versus previous photos.

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

The City of Vienna will follow the General Permit's "Pathway of Compliance" for meeting wasteload applications with the following: Mapping; Public Education; BMP and MCM Implementation; Monitoring; and Enforcement of IDDE, construction site runoff, and new development and redevelopment minimum control measures.

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

The City of Vienna will determine if the SWMP or the BMP needs changed by gauging the cooperation of those who are causing pollution issues.

Section III. Minimum Control Measures

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

Part II.C.b.1.

Responsible Person

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

- 15.a. Name: Craig Metz
- 15.b. Title: Public Works Director
- 15.c. Department: Public Works Department
- 15.d. Address: 210 60th Street, Vienna, WV 26105
- 15.e. Phone number: 304-295-4543
- 15.f. Email address: cm@vienna-wv.com

Part II.C.b.1.

15.g. State your overall objective for this minimum control measure. Provide information to the public that will help change attitudes towards compliance with storm water objectives. Provide education and outreach aimed at changing attitudes and behaviors that cause or contribute to adverse stormwater impacts.

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

1. BMP –Stormwater Brochures (existing BMP)

- Provide educational material at locations throughout the City concerning storm water.

Measurable Goal:

- Document the number of brochures that are restocked from each location.
- Collect photos and maps of the location of the brochures.

Implementation Schedule:

- Restock materials quarterly.

2. BMP –Stormwater Page on City’s Website (existing BMP)

- Maintain the web page dedicated to the City of Vienna Stormwater Program:

<http://vienna-wv.com/portal/departments-2/public-works/utility-board>

Site will include current annual report, approved copy of the SWMP, schedule of upcoming program events, stormwater hotline number, design information, and other educational materials for public review.

Measurable Goal:

- Number of views on the stormwater website.

Implementation Schedule:

- Document that SWMP and Annual Reports are posted 90 days from SWMP approval.
- Document that stormwater educational materials for engineers, contractors, developers, businesses and homeowners have been made available on the website six months following SWMP approval.

3. BMP – Participate at Ice Cream Social (Existing BMP)

- Participate and provide educational materials at the largest event in the City of Vienna.

Measurable Goal:

- Document the number of educational materials distributed during the event.
- Collect photos to document event.

Implementation Schedule:

- Participate at each annual Ice Cream Social.

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

MCM Components

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

15.j. Describe your education and outreach strategy targeting the general public. Participate in the largest event in the City (Annual Ice Cream Social), provide educational materials, and discuss issues with attendees.

Part II.C.a.ii

15.k. Describe your education and outreach strategy targeting businesses including home-based and mobile businesses. Use the stormwater page on the City's website for audience specific information on how to properly store vehicular care products and what types of products to use for care, operation or repair of a vehicle.

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

15.l. Describe your education and outreach strategy targeting homeowners, landscapers, and property managers. Use the stormwater page on the City's website for audience specific information on how to properly take care of yards with fertilizers; watering techniques; storage of pesticides and fertilizers; auto repair; washing cars; and maintenance of erosion and sedimentation control devices.

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

15.m. Describe your education and outreach strategy targeting engineers, contractors, developers, review staff, and land use planners. Use the stormwater page on the City's website to educate engineers, contractors, developers, review staff and planners on construction site sedimentation and erosion control; runoff reduction techniques; stormwater treatment; and flow control BMPs.

Schedule

Part II.C.a.1

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

1. BMP –Stormwater Brochures

Implementation Schedule:

- Restock materials quarterly.

2. BMP –Stormwater Page on City’s Website

Implementation Schedule:

- Document that SWMP and Annual Reports are posted 90 days from SWMP approval.
- Document that stormwater educational materials for engineers, contractors, developers, businesses and homeowners have been made available on the website six months following SWMP approval.

3. BMP – Participate at Ice Cream Social

Implementation Schedule:

- Participate at each annual Ice Cream Social.

Measurable Goals

Part II.B.4

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

1. BMP –Stormwater Brochures

Measurable Goal:

- Document the number of brochures that are restocked from each location.
- Collect photos and maps of the location of the brochures.

2. BMP –Stormwater Page on City’s Website

Measurable Goal:

- Number of views on the stormwater website

3. BMP – Participate at Ice Cream Social

Measurable Goal:

- Document the number of educational materials distributed during the event.
- Collect photos to document event.

Tracking

Part II.C.b.1.c.

15.p. Describe your plan to track the activities associated with this MCM. A schedule of proposed activities will be kept by the Stormwater Department Coordinator, while activities that are performed will be listed in the annual report. Tracking will include number of brochures distributed, number of hits on the storm water page, and attendance at the Ice Cream Social. Information collected will be on file at the Utility Board office.

Evaluation

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

15.q. Explain how you plan to gauge the effectiveness of your public education and outreach efforts. Effectiveness of the public education and outreach efforts will be gauged by the following:

- Number of stormwater material distributed,
- Feedback from callers/emails, and
- Questionnaires/comments on policies.

Public Involvement and Participation – MCM #2

Part II.C.b.2.

Responsible Person:

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

- 16.a. Name: Craig Metz
- 16.b. Title: Public Works Director
- 16.c. Department: Public Works Department
- 16.d. Address: 210 60th Street, Vienna, WV 26105
- 16.e. Phone number: 304-295-4543
- 16.f. Email address: cm@vienna-wv.com
- 16.g. State your overall objective for this minimum control measure. To provide stakeholders in the community (City residents, residents throughout the watershed, other municipalities, environmental groups, etc.) ongoing opportunities for public involvement in the SWMP development; facilitate opportunities by the general public for direction and input in stormwater management; and provide activities for the general public to assist in improving water quality through stormwater management.
- 16.h. State and describe your BMPs. Indicate if the BMP is part of the existing program.
1. BMP - Pet Waste Program (New BMP)
 - In the recently completed City dog park, provide dispensers and receptacles for collecting pet waste.

Measurable Goal:

 - Document the number of bags used at the dog park.

Implementation Schedule:

 - Create a log of bags used quarterly.
 2. BMP –ORSANCO’s River Sweep Program (Existing BMP)
 - Provide bags and recycling barrels to participants in the ORSANCO River Sweep and provide schools with information on the poster contest associated with the River Sweep.

Measurable Goal:

 - Document the number of bags and recycling barrels provided for the ORSANCO River Sweep.
 - Collect photographs of participation at the ORSANCO River Sweep.
 - Document information provided to schools concerning the ORSANCO River Sweep Poster Contest.

Implementation Schedule:

 - Provide bags and recycling barrels and collect photos at the event in June of each year.
 - Provide information to schools on the poster contest by the end of November of each year.

3. BMP –Comments on the Stormwater Management Program (Existing)

- Advertise on the Stormwater Page of the City’s website and within the Parkersburg News and Sentinel for the annual review meeting for the program at a Vienna Utility Board Meeting. This will include updates to the plan based upon issuances of new General Permits.

Measurable Goal:

- Number of attendees at the Vienna Utility Board Meeting that addresses the annual review of the SWMP.
- Document the SWMP and previous year’s Annual Report are available on the City’s website for review prior to the annual review meeting.
- Collect comments from the meeting and consider possible changes to include in the next year’s Annual Report or future SWMP.

Implementation Schedule:

- Conduct an annual review meeting during a Vienna Utility Board Meeting for the SWMP in April of each year.

4. Local Cleanup and Recycling Programs (Existing BMP)

- Provide information on the Stormwater Page of the City’s website on local cleanup (such as free drop-off of trash at the local landfill) and recycling (such as electronics and chemical disposal sponsored by Wood County Solid Waste Authority) events.

Measurable Goal:

- Document the number of notices provided to the public on local cleanup and recycling programs.

Implementation Schedule:

- Provide a log for tracking advertisements on a quarterly basis.

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

MCM Components

Part II.C.b.2.

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

Promote the ORSANCO River Sweep Poster Contest by providing information to the City schools on the program. Use the website and local newspaper to provide information on meetings associated with the Annual Review of the SWMP.

Part II.C.b.2.a

16.k. Describe how you will accommodate public participation in the decision making process for your SWMP.

A copy of the SWMP will be placed on the website in order for residents to review. Any comments received on the SWMP either from calls to the stormwater hotline or during the Annual Review meeting will be reviewed with possible changes included in an Annual Report or the next SWMP.

Part II.C.b.2.b

16.l. Describe your communication process for notifying groups of opportunities to become involved in stormwater activities in your watershed(s).

As previously mentioned, the stormwater page of the City's website is used for communicating storm water management activities. Information will also be sent to the local newspaper (Parkersburg News & Sentinel) for community outreach.

Part II.C.b.2.c

16.m. List the URL of your *Stormwater* website.

<http://vienna-wv.com/portal/departments-2/public-works/utility-board/stormwater/>

Schedule

Part II.C.a.1

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

1. BMP – Pet Waste Program

Implementation Schedule:

- Create a log of bags used quarterly.

2. BMP –ORSANCO's River Sweep Program

Implementation Schedule:

- Provide bags and recycling barrels and collect photos at the event in June of each year.
- Provide information to schools on the poster contest by the end of November of each year.

3. BMP –Comments on the Stormwater Management Program

Implementation Schedule:

- Conduct an annual review meeting during a Vienna Utility Board Meeting for the SWMP in April of each year.

4. BMP –Local Cleanup and Recycling Programs

Implementation Schedule:

- Provide a log for tracking advertisements on a quarterly basis.

Measurable Goals

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

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

1. **BMP – Pet Waste Program**

Measurable Goal:

- Document the number of bags used at the dog park.

2. **BMP –ORSANCO’s River Sweep Program**

Measurable Goal:

- Document the number of bags and recycling barrels provided for the ORSANCO River Sweep.
- Collect photographs of participation at the ORSANCO River Sweep.
- Document information provided to schools concerning the ORSANCO River Sweep Poster Contest.

3. **BMP –Comments on the Stormwater Management Program**

Measurable Goal:

- Number of attendees at the Vienna Utility Board Meeting that addresses the annual review of the SWMP.
- Document the SWMP and previous year’s Annual Report are available on the City’s website for review prior to the annual review meeting.
- Collect comments from the meeting and consider possible changes to include in the next year’s Annual Report or future SWMP.

4. **BMP –Local Cleanup and Recycling Programs**

Measurable Goal:

- Document the number of notices provided to the public on local cleanup and recycling programs.

Tracking

Part II.B.7.

16.p. Describe your plan for tracking activities associated with this MCM. A schedule of proposed activities will be kept by the Stormwater Department Coordinator, while activities that are performed will be listed in the annual report. Tracking will include number of bags used at the dog park; number of schools provided information on the ORSANCO River Sweep Poster Contest; number of bags and recycle barrels provided for the river sweep; attendance at the Utility Board meeting where the annual review of the SWMP occurs; comments received at the annual review; and number of notices provided on the website for local cleanup and recycling programs. Information collected will be on file at the Utility Board office.

Evaluation

Part II.B.7

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

Effectiveness of the public involvement and participation efforts will be gauged by the participation of area residents and businesses in storm water management activities. The number of attendees will be tracked and methods of communication of the events may need to be changed based upon participation.

Illicit Discharge Detection and Elimination – MCM #3

Part II.C.b.3.

Responsible Person

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

- 17.a. Name: Craig Metz
- 17.b. Title: Public Works Director
- 17.c. Department: Public Works Department
- 17.d. Address: 210 60th Street, Vienna, WV 26105
- 17.e. Phone number: 304-295-4543
- 17.f. Email address: cm@vienna-wv.com
- 17.g. Is another entity sharing responsibility for the MCM? If so, who? No.

Control Objective & BMPs

17.h. State your overall objective for this MCM. The City will prohibit, detect, and remove illicit connections and eliminate illicit discharges to the storm sewer system based upon information witnessed by the public and confirmed by City staff.

17.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.

1. BMP –Storm Drain Mapping (Existing BMP)

- Maintain and update maps of the MS4 that includes all known outfalls, stormwater collection system, receiving streams, geographical areas that discharge to the MS4 and structural BMPs.

Measurable Goal:

- Continue to update the map as new structures are installed and previously unknown structures are located within the system.

Implementation Schedule:

- Document the number of stormwater management systems and/or components are constructed during the reporting period. Process will continue annually.

2. BMP - Screening of Stormwater System Outfalls for Dry Weather Discharges (Existing)

- Visually observe and sample outfalls during dry weather for a section of Pond Run once per year.

Measurable Goal:

- Document the length of Pond Run observed during the observation period.
- Provide number of samples collected of suspect dry weather discharges.
- Collect photos of suspect dry weather discharges.

Implementation Schedule:

- Perform observations along Pond Run during the dry period from August through October – continue annually.

3. BMP –Staff Training (Existing)

- Conduct annual staff training on the proper procedure for identifying, reporting, and removing illicit discharges.

Measurable Goal:

- Train public works staff on the importance of reporting and removing illicit discharges.
- Train one City department (other than public works) on the importance of reporting and removing illicit discharges.

Implementation Schedule:

- Public works staff training – continue annually.
- Choose one department per year other than public works to provide training for illicit discharge detection and continue annually.

4. BMP - Certification of Landscaping Businesses (Existing)

- Require all landscaping businesses to annually take and pass an online test on storm water management prior to beginning work within the City.

Measurable Goal:

- Document the number of businesses passing the exam.

Implementation Schedule:

- Testing is required once every two years based upon a calendar year.

5. BMP – Contact Information for Reporting Illicit Discharges (Existing BMP)

Measurable Goal:

- Provide and document that the phone number and email address is posted on the website to report suspected illicit discharges.
- Document the number of phone calls and emails received regarding suspected illicit discharges.
- Document the time required between receiving a call or email and City staff reviewing the issue.

Implementation Schedule:

- Document that the phone number and email address are on the website six months from SWMP approval.
- Document the number of phone calls and emails reported regarding suspected discharges on an annual basis.
- Document the time required between receiving a call or email and the City staff reviewing the issue and report on an annual basis.

MCM Components

Part II.C.b.3.a.

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

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

Part II.C.b.3.ai

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

Part II.C.b.3.b.

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

Part II.C.b.3.b.

- 17.r. Describe your Ordinance review and update procedure, including milestones of IDDE Ordinance review. Ordinance reviewed at Utility Board Meeting on November 3, 2015, changes were discussed during the meeting based upon July 2014 general permit, and passage of a new ordinance is expected in December 2016. An annual review will occur to determine if amendments are required and the City will submit any changes with the following annual report.

Does your IDDE Ordinance prohibit the following:

Part II.C.b.3.ii

- 17.s. Discharges from hyperchlorinated water line flushing? Yes, ordinance only considers "waterline flushing" that is properly managed. If not, how are these discharges handled when they occur?
- 17.t. Lawn watering and other irrigation runoff? No, ordinance specifically allows lawn watering and other irrigation runoff. If not, have you addressed lawn watering in your public education and outreach activities? As previously discussed, the City has a training course for lawn services that deals with these issues. Also, some of the public education and outreach activities will be geared towards possible issues, such as over lawn watering, irrigation, fertilizing and siltation.
- 17.u. Street, parking lot, and sidewalk wash water, and external building wash down? No, these items are not specifically addressed in the storm water ordinance. If not, have you addressed these types of runoff in your public education and outreach activities? Yes.

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

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

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

- 17.w. Briefly describe your enforcement strategy.

Whenever the Executive Director determines that any person engaged in any activity and/or owning or operating any facility may cause or contribute to stormwater pollution or illicit discharges to the stormwater system, the Executive Director may, by written notice, order that such person undertake such monitoring activities and/or analyses and furnish such reports as the Executive Director may require. The written notice shall be served either in person or by certified or registered mail, return receipt requested, and shall set forth the basis for such order and shall particularly describe the monitoring activities and/or analyses and reports required. The burden to be borne by the owner or operator, including costs of these activities, analyses and reports, shall bear a reasonable relationship to the need for the monitoring, analyses and reports and the benefits to be obtained. The recipient of

such order shall undertake and provide the monitoring, analyses and reports within the time frames set forth in the Order.

Within twenty (20) days of the date of receipt of the order, the recipient shall respond personally or in writing advising the Executive Director of the recipient's position with respect to the Order's requirements. Thereafter, the recipient shall be given the opportunity to meet with the Executive Director to review the Order's requirements and revise the Order as the Executive Director may deem necessary. Within ten (10) days of such meeting, the Executive Director shall issue a final written order. Final Orders issued pursuant to this Section may be appealed to the Board by the filing of a written appeal with the Chair of the Board within ten (10) days of receipt of the final Order. The appeal notice shall set for hearing the particular Order requirements or issues being appealed. The Board shall hear the appeal at its earliest practical date and may either affirm, revoke or modify the Order. Final Orders issued by the Board may be appealed to the Vienna City Council by the filing of a written appeal with the Mayor of the City of Vienna within ten (10) days of receipt of the final Order of the Board. The appeal notice shall set for hearing the particular Order requirements or issues being appealed. The City Council shall hear the appeal at its earliest practical date and may either affirm, revoke or modify the Order. The decision of the Council shall be final, but may be subject to review by a Court of competent jurisdiction.

In the event the owner or operator of a facility or property fails to conduct the monitoring and/or analyses and furnish the reports required by the Order in the time frames set forth therein the Executive Director may cause such monitoring and/or analyses to occur. If a violation is found, the Executive Director may assess all costs incurred, including reasonable administrative costs and attorney's fees, to the owner or operator. The Executive Director may pursue judicial action to enforce the Order and recover all costs incurred.

Part II.C.b.3.c .

17.x. Describe your field assessment activities, including how many assessments you plan to conduct each year. Field assessments, including visiting priority outfalls and conducting dry weather screening, will be limited to the dry period of the year – typically from August to October. Depending upon other factors, the City will conduct and document one field assessment per year with focus being on areas draining to 303(d) and impaired waters.

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

17.y. Describe how you will locate “priority areas”. Priority areas will be determined by three factors: 1) the age of the infrastructure in the area, 2) the land use, and 3) historical tracking of past issues. For current monitoring, the age of infrastructure, land use, and areas draining to 303d/TMDL streams will be used to prioritize areas. However, as the City conducts and logs results of the field assessments, historical data will be used to determine which areas are priority areas based upon the number of complaints.

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

17.z. Describe your procedures for characterization of illicit discharges. Aesthetic qualities such as color and odor will first be used to determine the quality of the water and a possible source of the contamination. If the water appears to be clean, no further action will be taken unless the source cannot be determined by typical investigation measures. Then sampling and lab analyses may be performed within 15 days.

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

17.aa. Describe your procedures for tracing the source of the discharge. First, the City will observe manholes, catch basins and inlets upstream from the discovery point. The discharge should be located between two of the structures. Once the probable section of pipe is found, televising of the storm drains will occur to find the source. If televising is impossible, the City may perform additional investigations including, but not limited to, dye and smoke testing.

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

17.bb. Describe your procedures for removing the source of the discharge. In order to remove the source, the first step will be to determine the contributing factor to the discharge. If the issue is a problem with the municipal system, the City will address immediately. If the issue concerns private property, the property owner will be notified with an order to cease and desist from the Public Works Director. Within the order, the Public Works Director provides a schedule that is to be kept by the property owner to address the illicit discharge. If the property owner does not complete the removal of the illicit discharge within the given timeframe, the City can make the repair and recoup the cost through a civil action.

C.b.3.d.

17.cc. Describe how you will inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste. Annually, the City will provide a training session to the public works department and one other City department (police, parks, etc.) concerning the hazards of illegal discharges and improper disposal of wastes. Additionally the website will annually be updated to include an article or flier on these hazards. If emergency notification is required, a public radio announcement will be made and information added to the City's Facebook and Twitter accounts.

Part II.C.b.3.f.

17.dd. Describe your plan to training your staff on the identification and reporting of illicit discharges. Include the number of training sessions planned for each year. New public works employees are required to watch videos on IDDE to provide information on identifying illegal discharges. Also, the City will provide an annual training of field personnel in the Public Works Department for identifying illicit discharges. Additionally, one City department other than public works will be chosen to provide training on illicit discharge identification and reporting on an annual basis.

Schedule

Part II.C.a.1

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

1. BMP –Storm Drain Mapping

Implementation Schedule:

- Document the number of stormwater management systems and/or components are constructed during the reporting period. Process will continue annually.

2. BMP - Screening of Stormwater System Outfalls for Dry Weather Discharges

Implementation Schedule:

- Perform observations along Pond Run during the dry period from August through October – continue annually.

3. BMP –Staff Training

Implementation Schedule:

- Public works staff training – continue annually.
- Choose one department per year other than public works to provide training for illicit discharge detection and continue annually.

4. BMP - Certification of Landscaping Businesses

Implementation Schedule:

- Testing is required annually based upon a calendar year.

5. BMP – Contact Information for Reporting Illicit Discharges

Implementation Schedule:

- Document that the phone number and email address are on the website six months from SWMP approval.
- Document the number of phone calls and emails reported regarding suspected discharges on an annual basis.
- Document the time required between receiving a call or email and the City staff reviewing the issue and report on an annual basis.

Measurable Goals

Part II.B.4

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

1. BMP –Storm Drain Mapping

Measurable Goal:

- Continue to update the map as new structures are installed and previously unknown structures are located within the system.

2. BMP - Screening of Stormwater System Outfalls for Dry Weather Discharges

Measurable Goal:

- Document the length of Pond Run observed during the observation period.
- Provide number of samples collected of suspect dry weather discharges.
- Collect photos of suspect dry weather discharges.

3. BMP –Staff Training

Measurable Goal:

- Train public works staff on the importance of reporting and removing illicit discharges.
- Train one City department (other than public works) on the importance of reporting and removing illicit discharges.

4. BMP - Certification of Landscaping Businesses

Measurable Goal:

- Document the number of businesses passing the exam.

5. BMP – Contact Information for Reporting Illicit Discharges

Measurable Goal:

- Provide and document that the phone number and email address is posted on the website to report suspected illicit discharges.
- Document the number of phone calls and emails received regarding suspected illicit discharges.
- Document the time required between receiving a call or email and City staff reviewing the issue.

Tracking:

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

17.gg. Describe your procedures for tracking activities related to each component of this MCM. A schedule of proposed activities will be kept by the Stormwater Department Coordinator, while activities that are performed will be listed in the annual report. Mapping will be updated annually. Tracking will include length of Pond Run reviewed for dry weather discharges; number of samples collect of dry weather discharges; photos of dry weather discharges; training of City employees; number of landscaping businesses passing the online storm water exam; number of phone calls and emails received concerning suspected illicit discharges; and recording the time required between receiving notification and responding to the call or email. Information collected will be on file at the Utility Board office.

Evaluation

Part II.B.7

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

The City will gauge the effectiveness of the IDDE program on the results of the water quality monitoring of the receiving streams. It is anticipated that water quality will show a noticeable annual improvement during the period. City will also track length of Pond Run reviewed for dry weather discharges; number of samples collect of dry weather discharges; photos of dry weather discharges; training of City employees; number of landscaping businesses passing the online storm water exam; number of phone calls and emails received concerning suspected illicit discharges; and recording the time required between receiving notification and responding to the call or email.

Construction Site Run-off Control – MCM #4

Part II.C.b.4.

Responsible Person:

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

- 18.a. Name: Craig Metz
- 18.b. Title: Public Works Director
- 18.c. Department: Public Works Department
- 18.d. Address: 210 60th Street, Vienna, WV 26105
- 18.e. Phone number: 304-295-4543
- 18.f. Email address: cm@vienna-wv.com

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

Control Objective & BMPs

- 18.h. State your overall objective for this minimum control measure. Minimize the amount of solids that leave construction sites of one acre or greater or less than one acre if part of a larger common plan.

- 18.i. State and describe your BMPs. Indicate which BMPs are part of your existing program.
 - 1. BMP –City Construction Site Inspection (existing BMP)
 - Continue construction site inspections and documentation to ensure the BMPs required and approved erosion and sediment control plans are being met.

Measurable Goal:

 - Document the number of construction site inspections.
 - Document the number of construction site violations.

Implementation Schedule:

 - Document the number of construction site inspections. Process will continue annually.
 - Document the number of construction site violations. Process will continue annually.

 - 2. BMP –Training on Proper Erosion/Sedimentation Control Measures (existing BMP)
 - Provide training to City inspectors on proper use of Erosion/Sedimentation Control Measures.

Measurable Goal:

 - Document attendance of City staff at a training event for erosion and sedimentation control.

Implementation Schedule:

 - Document attendance of City staff at a training event for erosion and sedimentation control. Training will continue annually.

3. BMP –City Site Plan Review (Existing BMP)

- Review site plans for construction projects within the City. Approval of the plans will not occur until stormwater issues have been addressed.

Measurable Goal:

- Document the number of site plans reviewed.

Implementation Schedule:

- Document the number of site plans reviewed on an annual basis.

4. BMP –BMP Design Information (Existing BMP)

- Continue to provide information to engineers, contractors, and developers on selecting the most appropriate BMPs for each site.

Measurable Goal:

- Document that the storm water page on the City’s website contains design information for engineers, contractors, and developers.

Implementation Schedule:

- Review and update information on the storm water page on an annual basis.

MCM Components

Part II.C.b.4.a.

18.j. Do you have an Ordinance to control construction site run-off? Yes

Part II.C.b.4

18.k. Does your program regulate disturbance of one acre or more and also less than one acre if part of a larger common plan? Yes. Does your Ordinance regulate disturbances of less than one acre? Yes. If so, what is the size threshold? Dependent upon the amount of impervious area, 3,000 square feet and greater.

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

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

Part II.C.b.4.b.

18.m. Describe the plan review process for your construction site run off program. Site plans are first submitted to the City’s Planning Commission, where the public has a chance to review the plans for zoning type issues. Once approved, the plans are sent to the Public Works Department and reviewed by the Code Enforcement Official for compliance with the storm water and subdivision ordinances. Once approved and the contractor begins construction, the Building Inspector comes onsite at the beginning of the project to observe the installation of the erosion and sedimentation control measures and visits the site at regular intervals to ensure the erosion and sedimentation controls are being maintained. Following construction, the inspector reviews the actual construction site for compliance with the approved plans. For larger residential, commercial, or industrial sites, the City utilizes the services of Burgess & Niple, Inc. (B&N) to complete the reviews.

- 18.n. Describe the inspection process of your construction site run off program. Construction site inspections associated with storm water control include review of the soil erosion and sedimentation control measures that were proposed for the site during the plan review process to make sure that all measures have been installed, review of the soil erosion and sedimentation control measures to ensure that they are functioning as designed, and review of quality of storm water runoff (during and following significant storm events) to ensure additional soil erosion and sedimentation control measures are not required.
- 18.o. Describe the enforcement process of your construction site run off program. When the City makes inspection visits to construction locations and there are minor violations, the inspector first verbally warns the contractor of violations related to soil erosion and sedimentation control. On a following visit to the same site, if there is no progress in addressing the soil erosion and sedimentation control issue, the inspector issues a written warning. If the next visit does not lead to a correction of the situation, the contractor is issued a citation and may need to appear at City court. For major violations, the issue must be corrected immediately and citations occur at the first occurrence.

Part II.C.b.4.b.

- 18.p. Discuss how your program will address the regulation of both private and public sector construction site run-off. The City treats both private and public sector construction site runoff being performed by private contractors in the same manner. Observations occur at the same frequency, warnings and other enforcement actions are levied in the same method, and erosion & sedimentation requirements for both construction site and post construction are identical. For private contractors performing work for the City, payment can be withheld until stormwater issues are addressed. In the case of City employees performing public sector work, progressive discipline can occur for employees found to have violated standards up to termination.

Schedule

Part II.C.b.4.a.

- 18.q. The Ordinance shall be reviewed on an annual basis. Describe your Ordinance review and update procedures. The Storm Water Ordinance will be reviewed during a Utility Board Meeting that is advertised in the local newspaper. Prior to the meeting, the Public Works Director will review the ordinance to see if there are any issues that need to be addressed from a regulatory position. The Utility Board will ask for comments from the attendees and discuss any requested changes. Once all information is received, the Utility Board will bring any suggested changes to City Council for amendment or replacement of the existing ordinance.
- 18.r. If your Ordinance does not contain the standards required by the permit, provide a schedule for implementation and measureable goals for getting these components into your Ordinance. Include a mid-point and full implementation date. Ordinance does contain the required standards.

Measurable Goals

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

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

1. BMP –City Construction Site Inspections

Measurable Goal:

- Document the number of construction site inspections.
- Document the number of construction site violations.

2. BMP –Training on Proper Erosion/Sedimentation Control Measures

Measurable Goal:

- Document attendance of City staff at a training event for erosion and sedimentation control.

3. BMP –City Site Plan Review

Measurable Goal:

- Document the number of site plans reviewed.

4. BMP –BMP Design Information

Measurable Goal:

- Document that the storm water page on the City’s website contains design information for engineers, contractors, and developers.

Tracking

Part II.B.7.

18.t. Describe your plan for tracking activities associated with this minimum control measure. A schedule of proposed activities will be kept by the Stormwater Department Coordinator, while activities that are performed will be listed in the annual report. Plan includes tracking number of construction site inspections; number of violations at construction sites; attendance at training events for erosion and sedimentation control; number of site plans reviewed; and documenting the storm water page of the City’s website contains relevant erosion and sedimentation design information. Information collected will be on file at the Utility Board office.

Evaluation

Part II.B.7

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

Tracking the number of construction site inspections that are performed and the number of violations found; attendance of City staff at a training event for sedimentation and sedimentation control; number of site plans reviewed; and that the storm water page on the City’s website contains design information for engineers, contractors, and developers.

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

Part II.C.b.5

Responsible Person(s):

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

- 19.a. Name: Craig Metz
- 19.b. Title: Public Works Director
- 19.c. Department: Public Works Department
- 19.d. Address: 210 60th Street, Vienna, WV 26105
- 19.e. Phone number: 304-295-4543
- 19.f. Email address: cm@vienna-wv.com

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

Control Objectives & BMPs

- 19.h. State your overall objective for this MCM. The overall objective is to continue to develop an ongoing program to reduce pollutants in stormwater runoff from new development and redevelopment activities. This program will be focused on increased ground water recharge to help reduce the stormwater discharges to receiving streams.

MCM Components

Watershed Protection Elements

Part II.C.b.5.ai.

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

Watershed Protection Elements	Name of document that contains the element	*Review Date
1. Minimizing impervious surfaces	Storm Water Ordinance	Annually
2. Preserving ecologically sensitive areas	Storm Water Ordinance (reference to West Virginia Stormwater Management and Design Guidance Manual)	Annually
3. Reducing thermal impacts	Storm Water Ordinance	Annually
4. Reducing or avoiding hydromodification	Storm Water Ordinance	Annually
5. Tree protection	Codified Ordinance 907 "Trees"	Annually
6. Protection of native soils, prevention of compaction of soils	Storm Water Ordinance	Annually

19.j. List your quantifiable objectives for each watershed protection element, including time frames to achieve them.

1. Minimizing Impervious Surfaces – Provide information to developers to help them understand that reducing the size of the impervious cover increases the controls necessary to meet the one inch capture and that future billing could be for the total area of impervious area.
2. Preserving Ecologically Sensitive Areas – Inventory, restore and protect stream banks using “Natural Stream Design” methods, where appropriate, in accordance with U.S. Army Corps of Engineering practices within Vienna.
3. Reducing Thermal Impacts – Reduce the effects of stormwater runoff from new developments and redevelopment projects to the waters of the state by requiring all new developments and redevelopment projects to provide permanent BMPs to accomplish stormwater management for their site.
4. Reducing or Avoiding Hydromodification – Reduce the effects of stormwater runoff from new developments and redevelopment projects to the waters of the state by requiring all new developments and redevelopment project to provide permanent BMPs to accomplish stormwater management for their site.
5. Tree Protection – Reduce runoff from all new developments and redevelopment projects is to oversee the amount of trees removed from the site.
6. Protection of Native Soils, Prevention of Compaction of Soils – When a site plan is received for review, City staff will observe whether the site appears to have native soils. If so, the developer and engineer will need to devise a plan to protect the native soils.

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

1. Reference Requirements for Post Construction Design (New BMP)
 - With the creation of the “West Virginia Stormwater Management and Design Guidance Manual” developed by WVDEP, the Storm Water Ordinance will need to be modified to insert the reference requirements for post construction stormwater control.

Measurable Goal:

- Document that the Storm Water Ordinance is updated to reference the West Virginia Stormwater Management and Design Guidance Manual.
- Document that a link to the West Virginia Stormwater Management and Design Guidance Manual is maintained on the stormwater page of the City’s website.

Implementation Schedule:

- Update the Storm Water Ordinance with reference to the West Virginia Stormwater Management and Design Guidance Manual within 12 months of approval of the SWMP.
- Document that the link to the West Virginia Stormwater Management and Design Guidance Manual is maintained on the stormwater page of the City’s website on an annual basis.

2. Observation of Post-Construction Runoff Measures (Existing BMP)

- Observation of installed post-construction runoff measures will allow the City to track operation and maintenance of the measures. These observations will assist the City determine which measures are the most effective and document that the owners of the measures are providing proper maintenance.

Measurable Goal:

- Document the number of post-construction runoff measures that are observed.
- Collect photos of the post-construction runoff measures observed.

Implementation Schedule:

- Document the number of post-construction runoff measures observed on an annual basis.

3. Training on Proper Design and Use of Post-Construction BMPs (Existing BMP)

- Provide information to engineers and developers on upcoming training events sponsored by regulatory and water associations on proper design and use of post-construction BMPs. Also, City staff will attend these training events.

Measurable Goal:

- Document the number of training events advertised on the stormwater page of the City's website.
- Document the number of training events attended by City staff.

Implementation Schedule:

- Update the training event schedule on the stormwater page of the City's website on a quarterly basis.
- Document the number of training events attended by City staff on an annual basis.

Site Design Standards

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

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

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

- 19.m. Does your Ordinance have provisions for reducing pollutant loadings for stormwater discharges from Hot Spots? Yes.

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

- 19.n. Do you know where drinking water source protection areas are located within your MS4 watershed? Yes. Describe how this information will be kept confidential, and made available to WVDEP only when requested. Information will be available at the Utility Board complex and will only be made available to WVDEP employees requesting in person.

- 19.o. Describe your program for reducing impervious surfaces. During site plan reviews, developments that have high amounts of impervious surfaces are requested to reduce the amount of impervious areas to assist with reduction in size of stormwater control measures to meet the one-inch capture requirements. The City also informs developers on the use of green infrastructure initiatives that are available.
- 19.p. If you choose mitigation/payment in lieu for those projects that cannot implement the one inch runoff reduction requirements, please provide a time frame for creating an inventory of appropriate mitigation projects, and your process to develop standards to value, evaluate, and track transactions. Mitigation projects will be identified within 30 days of receiving a request to use this method. The process to develop standards will be to review requests, discuss at Utility Board Meetings, and, when approved, the Stormwater Coordinator will track transactions. Once WVDEP completes the standard criteria and guidance material, the City will review this option to determine if the current method should be adjusted appropriately.

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

- 19.q. Describe the planning process for new development and redevelopment projects in your MS4. The planning process for all new developments and redevelopments disturbing greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, within the City of Vienna includes a pre-application meeting attended by a project land owner or developer, the project design engineer, and municipal planning staff to discuss conceptual designs.

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

- 19.r. Describe your plan review and approval process for new development and redevelopment projects. In order to receive approval for all proposed developments and redevelopments disturbing greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, within the corporation limits, the City requires the following:
- 1) A final site plan must be submitted for review, which occurs with inter-departmental consultations.
 - 2) If necessary, a re-approval process takes place when changes to a proposed plan are desired.
 - 3) Document that a submittal of 'as-built' certifications within 90 days of completion of a project or penalties will occur.
 - 4) Define the post-construction verification process to ensure that stormwater standards are being met, which includes enforceable procedures for bringing noncompliant projects into compliance.
 - 5) Educate both internal staff and external project proponents on the requirements of long-term stormwater controls.

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

- 19.s. Describe your maintenance procedures for structural stormwater control practices including a detailed discussion about maintenance agreements & your ability to enforce them. Private stormwater facilities located on private property within the corporation limits of Vienna shall be maintained by the owner or the other responsible party and shall be repaired and/or replaced by the responsible party to ensure the facilities are functioning as designed. Enforcement is covered in the Stormwater Ordinance, which allows the City to clean and bill the responsible party.

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

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

- Coordinate the GIS efforts for storm water;
- Create inventory of stormwater control practices and track inspections and maintenance;
- Track complaints;
- Coordinate, perform, and document inspections; and
- Research training events, coordinate personnel to attend, and document attendance.

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

19.u. Describe your inspection protocol for ensuring stormwater control BMPs/practices function as designed and constructed: How many per year? How often? Observations will be conducted during construction of BMPs at a frequency that ensures proper building techniques and installation are followed. Existing permanent BMPs will be observed and documented with an inspection form once per permit cycle.

Part II.C.b.5.b.

19.v. Does your MS4 have requirements for street design, parking, and parking lots? Yes. If so, which departments regulate this? Public works.

Schedule

Part II.C.b.5

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

1. Reference Requirements for Post Construction Design

Implementation Schedule:

- Update the Storm Water Ordinance with reference to the West Virginia Stormwater Management and Design Guidance Manual within 12 months of approval of the SWMP.
- Document that the link to the West Virginia Stormwater Management and Design Guidance Manual is maintained on the stormwater page of the City's website on an annual basis.

2. Observation of Post-Construction Runoff Measures

Implementation Schedule:

- Document the number of post-construction runoff measures observed on an annual basis.

3. Training on Proper Design and Use of Post-Construction BMPs

Implementation Schedule:

- Update the training event schedule on the stormwater page of the City's website on a quarterly basis.
- Document the number of training events attended by City staff on an annual basis.

Measurable Goals

Part IV.A

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

1. Reference Requirements for Post Construction Design

Measurable Goal:

- Document that the Storm Water Ordinance is updated to reference the West Virginia Stormwater Management and Design Guidance Manual.
- Document that a link to the West Virginia Stormwater Management and Design Guidance Manual is maintained on the stormwater page of the City's website.

2. Observation of Post-Construction Runoff Measures

Measurable Goal:

- Document the number of post-construction runoff measures that are observed.
- Collect photos of the post-construction runoff measures observed.

3. Training on Proper Design and Use of Post-Construction BMPs

Measurable Goal:

- Document the number of training events advertised on the stormwater page of the City's website.
- Document the number of training events attended by City staff.

Evaluation

Part II.B.7

19.y. Describe how you plan to gauge the effectiveness of your program for this MCM. Effectiveness of this MCM will be gauged by a link being available on the stormwater page of the City's website for the West Virginia Stormwater Management and Design Guidance Manual; post-construction runoff measures are observed, training events are advertised on the stormwater page of the City's website, and City staff attends training events on the proper design and use of post-construction BMPs.

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

Part II.C.b.6

Responsible Person(s):

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

- 20.a. Name: Craig Metz
- 20.b. Title: Public Works Director
- 20.c. Department: Public Works Department
- 20.d. Address: 210 60th Street, Vienna, WV 26105
- 20.e. Phone number: 304-295-4543
- 20.f. Email address: cm@vienna-wv.com

- 20.g. Is another entity sharing responsibility for this MCM? If so, who? Yes, parks and recreation department is in charge of applying fertilizers to the City's parks.

Control Objectives & BMPs

- 20.h. State your overall objective for this MCM. The overall objective for this MCM is to continue to develop and implement a program concerning proper facilities management and adequate employee training on facilities management procedures to prevent or reduce polluted runoff from City facilities.

- 20.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.
 - 1. Street Sweeping (Existing BMP)
 - Periodically sweep streets and parking lots to reduce pollutants flowing into streams.

Measurable Goal:

 - Document the time spent sweeping City streets.

Implementation Schedule:

 - Document the time spent sweeping City streets on an annual basis.

 - 2. Catch Basin Cleaning (Existing BMP)
 - Periodically clean catch basins to reduce the number of solids reaching receiving streams. The City will prioritize certain structures that are found to be more problematic.

Measurable Goal:

 - Document the number of catch basins cleaned.
 - Create a list of problematic catch basins within the collection system.

Implementation Schedule:

 - Document the number of catch basins cleaned on an annual basis.
 - Create a list of problematic catch basins within twelve months of approval of the SWMP and update annually.

3. Municipal Facilities' Housekeeping and Maintenance Programs (New BMP)
- Review each of the City-owned facilities to ensure that housekeeping and maintenance activities are being performed.

Measurable Goal:

- Document that inspection of municipally-owned facilities occurs.

Implementation Schedule:

- Document that each municipally-owned facility is inspected once per permit cycle.

4. Stormwater Pollution Prevention Plan for City-Owned Properties (New BMP)

- Develop and update a Stormwater Pollution Prevention Plan (SWPPP) for each of the municipal facilities. Provide training to staff members on the SWPPP.

Measurable Goal:

- Document when each SWPPP has been reviewed and updated.
- Document training of staff for each SWPPP developed.

Implementation Schedule:

- Review and update a minimum of one SWPPP annually and ensure each facility is reviewed during the permit cycle.
- Document training of staff for each SWPPP that is reviewed and updated in a given year.

MCM Components

Part II.C.b.6

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

Vienna Utility Board Office, 210 60th Street

Jackson Memorial Park (including pool), 34th Street between 12th Avenue and Rosemar Road

12th Street Municipal Complex, south of 12th Street between the Ohio River and railroad tracks

Water Wells (3 locations with 8 total wells), along Ohio River

Part II.C.b.6.a

- 20.k. Briefly describe your operation and maintenance program for each municipal facility.

Vienna Utility Board Office Complex - Includes maintaining vehicles and equipment storage for the public works department.

Jackson Memorial Park – Operation and maintenance of the parks includes: mowing, lawn maintenance; and pool operation (chlorination).

12th Street Municipal Complex – Staff follow the operation and maintenance plan for lift station and equipment. For the salt storage area, the City attempts to not spill any excess salt along the grounds, which could increase costs as well as impact storm water. Includes the vehicle fueling bays for all City departments.

Water Wells – Work includes checking pumps and maintaining chlorine supplies.

Part II.C.b.6.a

20.l. Does each site have a pollution prevention plan? Yes. Is there a spill response plan included in the pollution prevention plan? Yes. If not, provide a time frame for developing pollution prevention plans at all MS4 owned municipal facilities, including mid-point and full completion dates.

Part II.C.b.6.b

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

Part II.C.b.6.b

20.n. Describe your overall pollution control approach policy and procedures for these lands.

Parks – Limit fertilizers, pesticides and herbicides to minimum necessary. Do not blow grass into streets.

Road Rights-of-Way – Limit salting of roadways to minimum necessary. Provide street sweeping on an “as-needed” basis. Clean problematic inlets/catch basins on a regular schedule.

Maintenance Yards/Garages – Perform regular maintenance of vehicles to prevent fluid leaking onto ground. Clean and maintain offices and garages. Install and maintain sediment and erosion control. Maintain site.

Water Wells – Clean and maintain buildings. Keep only minimum amount of chemicals required onsite.

Part II.C.b.6.c

20.o. Describe your training program including your target employees, and how often training occurs.

Employees that work at each of the municipal facilities previously mentioned will be trained on the SWPPP for that facility. A training event will occur annually for one of the facilities such that training occurs at each facility during the permit cycle.

20.p. For any industrial facilities owned or operated by your MS4, list each facilities registration number under the WV NPDES General Permit for Storm Water Discharges Associated with Industrial Activities or the individual WV NPDES permit number. If your industrial facilities are not covered under another NPDES permit, you will be prompted to provide additional information below.

Collection System – WV0023221

Schedule

Part II.C.b.6

20.q. Describe how and when you will implement each component of your program for this minimum control measure. Include mid-point and full implementation dates.

1. Street Sweeping

Implementation Schedule:

- Document the time spent sweeping City streets on an annual basis.

2. Catch Basin Cleaning

Implementation Schedule:

- Document the number of catch basins cleaned on an annual basis.
- Create a list of problematic catch basins within twelve months of approval of the SWMP and update annually.

3. Municipal Facilities' Housekeeping and Maintenance Programs

Implementation Schedule:

- Document that each municipally-owned facility is inspected once per permit cycle.

4. Stormwater Pollution Prevention Plan for City-Owned Properties

Implementation Schedule:

- Review and update a minimum of one SWPPP annually and ensure each facility is reviewed during the permit cycle.
- Document training of staff for each SWPPP that is reviewed and updated in a given year.

Part II.C.b.6

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

Municipal facilities will be inspected annually and the results be documents. Follow-up inspections will be conducted if any deficiencies are found.

Measurable Goals

Part IV.A

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

1. Street Sweeping

Measurable Goal:

- Document the time spent sweeping City streets.

2. Catch Basin Cleaning

Measurable Goal:

- Document the number of catch basins cleaned.
- Create a list of problematic catch basins within the collection system.

3. Municipal Facilities' Housekeeping and Maintenance Programs

Measurable Goal:

- Document that inspection of municipally-owned facilities occurs.

4. Stormwater Pollution Prevention Plan for City-Owned Properties

Measurable Goal:

- Document when each SWPPP has been reviewed and updated.
- Document training of staff for each SWPPP developed.

Tracking

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

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

A schedule of proposed inspections will be kept by the Stormwater Department Coordinator, while activities associated with training, pollution prevention plans, and tracking of facilities that are performed will be listed in the annual report with hard copies kept at the Vienna Utility Board offices.

Evaluation

Part II.B.7

20.u. Explain how you plan to gauge the effectiveness of your good housekeeping/ municipal operations program efforts? Effectiveness of this MCM will include performing street sweeping; performing catch basin cleaning; performing an annual inspections of municipal facilities; documenting training for employees associated with the stormwater pollution prevention plans; performing an annual inspection of each of the municipal facilities; and completing updates to the stormwater pollution prevention plans for the municipal facilities.

Industrial Stormwater Coverage for Municipal Operations

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

20.v. For each facility, provide the name and contact information of the operator if applicable.

Parks: Norm Harris, Parks Director
 609 29th Street
 Vienna, WV 26105
 (304) 295-5070 X 366
normharris@vienna-wv.com

Remainder: Craig Metz, Public Works Director
 210 60th Street
 Vienna, WV 26105
 (304) 295-4543
cm@vienna-wv.com

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

Outlet Number	Longitude			Latitude			River Mile
	Degrees	Minutes	Seconds	Degrees	Minutes	Seconds	
002*	39	18	44	81	33	20	Unknown

* - Located at salt storage area on 12th Street.

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

- Parks – 7033
- Pump Station – 3651
- Wells – 3651
- Garage – 5013
- Salt Storage – 2819
- Office Complex – 9121

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

- Jackson Memorial Park – park with pool
- 12th Street Municipal Complex – lift station and salt storage
- Water Wells (8) – pumping of ground water with hypochlorite added.
- Vienna Utility Board Office Complex – Garage, office buildings, future salt storage.

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

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

20.bb. Do any of your storm water outlets discharge through an oil water separator? If yes, provide the outlet numbers. None.

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