Storm Water Management Program
(SWMP)

Version 2

Stormwater Coalition of Albany County
City of Albany; Town of Bethlehem; City of Cohoes; Town of Colonie;
Village of Colonie; Town of Guilderland; Village of Green Island;
Village of Menands; Town of New Scotland; Village of Voorheesville;
City of Watervliet; Albany County; SUNY Albany

Prepared by the Stormwater Coalition of Albany County Working Group and Coalition staff
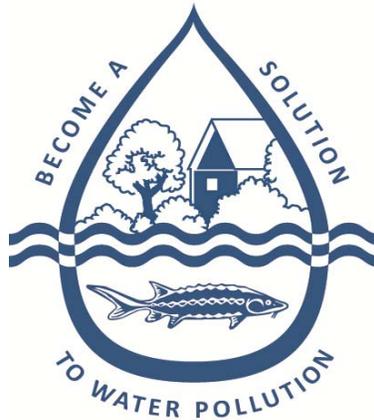
The content of this SWMP includes BMPs, Implementation Tasks, and Measurable Goals for individual MS4 Coalition members and Coalition staff. It is designed to describe the activities of all Coalition members and is formatted for posting on websites. The BMPs generally match MS4 Permit requirements itemized in the NYSDEC SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer System Permit No. GP-0-10-002, effective May 1, 2010 and scheduled to expire April 30, 2015.

This SWMP, individual MS4 modifications of this SWMP, and SWMP Plan documents referenced in this SWMP are located within the individual offices of Coalition members or the Coalition office. Contact information for the Coalition and members can be found within this document and on the Coalition website: www.stormwateralbanycounty.org.

Stormwater Coalition of Albany County; 112 State Street, Room 720; Albany, New York, 12207
518- 447-5645 (phone); 518-447-5662 (fax); swcoalition@albanycounty.com

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I. SWMP Development-Background, Participants, and Local Regulatory Geography

<u>Background</u>

This Storm Water Management Program (SWMP) was developed by members of the Stormwater Coalition of Albany County, all regulated MS4s residing in Albany County. It generally spans the time frame of the current NYSDEC SPDES General Permit for Stormwater Discharges from Municipal Separated Storm Sewer Systems (MS4s) Permit No. GP-0-10-002, which went into effect May 1, 2010 and expires April 30, 2015. While it is a collaborative document, the listed implementation tasks and related measurable goals are specific for each Coalition member. As needed there are also goals for Coalition staff which serve to define more clearly the role of the Coalition.

The SWMP presented here conforms to the wording of the MS4 Permit which states that a SWMP needs to include measurable goals for each Best Management Practice (BMP) which 1) describe the BMP/measurable goal; 2) includes time lines, schedules, and milestones for development and implementation; 3) includes quantifiable goals to assess progress over time; and 4) describes how the covered entity will address pollutants of concern (POCs). SWMP Plans, according to NYSDEC include detailed written explanations of all management practices, activities, and other techniques the covered entity has developed, planned, and implemented for their SWMP.

This particular SWMP, while a mandated document, also serves an administrative purpose which is to combine into one document multiple smaller work plans generated by the Coalition for grant administration purposes and detailed in the Coalition's inter-municipal agreement. As this is a public document, hopefully a better articulation of who does what to implement the MS4 permit will make more transparent an often confusing regulation.

Given the wide variety of SWMP and/or SWMP Plans completed by individual Coalition members to date, this SWMP doesn't explicitly build on Measurable Goals developed by individual MS4s in previous SWMPs. The process of tracking that information and bringing it into this SWMP would be too time-consuming. However, given the high level of engagement of Coalition members over multiple years and information shared when compiling the Joint Annual Report, the BMPs and Measurable Goals presented in this SWMP are based on a meaningful familiarity with program needs and priorities.

Also, please note, that the Coalition developed SWMP presented here does not serve as an official program document for all MS4's listed in it and that an individual interested in reviewing individual SWMP's and reading SWMP Plan documents should contact the individual MS4 Program Coordinator, or the Coalition Program Coordinator.

Finally, to address potential confusion regarding the time of frame of the measurable goals presented here, unless otherwise indicated assume a five year period from May, 2010 to April, 2015. In some cases, tasks were complete years ago, and those are included in the SWMP, with the actual completion date noted.

Participants

Individuals responsible for developing the SWMP are listed below, broken out by MS4 type, along with their contact information. Questions regarding individual SWMPs and SWMP Plans should be directed to the listed SWMP contributor.

| Type of MS4	Name of MS4	SWMP Contributors		SPDES MS4 Permit No.
		Name	Phone	
With Land Use Control (Traditional)	City of Albany	Mary Ella Bell	434-5300	NYR20A464
	Town of Bethlehem	Brian Kise	439-4955	NYR20A208
	City of Cohoes	Garry Nathan; Barbara Decker	233-2131	NYR20A243
	Town of Colonie	John Dzialo	783-6292	NYR20A190
	Village of Colonie	Randy Rivera; Lisa Merwin, Laberge	869-0312	NYR20A076
	Village of Green Island	Sean Ward	273-2201	NYR20A377
	Town of Guilderland	Ken d'Arpino	861-5108	NYR20A211
	Village of Menands	Paul Reuss	434-2922	NYR20A144
	Town of New Scotland	Paul Cantlin	439-4889	NYR20A463
	Village of Voorheesville	Glenn Hebert	765-2698	NYR20A210
	City of Watervliet	Dave Dressel	785-7082	NYR20A087
No Land Use Control (Traditional)	Albany County	Margaret Della Rocco; Laura DeGaetano	765-2786	NYR20A359
No Land Use Control (Non-Traditional)	SUNY Albany	Frank Fazio	442-3472	NYR20A234
	Other			
	Stormwater Coalition of Albany County	Nancy Heinzen; Patricia Shultis	447-5645	NA

Local Regulatory Geography

Below is a map of the urbanized area (pink area, or grey when copied) which is based on 2000 Census Data. Publicly owned separated storm sewer systems located within that area, as of 2003 were regulated under the Clean Water Act. The current members of the Stormwater Coalition are all regulated, with some having land use control authority, specifically the towns, villages, and cities, while the others do not, specifically Albany County and SUNY Albany.

For Albany County, the stormwater regulations pertain to the storm system infrastructure they own and operate, generally roads, along with County owned facilities. These roads and facilities reside within multiple municipalities throughout the urbanized area. For SUNY Albany the MS4 Permit pertains to the uptown campus, which is located in both the City of Albany and Town of Guilderland.

The MS4 Permit itself, however, is a General SPDES Permit, therefore as a group, permittees generally have the same permit requirements, thus making collaboration possible. Permittees vary however in their administrative structures, presenting at times interesting challenges.

There are other regulated "MS4s" in Albany County, as listed below, but they are not members of the Stormwater Coalition. If interested in their Storm Water Management Program documents, contact the New York State Department of Environmental Conservation. For more information about the Stormwater Coalition, go to www.stormwateralbanycounty.org. For information about the stormwater regulations, go to www.dec.ny.gov/chemical/8468.html.
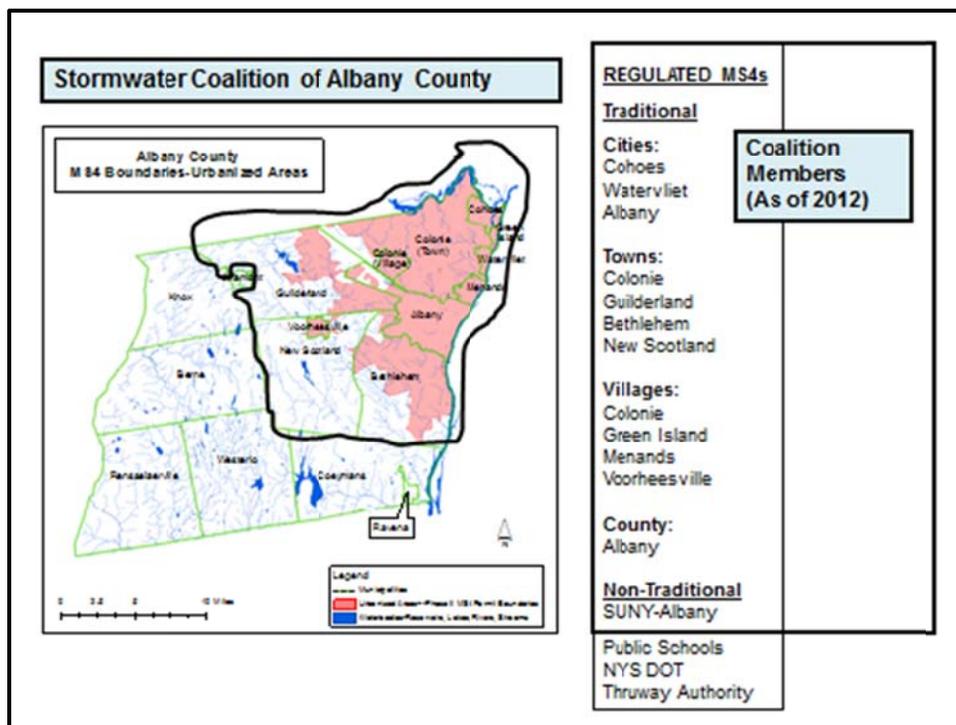
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1.0 Public Education and Outreach (MCM1)

The Public Education and Outreach minimum control measure consists of Best Management Practices (BMPs) which focus on describing to the public the impact of stormwater discharges on local waterbodies; explaining what is or is not a stormwater discharge; explaining pollutants of concern found within stormwater runoff and their sources; and explaining steps contributors can take to reduce these pollutants. The outreach effort, depending on the target audience, may simultaneously explain why and how stormwater is regulated and describe the administrative structures in place to manage stormwater. The purpose of which is to encourage greater compliance and build administrative and financial support for effective program implementation.

The NYSDEC SPDES General Permit for Stormwater Discharges from Municipal Separated Storm Sewer Systems "MS4" Permit No. GP-0-10-002 which covers the time period from May 1, 2010 to April 30, 2015 states explicit Permit requirements, in particular defining for all types of "MS4s" the "public". For Traditional Land Use Control MS4s (towns, villages, and cities), the public includes the general public and identified target audiences. For Traditional Non Land-Use Control MS4s (Counties) and Non-Traditional MS4s (Public Universities), the "public" includes the employee/user population, visitors, or contractors/developers and other identified target audiences. The program must identify pollutants of concern, waterbodies of concern, geographic areas of concern, and target audiences, as well as select and implement appropriate education and outreach activities. The following Best Management Practices describe in detail the purpose of the BMP, and related Implementation Tasks and Measurable Goals.

Best Managment Practices:

1. **1-1 Target Audience Analysis Worksheet**

   The purpose of this Worksheet is to systematically use mapped information to analyze the status of waterbodies within the MS4 entity, or potentially impacted by the MS4, and based on this information, identify: geographic areas of concern; likely sources of pollutants; and possible target audiences. The Worksheet triggers the crafting of Measurable Goals specific to each MS4, potentially implemented as a shared Coalition project, an individual MS4 Measurable Goal, or a combination of both. Prior to this Worksheet, educational materials were prepared for common target audiences, such as: homeowners, pet owners, restaurants, automotive industries, concrete and mortar operations, health care facilities, septic system owners, municipal employees, and construction site operators.

Implementation Tasks	Imp Date
1. 1-1 (I1) 100% of relevant MS4 staff (Working Group, others) identified for each permit year, read EPA document listed in Minimum Control Measure 3 (IDDE) of MS4 Permit entitled, Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment, Chapters 2, 5, Tables 18, pg 61 and Table 19, pg 62, which explain how to analyze land use and ORI info to direct an educational program.	03/09/2013
2. 1-1 (I2) The Coalition creates and distributes to members a set of maps titled, Target Audience Analysis Worksheet Map Set-Albany County Waterbodies. The set includes aerial imagery, watershed delineations, "Best Use" classifications of waterbodies, waterbodies on the Priority Waterbody List (PWL), and 303d listed impaired waterbodies (2012). The purpose of these maps is to help Coalition member complete the Target Audience Analysis Worksheet described in the following implementation task. This same mapping info is posted on the Stormwater Webmapper (AIMS)	03/09/2013

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3. 1-1 (I3) The Coalition prepares and distributes to members a blank Target Audience Analysis Worksheet, which is filled out by Coalition members and once completed results in 3 Measurable Goals from and for each Coalition member. The Worksheet is designed to help MS4s identify the waterbodies of concern, geographic areas of concern, pollutants of concern, and appropriate target audiences associated with their MS4 and to relate this information to watershed boundaries shared with other Coalition members. The intention is to better prioritize educational efforts; establish more discerning Measurable goals, better formulated to change behavior; to encourage a more holistic understanding of educational efforts occuring in shared watersheds; and to match Coalition resources (staff and money) with the outreach and education priorities of individual Coalition members.   03/09/2013

4. 1-1 (I4) Individual MS4s complete the Target Audience Analysis Worksheet; generate 3 Measurable Goals based on known Coalition and individual MS4 resources; share these goals with other Coalition staff and members; and file with their SWMP Plan documents. The Goals encompass the time frame from 3/9/2012 to 3/9/2015. Goals are updated annually as part of the SWMP review (See MCM 2 BMP 2-3 SWMP)   03/09/2013

5. 1-1 (I5) Coaliton staff incorporates these goals and any updates into the annual Coalition Work Plan and Budget, such that funding and Coalition staff support are in place, as needed.   06/01/2013

6. 1-1 (I1) 100% of relevant MS4 staff (Working Group, others) identified for each permit year, read EPA document listed in Minimum Control Measure 3 (IDDE) of MS4 Permit entitled, Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment, Chapters 2, 5, Tables 18, pg 61 and Table 19, pg 62, which explain how to analyze land use and ORI info to direct an educational program.   03/09/2014

7. 1-1 (I4) Individual MS4s complete the Target Audience Analysis Worksheet; generate 3 Measurable Goals based on known Coalition and individual MS4 resources; share these goals with other Coalition staff and members; and file with their SWMP Plan documents. The Goals encompass the time frame from 3/9/2012 to 3/9/2015. Goals are updated annually as part of the SWMP review (See MCM 2 BMP 2-3 SWMP)   03/09/2014

8. 1-1 (I5) Coaliton staff incorporates these goals and any updates into the annual Coalition Work Plan and Budget, such that funding and Coalition staff support are in place, as needed.   06/01/2014

9. 1-1 (I1) 100% of relevant MS4 staff (Working Group, others) identified for each permit year, read EPA document listed in Minimum Control Measure 3 (IDDE) of MS4 Permit entitled, Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment, Chapters 2, 5, Tables 18, pg 61 and Table 19, pg 62, which explain how to analyze land use and ORI info to direct an educational program.   03/09/2015

10. 1-1 (I4) Individual MS4s complete the Target Audience Analysis Worksheet; generate 3 Measurable Goals based on known Coalition and individual MS4 resources; share these goals with other Coalition staff and members; and file with their SWMP Plan documents. The Goals encompass the time frame from 3/9/2012 to 3/9/2015. Goals are updated annually as part of the SWMP review (See MCM 2 BMP 2-3 SWMP   03/09/2015

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11. 1-1 (I5) Coaliton staff incorporates these goals and any updates into the annual Coalition Work Plan and Budget, such that funding and Coalition staff support are in place, as needed.   06/01/2015

Measurable Goals	Permit Year	Due Date
1. 1-1 (MG1) 90% of current Coalition Working Group members read the IDDE Guidance Manual	2015	03/09/2015
2. 1-1 (MG2) Coalition creates and distributes to members a Target Audience Analysis Worksheet Map Set-Albany County Waterbodies and Target Audience Analysis Worksheet.	2015	03/09/2013
3. 1-1 (MG3) Albany County completes the Target Audience Analysis Worksheet, crafts 3 Measurable Goals pertaining to identified educational priorities of their MS4; each Measurable Goal has an end date of 2015; and the Measurable Goals are filed with SWMP Plan documents.	2013	03/09/2013
4. 1-1 (MG3) City of Albany completes the Target Audience Analysis Worksheet, crafts 3 Measurable Goals pertaining to identified educational priorities of their MS4; each Measurable Goal has an end date of 2015; and the Measurable Goals are filed with SWMP Plan documents.	2013	03/09/2013
5. 1-1 (MG3) Town of Bethlehem completes completes the Target Audience Analysis Worksheet, crafts 3 Measurable Goals pertaining to identified educational priorities of their MS4; each Measurable Goal has an end date of 2015; and the Measurable Goals are filed with SWMP Plan documents.	2013	03/09/2013
6. 1-1 (MG3) City of Cohoes completes completes the Target Audience Analysis Worksheet, crafts 3 Measurable Goals pertaining to identified educational priorities of their MS4; each Measurable Goal has an end date of 2015; and the Measurable Goals are filed with SWMP Plan documents.	2013	03/09/2013
7. 1-1 (MG3) Town of Colonie completes completes the Target Audience Analysis Worksheet, crafts 3 Measurable Goals pertaining to identified educational priorities of their MS4; each Measurable Goal has an end date of 2015; and the Measurable Goals are filed with SWMP Plan documents.	2013	03/09/2013
8. 1-1 (MG3) Village of Colonie completes completes the Target Audience Analysis Worksheet, crafts 3 Measurable Goals pertaining to identified educational priorities of their MS4; each Measurable Goal has an end date of 2015; and the Measurable Goals are filed with SWMP Plan documents.	2013	03/09/2013
9. 1-1 (MG3) Village of Green Island completes completes the Target	2013	03/09/2013

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	Audience Analysis Worksheet, crafts 3 Measurable Goals pertaining to identified educational priorities of their MS4; each Measurable Goal has an end date of 2015; and the Measurable Goals are filed with SWMP Plan documents.		
10.	1-1 (MG3) Town of Guilderland completes completes the Target Audience Analysis Worksheet, crafts 3 Measurable Goals pertaining to identified educational priorities of their MS4; each Measurable Goal has an end date of 2015; and the Measurable Goals are filed with SWMP Plan documents.	2013	03/09/2013
11.	1-1 (MG3) Village of Menands completes completes the Target Audience Analysis Worksheet, crafts 3 Measurable Goals pertaining to identified educational priorities of their MS4; each Measurable Goal has an end date of 2015; and the Measurable Goals are filed with SWMP Plan documents.	2013	03/09/2013
12.	1-1 (MG3) Town of New Scotland completes completes the Target Audience Analysis Worksheet, crafts 3 Measurable Goals pertaining to identified educational priorities of their MS4; each Measurable Goal has an end date of 2015; and the Measurable Goals are filed with SWMP Plan documents.	2013	03/09/2013
13.	1-1 (MG3) Village of Voorheesville completes completes the Target Audience Analysis Worksheet, crafts 3 Measurable Goals pertaining to identified educational priorities of their MS4; each Measurable Goal has an end date of 2015; and the Measurable Goals are filed with SWMP Plan documents.	2013	03/09/2013
14.	1-1 (MG3) City of Watervliet completes completes the Target Audience Analysis Worksheet, crafts 3 Measurable Goals pertaining to identified educational priorities of their MS4; each Measurable Goal has an end date of 2015; and the Measurable Goals are filed with SWMP Plan documents.	2013	03/09/2013
15.	1-1 (MG3) SUNY Albany completes completes the Target Audience Analysis Worksheet, crafts 3 Measurable Goals pertaining to identified educational priorities of their MS4; each Measurable Goal has an end date of 2015; and the Measurable Goals are filed with SWMP Plan documents.	2013	03/09/2013

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

2. **1-2 Public Employees**

While the NYSDEC Annual Report tracks the education of employees working within an MS4 ("public employee") within Minimum Control Measure 1 Public Education and Outreach, details regarding Public Employee education can be found

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in the SWMP as follows: MCM 6 Pollution Prevention/Good Housekeeping for Municipal Employees, BMP 6-9 Staff Training.

Implementation Tasks	Imp Date

Measurable Goals	Permit Year	Due Date

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

3. **1-3 Websites**

Multiple websites are used to implement stormwater program objectives, with educating the public about pollutants of concern; explaining what individuals can do to do prevent stormwater pollution; explaining the regulations; announcing educational programs and public participation events; posting information about each Coalition member (MS4/municipality); and providing a place to submit comments about the Annual Report and Stormwater Management Program, the primary purpose of the Stormwater Coalition website. Some Coalition members also post stormwater information on their own websites and/or link back to the Stormwater Coalition website.

Implementation Tasks	Imp Date
1. 1-3 (I2) Coalition staff annually records the number of hits to the SW Coalition website, tracks use, and proposes changes if use is minimal or declining.	03/09/2012
2. 1-3 (I1) Coalition staff and members develop website which posts regulatory information, general information about stormwater pollution, specific pollutants of concern information, contact information, educational material, and a public input interface for posting the annual report and stormwater management program. The website links to individual MS4 stormwater pages.	04/01/2012
3. 1-3 (I3) Coalition staff annually develops, Board approves, and County adopts a following year budget to maintain website and provide staffing to update content as needed.	12/20/2012
4. 1-3 (I2) Coalition staff annually records the number of hits to the SW Coalition website, tracks use, and proposes changes if use is minimal or declining.	03/09/2013
5. 1-3 (I4) Interested Coalition members develop and maintain their own stormwater website pages and link to the Stormwater Coalition website (City of Albany, Town of Bethlehem, City of Cohoes, Town of Colonie, Village of Colonie, Town of Guilderland, Albany County, SUNY Albany)	03/09/2013
6. 1-3 (I3) Coalition staff annually develops, Board approves, and County adopts a following year budget to maintain website and provide staffing to update content as needed.	12/20/2013

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7.	1-3 (I2) Coalition staff annually records the number of hits to the SW Coalition website, tracks use, and proposes changes if use is minimal or declining.	03/09/2014
8.	1-3 (I3) Coalition staff annually develops, Board approves, and County adopts a following year budget to maintain website and provide staffing to update content as needed.	12/20/2014
9.	1-3 (I2) Coalition staff annually records the number of hits to the SW Coalition website, tracks use, and proposes changes if use is minimal or declining.	03/09/2015
10.	1-3 (I3) Coalition staff annually develops, Board approves, and County adopts a following year budget to maintain website and provide staffing to update content as needed.	12/20/2015

Measurable Goals		**Permit Year**	**Due Date**
1.	1-3 (MG1) Stormwater Coalition funds, develops, and launches a website.	2012	04/01/2012
2.	1-3 (MG2) Coalition annually evaluates website activity, and adopts 4 budgets which fund website maintenance and administrative costs (staffing).	2015	12/20/2015
3.	1-3 (MG3) Albany County inserts a link from their stormwater webpage to the Coalition website.	2013	03/09/2013
4.	1-3 (MG3) The City of Albany inserts a link from their stormwater webpage to the Coalition website.	2013	03/09/2013
5.	1-3 (MG3) The Town of Bethlehem inserts a link from their stormwater webpage to the Coalition website.	2013	03/09/2013
6.	1-3 (MG3) The City of Cohoes inserts a link from their stormwater webpage to the Coalition website.	2013	03/09/2013
7.	1-3 (MG3) The Town of Colonie inserts a link from their stormwater webpage to the Coalition website.	2013	03/09/2013
8.	1-3 (MG3) The Village of Colonie inserts a link from their stormwater webpage to the Coalition website.	2013	03/09/2013
9.	1-3 (MG3) The Village of Green Island inserts a link from their stormwater webpage to the Coalition website.	2013	03/09/2013
10.	1-3 (MG3) The Town of Guilderland inserts a link from their stormwater webpage to the Coalition website.	2013	03/09/2013
11.	1-3 (MG3) The SUNY Albany inserts a link from their stormwater webpage to the Coalition website.	2013	03/09/2013

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Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

4. 1-4 Publications

The Coalition provides for members educational material which covers a range of topics specific to various pollutants of concern, often matched to a target audience. The Target Audience Analysis Worksheet serves to help individual MS4s craft Measurable goals which establish who will receive which publications, using what method of distribution. This BMP describes the mechanism for distributing and budgeting for printed publications, and requires that individual MS4s track the number of publications distributed annually using what method.

Implementation Tasks	Imp Date
1. 1-4 (I1) Stormwater Coalition staff annually tracks current inventory of stormwater publications; distributes publications to Coalition members as needed; identifies printing needs based on member input; identifies expenses for following year; incorporates cost into annual budget, and adopts budget (Coalition and County)	12/20/2011
2. 1-4 (I1) Stormwater Coalition staff annually tracks current inventory of stormwater publications; distributes publications to Coalition members as needed; identifies printing needs based on member input; identifies expenses for following year; incorporates cost into annual budget, and adopts budget (Coalition and County)	12/20/2012
3. 1-4 (I2) If distributing publications is a Measurable Goal noted in Target Audience Analysis Worksheet, the individual MS4 annually tracks and records the # of publications distributed, broken out by publication, method of distribution (brochure racks, table tops, events) and informs Coalition staff of publication needs and interests.	03/09/2013
4. 1-4 (I1) Stormwater Coalition staff annually tracks current inventory of stormwater publications; distributes publications to Coalition members as needed; identifies printing needs based on member input; identifies expenses for following year; incorporates cost into annual budget, and adopts budget (Coalition and County)	12/20/2013
5. 1-4 (I2) If distributing publications is a Measurable Goal noted in Target Audience Analysis Worksheet, the individual MS4 annually tracks and records the # of publications distributed, broken out by publication, method of distribution (brochure racks, table tops, events) and informs Coalition staff of publication needs and interests.	03/09/2014
6. 1-4 (I1) Stormwater Coalition staff annually tracks current inventory of stormwater publications; distributes publications to Coalition members as needed; identifies printing needs based on member input; identifies expenses for following year; incorporates cost into annual budget, and adopts budget (Coalition and County)	12/20/2014
7. 1-4 (I2) If distributing publications is a Measurable Goal noted in Target Audience Analysis Worksheet, the individual MS4 annually tracks and records the # of publications distributed,	03/09/2015

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broken out by publication, method of distribution (brochure racks, table tops, events) and informs Coalition staff of publication needs and interests.

8. 1-4 (I1) Stormwater Coalition staff annually tracks current inventory of stormwater publications; distributes publications to Coalition members as needed; identifies printing needs based on member input; identifies expenses for following year; incorporates cost into annual budget, and adopts budget (Coalition and County) — 12/20/2015

Measurable Goals		Permit Year	Due Date
1.	1-4 (MG1) Five budgets adopted with funding for publications as needed and described in the Target Audience Analysis Worksheet. Includes staffing for administrating all aspects of publication oversight.	2015	12/20/2015
2.	1-4 (MG2) Albany County distributes 100 stormwater publications and includes a related Measurable Goal in their Target Audience Analysis Worksheet.	2015	03/09/2015
3.	1-4 (MG2) City of Albany distributes 0 publications.	2015	03/09/2015
4.	1-4 (MG2) Town of Bethlehem distributes 16000 stormwater publications and includes a related Measurable Goal in their Target Audience Analysis Worksheet.	2015	03/09/2015
5.	1-4 (MG2) City of Cohoes distributes 50 publications and includes a related Measurable Goal in their Target Audience Analysis Worksheet.	2015	03/09/2015
6.	1-4 (MG2) Town of Colonie distributes 75 stormwater publications and includes a related Measurable Goal in their Target Audience Analysis Worksheet.	2015	03/09/2015
7.	1-4 (MG2) Village of Colonie distributes 300 stormwater publications and includes a related Measurable Goal in their Target Audience Analysis Worksheet.	2015	03/09/2015
8.	1-4 (MG2) Village of Green Island distributes 1600 stormwater publications and includes a related Measurable Goal in their Target Audience Analysis Worksheet.	2015	03/09/2015
9.	1-4 (MG2) Town of Guilderland distributes 2 stormwater publications and and includes a related Measurable Goal in their Target Audience Analysis Worksheet.	2015	03/09/2015
10.	1-4 (MG2) Village of Menands distributes 5 stormwater publications and includes a related Measurable Goal in their Target Audience Analysis Worksheet.	2015	03/09/2015
11.	1-4 (MG2) Town of New Scotland distributes 0 stormwater publications.	2015	03/09/2015
12.	1-4 (MG2) Village of Voorheesville distributes 0 stormwater publications.	2015	03/09/2015

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13.	1-4 (MG2) City of Watervliet distributes 4000 stormwater publications and includes a related Measurable Goal in their Target Audience Analysis Worksheet.	2015	03/09/2015
14.	1-4 (MG2) SUNY Albany distributes 0 stormwater publications.	2015	03/09/2015

Responsible Party

  Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

5. 1-5 School Programs (Parks/Rec; Universities; Special Events)

The Coalition has developed a program titled, "Getting To Know The Stream Next Door" which depending on the audience can include Project Wet activities, watershed education, watershed mapping information, green infrastructure concepts, and water quality testing using macro invertebrates. This program is available upon request and while typically offered to school age children, can be adapted for an adult audience.

Implementation Tasks	**Imp Date**
1. 1-5 (I1) Coalition staff and individual MS4s annually respond to requests from teachers, administrators, and professors to participate in educational events and/or present stormwater information to students as an in-class program. Content of presentation will include some or all of the Getting To Know The Stream Next Door program which includes watershed education, your local watershed and stream maps, testing water quality using macroinvertebrates, and water quality related games-Project Wet, suitable for a variety of ages.	03/09/2011
2. 1-5 (I3) Coalition staff annually develops, maintains, and adjusts as needed all aspects of the Getting To Know The Stream Next Door teaching materials (Project Wet kits, maps, storyboards, handouts, etc.), develops a budget to be adopted by the Board & County, which supports implementation of GTKTSND programs, and secures necessary administrative support (program coordination, equipment maintenance, and instructors)	12/20/2011
3. 1-5 (I1) Coalition staff and individual MS4s annually respond to requests from teachers, administrators, and professors to participate in educational events and/or present stormwater information to students as an in-class program. Content of presentation will include some or all of the Getting To Know The Stream Next Door program which includes watershed education, your local watershed and stream maps, testing water quality using macroinvertebrates, and water quality related games-Project Wet, suitable for a variety of ages.	03/09/2012
4. 1-5 (I2) Depending on Measurable Goals developed by individual MS4s when completing the Audience Worksheet Analysis, Coalition staff and members, depending on the capacity and availability of each, may actively initiate school programs, as described above.	03/09/2012
5. 1-5 (I3) Coalition staff annually develops, maintains, and adjusts as needed all aspects of the	12/20/2012

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Getting To Know The Stream Next Door teaching materials (Project Wet kits, maps, storyboards, handouts, etc.), develops a budget to be adopted by the Board & County, which supports implementation of GTKTSND programs, and secures necessary administrative support (program coordination, equipment maintenance, and instructors)

6. 1-5 (I1) Coalition staff and individual MS4s annually respond to requests from teachers, administrators, and professors to participate in educational events and/or present stormwater information to students as an in-class program. Content of presentation will include some or all of the Getting To Know The Stream Next Door program which includes watershed education, your local watershed and stream maps, testing water quality using macroinvertebrates, and water quality related games-Project Wet, suitable for a variety of ages.   03/09/2013

7. 1-5 (I2) Depending on Measurable Goals developed by individual MS4s when completing the Audience Worksheet Analysis, Coalition staff and members, depending on the capacity and availability of each, may actively initiate school programs, as described above.   03/09/2013

8. 1-5 (I3) Coalition staff annually develops, maintains, and adjusts as needed all aspects of the Getting To Know The Stream Next Door teaching materials (Project Wet kits, maps, storyboards, handouts, etc.), develops a budget to be adopted by the Board & County, which supports implementation of GTKTSND programs, and secures necessary administrative support (program coordination, equipment maintenance, and instructors)   12/20/2013

9. 1-5 (I1) Coalition staff and individual MS4s annually respond to requests from teachers, administrators, and professors to participate in educational events and/or present stormwater information to students as an in-class program. Content of presentation will include some or all of the Getting To Know The Stream Next Door program which includes watershed education, your local watershed and stream maps, testing water quality using macroinvertebrates, and water quality related games-Project Wet, suitable for a variety of ages.   03/09/2014

10. 1-5 (I2) Depending on Measurable Goals developed by individual MS4s when completing the Audience Worksheet Analysis, Coalition staff and members, depending on the capacity and availability of each, may actively initiate school programs, as described above.   03/09/2014

11. 1-5 (I3) Coalition staff annually develops, maintains, and adjusts as needed all aspects of the Getting To Know The Stream Next Door teaching materials (Project Wet kits, maps, storyboards, handouts, etc.), develops a budget to be adopted by the Board & County, which supports implementation of GTKTSND programs, and secures necessary administrative support (program coordination, equipment maintenance, and instructors)   12/20/2014

12. 1-5 (I1) Coalition staff and individual MS4s annually respond to requests from teachers, administrators, and professors to participate in educational events and/or present stormwater information to students as an in-class program. Content of presentation will include some or all of the Getting To Know The Stream Next Door program which includes watershed education, your local watershed and stream maps, testing water quality using macroinvertebrates, and water quality related games-Project Wet, suitable for a variety of ages.   03/09/2015

Storm Water Management Program

13. 1-5 (I2) Depending on Measurable Goals developed by individual MS4s when completing the Audience Worksheet Analysis, Coalition staff and members, depending on the capacity and availability of each, may actively initiate school programs, as described above.   03/09/2015

14. 1-5 (I3) Coalition staff annually develops, maintains, and adjusts as needed all aspects of the Getting To Know The Stream Next Door teaching materials (Project Wet kits, maps, storyboards, handouts, etc.), develops a budget to be adopted by the Board & County, which supports implementation of GTKTSND programs, and secures necessary administrative support (program coordination, equipment maintenance, and instructors)   12/20/2015

Measurable Goals	Permit Year	Due Date
1. 1-5 (MG1) Stormwater Coalition staff and interested individual MS4s, as requested or as initiated by Coalition members and noted in Target Audience Analysis Worksheet Measurable goals, conduct 13 Getting To Know The Stream Next Door type sessions for school groups.	2015	03/09/2015
2. 1-5 (MG2) Five budgets adopted by Coalition with funding for all aspects of implementing GTKTSND programs.	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

6. **1-6 Public Programs**

The Stormwater Coalition Program Coordinator and Stormwater Program Coordinator from individual MS4s may be asked to speak at public events. They are available upon request, time permitting. The content of presentations includes any aspect of stormwater management and MS4 and Construction Activity Permit compliance. Using grant funding, the Coalition is responsible for organizing workshops pertaining to green infrastructure. The Coalition also purchases, promotes, and uses webcasts to educate the public, such as the Center for Watershed Protection webcast series.

Implementation Tasks	Imp Date
1. 1-6 (I1) Coalition and individual MS4 staff respond to requests from public at large to participate in programs as guest speakers. Topics to include any aspect of stormwater management, depending on interests of sponsoring entity or organization.	03/09/2011
2. 1-6 (I3) Stormwater Coalition staff annually purchases, promotes, and coordinates participation in Center for Watershed Protection stormwater management webcast series. Measurable goals related to webcast as implemented by individual MS4s and Coalition staff are included in Target Audience Analysis Worksheet.	03/09/2011
3. 1-6 (I4) Coalition staff annually evaluates capacity and value of implementing public programs	12/20/2011

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as listed above and described as Measurable Goals in the Target Audience Analysis Worksheet. Cost of program implementation is included in annual budget adopted by Coalition and County.

4. 1-6 (I1) Coalition and individual MS4 staff respond to requests from public at large to participate in programs as guest speakers. Topics to include any aspect of stormwater management, depending on interests of sponsoring entity or organization.   03/09/2012

5. 1-6 (I3) Stormwater Coalition staff annually purchases, promotes, and coordinates participation in Center for Watershed Protection stormwater management webcast series. Measurable goals related to webcast as implemented by individual MS4s and Coalition staff are included in Target Audience Analysis Worksheet.   03/09/2012

6. 1-6 (I4) Coalition staff annually evaluates capacity and value of implementing public programs as listed above and described as Measurable Goals in the Target Audience Analysis Worksheet. Cost of program implementation is included in annual budget adopted by Coalition and County.   12/20/2012

7. 1-6 (I1) Coalition and individual MS4 staff respond to requests from public at large to participate in programs as guest speakers. Topics to include any aspect of stormwater management, depending on interests of sponsoring entity or organization.   03/09/2013

8. 1-6 (I3) Stormwater Coalition staff annually purchases, promotes, and coordinates participation in Center for Watershed Protection stormwater management webcast series. Measurable goals related to webcast as implemented by individual MS4s and Coalition staff are included in Target Audience Analysis Worksheet.   03/09/2013

9. 1-6 (I4) Coalition staff annually evaluates capacity and value of implementing public programs as listed above and described as Measurable Goals in the Target Audience Analysis Worksheet. Cost of program implementation is included in annual budget adopted by Coalition and County.   12/20/2013

10. 1-6 (I1) Coalition and individual MS4 staff respond to requests from public at large to participate in programs as guest speakers. Topics to include any aspect of stormwater management, depending on interests of sponsoring entity or organization.   03/09/2014

11. 1-6 (I2) Coalition staff and Coalition members, as part of the NYSDEC WQIP grant to educate land use decision makers will conduct a minimum of 4 workshops related to green infrastructure. Workshops will take place over a two year period (1/1/2012 to 12/31/2013) to include the following topics: Green Infrastructure Design and the NYSDEC SW Mgmt Design Manual; Seeing Is Believing--Touring Local Green Infrastructure Applications; The GI Site Plan Process-Guidelines for Local Planning Boards-A Role Play; and Critical Green Infrastructure Concepts   03/09/2014

12. 1-6 (I3) Stormwater Coalition staff annually purchases, promotes, and coordinates participation in Center for Watershed Protection stormwater management webcast series. Measurable goals related to webcast as implemented by individual MS4s and Coalition staff are included in Target Audience Analysis Worksheet.   03/09/2014

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13. 1-6 (I4) Coalition staff annually evaluates capacity and value of implementing public programs as listed above and described as Measurable Goals in the Target Audience Analysis Worksheet. Cost of program implementation is included in annual budget adopted by Coalition and County.   12/20/2014

14. 1-6 (I1) Coalition and individual MS4 staff respond to requests from public at large to participate in programs as guest speakers. Topics to include any aspect of stormwater management, depending on interests of sponsoring entity or organization.   03/09/2015

15. 1-6 (I3) Stormwater Coalition staff annually purchases, promotes, and coordinates participation in Center for Watershed Protection stormwater management webcast series. Measurable goals related to webcast as implemented by individual MS4s and Coalition staff are included in Target Audience Analysis Worksheet.   03/09/2015

16. 1-6 (I4) Coalition staff annually evaluates capacity and value of implementing public programs as listed above and described as Measurable Goals in the Target Audience Analysis Worksheet. Cost of program implementation is included in annual budget adopted by Coalition and County.   12/20/2015

Measurable Goals	Permit Year	Due Date
1. 1-6 (MG1) The Coalition Coordinator and Coalition member stormwater program coordinators are speakers/presenters by invitation; intention; or as funded by NYSDEC grant at 10 venues, for a total attendance of 400 (~40 avg per program/wk shop)	2015	03/09/2015
2. 1-6 (MG2) Coalition hosts 25 webcasts for a total attendance of 375 participants (~15/webcast) (Ex. Center for Watershed webcast series)	2015	03/09/2015
3. 1-6 (MG3) 5 Coalition budgets adopted which support the implementation of public programs (staffing and administrative support).	2015	12/20/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

7. 1-7 List Serves

Coalition staff maintain an e-mail list (list serve) of individuals interested or involved in some aspect of stormwater management. The list serve is used to solicit public comments as required in the MS4 Permit, and announce public programs. Individual MS4s supply e-mail contacts as they become available.

Implementation Tasks	Imp Date
1. 1-7 (I1) Coalition staff develops and annually maintains an e-mail list (list serve) of	03/09/2011

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individuals representing a variety of target audiences potentially interested in or involved with some aspect of stormwater management. The information is stored in a Microsoft Access database, categorized, and maintained by Coalition staff. Stormwater Coalition programs open to the public are promoted through this list serve, as are requests for public input related to the Annual Report and SWMP.

2. 1-7 (I2) Interested Coalition members provide Coalition staff with an updated list of individuals from their MS4, or doing business with their MS4, with an interest in stormwater management. Information pertaining to each individual will minimally include the name of the individual, their affiliation, and e-mail address. Additional contact information will be provided, if possible, such as area of interest, phone number, and address.   03/09/2011

3. 1-7 (I3) Coalition staff annually evaluates capacity and value of maintaining the list serve database, develops a budget for consideration and adoption by the Board and County which supports the recommended level of administrative support (staffing).   12/20/2011

4. 1-7 (I1) Coalition staff develops and annually maintains an e-mail list (list serve) of individuals representing a variety of target audiences potentially interested in or involved with some aspect of stormwater management. The information is stored in a Microsoft Access database, categorized, and maintained by Coalition staff. Stormwater Coalition programs open to the public are promoted through this list serve, as are requests for public input related to the Annual Report and SWMP.   03/09/2012

5. 1-7 (I2) Interested Coalition members provide Coalition staff with an updated list of individuals from their MS4, or doing business with their MS4, with an interest in stormwater management. Information pertaining to each individual will minimally include the name of the individual, their affiliation, and e-mail address. Additional contact information will be provided, if possible, such as area of interest, phone number, and address.   03/09/2012

6. 1-7 (I3) Coalition staff annually evaluates capacity and value of maintaining the list serve database, develops a budget for consideration and adoption by the Board and County which supports the recommended level of administrative support (staffing).   12/20/2012

7. 1-7 (I1) Coalition staff develops and annually maintains an e-mail list (list serve) of individuals representing a variety of target audiences potentially interested in or involved with some aspect of stormwater management. The information is stored in a Microsoft Access database, categorized, and maintained by Coalition staff. Stormwater Coalition programs open to the public are promoted through this list serve, as are requests for public input related to the Annual Report and SWMP.   03/09/2013

8. 1-7 (I2) Interested Coalition members provide Coalition staff with an updated list of individuals from their MS4, or doing business with their MS4, with an interest in stormwater management. Information pertaining to each individual will minimally include the name of the individual, their affiliation, and e-mail address. Additional contact information will be provided, if possible, such as area of interest, phone number, and address.   12/20/2013

9. 1-7 (I3) Coalition staff annually evaluates capacity and value of maintaining the list serve database, develops a budget for consideration and adoption by the Board and County which   12/20/2013

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supports the recommended level of administrative support (staffing).

10. 1-7 (I1) Coalition staff develops and annually maintains an e-mail list (list serve) of individuals representing a variety of target audiences potentially interested in or involved with some aspect of stormwater management. The information is stored in a Microsoft Access database, categorized, and maintained by Coalition staff. Stormwater Coalition programs open to the public are promoted through this list serve, as are requests for public input related to the Annual Report and SWMP.
    03/09/2014

11. 1-7 (I2) Interested Coalition members provide Coalition staff with an updated list of individuals from their MS4, or doing business with their MS4, with an interest in stormwater management. Information pertaining to each individual will minimally include the name of the individual, their affiliation, and e-mail address. Additional contact information will be provided, if possible, such as area of interest, phone number, and address.
    03/09/2014

12. 1-7 (I3) Coalition staff annually evaluates capacity and value of maintaining the list serve database, develops a budget for consideration and adoption by the Board and County which supports the recommended level of administrative support (staffing).
    12/20/2014

13. 1-7 (I1) Coalition staff develops and annually maintains an e-mail list (list serve) of individuals representing a variety of target audiences potentially interested in or involved with some aspect of stormwater management. The information is stored in a Microsoft Access database, categorized, and maintained by Coalition staff. Stormwater Coalition programs open to the public are promoted through this list serve, as are requests for public input related to the Annual Report and SWMP.
    03/09/2015

14. 1-7 (I2) Interested Coalition members provide Coalition staff with an updated list of individuals from their MS4, or doing business with their MS4, with an interest in stormwater management. Information pertaining to each individual will minimally include the name of the individual, their affiliation, and e-mail address. Additional contact information will be provided, if possible, such as area of interest, phone number, and address.
    03/09/2015

15. 1-7 (I3) Coalition staff annually evaluates capacity and value of maintaining the list serve database, develops a budget for consideration and adoption by the Board and County which supports the recommended level of administrative support (staffing).
    12/20/2015

Measurable Goals	Permit Year	Due Date
1. 1-7 (MG1) Coalition develops, maintains, and updates a Microsoft Access Coalition-wide database of e-mail addresses (list serve) which includes other contact information, if available. List serve will include 475 e-mail contacts.	2015	03/09/2015
2. 1-7 (MG2) Five budgets are adopted by the SW Coalition Board which supports list serve administration (staffing).	2015	12/20/2015

Storm Water Management Program

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

8. **1-8 Public Access TV**

Television can be an effective way to educate the general public about stormwater topics. Currently one MS4 utilizes Public Access TV but others may want to use this media, depending upon identified target audiences, the availability of educational material, and posting protocols.

	Implementation Tasks	**Imp Date**
1.	1-8 (I1) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual Coalition members with existing arrangements to broadcast programs on cable TV (Time Warner) post stormwater related videos. Measurable Goal is included in SWMP Plan documents and goal describes the # of days message is run.	03/09/2012
2.	1-8 (I2) Coalition annually provides, as needed, material to broadcast.	03/09/2012
3.	1-8 (I1) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual Coalition members with existing arrangements to broadcast programs on cable TV (Time Warner) post stormwater related videos. Measurable Goal is included in SWMP Plan documents and goal describes the # of days message is run.	03/09/2013
4.	1-8 (I2) Coalition annually provides, as needed, material to broadcast.	03/09/2013
5.	1-8 (I3) Coalition members as part of SWMP review (see MCM 2 BMP 2-3 SWMP) may decide to add or drop Public Access TV Measurable Goal. Changes are recorded in Target Audience Analysis Worksheet and filed with SWMP Plan documents.	03/09/2013
6.	1-8 (I4) Stormwater Coalition staff annually evaluates impact of Public Access TV administration on staff time, and develops a budget for adoption by the Board, which supports the recommended level of support (staffing).	12/20/2013
7.	1-8 (I1) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual Coalition members with existing arrangements to broadcast programs on cable TV (Time Warner) post stormwater related videos. Measurable Goal is included in SWMP Plan documents and goal describes the # of days message is run.	03/09/2014
8.	1-8 (I2) Coalition annually provides, as needed, material to broadcast.	03/09/2014
9.	1-8 (I3) Coalition members as part of SWMP review (see MCM 2 BMP 2-3 SWMP) may decide to add or drop Public Access TV Measurable Goal. Changes are recorded in Target Audience Analysis Worksheet and filed with SWMP Plan documents.	03/09/2014

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10. 1-8 (I4) Stormwater Coalition staff annually evaluates impact of Public Access TV administration on staff time, and develops a budget for adoption by the Board, which supports the recommended level of support (staffing).

    12/20/2014

11. 1-8 (I1) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual Coalition members with existing arrangements to broadcast programs on cable TV (Time Warner) post stormwater related videos. Measurable Goal is included in SWMP Plan documents and goal describes the # of days message is run.

    03/09/2015

12. 1-8 (I2) Coalition annually provides, as needed, material to broadcast.

    03/09/2015

13. 1-8 (I3) Coalition members as part of SWMP review (see MCM 2 BMP 2-3 SWMP) may decide to add or drop Public Access TV Measurable Goal. Changes are recorded in Target Audience Analysis Worksheet and filed with SWMP Plan documents.

    03/09/2015

14. 1-8 (I4) Stormwater Coalition staff annually evaluates impact of Public Access TV administration on staff time, and develops a budget for adoption by the Board, which supports the recommended level of support (staffing).

    12/20/2015

Measurable Goals	Permit Year	Due Date
1. 1-8 (MG1) Annually Coalition provides interested MS4 with videos to post on Public Access TV.	2015	03/09/2015
2. 1-8 (MG2) Interested MS4 posts educational material on Public Access TV; includes Public Access TV Measurable Goal in Target Audience Analysis worksheet; and includes Goal in SWMP Plan documents. Measurable Goal includes # of days message is run.	2015	03/09/2015
3. 1-8 (MG3) If Target Audience Worksheet includes Public Access TV Measurable Goal, by 12/20/2015, five budgets are adopted by the SW Coalition Board which supports Public Access TV administration	2015	12/20/2015

Responsible Party

 Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

9. **1-9 Mailings: Newsletters, Letters from Elected Officials**

Since the inception of the MS4 Permit, newsletters have been used to communicate general stormwater information to the general public. To better hone the message, matched more explicitly to local waterbodies, pollutants of concern, and geographic areas of concern, newsletter communications will reflect Measurable Goals listed in the Target Audience Analysis Worksheet and filed with SWMP Plan documents.

Implementation Tasks	Imp Date

Storm Water Management Program

1. 1-9 (I1) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual Coalition members insert stormwater related information into existing MS4/municipal mailings. Message includes general information about stormwater runoff, describes a pollutant or pollutants of concern, and explains what the recipient can do or the municipality is doing to prevent the described pollution. The mailing format is at the discretion of the MS4 (newsletter, Clean Up event mailing with collection dates posted, letter from an elected official, etc). The message needs to include content as described. Coalition members based on past experience, likely to insert stormwater info into existing mailings: Town of Bethlehem (Bethlehem Report-Household Hazardous Waste Collection Days newsletter); Village of Colonie (newsletter); Village of Menands (newsletter); Village of Green Island (newsletter). Others may do this as well. Measurable Goal is included with SWMP Plan documents.   03/09/2012

2. 1-9 (I1) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual Coalition members insert stormwater related information into existing MS4/municipal mailings. Message includes general information about stormwater runoff, describes a pollutant or pollutants of concern, and explains what the recipient can do or the municipality is doing to prevent the described pollution. The mailing format is at the discretion of the MS4 (newsletter, Clean Up event mailing with collection dates posted, letter from an elected official, etc). The message needs to include content as described. Coalition members based on past experience, likely to insert stormwater info into existing mailings: Town of Bethlehem (Bethlehem Report-Household Hazardous Waste Collection Days newsletter); Village of Colonie (newsletter); Village of Menands (newsletter); Village of Green Island (newsletter). Others may do this as well. Measurable Goal is included with SWMP Plan documents.   03/09/2013

3. 1-9 (I2) Coalition supplies Coalition members with content for individual MS4 newsletter or elected official letter, either as an existing hard copy document or electronic file, to be used at the discretion and adapted by individual MS4s, as needed.   03/09/2013

4. 1-9 (I3) Coalition members as part of SWMP review (see MCM 2 BMP 2-3 SWMP) may decide to add or drop, or change these newsletter, elected official letter mailings. Changes are recorded in Target Audience Analysis Worksheet and filed with SWMP Plan documents.   03/09/2013

5. 1-9 (I1) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual Coalition members insert stormwater related information into existing MS4/municipal mailings. Message includes general information about stormwater runoff, describes a pollutant or pollutants of concern, and explains what the recipient can do or the municipality is doing to prevent the described pollution. The mailing format is at the discretion of the MS4 (newsletter, Clean Up event mailing with collection dates posted, letter from an elected official, etc). The message needs to include content as described. Coalition members based on past experience, likely to insert stormwater info into existing mailings: Town of Bethlehem (Bethlehem Report-Household Hazardous Waste Collection Days newsletter); Village of Colonie (newsletter); Village of Menands (newsletter); Village of Green Island (newsletter). Others may do this as well. Measurable Goal is included with SWMP Plan documents.   03/09/2014

Storm Water Management Program

6. 1-9 (I3) Coalition members as part of SWMP review (see MCM 2 BMP 2-3 SWMP) may decide to add or drop, or change these newsletter, elected official letter mailings. Changes are recorded in Target Audience Analysis Worksheet and filed with SWMP Plan documents.   03/09/2014

7. 1-9 (I1) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual Coalition members insert stormwater related information into existing MS4/municipal mailings. Message includes general information about stormwater runoff, describes a pollutant or pollutants of concern, and explains what the recipient can do or the municipality is doing to prevent the described pollution. The mailing format is at the discretion of the MS4 (newsletter, Clean Up event mailing with collection dates posted, letter from an elected official, etc). The message needs to include content as described. Coalition members based on past experience, likely to insert stormwater info into existing mailings: Town of Bethlehem (Bethlehem Report-Household Hazardous Waste Collection Days newsletter); Village of Colonie (newsletter); Village of Menands (newsletter); Village of Green Island (newsletter). Others may do this as well. Measurable Goal is included with SWMP Plan documents.   03/09/2015

8. 1-9 (I3) Coalition members as part of SWMP review (see MCM 2 BMP 2-3 SWMP) may decide to add or drop, or change these newsletter, elected official letter mailings. Changes are recorded in Target Audience Analysis Worksheet and filed with SWMP Plan documents.   03/09/2015

Measurable Goals	Permit Year	Due Date
1. 1-9 (MG1) Town of Bethlehem distributes stormwater information to 16000 recipients of Bethlehem Report which includes info about Household Hazardous Waste Collection Day. Measurable Goal related to mailing is included in Target Audience Analysis Worksheet and filed with SWMP Plan documents.	2015	03/09/2015
2. 1-9 (MG1) Town of Colonie distributes stormwater information to 30,000 recipients of newsletter (Colonie Chronicle). Measurable Goal related to mailing is included in Target Audience Analysis Worksheet and filed with SWMP Plan documents.	2015	03/09/2015
3. 1-9 (MG1) Village of Colonie distributes stormwater information to 9000 recipients of newsletter (The Villager). Measurable Goal related to mailing is included in Target Audience Analysis Worksheet and filed with SWMP Plan documents.	2015	03/09/2015
4. 1-9 (MG1) Village of Menands distributes stormwater information to 1000 recipients of newsletter (Menands Activities). Measurable Goal related to mailing is included in Target Audience Analysis Worksheet and filed with SWMP Plan documents.	2015	03/09/2015
5. 1-9 (MG1) Village of Green Island distributes stormwater information to 2600 recipients of newsletter. Measurable Goal related to mailing is included in Target Audience Analysis Worksheet and filed with SWMP Plan documents.	2015	03/09/2015

Storm Water Management Program

6.	1-9 (MG1) Albany County distributes stormwater information to 300 recipients of newsletter. Measurable Goal related to mailing is included in Target Audience Analysis Worksheet and filed with SWMP Plan documents	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

10. **1-10 Mailings: Utility Bills**

Since the inception of the MS4 Permit, utility bill inserts have been used to communicate general stormwater information to the general public. To better hone the message, matched more explicitly to local waterbodies, pollutants of concern, and geographic areas of concern, inserts will reflect Measurable Goals listed in the Target Audience Analysis Worksheet and filed with SWMP Plan documents.

Implementation Tasks	**Imp Date**
1. 1-10 (I1) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual MS4s insert stormwater related information into existing utility or tax bill mailings. Message includes general information about stormwater runoff, describes a pollutant or pollutants of concern, and explains what the recipient can do to prevent the described pollution. Coalition members likely to insert info: City of Cohoes, Village of Colonie, Town of New Scotland, Town of Guilderland. The Measurable Goal is included with SWMP Plan documents and minimally includes # of mailings and may include # of recipients for each type of mailing (sewer, water. drainage district, taxes, etc.).	03/09/2012
2. 1-10 (I2) Coalition supplies Coalition members with content of insert, as either an existing hard copy document or electronic file, to use as needed.	03/09/2012
3. 1-10 (I1) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual MS4s insert stormwater related information into existing utility or tax bill mailings. Message includes general information about stormwater runoff, describes a pollutant or pollutants of concern, and explains what the recipient can do to prevent the described pollution. Coalition members likely to insert info: City of Cohoes, Village of Colonie, Town of New Scotland, Town of Guilderland. The Measurable Goal is included with SWMP Plan documents and minimally includes # of mailings and may include # of recipients for each type of mailing (sewer, water. drainage district, taxes, etc.).	03/09/2013
4. 1-10 (I2) Coalition supplies Coalition members with content of insert, as either an existing hard copy document or electronic file, to use as needed.	03/09/2013
5. 1-10 (I3) Coalition members as part of SWMP review (see MCM 2 BMP 2-3 SWMP) may decide to add, drop utility mailings, or change the message. Changes are recorded in Target Audience Analysis Worksheet.	03/09/2013

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6. 1-10 (I1) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual MS4s insert stormwater related information into existing utility or tax bill mailings. Message includes general information about stormwater runoff, describes a pollutant or pollutants of concern, and explains what the recipient can do to prevent the described pollution. Coalition members likely to insert info: City of Cohoes, Village of Colonie, Town of New Scotland, Town of Guilderland. The Measurable Goal is included with SWMP Plan documents and minimally includes # of mailings and may include # of recipients for each type of mailing (sewer, water. drainage district, taxes, etc.).   03/09/2014

7. 1-10 (I2) Coalition supplies Coalition members with content of insert, as either an existing hard copy document or electronic file, to use as needed.   03/09/2014

8. 1-10 (I3) Coalition members as part of SWMP review (see MCM 2 BMP 2-3 SWMP) may decide to add, drop utility mailings, or change the message. Changes are recorded in Target Audience Analysis Worksheet.   03/09/2014

9. 1-10 (I1) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual MS4s insert stormwater related information into existing utility or tax bill mailings. Message includes general information about stormwater runoff, describes a pollutant or pollutants of concern, and explains what the recipient can do to prevent the described pollution. Coalition members likely to insert info: City of Cohoes, Village of Colonie, Town of New Scotland, Town of Guilderland. The Measurable Goal is included with SWMP Plan documents and minimally includes # of mailings and may include # of recipients for each type of mailing (sewer, water. drainage district, taxes, etc.).   03/09/2015

10. 1-10 (I2) Coalition supplies Coalition members with content of insert, as either an existing hard copy document or electronic file, to use as needed.   03/09/2015

11. 1-10 (I3) Coalition members as part of SWMP review (see MCM 2 BMP 2-3 SWMP) may decide to add, drop utility mailings, or change the message. Changes are recorded in Target Audience Analysis Worksheet.   03/09/2015

Measurable Goals	Permit Year	Due Date
1. 1-10 (MG1) The Village of Menands inserts stormwater information into 1 mailing per year for a total of 1000 recipients. Measurable Goal related to mailing is included in Target Audience Analysis Worksheet and filed with SWMP Plan documents. Time frame: 3/9/2012 to 3/9/2015 (3 calendar yrs)	2015	03/09/2015
2. 1-10 (MG1) The Village of Colonie inserts stormwater information into 1 utility mailing per year to 9000 recipients. Measurable Goal related to mailing is included in Target Audience Analysis Worksheet and filed with SWMP Plan documents. Time frame: 3/9/2012 to 3/9/2015 (3 calendar yrs)	2015	03/09/2015
3. 1-10 (MG1) The Village of Green Island inserts stormwater information	2015	03/09/2015

	into 1 mailing per year to 1300 recipients. Measurable Goal related to mailing is included in Target Audience Analysis Worksheet and filed with SWMP Plan documents. Time frame: 3/9/2012 to 3/9/2015 (3 calendar yrs)		
4.	1-10 (MG1) The Town of Guilderland inserts stormwater information into 1 mailing per year to 18000 recipients. Measurable Goal related to mailing is included in Target Audience Analysis Worksheet and filed with SWMP Plan documents. Time frame: 3/9/2012 to 3/9/2015 (3 calendar yrs)	2015	03/09/2015
5.	1-10 (MG1) The Town of New Scotland inserts stormwater information into 1 mailing per year to 605 recipients. Measurable Goal related to mailing is included in Target Audience Analysis Worksheet and filed with SWMP Plan documents. Time frame: 3/9/2012 to 3/9/2015 (3 calendar yrs)	2015	03/09/2015
6.	1-10 (MG1) The City of Cohoes inserts stormwater information into 4 mailings per year to 2200 recipients per mailing. Measurable Goal related to mailing is included in Target Audience Analysis Worksheet and filed with SWMP Plan documents. Time frame: 3/9/2012 to 3/9/2015 (3 calendar yrs)	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

11. **1-11 Kiosks, Signs and Displays**

Kiosks, Signs and Displays have been used to educate the public on stormwater practices, stream crossings, pollutants and other pertinent water quality subjects. These informational aids need to be inventoried and maintained to ensure legibility, relevance, and compliance with any changes to regulations.

Implementation Tasks	**Imp Date**
1. 1-11 (I1) Coalition staff, individual MS4s, and Rain Garden Partners (see MCM 2 BMP 2-7) using NYSDEC grant money and related in-kind support install informative Rain Garden signs at demonstration rain gardens.	03/09/2012
2. 1-11 (I2) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual MS4s post signage or other permanent display at stream/bridge crossings. Signage/display includes name of watershed or stream and don't pollute message. Measurable Goal is included with SWMP Plan documents.	03/09/2012
3. 1-11 (I3) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual MS4s post signage or other permanent displays throughout MS4 to explain stormwater practices in general (green infrastructure, ponds, green roofs,	03/09/2015

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other non-demonstration rain gardens), etc.)

4. 1-11 (I4) Coalition members as part of SWMP review (see MCM 2 BMP 2-3 SWMP) adjust signage, and other permanent display goals, as needed. Changes are recorded in Target Audience Analysis Worksheet and included with SWMP Plan documents.   03/09/2012

5. 1-11 (I5) Individual MS4s maintain all signs (rain garden and stream crossing). Inspect annually and replace as needed and include as part of routine MS4 MCM 6 operations.   03/09/2012

6. 1-11 (I2) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual MS4s post signage or other permanent display at stream/bridge crossings. Signage/display includes name of watershed or stream and don't pollute message. Measurable Goal is included with SWMP Plan documents.   03/09/2013

7. 1-11 (I3) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual MS4s post signage or other permanent displays throughout MS4 to explain stormwater practices in general (green infrastructure, ponds, green roofs, other non-demonstration rain gardens), etc.)   03/09/2013

8. 1-11 (I4) Coalition members as part of SWMP review (see MCM 2 BMP 2-3 SWMP) adjust signage, and other permanent display goals, as needed. Changes are recorded in Target Audience Analysis Worksheet and included with SWMP Plan documents.   03/09/2013

9. 1-11 (I5) Individual MS4s maintain all signs (rain garden and stream crossing). Inspect annually and replace as needed and include as part of routine MS4 MCM 6 operations.   03/09/2013

10. 1-11 (I2) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual MS4s post signage or other permanent display at stream/bridge crossings. Signage/display includes name of watershed or stream and don't pollute message. Measurable Goal is included with SWMP Plan documents.   03/09/2014

11. 1-11 (I3) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual MS4s post signage or other permanent displays throughout MS4 to explain stormwater practices in general (green infrastructure, ponds, green roofs, other non-demonstration rain gardens), etc.)   03/09/2014

12. 1-11 (I4) Coalition members as part of SWMP review (see MCM 2 BMP 2-3 SWMP) adjust signage, and other permanent display goals, as needed. Changes are recorded in Target Audience Analysis Worksheet and included with SWMP Plan documents.   03/09/2014

13. 1-11 (I5) Individual MS4s maintain all signs (rain garden and stream crossing). Inspect annually and replace as needed and include as part of routine MS4 MCM 6 operations.   03/09/2014

14. 1-11 (I2) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual MS4s post signage or other permanent display at stream/bridge crossings. Signage/display includes name of watershed or stream and don't pollute message. Measurable Goal is included with SWMP Plan documents.   03/09/2015

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15. 1-11 (I3) Depending on past initiatives and Measurable Goals included in the Target Audience Analysis Worksheet, individual MS4s post signage or other permanent displays throughout MS4 to explain stormwater practices in general (green infrastructure, ponds, green roofs, other non-demonstration rain gardens), etc.)   03/09/2015

16. 1-11 (I4) Coalition members as part of SWMP review (see MCM 2 BMP 2-3 SWMP) adjust signage, and other permanent display goals, as needed. Changes are recorded in Target Audience Analysis Worksheet and included with SWMP Plan documents.   03/09/2015

17. 1-11 (I5) Individual MS4s maintain all signs (rain garden and stream crossing). Inspect annually and replace as needed and include as part of routine MS4 MCM 6 operations.   03/09/2015

Measurable Goals	Permit Year	Due Date
1. 1-11 (MG1) Install 8 Rain Garden signs (one Rain Garden sign at each of 8 Demo Rain Gardens)	2011	03/09/2011
2. 1-11 (MG2) Town of Colonie posts 10 stream crossing, don't pollute signs. Measurable Goal related to stream crossing signs is included Target Audience Analysis Worksheet and filed with SWMP Plan documents.	2015	03/09/2015
3. 1-11 (MG3) Town of Colonie posts 6 signs or other permanent displays which describe and explain stormwater practices (green infrastructure, other). Measurable Goal related to stormwater practice signage is included Target Audience Analysis Worksheet and filed with SWMP Plan documents.	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

12. **1-12 Social Media**

The Coalition website makes it possible to use social media. The mechanism and time involved needs to be researched and potentially included as a Measurable Goal in the Target Audience Analysis Worksheet.

Implementation Tasks	Imp Date
1. 1-12 (I1) Coalition staff and interested members research social media options, such as Twitter, Facebook, Pinterest, and You Tube. Topics to research include: how to use these social media sites; best fit given options, legal requirements for posting information; maintenance; and IT support needs. Member/Board decides if social media is something to pursue furthur.	03/09/2013

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Measurable Goals	Permit Year	Due Date
1. 1-12 (MG1) Coaltion staff present to Working Group/Board options for using social media. Seek approval to pursue (yes/no).	2013	03/09/2013

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

13. 1-13 Green Infrastructure Clinics

Hands on learning can be very effective. With 8 demonstration rain gardens well positioned throughout the MS4 communities and extensive real world experience designing, planting, correcting, and maintaining these rain gardens, the Rain Garden Partnership organizations (Coalition, Coalition member municipalities, Cornell Coop Ext-Master Gardens, and ACSWCD) are well positioned to develop conveniently located on-site Rain Garden Clinics. This needs to be explored, along with Clinics targeting other green infrastructure practices.

Implementation Tasks	Imp Date
1. 1-13 (I1) Coalition staff discusses with Master Gardeners and Soil and Water Conservation developing a "Hands-On" Rain Garden Clinic for residents and landscape contractors which explains and demonstrates all aspects of rain garden design, perc tests, native plants, and maintenance. Teaching sites would be at the Demo Rain Gardens now installed at multiple MS4s.	03/09/2013
2. 1-13 (I2) If "Partners" agree to Rain Garden Clinic idea (including sponsoring MS4 which 'owns' garden), develop curriculum, supporting materials, and promotional materials to include with Parks and Rec course offerings or other similar promotional materials.	03/09/2013
3. 1-13 (I3) Implement one "test" Rain Garden Clinic at Rain Garden site selected by Master Gardens, Stormwater Coalition, and ACSWCD.	03/09/2014
4. 1-13 (I4) Individual MS4 and Coalition staff consider expanding "Clinic" program to include more dates, other locations, and other green infrastructure practices.	03/09/2014

Measurable Goals	Permit Year	Due Date
1. 1-13 (MG1) Coalition and Partners decides if a Rain Garden Clinic concept is something they want to do.	2013	03/09/2013
2. 1-13 (MG2) Implement 1 test "Rain Garden Clinic"	2014	03/09/2014

Responsible Party

Storm Water Management Program

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

2.0 Public Involvement/Participation (MCM2)

The Public Involvement/Participation minimum control measure consists of Best Management Practices (BMPs) that focus on involving the local public in the development and implementation of the Stormwater Management Program. This involves complying with Open Meetings Law, identifying and involving key stakeholders, making explicit how the public can get involved and to whom they should contact, and making available to the public the Annual Report, the Stormwater Management Program Plan and related documents.

The NYSDEC SPDES General Permit for Stormwater Discharges from Municipal Separated Storm Sewer Systems "MS4" Permit No. GP-0-10-002, which covers the time period from May 1, 2010 to April 30, 2015 states explicit Permit requirements, described in further detail below within each BMP. The program must describe particular public involvement/participation activities, the purpose of which is to promote access to the program, create a climate for program input, and to encourage stewardship of local waterways.

Best Managment Practices:

1. **2-1 Local Stormwater Public Contact**

    As stated in the MS4 Permit, the permittee must "identify a local point of contact for public concerns regarding stormwater management and compliance with the SPDES general permit. The name and title of this contact and the telephone number must be published in public outreach and public participation materials and kept up to date with NYS Department of Environmental Conservation (Department) on the Muncipal Compliance Certification (MCC) form."

Implementation Tasks	Imp Date
1. 2-1 (I1) Individual MS4 Coalition members identify and update the local point of contact for public concerns regarding stormwater management and compliance with the MS4 General Permit.	03/09/2011
2. 2-1 (I2) Individiual MS4s will post contact information (name, title and phone number) in individual MS4 public outreach and education materials and include this contact information in the (MCC) form submitted with Annual Report	03/09/2011
3. 2-1 (I1) Individual MS4 Coalition members identify and update the local point of contact for public concerns regarding stormwater management and compliance with the MS4 General Permit.	03/09/2012
4. 2-1 (I2) Individiual MS4s will post contact information (name, title and phone number) in individual MS4 public outreach and education materials and include this contact information in the (MCC) form submitted with Annual Report	03/09/2012
5. 2-1 (I1) Individual MS4 Coalition members identify and update the local point of contact for public concerns regarding stormwater management and compliance with the MS4 General Permit.	03/09/2013

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6. 2-1 (I2) Individiual MS4s will post contact information (name, title and phone number) in individual MS4 public outreach and education materials and include this contact information in the (MCC) form submitted with Annual Report — 03/09/2013

7. 2-1 (I3) The Coalition will annually post this updated contact information on Coalition website and include web address in new/updated Stormwater Coalition outreach material. — 03/09/2013

8. 2-1 (I1) Individual MS4 Coalition members identify and update the local point of contact for public concerns regarding stormwater management and compliance with the MS4 General Permit. — 03/09/2014

9. 2-1 (I2) Individiual MS4s will post contact information (name, title and phone number) in individual MS4 public outreach and education materials and include this contact information in the (MCC) form submitted with Annual Report — 03/09/2014

10. 2-1 (I3) The Coalition will annually post this updated contact information on Coalition website and include web address in new/updated Stormwater Coalition outreach material. — 03/09/2014

11. 2-1 (I1) Individual MS4 Coalition members identify and update the local point of contact for public concerns regarding stormwater management and compliance with the MS4 General Permit. — 03/09/2015

12. 2-1 (I2) Individiual MS4s will post contact information (name, title and phone number) in individual MS4 public outreach and education materials and include this contact information in the (MCC) form submitted with Annual Report — 03/09/2015

13. 2-1 (I3) The Coalition will annually post this updated contact information on Coalition website and include web address in new/updated Stormwater Coalition outreach material. — 03/09/2015

Measurable Goals	Permit Year	Due Date
1. 2-1 (MG1) The Coalition will annually update all public contact information posted on the Coalition website	2015	03/09/2015
2. 2-1 (MG2) The Coalition web address will be added to 5 new and/or updated publications, flyers, powerpoint presentations	2015	03/09/2015
3. 2-1 (MG3) Individual MS4s will annually update the public contact information on the MCC form and in individual MS4 documents.	2015	03/09/2015

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

2. **2-2 Annual Report**

2/25/2013

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The FINAL Annual Report must be submitted to NYSDEC by June 1. If the criteria is met, MS4s can submit either an individual or joint annual report. The public must have the opportunity to comment on the report, and this can be done via the internet or as a public meeting. The details are explained in Part VII.A.2.d and Part VIII.A.2.d of the MS4 Permit.

Implementation Tasks	**Imp Date**
1. 2-2 (I1) Coalition members decide whether or not to submit to NYSDEC a Joint MS4 Permit Annual Report or individual MS4 reports. If Joint, members decide which MCMs will include shared information and which will include individual MS4 information.	03/30/2011
2. 2-2 (I2) Individual MS4s compile and retain information for the MS4 Permit Annual Report. Coalition staff assembles, shares, and retains data pertaining to shared activities as detailed in Coalition Work Plan and SWMP.	04/30/2011
3. 2-2 (I3) Stormwater Coalition staff posts on the Coalition website, for comment, either a DRAFT Joint Annual Report, or DRAFT Individual MS4 Annual Reports. Annual Report meetings are hosted if requested by two or more from the public.	05/04/2011
4. 2-2 (I4) Individual MS4s may host a presentation of the annual report at either a municipal, zoning, or planning board meeting, or as a stand-alone stormwater presentation.	05/20/2011
5. 2-2 (I5) Public comments are noted, the Annual Report is finalized and submitted to NYSDEC by Coalition staff, if Joint or Individual MS4 SWMP Coordinators, if Individual.	06/01/2011
6. 2-2 (I6) Coalition staff evaluates benefits/costs of submitting either Joint or Individual MS4 Annual Reports. Administrative costs for the preferred method are incorporated into the approved annual Coalition budget.	06/30/2011
7. 2-2 (I1) Coalition members decide whether or not to submit to NYSDEC a Joint MS4 Permit Annual Report or individual MS4 reports. If Joint, members decide which MCMs will include shared information and which will include individual MS4 information.	03/30/2012
8. 2-2 (I2) Individual MS4s compile and retain information for the MS4 Permit Annual Report. Coalition staff assembles, shares, and retains data pertaining to shared activities as detailed in Coalition Work Plan and SWMP.	04/30/2012
9. 2-2 (I3) Stormwater Coalition staff posts on the Coalition website, for comment, either a DRAFT Joint Annual Report, or DRAFT Individual MS4 Annual Reports. Annual Report meetings are hosted if requested by two or more from the public.	05/04/2012
10. 2-2 (I4) Individual MS4s may host a presentation of the annual report at either a municipal, zoning, or planning board meeting, or as a stand-alone stormwater presentation.	05/20/2012
11. 2-2 (I5) Public comments are noted, the Annual Report is finalized and submitted to NYSDEC by Coalition staff, if Joint or Individual MS4 SWMP Coordinators, if Individual.	06/01/2012
12. 2-2 (I6) Coalition staff evaluates benefits/costs of submitting either Joint or Individual MS4	06/30/2012

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Annual Reports. Administrative costs for the preferred method are incorporated into the approved annual Coalition budget.

13. 2-2 (I1) Coalition members decide whether or not to submit to NYSDEC a Joint MS4 Permit Annual Report or individual MS4 reports. If Joint, members decide which MCMs will include shared information and which will include individual MS4 information. — 03/30/2013

14. 2-2 (I2) Individual MS4s compile and retain information for the MS4 Permit Annual Report. Coalition staff assembles, shares, and retains data pertaining to shared activities as detailed in Coalition Work Plan and SWMP. — 04/30/2013

15. 2-2 (I3) Stormwater Coalition staff posts on the Coalition website, for comment, either a DRAFT Joint Annual Report, or DRAFT Individual MS4 Annual Reports. Annual Report meetings are hosted if requested by two or more from the public. — 05/04/2013

16. 2-2 (I4) Individual MS4s may host a presentation of the annual report at either a municipal, zoning, or planning board meeting, or as a stand-alone stormwater presentation. — 05/20/2013

17. 2-2 (I5) Public comments are noted, the Annual Report is finalized and submitted to NYSDEC by Coalition staff, if Joint or Individual MS4 SWMP Coordinators, if Individual. — 06/01/2013

18. 2-2 (I6) Coalition staff evaluates benefits/costs of submitting either Joint or Individual MS4 Annual Reports. Administrative costs for the preferred method are incorporated into the approved annual Coalition budget. — 06/30/2013

19. 2-2 (I1) Coalition members decide whether or not to submit to NYSDEC a Joint MS4 Permit Annual Report or individual MS4 reports. If Joint, members decide which MCMs will include shared information and which will include individual MS4 information. — 03/30/2014

20. 2-2 (I2) Individual MS4s compile and retain information for the MS4 Permit Annual Report. Coalition staff assembles, shares, and retains data pertaining to shared activities as detailed in Coalition Work Plan and SWMP. — 04/30/2014

21. 2-2 (I3) Stormwater Coalition staff posts on the Coalition website, for comment, either a DRAFT Joint Annual Report, or DRAFT Individual MS4 Annual Reports. Annual Report meetings are hosted if requested by two or more from the public. — 05/04/2014

22. 2-2 (I4) Individual MS4s may host a presentation of the annual report at either a municipal, zoning, or planning board meeting, or as a stand-alone stormwater presentation. — 05/20/2014

23. 2-2 (I5) Public comments are noted, the Annual Report is finalized and submitted to NYSDEC by Coalition staff, if Joint or Individual MS4 SWMP Coordinators, if Individual. — 06/01/2014

24. 2-2 (I6) Coalition staff evaluates benefits/costs of submitting either Joint or Individual MS4 Annual Reports. Administrative costs for the preferred method are incorporated into the approved annual Coalition budget. — 06/30/2014

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25. 2-2 (I1) Coalition members decide whether or not to submit to NYSDEC a Joint MS4 Permit Annual Report or individual MS4 reports. If Joint, members decide which MCMs will include shared information and which will include individual MS4 information.   03/30/2015

26. 2-2 (I2) Individual MS4s compile and retain information for the MS4 Permit Annual Report. Coalition staff assembles, shares, and retains data pertaining to shared activities as detailed in Coalition Work Plan and SWMP.   04/30/2015

27. 2-2 (I3) Stormwater Coalition staff posts on the Coalition website, for comment, either a DRAFT Joint Annual Report, or DRAFT Individual MS4 Annual Reports. Annual Report meetings are hosted if requested by two or more from the public.   05/04/2015

28. 2-2 (I4) Individual MS4s may host a presentation of the annual report at either a municipal, zoning, or planning board meeting, or as a stand-alone stormwater presentation.   05/20/2015

29. 2-2 (I5) Public comments are noted, the Annual Report is finalized and submitted to NYSDEC by Coalition staff, if Joint or Individual MS4 SWMP Coordinators, if Individual.   06/01/2015

30. 2-2 (I6) Coalition staff evaluates benefits/costs of submitting either Joint or Individual MS4 Annual Reports. Administrative costs for the preferred method are incorporated into the approved annual Coalition budget.   06/30/2015

Measurable Goals		Permit Year	Due Date
1.	2-2 (MG1) If agreed to by Coalition members, five Joint Annual Reports are submitted to NYSDEC.	2015	03/09/2015
2.	2-2 (MG2) If agreed to by Coalition members, each Coalition member submits five Annual Reports to NYSDEC. If 13 Coalition members, then 65 Individual Annual Reports submitted over five years.	2015	03/09/2015
3.	2-2 (MG3) Five Coalition Budgets, which include costs related to Annual Report process, are presented and approved by Coalition/County.	2015	12/20/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

3. **2-3 Stormwater Management Program (SWMP)**

The MS4 Permit states explicit requirements regarding developing a Stormwater Management Program (SWMP) and Stormwater Management Program Plan (SWMP Plan). A SWMP, by definition needs to include Measurable goals for each best management practice. A SWMP Plan includes a detailed written explanation of all management practices, activities, and other techniques the covered entity has developed, planned, and implemented for their SWMP. This is a collaborative Coalition SWMP listing Coalition and individual MS4 BMPS, Tasks, and Measurable Goals; SWMP Plan documents specific to the MS4 are located in MS4 offices.

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Implementation Tasks	Imp Date
1. 2-3 (I1) Stormwater Coalition staff develop a comprehensive DRAFT Stormwater Management Program (SWMP) for consideration by Coalition members. The SWMP includes BMPs, Implementation Tasks, and Measurable Goals which identify Coalition staff tasks, and Coaliiton member tasks.	03/01/2012
2. 2-3 (I2) Coalition members evaluate the DRAFT SWMP, discuss content with their own MS4 related staff, analyze SWMP Measurable Goals relative to previous SWMP documents, and share comments with Coalition.	04/01/2012
3. 2-3 (I3) Corrections are made to the DRAFT SWMP and finalized. FINAL SWMP is printed for public viewing, and copies are available in individual MS4 offices. Individual MS4s may adjust Goals and other SWMP items to individual interests, as needed, to be filed with SWMP Plan documents.	07/01/2012
4. 2-3 (I4) Location of SWMP hard copy is posted on Coalition website. Electronic FINAL SWMP is posted on the Coalition website. Using website, the public is encouraged to submit comments about SWMP and request SWMP Stakeholder Meeting, if interested.	03/09/2013
5. 2-3 (I5) FINAL SWMP is entered into web-based MS4 Permit Manager such that each Coalition member can track progress, if interested.	03/09/2013
6. 2-3 (I6) Individual MS4s and Coalition staff, when preparing the Annual Report, also update SWMP information, noting which Implementation Tasks have been completed and progress towards meeting Measurable Goals. Interested MS4s record information in MS4 Permit Manager.	05/04/2013
7. 2-3 (I7) SWMP BMPs and Measurable Goals are evaluated; program adjustments considered by Coalition and individual MS4s; and BMPS and Goals revised, as needed. Changes to BMPs and Measurable Goals are filed with SWMP Plan documents and may be entered into MS4 Permit Manager by interested MS4s.	07/01/2013
8. 2-3 (I6) Individual MS4s and Coalition staff, when preparing the Annual Report, also update SWMP information, noting which Implementation Tasks have been completed and progress towards meeting Measurable Goals. Interested MS4s record information in MS4 Permit Manager.	05/04/2014
9. 2-3 (I7) SWMP BMPs and Measurable Goals are evaluated; program adjustments considered by Coalition and individual MS4s; and BMPS and Goals revised, as needed. Changes to BMPs and Measurable Goals are filed with SWMP Plan documents and may be entered into MS4 Permit Manager by interested MS4s.	07/01/2014
10. 2-3 (I6) Individual MS4s and Coalition staff, when preparing the Annual Report, also update SWMP information, noting which Implementation Tasks have been completed and progress towards meeting Measurable Goals. Interested MS4s record information in MS4 Permit	05/04/2015

Manager.

11. 2-3 (I7) SWMP BMPs and Measurable Goals are evaluated; program adjustments considered by Coalition and individual MS4s; and BMPS and Goals revised, as needed. Changes to BMPs and Measurable Goals are filed with SWMP Plan documents and may be entered into MS4 Permit Manager by interested MS4s. 07/01/2015

Measurable Goals	Permit Year	Due Date
1. 2-3 (MG1) Individual MS4s and Coalition staff complete a FINAL Comprehensive SWMP, for use by all Coalition members. SWMP is posted in MS4 Permit Manager	2013	03/09/2013
2. 2-3 (MG2) Idividual MS4s and Coalition staff update SWMP, as needed.	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

4. **2-4 SWMP Stakeholder Meeting**

Stakeholder meetings to discuss program development and implementation provide an opportunity for buy-in by the general public and others specifically interested in stormwater management.   If at educational events, or as a consequence of internal individual MS4 meetings, there is an interest in SWMP specifics, the contact information of interested individuals will be obtained and pooled together for a public meeting.

Implementation Tasks	Imp Date
1. 2-4 (I1) Coalition staff and interested MS4s, when making public presentations, show audience hard copy of FINAL SWMP. They invite audience to read SWMP posted on Coalition website. Encourage audience to submit comments and suggestions on website. During presentation, for interested participants, circulate sign up sheet to attend SWMP Stakeholder Meeting, once critical mass of indivdiual express an interest. Date SWMP Stakeholder Meeting Sign Up sheet and note event where Sign Up sheet was circulated.	03/09/2013
2. 2-4 (I2) Within own MS4, identify key individuals most affected by SWMP. Share and explain overall progress towards implementing tasks and meeting Measurable Goals. Discuss issues. Circulate sign up sheet for Stakeholder Meeting. Date Sign Up sheet and note event or meeting where sheet was circulated.	03/09/2013
3. 2-4 (I3) Evaluate website SWMP comments, if any, and interest in a SWMP Stakeholder Meeting based on Sign Up sheet information. If clear interest, schedule and promote SWMP Stakeholder Meeting.	03/09/2013
4. 2-4 (I1) Coalition staff and interested MS4s, when making public presentations, show	03/09/2014

2/25/2013

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audience hard copy of FINAL SWMP. They invite audience to read SWMP posted on Coalition website. Encourage audience to submit comments and suggestions on website. During presentation, for interested participants, circulate sign up sheet to attend SWMP Stakeholder Meeting, once critical mass of indivdiual express an interest. Date SWMP Stakeholder Meeting Sign Up sheet and note event where Sign Up sheet was circulated.

5. 2-4 (I2) Within own MS4, identify key individuals most affected by SWMP. Share and explain overall progress towards implementing tasks and meeting Measurable Goals. Discuss issues. Circulate sign up sheet for Stakeholder Meeting. Date Sign Up sheet and note event or meeting where sheet was circulated.   03/09/2014

6. 2-4 (I3) Evaluate website SWMP comments, if any, and interest in a SWMP Stakeholder Meeting based on Sign Up sheet information. If clear interest, schedule and promote SWMP Stakeholder Meeting.   03/09/2014

7. 2-4 (I1) Coalition staff and interested MS4s, when making public presentations, show audience hard copy of FINAL SWMP. They invite audience to read SWMP posted on Coalition website. Encourage audience to submit comments and suggestions on website. During presentation, for interested participants, circulate sign up sheet to attend SWMP Stakeholder Meeting, once critical mass of indivdiual express an interest. Date SWMP Stakeholder Meeting Sign Up sheet and note event where Sign Up sheet was circulated.   03/09/2015

8. 2-4 (I2) Within own MS4, identify key individuals most affected by SWMP. Share and explain overall progress towards implementing tasks and meeting Measurable Goals. Discuss issues. Circulate sign up sheet for Stakeholder Meeting. Date Sign Up sheet and note event or meeting where sheet was circulated.   03/09/2015

9. 2-4 (I3) Evaluate website SWMP comments, if any, and interest in a SWMP Stakeholder Meeting based on Sign Up sheet information. If clear interest, schedule and promote SWMP Stakeholder Meeting.   03/09/2015

Measurable Goals	Permit Year	Due Date
1. 2-4 (MG1) Coalition staff collects Stakeholder Meeting Sign Up Sheets and schedules Meeting, once 3 or more individuals express an interest.	2015	03/09/2015
2. 2-4 (MG2) Individual MS4s collect names of interested attendees from Stakeholder Meeting Sign Up Sheets and submit contact info to Coalition staff.	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

5. **2-5 Stormwater Pollution Hotline**

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Individual MS4s have established pathways for collecting citizen complaints regarding stormwater management. Typically complaints focus on drainage issues, rather than water quality, and should there be any ambiguity within an MS4 regarding who is responsible for collecting and acting on complaints, this can be frustrating for the public. To encourage water quality, rather than drainage issue complaints, sample language promoting a Stormwater Pollution Hotline will be developed, along with a master list of municipalities promoting their stormwater pollution hotline, to include contact informaton. Stormwater Pollution Hotline information will be posted on the Coalition website.

Implementation Tasks	Imp Date
1. 2-5 (I1) Individual Coalition members decide if they would like to actively promote the Stormwater Pollution Hotline. If so, they help draft standardized promotional language and a standardized Tracking Log to use when collecting complaint information. A master list of individual MS4 Stormwater Pollution Hotline "counselors" is provided for interested members, along with prefered contact method (e-mail, phone, letter) established.	03/09/2013
2. 2-5 (I2) Coalition posts and updates as needed, Stormwater Pollution Hotline information (who to call, what to report, why)	03/09/2013
3. 2-5 (I3) SWMP Coordintor of Coaliiton and Individual MS4s annually track, record, and summarize Stormwater Pollution Hotline information as described in Tracking Log.	03/09/2013
4. 2-4 (I2) Coalition posts and updates as needed, Stormwater Pollution Hotline information (who to call, what to report, why)	03/09/2014
5. 2-5 (I3) SWMP Coordintor of Coaliiton and Individual MS4s annually track, record, and summarize Stormwater Pollution Hotline information as described in Tracking Log.	03/09/2014
6. 2-5 (I2) Coalition posts and updates as needed, Stormwater Pollution Hotline information (who to call, what to report, why)	03/09/2015
7. 2-5 (I3) SWMP Coordintor of Coaliiton and Individual MS4s annually track, record, and summarize Stormwater Pollution Hotline information as described in Tracking Log.	03/09/2015

Measurable Goals	Permit Year	Due Date
1. 2-5 (MG1) Coalition staff and members develop standardized Stormwater Pollution Hotline language; develop standardized Hotline Tracking Log; identify point of contact for Hotline "calls"; post Hotline info on Coalition and Individual MS4 websites, if interested.	2013	03/09/2013
2. 2-5 (MG2) The City of Albany, decides if they will participate in Hotline.	2013	03/09/2013
3. 2-5 (MG2) The Town of Bethlehem, decides if they will participate in Hotline.	2013	03/09/2013
4. 2-5 (MG2) The City of Cohoes, decides if they will participate in Hotline.	2013	03/09/2013

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5.	2-5 (MG2) The Town of Colonie, decides if they will participate in Hotline.	2013	03/09/2013
6.	2-5 (MG2) The Village of Colonie, decides if they will participate in Hotline.	2013	03/09/2013
7.	2-5 (MG2) The Village of Green Island, decides if they will participate in Hotline.	2013	03/09/2013
8.	2-5 (MG2) The Town of Guilderland, decides if they will participate in Hotline.	2013	03/09/2013
9.	2-5 (MG2) The Village of Menands, decides if they will participate in Hotline.	2013	03/09/2013
10.	2-5 (MG2) The Town of New Scotland, decides if they will participate in Hotline.	2013	03/09/2013
11.	2-5 (MG2) The Village of Voorheesville, decides if they will participate in Hotline.	2013	03/09/2013
12.	2-5 (MG2) The City of Watervliet, decides if they will participate in Hotline.	2013	03/09/2013
13.	2-5 (MG2) Albany County, decides if they will participate in Hotline.	2013	03/09/2013
14.	2-5 (MG2) SUNY Albany, decides if they will participate in Hotline.	2013	03/09/2013
15.	2-5 (MG3) Coalition prepares 5 spreadsheet summary reports which describe hotline activity as listed in Tracking Logs of individual MS4s participating in Hotline	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

6. **2-6 Clean Up Activities**

Clean Up Activities provide a way to obtain buy-in from the general public regarding MS4 Permit goals while removing gross solids and other pollutants from waterways. Individual MS4s either organize themselves, or organize with other municipalities, various Clean Up activities (Ex. Household Hazardous Waste Collection Day; Adopt a Highway, Keep 'Vliet Clean). This BMP will serve to select the most appropriate Clean Up activities and tie the activity with water quality protection.

Implementation Tasks	**Imp Date**
1. 2-6 (I1) Individual MS4s piggy-back onto existing Clean Up activities which help to remove gross solids from local waterbodies. Event dates are tracked and included in Annual Reports submitted to NYSDEC (Ex. Household Hazardous Waste Collection Days; County	03/09/2009

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Adopt-A-Highway; Voorheesville/Kiwanis Road Clean Up; T/Beth Clean Up Events; Village of Green Island-Neighborhood Clean Up Events; C/WVliet Keep Vliet Clean Up Event; etc.)

2. 2-6 (I1) Individual MS4s piggy-back onto existing Clean Up activities which help to remove gross solids from local waterbodies. Event dates are tracked and included in Annual Reports submitted to NYSDEC (Ex. Household Hazardous Waste Collection Days; County Adopt-A-Highway; Voorheesville/Kiwanis Road Clean Up; T/Beth Clean Up Events; Village of Green Island-Neighborhood Clean Up Events; C/WVliet Keep Vliet Clean Up Event; etc.)   03/09/2011

3. 2-6 (I1) Individual MS4s piggy-back onto existing Clean Up activities which help to remove gross solids from local waterbodies. Event dates are tracked and included in Annual Reports submitted to NYSDEC (Ex. Household Hazardous Waste Collection Days; County Adopt-A-Highway; Voorheesville/Kiwanis Road Clean Up; T/Beth Clean Up Events; Village of Green Island-Neighborhood Clean Up Events; C/WVliet Keep Vliet Clean Up Event; etc.)   03/09/2012

4. 2-6 (I2) Individual MS4s select from list of existing Clean Up activities those events which clearly support water stewardship, and include in promotional materials and/or "thank you notes" for these activities a water quality message, which explains the value of the clean up with regard to gross solid removal, drainage issues, and impact on local waterbodies/watersheds of concern.   03/09/2013

5. 2-6 (I3) Coalition staff with input from members develop a generic water quality message to include in Clean Up promotional material for use by all interested Coalition members   03/09/2013

6. 2-6 (I4) Coalition staff with input from members draft a sample "thank you note/letter" from the Coaliton to distribute to Clean Up participants at suitable points of contact (ex. drop off location for household hazardous waste collection day).   03/09/2013

7. 2-6 (I5) For selected Clean Up events, individual MS4 SW Program Coordinators track when the Clean Up event occurs, where it occured, a best guess regarding which watersheds were affected by clean up activity; a best guess regarding the amount and type of pollutant removed; and documentation showing how the water quality message was included in the Clean Up activity literature, pre and post event(s). Coalition provides a sample tracking Log.   03/09/2013

8. 2-6 (I2) Individual MS4s select from list of existing Clean Up activities those events which clearly support water stewardship, and include in promotional materials and/or "thank you notes" for these activities a water quality message, which explains the value of the clean up with regard to gross solid removal, drainage issues, and impact on local waterbodies/watersheds of concern.   03/09/2014

9. 2-6 (I5) For selected Clean Up events, individual MS4 SW Program Coordinators track when the Clean Up event occurs, where it occured, a best guess regarding which watersheds were affected by clean up activity; a best guess regarding the amount and type of pollutant removed; and documentation showing how the water quality message was included in the Clean Up activity literature, pre and post event(s). Coalition provides a sample tracking Log.   03/09/2014

10. 2-6 (I2) Individual MS4s select from list of existing Clean Up activities those events which clearly support water stewardship, and include in promotional materials and/or "thank you   03/09/2015

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notes" for these activities a water quality message, which explains the value of the clean up with regard to gross solid removal, drainage issues, and impact on local waterbodies/watersheds of concern.

11. 2-6 (I5) For selected Clean Up events, individual MS4 SW Program Coordinators track when the Clean Up event occurs, where it occured, a best guess regarding which watersheds were affected by clean up activity; a best guess regarding the amount and type of pollutant removed; and documentation showing how the water quality message was included in the Clean Up activity literature, pre and post event(s). Coalition provides a sample tracking Log.   03/09/2015

Measurable Goals	Permit Year	Due Date
1. 2-6 (MG1) Coalition staff develop and distribute to members a generic water quality message for use in Clean Up promotional material; a generic follow-up water quality "thank you note"; a list of all Clean Up activities since 2009; and for tracking purposes, a sample Clean Up Activity Log.	2013	03/09/2013
2. 2-6 (MG2) Albany County includes a water quality message in County Adopt-A-Highway Clean Up event literature, either before or after event occurs. The SWMP Coordinator tracks annual activity, as itemized in tracking log provided by Coalition staff. SWMP Coordinator completes 5 annual summary reports of Clean up activity.	2015	03/09/2015
3. 2-6 (MG2) City of Albany includes a water quality message in Household Hazardous Waste Collection Day Clean Up event literature, either before or after event(s) occurs. The SWMP Coordinator tracks annual activity, as itemized in tracking log provided by Coalition staff. SWMP Coordinator completes 5 annual summary reports of Clean up activity.	2015	03/09/2015
4. 2-6 (MG2) The Town of Bethlehem includes a water quality message in Household Hazardous Waste Collection Day Clean Up event literature, either before or after event(s) occurs. The SWMP Coordinator tracks annual activity, as itemized in tracking log provided by Coalition staff. SWMP Coordinator completes 5 annual summary reports of Clean up activity.	2015	03/09/2015
5. 2-6 (MG2) Town of Colonie includes a water quality message in Household Hazardous Waste Day Clean Up event literature, either before or after event(s) occurs. The SWMP Coordinator tracks annual activity, as itemized in tracking log provided by Coalition staff. SWMP Coordinator completes 5 annual summary reports of Clean up activity.	2015	03/09/2015
6. 2-6 (MG2) Village of Green Island includes a water quality message in Household Hazardous Waste Day Clean Up event literature, either before or after event(s) occurs. The SWMP Coordinator tracks annual activity, as itemized in tracking log provided by Coalition staff. SWMP Coordinator completes 5 annual summary reports of Clean up activity.	2015	03/09/2015

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7.	2-6 (MG2) Village of Menands includes a water quality message in Menands Activities Earth Day Clean Up event literature, either before or after event(s) occurs. The SWMP Coordinator tracks annual activity, as itemized in tracking log provided by Coalition staff. SWMP Coordinator completes 5 annual summary reports of Clean up activity.	2015	03/09/2015
8.	2-6 (MG2) The City of Watervliet includes a water quality message in Keep 'Vliet Clean Clean Up event literature, either before or after event(s) occurs. The SWMP Coordinator tracks annual activity, as itemized in tracking log provided by Coalition staff. SWMP Coordinator completes 5 annual summary reports of Clean up activity.	2015	03/09/2015

Responsible Party

 Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

7. 2-7 Demonstration Rain Gardens Partnership

Eight demonstration rain gardens have been constructed since 2008 and these need to be maintained properly or potentially decommissioned. A management tool to better track maintenance responsibilities and needs, as well as create an archive of rain garden activity will be created and disseminated to individual MS4s and partners.

Implementation Tasks		**Imp Date**
1.	2-7 (I1) Secure funding (grants, generally) to purchase native plants and other supplies for demonstration rain gardens.	03/09/2008
2.	2-7 (I2) Partner with Cornell Coop Ext Albany County Master Gardeners (CCE MG) staff and volunteers; Albany County Soil and Water Conservation (ACSWCD) staff; MS4 municipalities; and Intermunicipal Stormwater Committee to identify rain garden locations. Where suitable, plant rain gardens.	03/09/2008
3.	2-7 (I3) CCE MGs (staff and volunteers) layout gardens; ACSWCD (staff) purchase and pick up native plants and other supplies; Intermunicipal Stormwater Commiteee (SW Coalition, as of 1/1/2009) provides funding; and individual MS4s provide labor and digging equipment.	03/09/2008
4.	2-7 (I2) Partner with Cornell Coop Ext Albany County Master Gardeners (CCE MG) staff and volunteers; Albany County Soil and Water Conservation (ACSWCD) staff; MS4 municipalities; and Intermunicipal Stormwater Committee to identify rain garden locations. Where suitable, plant rain gardens.	03/09/2009
5.	2-7 (I3) CCE MGs (staff and volunteers) layout gardens; ACSWCD (staff) purchase and pick up native plants and other supplies; Intermunicipal Stormwater Commiteee (SW Coalition, as of 1/1/2009) provides funding; and individual MS4s provide labor and digging equipment.	03/09/2009

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6. 2-7 (I3) CCE MGs (staff and volunteers) layout gardens; ACSWCD (staff) purchase and pick up native plants and other supplies; Intermunicipal Stormwater Commiteee (SW Coalition, as of 1/1/2009) provides funding; and individual MS4s provide labor and digging equipment.   03/09/2010

7. 2-7 (I3) CCE MGs (staff and volunteers) layout gardens; ACSWCD (staff) purchase and pick up native plants and other supplies; Intermunicipal Stormwater Commiteee (SW Coalition, as of 1/1/2009) provides funding; and individual MS4s provide labor and digging equipment.   03/09/2011

8. 2-7 (I4) CCE MGs (volunteers) develop a generic Rain Garden Maintenance Log. Purpose of Log is to track ownership; establish and update who's responsible for maintenance; describe initial site design, dimensions, and plantings; note plant failure and new plantings, describe expected and actual drainage to rain garden; note layout changes; inventory presence/absence of brochures at garden; and monitor overall maintenance using check list provided in Log.   03/09/2011

9. 2-7 (I4) CCE MGs (volunteers) develop a generic Rain Garden Maintenance Log. Purpose of Log is to track ownership; establish and update who's responsible for maintenance; describe initial site design, dimensions, and plantings; note plant failure and new plantings, describe expected and actual drainage to rain garden; note layout changes; inventory presence/absence of brochures at garden; and monitor overall maintenance using check list provided in Log.   03/09/2012

10. 2-7 (I5) During growing season, partners annually inspect rain gardens, determine maintenance needs; develop a maintenance plan to be completed by November; and acquire plants. Rain garden activity is noted on Rain Garden Maintenance Log. Volunteer needs are identified and coordinated with CCE Master Gardeners.   03/09/2012

11. 2-7 (I6) Rain Garden Partnership decides if additional Rain Gardens will be built in upcoming year.   03/09/2012

12. 2-7 (I4) CCE MGs (volunteers) develop a generic Rain Garden Maintenance Log. Purpose of Log is to track ownership; establish and update who's responsible for maintenance; describe initial site design, dimensions, and plantings; note plant failure and new plantings, describe expected and actual drainage to rain garden; note layout changes; inventory presence/absence of brochures at garden; and monitor overall maintenance using check list provided in Log.   03/09/2013

13. 2-7 (I5) During growing season, partners annually inspect rain gardens, determine maintenance needs; develop a maintenance plan to be completed by November; and acquire plants. Rain garden activity is noted on Rain Garden Maintenance Log. Volunteer needs are identified and coordinated with CCE Master Gardeners.   03/09/2013

14. 2-7 (I6) Rain Garden Partnership decides if additional Rain Gardens will be built in upcoming year.   03/09/2013

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15. 2-7 (I7) Coalition uses Rain Garden Maintenance Log to annually track volunteer hours. Log notes # of volunteers from which organizations providing how many hours of volunteer support.   03/09/2013

16. 2-7 (I4) CCE MGs (volunteers) develop a generic Rain Garden Maintenance Log. Purpose of Log is to track ownership; establish and update who's responsible for maintenance; describe initial site design, dimensions, and plantings; note plant failure and new plantings, describe expected and actual drainage to rain garden; note layout changes; inventory presence/absence of brochures at garden; and monitor overall maintenance using check list provided in Log.   03/09/2014

17. 2-7 (I5) During growing season, partners annually inspect rain gardens, determine maintenance needs; develop a maintenance plan to be completed by November; and acquire plants. Rain garden activity is noted on Rain Garden Maintenance Log. Volunteer needs are identified and coordinated with CCE Master Gardeners.   03/09/2014

18. 2-7 (I6) Rain Garden Partnership decides if additional Rain Gardens will be built in upcoming year.   03/09/2014

19. 2-7 (I7) Coalition uses Rain Garden Maintenance Log to annually track volunteer hours. Log notes # of volunteers from which organizations providing how many hours of volunteer support.   03/09/2014

20. 2-7 (I4) CCE MGs (volunteers) develop a generic Rain Garden Maintenance Log. Purpose of Log is to track ownership; establish and update who's responsible for maintenance; describe initial site design, dimensions, and plantings; note plant failure and new plantings, describe expected and actual drainage to rain garden; note layout changes; inventory presence/absence of brochures at garden; and monitor overall maintenance using check list provided in Log.   03/09/2015

21. 2-7 (I5) During growing season, partners annually inspect rain gardens, determine maintenance needs; develop a maintenance plan to be completed by November; and acquire plants. Rain garden activity is noted on Rain Garden Maintenance Log. Volunteer needs are identified and coordinated with CCE Master Gardeners.   03/09/2015

22. 2-7 (I6) Rain Garden Partnership decides if additional Rain Gardens will be built in upcoming year.   03/09/2015

23. 2-7 (I7) Coalition uses Rain Garden Maintenance Log to annually track volunteer hours. Log notes # of volunteers from which organizations providing how many hours of volunteer support.   03/09/2015

Measurable Goals	Permit Year	Due Date
1. 2-7 (MG1) Coalition staff and members coordinate with Rain Garden Partners, the planting and maintenance of 8 demonstration rain gardens	2015	03/09/2015

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on MS4/municipality property.

2.	2-7 (MG2) Town of Bethehem plants 1 Rain Garden at Elm Ave Park.	2010	03/09/2010
3.	2-7 (MG2) City of Cohoes plants 1 Rain Garden at Veterans Park	2010	03/09/2010
4.	2-7 (MG2) Albany County plants 1 Rain Garden at Shaker Heritage Park.	2010	03/09/2010
5.	2-7 (MG2) SUNY Albany plants 1 Rain Garden at Alumni House	2010	03/09/2010
6.	2-7 (MG2) Village of Colonie plants 1 Rain Garden at Cook Park.	2011	03/09/2011
7.	2-7 (MG2) Town of Colonie plants 1 Rain Garden at Public Op Center, 347 Old Niskayuna Road	2011	03/09/2011
8.	2-7 (MG2) Town of Guilderland plants 1 Rain Garden off of Parks and Rec office parking lot	2010	03/09/2010
9.	2-7 (MG3) 8 volunteers associated with the "Partnership" provide 400 hours of rain garden service	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

8. **2-8 Student Water Quality Related Projects**

Increasingly, local colleges and universities are offering classes and introducing students to sustainable stormwater management concepts. The Coalition needs to be prepared to help assist students, their teachers, and if possible leverage their interest to help implement SWMP BMPs and Measurable Goals.

Implementation Tasks	**Imp Date**
1. 2-8 (I1) When initiated by others, Coalition staff supports student water quality related projects supervised by educators (secondary, undergrad or graduate school)	03/09/2012
2. 2-8 (I2) When initiated by others, Coalition staff meets with interested students and educators to discuss project ideas. Use of Center for Watershed Protection USSR Research and WAVE protocol is encouraged, as are projects focused on Pollutants of Concern; Geographic Areas of Concern; and Target Audiences identified when individual MS4s completed the Target Audience Analysis Worksheet (see MCM1 BMP 1-1)	03/09/2012
3. 2-8 (I3) At project completion, Coalition staff, students, and supervising educator discuss opportunities to showcase project results. Follow-up activities as needed.	03/09/2012
4. 2-8 (I4) For projects clearly associated with SWMP Measurable Goals, as agreed to by student and educator, Coalition staff maintain an annual log of project activity, noting type of	03/09/2012

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project, # of total project hours, and # of students/educators involved.

5. 2-8 (I1) When initiated by others, Coalition staff supports student water quality related projects supervised by educators (secondary, undergrad or graduate school)
03/09/2013

6. 2-8 (I2) When initiated by others, Coalition staff meets with interested students and educators to discuss project ideas. Use of Center for Watershed Protection USSR Research and WAVE protocol is encouraged, as are projects focused on Pollutants of Concern; Geographic Areas of Concern; and Target Audiences identified when individual MS4s completed the Target Audience Analysis Worksheet (see MCM1 BMP 1 -1)
03/09/2013

7. 2-8 (I3) At project completion, Coalition staff, students, and supervising educator discuss opportunities to showcase project results. Follow-up activities as needed.
03/09/2013

8. 2-8 (I4) For projects clearly associated with SWMP Measurable Goals, as agreed to by student and educator, Coalition staff maintain an annual log of project activity, noting type of project, # of total project hours, and # of students/educators involved.
03/09/2013

9. 2-8 (I5) Explore with SUNY Albany, as a Coalition member, and potentially other interested academic institutions, MS4 Permit based program needs, opportunities for research, projects ideas, supervision, academic credits, and related issues.
07/30/2013

10. 2-8 (I1) When initiated by others, Coalition staff supports student water quality related projects supervised by educators (secondary, undergrad or graduate school)
03/09/2014

11. 2-8 (I2) When initiated by others, Coalition staff meets with interested students and educators to discuss project ideas. Use of Center for Watershed Protection USSR Research and WAVE protocol is encouraged, as are projects focused on Pollutants of Concern; Geographic Areas of Concern; and Target Audiences identified when individual MS4s completed the Target Audience Analysis Worksheet (see MCM1 BMP 1 -1)
03/09/2014

12. 2-8 (I3) At project completion, Coalition staff, students, and supervising educator discuss opportunities to showcase project results. Follow-up activities as needed.
03/09/2014

13. 2-8 (I4) For projects clearly associated with SWMP Measurable Goals, as agreed to by student and educator, Coalition staff maintain an annual log of project activity, noting type of project, # of total project hours, and # of students/educators involved.
03/09/2014

14. 2-8 (I1) When initiated by others, Coalition staff supports student water quality related projects supervised by educators (secondary, undergrad or graduate school)
03/09/2015

15. 2-8 (I2) When initiated by others, Coalition staff meets with interested students and educators to discuss project ideas. Use of Center for Watershed Protection USSR Research and WAVE protocol is encouraged, as are projects focused on Pollutants of Concern; Geographic Areas of Concern; and Target Audiences identified when individual MS4s completed the Target Audience Analysis Worksheet (see MCM1 BMP 1 -1)
03/09/2015

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16. 2-8 (I3) At project completion, Coalition staff, students, and supervising educator discuss opportunities to showcase project results. Follow-up activities as needed. — 03/09/2015

17. 2-8 (I4) For projects clearly associated with SWMP Measurable Goals, as agreed to by student and educator, Coalition staff maintain an annual log of project activity, noting type of project, # of total project hours, and # of students/educators involved. — 03/09/2015

Measurable Goals	Permit Year	Due Date
1. 2-8 (MG1) Coalition staff track student projects, noting project purpose; student/educator hours; time frame of project; number of student/educators involved; and best guess of total project hours, for all individuals if necessary.	2015	03/09/2015
2. 2-8 (MG2) Coalition staff meets with SUNY Albany to discuss MS4 Permit Program needs and student project opportunities	2013	07/30/2013

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

9. 2-9 Catch Basin Storm Drain Markers or Stencils - Volunteers

Individual MS4s continue to involve volunteers in catch basin storm drain marker and stenciling activities.

Implementation Tasks	Imp Date
1. 2-9 (I1) Individual MS4s coordinate volunteer catch basin-stenciling/curb marker, doorhanger projects.	03/09/2009
2. 2-9 (I2) Individual SW Program Coordinators analyze geographic areas of concern, then identify suitable areas for stenciling or markers. Coordinators assemble materials, direct volunteers to sites , explain safety issues to volunteers, and track # of catch basins marked or stencilled	03/09/2009
3. 2-9 (I3) Coalition staff provides stencilling material and if available for watershed of interest, markers to interested MS4s, or individuals.	03/09/2009
4. 2-9 (I1) Individual MS4s coordinate volunteer catch basin-stenciling/curb marker, doorhanger projects.	03/09/2010
5. 2-9 (I2) Individual SW Program Coordinators analyze geographic areas of concern, then identify suitable areas for stenciling or markers. Coordinators assemble materials, direct volunteers to sites , explain safety issues to volunteers, and track # of catch basins marked or	03/09/2010

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stencilled

6.	2-9 (I3) Coalition staff provides stencilling material and if available for watershed of interest, markers to interested MS4s, or individuals.	03/09/2010
7.	2-9 (I1) Individual MS4s coordinate volunteer catch basin-stenciling/curb marker, doorhanger projects.	03/09/2011
8.	2-9 (I2) Individual SW Program Coordinators analyze geographic areas of concern, then identify suitable areas for stenciling or markers. Coordinators assemble materials, direct volunteers to sites , explain safety issues to volunteers, and track # of catch basins marked or stencilled	03/09/2011
9.	2-9 (I3) Coalition staff provides stencilling material and if available for watershed of interest, markers to interested MS4s, or individuals.	03/09/2011
10.	2-9 (I1) Individual MS4s coordinate volunteer catch basin-stenciling/curb marker, doorhanger projects.	03/09/2012
11.	2-9 (I2) Individual SW Program Coordinators analyze geographic areas of concern, then identify suitable areas for stenciling or markers. Coordinators assemble materials, direct volunteers to sites , explain safety issues to volunteers, and track # of catch basins marked or stencilled	03/09/2012
12.	2-9 (I3) Coalition staff provides stencilling material and if available for watershed of interest, markers to interested MS4s, or individuals.	03/09/2012
13.	2-9 (I1) Individual MS4s coordinate volunteer catch basin-stenciling/curb marker, doorhanger projects.	03/09/2013
14.	2-9 (I2) Individual SW Program Coordinators analyze geographic areas of concern, then identify suitable areas for stenciling or markers. Coordinators assemble materials, direct volunteers to sites , explain safety issues to volunteers, and track # of catch basins marked or stencilled	03/09/2013
15.	2-9 (I3) Coalition staff provides stencilling material and if available for watershed of interest, markers to interested MS4s, or individuals.	03/09/2013
16.	2-9 (I1) Individual MS4s coordinate volunteer catch basin-stenciling/curb marker, doorhanger projects.	03/09/2014
17.	2-9 (I2) Individual SW Program Coordinators analyze geographic areas of concern, then identify suitable areas for stenciling or markers. Coordinators assemble materials, direct volunteers to sites , explain safety issues to volunteers, and track # of catch basins marked or stencilled	03/09/2014
18.	2-9 (I3) Coalition staff provides stencilling material and if available for watershed of interest,	03/09/2014

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markers to interested MS4s, or individuals.

19. 2-9 (I1) Individual MS4s coordinate volunteer catch basin-stenciling/curb marker, doorhanger projects. 03/09/2015

20. 2-9 (I2) Individual SW Program Coordinators analyze geographic areas of concern, then identify suitable areas for stenciling or markers. Coordinators assemble materials, direct volunteers to sites , explain safety issues to volunteers, and track # of catch basins marked or stencilled 03/09/2015

21. 2-9 (I3) Coalition staff provides stencilling material and if available for watershed of interest, markers to interested MS4s, or individuals. 03/09/2015

Measurable Goals	Permit Year	Due Date
1. 2-9 (MG1) The Town of Colonie stencils/curb marks 100 catch basins	2015	03/09/2015
2. 2-9 (MG1) The Village of Colonie stencils/curb marks 200 catch basins	2015	03/09/2015
3. 2-9 (MG1) The Town of Guilderland stencils/curb marks 50 catch basins	2015	03/09/2015
4. 2-9 (MG1) The Village of Menands stencils/curb marks 20 catch basins	2015	03/09/2015
5. 2-9 (MG1) The Village of Voorheeseville stencils/curb marks 20 catch basins	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

10. 2-10 Tree Plantings

Individual MS4s continue to involve volunteers in tree planting activities along riparian buffers or as stormwater management/beautification projects within their MS4/municipality.

Implementation Tasks	Imp Date
1. 2-10 (I1) As they become available, Individual MS4s coordinate with the NYSDEC Hudson River Estuary Program, "Trees for Tribs" tree planting events	03/09/2009
2. 2-10 (I2) Individual MS4s identify suitable locations, solicit volunteers, and provide documentation to HREP as needed.	03/09/2011
3. 2-10 (I3) Individual MS4s annually track location of tree planting event (municipality, near by road, name of tributary, name of watershed); date; # of volunteers; sponsoring organizations;	03/09/2011

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and # of trees planted, with an estimated conversion for tracking purposes of 1 tree = 10 sq ft.

4.	2-10 (I1) As they become available, Individual MS4s coordinate with the NYSDEC Hudson River Estuary Program, "Trees for Tribs" tree planting events	03/09/2012
5.	2-10 (I2) Individual MS4s identify suitable locations, solicit volunteers, and provide documentation to HREP as needed.	03/09/2012
6.	2-10 (I3) Individual MS4s annually track location of tree planting event (municipality, near by road, name of tributary, name of watershed); date; # of volunteers; sponsoring organizations; and # of trees planted, with an estimated conversion for tracking purposes of 1 tree = 10 sq ft.	03/09/2012
7.	2-10 (I1) As they become available, Individual MS4s coordinate with the NYSDEC Hudson River Estuary Program, "Trees for Tribs" tree planting events	03/09/2013
8.	2-10 (I2) Individual MS4s identify suitable locations, solicit volunteers, and provide documentation to HREP as needed.	03/09/2013
9.	2-10 (I3) Individual MS4s annually track location of tree planting event (municipality, near by road, name of tributary, name of watershed); date; # of volunteers; sponsoring organizations; and # of trees planted, with an estimated conversion for tracking purposes of 1 tree = 10 sq ft.	03/09/2013
10.	2-10 (I1) As they become available, Individual MS4s coordinate with the NYSDEC Hudson River Estuary Program, "Trees for Tribs" tree planting events	03/09/2014
11.	2-10 (I2) Individual MS4s identify suitable locations, solicit volunteers, and provide documentation to HREP as needed.	03/09/2014
12.	2-10 (I3) Individual MS4s annually track location of tree planting event (municipality, near by road, name of tributary, name of watershed); date; # of volunteers; sponsoring organizations; and # of trees planted, with an estimated conversion for tracking purposes of 1 tree = 10 sq ft.	03/09/2014
13.	2-10 (I1) As they become available, Individual MS4s coordinate with the NYSDEC Hudson River Estuary Program, "Trees for Tribs" tree planting events	03/09/2015
14.	2-10 (I2) Individual MS4s identify suitable locations, solicit volunteers, and provide documentation to HREP as needed.	03/09/2015
15.	2-10 (I3) Individual MS4s annually track location of tree planting event (municipality, near by road, name of tributary, name of watershed); date; # of volunteers; sponsoring organizations; and # of trees planted, with an estimated conversion for tracking purposes of 1 tree = 10 sq ft.	03/09/2015

Measurable Goals	Permit Year	Due Date
1. 2-10 (MG1) The Albany County Office of Natural Resources coordinates 3 Trees for Tributary Events	2015	03/09/2015

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2.   2-10 (MG2) The City of Cohoes coordinates a variety of annual tree   2015   03/09/2015
      planting events and plants 110 trees.

Responsible Party

 Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

11. 2-11 WAVE - Wadeable Assessments for Volunteer Evaluators

The NYSDEC Hudson River Estuary Program(HREP) developed and implemented a pilot program where volunteers collect macroinvertebrate data following careful protocol, such that healthy streams can be identified and impaired streams tagged for additional analysis. It is a simple, well organized, and effective volunteer activity which Coalition members may want to actively support, replacing other public participation activities with this more focused effort, targeting select stream segments of interest to Coalition members.
Before committing, more information is necessary.

Implementation Tasks	**Imp Date**
1. 2-11 (I1) Coalition staff and interested MS4s research WAVE program (attend training, observe field work, discuss with HREP long term commitment to WAVE)	03/09/2013
2. 2-11 (I2) Coalition staff and interested MS4s discuss how WAVE could be incorporated more directly into SWMP Measurable Goals. Topics to discuss: logistics of finding volunteers; identification of priority geographic areas of concern; locating monitoring sites; communicating results; and coordinating with HREP. Decide if Coalition should focus on WAVE as the primary, collaborative public participation activty.	09/30/2013

Measurable Goals	**Permit Year**	**Due Date**
1. 2-11 (MG1) Working Group meets to decide if WAVE should be the primary public participation activity.	2013	09/30/2013

Responsible Party

 Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

12. 2-12 Watershed Troubleshooting - Stakeholder Projects

Often driven by citizen complaints, individual MS4s may choose to engage key stakeholders in addressing a critical water quality problem or related drainage issue. Given that a seemingly isolated issue may in fact be caused by hydrological conditions either upstream or downstream of the problem, the solution may require a watershed, multi-stakeholder, intermunicipal approach. This BMP recognized a growing trend among regulated MS4s to engage key stakeholders within a watershed and the importance of assigning to the project measurable goals.

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Implementation Tasks	Imp Date

1. 2-12 (I1) Individual MS4s reach out to adjacent MS4/municipalities, key stakeholders, and others to explore shared watershed problems regarding water quality and drainage. Implementation Date is variable.

2. 2-12 (I2) The lead MS4 establishes a folder of project related information and generates and saves agendas of meetings documenting activity. All involved MS4s receive and save agendas, if available. Implementation Date is variable.

3. 2-12 (I3) As project evolves, minimally one Measurable Goal is crafted to the mutual agreement of all involved MS4s. The Measurable Goal is included in SWMP Plan documents and references the purpose of the project with regard to water quality. Implmentation Date is variable.

Measurable Goals	Permit Year	Due Date
1. 2-12 (MG1) Individual MS4s in watershed and involved with project save and file agendas.	2015	03/09/2015
2. 2-12 (MG2) The lead MS4 generates 1 Measurable Goal related to the project and files the Goal with SWMP Plan documents.	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

3.0 Illicit Discharge Detection and Elimination (MCM3)

The Illicit Discharge Detection and Elimination minimum control measure consists of Best Management Practices (BMPs) that focus on the detection and elimination of illicit discharges into the municipal separated storm sewer conveyance system (MS4). Requirements include having a map showing the location of outfalls and receiving waters; field verified outfall locations; the preliminary boundaries of storm sewersheds; and as grant funds become available, for track down purposes, a map of the storm system infrastructure. Covered entities must conduct an outfall reconnaissance inventory, as described in the EPA publication entitled Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment, and implement a program to detect and address non-stormwater discharges. The program must include procedures for identify priority areas of concern (geographic, audience, or otherwise); description of priority areas of concern, available equipment, staff, funding, etc; procedures for identifying and locating illicit discharges (track down); procedures for eliminating illicit discharges; and procedures for documenting actions. There must be an educational effort to inform public employees, businesses and the general public about the hazards associated with the illicit discharges and the proper disposal of waste. The program must also prohibit, through a law, ordinance, other mechanism, illicit discharges into the small MS4 and implement appropriate enforcement procedure and actions. The mechanism must be equivalent to the New York State model IDDE law and once adopted certified by the attorney representing the small MS4s as being equivalent to the State's model illicit discharge local law.

Storm Water Management Program

Best Managment Practices:

1. **3-1 Map Outfalls**

   An outfall is any point where a municipally owned and operated separated storm sewer system discharges to either surface waters of the State or another MS4. Grant funding for staffing, equipment and training supported the initial multi-municipal outfall mapping effort, with additional grant funding used to develop a user friendly process for collecting, then uploading outfall location information into a web-based GIS. New outfalls are mapped as construction activity is completed and the total number of outfalls mapped is tracked annually.

Implementation Tasks	Imp Date
1. 3-1 (I1) Albany County, as lead applicant, with the support of the Albany County Water Quality Coordinating Committee, secures NYSDEC grant funding to support outfall mapping.	12/31/2007
2. 3-1 (I2) Use grant funding to purchase GPS units, GIS software, hire staff, provide training, and coordinate mapping activities.	12/31/2008
3. 3-1 (I4) Purchase and enhance MS4 Permit Manager software such that users can enter X, Y coordinate information for each outfall, which is then automatically uploaded into a stormwater GIS.	03/09/2009
4. 3-1 (I3) Individual MS4s, use their own equipment, or grant funded equipment, to deploy staff to map outfalls as detailed in NYSDEC mapping protocol and interpreted by staff.	03/09/2010
5. 3-1 (I7) Annually document the number and percentage of outfalls mapped.	03/09/2011
6. 3-1 (I6) When conducting dry weather outfall inventories and/or mapping storm system infrastructure, annually map new outfalls, as needed, and/or correct outfall mapping errors.	03/09/2012
7. 3-1 (I7) Annually document the number and percentage of outfalls mapped.	03/09/2012
8. 3-1 (I6) When conducting dry weather outfall inventories and/or mapping storm system infrastructure, annually map new outfalls, as needed, and/or correct outfall mapping errors.	03/09/2013
9. 3-1 (I7) Annually document the number and percentage of outfalls mapped.	03/09/2013
10. 3-1 (I5) Coalition provides to members a sample form to use as construction projects are finished which notes # and location of new outfalls.	03/09/2014
11. 3-1 (I6) When conducting dry weather outfall inventories and/or mapping storm system infrastructure, annually map new outfalls, as needed, and/or correct outfall mapping errors.	03/09/2014
12. 3-1 (I7) Annually document the number and percentage of outfalls mapped.	03/09/2014

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13. 3-1 (I6) When conducting dry weather outfall inventories and/or mapping storm system infrastructure, annually map new outfalls, as needed, and/or correct outfall mapping errors.
03/09/2015

14. 3-1 (I7) Annually document the number and percentage of outfalls mapped.
03/09/2015

Measurable Goals	Permit Year	Due Date
1. 3-1 (MG1) Albany County will map and upload into a GIS 100% of outfalls managed by the MS4 and in the urbanized area.	2010	03/09/2010
2. 3-1 (MG1) The City of Albany will map and upload into a GIS 100% of separated stormwater outfalls managed by the MS4 and in the urbanized area.	2010	03/09/2010
3. 3-1 (MG1) The Town of Bethlehem will map and upload into a GIS 100% of outfalls managed by the MS4 and in the urbanized area.	2010	03/09/2010
4. 3-1 (MG1) The City of Cohoes will map and upload into a GIS 100% of separated stormwater outfalls managed by the MS4 and in the urbanized area.	2010	03/09/2010
5. 3-1 (MG1) The Town of Colonie will map and upload into a GIS 100% of outfalls managed by the MS4 and in the urbanized area.		
6. 3-1 (MG1) The Village of Colonie will map and upload into a GIS 100% of outfalls managed by the MS4 and in the urbanized area.	2010	03/09/2010
7. 3-1 (MG1) The Village of Green Island will map 100% of separated stormwater outfalls managed by the MS4 and in the urbanized area.	2010	03/09/2010
8. 3-1 (MG1) The Town of Guilderland will map 75% of outfalls managed by the MS4 and in the urbanized area.	2010	03/09/2010
9. 3-1 (MG1) The Village of Menands will map 100% of outfalls managed by the MS4 and in the urbanized area.	2010	03/09/2010
10. 3-1 (MG1) The Town of New Scotland will map 70% of outfalls managed by the MS4 and in the urbanized area.	2010	03/09/2010
11. 3-1 (MG1) The Village of Voorheesville will map and upload into a GIS 100% of outfalls managed by the MS4 and in the urbanized area.	2010	03/09/2010
12. 3-1 (MG1) The City of Watervliet will map and upload into a GIS 100% of separated stormwater outfalls managed by the MS4 and in the urbanized area.	2010	03/09/2010
13. 3-1 (MG1) SUNY Albany will map and upload into a GIS 100% of outfalls managed by the MS4 and in the urbanized area.	2010	03/09/2010
14. 3-1 (MG2) Albany County will map and upload into a GIS 100% of new	2015	03/09/2015

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outfalls managed by the MS4 and in the urbanized area, discovered or constructed after 3/9/2010

15.	3-1 (MG2) The City of Albany will map and upload into a GIS 100% of new outfalls managed by the MS4 and in the urbanized area, discovered or constructed after 3/9/2010	2015	03/09/2015
16.	3-1 (MG2) The Town of Bethlehem will map and upload into a GIS 100% of new outfalls managed by the MS4 and in the urbanized area, discovered or constructed after 3/9/2010	2015	03/09/2015
17.	3-1 (MG2) The City of Cohoes will map and upload into a GIS 100% of new outfalls managed by the MS4 and in the urbanized area, discovered or constructed after 3/9/2010	2015	03/09/2015
18.	3-1 (MG2) The Town of Colonie will map and upload into a GIS 100% of new outfalls managed by the MS4 and in the urbanized area, discovered or constructed after 3/9/2010	2015	03/09/2015
19.	3-1 (MG2) The Village of Colonie will map and upload into a GIS 100% of new outfalls managed by the MS4 and in the urbanized area, discovered or constructed after 3/9/2010	2015	03/09/2015
20.	3-1 (MG2) The Village of Green Island will map and upload into a GIS 100% of new outfalls managed by the MS4 and in the urbanized area, discovered or constructed after 3/9/2010	2015	03/09/2015
21.	3-1 (MG2) The Town of Guilderland will map and upload into a GIS 98% of new outfalls managed by the MS4 and in the urbanized area, discovered or constructed after 3/9/2010	2015	03/09/2015
22.	3-1 (MG2) The Village of Menands will map and upload into a GIS 100% of new outfalls managed by the MS4 and in the urbanized area, discovered or constructed after 3/9/2010	2015	03/09/2015
23.	3-1 (MG2) The Town of New Scotland will map and upload into a GIS 100% of new outfalls managed by the MS4 and in the urbanized area, discovered or constructed after 3/9/2010	2015	03/09/2015
24.	3-1 (MG2) the Village of Voorheesville will map and upload into a GIS 100% of new outfalls managed by the MS4 and in the urbanized area, discovered or constructed after 3/9/2010	2015	03/09/2015
25.	3-1 (MG2) The City of Watervliet will map and upload into a GIS 100% of new outfalls managed by the MS4 and in the urbanized area, discovered or constructed after 3/9/2010	2015	03/09/2015
26.	3-1 (MG2) SUNY Albany will map and upload into a GIS 100% of new outfalls managed by the MS4 and in the urbanized area, discovered or constructed after 3/9/2010	2015	03/09/2015
27.	3-1 (MG3) Coalition provides members with a sample Post Construction	2015	03/09/2015

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Outfall Location Form.

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

2. **3-2 Coalition Stormwater Management Web Mapper (Albany Internet Mapping System "AIMS")**

To help make the connection between the location of outfalls, likely generating sites for pollutants of concern, and which receiving waters may be affected, Coalition members secured grant funding to develop a password protected web-based County-wide internet mapping system available to all members. Management of the mapper includes updates of relevant GIS layers, budgeting for maintenance, and training support.

Implementation Tasks	**Imp Date**
1. 3-2 (I1) Using grant funds, develop and install password protected web mapper which posts outfall location or other stormwater management related features.	03/09/2009
2. 3-2 (I2) By December 20, include web mapper costs in Coalition budget and adopt Coalition/County budget.	12/20/2011
3. 3-2 (I3) By March 9, annually update web mapper layers as needed to include storm system related information, such as catch basins, manholes, gravity mains, pump stations, storm structures, new and corrected outfalls, sewershed boundaries, the location of State surface waters, and other program related GIS layers.	03/09/2012
4. 3-2 (I2) By December 20, include web mapper costs in Coalition budget and adopt Coalition/County budget.	12/20/2012
5. 3-2 (I3) By March 9, annually update web mapper layers as needed to include storm system related information, such as catch basins, manholes, gravity mains, pump stations, storm structures, new and corrected outfalls, sewershed boundaries, the location of State surface waters, and other program related GIS layers.	03/09/2013
6. 3-2(I2) By December 20, include web mapper costs in Coalition budget and adopt Coalition/County budget.	12/20/2013
7. 3-2 (I3) By March 9, annually update web mapper layers as needed to include storm system related information, such as catch basins, manholes, gravity mains, pump stations, storm structures, new and corrected outfalls, sewershed boundaries, the location of State surface waters, and other program related GIS layers.	03/09/2014
8. 3-2 (I4) Coalition organizes training sessions for Planning/Zoning Board members, elected officials, MS4/municipal staff, and other users. Purpose is to explain how mapper layers can be used to help review projects and identify green infrastructure opportunities.	03/09/2014

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9. 3-2 (I5) Coalition researches all aspects of "selling" web mapper access to others involved with managing stormwater runoff.   03/09/2014

10. 3-2 (I2) By December 20, include web mapper costs in Coalition budget and adopt Coalition/County budget.   12/20/2014

11. 3-2 (I3) By March 9, annually update web mapper layers as needed to include storm system related information, such as catch basins, manholes, gravity mains, pump stations, storm structures, new and corrected outfalls, sewershed boundaries, the location of State surface waters, and other program related GIS layers.   03/09/2015

12. 3-2 (I4) Coalition organizes training sessions for Planning/Zoning Board members, elected officials, MS4/municipal staff, and other users. Purpose is to explain how mapper layers can be used to help review projects and identify green infrastructure opportunities.   03/09/2015

13. 3-2 (I2) By December 20, include web mapper costs in Coalition budget and adopt Coalition/County budget.   12/20/2015

Measurable Goals	Permit Year	Due Date
1. 3-2 (MG1) Coalition installs Stormwater Web Mapper (AIMS)	2009	02/28/2009
2. 3-2 (MG2) Coalition adopts 5 Coalition budgets which include all Stormwater Web Mapper (AIMS) expenses.	2015	12/20/2015
3. 3-2 (MG3) Coalition completes 5 updates to Stormwater Web Mapper (AIMS)	2015	03/09/2015

Responsible Party

 Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

3.   **3-3 Enterprise GIS (Individual MS4s)**

Some individual MS4-municipalities own and maintain their own GIS, which is available to staff responsible for implementing the MS4 permit and is similar to the Coalition Stormwater Mapper with regard to content. Management of the Enterprise GIS includes updates of relevant GIS layers and securing related administrative support, in particular staffing and funding.

Implementation Tasks	Imp Date
1. 3-3 (I1) The Town of Colonie GIS Coordinator annually posts new and updated stormwater mapping information on an Enterprise GIS used by all stormwater staff. Layers include site and landscape level planning information and storm structure information.	03/09/2011

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2. 3-3 (I2) The Town of Bethlehem GIS Coordinator annually posts new and updated stormwater mapping information on Enterprise GIS used by all stormwater staff. Layers include site and landscape level planning information and storm structure information. 03/09/2011

3. 3-3 (I1) The Town of Colonie GIS Coordinator annually posts new and updated stormwater mapping information on an Enterprise GIS used by all stormwater staff. Layers include site and landscape level planning information and storm structure information. 03/09/2012

4. 3-3 (I2) The Town of Bethlehem GIS Coordinator annually posts new and updated stormwater mapping information on Enterprise GIS used by all stormwater staff. Layers include site and landscape level planning information and storm structure information. 03/09/2012

5. 3-3 (I1) The Town of Colonie GIS Coordinator annually posts new and updated stormwater mapping information on an Enterprise GIS used by all stormwater staff. Layers include site and landscape level planning information and storm structure information. 03/09/2013

6. 3-3 (I2) The Town of Bethlehem GIS Coordinator annually posts new and updated stormwater mapping information on Enterprise GIS used by all stormwater staff. Layers include site and landscape level planning information and storm structure information. 03/09/2013

7. 3-3 (I1) The Town of Colonie GIS Coordinator annually posts new and updated stormwater mapping information on an Enterprise GIS used by all stormwater staff. Layers include site and landscape level planning information and storm structure information. 03/09/2014

8. 3-3 (I2) The Town of Bethlehem GIS Coordinator annually posts new and updated stormwater mapping information on Enterprise GIS used by all stormwater staff. Layers include site and landscape level planning information and storm structure information. . 03/09/2014

9. 3-3 (I1) The Town of Colonie GIS Coordinator annually posts new and updated stormwater mapping information on an Enterprise GIS used by all stormwater staff. Layers include site and landscape level planning information and storm structure information. 03/09/2015

10. 3-3 (I2) The Town of Bethlehem GIS Coordinator annually posts new and updated stormwater mapping information on Enterprise GIS used by all stormwater staff. Layers include site and landscape level planning information and storm structure information. 03/09/2015

Measurable Goals	Permit Year	Due Date
1. 3-3 (MG1) 5 postings of new or updated stormwater information to Town of Colonie Enterprise GIS.	2015	03/09/2015
2. 3-3 (MG2) 5 postings of new or updated stormwater information to Town of Bethlehem Enterprise GIS.	2015	03/09/2015

Responsible Party

Storm Water Management Program

Individual MS4 Stormwater Management (SWMP) Coordinator

4. **3-4 Storm System/Sewershed Mapping - Intermunicpal**

Grant funding to map storm system infrastructure in priority watersheds across municipal boundaries will support the accurate delineation of storm sewershed boundaries and facilitate the track down of pollutants both within municipal boundaries and across municipal boundaries. A shared data model available to all Coalition members and standardized mapping procedures will help create mapping consistency across municipal boundaries.

Implementation Tasks	Imp Date
1. 3-4 (I1) Secure grant funding to develop intermunicipal storm system maps.	12/31/2009
2. 3-4 (I2) Once grant money received, inventory existing storm system maps from all available members.	12/31/2011
3. 3-4 (I3) Develop through consensus, a GIS data model for use by all Coalition members which includes relevant storm system structures.	12/31/2011
4. 3-4 (I4) Analyze existing storm system maps and identify where and if additional field mapping is necessary. Field map as needed.	03/30/2013
5. 3-4 (I5) Blend independent municipal storm system maps into intermunicipal maps focusing on select watersheds.	03/30/2013
6. 3-4 (I6) Identify sewershed boundaries of select watersheds.	05/01/2013
7. 3-4 (I7) Write a report for use by Coalition members which describes the data model creation process. Provide for members the final data model, GIS geodatabase, metadata, storm system maps, both print and as electronic mapping files (shapefiles).	07/01/2013
8. 3-4 (I8) Post storm system maps on the Stormwater Management Web Mapper (AIMS)	07/01/2013

Measurable Goals	Permit Year	Due Date
1. 3-4 (MG1) Provide for Coalition members shapefiles and hardcopies of Kromma Kill, Dry River, Patroon Creek, Krumkill, Vly Creek, Salt Kill and City of Watervliet/Village of Green Island Storm System/Sewershed Maps. Post on Stormwater Management Web Mapper (AIMS).	2013	03/09/2013

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

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5.   3-5 Dry Weather Outfall Screening (Outfall Reconnaissance Inventory "ORI")

The systematic inventory of outfalls during dry weather conditions will help identify non-stormwater discharges and related cross connections, as well as or indirect non-stormwater discharges such as ground water seepage, spills and illegal dumping activities, outdoor washing, and non-target or irrigation water. Inventory results will suggest possible follow-up, related outreach and education, or enforcement action as detailed in the IDDE Local Law. The number and percentage of outfalls inventoried is tracked.

Implementation Tasks	Imp Date
1. 3-5 (I1) To understand the purpose and to implement correct screening protocol, all relevant existing and future MS4 staff (Stormwater Management Program coordinators, others) read the EPA publication entitled Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment . This publication is named in the NYSDEC SPDES MS4 Permit (Part VII. A. 3. d. and Part VIII. A. 3. d) as the protocol to follow when conducting an outfall reconnaissance inventory.	03/09/2008
2. 3-5 (I3) Secure lab space to store kit materials and support additional water quality testing as needed.	12/31/2008
3. 3-5 (I1) To understand the purpose and to implement correct screening protocol, all relevant existing and future MS4 staff (Stormwater Management Program coordinators, others) read the EPA publication entitled Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment . This publication is named in the NYSDEC SPDES MS4 Permit (Part VII. A. 3. d. and Part VIII. A. 3. d) as the protocol to follow when conducting an outfall reconnaissance inventory.	03/09/2009
4. 3-5 (I2) Using NYSDEC grant money purchase materials needed to screen outfalls (ORI kits) and named in the EPA document.	12/31/2009
5. 3-5 (I1) To understand the purpose and to implement correct screening protocol, all relevant existing and future MS4 staff (Stormwater Management Program coordinators, others) read the EPA publication entitled Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment . This publication is named in the NYSDEC SPDES MS4 Permit (Part VII. A. 3. d. and Part VIII. A. 3. d) as the protocol to follow when conducting an outfall reconnaissance inventory.	03/09/2010
6. 6-5 (I6) Based on field observation while conducting dry weather screening, annually correct outfall maps and add new outfalls.	03/09/2010
7. 6-5 (I7) Annually track and record percentage of outfalls screened by MS4.	03/09/2010
8. 3-5 (I4) Annually estimate lab service fees; maintenance fees for CBI MS4 Permit Manager; staffing for data entry; and price of lab equipment. Incorporate these expenses into Coalition budget and adopt Coalition/County budget.	12/20/2010

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9. 3-5 (I1) To understand the purpose and to implement correct screening protocol, all relevant existing and future MS4 staff (Stormwater Management Program coordinators, others) read the EPA publication entitled Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment . This publication is named in the NYSDEC SPDES MS4 Permit (Part VII. A. 3. d. and Part VIII. A. 3. d) as the protocol to follow when conducting an outfall reconnaissance inventory.   03/09/2011

10. 3-5 (I6) Based on field observation while conducting dry weather screening, annually correct outfall maps and add new outfalls.   03/09/2011

11. 3-5 (I7) Annually track and record percentage of outfalls screened by MS4.   03/09/2011

12. 3-5 (I4) Annually estimate lab service fees; maintenance fees for CBI MS4 Permit Manager; staffing for data entry; and price of lab equipment. Incorporate these expenses into Coalition budget and adopt Coalition/County budget.   12/20/2011

13. 3-5 (I1) To understand the purpose and to implement correct screening protocol, all relevant existing and future MS4 staff (Stormwater Management Program coordinators, others) read the EPA publication entitled Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment . This publication is named in the NYSDEC SPDES MS4 Permit (Part VII. A. 3. d. and Part VIII. A. 3. d) as the protocol to follow when conducting an outfall reconnaissance inventory.   03/09/2012

14. 3-5 (I6) Based on field observation while conducting dry weather screening, annually correct outfall maps and add new outfalls.   03/09/2012

15. 3-5 (I7) Annually track and record percentage of outfalls screened by MS4.   03/09/2012

16. 3-5 (I4) Annually estimate lab service fees; maintenance fees for CBI MS4 Permit Manager; staffing for data entry; and price of lab equipment. Incorporate these expenses into Coalition budget and adopt Coalition/County budget.   12/20/2012

17. 3-5 (I1) To understand the purpose and to implement correct screening protocol, all relevant existing and future MS4 staff (Stormwater Management Program coordinators, others) read the EPA publication entitled Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment . This publication is named in the NYSDEC SPDES MS4 Permit (Part VII. A. 3. d. and Part VIII. A. 3. d) as the protocol to follow when conducting an outfall reconnaissance inventory.   03/09/2013

18. 3-5 (I6) Based on field observation while conducting dry weather screening, annually correct outfall maps and add new outfalls.   03/09/2013

19. 3-5 (I7) Annually track and record percentage of outfalls screened by MS4.   03/09/2013

20. 3-5 (I4) Annually estimate lab service fees; maintenance fees for CBI MS4 Permit Manager; staffing for data entry; and price of lab equipment. Incorporate these expenses into Coalition   12/20/2013

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budget and adopt Coalition/County budget.

21.	3-5 (I1) To understand the purpose and to implement correct screening protocol, all relevant existing and future MS4 staff (Stormwater Management Program coordinators, others) read the EPA publication entitled Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment . This publication is named in the NYSDEC SPDES MS4 Permit (Part VII. A. 3. d. and Part VIII. A. 3. d) as the protocol to follow when conducting an outfall reconnaissance inventory.	03/09/2014
22.	3-5 (I6) Based on field observation while conducting dry weather screening, annually correct outfall maps and add new outfalls.	03/09/2014
23.	3-5 (I7) Annually track and record percentage of outfalls screened by MS4.	03/09/2014
24.	3-5 (I4) Annually estimate lab service fees; maintenance fees for CBI MS4 Permit Manager; staffing for data entry; and price of lab equipment. Incorporate these expenses into Coalition budget and adopt Coalition/County budget.	12/20/2014
25.	3-5 (I1) To understand the purpose and to implement correct screening protocol, all relevant existing and future MS4 staff (Stormwater Management Program coordinators, others) read the EPA publication entitled Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment . This publication is named in the NYSDEC SPDES MS4 Permit (Part VII. A. 3. d. and Part VIII. A. 3. d) as the protocol to follow when conducting an outfall reconnaissance inventory.	03/09/2015
26.	3-5 (I5) Screen 100% of outfalls posted on the Stormwater Management Web Mapper and enter field sheet inspection information into MS4 Permit Manager.	03/09/2015
27.	3-5 (I6) Based on field observation while conducting dry weather screening, annually correct outfall maps and add new outfalls.	03/09/2015
28.	3-5 (I7) Annually track and record percentage of outfalls screened by MS4.	03/09/2015
29.	3-5 (I4) Annually estimate lab service fees; maintenance fees for CBI MS4 Permit Manager; staffing for data entry; and price of lab equipment. Incorporate these expenses into Coalition budget and adopt Coalition/County budget.	03/09/2015

Measurable Goals	Permit Year	Due Date
1. 3-5 (MG1) Coalition adopts 5 budgets which support dry weather outfall inspections and data management.	2015	12/20/2015
2. 3-5 (MG2) Albany County conducts an EPA compliant ORI inventory, screens 100% of outfalls, and enters the field inspection data into MS4 Permit Manager.	2015	03/09/2015

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3.	3-5 (MG2) City of Albany conducts an EPA compliant ORI inventory, screens 100% of outfalls and enters the field inspection data into MS4 Permit Manager.	2015	03/09/2015
4.	3-5 (MG2) Town of Bethlehem conducts an EPA compliant ORI inventory, screens 60% of outfalls and enters the field inspection data into MS4 Permit Manager.	2015	03/09/2015
5.	3-5 (MG2) City of Cohoes conducts an EPA compliant ORI inventory, screens 100% of outfalls and enters the field inspection data into MS4 Permit Manager.	2015	03/09/2015
6.	3-5 (MG2) Town of Colonie screens 60% of outfalls and enters the field inspection data into MS4 Permit Manager.	2015	03/09/2015
7.	3-5 (MG2) Village of Colonie screens 20% of outfalls and enters the field inspection data into MS4 Permit Manager.	2015	03/09/2015
8.	3-5 (MG2) Village of Green Island conducts an EPA compliant ORI inventory, screens 100% of outfalls and enters the field inspection data into MS4 Permit Manager.	2015	03/09/2015
9.	3-5 (MG2) Town of Guilderland conducts an EPA compliant ORI inventory, screens 98% of outfalls and enters the field inspection data into MS4 Permit Manager.	2015	03/09/2015
10.	3-5 (MG2) Village of Menands conducts an EPA compliant ORI inventory, screens 100% of outfalls and enters the field inspection data into MS4 Permit Manager.	2015	03/09/2015
11.	3-5 (MG2) Town of New Scotland conducts an EPA compliant ORI inventory, screens 100% of outfalls and enters the field inspection data into MS4 Permit Manager.	2015	03/09/2015
12.	3-5 (MG2) Village of Voorheesville conducts an EPA compliant ORI inventory, screens 100% of outfalls and enters the field inspection data into MS4 Permit Manager.	2015	03/09/2015
13.	3-5 (MG2) City of Watervliet conducts an EPA compliant ORI inventory, screens 100% outfalls, and enters the field inspection data into MS4 Permit Manager.	2015	03/09/2015
14.	3-5 (MG2) SUNY Albany conducts an EPA compliant ORI inventory, screens 100% outfalls, and enters the field inspection data into MS4 Permit Manager.	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

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6. **3-6 IDDE Local Law - Traditional MS4 (Towns, Villages, Cities, County)**

This regulatory mechanism empowers municipalities to successfully implement and enforce its own IDDE program. The mechanism includes prohibition of illegal discharges and illegal connections; provisions for access and inspection of suspect facilities and properties; authority to enforce and eliminate illicit discharges; and names which staff are authorized to enforce the applicable ordinances and which enforcement mechanisms are available.

Implementation Tasks	Imp Date
1. 3-6 (I1) All traditional MS4s adopt local law which prohibits illicit discharges into a municipal separated storm sewer system and implements appropriate enforcement procedures and actions.	03/09/2009
2. 3-6 (I2) Attorneys representing traditional MS4s (with and without land use control) certify that the regular enforcement mechanism is equivalent to the NYSDEC model local law.	03/09/2010

Measurable Goals	Permit Year	Due Date
1. 3-6 (MG1) Albany County adopts IDDE local law.	2009	12/31/2009
2. 3-6 (MG1) The City of Albany adopts IDDE local law.	2009	12/31/2009
3. 3-6 (MG1) The Town of Bethlehem adopts IDDE local law.	2009	12/31/2015
4. 3-6 (MG1) The City of Cohoes adopts IDDE local law.	2009	12/31/2009
5. 3-6 (MG1) The Town of Colonie adopts IDDE local law.	2009	12/31/2009
6. 3-6 (MG1) The Village of Colonie adopts IDDE local law.	2009	12/31/2009
7. 3-6 (MG1) The Village of Green Island adopts IDDE local law.	2009	12/31/2009
8. 3-6 (MG1) The Town of Guilderland adopts IDDE local law.	2009	12/31/2009
9. 3-6 (MG1) The Village of Menands adopts IDDE local law.	2009	12/31/2009
10. 3-6 (MG1) The Town of New Scotland adopts IDDE local law.	2009	12/31/2009
11. 3-6 (MG1) The Village of Voorheesville adopts IDDE local law.	2009	12/31/2009
12. 3-6 (MG1) The City of Watervliet adopts IDDE local law.	2009	12/31/2009
13. 3-6 (MG2) SWMP Coordinator for Albany County secures and files a letter from their municipal attorney stating that their adopted local law is equivalent to the NYSDEC model IDDE local law.	2010	12/31/2010
14. 3-6 (MG2) SWMP Coordinator for the City of Albany secures and files a letter from their municipal attorney stating that their adopted local law is equivalent to the NYSDEC model IDDE local law.	2010	12/31/2010

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15.	3-6 (MG2) SWMP Coordinator for the Town of Bethlehem secures and files a letter from their municipal attorney stating that their adopted local law is equivalent to the NYSDEC model IDDE local law.	2010	12/31/2010
16.	3-6 (MG2) SWMP Coordinator for the City of Cohoes secures and files a letter from their municipal attorney stating that their adopted local law is equivalent to the NYSDEC model IDDE local law.	2010	12/31/2010
17.	3-6 (MG2) SWMP Coordinator for the Town of Colonie secures and files a letter from their municipal attorney stating that their adopted local law is equivalent to the NYSDEC model IDDE local law.	2010	12/31/2010
18.	3-6 (MG2) SWMP Coordinator for the Village of Colonie secures and files a letter from their municipal attorney stating that their adopted local law is equivalent to the NYSDEC model IDDE local law.	2010	12/31/2010
19.	3-6 (MG2) SWMP Coordinator for the Village of Green Island secures and files a letter from their municipal attorney stating that their adopted local law is equivalent to the NYSDEC model IDDE local law.	2010	12/31/2010
20.	3-6 (MG2) SWMP Coordinator for the Town of Guilderland secures and files a letter from their municipal attorney stating that their adopted local law is equivalent to the NYSDEC model IDDE local law.	2010	12/31/2010
21.	3-6 (MG2) SWMP Coordinator for the Village of Menands secures and files a letter from their municipal attorney stating that their adopted local law is equivalent to the NYSDEC model IDDE local law.	2010	12/31/2010
22.	3-6 (MG2) SWMP Coordinator for the Town New Scotland secures and files a letter from their municipal attorney stating that their adopted local law is equivalent to the NYSDEC model IDDE local law.	2010	12/31/2010
23.	3-6 (MG2) SWMP Coordinator for the Village of Voorheesville secures and files a letter from their municipal attorney stating that their adopted local law is equivalent to the NYSDEC model IDDE local law	2010	12/31/2010
24.	3-6 (MG2) SWMP Coordinator for the City of Watervliet secures and files a letter from their municipal attorney stating that their adopted local law is equivalent to the NYSDEC model IDDE local law	2010	12/31/2010

Responsible Party

Coalition Coordinator and the Individual Traditional MS4 Stormwater Management (SWMP) Coordinator

7. **3-7 Prohibit Illicit Discharges/ Enforcement Mechanisms - Non Traditional MS4s (SUNY Albany)**

Lacking the authority to adopt local laws, Non-Traditional MS4s need to develop their own regulatory mechanism to prohibit illicit discharges and through a written directive state that the updated mechanism must be used and name the

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individual responsible for compliance.

Implementation Tasks	Imp Date
1. 3-7 (I1) Identify mechanisms appropriate for SUNY which prohibit and enforce against illicit discharges through available mechanisms.	03/09/2014
2. 3-7 (I2) Develop procedures or policies for implementation and enforcement of these mechanisms.	03/09/2014
3. 3-7 (I3) Obtain a written directive from person authorized to sign NOI stating that updated mechanisms must be used and names the individual responsible for ensuring compliance with the IDDE program and enforcing these mechanisms.	03/09/2014
4. 3-7 (I4) Analyze mechanisms and directives to determine if they are equivalent to NYS's model IDDE discharge local law.	03/09/2014

Measurable Goals	Permit Year	Due Date
1. 3-7 (MG1) SUNY Albany obtains a written directive from the person authorized to sign the NOI, stating that updated mechanisms must be used and names individual responsible for compliance and enforcement	2014	03/09/2014

Responsible Party

Coalition Coordinator and the Individual Non-Traditional MS4 Stormwater Management (SWMP) Coordinator

8. **3-8 IDDE Program Procedures**

Program procedures need to be documented which explain all aspects of the IDDE program. The program must include procedures for identifying priority areas of concern (geographic, audience, or otherwise); a description of priority areas of concern, available equipment, staff, funding, etc; procedures for identifying and locating illicit discharges (trackdown); procedures for eliminating illicit discharges; and procedures for documenting actions.

Implementation Tasks	Imp Date
1. 3-8 (I1) All regulated MS4 types (traditional and non-traditional) put into writing a description of procedures in place for conducting their IDDE program. Name this document IDDE Program Procedures.	03/09/2013
2. 3-8 (I2) Document describes priority areas of concern (geographic boundaries or otherwise) and procedures for identifying these areas of concern.	03/09/2013

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3.	3-8 (I3) Document describes procedures for identifying and locating illicit discharges (track down); procedures for eliminating illicit discharges (who does what, when, and how); and procedures for documenting actions.	03/09/2013
4.	3-8 (I4) Document describes available staffing, staffing needs, if relevant, and related costs.	03/09/2013
5.	3-8 (I5) Post location of procedures on Coalition and individual MS4 websites.	03/09/2013
6.	3-8 (I6) Distribute the IDDE Program Procedure document to all relevant MS4 staff.	03/09/2013

Measurable Goals		**Permit Year**	**Due Date**
1.	3-8 (MG1) Albany County completes, distributes, and files an electronic and hard copy of IDDE Program Procedures.	2013	03/09/2013
2.	3-8 (MG1) The City of Albany completes, distributes, and files an electronic and hard copy of IDDE Program Procedures.	2013	03/09/2013
3.	3-8 (MG1) The Town of Bethlehem completes, distributes, and files an electronic and hard copy of IDDE Program Procedures.	2013	03/09/2013
4.	3-8 (MG1) The City of Cohoes completes, distributes, and files an electronic and hard copy of IDDE Program Procedures.	2013	03/09/2013
5.	3-8 (MG1) The Town of Colonie completes, distributes, and files an electronic and hard copy of IDDE Program Procedures.	2013	03/09/2013
6.	3-8 (MG1) The Village of Colonie completes, distributes, and files an electronic and hard copy of IDDE Program Procedures.	2013	03/09/2013
7.	3-8 (MG1) The Village of Green Island completes, distributes, and files an electronic and hard copy of IDDE Program Procedures.	2013	03/09/2013
8.	3-8 (MG1) The Town of Guilderland completes, distributes, and files an electronic and hard copy of IDDE Program Procedures.	2013	03/09/2013
9.	3-8 (MG1) The Village of Menands completes, distributes, and files an electronic and hard copy of IDDE Program Procedures.	2013	03/09/2013
10.	3-8 (MG1) The Town of New Scotland completes, distributes, and files an electronic and hard copy of IDDE Program Procedures.	2013	03/09/2013
11.	3-8 (MG1) The Village of Voorheesville completes, distributes, and files an electronic and hard copy of IDDE Program Procedures.	2013	03/09/2013
12.	3-8 (MG1) The City of Watervliet completes, distributes, and files an electronic and hard copy of IDDE Program Procedures.	2013	03/09/2013
13.	3-8 (MG1) SUNY Albany completes, distributes, and files an electronic	2013	03/09/2013

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and hard copy of IDDE Program Procedures.

14.	3-8 (MG2) Coalition posts location of IDDE Program Procedures on Coalition website.	2013	03/09/2013

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

9. **3-9 Illicit Discharge Record Keeping**

Routine record keeping must include the number of illicit discharges detected and eliminated.

Implementation Tasks	**Imp Date**
1. 3-9 (I1) Annually identify individual, department and/or position who manages IDDE complaints.	03/09/2011
2. 3-9 (I2) Annually record type of complaint and action taken.	03/09/2011
3. 3-9 (I3) Annually document any legal action - fees, photos, letter.	03/09/2011
4. 3-9 (I4) Annually document elimination of illicit discharges.	03/09/2011
5. 3-9 (I1) Annually identify individual, department and/or position who manages IDDE complaints.	03/09/2012
6. 3-9 (I2) Annually record type of complaint and action taken.	03/09/2012
7. 3-9 (I3) Annually document any legal action - fees, photos, letter.	03/09/2012
8. 3-9 (I4) Annually document elimination of illicit discharges.	03/09/2012
9. 3-9 (I1) Annually identify individual, department and/or position who manages IDDE complaints.	03/09/2013
10. 3-9 (I2) Annually record type of complaint and action taken.	03/09/2013
11. 3-9 (I3) Annually document any legal action - fees, photos, letter.	03/09/2013
12. 3-9 (I4) Annually document elimination of illicit discharges.	03/09/2013

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13.	3-9 (I1) Annually identify individual, department and/or position who manages IDDE complaints.	03/09/2014
14.	3-9 (I2) Annually record type of complaint and action taken.	03/09/2014
15.	3-9 (I3) Annually document any legal action - fees, photos, letter.	03/09/2014
16.	3-9 (I4) Annually document elimination of illicit discharges.	03/09/2014
17.	3-9 (I1) Annually identify individual, department and/or position who manages IDDE complaints.	03/09/2015
18.	3-9 (I2) Annually record type of complaint and action taken.	03/09/2015
19.	3-9 (I3) Annually document any legal action - fees, photos, letter.	03/09/2015
20.	3-9 (I4) Annually document elimination of illicit discharges.	03/09/2015

Measurable Goals		Permit Year	Due Date
1.	3-9 (MG1) Albany County assembles 5 annual documents which track the number of illicit discharges detected and eliminated.	2015	03/09/2015
2.	3-9 (MG1) The City of Albany assembles 5 annual documents which track the number of illicit discharges detected and eliminated.	2015	03/09/2015
3.	3-9 (MG1) The Town of Bethlehem assembles 5 annual documents which track the number of illicit discharges detected and eliminated.	2015	03/09/2015
4.	3-9 (MG1) The City of Cohoes assembles 5 annual documents which track the number of illicit discharges detected and eliminated.	2015	03/09/2015
5.	3-9 (MG1) The Town of Colonie assembles 5 annual documents which track the number of illicit discharges detected and eliminated.	2015	03/09/2015
6.	3-9 (MG1) The Village of Colonie assembles 5 annual documents which track the number of illicit discharges detected and eliminated.	2015	03/09/2015
7.	3-9 (MG1) The Village of Green Island assembles 5 annual documents which track the number of illicit discharges detected and eliminated.	2015	03/09/2015
8.	3-9 (MG1) The Town of Guilderland assembles 5 annual documents which track the number of illicit discharges detected and eliminated.	2015	03/09/2015
9.	3-9 (MG1) The Village of Menands assembles 5 annual documents which track the number of illicit discharges detected and eliminated.	2015	03/09/2015

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10.	3-9 (MG1) The Town of New Scotland assembles 5 annual documents which track the number of illicit discharges detected and eliminated.	2015	03/09/2015
11.	3-9 (MG1) The Village of Voorheesville assembles 5 annual documents which track the number of illicit discharges detected and eliminated.	2015	03/09/2015
12.	3-9 (MG1) The City of Watervliet assembles 5 annual documents which track the number of illicit discharges detected and eliminated.	2015	03/09/2015
13.	3-9 (MG1) SUNY Albany assembles 5 annual documents which track the number of illicit discharges detected and eliminated.	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

10. 3-10 Illicit Discharge and Waste Disposal Education

Various venues and educational approaches will be used to educate the public, businesses and the general public about illicit discharges and waste disposal (training DVDs, field training, waste collection day event literature).

Implementation Tasks		**Imp Date**
1.	3-10 (I1) Coalition purchases videos and coordinates sharing of Stormwatch and/or IDDE videos by MS4s. (Working Group Sign Up Sheet)	03/09/2013
2.	3-10 (I3) Explain to the general public illicit discharges and problem of improper disposal of waste. Include info in waste collection day literature. Example: Household Hazardous Waste Day flyer, neighborhood wide clean-up, or newsletter article	03/09/2013
3.	3-10 (I3) Explain to the general public illicit discharges and problem of improper disposal of waste. Include info in waste collection day literature. Example: Household Hazardous Waste Day flyer, neighborhood wide clean-up, or newsletter article	03/09/2014
4.	3-10 (I2) Using Stormwatch and/or IDDE DVD or other educational material/training, explain illicit discharge and stormwater pollution to relevant municipal staff as identified in MCM 6 BMP Staff Training. Document for staff training purposes who attended, their job title, date, and title of program.	03/09/2015
5.	3-10 (I3) Explain to the general public illicit discharges and problem of improper disposal of waste. Include info in waste collection day literature. Example: Household Hazardous Waste Day flyer, neighborhood wide clean-up, or newsletter article	03/09/2015

Measurable Goals	**Permit Year**	**Due Date**

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1.	3-10 (MG1) Albany County Stormwater Program Coordinator provides illicit discharge related educational material to 100% of relevant staff. Example: Stormwatch and/or IDDE Video	2015	03/09/2015
2.	3-10 (MG1) The City of Albany Stormwater Program Coordinator provides illicit discharge related educational material to 80% of relevant staff. Example: Stormwatch and/or IDDE Video	2015	03/09/2015
3.	3-10 (MG1) The Town of Bethlehem Stormwater Program Coordinator shows illicit discharge related educational material to 100% of relevant staff. Example: Stormwatch and/or IDDE Video	2015	03/09/2015
4.	3-10 (MG1) The City of Cohoes Stormwater Program Coordinator shows illicit discharge related educational material to 100 % of relevant staff. Example: Stormwatch and/or IDDE Video	2015	03/09/2015
5.	3-10 (MG1) The Town of Colonie Stormwater Program Coordinator shows illicit discharge related educational material to 50 % of relevant staff. Example: Stormwatch and/or IDDE Video	2015	03/09/2015
6.	3-10 (MG1) The Village of Colonie Stormwater Program Coordinator shows illicit discharge related educational material to 100 % of relevant staff. Example: Stormwatch and/or IDDE Video	2015	03/09/2015
7.	3-10 (MG1) The Village of Green Island Stormwater Program Coordinator shows illicit discharge related educational material to 100% of relevant staff. Example: Stormwatch and/or IDDE Video	2015	03/09/2015
8.	3-10 (MG1) The Town of Guilderland Stormwater Program Coordinator shows illicit discharge related educational material to 75% of relevant staff. Example: Stormwatch and/or IDDE Video	2015	03/09/2015
9.	3-10 (MG1) The Village of Menands Stormwater Program Coordinator shows illicit discharge related educational material to 100% of relevant staff. Example: Stormwatch and/or IDDE Video	2015	03/09/2015
10.	3-10 (MG1) The Town of New Scotland Stormwater Program Coordinator shows illicit discharge related educational material to 95% of relevant staff. Example: Stormwatch and/or IDDE Video	2015	03/09/2015
11.	3-10 (MG1) The Village of Voorheesville Stormwater Program Coordinator shows illicit discharge related educational material to 100% of relevant staff. Example: Stormwatch and/or IDDE Video	2015	03/09/2015
12.	3-10 (MG1) The City of Watervliet Stormwater Program Coordinator shows illicit discharge related educational material to 80% of relevant staff. Example: Stormwatch and/or IDDE Video	2015	03/09/2015
13.	3-10 (MG1) SUNY Albany Stormwater Program Coordinator shows illicit discharge related educational material to 90% of relevant staff. Example: Stormwatch and/or IDDE Video	2015	03/09/2015

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14.	3-10 (MG2) Albany County distributes 100 pieces of literature promoting waste collection day events. The literature includes a message about stormwater pollution and the hazards of illegal discharges.	2015	03/09/2015
15.	3-10 (MG2) The Town of Bethlehem distributes 16000 pieces of literature promoting waste collection day events. The literature includes a message about stormwater pollution and the hazards of illegal discharges.	2015	03/09/2015
16.	3-10 (MG2) The Town of Guilderland distributes 18000 pieces of literature promoting waste collection day events. The literature includes a message about stormwater pollution and the hazards of illegal discharges.	2015	03/09/2015
17.	3-10 (MG2) The Village of Menands distributes 1000 pieces of literature promoting waste collection day events. The literature includes a message about stormwater pollution and the hazards of illegal discharges.	2015	03/09/2015
18.	3-10 (MG2) The Village of Colonie distributes 3000 pieces of literature promoting waste collection day events. The literature includes a message about stormwater pollution and the hazards of illegal discharges.	2015	03/09/2015
19.	3-10 (MG2) The Village of Green Island distributes 1600 pieces of literature promoting waste collection day events. The literature includes a message about stormwater pollution and the hazards of illegal discharges.	2015	03/09/2015
20.	3-10 (MG2) The City of Watervliet distributes 60 pieces of literature promoting waste collection day events. The literature includes a message about stormwater pollution and the hazards of illegal discharges.	2015	03/09/2015
21.	3-10 (MG2) The Village of Voorheesville distributes 50 pieces of literature promoting waste collection day events. The literature includes a message about stormwater pollution and the hazards of illegal discharges.	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

11. 3-11 Spill Prevention and Response Training

Training materials provided by the Coalition (DVDs) and other training materials secured by the individual MS4 will be used to provide spill prevention and response training.

Implementation Tasks	**Imp Date**

2/25/2013

Storm Water Management Program

1. 3-11 (I3) Coalition organizes a group buy of spill response kit material with interested MS4s. 03/09/2014

2. 3-11 (I1) Provide spill response and prevention training to all MS4 employees as identified in MCM 6 BMP Staff Training and repeat as needed for new employees. (Example: Show Spills and Skill DVD.) Document for staff training purposes who attended, their job title, date, and title of program. 03/09/2015

3. 3-11 (I2) For interested members, Coalition coordinates circulation of Spills and Skills DVD. 03/09/2015

4. 3-11 (I4) Include kit materials and related training with Spills and Skills video presentation. 03/09/2015

Measurable Goals	Permit Year	Due Date
1. 3-11 (MG1) Albany County provides spill prevention and response training to 100% of relevant employees using kit materials if available.	2015	03/09/2015
2. 3-11 (MG1) The City of Albany provides spill prevention and response training to 80% of relevant employees using kit materials if available.	2015	03/09/2015
3. 3-11 (MG1) The Town of Bethlehem provides spill prevention and response training to 80% of relevant employees using kit materials if available.	2015	03/09/2015
4. 3-11 (MG1) The City of Cohoes provides spill prevention and response training to 50% of relevant employees using kit materials if available.	2015	03/09/2015
5. 3-11 (MG1) The Town of Colonie provides spill prevention and response training to 50% of relevant employees using kit materials if available.	2015	03/09/2015
6. 3-11 (MG1) The Village of Colonie provides spill prevention and response training to 100% of relevant employees using kit materials if available.	2015	03/09/2015
7. 3-11 (MG1) The Village of Green Island provides spill prevention and response training to 100% of relevant employees using kit materials if available.	2015	03/09/2015
8. 3-11 (MG1) The Town of Guilderland provides spill prevention and response training to 90% of relevant employees using kit materials if available	2015	03/09/2015
9. 3-11 (MG1) The Village of Menands provides spill prevention and response training to 100% of relevant employees using kit materials if available.	2015	03/09/2015
10. 3-11 (MG1) The Town of New Scotland provides spill prevention and response training to 50% of relevant employees using kit materials if	2015	03/09/2015

available.

11.	3-11 (MG1) The Village of Voorheesville provides spill prevention and response training to 100% of relevant employees using kit materials if available.	2015	03/09/2015
12.	3-11 (MG1) The City of Watervliet provides spill prevention and response training to 90% of relevant employees using kit materials if available.	2015	03/09/2015
13.	3-11 (MG1) SUNY Albany provides spill prevention and response training to 100% of relevant employees using kit materials if available.	2015	03/09/2015
14.	3-11 (MG2) Coalition organizes a group buy of spill kit materials.	2014	03/09/2014

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

4.0 Construction Site Runoff Control (MCM4)

The Construction Site Runoff minimum control measure consists of Best Management Practices (BMP's) that focus on the reduction of pollutants in any storm water runoff to the MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. The program must provide equivalent protection to the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activities (either GP-02-02, GP-0-08-001, or GP-0-10-001), unless more stringent requirements are contained within the MS4 Permit. Reduction of storm water discharges from construction activity disturbing less than one acre will be considered if it is part of a larger common plan of development or sale that would disturb one acre or more. The BMPs describe the legal authority mechanism which will be used to require erosion and sediment controls; enforcement procedures and actions to ensure compliance; requirements for construction site operators to implement appropriate erosion and sediment control BMPs; requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site; procedures for site plan review which incorporate the consideration of potential water quality impacts; procedures for receipt and consideration of information submitted by the public; and procedures for SWPPP reviews. The program must also educate construction site owner/operators, design engineers, municipal-MS4 staff and other individuals to whom these regulations apply about the municipality's construction stormwater requirements.

Best Managment Practices:

1. 4-1 Construction Activity Local Law - MS4s w/ Land Use Control (Towns, Villages, Cities)

The regulatory mechanism requires a SWPPP for each applicable land disturbance activity that includes erosion and sediment controls that meet New York State's technical standards. The mechanism must be equivalent to the NYSDEC Sample Local Laws and that equivalency must be documented.

Implementation Tasks	Imp Date
1. 4-1 (I1) Adopt a local law which requires SWPPP for each applicable land disturbance activity that includes erosion and sediment control.	03/09/2008

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2.	4-1 (I2) Attorney representing traditional MS4 municipality certifies that the adopted local law is equivalent to one of the NYSDEC sample local laws.		03/09/2010

Measurable Goals	Permit Year	Due Date
1. 4-1(MG1) The City of Albany will adopt and certify construction activity local law equal to NYSDEC model local law.	2010	03/09/2010
2. 4-1(MG1) The Town of Bethlehem will adopt and certify construction activity local law equal to NYSDEC model local law.	2010	03/09/2010
3. 4-1(MG1) The City of Cohoes will adopt and certify construction activity local law equal to NYSDEC model local law.	2010	03/09/2010
4. 4-1(MG1) The Town of Colonie will adopt and certify construction activity local law equal to NYSDEC model local law.	2010	03/09/2010
5. 4-1(MG1) The Village of Colonie will adopt and certify construction activity local law equal to NYSDEC model local law.	2010	03/09/2010
6. 4-1(MG1) The Village of Green Island will adopt and certify construction activity local law equal to NYSDEC model local law.	2010	03/09/2010
7. 4-1(MG1) The Town of Guilderland will adopt and certify construction activity local law equal to NYSDEC model local law.	2010	03/09/2010
8. 4-1(MG1) The Village of Menands will adopt and certify construction activity local law equal to NYSDEC model local law.	2010	03/09/2010
9. 4-1(MG1) The Town of New Scotland will adopt and certify construction activity local law equal to NYSDEC model local law.	2010	03/09/2010
10. 4-1(MG1) The Village of Voorheesville will adopt and certify construction activity local law equal to NYSDEC model local law.	2010	03/09/2010
11. 4-1(MG1) The City of Watervliet will adopt and certify construction activity local law equal to NYSDEC model local law.	2010	03/09/2010

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

2. **4-2 SWPPP Review Procedures (Erosion and Sediment Control)**

The program must include procedures for SWPPP reviews which ensure consistency with State and local sediment and control requirements, that ensures that individuals performing reviews are adequately training, that all SWPPPs are reviewed for sites which disturb one acre or greater; that the covered entity uses the MS4 Acceptance Form.

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Implementation Tasks	Imp Date
1. 4-2 (I1) All regulated MS4s document in writing, SWPPP review procedures.	03/09/2014
2. 4-2 (I2) Documented procedures include consideration of potential water quality impacts.	03/09/2014
3. 4-2 (I3) Documented procedures include review of SWPPP to insure consistency with state and local sediment and erosion control requirements.	03/09/2014
4. 4-2 (I4) Documented procedures insures that individuals performing the reviews are adequately trained and understand state and local sediment and erosion control requirements and the dept/personnel directly responsible for the SWPPP review is named and their qualifications stated.	03/09/2014
5. 4-2 (I5) Documented procedures state that all SWPPPs must be reviewed for sites where disturbance is 1 acre or greater.	03/09/2014
6. 4-2 (I6) Documented procedures state that traditional MS4 must utilize MS4 SWPPP Acceptance Form.	03/09/2014
7. 4-2 (I7) Documented procedures explain when and how public can submit comments regarding SWPPP.	03/09/2014

Measurable Goals	Permit Year	Due Date
1. 4-2 (MG1) City of Albany documents in writing SWPPP review procedures for sediment and erosion control.	2014	03/09/2014
2. 4-2 (MG1) Town of Bethlehem documents in writing SWPPP review procedures for sediment and erosion control.	2014	03/09/2014
3. 4-2 (MG1) City of Cohoes documents in writing SWPPP review procedures for sediment and erosion control.	2014	03/09/2014
4. 4-2 (MG1) Town of Colonie documents in writing SWPPP review procedures for sediment and erosion control.	2014	03/09/2014
5. 4-2 (MG1) Village of Colonie documents in writing SWPPP review procedures for sediment and erosion control.	2014	03/09/2014
6. 4-2 (MG1) Village of Green Island documents in writing SWPPP review procedures for sediment and erosion control.	2014	03/09/2014
7. 4-2 (MG1) Town of Guilderland documents in writing SWPPP review procedures for sediment and erosion control.	2014	03/09/2014
8. 4-2 (MG1) Village of Menands documents in writing SWPPP review	2014	03/09/2014

procedures for sediment and erosion control.

9.	4-2 (MG1) Town of New Scotland documents in writing SWPPP review procedures for sediment and erosion control.	2014	03/09/2014
10.	4-2 (MG1) Village of Voorheesville documents in writing SWPPP review procedures for sediment and erosion control.	2014	03/09/2014
11.	4-2 (MG1) City of Watervliet documents in writing SWPPP review procedures for sediment and erosion control.	2014	03/09/2014

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

3. **4-3 Compliance Mechanisms - No Land Use Control MS4s (County & Public Universities)**

MS4s without land use control need to develop a program that incorporates mechanisms for construction runoff requirements from new development or redevelopment to the extent allowable under State and local law that meets the State's most current technical standards. A written directive from the person authorized to sign the NOI is required. See Part VIII.A.4.a.iii of the NYSDEC General MS4 Permit (GP-0-10-002) for details.

Implementation Tasks	Imp Date
1. 4-3 (I1) Identify mechanism unique to institution which could be used to insert construction activity permit requirements into routine operations.	03/09/2014
2. 4-3 (I2) Incorporate language specific to these construction activity requirements into identified mechanisms.	03/09/2014
3. 4-3 (I3) Document in writing procedures and policies developed for implementing and enforcing these mechanisms.	03/09/2014
4. 4-3 (I4) Secure a written directive from the person authorized to sign the NOI stating that the updated mechanisms must be used. Include in the directive the name(s) or job title/position of individual responsible for ensuring compliance with and enforcement of these mechanism.	03/09/2014
5. 4-3 (I5) Post the availability of these policies and procedures on the Coalition website.	03/09/2014
6. 4-3 (I6) Distribute this description of compliance mechanisms to construction site operators, design engineers, MS4 staff and others involved with implementing both the MS4 and construction activity permits.	03/09/2014

Measurable Goals	Permit Year	Due Date

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1.	4-3 (MG1) Albany County obtains written directive for the person authorized to sign Notice of Intent (NOI).	2013	03/09/2013
2.	4-3 (MG1) SUNY Albany obtains written directive for the person authorized to sign Notice of Intent (NOI).	2014	03/09/2014

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator with No Land Use Control (SUNY Albany and Albany County)

4. 4-4 Complaint Procedures

The program must describe procedures for receipt and follow up on complaints or other information submitted by the public regarding construction site stormwater runoff.

Implementation Tasks	**Imp Date**
1. 4-4 (I1) All MS4s document in writing their procedures for receipt and follow-up of comments and/or complaints regarding construction site runoff.	03/09/2013
2. 4-4 (I2) Post complaint procedures on Coalition website or bulletin board. (possibly include with SWPPP review procedure document.)	03/09/2013

Measurable Goals		**Permit Year**	**Due Date**
1.	4-4 (MG1) Albany County documents in writing complaint procedures and posts on SW Coalition website.	2013	03/09/2013
2.	4-4 (MG1) City of Albany documents in writing complaint procedures and posts on SW Coalition website.	2013	03/09/2013
3.	4-4 (MG1) Town of Bethlehem documents in writing complaint procedures and posts on SW Coalition website.	2013	03/09/2013
4.	4-4 (MG1) City of Cohoes documents in writing complaint procedures and posts on SW Coalition website.	2013	03/09/2013
5.	4-4 (MG1) Town of Colonie documents in writing complaint procedures and posts on SW Coalition website.	2013	03/09/2013
6.	4-4 (MG1) Village of Colonie documents in writing complaint procedures and posts on SW Coalition website.	2013	03/09/2013
7.	4-4 (MG1) Village of Green Island documents in writing complaint procedures and posts on SW Coalition website.	2013	03/09/2013

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8.	4-4 (MG1) Town of Guilderland documents in writing complaint procedures and posts on SW Coalition website.	2013	03/09/2013
9.	4-4 (MG1) Village of Menands documents in writing complaint procedures and posts on SW Coalition website.	2013	03/09/2013
10.	4-4 (MG1) Town of New Scotland documents in writing complaint procedures and posts on SW Coalition website.	2013	03/09/2013
11.	4-4 (MG1) Village of Voorheesville documents in writing complaint procedures and posts on SW Coalition website.	2013	03/09/2013
12.	4-4 (MG1) City of Watervliet documents in writing complaint procedures and posts on SW Coalition website.	2013	03/09/2013
13.	4-4 (MG1) SUNY Albany documents in writing complaint procedures and posts on SW Coalition website.	2013	03/09/2013

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

5. **4-5 Construction Inspection and Enforcement Procedures**

The program must describe procedures for site inspections and enforcement of erosion and sediment control measures including steps to identify priority sites for inspection and enforcement based on the nature of the construction activity, topography, and the characteristics of soils and receiving water. The procedures must also ensure that individuals performing the inspections are adequately trained and understand State and local erosion and sediment control requirements. Procedures for signing the "MS4 Acceptance" statement on the Notice of Termination need to be considered as well.

Implementation Tasks	**Imp Date**
1. 4-5 (I1) Traditional MS4s with land use control document in writing procedures for site inspections and enforcement of erosion and sediment control measures.	03/09/2013
2. 4-5 (I2) Documented procedures describe the steps to identify primary sites for inspection and enforcement based on nature of construction activity, topography and the characteristics of soils and the receiving water.	03/09/2013
3. 4-5 (I3) Documented procedures must ensure that the individuals performing inspection (municipal inspectors) are adequately trained and understand State and local sediment and erosion control requirements. (Adequately trained means training by a Department (NYSDEC) sponsored or approved trainer.)	03/09/2013
4. 4-5 (I4) Describe and include in the procedures, the inspection form used when training municipal inspectors and on construction sites. (Source: MS4 audit form)	03/09/2013

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5. 4-5 (I5) Describe and include record keeping that documents inspector training. (Source: MS4 audit form)   03/09/2013

6. 4-5 (I6) Documented procedures state that all sites must be inspected where the disturbance is one acre or greater.   03/09/2013

7. 4-5 (I7) Documented procedures state that covered entity has two options for determining whether or not a Notice of Termination can be submitted to NYSDEC:
a) Owner operator submits a NOT to Department by covered entity performing a site inspection themselves OR   b) Covered entity accepts the qualified inspectors final inspection certification.   The procedures state which option is used by the covered entity and notes that the principal executive officer, ranking elected official or duly authorized representative, shall document their determination by signing the "MS4 Acceptance" statement on the NOT.   03/09/2013

Measurable Goals	Permit Year	Due Date
1. 4-5 (MG1) City of Albany documents in writing construction site inspection and enforcement procedures as described in MS4 permit and itemized in implementation tasks.	2013	03/09/2013
2. 4-5 (MG1) Town of Bethlehem documents in writing construction site inspection and enforcement procedures as described in MS4 permit and itemized in implementation tasks.	2013	03/09/2013
3. 4-5 (MG1) City of Cohoes documents in writing construction site inspection and enforcement procedures as described in MS4 permit and itemized in implementation tasks.	2013	03/09/2013
4. 4-5 (MG1) Town of Colonie documents in writing construction site inspection and enforcement procedures as described in MS4 permit and itemized in implementation tasks.	2013	03/09/2013
5. 4-5 (MG1) Village of Colonie documents in writing construction site inspection and enforcement procedures as described in MS4 permit and itemized in implementation tasks.	2013	03/09/2013
6. 4-5 (MG1) Village of Green Island documents in writing construction site inspection and enforcement procedures as described in MS4 permit and itemized in implementation tasks.	2013	03/09/2013
7. 4-5 (MG1) Town of Guilderland documents in writing construction site inspection and enforcement procedures as described in MS4 permit and itemized in implementation tasks.	2013	03/09/2013
8. 4-5 (MG1) Village of Menands documents in writing construction site inspection and enforcement procedures as described in MS4 permit and itemized in implementation tasks.	2013	03/09/2013

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9.	4-5 (MG1) Town of New Scotland documents in writing construction site inspection and enforcement procedures as described in MS4 permit and itemized in implementation tasks.4-5	2013	03/09/2013
10.	4-5 (MG1) Village of Voorheesville documents in writing construction site inspection and enforcement procedures as described in MS4 permit and itemized in implementation tasks.4-5	2013	03/09/2013
11.	4-5 (MG1) City of Watervliet documents in writing construction site inspection and enforcement procedures as described in MS4 permit and itemized in implementation tasks.	2013	03/09/2013

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

6. **4-6 Education - Construction Activity Procedures**

Construction stormwater requirements need to be communicated to individuals to whom these requirements apply.

Implementation Tasks	**Imp Date**
1. 4-6 (I1) Post on the Coalition website where a description of all construction activity procedures are located within the MS4.	03/09/2014
2. 4-6 (I2) Notify stormwater community database (list serve) of location of construction activity procedures information. (Coalition)	03/09/2014

Measurable Goals		**Permit Year**	**Due Date**
1.	4-6 (MG1) The City of Albany will post location of construction activity procedures on coalition website.	2014	03/09/2014
2.	4-6 (MG1) The Town of Bethlehem will post location of construction activity procedures on coalition website.	2014	03/09/2014
3.	4-6 (MG1) The City of Cohoes will post location of construction activity procedures on coalition website.	2014	03/09/2014
4.	4-6 (MG1) The Town of Colonie will post location of construction activity procedures on coalition website.	2014	03/09/2014
5.	4-6 (MG1) The Village of Colonie will post location of construction activity procedures on coalition website.	2014	03/09/2014
6.	4-6 (MG1) The Village of Green Island will post location of construction	2014	03/09/2014

activity procedures on coalition website.

7.	4-6 (MG1) The Town of Guilderland will post location of construction activity procedures on coalition website.	2014	03/09/2014
8.	4-6 (MG1) The Village of Menands will post location of construction activity procedures on coalition website.	2014	03/09/2014
9.	4-6 (MG1) The Town of New Scotland will post location of construction activity procedures on coalition website.	2014	03/09/2014
10.	4-6 (MG1) The Village of Voorheesville will post location of construction activity procedures on coalition website.	2014	03/09/2014
11.	4-6 (MG1) The City of Watervliet will post location of construction activity procedures on coalition website.	2014	03/09/2014
12.	4-6 (MG2) Coalition staff notifies list serve of Coalition website posting pertaining to construction activity procedures of individual MS4s.	2014	03/09/2014

Responsible Party

Coalition Coordinator and the Individual Traditional MS4 Stormwater Management (SWMP) Coordinator

7. 4-7 Construction Site Operator Training - 4 Hr

Local Soil and Water Conservation Districts will be encouraged to host 4 hour Construction Site Operator Training, co-sponsored by the Stormwater Coalition if possible and promoted by Coalition members,to operators possibly on construction sites, but lacking training documentation. Coalition members will monitor operator compliance and need for training sessions.

Implementation Tasks	**Imp Date**
1. 4-7 (I1) Coalition annually co-sponsors with local Soil and Water Conservation Districts one 4 hour NYSDEC approved construction site operator training; the attendance list is shared with Coalition; and Coalition posts training information on Coalition website.	03/09/2013
2. 4-7 (I2) Coalition members annually distribute 4 Hr NYSDEC approved construction site operator training information to operators active in MS4 (by hand, post on bulletin boards, email, and/or individual website). Members document who received the training information, using what method.	03/09/2013
3. 4-7 (I3) At pre-construction meetings, interested MS4s will over the course of a year obtain photos of 4hr construction training cards from relevant operators; annually monitor expiration date; and spot check site operator cards at construction sites.	03/09/2013
4. 4-7 (I4) Staff from each MS4 spot check construction site operator documentation regarding 4	

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hour erosion and sediment control training. As needed, MS4 staff inform operator of training requirement. (Implementation Date is Continuous)

5. 4-7 (I1) Coalition annually co-sponsors with local Soil and Water Conservation Districts one 4 hour NYSDEC approved construction site operator training; the attendance list is shared with Coalition; and Coalition posts training information on Coalition website.   03/09/2014

6. 4-7 (I2) Coalition members annually distribute 4 Hr NYSDEC approved construction site operator training information to operators active in MS4 (by hand, post on bulletin boards, email, and/or individual website). Members document who received the training information, using what method.   03/09/2014

7. 4-7 (I3) At pre-construction meetings, interested MS4s will over the course of a year obtain photos of 4hr construction training cards from relevant operators; annually monitor expiration date; and spot check site operator cards at construction sites.   03/09/2014

8. 4-7 (I1) Coalition annually co-sponsors with local Soil and Water Conservation Districts one 4 hour NYSDEC approved construction site operator training; the attendance list is shared with Coalition; and Coalition posts training information on Coalition website.   03/09/2015

9. 4-7 (I2) Coalition members annually distribute 4 Hr NYSDEC approved construction site operator training information to operators active in MS4 (by hand, post on bulletin boards, email, and/or individual website). Members document who received the training information, using what method.   03/09/2015

10. 4-7 (I3) At pre-construction meetings, interested MS4s will over the course of a year obtain photos of 4hr construction training cards from relevant operators; annually monitor expiration date; and spot check site operator cards at construction sites.   03/09/2015

Measurable Goals	Permit Year	Due Date
1. 4-7 (MG1) Coalition staff co-sponsor with local Soil and Water Conservation District, three 4 hour construction site operator trainings; the attendance lists is shared with Coalition; and training info is posted on Coalition website.	2015	03/09/2015
2. 4-7 (MG2) Albany County documents for three 4 hr training events how and which site operators active in their MS4 received training information.	2015	03/09/2015
3. 4-7 (MG2) The City of Albany documents for three 4 hr training events how and which site operators active in their MS4 received training information.	2015	03/09/2015
4. 4-7 (MG2) The Town of Bethlehem documents for three 4 hr training events how and which site operators active in their MS4 received training information.	2015	03/09/2015

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5.	4-7 (MG2) The City of Cohoes documents for three 4 hr training events how and which site operators active in their MS4 received training information.	2015	03/09/2015
6.	4-7 (MG2) The Town of Colonie documents for three 4 hr training events how and which site operators active in their MS4 received training information.	2015	03/09/2015
7.	4-7 (MG2) The Village of Colonie documents for three 4 hr training events how and which site operators active in their MS4 received training information.	2015	03/09/2015
8.	4-7 (MG2) The Village of Green Island documents for three 4 hr training events how and which site operators active in their MS4 received training information.	2015	03/09/2015
9.	4-7 (MG2) The Town of Guilderland documents for three 4 hr training events how and which site operators active in their MS4 received training information.	2015	03/09/2015
10.	4-7 (MG2) The Village of Menands documents for three 4 hr training events how and which site operators active in their MS4 received training information.	2015	03/09/2015
11.	4-7 (MG2) The Town of New Scotland documents for three 4 hr training events how and which site operators active in their MS4 received training information.	2015	03/09/2015
12.	4-7 (MG2) The Village of Voorheesville documents for three 4 hr training events how and which site operators active in their MS4 received training information.	2015	03/09/2015
13.	4-7 (MG2) The City of Watervliet documents for three 4 hr training events how and which site operators active in their MS4 received training information.	2015	03/09/2015
14.	4-7 (MG2) SUNY Albany documents for three 4 hr training events how and which site operators active in their MS4 received training information.	2015	03/09/2015
15.	4-7 (MG3) The Town of Colonie will file photos of construction site operators 4 hr training card as requested at pre-construction meetings, note expiration dates, and spot check results.	2015	03/09/2015
16.	4-7 (MG3) The Town of Bethlehem will file photos of construction site operators 4 hr training card as requested at pre-construction meetings, note expiration dates, and spot check results.	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

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8. **4-8 Stormwater Pollution Prevention Plan (SWPPP) Record Keeping**

Recording keeping requirements are listed in the Permit, as follows: number of SWPPPs reviewed; number and type of enforcement action; percentage of active construction sites inspected once; percentage of active construction sites inspected more than once; and number construction sites authorized for disturbances of more than one acre.

Implementation Tasks	Imp Date
1. 4-8 (I1) Develop a record keeping system that tracks by date the: - Number of SWPPPS reviewed - Number and type of enforcement action described as follows: a.) Notice of Violations, b.) Stop Work Orders, c.) Criminal Actions, d.) Termination of Contract, e.) Civil Penalties, f.) Administrative Orders, g.) Enforcement actions and sanctions, h.) Other - Percent of active construction sites inspected once - Percent of active construction sites inspected more than once - number of construction sites authorized for disturbances of one acre or more - number of municipal inspector trained, type, date of training, by whom	03/09/2012
2. 4-8 (I2) Coalition staff and individual MS4s test MS4 Permit Manager SWPPP record keeping system module.	03/09/2013
3. 4-8 (I3) Each MS4 decides how best to maintain SWPPP record keeping system for their municipality. (City Works, Excel database, Permit Manager, handwritten records, word tables, etc…)	03/09/2013
4. 4-8 (I4) SWPPP record keeping data is updated annually and relevant items included in NYSDEC Annual Report.	03/09/2013
5. 4-8 (I4) SWPPP record keeping data is updated annually and relevant items included in NYSDEC Annual Report.	03/09/2014
6. 4-8 (I4) SWPPP record keeping data is updated annually and relevant items included in NYSDEC Annual Report.	03/09/2015

Measurable Goals	Permit Year	Due Date
1. 4-8 (MG1) The City of Albany annually documents construction activity using preferred data management method, which includes record keeping requirements listed in MS4 Permit and requested in NYSDEC	2015	03/09/2015

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Annual Report; generate 3 construction activity reports (2013, 2014, 2015).

2.	4-8 (MG1) The Town of Bethlehem annually documents construction activity using preferred data management method, which includes record keeping requirements listed in MS4 Permit and requested in NYSDEC Annual Report; generate 3 construction activity reports (2013, 2014, 2015).	2015	03/09/2015
3.	4-8 (MG1) The City of Cohoes annually documents construction activity using preferred data management method, which includes record keeping requirements listed in MS4 Permit and requested in NYSDEC Annual Report; generate 3 construction activity reports (2013, 2014, 2015).	2015	03/09/2015
4.	4-8 (MG1) The Town of Colonie annually documents construction activity using preferred data management method, which includes record keeping requirements listed in MS4 Permit and requested in NYSDEC Annual Report; generate 3 construction activity reports (2013, 2014, 2015).	2015	03/09/2015
5.	4-8 (MG1) The Village of Colonie annually documents construction activity using preferred data management method, which includes record keeping requirements listed in MS4 Permit and requested in NYSDEC Annual Report; generate 3 construction activity reports (2013, 2014, 2015).	2015	03/09/2015
6.	4-8 (MG1) The Village of Green Island annually documents construction activity using preferred data management method, which includes record keeping requirements listed in MS4 Permit and requested in NYSDEC Annual Report; generate 3 construction activity reports (2013, 2014, 2015).	2015	03/09/2015
7.	4-8 (MG1) The Town of Guilderland annually documents construction activity using preferred data management method, which includes record keeping requirements listed in MS4 Permit and requested in NYSDEC Annual Report; generate 3 construction activity reports (2013, 2014, 2015).	2015	03/09/2015
8.	4-8 (MG1) The Village of Menands annually documents construction activity using preferred data management method, which includes record keeping requirements listed in MS4 Permit and requested in NYSDEC Annual Report; generate 3 construction activity reports (2013, 2014, 2015).	2015	03/09/2015
9.	4-8 (MG1) The Town of New Scotland annually documents construction activity using preferred data management method, which includes record keeping requirements listed in MS4 Permit and requested in NYSDEC Annual Report; generate 3 construction activity reports (2013, 2014, 2015).	2015	03/09/2015

10.	4-8 (MG1) The Village of Voorheesville annually documents construction activity using preferred data management method, which includes record keeping requirements listed in MS4 Permit and requested in NYSDEC Annual Report; generate 3 construction activity reports (2013, 2014, 2015).	2015	03/09/2015
11.	4-8 (MG1) The City of Watervliet annually documents construction activity using preferred data management method, which includes record keeping requirements listed in MS4 Permit and requested in NYSDEC Annual Report; generate 3 construction activity reports (2013, 2014, 2015).	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

5.0 Post Construction Stormwater Management (MCM5)

The Post-Construction Storm Water Management minimum control measure consists of Best Management Practices (BMP's) that focus on the prevention or minimization of water quality impacts from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale that discharge into the small MS4.

The program must provide equivalent protection to the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activities (either GP-02-02, GP-0-08-001, or GP-0-10-001), unless more stringent requirements are contained within the MS4 Permit. The BMPs describe structural and/or non-structural practices; the legal authority which will be used to address post-construction runoff from new development and redevelopment projects; procedures for SWPPP review; and procedures to ensure long term operation and maintenance of BMPs.

Covered entities must maintain an inventory of post-construction practices and when developing planning documents and land use regulations, consider smart growth principles, natural resource protection, impervious area reduction, maintaining hydrological conditions in developments, riparian buffers, or set back distances for protection of environmentally sensitive areas, such as streams, wetlands, and erodible soils. Covered entities are required to review projects according to Green Infrastructure practices defined in the Design Manual and are encouraged to review, and revise where appropriate local codes and laws that include provisions that preclude green infrastructure or construction techniques that minimize or reduce pollutant loadings. Covered entities must utilize available training to educate municipal boards, Planning and Zoning Boards regarding low impact development principles, better site design, and green infrastructure applications. Covered entities may include in the SWMP Plan provisions for developing a banking and credit system.

Best Managment Practices:

1. **5-1 Construction Activity Local Law-Post Construction Controls**

    The regulatory mechanism requires post control runoff controls from new development or re-development projects to the extent allowable by law that meets the State's most current technical standards. The mechanism must be equivalent to the NYSDEC Sample Local Laws and that equivalency must be documented.

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Implementation Tasks	Imp Date
1. 5-1 (I1) Adopt local law which requires post-construction runoff controls from new development and redevelopment projects to the extent allowable under State law that meets the State's most current technical standards.	03/09/2008
2. 5-1 (I2) Attorney representing the traditional MS4 certifies that the adopted local law is equivalent to one of the NYSDEC sample local laws for SW management.	03/09/2008

Measurable Goals	Permit Year	Due Date
1. 5-1 (MG1) 11 Construction activity local laws with post construction controls are adopted and certified as equivalent to NYSDEC sample local laws.	2010	03/09/2010

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

2. 5-2 Compliance Measures and Post Construction Controls-No Land Use Control MS4s

MS4s without land use control need to develop a program that incorporates enforceable mechanisms for post construction runoff control from new development or redevelopment projects to the extent allowable under State and local law that meets the State's most current technical standards. A written directive from the person authorized to sign the NOI is required. See Part VIII.A.5.iii of the NYSDEC SPDES General MS4 Permit (GP-0-10-002) for details.

Implementation Tasks	Imp Date
1. 5-2 (I1) Identify mechanism unique to institution which could be used to insert post construction activity permit requirements into routine operations.	03/09/2014
2. 5-2 (I2) Incorporate language specific to these post-construction activity requirements into identified mechanisms. (ex. tenant lease agreements, bid specifications, requests for proposals, standard contract provisions, connection permits, maintenance directives/BMPS, access permits, consultant agreements, internal policies.)	03/09/2014
3. 5-2 (I3) Document in writing procedures and policies developed for implementation and enforcement of these mechanisms.	03/09/2014
4. 5-2 (I4) Secure a written directive from the person authorized to sign the NOI stating that the updated mechanisms must be used and names the position responsible for ensuring compliance with and enforcement of post-construction compliance mechanisms for property owned by the covered entity or within maintenance jurisdiction of the MS4.	03/09/2014

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5.   5-2 (I5) Post on Coalition website, the location of post-construction activity procedures.   03/09/2014

6.   5-2 (I6) Notify construction site operators, design engineers, municipal staff and others of location of written post-construction activity compliance procedures and record how, to whom and when notification was delivered.   03/09/2014

Measurable Goals	Permit Year	Due Date
1. 5-2 (MG1) Albany County obtains written directive from the person authorized to sign Notice of Intent (NOI) stating that updated mechanisms must be used and names the position responsible for ensuring compliance with and enforcement of compliance mechanisms related to post construction activity.	2013	03/09/2013
2. 5-2 (MG1) SUNY Albany obtains written directive from the person authorized to sign Notice of Intent (NOI) stating that updated mechanisms must be used and names the position responsible for ensuring compliance with and enforcement of compliance mechanisms related to post construction activity.	2014	03/09/2014

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

3. **5-3 Planning Tools-Non Structural SW Management**

When developing watershed plans, municipal comprehensive plans, open space preservation programs, local law, ordinances, and land use regulations covered entities must consider smart growth principles, natural resource protection, impervious area reduction, maintaining hydrological conditions in developments, riparian buffers, or set back distances for protection of environmentally sensitive areas, such as streams, wetlands, and erodible soils.

Implementation Tasks	Imp Date
1. 5-3 (I1) If MS4 is engaged in planning initiative (watershed plan, municipal comprehensive plan, open space preservation program, local law, ordinances and land use regulations) covered entity annually must consider principles of Low Impact Development (LID), Better Site Design (BSD), and green infrastructure practices. Specific practices from permit include smart growth principles, natural resource protection, impervious cover reduction, maintaining natural hydrological conditions in developments, riparian buffers or set back distances for protection of environmentally sensitive areas such as streams, wetlands and erodible soils.	03/09/2011
2. 5-3 (I1) If MS4 is engaged in planning initiative (watershed plan, municipal comprehensive plan, open space preservation program, local law, ordinances and land use regulations) covered entity annually must consider principles of Low Impact Development (LID), Better Site Design (BSD), and green infrastructure practices. Specific practices from permit include smart	03/09/2012

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growth principles, natural resource protection, impervious cover reduction, maintaining natural hydrological conditions in developments, riparian buffers or set back distances for protection of environmentally sensitive areas such as streams, wetlands and erodible soils.

3. 5-3 (I1) If MS4 is engaged in planning initiative (watershed plan, municipal comprehensive plan, open space preservation program, local law, ordinances and land use regulations) covered entity annually must consider principles of Low Impact Development (LID), Better Site Design (BSD), and green infrastructure practices. Specific practices from permit include smart growth principles, natural resource protection, impervious cover reduction, maintaining natural hydrological conditions in developments, riparian buffers or set back distances for protection of environmentally sensitive areas such as streams, wetlands and erodible soils.   03/09/2013

4. 5-3 (I2) Develop and distribute a Coalition wide check list of non-structural stormwater practices for municipalities to actively consider during planning and land use regulation processes. Check list is based on practices described in MS4 permit, as illuminated in the Stormwater Coalition Scorecard and further defined in planning literature.   03/09/2013

5. 5-3(I3) Conduct annual inventory of planning and land use regulation initiatives and provide check list to elected officials, board and working group representatives, planning and engineering staff and consultants.   03/09/2013

6. 5-3 (I4) Annually track and document, if when and in what way LID, BSD and GI practices listed in check list are incorporated into final planning documents and/or land use regulations.   03/09/2013

7. 5-3 (I1) If MS4 is engaged in planning initiative (watershed plan, municipal comprehensive plan, open space preservation program, local law, ordinances and land use regulations) covered entity annually must consider principles of Low Impact Development (LID), Better Site Design (BSD), and green infrastructure practices. Specific practices from permit include smart growth principles, natural resource protection, impervious cover reduction, maintaining natural hydrological conditions in developments, riparian buffers or set back distances for protection of environmentally sensitive areas such as streams, wetlands and erodible soils.   03/09/2014

8. 5-3(I3) Conduct annual inventory of planning and land use regulation initiatives and provide check list to elected officials, board and working group representatives, planning and engineering staff and consultants.   03/09/2014

9. 5-3 (I4) Annually track and document, if when and in what way LID, BSD and GI practices listed in check list are incorporated into final planning documents and/or land use regulations.   03/09/2014

10. 5-3 (I1) If MS4 is engaged in planning initiative (watershed plan, municipal comprehensive plan, open space preservation program, local law, ordinances and land use regulations) covered entity annually must consider principles of Low Impact Development (LID), Better Site Design (BSD), and green infrastructure practices. Specific practices from permit include smart growth principles, natural resource protection, impervious cover reduction, maintaining natural hydrological conditions in developments, riparian buffers or set back distances for protection of environmentally sensitive areas such as streams, wetlands and erodible soils.   03/09/2015

11. 5-3 (I3) Conduct annual inventory of planning and land use regulation initiatives and provide   03/09/2015

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check list to elected officials, board and working group representatives, planning and engineering staff and consultants.

12. 5-3 (I4) Annually track and document, if when and in what way LID, BSD and GI practices   03/09/2015
    listed in check list are incorporated into final planning documents and/or land use regulations.

Measurable Goals	Permit Year	Due Date
1. 5-3 (MG1) Coalition develops a check list of green infrastructure, BSD and LID practices and distribute to Coalition members.	2013	03/09/2013
2. 5-3 (MG2) The City of Albany documents planning and land use regulations initiated by MS4, status of completion, receipt of check list and inventory of which if any GI, LID or BSD practices were included in plans and/or regulations.	2015	03/09/2015
3. 5-3 (MG2) The Town of Bethlehem documents planning and land use regulations initiated by MS4, status of completion, receipt of check list and inventory of which if any GI, LID or BSD practices were included in plans and/or regulations.	2015	03/09/2015
4. 5-3 (MG2) The City of Cohoes documents planning and land use regulations initiated by MS4, status of completion, receipt of check list and inventory of which if any GI, LID or BSD practices were included in plans and/or regulations.	2015	03/09/2015
5. 5-3 (MG2) The Town of Colonie documents planning and land use regulations initiated by MS4, status of completion, receipt of check list and inventory of which if any GI, LID or BSD practices were included in plans and/or regulations.	2015	03/09/2015
6. 5-3 (MG2) The Village of Colonie documents planning and land use regulations initiated by MS4, status of completion, receipt of check list and inventory of which if any GI, LID or BSD practices were included in plans and/or regulations.	2015	03/09/2015
7. 5-3 (MG2) The Village of Green Island documents planning and land use regulations initiated by MS4, status of completion, receipt of check list and inventory of which if any GI, LID or BSD practices were included in plans and/or regulations.	2015	03/09/2015
8. 5-3 (MG2) The Town of Guilderland documents planning and land use regulations initiated by MS4, status of completion, receipt of check list and inventory of which if any GI, LID or BSD practices were included in plans and/or regulations.	2015	03/09/2015
9. 5-3 (MG2) The Village of Menands documents planning and land use regulations initiated by MS4, status of completion, receipt of check list and inventory of which if any GI, LID or BSD practices were included in	2015	03/09/2015

plans and/or regulations.

10.	5-3 (MG2) The Town of New Scotland documents planning and land use regulations initiated by MS4, status of completion, receipt of check list and inventory of which if any GI, LID or BSD practices were included in plans and/or regulations.	2015	03/09/2015
11.	5-3 (MG2) The Village of Voorheesville documents planning and land use regulations initiated by MS4, status of completion, receipt of check list and inventory of which if any GI, LID or BSD practices were included in plans and/or regulations.	2015	03/09/2015
12.	5-3 (MG2) The City of Watervliet documents planning and land use regulations initiated by MS4, status of completion, receipt of check list and inventory of which if any GI, LID or BSD practices were included in plans and/or regulations.	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

4. **5-4 Green Infrastructure Practices-Local Law Review & Revisions**

Covered entities are required to review according to Green Infrastructure practices defined in the NYSDEC Stormwater Design Manual and encouraged to review, and revise where appropriate local codes and laws that include provisions that preclude green infrastructure or construction techniques that minimize or reduce pollutant loadings.

Implementation Tasks	**Imp Date**
1. 5-4 (I1) Develop as a Coalition a local law assessment tool modeled after EPA water quality scorecard and NYS code ordinance worksheet.	12/31/2011
2. 5-4 (I2) Evaluate existing local laws and procedures of all Coalition members using scorecard.	12/31/2012
3. 5-4 (I3) Have consultant with engineering, planning and local expertise, analyze scorecard results and develop model local laws or guidelines, the purpose of which is to remove site level obstacles to using green infrastructure practices defined in Design Manual.	12/31/2012
4. 5-4 (I4) Share proposed local laws/guidelines at 3 venues for input from developer, utility, legal, environmental and the public.	12/31/2013
5. 5-4 (I5) Consider adopting proposed model local laws; adopt if so desired.	12/31/2014

Measurable Goals	**Permit Year**	**Due Date**

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1.	5-4 (MG1) Develop and finalize a local law assessment tool for coalition members.	2011	12/31/2011
2.	5-4 (MG2) Stormwater Coalition scorecard inventory completed by Albany County.	2012	12/31/2012
3.	5-4 (MG2) Stormwater Coalition scorecard inventory completed by the City of Albany.	2012	12/31/2012
4.	5-4 (MG2) Stormwater Coalition scorecard inventory completed by the Town of Bethlehem.	2012	12/31/2012
5.	5-4 (MG2) Stormwater Coalition scorecard inventory completed by the City of Cohoes.	2012	12/31/2012
6.	5-4 (MG2) Stormwater Coalition scorecard inventory completed by the Town of Colonie.	2012	12/31/2012
7.	5-4 (MG2) Stormwater Coalition scorecard inventory completed by the Village of Colonie.	2012	12/31/2012
8.	5-4 (MG2) Stormwater Coalition scorecard inventory completed by the Village of Green Island.	2012	12/31/2012
9.	5-4 (MG2) Stormwater Coalition scorecard inventory completed by the Village of Menands.	2012	12/31/2012
10.	5-4 (MG2) Stormwater Coalition scorecard inventory completed by the Town of New Scotland.	2012	12/31/2012
11.	5-4 (MG2) Stormwater Coalition scorecard inventory completed by the Village of Voorheesville.	2012	12/31/2012
12.	5-4 (MG2) Stormwater Coalition scorecard inventory completed by the City of Watervliet.	2012	12/31/2012
13.	5-4 (MG2) Stormwater Coalition scorecard inventory completed by SUNY Albany.	2012	12/31/2012
14.	5-4 (MG3) Complete and distribute to MS4s a document which describes possible green infrastructure related local laws or guidelines to adopt by each Coalition member.	2013	01/03/2013

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

5. **5-5 SWPPP Review Procedures (Post Construction Controls)**

The program must include procedures for SWPPP reviews which ensure consistency with State and local post-

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construction stormwater requirements, that ensures that individuals performing reviews that include post-construction stormwater management practices are qualified professionals or under the supervision of qualified professionals, that all SWPPPs are reviewed for sites which disturb one acre or greater; that the covered entity uses the MS4 Acceptance Form.

Implementation Tasks	**Imp Date**
1. 5-5 (I1) All regulated MS4s document in writing SWPPP review procedures.	03/09/2013
2. 5-5 (I2) Documented procedures include consideration of potential water quality impacts.	03/09/2013
3. 5-5 (I3) Documented procedures include reviewing SWPPPs to insure consistency with state and local post-construction stormwater requirements.	03/09/2013
4. 5-5 (I4) Documented procedures insure that individuals performing reviews are adequately trained and understand state and local post-construction stormwater management practices.	03/09/2013
5. 5-5 (I5) Documented practices state that all SWPPPs must be reviewed for sites where disturbance is one acre or greater.	03/09/2013
6. 5-5 (I6) Documented procedures state that the covered entity must utilize the "MS4 Acceptance Form" created by the Department and required by the SPDES General Permit for stormwater discharges from construction activity (GP-0-10-001) when notifying construction site owner/operator that their plans have been accepted by a covered entity.	03/09/2013

Measurable Goals	**Permit Year**	**Due Date**
1. 5-5 (MG1) The City of Albany will have documented in writing SWPPP review procedures for post-construction stormwater control as itemized in MS4 Permit and implementation tasks.	2013	03/09/2013
2. 5-5 (MG1) The Town of Bethlehem will have documented in writing SWPPP review procedures for post-construction stormwater control as itemized in MS4 Permit and implementation tasks.	2013	03/09/2013
3. 5-5 (MG1) The City of Cohoes will have documented in writing SWPPP review procedures for post-construction stormwater control as itemized in MS4 Permit and implementation tasks.	2013	03/09/2013
4. 5-5 (MG1) The Town of Colonie will have documented in writing SWPPP review procedures for post-construction stormwater control as itemized in MS4 Permit and implementation tasks.	2013	03/09/2013
5. 5-5 (MG1) The Village of Colonie will have documented in writing SWPPP review procedures for post-construction stormwater control as itemized in MS4 Permit and implementation tasks.	2013	03/09/2013

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6.	5-5 (MG1) The Village of Green Island will have documented in writing SWPPP review procedures for post-construction stormwater control as itemized in MS4 Permit and implementation tasks.	2013	03/09/2013
7.	5-5 (MG1) The Town of Guilderland will have documented in writing SWPPP review procedures for post-construction stormwater control as itemized in MS4 Permit and implementation tasks.	2013	03/09/2013
8.	5-5 (MG1) The Village of Menands will have documented in writing SWPPP review procedures for post-construction stormwater control as itemized in MS4 Permit and implementation tasks.	2013	03/09/2013
9.	5-5 (MG1) The Town of New Scotland will have documented in writing SWPPP review procedures for post-construction stormwater control as itemized in MS4 Permit and implementation tasks.	2013	03/09/2013
10.	5-5 (MG1) The Village of Voorheesville will have documented in writing SWPPP review procedures for post-construction stormwater control as itemized in MS4 Permit and implementation tasks.	2013	03/09/2013
11.	5-5 (MG1) The City of Watervliet will have documented in writing SWPPP review procedures for post-construction stormwater control as itemized in MS4 Permit and implementation tasks.	2013	03/09/2013
12.	5-5 (MG2) The City of Albany will post on Coalition website the location of SWPPP review procedures for post-construction stormwater control.	2013	03/09/2013
13.	5-5 (MG2) The Town of Bethlehem will post on Coalition website the location of SWPPP review procedures for post-construction stormwater control.	2013	03/09/2013
14.	5-5 (MG2) The City of Cohoes will post on Coalition website the location of SWPPP review procedures for post-construction stormwater control.	2013	03/09/2013
15.	5-5 (MG2) The Town of Colonie will post on Coalition website the location of SWPPP review procedures for post-construction stormwater control.	2013	03/09/2013
16.	5-5 (MG2) The Village of Colonie will post on Coalition website the location of SWPPP review procedures for post-construction stormwater control.	2013	03/09/2013
17.	5-5 (MG2) The Village of Green Island will post on Coalition website the location of SWPPP review procedures for post-construction stormwater control.	2013	03/09/2013
18.	5-5 (MG2) The Town of Guilderland will post on Coalition website the location of SWPPP review procedures for post-construction stormwater control.	2013	03/09/2013
19.	5-5 (MG2) The Village of Menands will post on Coalition website the	2013	03/09/2013

location of SWPPP review procedures for post-construction stormwater control.

20.	5-5 (MG2) The Town of New Scotland will post on Coalition website the location of SWPPP review procedures for post-construction stormwater control.	2013	03/09/2013
21.	5-5 (MG2) The Village of Voorheesville will post on Coalition website the location of SWPPP review procedures for post-construction stormwater control.	2013	03/09/2013
22.	5-5 (MG2) The City of Watervliet will post on Coalition website the location of SWPPP review procedures for post-construction stormwater control.	2013	03/09/2013

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

6.   5-6 Municipal, Zoning, Planning Board Training - Coalition Initiated (Better Site Design, Low Impact Development and Green Infrastructure Applications)

Covered entities must utilize available training to educate municipal boards, Planning and Zoning Boards regarding low impact development principles, better site design, and green infrastructure applications. Coalition members received grant money to organize workshops and four are scheduled.

Implementation Tasks	Imp Date
1. 5-6 (I1) Design and conduct survey to identify training needs and interests of municipal boards, planning/zoning boards regarding green infrastructure concepts.	12/31/2011
2. 5-6 (I2) Identify 4 training workshop content areas based on training needs and interests from survey.	12/31/2011
3. 5-6 (I3) Implement Workshop 1-Tour of green infrastructure projects.	12/31/2012
4. 5-6 (I4) Implement Workshop 2 - Applied green infrastructure procedures - Design Manual.	12/31/2012
5. 5-6 (I5) Implement Workshop 3 - Role play site plan review of green infrastructure project at CDRPC local government training (HVCC).	12/31/2012
6. 5-6 (I6) Implement Workshop 4 - Stream daylighting/ restoration/storm infrastructure.	12/31/2012
7. 5-6 (I7) Implement stakeholder meeting(s) pertaining to green infrastructure model local law project - include developers, public officials, fire depts, and others. Structure meetings to promote green infrastructure education.	12/31/2012

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Measurable Goals	Permit Year	Due Date
1. 5-6 (MG1) Complete and administer survey and tabulate results.	2011	12/31/2011
2. 5-6 (MG2) Identify content areas of interest and conduct 4 green infrastructure workshops.	2014	12/31/2014
3. 5-6 (MG3) 250 relevant individuals participate in 4 workshops.	2014	12/31/2014

Responsible Party

Coalition Coordinator and the Individual Traditional MS4 Stormwater Management (SWMP) Coordinator

7. **5-7 Municipal, Zoning, Planning Board Training - Not Coalition Initiated**

Coalition staff and individual MS4s share information about training venues where low impact development principles, better site design, and green infrastructure applications are discussed. The individual MS4 SWMP Coordinator tracks the participation of their Municipal, Zoning, and Planning Board members.

Implementation Tasks	Imp Date
1. 5-7 (I1) Coalition and other stormwater staff identify and share information regarding green infrastructure training venues (ex, CDRPC, Saratoga County Training Conference). Training details are shared at monthly Working Group meetings or by e-mail. Individual MS4 Stormwater Coordinator forwards training information to individuals in need of or responsible for coordinating municipality related training.	03/09/2011
2. 5-7 (I1) Coalition and other stormwater staff identify and share information regarding green infrastructure training venues (ex, CDRPC, Saratoga County Training Conference). Training details are shared at monthly Working Group meetings or by e-mail. Individual MS4 Stormwater Coordinator forwards training information to individuals in need of or responsible for coordinating municipality related training.	03/09/2012
3. 5-7 (I1) Coalition and other stormwater staff identify and share information regarding green infrastructure training venues (ex, CDRPC, Saratoga County Training Conference). Training details are shared at monthly Working Group meetings or by e-mail. Individual MS4 Stormwater Coordinator forwards training information to individuals in need of or responsible for coordinating municipality related training.	03/09/2013
4. 5-7 (I2) Individual MS4 SWMP Coordinator develops and annually updates a list of municipal, zoning, and planning board members in need of green infrastructure related training. Coordinator records which members received what kind of green infrastructure training, when, by whom, notes who needs green infrastructure training, and percentage of individuals who	03/09/2013

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should be receiving training are receiving training. For Traditional MS4 with and without land use control, training status is shared with the individual responsible for monitoring DOS 4 hr planning/zoning board training.

5. 5-7 (I1) Coalition and other stormwater staff identify and share information regarding green infrastructure training venues (ex, CDRPC, Saratoga County Training Conference). Training details are shared at monthly Working Group meetings or by e-mail. Individual MS4 Stormwater Coordinator forwards training information to individuals in need of or responsible for coordinating municipality related training.   03/09/2014

6. 5-7 (I2) Individual MS4 SWMP Coordinator develops and annually updates a list of municipal, zoning, and planning board members in need of green infrastructure related training. Coordinator records which members received what kind of green infrastructure training, when, by whom, notes who needs green infrastructure training, and percentage of individuals who should be receiving training are receiving training. For Traditional MS4 with and without land use control, training status is shared with the individual responsible for monitoring DOS 4 hr planning/zoning board training.   03/09/2014

7. 5-7 (I1) Coalition and other stormwater staff identify and share information regarding green infrastructure training venues (ex, CDRPC, Saratoga County Training Conference). Training details are shared at monthly Working Group meetings or by e-mail. Individual MS4 Stormwater Coordinator forwards training information to individuals in need of or responsible for coordinating municipality related training.   03/09/2015

8. 5-7 (I2) Individual MS4 SWMP Coordinator develops and annually updates a list of municipal, zoning, and planning board members in need of green infrastructure related training. Coordinator records which members received what kind of green infrastructure training, when, by whom, notes who needs green infrastructure training, and percentage of individuals who should be receiving training are receiving training. For Traditional MS4 with and without land use control, training status is shared with the individual responsible for monitoring DOS 4 hr planning/zoning board training.   03/09/2015

Measurable Goals	Permit Year	Due Date
1. 5-7 (MG1) 60 Working Group meeting agendas with training info.	2015	03/09/2015
2. 5-7 (MG2) 100% of Albany County municipal and planning board members receive a green infrastructure related training.	2015	03/09/2015
3. 5-7 (MG2) 80% of City of Albany municipal and planning board members receive a green infrastructure related training.	2015	03/09/2015
4. 5-7 (MG2) 80% of Town of Bethlehem municipal and planning board members receive a green infrastructure related training.	2015	03/09/2015
5. 5-7 (MG2) 80% of City of Cohoes municipal and planning board members receive a green infrastructure related training.	2015	03/09/2015

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#	Task	Year	Date
6.	5-7 (MG2) 80% of Town of Colonie municipal and planning board members receive a green infrastructure related training.	2015	03/09/2015
7.	5-7 (MG2) 80% of Village of Colonie municipal and planning board members receive a green infrastructure related training.	2015	03/09/2015
8.	5-7 (MG2) 100% of Village of Green Island municipal and planning board members receive a green infrastructure related training.	2015	03/09/2015
9.	5-7 (MG2) 80% of Town of Guilderland municipal and planning board members receive a green infrastructure related training.	2015	03/09/2015
10.	5-7 (MG2) 100% of Village of Menands municipal and planning board members receive a green infrastructure related training.	2015	03/09/2015
11.	5-7 (MG2) 80% of Town of New Scotland municipal and planning board members receive a green infrastructure related training.	2015	03/09/2015
12.	5-7 (MG2) 100% of Village of Voorheesville municipal and planning board members receive a green infrastructure related training.	2015	03/09/2015
13.	5-7 (MG2) 100% of City of Watervliet municipal and planning board members receive a green infrastructure related training.	2015	03/09/2015

Responsible Party

Coalition Coordinator and the Individual Traditional MS4 Stormwater Management (SWMP) Coordinator

8. 5-8 Inventory - Post Construction Stormwater Practices

Since the inception of the MS4 and Construction Activity Permits in 2003, stormwater practices have been built, as described in the NYSDEC Stormwater Design Manual. It is the responsibility of MS4s appproving these practices to play a role in overseeing maintenance, minimally maintaining an inventory of built practices which documents the location of the practice, type of practice, maintenance needed per the Design Manual or SWPPP, dates, and type of maintenance performed.

Implementation Tasks	Imp Date
1. 5-8 (I1) For traditional and non-traditional MS4s,annually develop and update an inventory of post construction stormwater practices within covered entities jurisdiction.	03/09/2011
2. 5-8 (I2) Inventory includes all practices installed since 3/10/2003, noted in approved SWPPP and/or as-built plan, both public and private practices.	03/09/2011
3. 5-8 (I3) For each practice, list location of practice (street address or coordinates), type of practice, maintenance needed per the Stormwater Design Manual, SWPPP or other provided	03/09/2011

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documentation, dates and type of maintenance performed.

4.	5-8 (I1) For traditional and non-traditional MS4s,annually develop and update an inventory of post construction stormwater practices within covered entities jurisdiction.	03/09/2012
5.	5-8 (I2) Inventory includes all practices installed since 3/10/2003, noted in approved SWPPP and/or as-built plan, both public and private practices.	03/09/2012
6.	5-8 (I3) For each practice, list location of practice (street address or coordinates), type of practice, maintenance needed per the Stormwater Design Manual, SWPPP or other provided documentation, dates and type of maintenance performed.	03/09/2012
7.	5-8 (I1) For traditional and non-traditional MS4s,annually develop and update an inventory of post construction stormwater practices within covered entities jurisdiction.	03/09/2013
8.	5-8 (I2) Inventory includes all practices installed since 3/10/2003, noted in approved SWPPP and/or as-built plan, both public and private practices.	03/09/2013
9.	5-8 (I3) For each practice, list location of practice (street address or coordinates), type of practice, maintenance needed per the Stormwater Design Manual, SWPPP or other provided documentation, dates and type of maintenance performed.	03/09/2013
10.	5-8 (I1) For traditional and non-traditional MS4s,annually develop and update an inventory of post construction stormwater practices within covered entities jurisdiction.	03/09/2014
11.	5-8 (I2) Inventory includes all practices installed since 3/10/2003, noted in approved SWPPP and/or as-built plan, both public and private practices.	03/09/2014
12.	5-8 (I3) For each practice, list location of practice (street address or coordinates), type of practice, maintenance needed per the Stormwater Design Manual, SWPPP or other provided documentation, dates and type of maintenance performed.	03/09/2014
13.	5-8 (I1) For traditional and non-traditional MS4s,annually develop and update an inventory of post construction stormwater practices within covered entities jurisdiction.	03/09/2015
14.	5-8 (I2) Inventory includes all practices installed since 3/10/2003, noted in approved SWPPP and/or as-built plan, both public and private practices.	03/09/2015
15.	5-8 (I3) For each practice, list location of practice (street address or coordinates), type of practice, maintenance needed per the Stormwater Design Manual, SWPPP or other provided documentation, dates and type of maintenance performed.	03/09/2015

Measurable Goals	Permit Year	Due Date
1. 5-8 (MG1) Albany County completes 5 annual inventories of post construction stormwater management practices.	2015	03/09/2015

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2.	5-8 (MG1) The City of Albany completes 5 annual inventories of post construction stormwater management practices.	2015	03/09/2015
3.	5-8 (MG1) The Town of Bethlehem completes 5 annual inventories of post construction stormwater management practices.	2015	03/09/2015
4.	5-8 (MG1) The City of Cohoes completes 5 annual inventories of post construction stormwater management practices.	2015	03/09/2015
5.	5-8 (MG1) The Town of Colonie completes 5 annual inventories of post construction stormwater management practices.	2015	03/09/2015
6.	5-8 (MG1) The Village of Colonie completes 5 annual inventories of post construction stormwater management practices.	2015	03/09/2015
7.	5-8 (MG1) The Village of Green Island completes 5 annual inventories of post construction stormwater management practices.	2015	03/09/2015
8.	5-8 (MG1) The Town of Guilderland completes 5 annual inventories of post construction stormwater management practices.	2015	03/09/2015
9.	5-8 (MG1) The Village of Menands completes 5 annual inventories of post construction stormwater management practices.	2015	03/09/2015
10.	5-8 (MG1) The Town of New Scotland completes 5 annual inventories of post construction stormwater management practices.	2015	03/09/2015
11.	5-8 (MG1) The Village of Voorheesville completes 5 annual inventories of post construction stormwater management practices.	2015	03/09/2015
12.	5-8 (MG1) The City of Watervliet completes 5 annual inventories of post construction stormwater management practices.	2015	03/09/2015
13.	5-8 (MG1) The SUNY Albany completes 5 annual inventories of post construction stormwater management practices.	2015	03/09/2015

Responsible Party

Coalition Coordinator and the Individual Non-Traditional MS4 Stormwater Management (SWMP) Coordinator

9. **5-9 Operations and Maintenance**

To ensure that post construction practices are adequately maintenance, post construction practices need to be inventoried, inspected, and monitored. Inspectors need to be adequately training.

Implementation Tasks   **Imp Date**

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1. 5-9 (I1) Annually develop and update inspection schedule for stormwater practices included in inventory.   03/09/2011

2. 5-9 (I2) Annually train municipal staff as needed in operation and maintenance of stormwater practices based on NYS Stormwater Design Manual, Coalition general maintenance cards and other documents.   03/09/2011

3. 5-9 (I4) Annually inspect practices, notify owner of maintenance issues and take enforcement action as necessary.   03/09/2011

4. 5-9 (I1) Annually develop and update inspection schedule for stormwater practices included in inventory.   03/09/2012

5. 5-9 (I2) Annually train municipal staff as needed in operation and maintenance of stormwater practices based on NYS Stormwater Design Manual, Coalition general maintenance cards and other documents.   03/09/2012

6. 5-9 (I4) Annually inspect practices, notify owner of maintenance issues and take enforcement action as necessary.   03/09/2012

7. 5-9 (I1) Annually develop and update inspection schedule for stormwater practices included in inventory.   03/09/2013

8. 5-9 (I2) Annually train municipal staff as needed in operation and maintenance of stormwater practices based on NYS Stormwater Design Manual, Coalition general maintenance cards and other documents.   03/09/2013

9. 5-9 (I3) Identify checklist within operation and maintenance documentation included in SWPPP process and use list for inspection process.   03/09/2013

10. 5-9 (I4) Annually inspect practices, notify owner of maintenance issues and take enforcement action as necessary.   03/09/2013

11. 5-9 (I1) Annually develop and update inspection schedule for stormwater practices included in inventory.   03/09/2014

12. 5-9 (I2) Annually train municipal staff as needed in operation and maintenance of stormwater practices based on NYS Stormwater Design Manual, Coalition general maintenance cards and other documents.   03/09/2014

13. 5-9 (I4) Annually inspect practices, notify owner of maintenance issues and take enforcement action as necessary.   03/09/2014

14. 5-9 (I1) Annually develop and update inspection schedule for stormwater practices included in inventory.   03/09/2015

15. 5-9 (I2) Annually train municipal staff as needed in operation and maintenance of stormwater   03/09/2015

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practices based on NYS Stormwater Design Manual, Coalition general maintenance cards and other documents.

16. 5-9 (I4) Annually inspect practices, notify owner of maintenance issues and take enforcement action as necessary.   03/09/2015

Measurable Goals	Permit Year	Due Date
1. 5-9 (MG1) Albany County completes 5 inspection schedules of stormwater practices including inventory.	2015	03/09/2015
2. 5-9 (MG1) The City of Albany completes 5 inspection schedules of stormwater practices including inventory.	2015	03/09/2015
3. 5-9 (MG1) The Town of Bethlehem completes 5 inspection schedules of stormwater practices including inventory.	2015	03/09/2015
4. 5-9 (MG1) The City of Cohoes completes 5 inspection schedules of stormwater practices including inventory.	2015	03/09/2015
5. 5-9 (MG1) The Town of Colonie completes 5 inspection schedules of stormwater practices including inventory.	2015	03/09/2015
6. 5-9 (MG1) The Village of Colonie completes 5 inspection schedules of stormwater practices including inventory.	2015	03/09/2015
7. 5-9 (MG1) The Village of Green Island completes 5 inspection schedules of stormwater practices including inventory.	2015	03/09/2015
8. 5-9 (MG1) The Town of Guilderland completes 5 inspection schedules of stormwater practices including inventory.	2015	03/09/2015
9. 5-9 (MG1) The Village of Menands completes 5 inspection schedules of stormwater practices including inventory.	2015	03/09/2015
10. 5-9 (MG1) The Town of New Scotland completes 5 inspection schedules of stormwater practices including inventory.	2015	03/09/2015
11. 5-9 (MG1) The Village of Voorheesville completes 5 inspection schedules of stormwater practices including inventory.	2015	03/09/2015
12. 5-9 (MG1) The City of Watervliet completes 5 inspection schedules of stormwater practices including inventory.	2015	03/09/2015
13. 5-9 (MG1) The SUNY Albany completes 5 inspection schedules of stormwater practices including inventory.	2015	03/09/2015
14. 5-9 (MG2) Albany County will have inspected 100% of stormwater practices, both public and private, listed in inventory and included on inspection annual schedule.	2015	03/09/2015

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15.	5-9 (MG2) The City of Albany will have inspected 60% of stormwater practices, both public and private, listed in inventory and included on inspection annual schedule.	2015	03/09/2015
16.	5-9 (MG2) The Town of Bethlehem will have inspected 80% of stormwater practices, both public and private, listed in inventory and included on inspection annual schedule.	2015	03/09/2015
17.	5-9 (MG2) The City of Cohoes will have inspected 80% of stormwater practices, both public and private, listed in inventory and included on inspection annual schedule.	2015	03/09/2015
18.	5-9 (MG2) The Town of Colonie will have inspected 80% of stormwater practices, both public and private, listed in inventory and included on inspection annual schedule.	2015	03/09/2015
19.	5-9 (MG2) The Village of Colonie will have inspected 80% of stormwater practices, both public and private, listed in inventory and included on inspection annual schedule.	2015	03/09/2015
20.	5-9 (MG2) The Village of Green Island will have inspected 80% of stormwater practices, both public and private, listed in inventory and included on inspection annual schedule.	2015	03/09/2015
21.	5-9 (MG2) The Town of Guilderland will have inspected 80% of stormwater practices, both public and private, listed in inventory and included on inspection annual schedule.	2015	03/09/2015
22.	5-9 (MG2) The Village of Menands will have inspected 80% of stormwater practices, both public and private, listed in inventory and included on inspection annual schedule.	2015	03/09/2015
23.	5-9 (MG2) The Town of New Scotland will have inspected 80% of stormwater practices, both public and private, listed in inventory and included on inspection annual schedule.	2015	03/09/2015
24.	5-9 (MG2) The Village of Voorheesville will have inspected 100% of stormwater practices, both public and private, listed in inventory and included on inspection annual schedule.	2015	03/09/2015
25.	5-9 (MG2) The City of Watervliet will have inspected 80% of stormwater practices, both public and private, listed in inventory and included on inspection annual schedule.	2015	03/09/2015
26.	5-9 (MG2) SUNY Albany will have inspected 80% of stormwater practices, both public and private, listed in inventory and included on inspection annual schedule.	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

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10. 5-10 Banking and Credits-Watersheds

Additional information is needed from NYSDEC regarding specifics.

Implementation Tasks	Imp Date

Measurable Goals	Permit Year	Due Date

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

11. 5-11 Post Construction Maintenance-Resources

As more stormwater practices come on line, maintenance of green infrastructure practices may need to be addressed and programs developed to train individuals. Maintenance costs of green infrastructure need to be tracked for future reference.

Implementation Tasks	Imp Date
1. 5-11 (I1) Annually identify resources (labor, materials, equipment etc…) needed to maintain inventoried stormwater practices both public and private.	03/09/2013
2. 5-11 (I2) Annually identify the funding source and parties responsible for inventoried practices.	03/09/2013
3. 5-11 (I3) Annually include maintenance cost and responsible party information in stormwater practice inventory.	03/09/2013
4. 5-11 (I4) Communicate maintenance needs, management issues and funding gaps to interested parties.	03/09/2013
5. 5-11 (I1) Annually identify resources (labor, materials, equipment etc…) needed to maintain inventoried stormwater practices both public and private.	03/09/2014
6. 5-11 (I2) Annually identify the funding source and parties responsible for inventoried practices.	03/09/2014
7. 5-11 (I3) Annually include maintenance cost and responsible party information in stormwater practice inventory.	03/09/2014
8. 5-11 (I4) Communicate maintenance needs, management issues and funding gaps to	03/09/2014

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interested parties.

9. 5-11 (I1) Annually identify resources (labor, materials, equipment etc…) needed to maintain inventoried stormwater practices both public and private. 03/09/2015

10. 5-11 (I2) Annually identify the funding source and parties responsible for inventoried practices. 03/09/2015

11. 5-11 (I3) Annually include maintenance cost and responsible party information in stormwater practice inventory. 03/09/2015

12. 5-11 (I4) Communicate maintenance needs, management issues and funding gaps to interested parties. 03/09/2015

Measurable Goals	Permit Year	Due Date
1. 5-11 (MG1) Albany County includes maintenance costs and responsible party information in 3 annual stormwater practices inventories.	2015	03/09/2015
2. 5-11 (MG1) The City of Albany includes maintenance costs and responsible party information in 3 annual stormwater practices inventories.	2015	03/09/2015
3. 5-11 (MG1) The Town of Bethlehem includes maintenance costs and responsible party information in 3 annual stormwater practices inventories.	2015	03/09/2015
4. 5-11 (MG1) The City of Cohoes includes maintenance costs and responsible party information in 3 annual stormwater practices inventories.	2015	03/09/2015
5. 5-11 (MG1) The Town of Colonie includes maintenance costs and responsible party information in 3 annual stormwater practices inventories.	2015	03/09/2015
6. 5-11 (MG1) The Village of Colonie includes maintenance costs and responsible party information in 3 annual stormwater practices inventories.	2015	03/09/2015
7. 5-11 (MG1) The Village of Green Island includes maintenance costs and responsible party information in 3 annual stormwater practices inventories.	2015	03/09/2015
8. 5-11 (MG1) The Town of Guilderland includes maintenance costs and responsible party information in 3 annual stormwater practices inventories.	2015	03/09/2015
9. 5-11 (MG1) The Village of Menands includes maintenance costs and responsible party information in 3 annual stormwater practices inventories.	2015	03/09/2015

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10.	5-11 (MG1) The Town of New Scotland includes maintenance costs and responsible party information in 3 annual stormwater practices inventories.	2015	03/09/2015
11.	5-11 (MG1) The Village of Voorheesville includes maintenance costs and responsible party information in 3 annual stormwater practices inventories.	2015	03/09/2015
12.	5-11 (MG1) The City of Watervliet includes maintenance costs and responsible party information in 3 annual stormwater practices inventories.	2015	03/09/2015
13.	5-11 (MG1) SUNY Albany includes maintenance costs and responsible party information in 3 annual stormwater practices inventories.	2015	03/09/2015

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

12. **5-12 Post Construction Practices - Reporting**

Recording keeping requirements are listed in the Permit, as follows: number of SWPPPs reviewed; number and type of enforcement actions or sanctions (non-traditional MS4s); number and type of post construction practices inventoried; number and type of post construction practices inspected; number and type of post construction practices maintained.

Implementation Tasks	**Imp Date**
1. 5-12 (I1) Annually develop a record keeping system which tracks by date the: - Number of SWPPPs reviewed - Number and type of enforcement actions or sanctions (non-traditional MS4s) - Number and type of post construction stormwater practices inventoried - Number and type of post construction practices inspected - Number and type of post construction practices maintained.	03/09/2011
2. 5-12 (I1) Annually develop a record keeping system which tracks by date the: - Number of SWPPPs reviewed - Number and type of enforcement actions or sanctions (non-traditional MS4s) - Number and type of post construction stormwater practices inventoried - Number and type of post construction practices inspected	03/09/2012

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- Number and type of post construction
practices maintained.

3. 5-12 (I1) Annually develop a record keeping system which tracks by date the: 03/09/2013
   - Number of SWPPPs reviewed
   - Number and type of enforcement actions or
   sanctions (non-traditional MS4s)
   - Number and type of post construction
   stormwater practices inventoried
   - Number and type of post construction
   practices inspected
   - Number and type of post construction
   practices maintained.

4. 5-12 (I2) Annually update record keeping information for post construction practices.   03/09/2013

5. 5-12 (I1) Annually develop a record keeping system which tracks by date the: 03/09/2014
   - Number of SWPPPs reviewed
   - Number and type of enforcement actions or
   sanctions (non-traditional MS4s)
   - Number and type of post construction
   stormwater practices inventoried
   - Number and type of post construction
   practices inspected
   - Number and type of post construction
   practices maintained.

6. 5-12 (I2) Annually update record keeping information for post construction practices.   03/09/2014

7. 5-12 (I1) Annually develop a record keeping system which tracks by date the: 03/09/2015
   - Number of SWPPPs reviewed
   - Number and type of enforcement actions or
   sanctions (non-traditional MS4s)
   - Number and type of post construction
   stormwater practices inventoried
   - Number and type of post construction
   practices inspected
   - Number and type of post construction
   practices maintained.

8. 5-12 (I2) Annually update record keeping information for post construction practices.   03/09/2015

Measurable Goals	Permit Year	Due Date
1. 5-12 (MG1) Albany County annually documents post construction practice information identified in permit and implementation tasks and	2015	03/09/2015

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	generates 3 post construction practices reports.		
2.	5-12 (MG1) The City of Albany annually documents post construction practice information identified in permit and implementation tasks and generates 3 post construction practices reports.	2015	03/09/2015
3.	5-12 (MG1) The Town of Bethlehem annually documents post construction practice information identified in permit and implementation tasks and generates 3 post construction practices reports.	2015	03/09/2015
4.	5-12 (MG1) The City of Cohoes annually documents post construction practice information identified in permit and implementation tasks and generates 3 post construction practices reports.	2015	03/09/2015
5.	5-12 (MG1) The Town of Colonie annually documents post construction practice information identified in permit and implementation tasks and generates 3 post construction practices reports.	2015	03/09/2015
6.	5-12 (MG1) The Village of Colonie annually documents post construction practice information identified in permit and implementation tasks and generates 3 post construction practices reports.	2015	03/09/2015
7.	5-12 (MG1) The Village of Green Island annually documents post construction practice information identified in permit and implementation tasks and generates 3 post construction practices reports.	2015	03/09/2015
8.	5-12 (MG1) The Town of Guilderland annually documents post construction practice information identified in permit and implementation tasks and generates 3 post construction practices reports.	2015	03/09/2015
9.	5-12 (MG1) The Village of Menands annually documents post construction practice information identified in permit and implementation tasks and generates 3 post construction practices reports.	2015	03/09/2015
10.	5-12 (MG1) The Town of New Scotland annually documents post construction practice information identified in permit and implementation tasks and generates 3 post construction practices reports.	2015	03/09/2015
11.	5-12 (MG1) The Village of Vorrheesville annually documents post construction practice information identified in permit and implementation tasks and generates 3 post construction practices reports.	2015	03/09/2015
12.	5-12 (MG1) The City of Watervliet annually documents post construction practice information identified in permit and implementation tasks and generates 3 post construction practices reports.	2015	03/09/2015
13.	5-12 (MG1) SUNY Albany annually documents post construction practice information identified in permit and implementation tasks and generates 3 post construction practices reports.	2015	03/09/2015

Responsible Party

Storm Water Management Program

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

6.0 Pollution Prevention/Good Housekeeping for Municipal Operations (MCM6)

The Pollution Prevention/Good Housekeeping for Municipal Operations minimum control measure consists of Best Management Practices (BMP's) which ensure that municipal operations are performed in ways that will minimize contamination of stormwater discharges. The program must be implemented at two levels, for the overall MS4 area and at MS4 owned and/or operated facilities.

As stated in NYSDEC SPDES General Permit for Stormwater Discharges from Municipal Separated Storm Sewer Systems "MS4" Permit No. GP-0-10-002, covered entities must minimally every three years, perform and document a self-assessment of all municipal operations to determine the sources of pollution potentially generated by the entity's operations and facilities. Once assessed, covered entity must determine management practices and policies that will be developed and implemented to reduce or prevent the discharge of (potential) pollutants, then finally select and implement appropriate pollution prevention and good housekeeping BMPs and Measureable Goals.

The program must prioritize pollution prevention efforts based on geographic area, potential to improve water quality, and facilities most in need of modification or improvement; include employee pollution prevention and good housekeeping training; include techniques to reduce the use of fertilizers, pesticides, and herbicides; require that third party entities performing contracted services, including but not limited to street sweeping, snow removal, lawn/grounds, etc. meet permit requirements; and require that municipal operations and facilities that would otherwise be subject to the NYS Multi-Sector General Permit for industrial stormwater discharges to prepare and implement provisions in the SWMP that comply with Parts III. A, C, D, J, K, and L and perform monitoring and record keeping in accordance with Part IV. of the MSGP. Finally, to the maximum extent practicable, the covered entity must consider and incorporate cost effective runoff reduction techniques and green infrastructure into the routine upgrade of the existing stormwater conveyance system and municipal properties.

Best Managment Practices:

1. **6-1 Inventory-Municipal Facilities and Operations**

    Using as a guide, the Monroe County Stormwater Coalition Guidance to Developing an Effective Municipal Prevention and Good Housekeeping program, the first step is to conduct an inventory of municipal facilities and operations.

Implementation Tasks	Imp Date
1. 6-1 (I3) Annually update inventory to add or remove fixed facilities and/or operations.	03/09/2011
2. 6-1 (I1) Read all pages of the document titled Monroe County Stormwater Coalition Guidance to Developing an Effective Municipal Pollution Prevention and Good Housekeeping Program. (June, 2008)	03/09/2012
3. 6-1 (I2) Complete inventory as described on page 6 of the Monroe County document, which lists the location of all fixed facilities owned or operated by MS4/municipalities and operations that take place throughout MS4/municipality. Write down inventory information, name the document, "Inventory of Municipal Facilities and Operations", date the document, and file.	03/09/2012

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4. 6-1 (I3) Annually update inventory to add or remove fixed facilities and/or operations.   03/09/2012

5. 6-1 (I3) Annually update inventory to add or remove fixed facilities and/or operations.   03/09/2013

6. 6-1 (I3) Annually update inventory to add or remove fixed facilities and/or operations.   03/09/2014

7. 6-1 (I3) Annually update inventory to add or remove fixed facilities and/or operations.   03/09/2015

	Measurable Goals	Permit Year	Due Date
1.	6-1 (MG1) Albany County completes 5 updated inventories of municipal facilities and operation and files a hard copy with MS4 documents.	2015	03/09/2015
2.	6-1 (MG1) The City of Albany completes 5 updated inventories of municipal facilities and operation and files a hard copy with MS4 documents.	2015	03/09/2015
3.	6-1 (MG1) The Town of Bethlehem completes 5 updated inventories of municipal facilities and operation and files a hard copy with MS4 documents.	2015	03/09/2015
4.	6-1 (MG1) The City of Cohoes completes 5 updated inventories of municipal facilities and operation and files a hard copy with MS4 documents.	2015	03/09/2015
5.	6-1 (MG1) The Town of Colonie completes 5 updated inventories of municipal facilities and operation and files a hard copy with MS4 documents.	2015	03/09/2015
6.	6-1 (MG1) The Village of Colonie completes 5 updated inventories of municipal facilities and operation and files a hard copy with MS4 documents.	2015	03/09/2015
7.	6-1 (MG1) The Village of Green Island completes 5 updated inventories of municipal facilities and operation and files a hard copy with MS4 documents.	2015	03/09/2015
8.	6-1 (MG1) The Town of Guilderland completes 5 updated inventories of municipal facilities and operation and files a hard copy with MS4 documents.	2015	03/09/2015
9.	6-1 (MG1) The Village of Menands completes 5 updated inventories of municipal facilities and operation and files a hard copy with MS4 documents.	2015	03/09/2015
10.	6-1 (MG1) The Town of New Scotland completes 5 updated inventories of municipal facilities and operation and files a hard copy with MS4 documents.	2015	03/09/2015

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11. 6-1 (MG1) The Village of Voorheesville completes 5 updated inventories of municipal facilities and operation and files a hard copy with MS4 documents. 2015 03/09/2015

12. 6-1 (MG1) The City of Watervliet completes 5 updated inventories of municipal facilities and operation and files a hard copy with MS4 documents. 2015 03/09/2015

13. 6-1 (MG1) SUNY Albany completes 5 updated inventories of municipal facilities and operation and files a hard copy with MS4 documents. 2015 03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

2. **6-2 Assessment - Municipal Facilities and Operations**

Once the facilities and operations inventory is completed, each identified facility and activity needs to be assessed, such that pollution generating activities are noted, existing BMPs identified, additional BMPs suggested, Measurable goals crafted, implementation schedules set, and the parties responsible for implementing the BMPs are named.

Implementation Tasks **Imp Date**

1. 6-2 (I1) Study the Municipal Assessment form procedures described in Monroe County guidance document on pages 9-10. 03/09/2013

2. 6-2 (I2) Record on Municipal Stormwater Assessment forms the MS4 list of municipal facilities and operations (top row of form-inventory information). In the left column, list the pollution generating activities associated with the type of operation for which this form applies. NYSDEC describes 14 categories of municipal operations (see MS4 Permit and Annual Report). They are: Street Maintenance; Bridge Maintenance; Winter Road Maintenance; Salt Storage; Storm System Maintenance; Vehicle and Fleet Maintenance; Parks and Open Space; Municipal Buildings Maintenance; Solid Waste Management; New Municipal Construction and Land Disturbances; Right of Way Maintenance; Marine Operations; Stream Bank Hydrological Habitat Maintenance and Other. This represents 14 possible assessment forms, one for each type of municipal operation. The number of assessment forms will vary depending on characteristics of the MS4 and the municipal operations associated with the MS4. 03/09/2013

3. 6-2 (I3) For each Assessment Form, note the existing BMPs currently in place throughout your MS4 to address the pollution generating activity noted on the Assessment Form and associated with that particular municipal operation. Check off where these pollutants and BMPs apply for all of the facilities and operations recorded in the top row of the form. 03/09/2013

4. 6-2 (I4) Inspect municipal facilities using either the Monroe County Facility Self Audit, or the Los Angeles Self Audit form from Albany County (MDR) or another form to identify both 03/09/2013

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existing BMPs and opportunities for additional BMPs for the facility. Use this info when creating and updating the BMP Summary Sheet (see # 5 below for details).

5.	6-2 (I5) For your MS4 municipal operations, describe using the Monroe County BMP Summary Sheet format, BMPs associated with municipal operations unique to your MS4. Fill out a Summary Sheet for each BMP type, note the category of municipal operations, include measurable goals, a timeline/implementation schedule, the responsible party or parties for this BMP, and record specific components, and notes.	03/09/2013
6.	6-2 (I6) Assess all facilities and operations as listed above, every 3 years.	03/09/2013

Measurable Goals	**Permit Year**	**Due Date**
1. 6-2 (MG1) Albany County reassesses 100% of all fixed facilities and operations listed in the Inventory of Municipal Facilities and Operation (completed by 3/9/2013), to include 35 BMP Summary Sheets and the appropriate facility audit forms.	2015	03/09/2015
2. 6-2 (MG1) The City of Albany reassesses 100% of all fixed facilities and operations listed in the Inventory of Municipal Facilities and Operation (completed by 3/9/2013), to include 2 BMP Summary Sheets and the appropriate facility audit forms.	2015	03/09/2015
3. 6-2 (MG1) The Town of Bethlehem reassesses 100% of all fixed facilities and operations listed in the Inventory of Municipal Facilities and Operation (completed by 3/9/2013), to include 1 BMP Summary Sheets and the appropriate facility audit forms.	2015	03/09/2015
4. 6-2 (MG1) The City of Cohoes reassesses 100% of all fixed facilities and operations listed in the Inventory of Municipal Facilities and Operation (completed by 3/9/2013), to include 3 BMP Summary Sheets and the appropriate facility audit forms.	2015	03/09/2015
5. 6-2 (MG1) The Town of Colonie reassesses 100% of all fixed facilities and operations listed in the Inventory of Municipal Facilities and Operation (completed by 3/9/2013), to include 10 BMP Summary Sheets and the appropriate facility audit forms.	2015	03/09/2015
6. 6-2 (MG1) The Village of Colonie reassesses 100% of all fixed facilities and operations listed in the Inventory of Municipal Facilities and Operation (completed by 3/9/2013), to include 3 BMP Summary Sheets and the appropriate facility audit forms.	2015	03/09/2015
7. 6-2 (MG1) The Village of Green Island reassesses 100% of all fixed facilities and operations listed in the Inventory of Municipal Facilities and Operation (completed by 3/9/2013), to include 10 BMP Summary Sheets and the appropriate facility audit forms.	2015	03/09/2015
8. 6-2 (MG1) The Town of Giulderland reassesses 100% of all fixed	2015	03/09/2015

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facilities and operations listed in the Inventory of Municipal Facilities and Operation (completed by 3/9/2013), to include 1 BMP Summary Sheets and the appropriate facility audit forms.

9.	6-2 (MG1) The Village of Menands reassesses 100% of all fixed facilities and operations listed in the Inventory of Municipal Facilities and Operation (completed by 3/9/2013), to include 2 BMP Summary Sheets and the appropriate facility audit forms.	2015	03/09/2015
10.	6-2 (MG1) The Town of New Scotland reassesses 100% of all fixed facilities and operations listed in the Inventory of Municipal Facilities and Operation (completed by 3/9/2013), to include 3 BMP Summary Sheets and the appropriate facility audit forms.	2015	03/09/2015
11.	6-2 (MG1) The Village of Voorheesville reassesses 100% of all fixed facilities and operations listed in the Inventory of Municipal Facilities and Operation (completed by 3/9/2013), to include 2 BMP Summary Sheets and the appropriate facility audit forms.	2015	03/09/2015
12.	6-2 (MG1) The City of Watervliet reassesses 100% of all fixed facilities and operations listed in the Inventory of Municipal Facilities and Operation (completed by 3/9/2013), to include 5 BMP Summary Sheets and the appropriate facility audit forms.	2015	03/09/2015
13.	6-2 (MG1) SUNY Albany reassesses 100% of all fixed facilities and operations listed in the Inventory of Municipal Facilities and Operation (completed by 3/9/2013), to include 3 BMP Summary Sheets and the appropriate facility audit forms.	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

3. **6-3 Stormwater System Maintenance - Catch Basins**

A careful tracking of the number of catch basins inspected and cleaned, along with documentation of what happens to the spoils, is a recognized good housekeeping priority.

Implementation Tasks	**Imp Date**
1. 6-3 (I2) Annually develop an annual inspection and clean out schedule for catch basins and conveyance system. Consider water quality impacts and prioritize accordingly.	03/09/2011
2. 6-3 (I3) Annually record which catch basins inspected and cleaned, when. Note items cleaned out of catch basins and how spoils are disposed.	03/09/2011
3. 6-3 (I1) Inventory and record total number of catch basins in jurisdiction.	03/09/2012

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4. 6-3 (I2) Annually develop an annual inspection and clean out schedule for catch basins and conveyance system. Consider water quality impacts and prioritize accordingly.   03/09/2012

5. 6-3 (I3) Annually record which catch basins inspected and cleaned, when. Note items cleaned out of catch basins and how spoils are disposed.   03/09/2012

6. 6-3 (I2) Annually develop an annual inspection and clean out schedule for catch basins and conveyance system. Consider water quality impacts and prioritize accordingly.   03/09/2013

7. 6-3 (I3) Annually record which catch basins inspected and cleaned, when. Note items cleaned out of catch basins and how spoils are disposed.   03/09/2013

8. 6-3 (I2) Annually develop an annual inspection and clean out schedule for catch basins and conveyance system. Consider water quality impacts and prioritize accordingly.   03/09/2014

9. 6-3 (I3) Annually record which catch basins inspected and cleaned, when. Note items cleaned out of catch basins and how spoils are disposed.   03/09/2014

10. 6-3 (I2) Annually develop an annual inspection and clean out schedule for catch basins and conveyance system. Consider water quality impacts and prioritize accordingly.   03/09/2015

11. 6-3 (I3) Annually record which catch basins inspected and cleaned, when. Note items cleaned out of catch basins and how spoils are disposed.   03/09/2015

12. 6-3 (I4) As storm system map is completed, record and identify catch basin and conveyance system clean out using mapping identifiers.   03/09/2015

Measurable Goals	Permit Year	Due Date
1. 6-3 (MG1) Albany County will inspect 25% of catch basins in jurisdiction.	2015	03/09/2015
2. 6-3 (MG1) The City of Albany will inspect catch basins as described in their SPDES CSO Permit.	2015	03/09/2015
3. 6-3 (MG1) The Town of Bethlehem will inspect 60% of catch basins in jurisdiction.	2015	03/09/2015
4. 6-3 (MG1) The City of Cohoes will inspect catch basins as described in their NYS SPDES CSO Permit.	2015	03/09/2015
5. 6-3 (MG1) The Town of Colonie will inspect 50% of catch basins in jurisdiction.	2015	03/09/2015
6. 6-3 (MG1) The Village of Colonie will inspect 50% of catch basins in jurisdiction.	2015	03/09/2015
7. 6-3 (MG1) The Village of Green Island will inspect catch basins as	2015	03/09/2015

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described in their NYS SPDES CSO Permit.

8.	6-3 (MG1) The Town of Guilderland will inspect 100% of catch basins in jurisdiction.	2015	03/09/2015
9.	6-3 (MG1) The Village of Menands will inspect 100% of catch basins in jurisdiction.	2015	03/09/2015
10.	6-3 (MG1) The Town of New Scotland will inspect 50% of catch basins in jurisdiction.	2015	03/09/2015
11.	6-3 (MG1) The Village of Voorheesville will inspect 30% of catch basins in jurisdiction.	2015	03/09/2015
12.	6-3 (MG1) The City of Watervliet will inspect catch basins as described in their NYS SPDES CSO Permit.	2015	03/09/2015
13.	6-3 (MG1) SUNY Albany will inspect 100% of catch basins in jurisdiction.	2015	03/09/2015
14.	6-3 (MG2) Albany County will clean out 10% of catch basins in jurisdiction.	2015	03/09/2015
15.	6-3 (MG2) The City of Albany will clean out catch basins as described in their SPDES CSO Permit.	2015	03/09/2015
16.	6-3 (MG2) The Town of Bethlehem will clean out 0% of catch basins in jurisdiction.	2015	03/09/2015
17.	6-3 (MG2) The City of Cohoes will clean out catch basins as described in their SPDES CSO Permit.	2015	03/09/2015
18.	6-3 (MG2) The Town of Colonie will clean out 0% of catch basins in jurisdiction.	2015	03/09/2015
19.	6-3 (MG2) The Village of Colonie will clean out 50% of catch basins in jurisdiction.	2015	03/09/2015
20.	6-3 (MG2) The Village of Green Island will clean out catch basins as described in their SPDES CSO Permit.	2015	03/09/2015
21.	6-3 (MG2) The Town of Guilderland will clean out 100% of catch basins in jurisdiction.	2015	03/09/2015
22.	6-3 (MG2) The Village of Menands will clean out 100% of catch basins in jurisdiction.	2015	03/09/2015
23.	6-3 (MG2) The Town of New Scotland will clean out 50% of catch basins in jurisdiction.	2015	03/09/2015
24.	6-3 (MG2) The Village of Voorheesville will clean out 100% of catch basins in jurisdiction.	2015	03/09/2015
25.	6-3 (MG2) The City of Watervliet will clean out catch basins as described	2015	03/09/2015

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in their SPDES CSO Permit.

| 26. | 6-3 (MG2) SUNY Albany will clean out 100% of catch basins in jurisdiction. | 2015 | 03/09/2015 |

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

4. 6-4 Road Maintenance - Sweeping (Street and Parking Lots)

Removing sediments by sweeping roads and parking lots is a good housekeeping priority, and sets a good example in the community.

Implementation Tasks	**Imp Date**
1. 6-4 (I4) Annually record street sweeping activity. Note following information: location of street sweeping, number of miles swept, number of times swept, and describe how spoils are disposed.	03/09/2011
2. 6-4 (I5) Annually record parking lot sweeping activity. Note the following information: location of parking lot sweeping, number of acres swept, number of times swept and describe how spoils are disposed.	03/09/2011
3. 6-4 (I4) Annually record street sweeping activity. Note following information: location of street sweeping, number of miles swept, number of times swept, and describe how spoils are disposed.	03/09/2012
4. 6-4 (I5) Annually record parking lot sweeping activity. Note the following information: location of parking lot sweeping, number of acres swept, number of times swept and describe how spoils are disposed.	03/09/2012
5. 6-5 (I1) Research existing road maintenance plans and record total number of road miles and parking lot area in jurisdiction.	03/09/2013
6. 6-4 (I2) If not already included in plan, identify where road maintenance might have the biggest impact on water quality.	03/09/2013
7. 6-4 (I3) Discuss with road maintenance manager, street sweeping activity and water quality related practices, then prioritize.	03/09/2013
8. 6-4 (I4) Annually record street sweeping activity. Note following information: location of street sweeping, number of miles swept, number of times swept, and describe how spoils are disposed.	03/09/2013
9. 6-4 (I5) Annually record parking lot sweeping activity. Note the following information: location	03/09/2013

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of parking lot sweeping, number of acres swept, number of times swept and describe how spoils are disposed.

10. 6-4 (I4) Annually record street sweeping activity. Note following information: location of street sweeping, number of miles swept, number of times swept, and describe how spoils are disposed.   03/09/2014

11. 6-4 (I5) Annually record parking lot sweeping activity. Note the following information: location of parking lot sweeping, number of acres swept, number of times swept and describe how spoils are disposed.   03/09/2014

12. 6-4 (I4) Annually record street sweeping activity. Note following information: location of street sweeping, number of miles swept, number of times swept, and describe how spoils are disposed.   03/09/2015

13. 6-4 (I5) Annually record parking lot sweeping activity. Note the following information: location of parking lot sweeping, number of acres swept, number of times swept and describe how spoils are disposed.   03/09/2015

Measurable Goals	Permit Year	Due Date
1. 6-4 (MG1) Albany County will sweep 100% of jurisdictional road miles 5 times and properly dispose of spoils.	2015	03/09/2015
2. 6-4 (MG1) The City of Albany will sweep 100% of jurisdictional road miles 1 time and properly dispose of spoils.	2015	03/09/2015
3. 6-4 (MG1) The Town of Bethlehem will sweep 100% of jurisdictional road miles 1 time and properly dispose of spoils.	2015	03/09/2015
4. 6-4 (MG1) The City of Cohoes will sweep 100% of jurisdictional road miles 2 times and properly dispose of spoils.	2015	03/09/2015
5. 6-4 (MG1) The Town of Colonie will sweep 100% of jurisdictional road miles 1 time and properly dispose of spoils.	2015	03/09/2015
6. 6-4 (MG1) The Village of Colonie will sweep 100% of jurisdictional road miles 4 times and properly dispose of spoils.	2015	03/09/2015
7. 6-4 (MG1) The Village of Green Island will sweep 100% of jurisdictional road miles 5 times and properly dispose of spoils.	2015	03/09/2015
8. 6-4 (MG1) The Town of Guilderland will sweep 75% of jurisdictional road miles 1 time and properly dispose of spoils.	2015	03/09/2015
9. 6-4 (MG1) The Village of Menands will sweep 100% of jurisdictional road miles 1 time and properly dispose of spoils.	2015	03/09/2015
10. 6-4 (MG1) The Town of New Scotland will sweep 20% of jurisdictional	2015	03/09/2015

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road miles 5 times and properly dispose of spoils.

11.	6-4 (MG1) The Village of Voorheesville will sweep 100% of jurisdictional road miles 2 times and properly dispose of spoils.	2015	03/09/2015
12.	6-4 (MG1) The City of Watervliet will sweep 100% of jurisdictional road miles 4 times and properly dispose of spoils.	2015	03/09/2015
13.	6-4 (MG1) SUNY Albany will sweep 100% of jurisdictional road miles 24 times and properly dispose of spoils.	2015	03/09/2015
14.	6-4 (MG2) Albany County will sweep 10% of jurisdictional parking lot acreage 5 times and properly dispose of spoils.	2015	03/09/2015
15.	6-4 (MG2) The City of Albany will sweep 0% of jurisdictional parking lot acreage 0 times and properly dispose of spoils.	2015	03/09/2015
16.	6-4 (MG2) The Town of Bethlehem will sweep 100% of jurisdictional parking lot acreage 1 times and properly dispose of spoils.	2015	03/09/2015
17.	6-4 (MG2) The City of Cohoes will sweep 100% of jurisdictional parking lot acreage 1 times and properly dispose of spoils.	2015	03/09/2015
18.	6-4 (MG2) The Town of Colonie will sweep 100% of jurisdictional parking lot acreage 1 times and properly dispose of spoils.	2015	03/09/2015
19.	6-4 (MG2) The Village of Colonie will sweep 100% of jurisdictional parking lot acreage 4 times and properly dispose of spoils.	2015	03/09/2015
20.	6-4 (MG2) The Village of Green Island will sweep 100% of jurisdictional parking lot acreage 5 times and properly dispose of spoils.	2015	03/09/2015
21.	6-4 (MG2) The Town of Guilderland will sweep 50% of jurisdictional parking lot acreage 1 times and properly dispose of spoils.	2015	03/09/2015
22.	6-4 (MG2) The Village of Menands will sweep 100% of jurisdictional parking lot acreage 1 times and properly dispose of spoils.	2015	03/09/2015
23.	6-4 (MG2) The Town of New Scotland will sweep 50% of jurisdictional parking lot acreage 1 times and properly dispose of spoils.	2015	03/09/2015
24.	6-4 (MG2) The Village of Voorheesville will sweep 100% of jurisdictional parking lot acreage 1 times and properly dispose of spoils.	2015	03/09/2015
25.	6-4 (MG2) The City of Watervliet will sweep 0% of jurisdictional parking lot acreage 0 times and properly dispose of spoils.	2015	03/09/2015
26.	6-4 (MG2) The SUNY Albany will sweep 100% of jurisdictional parking lot acreage 1 times and properly dispose of spoils.	2015	03/09/2015

Responsible Party

Storm Water Management Program

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

5. **6-5 Pesticides & Herbicides Local Laws/Guidelines (Use & Notification)**

Several MS4s have existing local laws or policies regarding pesticide and herbicide use. Due to staff changes, there may be limited awareness of what may already exist in a municipality. The purpose of this BMP is to research and consolidate existing local law/guideline information; take advantage of County-wide laws which serve to raise awareness of pesticide concerns and protect citizens; and possibly encourage other MS4-municipalites to adopt similar pesticide/herbicide local laws or policies.

Implementation Tasks	Imp Date
1. 6-5 (I1) Annually research presence, absence of local laws and/or policy guidelines pertaining to pesticide and herbicide use by MS4 (Note: C/Albany, Cnty/Albany County, T/Beth have Pesticide Laws; Others?)	03/09/2013
2. 6-5 (I2) If local law/policies have been adopted read the local law/policy document; locate the department(s) and individual(s) currently responsible for implementing local law and/or policy; inform responsible party that you will be collecting herbicide, pesticide, and fertilizer use data annually for the MS4 Permit Annual Report; file a hard copy and electronic copy of the local law/policy with stormwater program paperwork. Update local law/policy information as needed.	03/09/2013
3. 6-5 (I3) Read and file with Stormwater Program documents the 2001 Albany County Neighbor Notification Law requiring notification when commercial and lawn pesticides are used. Include hard copies of documents noted on Albany County website. Make available to public as needed.	03/09/2013
4. 6-5 (I4) Post existing local laws/guidelines related to pesticide and herbicide use on MS4 websites and/or SW Coalition website. Include links to Albany County Neighbor Notification Law.	03/09/2013
5. 6-5 (I5) Evaluate existing local laws or guidelines; consider adopting or updating local laws or guidelines. Annually note decision regarding new and/or updated pesticide/herbicide laws.	03/09/2013
6. 6-5 (I1) Annually research presence, absence of local laws and/or policy guidelines pertaining to pesticide and herbicide use by MS4 (Note: C/Albany, Cnty/Albany County, T/Beth have Pesticide Laws; Others?)	03/09/2014
7. 6-5 (I2) If local law/policies have been adopted read the local law/policy document; locate the department(s) and individual(s) currently responsible for implementing local law and/or policy; inform responsible party that you will be collecting herbicide, pesticide, and fertilizer use data annually for the MS4 Permit Annual Report; file a hard copy and electronic copy of the local law/policy with stormwater program paperwork. Update local law/policy information as needed.	03/09/2014
8. 6-5 (I3) Read and file with Stormwater Program documents the 2001 Albany County Neighbor	03/09/2014

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Notification Law requiring notification when commercial and lawn pesticides are used. Include hard copies of documents noted on Albany County website. Make available to public as needed.

9. 6-5 (I4) Post existing local laws/guidelines related to pesticide and herbicide use on MS4 websites and/or SW Coalition website. Include links to Albany County Neighbor Notification Law.   03/09/2014

10. 6-5 (I5) Evaluate existing local laws or guidelines; consider adopting or updating local laws or guidelines. Annually note decision regarding new and/or updated pesticide/herbicide laws.   03/09/2014

11. 6-5 (I1) Annually research presence, absence of local laws and/or policy guidelines pertaining to pesticide and herbicide use by MS4 (Note: C/Albany, Cnty/Albany County, T/Beth have Pesticide Laws; Others?)   03/09/2015

12. 6-5 (I2) If local law/policies have been adopted read the local law/policy document; locate the department(s) and individual(s) currently responsible for implementing local law and/or policy; inform responsible party that you will be collecting herbicide, pesticide, and fertilizer use data annually for the MS4 Permit Annual Report; file a hard copy and electronic copy of the local law/policy with stormwater program paperwork. Update local law/policy information as needed.   03/09/2015

13. 6-5 (I3) Read and file with Stormwater Program documents the 2001 Albany County Neighbor Notification Law requiring notification when commercial and lawn pesticides are used. Include hard copies of documents noted on Albany County website. Make available to public as needed.   03/09/2015

14. 6-5 (I4) Post existing local laws/guidelines related to pesticide and herbicide use on MS4 websites and/or SW Coalition website. Include links to Albany County Neighbor Notification Law.   03/09/2015

15. 6-5 (I5) Evaluate existing local laws or guidelines; consider adopting or updating local laws or guidelines. Annually note decision regarding new and/or updated pesticide/herbicide laws.   03/09/2015

Measurable Goals	Permit Year	Due Date
1. 6-5 (MG1) Albany County updates status of pesticide/herbicide local law and/or guidelines; contacts responsible party; and files local law/policy with stormwater materials.	2015	03/09/2015
2. 6-5 (MG1) The City of Albany updates status of pesticide/herbicide local law and/or guidelines; contacts responsible party; and files local law/policy with stormwater materials.	2015	03/09/2015
3. 6-5 (MG1) The Town of Bethlehem updates status of pesticide/herbicide local law and/or guidelines; contacts responsible party; and files local law/policy with stormwater materials.	2015	03/09/2015

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4.	6-5 (MG1) The City of Cohoes updates status of pesticide/herbicide local law and/or guidelines; contacts responsible party; and files local law/policy with stormwater materials.	2015	03/09/2015
5.	6-5 (MG1) The Town of Colonie updates status of pesticide/herbicide local law and/or guidelines; contacts responsible party; and files local law/policy with stormwater materials.	2015	03/09/2015
6.	6-5 (MG1) The Village of Colonie updates status of pesticide/herbicide local law and/or guidelines; contacts responsible party; and files local law/policy with stormwater materials.	2015	03/09/2015
7.	6-5 (MG1) The Village of Green Island updates status of pesticide/herbicide local law and/or guidelines; contacts responsible party; and files local law/policy with stormwater materials.	2015	03/09/2015
8.	6-5 (MG1) The Town of Guilderland updates status of pesticide/herbicide local law and/or guidelines; contacts responsible party; and files local law/policy with stormwater materials.	2015	03/09/2015
9.	6-5 (MG1) The Village of Menands updates status of pesticide/herbicide local law and/or guidelines; contacts responsible party; and files local law/policy with stormwater materials.	2015	03/09/2015
10.	6-5 (MG1) The Town of New Scotland updates status of pesticide/herbicide local law and/or guidelines; contacts responsible party; and files local law/policy with stormwater materials.	2015	03/09/2015
11.	6-5 (MG1) The Village of Voorheesville updates status of pesticide/herbicide local law and/or guidelines; contacts responsible party; and files local law/policy with stormwater materials.	2015	03/09/2015
12.	6-5 (MG1) The City of Watervliet updates status of pesticide/herbicide local law and/or guidelines; contacts responsible party; and files local law/policy with stormwater materials.	2015	03/09/2015
13.	6-5 (MG1) The SUNY Albany updates status of pesticide/herbicide local law and/or guidelines; contacts responsible party; and files local law/policy with stormwater materials.	2015	03/09/2015
14.	6-5 (MG2) Albany County downloads and files with stormwater material, 2001 Albany County Neighbor Notification Law information.	2015	03/09/2013
15.	6-5 (MG2) The City of Albany downloads and files with stormwater material, 2001 Albany County Neighbor Notification Law information.	2015	03/09/2013
16.	6-5 (MG2) The Town of Bethlehem downloads and files with stormwater material, 2001 Albany County Neighbor Notification Law information.	2015	03/09/2013
17.	6-5 (MG2) The City of Cohoes downloads and files with stormwater material, 2001 Albany County Neighbor Notification Law information.	2015	03/09/2013

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18.	6-5 (MG2) The Town of Colonie downloads and files with stormwater material, 2001 Albany County Neighbor Notification Law information.	2015	03/09/2013
19.	6-5 (MG2) The Village of Colonie downloads and files with stormwater material, 2001 Albany County Neighbor Notification Law information.	2015	03/09/2013
20.	6-5 (MG2) The Village of Green Island downloads and files with stormwater material, 2001 Albany County Neighbor Notification Law information.	2015	03/09/2013
21.	6-5 (MG2) The Town of Guilderland downloads and files with stormwater material, 2001 Albany County Neighbor Notification Law information.	2015	03/09/2013
22.	6-5 (MG2) The Village of Menands downloads and files with stormwater material, 2001 Albany County Neighbor Notification Law information.	2015	03/09/2013
23.	6-5 (MG2) The Town of New Scotland downloads and files with stormwater material, 2001 Albany County Neighbor Notification Law information.	2015	03/09/2013
24.	6-5 (MG2) The Village of Voorheesville downloads and files with stormwater material, 2001 Albany County Neighbor Notification Law information.	2015	03/09/2013
25.	6-5 (MG2) The City of Watervliet downloads and files with stormwater material, 2001 Albany County Neighbor Notification Law information.	2015	03/09/2013
26.	6-5 (MG2) The SUNY Albany downloads and files with stormwater material, 2001 Albany County Neighbor Notification Law information.	2015	03/09/2013
27.	6-5 (MG3) Coalition and MS4 posts pesticide/herbicide local laws and/or guidelines on respective websites, with links to Albany County Neighbor Notification Law.	2015	03/09/2013

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

6. **6-6 Pest Management (IPM Plans, Policies, and Procedures)**

Similar to BMP 6-6, if an MS4-muncipality has an existing integrated Pest Management program, the Stormwater Program Coordinator should be familiar with the document and in touch with personnel responsible for implementing the IPM. The SWMP Coordinator should be familiar with pesticide applicator certification requirements and know to look for that documentation when individuals are applying pesticide or herbicide on municipal owned property.

Implementation Tasks	Imp Date
1. 6-6 (I1) Annually research pest management initiatives within the MS4. Research will focus on the presence/absence of a written document which describes pest control strategies to be	03/09/2013

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implemented by the MS4. Written document may be a plan based on Integrated Pest Management principles articulated by EPA and NYSDEC, or some other document generated by the MS4 which establishes policy and procedures for managing pests.

2. 6-6 (I2) If written document exists, locate, make copies, and file document with other stormwater program documents. Include name and contact information of all individuals, both staff and sub-contractors, responsible for implementing the plan or policy. If no written plan or policy exists, note contact information of individuals currently responsible, in some way, for managing pests (staff and sub-contractors). If a certified pest applicator, locate certification number; and expiration date of certification number.   03/09/2013

3. 6-6 (I3) Include on stormwater program implementation organizational chart, departments and staff responsible for pest management. Note training and pesticide applicator re-certification needs. Include information in MCM 6 BMP 6-9 Staff Training needs inventory.   03/09/2013

4. 6-6 (I1) Annually research pest management initiatives within the MS4. Research will focus on the presence/absence of a written document which describes pest control strategies to be implemented by the MS4. Written document may be a plan based on Integrated Pest Management principles articulated by EPA and NYSDEC, or some other document generated by the MS4 which establishes policy and procedures for managing pests.   03/09/2014

5. 6-6 (I2) If written document exists, locate, make copies, and file document with other stormwater program documents. Include name and contact information of all individuals, both staff and sub-contractors, responsible for implementing the plan or policy. If no written plan or policy exists, note contact information of individuals currently responsible, in some way, for managing pests (staff and sub-contractors). If a certified pest applicator, locate certification number; and expiration date of certification number.   03/09/2014

6. 6-6 (I3) Include on stormwater program implementation organizational chart, departments and staff responsible for pest management. Note training and pesticide applicator re-certification needs. Include information in MCM 6 BMP 6-9 Staff Training needs inventory.   03/09/2014

7. 6-6 (I1) Annually research pest management initiatives within the MS4. Research will focus on the presence/absence of a written document which describes pest control strategies to be implemented by the MS4. Written document may be a plan based on Integrated Pest Management principles articulated by EPA and NYSDEC, or some other document generated by the MS4 which establishes policy and procedures for managing pests.   03/09/2015

8. 6-6 (I2) If written document exists, locate, make copies, and file document with other stormwater program documents. Include name and contact information of all individuals, both staff and sub-contractors, responsible for implementing the plan or policy. If no written plan or policy exists, note contact information of individuals currently responsible, in some way, for managing pests (staff and sub-contractors). If a certified pest applicator, locate certification number; and expiration date of certification number.   03/09/2015

9. 6-6 (I3) Include on stormwater program implementation organizational chart, departments and staff responsible for pest management. Note training and pesticide applicator re-certification needs. Include information in MCM 6 BMP 6-9 Staff Training needs inventory.   03/09/2015

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	Measurable Goals	Permit Year	Due Date
1.	6-6 (MG1) Albany County annually files with stormwater program documents the status of pest management within the MS4 (presence/absence of written pest management plan or policy).	2015	03/09/2015
2.	6-6 (MG1) The City of Albany annually files with stormwater program documents the status of pest management within the MS4 (presence/absence of written pest management plan or policy).	2015	03/09/2015
3.	6-6 (MG1) The Town of Bethlehem annually files with stormwater program documents the status of pest management within the MS4 (presence/absence of written pest management plan or policy).	2015	03/09/2015
4.	6-6 (MG1) The City of Cohoes annually files with stormwater program documents the status of pest management within the MS4 (presence/absence of written pest management plan or policy).	2015	03/09/2015
5.	6-6 (MG1) The Town of Colonie annually files with stormwater program documents the status of pest management within the MS4 (presence/absence of written pest management plan or policy).	2015	03/09/2015
6.	6-6 (MG1) The Village of Colonie annually files with stormwater program documents the status of pest management within the MS4 (presence/absence of written pest management plan or policy).	2015	03/09/2015
7.	6-6 (MG1) The Village of Green Island annually files with stormwater program documents the status of pest management within the MS4 (presence/absence of written pest management plan or policy).	2015	03/09/2015
8.	6-6 (MG1) The Town of Guilderland annually files with stormwater program documents the status of pest management within the MS4 (presence/absence of written pest management plan or policy).	2015	03/09/2015
9.	6-6 (MG1) The Village of Menands annually files with stormwater program documents the status of pest management within the MS4 (presence/absence of written pest management plan or policy).	2015	03/09/2015
10.	6-6 (MG1) The Town of New Scotland annually files with stormwater program documents the status of pest management within the MS4 (presence/absence of written pest management plan or policy).	2015	03/09/2015
11.	6-6 (MG1) The Village of Voorheesville annually files with stormwater program documents the status of pest management within the MS4 (presence/absence of written pest management plan or policy).	2015	03/09/2015
12.	6-6 (MG1) The City of Watervliet annually files with stormwater program documents the status of pest management within the MS4 (presence/absence of written pest management plan or policy).	2015	03/09/2015

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13.	6-6 (MG1) The SUNY Albany annually files with stormwater program documents the status of pest management within the MS4 (presence/absence of written pest management plan or policy).	2015	03/09/2015
14.	6-6 (MG2) Those MS4s with written pesticide management plans, policies, or procedures, file the most current document with other stormwater program documents.	2015	03/09/2015
15.	6-6 (MG3) Albany County identifies training needs of individuals responsible for managing pests within the MS4, includes this info in the annual Staff Training Needs Inventory (see BMP 6-9), and trains 100% of pesticide management staff.	2015	03/09/2015
16.	6-6 (MG3) The City of Albany identifies training needs of individuals responsible for managing pests within the MS4, includes this info in the annual Staff Training Needs Inventory (see BMP 6-9), and trains 50% of pesticide management staff.	2015	03/09/2015
17.	6-6 (MG3) The Town of Bethlehem identifies training needs of individuals responsible for managing pests within the MS4, includes this info in the annual Staff Training Needs Inventory (see BMP 6-9), and trains 100% of pesticide management staff.	2015	03/09/2015
18.	6-6 (MG3) The City of Cohoes identifies training needs of individuals responsible for managing pests within the MS4, includes this info in the annual Staff Training Needs Inventory (see BMP 6-9), and trains 0% of pesticide management staff.	2015	03/09/2015
19.	6-6 (MG3) The Town of Colonie identifies training needs of individuals responsible for managing pests within the MS4, includes this info in the annual Staff Training Needs Inventory (see BMP 6-9), and trains 100% of pesticide management staff.	2015	03/09/2015
20.	6-6 (MG3) The Village of Colonie identifies training needs of individuals responsible for managing pests within the MS4, includes this info in the annual Staff Training Needs Inventory (see BMP 6-9), and trains 80% of pesticide management staff.	2015	03/09/2015
21.	6-6 (MG3) The Village of Green Island identifies training needs of individuals responsible for managing pests within the MS4, includes this info in the annual Staff Training Needs Inventory (see BMP 6-9), and trains 50% of pesticide management staff.	2015	03/09/2015
22.	6-6 (MG3) The Town of Guilderland identifies training needs of individuals responsible for managing pests within the MS4, includes this info in the annual Staff Training Needs Inventory (see BMP 6-9), and trains 100% of pesticide management staff.	2015	03/09/2015
23.	6-6 (MG3) The Village of Menands identifies training needs of individuals responsible for managing pests within the MS4, includes this info in the annual Staff Training Needs Inventory (see BMP 6-9), and trains 100%	2015	03/09/2015

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of pesticide management staff.

24.	6-6 (MG3) The Town of New Scotland identifies training needs of individuals responsible for managing pests within the MS4, includes this info in the annual Staff Training Needs Inventory (see BMP 6-9), and trains 0% of pesticide management staff.	2015	03/09/2015
25.	6-6 (MG3) The Village of Voorheesville identifies training needs of individuals responsible for managing pests within the MS4, includes this info in the annual Staff Training Needs Inventory (see BMP 6-9), and trains 0% of pesticide management staff.	2015	03/09/2015
26.	6-6 (MG3) The City of Watervliet identifies training needs of individuals responsible for managing pests within the MS4, includes this info in the annual Staff Training Needs Inventory (see BMP 6-9), and trains 90% of pesticide management staff.	2015	03/09/2015
27.	6-6 (MG3) The SUNY Albany identifies training needs of individuals responsible for managing pests within the MS4, includes this info in the annual Staff Training Needs Inventory (see BMP 6-9), and trains 100% of pesticide management staff.	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

7. 6-7 Pesticides, Herbicides, Fertilizers and Other Chemicals-Record Keeping/Usage

The annual tracking of pesticide, herbicide, fertilizer, and other chemical usage helps to locate where usage is occurring and should there be a policy decision to reduce usage, this baseline data will make is easier to set realistic goals.

Implementation Tasks	**Imp Date**
1. 6-7 (I1) Annually identify and note on a piece of paper which MS4 staff from which department has data concerning pesticides, herbicides, phosphorus, nitrogen, and road salt use.	03/09/2013
2. 6-7 (I2) Annually record storage locations for pesticides, herbicides, fertilizers (nitrogen, phosphorus, others), and road salt/deicer.	03/09/2013
3. 6-7 (I3) Annually record usage: number of pounds of nitrogen applied in chemical fertilizer (by location if possible); number of acres of pesticide and herbicide applied (calculated as number of acres to which pesticide and herbicide was applied X number of times applied to the nearest tenth); and number of tons of road salt/deicer applied.	03/09/2013
4. 6-7 (I4) Annually analyze use of pesticides, herbicides, nitrogen, and road salt/deicer and evaluate current application policies. Decide if modifications to reduce use are possible. If so, develop a plan, establish measureable goals, and include in revised SWMP.	03/09/2013

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5. 6-7 (I1) Annually identify and note on a piece of paper which MS4 staff from which department has data concerning pesticides, herbicides, phosphorus, nitrogen, and road salt use.   03/09/2014

6. 6-7 (I2) Annually record storage locations for pesticides, herbicides, fertilizers (nitrogen, phosphorus, others), and road salt/deicer.   03/09/2014

7. 6-7 (I3) Annually record usage: number of pounds of nitrogen applied in chemical fertilizer (by location if possible); number of acres of pesticide and herbicide applied (calculated as number of acres to which pesticide and herbicide was applied X number of times applied to the nearest tenth); and number of tons of road salt/deicer applied.   03/09/2014

8. 6-7 (I4) Annually analyze use of pesticides, herbicides, nitrogen, and road salt/deicer and evaluate current application policies. Decide if modifications to reduce use are possible. If so, develop a plan, establish measureable goals, and include in revised SWMP.   03/09/2014

9. 6-7 (I1) Annually identify and note on a piece of paper which MS4 staff from which department has data concerning pesticides, herbicides, phosphorus, nitrogen, and road salt use.   03/09/2015

10. 6-7 (I2) Annually record storage locations for pesticides, herbicides, fertilizers (nitrogen, phosphorus, others), and road salt/deicer.   03/09/2015

11. 6-7 (I3) Annually record usage: number of pounds of nitrogen applied in chemical fertilizer (by location if possible); number of acres of pesticide and herbicide applied (calculated as number of acres to which pesticide and herbicide was applied X number of times applied to the nearest tenth); and number of tons of road salt/deicer applied.   03/09/2015

12. 6-7 (I4) Annually analyze use of pesticides, herbicides, nitrogen, and road salt/deicer and evaluate current application policies. Decide if modifications to reduce use are possible. If so, develop a plan, establish measureable goals, and include in revised SWMP.   03/09/2015

Measurable Goals	Permit Year	Due Date
1. 6-7 (MG1) Albany County will annually track, record and save herbicide, fertilizer and road salt usage data. (Produce spreadsheet or table showing year to year usage by category.)	2015	03/09/2015
2. 6-7 (MG1) The City of Albany will annually track, record and save herbicide, fertilizer and road salt usage data. (Produce spreadsheet or table showing year to year usage by category.)	2015	03/09/2015
3. 6-7 (MG1) The Town of Bethlehem will annually track, record and save herbicide, fertilizer and road salt usage data. (Produce spreadsheet or table showing year to year usage by category.)	2015	03/09/2015
4. 6-7 (MG1) The City of Cohoes will annually track, record and save herbicide, fertilizer and road salt usage data. (Produce spreadsheet or table showing year to year usage by category.)	2015	03/09/2015

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5.	6-7 (MG1) The Town of Colonie will annually track, record and save herbicide, fertilizer and road salt usage data. (Produce spreadsheet or table showing year to year usage by category.)	2015	03/09/2015
6.	6-7 (MG1) The Village of Colonie will annually track, record and save herbicide, fertilizer and road salt usage data. (Produce spreadsheet or table showing year to year usage by category.)	2015	03/09/2015
7.	6-7 (MG1) The Village of Green Island will annually track, record and save herbicide, fertilizer and road salt usage data. (Produce spreadsheet or table showing year to year usage by category.)	2015	03/09/2015
8.	6-7 (MG1) The Town of Guilderland will annually track, record and save herbicide, fertilizer and road salt usage data. (Produce spreadsheet or table showing year to year usage by category.)	2015	03/09/2015
9.	6-7 (MG1) The Village of Menands will annually track, record and save herbicide, fertilizer and road salt usage data. (Produce spreadsheet or table showing year to year usage by category.)	2015	03/09/2015
10.	6-7 (MG1) The Town of New Scotland will annually track, record and save herbicide, fertilizer and road salt usage data. (Produce spreadsheet or table showing year to year usage by category.)	2015	03/09/2015
11.	6-7 (MG1) The Village of Voorheesville will annually track, record and save herbicide, fertilizer and road salt usage data. (Produce spreadsheet or table showing year to year usage by category.)	2015	03/09/2015
12.	6-7 (MG1) The City of Watervliet will annually track, record and save herbicide, fertilizer and road salt usage data. (Produce spreadsheet or table showing year to year usage by category.)	2015	03/09/2015
13.	6-7 (MG1) The SUNY Albany will annually track, record and save herbicide, fertilizer and road salt usage data. (Produce spreadsheet or table showing year to year usage by category.)	2015	03/09/2015
14.	6-7 (MG2) Albany County will analyze current usage and decide if and how municipality could reduce use. Develop implementation strategy if change is warranted and desired.	2015	03/09/2015
15.	6-7 (MG2) The City of Albany will analyze current usage and decide if and how municipality could reduce use. Develop implementation strategy if change is warranted and desired.	2015	03/09/2015
16.	6-7 (MG2) The Town of Bethlehem will analyze current usage and decide if and how municipality could reduce use. Develop implementation strategy if change is warranted and desired.	2015	03/09/2015
17.	6-7 (MG2) The City of Cohoes will analyze current usage and decide if and how municipality could reduce use. Develop implementation strategy if change is warranted and desired.	2015	03/09/2015

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18.	6-7 (MG2) The Town of Colonie will analyze current usage and decide if and how municipality could reduce use. Develop implementation strategy if change is warranted and desired.	2015	03/09/2015
19.	6-7 (MG2) The Village of Colonie will analyze current usage and decide if and how municipality could reduce use. Develop implementation strategy if change is warranted and desired.	2015	03/09/2015
20.	6-7 (MG2) The Village of Green Island will analyze current usage and decide if and how municipality could reduce use. Develop implementation strategy if change is warranted and desired.	2015	03/09/2015
21.	6-7 (MG2) The Town of Guilderland will analyze current usage and decide if and how municipality could reduce use. Develop implementation strategy if change is warranted and desired.	2015	03/09/2015
22.	6-7 (MG2) The Village of Menands will analyze current usage and decide if and how municipality could reduce use. Develop implementation strategy if change is warranted and desired.	2015	03/09/2015
23.	6-7 (MG2) The Town of New Scotland will analyze current usage and decide if and how municipality could reduce use. Develop implementation strategy if change is warranted and desired.	2015	03/09/2015
24.	6-7 (MG2) The Village of Voorheesville will analyze current usage and decide if and how municipality could reduce use. Develop implementation strategy if change is warranted and desired.	2015	03/09/2015
25.	6-7 (MG2) The City of Watervliet will analyze current usage and decide if and how municipality could reduce use. Develop implementation strategy if change is warranted and desired.	2015	03/09/2015
26.	6-7 (MG2) The SUNY Albany will analyze current usage and decide if and how municipality could reduce use. Develop implementation strategy if change is warranted and desired.	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

8. **6-8 Household Hazardous Waste Disposal**

The purpose of this BMP is to better integrate stormwater program objectives with solid waste objectives, such that planning related to solid waste removal is communicated to the SWMP Coordinator. Documentation of how much and what kind of waste is removed annually makes it easier to quantify the value of the program regarding pollutant removal and set goals for further waste removal.

Implementation Tasks   **Imp Date**

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1. 6-8 (I1) Annually discuss with relevant MS4/municipal staff and/or the DEC Region 4 Planning Unit Coordinator (Capital Region Solid Waste Management Partnership CRSSWMP and Town of Colonie) how and if your MS4 will participate in a Household Hazardous Waste Collection Event. Note results of discussion.   03/09/2012

2. 6-8 (I2) If the MS4 chooses to participate in a Household Hazardous Waste Collection Event, annually obtain from the event sponsor, the NYSDEC Household Hazardous Waste Collection and Storage Facility Report or some other document which shows when the event occurred, where it occurred and how many events took place that year.   03/09/2012

3. 6-8 (I3) File this NYSDEC report or other documentation with Stormwater Program materials; and note how your MS4 participated in this event (hosted the event, teamed up with another municipality to co-sponsor the event, partnered with a commercial entity to co-sponsor the event, etc.).   03/09/2012

4. 6-8 (I4) Coalition staff annually summarizes and provides for Coalition members relevant data from NYSDEC Household Hazardous Waste Collection and Storage Facility Reports and/or Vendor Invoices. These documents describe the amount of household hazardous waste collected and potentially removed from the MS4 conveyance system.   03/09/2012

5. 6-8 (I1) Annually discuss with relevant MS4/municipal staff and/or the DEC Region 4 Planning Unit Coordinator (Capital Region Solid Waste Management Partnership CRSSWMP and Town of Colonie) how and if your MS4 will participate in a Household Hazardous Waste Collection Event. Note results of discussion.   03/09/2013

6. 6-8 (I2) If the MS4 chooses to participate in a Household Hazardous Waste Collection Event, annually obtain from the event sponsor, the NYSDEC Household Hazardous Waste Collection and Storage Facility Report or some other document which shows when the event occurred, where it occurred and how many events took place that year.   03/09/2013

7. 6-8 (I3) File this NYSDEC report or other documentation with Stormwater Program materials; and note how your MS4 participated in this event (hosted the event, teamed up with another municipality to co-sponsor the event, partnered with a commercial entity to co-sponsor the event, etc.).   03/09/2013

8. 6-8 (I4) Coalition staff annually summarizes and provides for Coalition members relevant data from NYSDEC Household Hazardous Waste Collection and Storage Facility Reports and/or Vendor Invoices. These documents describe the amount of household hazardous waste collected and potentially removed from the MS4 conveyance system.   03/09/2013

9. 6-8 (I1) Annually discuss with relevant MS4/municipal staff and/or the DEC Region 4 Planning Unit Coordinator (Capital Region Solid Waste Management Partnership CRSSWMP and Town of Colonie) how and if your MS4 will participate in a Household Hazardous Waste Collection Event. Note results of discussion.   03/09/2014

10. 6-8 (I2) If the MS4 chooses to participate in a Household Hazardous Waste Collection Event, annually obtain from the event sponsor, the NYSDEC Household Hazardous Waste Collection and Storage Facility Report or some other document which shows when the event occurred,   03/09/2014

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where it occurred and how many events took place that year.

11. 6-8 (I3) File this NYSDEC report or other documentation with Stormwater Program materials; and note how your MS4 participated in this event (hosted the event, teamed up with another municipality to co-sponsor the event, partnered with a commercial entity to co-sponsor the event, etc.). 03/09/2014

12. 6-8 (I4) Coalition staff annually summarizes and provides for Coalition members relevant data from NYSDEC Household Hazardous Waste Collection and Storage Facility Reports and/or Vendor Invoices. These documents describe the amount of household hazardous waste collected and potentially removed from the MS4 conveyance system. 03/09/2014

13. 6-8 (I1) Annually discuss with relevant MS4/municipal staff and/or the DEC Region 4 Planning Unit Coordinator (Capital Region Solid Waste Management Partnership CRSSWMP and Town of Colonie) how and if your MS4 will participate in a Household Hazardous Waste Collection Event. Note results of discussion. 03/09/2015

14. 6-8 (I2) If the MS4 chooses to participate in a Household Hazardous Waste Collection Event, annually obtain from the event sponsor, the NYSDEC Household Hazardous Waste Collection and Storage Facility Report or some other document which shows when the event occurred, where it occurred and how many events took place that year. 03/09/2015

15. 6-8 (I3) File this NYSDEC report or other documentation with Stormwater Program materials; and note how your MS4 participated in this event (hosted the event, teamed up with another municipality to co-sponsor the event, partnered with a commercial entity to co-sponsor the event, etc.). 03/09/2015

16. 6-8 (I4) Coalition staff annually summarizes and provides for Coalition members relevant data from NYSDEC Household Hazardous Waste Collection and Storage Facility Reports and/or Vendor Invoices. These documents describe the amount of household hazardous waste collected and potentially removed from the MS4 conveyance system. 03/09/2015

Measurable Goals	Permit Year	Due Date
1. 6-8 (MG1) Coalition members collectively host and/or participate in a Coalition-wide total of 24 Household Hazardous Waste Collection Day Events (Hosts: City of Albany, Town of Colonie, Town of Bethlehem, Town of Guilderland. Participants: Village of Menands, Village of Colonie, Town of New Scotland, Village of Voorheesville, Village of Green Island, City of Cohoes, City of Watervliet)	2015	03/09/2015
2. 6-8 (MG2) Coalition staff complete 4 annual summary reports describing the amount of household hazardous waste collected	2015	03/09/2015

Responsible Party

Storm Water Management Program

Coalition Coordinator and the Individual Traditional MS4 Stormwater Management (SWMP) Coordinator

9. 6-9 Staff Training

Staff training is a critical component of MS4 Permit implementation. The field of stormwater management is changing rapidly and multiple skill sets are needed for an effective program, with training across disciplines and departments important. This BMP serves to match who needs what kind of training using what mode of instruction.

Implementation Tasks	Imp Date
1. 6-9 (I1) Update a stormwater program implementation organizational chart which names by title and name, the staff, elected officials, and appointed officials responsible in some way for stormwater program implementation.	03/09/2013
2. 6-9 (I2) Develop a list of training topics beneficial to staff. List minimally includes: a.) Stormwater basics and Clean Water Act b.) Facility audits and related BMPs c.) Construction SWPPPs and MS4 permit d.) Green infrastructure basics e.) Municipal inspections of construction sites f.) IDDE and ORI surveysg.) CBI, AIMS and data entry. h.) Integrated Pest Management i) Spill Response	03/09/2013
3. 6-9 (I3) Annually inventory training needs of individuals and/or job titles identified on organizational chart. Refer to list of training topics for guidance.	03/09/2013
4. 6-9 (I4) Stormwater Coalition staff annually discusses with members training needs and incorporates into the Coalition budget the acquisition of appropriate training materials (DVDs and webinars); fees; and other administrative costs (printing, etc). Training activities are included in the annual Coalition work plan.	06/01/2013
5. 6-9 (I5) As they become available identify training opportunities organized by others (ex. CDRPC, ACSWCD, other SWCDs) and by e-mail or phone call, inform MS4 staff, other staff, elected officials, and appointees of these events. Document attendance. Note date, topic, location.	03/09/2013
6. 6-9 (I6) Individual MS4s organize training events for their own staff using materials purchased by the Coalition (DVDs, videos, archived webinars).	03/09/2013
7. 6-9 (I7) For all training events, content of program, # of attendees, title of attendees, location and hours of event is recorded and retained for tracking purposes.	03/09/2013
8. 6-9 (I8) Review organizational chart and training needs and record who received training in what topic. Note % of pertinent municipal staff who received training.	03/09/2013
9. 6-9 (I1) Update a stormwater program implementation organizational chart which names by title and name, the staff, elected officials, and appointed officials responsible in some way for stormwater program implementation.	03/09/2014

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10. 6-9 (I2) Develop a list of training topics beneficial to staff. List minimally includes: a.) Stormwater basics and Clean Water Act b.) Facility audits and related BMPs c.) Construction SWPPPs and MS4 permit d.) Green infrastructure basics e.) Municipal inspections of construction sites f.) IDDE and ORI surveys g.) CBI, AIMS and data entry. h.) Integrated Pest Management i) Spill Response   03/09/2014

11. 6-9 (I3) Annually inventory training needs of individuals and/or job titles identified on organizational chart. Refer to list of training topics for guidance.   03/09/2014

12. 6-9 (I4) Stormwater Coalition staff annually discusses with members training needs and incorporates into the Coalition budget the acquisition of appropriate training materials (DVDs and webinars); fees; and other administrative costs (printing, etc). Training activities are included in the annual Coalition work plan.   06/01/2014

13. 6-9 (I5) As they become available identify training opportunities organized by others (ex. CDRPC, ACSWCD, other SWCDs) and by e-mail or phone call, inform MS4 staff, other staff, elected officials, and appointees of these events. Document attendance. Note date, topic, location.   03/09/2014

14. 6-9 (I6) Individual MS4s organize training events for their own staff using materials purchased by the Coalition (DVDs, videos, archived webinars).   03/09/2014

15. 6-9 (I7) For all training events, content of program, # of attendees, title of attendees, location and hours of event is recorded and retained for tracking purposes.   03/09/2014

16. 6-9 (I8) Review organizational chart and training needs and record who received training in what topic. Note % of pertinent municipal staff who received training.   03/09/2014

17. 6-9 (I1) Update a stormwater program implementation organizational chart which names by title and name, the staff, elected officials, and appointed officials responsible in some way for stormwater program implementation.   03/09/2015

18. 6-9 (I2) Develop a list of training topics beneficial to staff. List minimally includes: a.) Stormwater basics and Clean Water Act b.) Facility audits and related BMPs c.) Construction SWPPPs and MS4 permit d.) Green infrastructure basics e.) Municipal inspections of construction sites f.) IDDE and ORI surveys g.) CBI, AIMS and data entry. h.) Integrated Pest Management i) Spill Response   03/09/2015

19. 6-9 (I3) Annually inventory training needs of individuals and/or job titles identified on organizational chart. Refer to list of training topics for guidance.   03/09/2015

20. 6-9 (I4) Stormwater Coalition staff annually discusses with members training needs and incorporates into the Coalition budget the acquisition of appropriate training materials (DVDs and webinars); fees; and other administrative costs (printing, etc). Training activities are included in the annual Coalition work plan.   06/01/2015

21. 6-9 (I5) As they become available identify training opportunities organized by others (ex.   03/09/2015

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CDRPC, ACSWCD, other SWCDs) and by e-mail or phone call, inform MS4 staff, other staff, elected officials, and appointees of these events. Document attendance. Note date, topic, location.

22.	6-9 (I6) Individual MS4s organize training events for their own staff using materials purchased by the Coalition (DVDs, videos, archived webinars).	03/09/2015
23.	6-9 (I7) For all training events, content of program, # of attendees, title of attendees, location and hours of event is recorded and retained for tracking purposes.	03/09/2015
24.	6-9 (I8) Review organizational chart and training needs and record who received training in what topic. Note % of pertinent municipal staff who received training.	03/09/2015

Measurable Goals		**Permit Year**	**Due Date**
1.	6-9 (MG1) Albany County annually updates organizational chart and training needs inventory.	2015	03/09/2015
2.	6-9 (MG1) The City of Albany annually updates organizational chart and training needs inventory.	2015	03/09/2015
3.	6-9 (MG1) The Town of Bethlehem annually updates organizational chart and training needs inventory.	2015	03/09/2015
4.	6-9 (MG1) The City of Cohoes annually updates organizational chart and training needs inventory.	2015	03/09/2015
5.	6-9 (MG1) The Town of Colonie annually updates organizational chart and training needs inventory.	2015	03/09/2015
6.	6-9 (MG1) The Village of Colonie annually updates organizational chart and training needs inventory.	2015	03/09/2015
7.	6-9 (MG1) The Village of Green Island annually updates organizational chart and training needs inventory.	2015	03/09/2015
8.	6-9 (MG1) The Town of Guilderland annually updates organizational chart and training needs inventory.	2015	03/09/2015
9.	6-9 (MG1) The Village of Menands annually updates organizational chart and training needs inventory.	2015	03/09/2015
10.	6-9 (MG1) The Town of New Scotland annually updates organizational chart and training needs inventory.	2015	03/09/2015
11.	6-9 (MG1) The Village of Voorheesville annually updates organizational chart and training needs inventory.	2015	03/09/2015
12.	6-9 (MG1) The City of Watervliet annually updates organizational chart and training needs inventory.	2015	03/09/2015

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13.	6-9 (MG1) The SUNY Albany annually updates organizational chart and training needs inventory.	2015	03/09/2015
14.	6-9 (MG2) 75% of relevant staff, elected officials, and appointed officials from Albany County receive training in pertinent stormwater topics.	2015	03/09/2015
15.	6-9 (MG2) 50% of relevant staff, elected officials, and appointed officials from the City of Albany receive training in pertinent stormwater topics.	2015	03/09/2015
16.	6-9 (MG2) 75% of relevant staff, elected officials, and appointed officials from the Town of Bethlehem receive training in pertinent stormwater topics.	2015	03/09/2015
17.	6-9 (MG2) 80% of relevant staff, elected officials, and appointed officials from the City of Cohoes receive training in pertinent stormwater topics.	2015	03/09/2015
18.	6-9 (MG2) 20% of relevant staff, elected officials, and appointed officials from the Town of Colonie receive training in pertinent stormwater topics.	2015	03/09/2015
19.	6-9 (MG2) 100% of relevant staff, elected officials, and appointed officials from the Village of Colonie receive training in pertinent stormwater topics.	2015	03/09/2015
20.	6-9 (MG2) 75% of relevant staff, elected officials, and appointed officials from the Village of Green Island receive training in pertinent stormwater topics.	2015	03/09/2015
21.	6-9 (MG2) 98% of relevant staff, elected officials, and appointed officials from the Town of Guilderland receive training in pertinent stormwater topics.	2015	03/09/2015
22.	6-9 (MG2) 100% of relevant staff, elected officials, and appointed officials from the Village of Menands receive training in pertinent stormwater topics.	2015	03/09/2015
23.	6-9 (MG2) 75% of relevant staff, elected officials, and appointed officials from the Town of New Scotland receive training in pertinent stormwater topics.	2015	03/09/2015
24.	6-9 (MG2) 100% of relevant staff, elected officials, and appointed officials from the Village of Voorheesville receive training in pertinent stormwater topics.	2015	03/09/2015
25.	6-9 (MG2) 75% of relevant staff, elected officials, and appointed officials from the City of Watervliet receive training in pertinent stormwater topics.	2015	03/09/2015
26.	6-9 (MG2) 65% of relevant staff, elected officials, and appointed officials from the SUNY Albany receive training in pertinent stormwater topics.	2015	03/09/2015

Responsible Party

Storm Water Management Program

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

10. 6-10 NYSDEC SPDES Multi Sector General Permit

The relationship of Multi-Sector General Permit requirements to MS4 Permit requirements is confusing, yet potentially significant for MS4s who may not know that some of their municipal facilities need an MSGP. This BMP addresses that concern.

Implementation Tasks	Imp Date
1. 6-10 (I1) Coalition obtains MSGP database from NYSDEC and shares information with Coalition members noting MSGP permittees and location of facilities.	03/09/2013
2. 6-10 (I2) Individual MS4s read MSGP requirements and for those municipal facilities and operations for which on MSGP is required, decide whether or not those requirements should be incorporated into the MS4 permit SWMP.	03/09/2014
3. 6-10 (I3) Adjust MS4 permit SWMP accordingly to incorporate all MSGP requirements.	03/09/2014
4. 6-10 (I2) Individual MS4s read MSGP requirements and for those municipal facilities and operations for which on MSGP is required, decide whether or not those requirements should be incorporated into the MS4 permit SWMP.	03/09/2015
5. 6-10 (I3) Adjust MS4 permit SWMP accordingly to incorporate all MSGP requirements.	03/09/2015

Measurable Goals	Permit Year	Due Date
1. 6-10 (MG1) Albany County completes assessment and as needed makes MSGP decision.	2013	03/09/2013
2. 6-10 (MG1) The City of Albany completes assessment and as needed makes MSGP decision.	2013	03/09/2013
3. 6-10 (MG1) The Town of Bethlehem completes assessment and as needed makes MSGP decision.	2013	03/09/2013
4. 6-10 (MG1) The City of Cohoes completes assessment and as needed makes MSGP decision.	2013	03/09/2013
5. 6-10 (MG1) The Town of Colonie completes assessment and as needed makes MSGP decision.	2015	03/09/2013
6. 6-10 (MG1) The Village of Colonie completes assessment and as needed makes MSGP decision.	2013	03/09/2013
7. 6-10 (MG1) The Village of Green Island completes assessment and as	2013	03/09/2013

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needed makes MSGP decision.

8.	6-10 (MG1) The Town of Guilderland completes assessment and as needed makes MSGP decision.	2013	03/09/2013
9.	6-10 (MG1) The Village of Menands completes assessment and as needed makes MSGP decision.	2013	03/09/2013
10.	6-10 (MG1) The Town of New Scotland completes assessment and as needed makes MSGP decision.	2013	03/09/2013
11.	6-10 (MG1) The Village of Voorheesville completes assessment and as needed makes MSGP decision.	2013	03/09/2013
12.	6-10 (MG1) The City of Watervliet completes assessment and as needed makes MSGP decision.	2013	03/09/2013
13.	6-10 (MG1) The SUNY Albany completes assessment and as needed makes MSGP decision.	2013	03/09/2013
14.	6-10 (MG2) Coalition obtains and shares MSGP database with Coalition members; updated as needed.	2013	03/09/2013

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

11. 6-11 Conveyance System Upgrades - Green Infrastructure

To support the use of green infrastructure as a stormwater management practice, this BMP establishes a routine way to consider green infrastructure when a conveyance system upgrade is necessary.

Implementation Tasks	Imp Date
1. 6-11 (I1) Annually notify MS4 staff responsible for routine conveyance system upgrades of MS4 Permit of wording regarding green infrastructure (Part VII.A.6.b and Part VIII.A.6.b)	03/09/2013
2. 6-11 (I2) Annually update either an existing list of routine conveyance system upgrades, or develop a new list. On this list include the location of the upgrade, type of upgrade, and when the upgrades might occur. Include a space to record possible green infrastructure practices to consider as stated in the MS4 Permit* or more generally from the NYSDEC SW Design Manual. Note which green infrastructure practices were considered and how many considered. If practices are included in a final plan, note which ones and how many. If practices are implemented, note which ones and how many. Name this document the Green Infrastructure Conveyance System Upgrade Inventory (GICSUI). *GI practices in MS4 Permit: replace closed drainage with grass swales; replace existing islands in parking lots with rain gardens; curb cuts to route the flow through below grade infiltration areas; others	03/09/2013

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3. 6-11 (I3) Annually identify the total number of possible routine upgrades planned for that year; of these upgrades, the total number practices for which one or more green infrastructure practices were considered. Of the upgrades for which green infrastructure was considered, record the number included in final plans, date of plan, and the number implemented and date of implementation. Record the % conveyance upgrades for which a green infrastructure practice was considered; the % of conveyance system upgrades for which a green infrastructure practices was included in a final plan; and the % of conveyance system upgrades for which a green infrastructure practice was implemented. Include data in Green Infrastructure Conveyance System Upgrade Inventory.   03/09/2013

4. 6-11 (I1) Annually notify MS4 staff responsible for routine conveyance system upgrades of MS4 Permit of wording regarding green infrastructure (Part VII.A.6.b and Part VIII.A.6.b)   03/09/2014

5. 6-11 (I2) Annually update either an existing list of routine conveyance system upgrades, or develop a new list. On this list include the location of the upgrade, type of upgrade, and when the upgrades might occur. Include a space to record possible green infrastructure practices to consider as stated in the MS4 Permit* or more generally from the NYSDEC SW Design Manual. Note which green infrastructure practices were considered and how many considered. If practices are included in a final plan, note which ones and how many. If practices are implemented, note which ones and how many. Name this document the Green Infrastructure Conveyance System Upgrade Inventory (GICSUI). *GI practices in MS4 Permit: replace closed drainage with grass swales; replace existing islands in parking lots with rain gardens; curb cuts to route the flow through below grade infiltration areas; others   03/09/2014

6. 6-11 (I3) Annually identify the total number of possible routine upgrades planned for that year; of these upgrades, the total number practices for which one or more green infrastructure practices were considered. Of the upgrades for which green infrastructure was considered, record the number included in final plans, date of plan, and the number implemented and date of implementation. Record the % conveyance upgrades for which a green infrastructure practice was considered; the % of conveyance system upgrades for which a green infrastructure practices was included in a final plan; and the % of conveyance system upgrades for which a green infrastructure practice was implemented. Include data in Green Infrastructure Conveyance System Upgrade Inventory.   03/09/2014

7. 6-11 (I1) Annually notify MS4 staff responsible for routine conveyance system upgrades of MS4 Permit of wording regarding green infrastructure (Part VII.A.6.b and Part VIII.A.6.b)   03/09/2015

8. 6-11 (I2) Annually update either an existing list of routine conveyance system upgrades, or develop a new list. On this list include the location of the upgrade, type of upgrade, and when the upgrades might occur. Include a space to record possible green infrastructure practices to consider as stated in the MS4 Permit* or more generally from the NYSDEC SW Design Manual. Note which green infrastructure practices were considered and how many considered. If practices are included in a final plan, note which ones and how many. If practices are implemented, note which ones and how many. Name this document the Green Infrastructure Conveyance System Upgrade Inventory (GICSUI). *GI practices in MS4 Permit: replace closed drainage with grass swales; replace existing islands in parking lots with rain gardens; curb cuts to route the flow through below grade infiltration areas; others   03/09/2015

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9. 6-11 (I3) Annually identify the total number of possible routine upgrades planned for that year; of these upgrades, the total number practices for which one or more green infrastructure practices were considered. Of the upgrades for which green infrastructure was considered, record the number included in final plans, date of plan, and the number implemented and date of implementation. Record the % conveyance upgrades for which a green infrastructure practice was considered; the % of conveyance system upgrades for which a green infrastructure practices was included in a final plan; and the % of conveyance system upgrades for which a green infrastructure practice was implemented. Include data in Green Infrastructure Conveyance System Upgrade Inventory.   03/09/2015

	Measurable Goals	Permit Year	Due Date
1.	6-11 (MG1) Albany County annually updates the Green Infrastructure Conveyance System Upgrade Inventory.	2015	03/09/2015
2.	6-11 (MG1) The City of Albany annually reviews the status of CSO LTCP as it relates to implementing green infrastructure upgrades impacting either storm only and storm and sanitary combined infrastructure.	2015	03/09/2015
3.	6-11 (MG1) The Town of Bethlehem annually updates the Green Infrastructure Conveyance System Upgrade Inventory.	2015	03/09/2015
4.	6-11 (MG1) The City of Cohoes annually reviews the status of CSO LTCP as it relates to implementing green infrastructure upgrades impacting either storm only and storm and sanitary combined infrastructure.	2015	03/09/2015
5.	6-11 (MG1) The Town of Colonie annually updates the Green Infrastructure Conveyance System Upgrade Inventory.	2015	03/09/2015
6.	6-11 (MG1) The Village of Colonie annually updates the Green Infrastructure Conveyance System Upgrade Inventory.	2015	03/09/2015
7.	6-11 (MG1) The Village of Green Island annually reviews the status of CSO LTCP as it relates to implementing green infrastructure upgrades impacting either storm only and storm and sanitary combined infrastructure.	2015	03/09/2015
8.	6-11 (MG1) The Town of Guilderland annually updates the Green Infrastructure Conveyance System Upgrade Inventory.	2015	03/09/2015
9.	6-11 (MG1) The Village of Menands annually updates the Green Infrastructure Conveyance System Upgrade Inventory.	2015	03/09/2015
10.	6-11 (MG1) The Town of New Scotland annually updates the Green Infrastructure Conveyance System Upgrade Inventory.	2015	03/09/2015
11.	6-11 (MG1) The Village of Voorheesville annually updates the Green Infrastructure Conveyance System Upgrade Inventory.	2015	03/09/2015

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12.	6-11 (MG1) The City of Watervliet annually reviews the status of CSO LTCP as it relates to implementing green infrastructure upgrades impacting either storm only and storm and sanitary combined infrastructure.	2015	03/09/2015
13.	6-11 (MG1) The SUNY Albany annually updates the Green Infrastructure Conveyance System Upgrade Inventory.	2015	03/09/2015
14.	6-11 (MG2) Of routine conveyance system upgrades identified in Albany County since 2013, 100% of these upgrades will have considered GI; 5% of upgrades will have GI included in final plans; 5% of upgrades will have GI implemented.	2015	03/09/2015
15.	6-11 (MG2) City of Albany annually documents, what if any green infrastructure practices, as defined in the NYSDEC Stormwater Design Manual, have been included in any storm only or storm and sanitary combined municipal owned infrastructure upgrades at any phase of implementation (sketch plan, design drawing, built project). Document is called Annual GI Upgrades Report-CSO LTCP Implementation	2015	03/09/2015
16.	6-11 (MG2) Of routine conveyance system upgrades identified in the Town of Bethlehem since 2013, 100% of these upgrades will have considered GI; 0% of upgrades will have GI included in final plans; 0% of upgrades will have GI implemented.	2015	03/09/2015
17.	6-11 (MG2) City of Cohoes annually documents, what if any green infrastructure practices, as defined in the NYSDEC Stormwater Design Manual, have been included in any storm only or storm and sanitary combined municipal owned infrastructure upgrades at any phase of implementation (sketch plan, design drawing, built project). Document is called Annual GI Upgrades Report-CSO LTCP Implementation	2015	03/09/2015
18.	6-11 (MG2) Of routine conveyance system upgrades identified in the Town of Colonie since 2013, 100% of these upgrades will have considered GI; 20% of upgrades will have GI included in final plans; 20% of upgrades will have GI implemented.	2015	03/09/2015
19.	6-11 (MG2) Of routine conveyance system upgrades identified in the Village of Colonie since 2013, 5% of these upgrades will have considered GI; 0% of upgrades will have GI included in final plans; 0% of upgrades will have GI implemented.	2015	03/09/2015
20.	6-11 (MG2) The Village of Green Island annually documents, what if any green infrastructure practices, as defined in the NYSDEC Stormwater Design Manual, have been included in any storm only or storm and sanitary combined municipal owned infrastructure upgrades at any phase of implementation (sketch plan, design drawing, built project). Document is called Annual GI Upgrades Report-CSO LTCP Implementation	2015	03/09/2015
21.	6-11 (MG2) Of routine conveyance system upgrades identified in the	2015	03/09/2015

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	Town of Guilderland since 2013, 50% of these upgrades will have considered GI; 50% of upgrades will have GI included in final plans; 50% of upgrades will have GI implemented.		
22.	6-11 (MG2) Of routine conveyance system upgrades identified in the Village of Menands since 2013, 0% of these upgrades will have considered GI; 0% of upgrades will have GI included in final plans; 0% of upgrades will have GI implemented.	2015	03/09/2015
23.	6-11 (MG2) Of routine conveyance system upgrades identified in the Town of New Scotland since 2013, 0% of these upgrades will have considered GI; 0% of upgrades will have GI included in final plans; 0% of upgrades will have GI implemented.	2015	03/09/2015
24.	6-11 (MG2) Of routine conveyance system upgrades identified in the Village of Voorheesville since 2013, 0% of these upgrades will have considered GI; 0% of upgrades will have GI included in final plans; 0% of upgrades will have GI implemented.	2015	03/09/2015
25.	6-11 (MG2) The City of Watervliet annually documents, what if any green infrastructure practices, as defined in the NYSDEC Stormwater Design Manual, have been included in any storm only or storm and sanitary combined municipal owned infrastructure upgrades at any phase of implementation (sketch plan, design drawing, built project). Document is called Annual GI Upgrades Report-CSO LTCP Implementation	2015	03/09/2015
26.	6-11 (MG2) Of routine conveyance system upgrades identified in SUNY Albany since 2013, 0% of these upgrades will have considered GI; 0% of upgrades will have GI included in final plans; 0% of upgrades will have GI implemented.	2015	03/09/2015

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

7.0 Stormwater Program Management (MCM7)

The MS4 Permit lists six minimum control measures, which to be implemented, need a clear, effective management structure, adequate funding, and a high level of coordination within an MS4 and between MS4s. None of the six minimum controls consider these management related program elements, therefore a seventh minimum measure, Stormwater Program Management has been included in the SWMP.

Best Managment Practices:

1. **7-1 Stormwater Coalition Management**

   Regular Working Group meetings, Board of Director's oversight, adequate funding for staff and administrative expenses, a legally binding intermunicipal agreement, and an awareness of the Coalition organizational structure relative to its

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members, provide a framework for Coalition operations. This BMP recognizes the tasks and time involved with maintaining the Coalition, thus carving out a space for these critical elements.

Implementation Tasks	Imp Date
1. 7-1 (I1) The Coalition SW Program Coordinator prepares and facilitates monthly meetings of the SW Coaliton Working group. Meetings attended by Working Group reps. Purpose: information clearinghouse; coordination of shared activities as detailed in Intermunicipal Agmt; SWMP, Coalition Work Plan, NYSDEC Grant Work Plan, and emerging issues.	03/09/2011
2. 7-1 (I1) The Coalition SW Program Coordinator prepares and facilitates monthly meetings of the SW Coaliton Working group. Meetings attended by Working Group reps. Purpose: information clearinghouse; coordination of shared activities as detailed in Intermunicipal Agmt; SWMP, Coalition Work Plan, NYSDEC Grant Work Plan, and emerging issues.	03/09/2012
3. 7-1 (I1) The Coalition SW Program Coordinator prepares and facilitates monthly meetings of the SW Coaliton Working group. Meetings attended by Working Group reps. Purpose: information clearinghouse; coordination of shared activities as detailed in Intermunicipal Agmt; SWMP, Coalition Work Plan, NYSDEC Grant Work Plan, and emerging issues.	03/09/2013
4. 7-1 (I1) The Coalition SW Program Coordinator prepares and facilitates monthly meetings of the SW Coaliton Working group. Meetings attended by Working Group reps. Purpose: information clearinghouse; coordination of shared activities as detailed in Intermunicipal Agmt; SWMP, Coalition Work Plan, NYSDEC Grant Work Plan, and emerging issues.	03/09/2014
5. 7-1 (I1) The Coalition SW Program Coordinator prepares and facilitates monthly meetings of the SW Coaliton Working group. Meetings attended by Working Group reps. Purpose: information clearinghouse; coordination of shared activities as detailed in Intermunicipal Agmt; SWMP, Coalition Work Plan, NYSDEC Grant Work Plan, and emerging issues.	03/09/2015

Measurable Goals	Permit Year	Due Date
1. 7-1 (MG1) Conduct 60 Working Group meetings, with attendance at each meeting by 75% of Coalition members (minimally 9 of 12 Coalition members represented) and 20 Board of Director meetings, with attendance at each meeting by 58% of Coalition Board members (minimally 7 of 12 Coalition members-for a quorum)	2015	03/09/2015
2. 7-1 (MG2) Adopt five Coalition budgets, which include a revenue stream (membership and grants) adequate to fund Coalition operations as approved the by the Board in Coalition Work Plan and detailed in the Storm Water Management Program (SWMP).	2015	03/09/2015
3. 7-1 (MG3) Finalize a fully executed Stormwater Coalition of Albany County intermunicipal agreement and print a Coalition organizational chart	2015	12/31/2012

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Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator

2. **7-2 Local MS4/Municipal Management**

Coordination across disciplines, departments, and facilities within an MS4 is key, as is adequate funding for the Stormwater Program, staff and materials. This BMP tracks and encourages this coordination, and recognizes the importance of adequately funded program implementation.

Implementation Tasks	**Imp Date**
1. 7-2 (I1) Individual MS4s develop, update, and print an organizational chart which identifies who in your MS4/municipality is responsible for which componants of the stormwater program. Provide information regarding assigned roles and responsibilities.	03/09/2009
2. 7-2 (I1) Individual MS4s develop, update, and print an organizational chart which identifies who in your MS4/municipality is responsible for which componants of the stormwater program. Provide information regarding assigned roles and responsibilities.	03/09/2010
3. 7-2 (I1) Individual MS4s develop, update, and print an organizational chart which identifies who in your MS4/municipality is responsible for which componants of the stormwater program. Provide information regarding assigned roles and responsibilities.	03/09/2011
4. 7-2 (I3) The Individual MS4 Coordinator assists with the creation of an annual MS4/municipal budget which identifies program implementaton costs (staffing, materials, Coalition membership fee recommendations). Coordinator assists, to the extent possble, with securing necessary funds and administrative support (office, computer, work station, etc.). As needed, and as requested Coordinator will present program needs and budget to decision makers. Purpose: secure annual staffing and funding to continue program implementation	03/09/2011
5. 7-2 (I1) Individual MS4s develop, update, and print an organizational chart which identifies who in your MS4/municipality is responsible for which componants of the stormwater program. Provide information regarding assigned roles and responsibilities.	03/09/2012
6. 7-2 (I2) The Individual MS4 Coordinator, identifies and coordinates with relevant MS4/municipal staff the implementation of BMPs and Measurable Goals identified in a Storm Water Management Program (Joint or otherwise). Coordination includes clarifying who does what for shared Coalition initiatives; who does what for initiatives specific to the individual MS4; monitor activities; maintain records of tasks/Measurable goals met/unmet; and revise BMPs and Measurable Goals, as needed. Minimally, 4 coordination meetings per year with a printed agenda.	03/09/2012
7. 7-2 (I3) The Individual MS4 Coordinator assists with the creation of an annual MS4/municipal budget which identifies program implementaton costs (staffing, materials, Coalition membership fee recommendations). Coordinator assists, to the extent possble, with securing	03/09/2012

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necessary funds and administrative support (office, computer, work station, etc.). As needed, and as requested Coordinator will present program needs and budget to decision makers. Purpose: secure annual staffing and funding to continue program implementation

8. 7-2 (I1) Individual MS4s develop, update, and print an organizational chart which identifies who in your MS4/municipality is responsible for which componants of the stormwater program. Provide information regarding assigned roles and responsibilities.   03/09/2013

9. 7-2 (I2) The Individual MS4 Coordinator, identifies and coordinates with relevant MS4/municipal staff the implementation of BMPs and Measurable Goals identified in a Storm Water Management Program (Joint or otherwise). Coordination includes clarifying who does what for shared Coalition initiatives; who does what for initiatives specific to the individual MS4; monitor activities; maintain records of tasks/Measurable goals met/unmet; and revise BMPs and Measurable Goals, as needed. Minimally, 4 coordination meetings per year with a printed agenda.   03/09/2013

10. 7-2 (I3) The Individual MS4 Coordinator assists with the creation of an annual MS4/municipal budget which identifies program implementaton costs (staffing, materials, Coalition membership fee recommendations). Coordinator assists, to the extent possble, with securing necessary funds and administrative support (office, computer, work station, etc.). As needed, and as requested Coordinator will present program needs and budget to decision makers. Purpose: secure annual staffing and funding to continue program implementation   03/09/2013

11. 7-2 (I1) Individual MS4s develop, update, and print an organizational chart which identifies who in your MS4/municipality is responsible for which componants of the stormwater program. Provide information regarding assigned roles and responsibilities.   03/09/2014

12. 7-2 (I2) The Individual MS4 Coordinator, identifies and coordinates with relevant MS4/municipal staff the implementation of BMPs and Measurable Goals identified in a Storm Water Management Program (Joint or otherwise). Coordination includes clarifying who does what for shared Coalition initiatives; who does what for initiatives specific to the individual MS4; monitor activities; maintain records of tasks/Measurable goals met/unmet; and revise BMPs and Measurable Goals, as needed. Minimally, 4 coordination meetings per year with a printed agenda.   03/09/2014

13. 7-2 (I3) The Individual MS4 Coordinator assists with the creation of an annual MS4/municipal budget which identifies program implementaton costs (staffing, materials, Coalition membership fee recommendations). Coordinator assists, to the extent possble, with securing necessary funds and administrative support (office, computer, work station, etc.). As needed, and as requested Coordinator will present program needs and budget to decision makers. Purpose: secure annual staffing and funding to continue program implementation   03/09/2014

14. 7-2 (I1) Individual MS4s develop, update, and print an organizational chart which identifies who in your MS4/municipality is responsible for which componants of the stormwater program. Provide information regarding assigned roles and responsibilities.   03/09/2015

15. 7-2 (I2) The Individual MS4 Coordinator, identifies and coordinates with relevant MS4/municipal staff the implementation of BMPs and Measurable Goals identified in a Storm   03/09/2015

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Water Management Program (Joint or otherwise). Coordination includes clarifying who does what for shared Coalition initiatives; who does what for initiatives specific to the individual MS4; monitor activities; maintain records of tasks/Measurable goals met/unmet; and revise BMPs and Measurable Goals, as needed. Minimally, 4 coordination meetings per year with a printed agenda.

16. 7-2 (I3) The Individual MS4 Coordinator assists with the creation of an annual MS4/municipal budget which identifies program implementaton costs (staffing, materials, Coalition membership fee recommendations). Coordinator assists, to the extent possble, with securing necessary funds and administrative support (office, computer, work station, etc.). As needed, and as requested Coordinator will present program needs and budget to decision makers. Purpose: secure annual staffing and funding to continue program implementation   03/09/2015

Measurable Goals	Permit Year	Due Date
1. 7-2 (MG1) Albany County develops and prints 1 organizational chart, updated as needed.	2013	03/09/2013
2. 7-2 (MG1) The City of Albany develops and prints 1 organizational chart, updated as needed.	2013	03/09/2013
3. 7-2 (MG1) The Town ow Bethlehem develops and prints 1 organizational chart, updated as needed.	2013	03/09/2013
4. 7-2 (MG1) The City of Cohoes develops and prints 1 organizational chart, updated as needed.	2013	03/09/2013
5. 7-2 (MG1) The Town of Colonie develops and prints 1 organizational chart, updated as needed.	2013	03/09/2013
6. 7-2 (MG1) The Village of Colonie develops and prints 1 organizational chart, updated as needed.	2013	03/09/2013
7. 7-2 (MG1) The Village of Green Island develops and prints 1 organizational chart, updated as needed.	2013	03/09/2013
8. 7-2 (MG1) The Town of Guilderland develops and prints 1 organizational chart, updated as needed.	2013	03/09/2013
9. 7-2 (MG1) The Village of Menands develops and prints 1 organizational chart, updated as needed.	2013	03/09/2013
10. 7-2 (MG1) The Town of New Scotland develops and prints 1 organizational chart, updated as needed.	2013	03/09/2013
11. 7-2 (MG1) The Village of Voorheesville develops and prints 1 organizational chart, updated as needed.	2013	03/09/2013
12. 7-2 (MG1) The City of Watervliet develops and prints 1 organizational chart, updated as needed.	2013	03/09/2013

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13.	7-2 (MG1) SUNY Albany develops and prints 1 organizational chart, updated as needed.	2013	03/09/2013
14.	7-2 (MG2) Albany County conducts 7 in-house coordination meetings with relevant staff, as identified on organizational chart.	2015	03/09/2015
15.	7-2 (MG2) The City of Albany conducts 4 in-house coordination meetings with relevant staff, as identified on organizational chart.	2015	03/09/2015
16.	7-2 (MG2) The Town of Bethlehem conducts 10 in-house coordination meetings with relevant staff, as identified on organizational chart.	2015	03/09/2015
17.	7-2 (MG2) The City of Cohoes conducts 0 in-house coordination meetings with relevant staff, as identified on organizational chart.	2015	03/09/2015
18.	7-2 (MG2) The Town of Colonie conducts 3 in-house coordination meetings with relevant staff, as identified on organizational chart.	2015	03/09/2015
19.	7-2 (MG2) The Village of Colonie conducts 6 in-house coordination meetings with relevant staff, as identified on organizational chart.	2015	03/09/2015
20.	7-2 (MG2) The Village of Green Island conducts 10 in-house coordination meetings with relevant staff, as identified on organizational chart.	2015	03/09/2015
21.	7-2 (MG2) The Town of Guilderland conducts 3 in-house coordination meetings with relevant staff, as identified on organizational chart.	2015	03/09/2015
22.	7-2 (MG2) The Village of Menands conducts 1 in-house coordination meetings with relevant staff, as identified on organizational chart.	2015	03/09/2015
23.	7-2 (MG2) The Town of New Scotland conducts 5 in-house coordination meetings with relevant staff, as identified on organizational chart.	2015	03/09/2015
24.	7-2 (MG2) The Village of Voorheesville conducts __ in-house coordination meetings with relevant staff, as identified on organizational chart.	2015	03/09/2015
25.	7-2 (MG2) The City of Watervliet conducts 40 in-house coordination meetings with relevant staff, as identified on organizational chart.	2015	03/09/2015
26.	7-2 (MG2) SUNY Albany conducts 2 in-house coordination meetings with relevant staff, as identified on organizational chart.	2015	03/09/2015
27.	7-2 (MG3) Albany County adopts 5 budgets which include sufficient funds to implement a stormwater program as outlined in the SWMP.	2015	03/09/2015
28.	7-2 (MG3) The City of Albany adopts 5 budgets which include sufficient funds to implement a stormwater program as outlined in the SWMP.	2015	03/09/2015
29.	7-2 (MG3) The Town of Bethlehem adopts 5 budgets which include sufficient funds to implement a stormwater program as outlined in the	2015	03/09/2015

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SWMP.

30.	7-2 (MG3) The City of Cohoes adopts 5 budgets which include sufficient funds to implement a stormwater program as outlined in the SWMP.	2015	03/09/2015
31.	7-2 (MG3) The Town of Colonie adopts 5 budgets which include sufficient funds to implement a stormwater program as outlined in the SWMP.	2015	03/09/2015
32.	7-2 (MG3) The Village of Colonie adopts 5 budgets which include sufficient funds to implement a stormwater program as outlined in the SWMP.	2015	03/09/2015
33.	7-2 (MG3) The Village of Green Island adopts 5 budgets which include sufficient funds to implement a stormwater program as outlined in the SWMP.	2015	03/09/2015
34.	7-2 (MG3) The Town of Guilderland adopts 5 budgets which include sufficient funds to implement a stormwater program as outlined in the SWMP.	2015	03/09/2015
35.	7-2 (MG3) The Village of Menands adopts 5 budgets which include sufficient funds to implement a stormwater program as outlined in the SWMP.	2015	03/09/2015
36.	7-2 (MG3) The Town of New Scotland adopts 5 budgets which include sufficient funds to implement a stormwater program as outlined in the SWMP.	2015	03/09/2015
37.	7-2 (MG3) The Village of Voorheesville adopts 5 budgets which include sufficient funds to implement a stormwater program as outlined in the SWMP.	2015	03/09/2015
38.	7-2 (MG3) The City of Watervliet adopts 5 budgets which include sufficient funds to implement a stormwater program as outlined in the SWMP.	2015	03/09/2015
39.	7-2 (MG3) SUNY Albany adopts 5 budgets which include sufficient funds to implement a stormwater program as outlined in the SWMP.	2015	03/09/2015

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

3. **7-3 Coalition Regroup - Regulatory Realities**

EPA will soon release their most recent MS4 Permit Rule Making (Proposed); municipalities continue to struggle financially; the MS4 Permit and related CSO Permit continue to compete for municipal attention and dollars; the significant value of funded technical support is apparent; the challenge of designing and maintaining green infrastructure is vexing practitioners. In combination, what may work now with regard to individual MS4 programs and the collaborative

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Coalition effort, may not be adequate given the future. Time to think about the future is important and this BMP addresses that need.

Implementation Tasks	Imp Date
1. 7-3 (I1) Schedule a "BIG PICTURE" discussion with Coalition Working Group, Board and interested others. Purpose is to take stock of changing regulatory realities i.e. EPA MS4 Permit Rule Making; expansion of MS4 Permit boundary; successes and failures of SWMP implementation; cost/benefit of Coalition; management realities (individual MS4s, intermunicipal, Host); EPA Memo Integrated Watershed Planning; and other forcings given the purpose of regulations. Consider future needs, financial pressures, and opportunities for implementing goals more effectively.	12/31/2013
2. 7-3 (I2) For "BIG PICTURE" meeting, scribe discussion, circulate notes, and consider long term path.	12/31/2013

Measurable Goals	Permit Year	Due Date
1. 7-3 (MG1) The Coalition organizes a "Big Picture" meeting with Coalition Working Group, Board, and interested others. Meeting is scribed and notes circulated.	2013	12/31/2013

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator