

Town of Abingdon - MS4 Program Plan - VAR040137

Minimum Control Measure #1: Public Education and Outreach on Stormwater Impacts

Permit Requirements	Proposed BMP	Elements of BMP	Measurable Goals	Implementation Schedule	Responsible Department(s)	Progress on Achieving BMP Measurable Goals and Assessment of BMP Appropriateness	Items Included in Annual Report	Planned Activities for Next Year	DEQ Comments
1.a - Regional public education and outreach	1.a.1 - Educational Literature	The Town will provide educational literature containing information on preventing pollution in stormwater runoff	Provide general education to the public through the literature. A physical copy will be available at Town Hall and a digital copy will be available on the Town's webpage.	BMP will begin development in Year 3 and will be fully implemented within 60 months.	Public Works	Town staff is currently reviewing literature with the latest stormwater related information and ways that the public can help to eliminate illicit discharges to the stormwater system			
1.b - Increased awareness of illegal discharges and improper disposal of waste	1.b.1 - Proper Disposal of Hazardous Waste	Provide information and/or links on the Town webpage for details on household hazardous waste disposal and collection	Maintain the webpage with up to date information and links	BMP will begin development in Year 2 and will be fully implemented within 60 months of the permit	Public Works & Information Technology	Complete			
	1.b.2 - Recycling and Trash Management	Provide information and/or links on the Town webpage about the benefits of recycling, proper trash management and effects of littering	Maintain the webpage with up to date information and links	BMP begin development in Year 2 and will be fully implemented within 60 months of the permit	Public Works & Information Technology	Complete			
	1.b.3 - Identifying stormwater issues	Allow stormwater concerns to be voiced at public meetings for identifying stormwater issues. This meeting will also aid in establishing a 3rd high priority issue that the program plan needs to address.	Track all identified stormwater issues as they arise and the resolution to all such issues. Identification of high priority issues will also be documented.	BMP will begin development in Year 2 and be fully implemented within 24 months of the permit	Public Works	The general public may express stormwater issues and concerns at the regularly scheduled Town Council sessions. There were no complaints or concerns expressed during PY2, 3rd high priority issue will be identified by the end of PY3.			
1.c - Public education and outreach programs	1.c.1 - Identify target audiences most likely to have significant stormwater impacts	Use all available information to identify audiences that are most likely to have significant impacts. Once identified, the Town will use the regulatory process to reach a minimum of 20% of the identified target audience.	Track the groups that are identified as most likely to have significant impacts	BMP will be implemented within 36 months of the permit	Public Works	The Town is reviewing available information to identify these audiences.			

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**Minimum Control Measure #2: Public Involvement and Participation**

<i>Permit Requirements</i>	<i>Proposed BMP</i>	<i>Elements of BMP</i>	<i>Measurable Goals</i>	<i>Implementation Schedule</i>	<i>Responsible Department(s)</i>	<i>Progress on Achieving BMP Measurable Goals and Assessment of BMP Appropriateness</i>	<i>Items Included in Annual Report</i>	<i>Planned Activities for Next Year</i>	<i>DEQ Comments</i>
<b>2.a - Availability of MS4 Program Materials</b>	2.a.1 - Public awareness and education	Allow the public to easily access information about stormwater management through the Town's webpage	Maintain the webpage with up to date information and links	BMP will begin development in Year 2 be implemented within 36 months	Public Works & Information Technology	Complete			
	2.a.2 - Access to annual report	Copies of the annual reports will be available on the Town's webpage	Maintain the webpage with up to date information and links	BMP will be implemented within 24 months	Public Works & Information Technology	Will be completed when Annual Report is submitted for PY2			
<b>2.b - Public Notice</b>	2.b.1 - Public Notice	The Town is committed to meeting all Town, State, and Federal public notice requirements for local ordinances or legislative actions related to the stormwater management program	Comply with all public notice requirements	Implemented	Public Works	Public Notice will be provided from time to time whenever appropriate			
<b>2.c - Increase Public Participation in Stormwater Improvement Activities</b>	2.c.1 - Participate in local activities	Identify local activities that the Town can participate in, either through promotion, sponsorship, or other involvement	Track number of activities participated in annually (minimum of 4 per year)	BMP will be implemented within 24 months	Public Works	Activities will be identified on an annual basis. Activities may vary from year to year.	Activities participated in either through promotion, sponsorship or other involvement. Also include identified potential partnerships and event ideas.		

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Minimum Control Measure #3: Illicit Discharge Detection and Elimination

Permit Requirements	Proposed BMP	Elements of BMP	Measurable Goals	Implementation Schedule	Responsible Department(s)	Progress on Achieving BMP Measurable Goals and Assessment of BMP Appropriateness	Items Included in Annual Report	Planned Activities for Next Year	DEQ Comments
3.a - Storm Sewer System Mapping	3.a.1 - Inventory regulated stormwater outfall locations	Use existing maps, GPS and GIS technologies to accurately map all stormwater discharge outfall locations	Stormwater outfalls will be identified as the Town makes progress towards mapping the system	BMP will begin development in Year 2 and be fully implemented within 60 months of the permit	Public Works				
	3.a.2 - Stormwater System Mapping	Map the stormwater collection system and include it on the Town's GIS database	Gather an estimate of the entire system	Estimated size of system (in miles) will be established as well as the service area delineated within 24 months of the permit. Once established 25% of the service area will be mapped by 2016, 50% by 2017, and 100% by 2018	Public Works		Updates on the mapping progress		
3.b Prohibition of Non-Stormwater Discharges	3.b.1 - Illicit Discharge Ordinance	Develop, maintain and enforce the ordinance to prohibit illicit discharges into and illicit connections to the system	Once the Ordinance is adopted, the Town will enforce the program	BMP will begin development in Year 4 and be fully implemented within 60 months of the permit	Public Works	Ordinance is under construction by Town Staff. Adoption of the ordinance is dependent on the Town Council.			
3.c - Procedures to Prevent, Detect, and Address Illicit Discharges	3.c.1 - Inspect stormwater outfalls for dry weather discharges	Maintain an inspection program that includes all stormwater outfalls as they are mapped. Inspectors will use visual observation, odors and other indicators to identify potential illicit discharges. Written procedures for dry weather screening and illicit discharge investigations will be developed to aide the inspectors as well as timeframes for resolutions.	Inspect stormwater outfalls as they are identified during each year of the permit. Illicit discharges will be identified and appropriate actions taken. Development of procedures and timeframes.	BMP will begin development in Year 2 and be fully implemented within 60 months of the permit	Public Works	The Town will inspect each outfall as it is identified			
	3.c.2 - Inspect and repair sanitary sewer lines as necessary to prevent illicit discharges	Evaluate and maintain current program of inspections, repair, and replacement of sanitary sewer lines and appurtenances. Technologies include smoke testing and camera surveys.	Continue with preventative maintenance program, and MACP that proactively inspects sanitary sewer lines and appurtenances to identify	BMP will be fully implemented within 24 months of the permit	Wastewater Collections				
3.d - Illicit Discharge Tracking	3.d.1 - Illicit Discharge Tracking	Track the number of illicit discharges responded to by the Town	Provide copies of all release reports and descriptions of non-sewage illicit discharges	BMP procedures will be fully implemented within 24 months of the permit	Public Works		The number of reported illicit discharges that includes at a minimum: the date or dates that the illicit discharges were observed and reported; the results of the investigation; any follow-up to the investigation; the resolution to the investigation; and the date the investigation was closed.		
	3.d.2 - Promote Public Reporting of Illicit Discharges	Advertise on the webpage the need for public involvement and reporting of illicit discharges within the Town. Items to be found on the page include how citizens should contact the Town and report the IDs.	Track the number of reported illicit discharges that includes at a minimum: the date or dates that the illicit discharges were observed and reported; the results of the investigation; any follow-up to the investigation; the resolution to the investigation; and the date the investigation was closed.	BMP will begin development in Year 3 and be fully implemented within 60 months			The number of reported illicit discharges that includes at a minimum: the date or dates that the illicit discharges were observed and reported; the results of the investigation; any follow-up to the investigation; the resolution to the investigation; and the date the investigation was closed.		

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Minimum Control Measure #4: Construction Site Stormwater Runoff Control

Permit Requirements	Proposed BMP	Elements of BMP	Measurable Goals	Implementation Schedule	Responsible Department(s)	Progress on Achieving BMP Measurable Goals and Assessment of BMP Appropriateness	Items Included in Annual Report	Planned Activities for Next Year	DEQ Comments
4.a - A description of the legal authorities to address discharges entering the MS4 from construction activities	4.a.1 - Town of Abingdon Stormwater Ordinance	Maintain the Town of Abingdon's Stormwater Ordinance (Chapter 30, Article V), effective July 1, 2014	Existing ordinance will be reviewed at minimum on an annual basis to determine if modifications are needed based on changes in existing laws or regulations	Implemented	Public Works	Ordinance was passed on second reading in May and is now in effect.			
4.b Procedures that ensure land disturbance does not begin until a plan is approved.	4.b.1 - Town of Abingdon's Erosion and Sediment Control Program	The ESC program contains procedures for plan review, inspections, enforcement, and penalties. All persons responsible for plan review have obtained DEQ certification as plan reviewers. The Town's ESC Ordinance requires plan approval prior to any land disturbance	The Town will ensure that no land disturbance project will begin until a plan has been approved	Implemented	Public Works				
4.c - Written procedures for plan review and a list of all associated documents used for plans review. Plan review must be done by a person holding a certificate of competence.	4.c.1 - Town of Abingdon's Erosion and Sediment Control Program	Procedures for plan review contained in the Town's ESC Program. Associated Documents: Plan Review Checklist	The Town will ensure that no land disturbance project will begin until a plan has been approved	Implemented	Public Works				
4.d - Written procedures for inspections and a list of all associated documents used for inspections. Inspections must be conducted by a person holding a certificate of competence as defined in permit.	4.d.1 - Town of Abingdon's Erosion and Sediment Control Program	Procedures for inspections contained in the Town's ESC Program. Associated Documents: Land Disturbance Permit, Site Inspection Checklist, Plan Review Checklist	The Town will ensure that all land disturbance projects are inspected at the required frequency according to the Town's ESC Program	Implemented	Public Works				
4.e - Written procedures for compliance and enforcement. Procedures must describe how the operator will use its legal authority to require compliance with an approved plan, and allow for operator to require changes to an approved plan if that plan is determined to be inadequate.	4.e.1 - Town of Abingdon's Erosion and Sediment Control Program	Written procedures for compliance and enforcement contained in the Town's ESC Program. Legal authority for compliance/enforcement is in the Ordinance. Associated Documents: Site Inspection Checklist, Stop Work Order	The Town will ensure that it utilizes its legal authority to resolve compliance issues noted in site inspections	Implemented	Public Works				
4.f - Promotion to the public a mechanism for receipt of complaints regarding land disturbing activities. Follow-up by the operator on any complaints regarding potential water quality or compliance issues	4.f.1 - A complaint form is available on the Town's webpage and all ESC/Stormwater related complaints are directed to the proper staff	Track the number of complaints along with the follow-up measures taken	Ensure that the Town respond to complaints received	Implemented	Public Works				
4.g - Procedures that require large and small construction activities, including municipal construction activities, secure separate VSMP stormwater discharge authorization	4.g.1 - Ensure VSMP permits are obtained for all qualifying land disturbance activities	The Town requires a pre-construction meeting before any land disturbance activities. All applicants of disturbances that are 1 acre or more are made aware of the VSMP requirement.		Implemented	Public Works				

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

Permit Requirements	Proposed BMP	Elements of BMP	Measurable Goals	Implementation Schedule	Responsible Department(s)	Progress on Achieving BMP Measurable Goals and Assessment of BMP Appropriateness	Items Included in Annual Report	Planned Activities for Next Year	DEQ Comments
5.a - Post-Construction Stormwater Runoff	5.a.1 - Town of Abingdon Stormwater Ordinance	Maintain the Town of Abingdon's Stormwater Ordinance (Chapter 30, Article V), effective July 1, 2014	The ordinance will be reviewed from time to time to determine if modifications are needed based on changes in existing laws or regulations	Implemented	Public Works	Ordinance was passed on second reading in May and is now in effect			
5.b Required design criteria for Stormwater Runoff controls	5.b.1 - Town of Abingdon Stormwater Ordinance	The Town shall utilize its legal authority, through the Ordinance, to require that activities identified in Section II.B.5.a address stormwater runoff in such a manner that controls are designed and installed accordingly	The ordinance will be reviewed from time to time to determine if modifications are needed based on changes in existing laws or regulations	Implemented	Public Works	Ordinance was passed on second reading in May and is now in effect			
5.c - Inspection, operation, and maintenance verification of stormwater management facilities	5.c.1 - BMP maintenance and inspection program	Require long-term maintenance agreements on all new permanent stormwater facilities. Once established, inspection schedule of facilities will be case by case.	The Town will enforce all long-term maintenance agreements for structures located on private property	Implemented	Public Works				
	5.c.2 - BMP maintenance and inspection procedures	Develop written and enforcement procedures for inspection and maintenance of BMPs.	The Town will enforce the procedures once they are developed and approved	BMP will begin development in Year 3 be implemented within 60 months of the permit	Public Works				
	5.c.3 - Identification of BMPs	Identification of all public and private BMPs and schedule for inspection. Public BMPs will be inspected annually, Private BMPs will be inspected every 5 years.	Progress on indentifying all BMPs. Once identified, each BMP will be inspected, reported, and scheduled for future inspection.	BMP will begin development in Year 2 and will be implemented within 60 months of the permit	Public Works				
5.d - Stormwater management facility tracking and reporting	5.d.1 - Track and report required BMP information	Track stormwater management facilities that discharge to the Town. The facilities will be located on the Town's GIS.	Use the information to create a spreadsheet listing all BMPs entered each year along with information on the type of BMP, geographic location (HUC), discharging impaired water body, and number of acres treated	BMP will begin development in Year 2 and will be implemented within 60 months of the permit	Public Works				

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

Permit Requirements	Proposed BMP	Elements of BMP	Measurable Goals	Implementation Schedule	Responsible Department(s)	Progress on Achieving BMP Measurable Goals and Assessment of BMP Appropriateness	Items Included in Annual Report	Planned Activities for Next Year	DEQ Comments
6.a - Operation and Maintenance Activities	6.a.1 - Pollutant reduction programs	Pollutant reduction programs include seasonal leaf pick-up, brush pick-up, monthly pick-up of discarded larger items, and street sweeping. Town employees also pick-up loose trash, and tree limbs within the Town's right-of-way	Continue pollutant reduction programs within each year of the permit	Implemented	Public Works	The Town's operational programs will continue to be a part of the Town's regular maintenance procedures to reduce pollutants in roads, parking lots, and storage yards. These programs will be evaluated and improved, if necessary, at the end of each permit year.			
	6.a.2 - Develop written procedures	Develop written procedures that include but are not limited to the guidelines specified in Section II.B.6.a of 9VAC25-890-40.	Once procedures are established, the Town will ensure that they are made available to appropriate personnel	BMP will be implemented within 36 months of the permit	Public Works				
6.b Municipal Facility Pollution Prevention and Good Housekeeping	6.b.1 - Evaluation of public facilities	Evaluate public facilities for problems to correct, continue upgrades and maintenance of sanitary sewer lines and manholes to reduce the potential for overflows, recycling, employee training, spill prevention, and incorporating LID practices on publicly owned properties	Track the progress and evaluation of all public facilities for improvements in pollution prevention	Implemented	Public Works	The Town Shop has spill containment tanks already in place. There are currently no capital improvements projects for upgrading sanitary sewer facilities, however smoke testing and camera work is being performed at this time. Low Impact Developments for Town owned facilities will be considered during site design for new facilities. The Town maintains a centralized recycling area for employees to			
	6.b.2 - Identification of high-priority facilities	Identify Town owned facilities that are high-priority or have a high potential of discharging pollutants. Once identified, develop a SWPPP, if one doesn't already exist, within 48 months of the permit cycle	Track the number and location of all high-priority facilities. Include SWPPP once established.	BMP will begin development in Year 2 and be fully implemented within 48 months of the permit	Public Works	The Town Shop has been identified as the only high-priority facility at this time			
	6.b.3 - Recycling and source reduction methods	Recycle oil, antifreeze, tires, used fluorescent lamps. Properly dispose of electronic equipment.	Continue recycling programs	Implemented	Public Works/Information Technology				
	6.b.4 - Animal waste bag dispensers	The Town has installed waste bag dispensers along popular walking trails for pet owners to help reduce the amount of animal waste entering the drainage system	Maintain the dispensing stations	Implemented	Public Works/Parks and Recreation	There are 24 existing dispensing stations located along the trails			
	6.b.5 - Proper handling of hazardous chemicals	Provide an annual update of training for all employees that are licensed as Registered Technicians or Certified Applicators through the State of Virginia	Track the training dates and certifications for Town staff	BMP will begin development in Year 4 be fully implemented within 60 months of the permit	Public Works/Parks and Recreation				
6.c - Turf and Land Management	6.c.1 - Identification of management areas	Identify all applicable lands where nutrients are applied to a contiguous area of more than one acre. A latitude and longitude shall be provided for each such piece of land. Once identified a certified Virginia Nutrient Management Planner will develop a Nutrient Management Plan for each location by the end of the permit cycle.	Track the progress and evaluation of all applicable lands	BMP will be fully implemented within 60 months of the permit	Public Works/Parks and Recreation	Identification of applicable lands shall be performed within by the end of PY3			