

**Stormwater Management Plan**  
**Town of Ayden**  
**NCS000500**

March 28, 2024  
Draft SWMP v3 Submittal

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## **PART 1: INTRODUCTION**

The purpose of this Stormwater Management Plan (SWMP) is to establish and define the means by which the Town of Ayden will comply with its National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit and the applicable provisions of the Clean Water Act to meet the federal standard of reducing pollutants in stormwater runoff to the maximum extent practicable.

This SWMP identifies the specific elements and minimum measures that the Town of Ayden will develop, implement, enforce, evaluate and report to the North Carolina Department of Environmental Quality (NCDEQ) Division of Energy, Minerals and Land Resources (DEMLR) in order to comply with the MS4 Permit number NCS000500, as issued by NCDEQ. This permit covers activities associated with the discharge of stormwater from the MS4 as owned and operated by the Town of Ayden and located within the corporate limits of the Town of Ayden.

In preparing this SWMP, the Town of Ayden has evaluated its MS4 and the permit requirements to develop a comprehensive 5-year SWMP that will meet the community's needs, address local water quality issues and provide the minimum measures necessary to comply with the permit. The SWMP will be evaluated and updated annually to ensure that the elements and minimum measures it contains continue to adequately provide for permit compliance and the community's needs.

Once the SWMP is approved by NCDEQ, all provisions contained and referenced in this SWMP, along with any approved modifications of the SWMP, are incorporated by reference into the permit and become enforceable parts of the permit.


**PART 2: CERTIFICATION**

By my signature below I hereby certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

I am also aware that the contents of this document shall become an enforceable part of the NPDES MS4 Permit, and that both the Division and the Environmental Protection Agency have NPDES MS4 Permit compliance and enforcement authority.

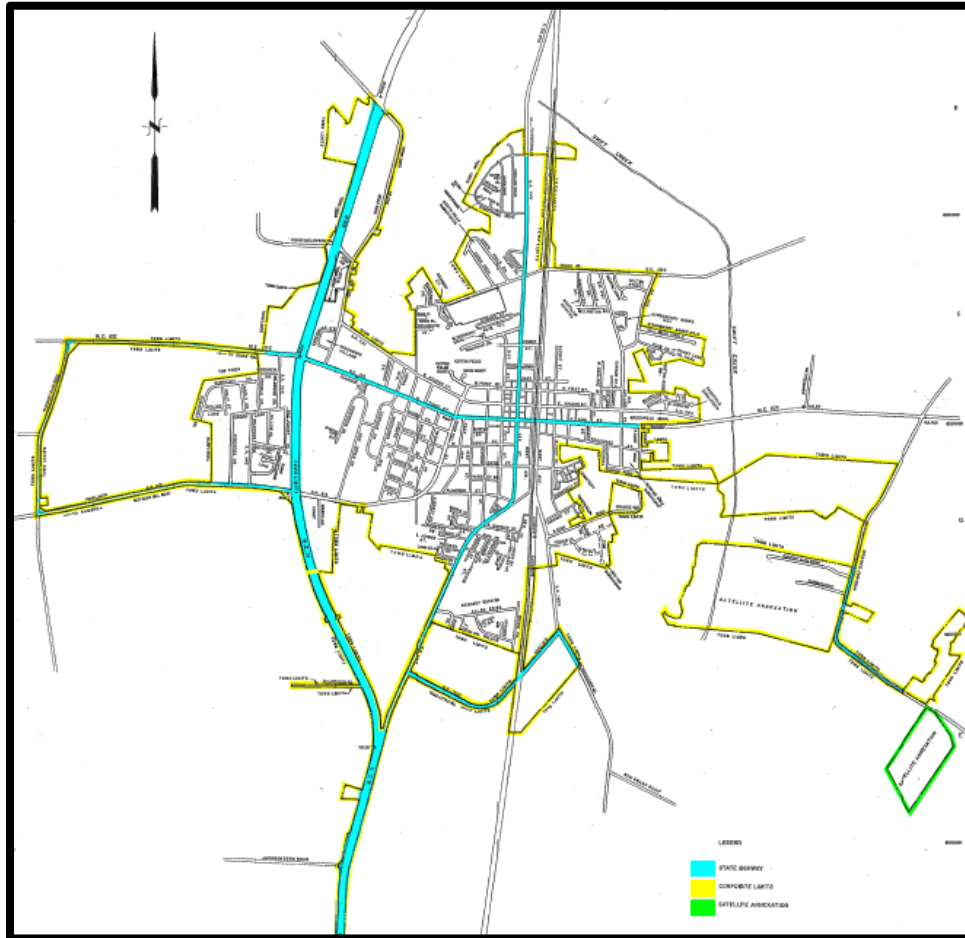
- I am a ranking elected official.
- I am a principal executive officer for the permitted MS4.
- I am a duly authorized representative for the permitted MS4 and have attached the authorization made in writing by a principal executive officer or ranking elected official which specifies me as (*check one*):
  - A specific individual having overall responsibility for stormwater matters.
  - A specific position having overall responsibility for stormwater matters.

<i>Signature:</i>	
<i>Print Name:</i>	Stephen Smith
<i>Title:</i>	Assistant Town Manager
Signed this 28th day of March 2024.	

**PART 3: MS4 INFORMATION**

### 3.1 Permitted MS4 Area

This SWMP applies throughout the corporate limits of the Town of Ayden, including all regulated activities associated with the discharge of stormwater from the MS4. The map below shows the corporate limits of Town of Ayden as of the date of this document.



### 3.2 Existing MS4 Mapping

The Town of Ayden maintains a Geographic Information System (GIS) database that includes detailed geospatial information related to the Town's storm sewer conveyance system. The database also includes geospatial information related to drainage areas, receiving streams, land use, zoning, floodplain data, and other pertinent data. This information is updated periodically.

Pursuant to the Town of Ayden's current permit, components of their MS4 were mapped using Global Positioning System (GPS) technology and are included in the GIS. The Town will update the GIS Stormwater Layer to reflect changes to the MS4 as necessary. This may include updating stormwater system components for new development, repairs, and maintenance, in addition to updating stream data based on surface water identification requests. Mapping updates of the MS4 is solely the Town's responsibility.

Table 1: Summary of MS4 Mapping

Percent of MS4 Area Mapped	60	%
No. of Major Outfalls* Mapped	1	total

*\*An outfall is a point where the MS4 discharges from a pipe or other conveyance (e.g. a ditch) directly into surface waters. Major outfalls are required to be mapped to meet permit requirements. A major outfall is a 36-inch diameter pipe or discharge from a drainage area > 50-acres; and for industrial zoned areas a 12-inch diameter pipe or a drainage area  $\geq$  2-acres.*

### 3.3 Receiving Waters

The Town of Ayden MS4 is located within the Neuse River Basin and discharges directly into receiving waters as listed in Table 2 below. Applicable water quality standards listed below are compiled from the following NCDEQ sources:

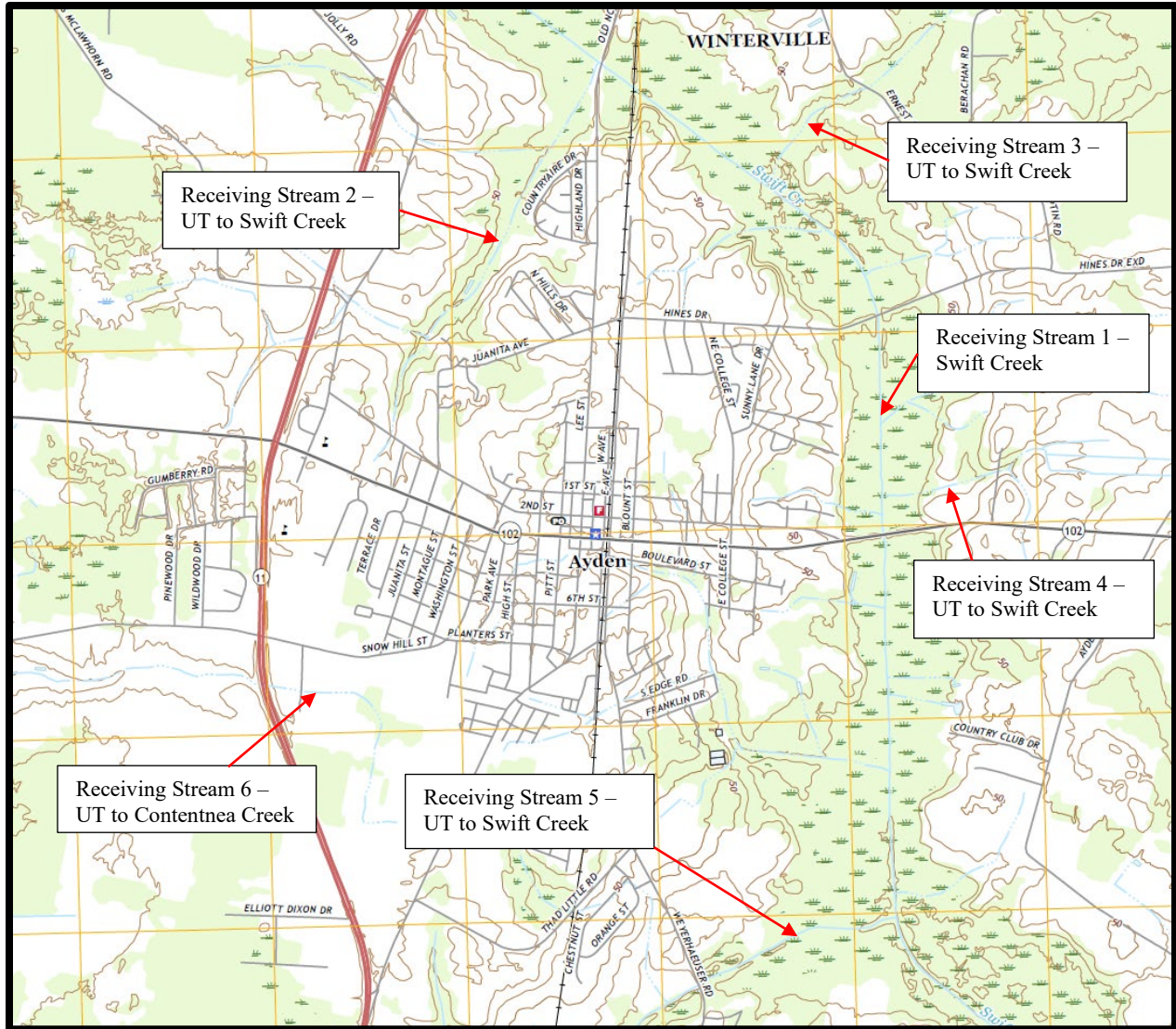
- [Waterbody Classification Map](#)
- [Impaired Waters and TMDL Map](#)
- Most recent NCDEQ Final [303\(d\) List](#)

Table 2: Summary of MS4 Receiving Waters

Receiving Water Name	Stream Index / AU Number	Water Quality Classification	303(d) Listed Parameter(s) of Interest
1 - Swift Creek	27-97-(0.5)	C; Sw; NSW	Poor bioclassification, benthos (Nar, AL, FW)
2 - UT to Swift Creek		C; Sw; NSW	
3 - UT to Swift Creek		C; Sw; NSW	
4 - UT to Swift Creek		C; Sw; NSW	
5 - UT to Swift Creek		C; Sw; NSW	
6 - UT to Contentnea Creek		C; Sw; NSW	

Maps: Primary Receiving Streams







**3.4 MS4 Interconnection**

The Town of Ayden MS4 is not interconnected with another regulated MS4 and directly discharges to the receiving waters as listed in Table 2 above.

**3.5 Total Maximum Daily Loads (TMDLs)**

Currently, no streams with the Town of Ayden’s jurisdiction have an associated Total Maximum Daily Load (TMDL).

Table 3: Summary of Approved TMDLs

Water Body Name	TMDL Pollutant(s) of Concern	Stormwater Waste Load Allocation (Y/N)	Water Quality Recovery Program (Y/N)
None			

### 3.6 Endangered and Threatened Species and Critical Habitat

Significant populations of threatened or endangered species and/or critical habitat are not identified within the regulated MS4 urbanized area, as determined by a review of the [Endangered and Threatened Species and Species of Concern by County for North Carolina Map](#) and [Listed species believe to or known to occur in North Carolina map](#) as provided by the [U.S. Fish and Wildlife Service](#). Of those species listed, Table 4 summarizes the species that may be significantly impacted by the quality of surface waters within their habitat.

Table 4: Summary of Federally Listed Species/Habitat Impacted by Surface Water Quality

Scientific Name	Common name	Species Group	Federal Listing Status
Noturus furiosus	Carolina madtom	Vertebrate	At Risk Species
Necturus lewisi	Neuse River waterdog	Vertebrate	At Risk Species
Fusconaia masoni	Atlantic pigtoe	Invertebrate	At Risk Species
Alasmidonta heterodon	Dwarf wedgemussel	Invertebrate	Endangered
Lasmigona subviridis	Green floater	Invertebrate	At Risk Species
Elliptio lanceolate	Yellow lance	Invertebrate	Threatened

### 3.7 Industrial Facility Discharges

The Town of Ayden MS4 jurisdictional area does not presently include any industrial facilities which hold NPDES Industrial Stormwater Permits, as determined from the NCDEQ.

Table 5: NPDES Stormwater Permitted Industrial Facilities

Permit Number	Facility Name
NCG140296*	Southern Equipment Company, Inc.

- *Permit issued for original facility located at 6856 NC Hwy 11. Original facility closed as part of NC Department of Transportation Southwest ByPass project. Southern Equipment Company, Inc. (Snow Tractor and Equipment) is now located at 8142 NC Hwy 11 (outside of Ayden's jurisdiction).*

### 3.8 Non-Stormwater Discharges

The water quality impacts of non-stormwater discharges have been evaluated by the Town of Ayden as summarized in Table 6 below. Non-stormwater discharges were identified based on guidance from the Department of Environmental Quality. Town staff reviewed the potential sources for a description of potential impact to water quality (results summarized in Table 6). The unpermitted non-stormwater flows listed as incidental do not significantly impact water quality. The Town of Ayden has evaluated residential and charity car washing and street washing for possible significant water quality impacts.

Street washing discharges are addressed under the Pavement Management Program in Part 10 of this SWMP. The Division has not required that other non-stormwater flows be specifically controlled by the Town of Ayden.

Wash water associated with car washing that does not contain detergents or does not discharge directly into the MS4 is considered incidental. However, these types of non-stormwater discharges that do contain detergents have been evaluated by the Town of Ayden to determine whether they may significantly impact water quality.

Table 6: Non-Stormwater Discharges

Non-Stormwater Discharge	Water Quality Impacts
Water line and fire hydrant flushing	Incidental
Landscape irrigation	Incidental
Diverted stream flows	Incidental
Rising groundwater	Incidental
Uncontaminated groundwater infiltration	Incidental
Uncontaminated pumped groundwater	Incidental
Uncontaminated potable water sources	Incidental
Foundation drains	Incidental
Air conditioning condensate	Incidental
Irrigation waters	Incidental
Springs	Incidental
Water from crawl space pumps	Incidental
Footing drains	Incidental
Lawn watering	Incidental
Residential and charity car washing	<b>Possible</b>
Flows from riparian habitats and wetlands	Incidental
Dechlorinated swimming pool discharges	Incidental
Street wash water	<b>Possible</b>
Flows from firefighting activities	Incidental

### 3.9 Target Pollutants and Sources

In addition to those target pollutants identified above, the Town of Ayden is not aware of other significant water quality issues within the permitted MS4 area.

Table 7 below summarizes the water quality pollutants identified throughout Part 3 of this SWMP, the likely activities/sources/targeted audiences attributed to each pollutant, and identifies the associated SWMP program(s) that address each. In addition, the Town of Ayden has evaluated schools, homeowners and businesses as target audiences that are likely to have significant stormwater impacts.

Table 7: Summary of Target Pollutants and Sources

Target Pollutant(s)	Likely Source(s)/Target Audience(s)	SWMP Program Addressing Target Pollutant(s)/Audience(s)
<i>Sediment</i>	<i>Residents, Businesses, Schools</i>	<i>Public Education &amp; Outreach</i>
<i>Litter/yard Waste</i>	<i>Residents, Businesses, Schools</i>	<i>Public Education &amp; Outreach</i>
<i>General Household and Landscape Chemicals</i>	<i>Residents, Businesses, Schools</i>	<i>Public Education &amp; Outreach</i>
<i>Residential and Charity Car Washing</i>	<i>Residents and Businesses</i>	<i>Public Education &amp; Outreach</i>
<i>Street Wash Water</i>	<i>Town Public Works Department</i>	<i>Staff Training</i>

**PART 4: STORMWATER MANAGEMENT PROGRAM ADMINISTRATION**

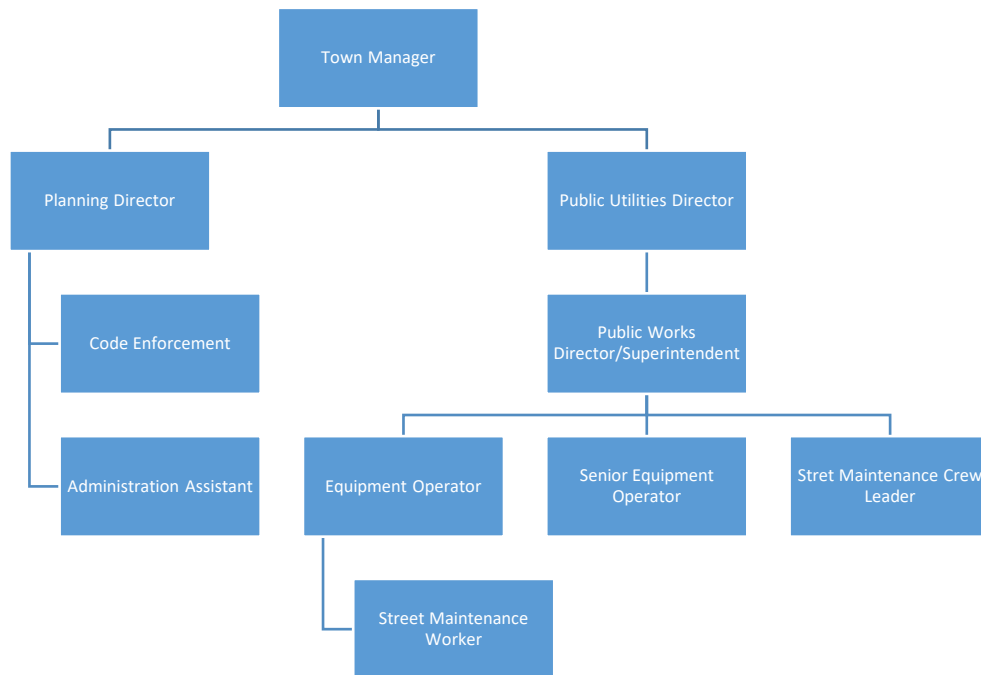
#### 4.1 Organizational Structure

Table 8: Summary of Responsible Parties

SWMP Component	Responsible Position	Staff Name	Department
Stormwater Program Administration	Planning Director	Stephen Smith	Planning
SWMP Management	Planning Director	Stephen Smith	Planning
Public Education & Outreach	Planning Director	Stephen Smith	Planning
Public Involvement & Participation	Planning Director	Stephen Smith	Planning
Illicit Discharge Detection & Elimination	Planning Director	Stephen Smith	Planning
Construction Site Runoff Control	Planning Director	Stephen Smith	Planning
Post-Construction Stormwater Management	Planning Director	Stephen Smith	Planning
Pollution Prevention/Good Housekeeping for Municipal Operations	Public Works Director	Ja'Warren Cooper	Public Works
Municipal Facilities Operation & Maintenance Program	Public Works Director	Ja'Warren Cooper	Public Works
Spill Response Program	Public Works Director	Ja'Warren Cooper	Public Works
MS4 Operation & Maintenance Program	Planning Director	Stephen Smith	Planning
Municipal SCM Operation & Maintenance Program	Public Works Director	Ja'Warren Cooper	Public Works

Pesticide, Herbicide & Fertilizer Management Program	Public Works Director	Ja'Warren Cooper	Public Works
Vehicle & Equipment Cleaning Program	Public Works Director	Ja'Warren Cooper	Public Works
Pavement Management Program	Public Works Director	Ja'Warren Cooper	Public Works
Total Maximum Daily Load (TMDL) Requirements	N/A		

The Town's Stormwater Program is a component of the Department of Public Works and Utilities. The Public Works Director oversees the program and works closely with the Town Manager, Planning Director, and Pitt County Department of Planning staff.



#### 4.2 Program Funding and Budget

In accordance with the issued permit, the Town of Ayden shall maintain adequate funding and staffing to implement and manage the provisions of the SWMP and comply with the requirements of the NPDES MS4 Permit. The budget includes the permit administering and compliance fee, which is billed by the Division annually.



The Town has implemented a stormwater fee (flat rate charged monthly) that is dedicated to addressing stormwater needs within Town. The Town evaluates the fee annually for adjustments based on projected capital and operating needs. The current fee is \$3.50 per month per customer. Annual projected revenue is approximately \$112,000. Collected funds are allocated to address stormwater operation maintenance, represented by repair/maintenance of drainage ditches and storm sewer piping assets.

#### 4.3 Shared Responsibility

The Town of Ayden does not currently share responsibilities for implementation of its NPDES MS4 Permit program.

Table 9: Shared Responsibilities

SWMP BMP or Permit Requirement	Implementing Entity & Program Name	Legal Agreement (Y/N)
Not Applicable		

#### 4.4 Co-Permittees

There are no other entities applying for co-permittee status under the NPDES MS4 permit number NCS000500 for the Town of Ayden. Table 10 summarizes contact information for each co-permittee.

Table 10: Co-Permittee Contact Information

Co-Permittee MS4 Name	Contact Person	Phone & E-Mail	Interlocal Agreement (Y/N)
Not Applicable			

#### 4.5 Measurable Goals for Program Administration

The Town of Ayden will manage and report the following Best Management Practices (BMPs) for the administration of the Stormwater Management Program.

**Table 11: Program Administration BMPs**

Permit Ref.	<b>2.1.2 Program Implementation</b>			
	Measures to evaluate the performance and effectiveness of the SWMP program components at least annually. Results shall be used by the permittee to modify the program components as necessary to accomplish the intent of the Stormwater Program.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
<b>1.</b>	<b>Annual Self-Assessment</b>			
	Evaluate the performance and effectiveness of the program components at least annually. Results shall be used to modify the program components as necessary to accomplish the intent of the Stormwater Program.	1. Prepare, conduct and document an annual evaluation of the program components.	1. Annually Permit Years 1 – 5 (FY2 – FY5)	1. Yes/No
Permit Ref.	<b>1.6: Permit Renewal Application</b>			
	Measures to submit a permit renewal application no later than 180 days prior to the expiration date of the NPDES MS4 permit.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
<b>2.</b>	<b>Permit Renewal Application</b>			
	Submit a permit renewal application and Draft SWMP no later than 180 prior to permit expiration.	1. Participate in an NPDES MS4 Permit Compliance Audit, as scheduled and performed by EPA or NCDEQ.	1. TBD – Typically Permit Year 4  (FY 5)	1. N/A
		2. Self-audit and document any stormwater program components not audited by EPA or NCDEQ utilizing the DEQ Audit Template.	2. Permit Year 5	2. Submit Self-Audit to DEMLR (required component of permit renewal application package).
3. Certify and submit the stormwater permit renewal application (NOI, Self-Audit, and Draft SWMP for the next 5-year permit cycle).		3. Permit Year 5	3. Permit renewal application package received by DEQ at least 180 days prior to permit expiration.	

## PART 5: PUBLIC EDUCATION AND OUTREACH PROGRAM

The Town of Ayden will implement a Public Education and Outreach Program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and steps the public can take to reduce pollutants in storm water runoff.

The target audiences and identified pollutants listed in Part 3.9 of this SWMP, which will be addressed by the Public Education and Outreach Program, are summarized in Table 12 below. In addition, the Town of Ayden is required to inform businesses and the general public of the hazards associated with illicit discharges, illegal dumping and improper disposal of waste.

Table 12: Summary of Target Pollutants & Audiences

Target Pollutants/Sources	Target Audience(s)
Sediment	General Public, Businesses, Municipal Employees
Litter/Yard Waste	General Public, Businesses, Municipal Employees
General Household and Landscape Chemicals	General Public, Businesses, Municipal Employees
Illicit Discharges	General Public, Businesses, Municipal Employees
Illegal Dumping	General Public, Businesses, Municipal Employees
Improper Disposal of Waste	General Public, Businesses, Municipal Employees
Residential and Charity Car Washing	General Public, Businesses
Street Wash Water	Municipal Employees

The Town of Ayden will manage, implement and report the following public education and outreach BMPs.

**Table 13: Public Education and Outreach BMPs**

<b>Permit Ref.</b>	<b>3.2.2 and 3.2.4: Outreach to Targeted Audiences</b> Measures to identify the specific elements and implementation of a Public Education and Outreach Program to share educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and how the public can reduce pollutants in stormwater runoff. The permittee shall provide educational information to identified target audiences on pollutants/sources identified in table 12 above, and shall document the extent of exposure of each media, event or activity, including those elements implemented locally or through a cooperative agreement.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>3.</b>	<b>Develop and Distribute Materials</b>			
	Develop educational materials and distribute through website, local events, Town Hall, Town Operations Center.	2. Distribute Flyers at Local Events	2. Annually at Collard Festival – Town Distribution Center	2.Document contact hours and amount of material distributed
		3. Make Flyers available at Town Hall	3. Annually Fiscal Year 1	3. Yes/no
		4. Make Flyers available at Town Operations Center	4. Annually Fiscal Year 1	4. Yes/no
<b>4.</b>	<b>Stormwater Related Newsletter</b>			
	Publish Town Newsletter with information on Stormwater Management Program to be included in Town Utility Customer Bills	1. Publish Newsletter	1. Annually Fiscal Year 1	1. Number of newsletters mailed
<b>Permit Ref.</b>	<b>2.1.7, 3.2.3 and 3.6.5(c): Web Site</b> Measures to provide a web site designed to convey the program’s message(s) and provide online materials including ordinances, or other regulatory mechanisms, or a list identifying the ordinances or other regulatory mechanisms, providing the legal authority necessary to implement and enforce the requirements of the permit and SWMP. The web page shall also provide developers with all relevant post-construction requirements, design standards, checklists and/or other materials.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>5.</b>	<b>Stormwater Page on Town’s Website</b>			
	Town will maintain a Stormwater section on the Town website that will provide access to public educational materials.	1. Update Town Website	1. Continuously Fiscal Years 1-6	1. Copy/paste url in annual report

**Table 13: Public Education and Outreach BMPs**

Permit Ref.	3.2.5: Stormwater Hotline Measures for a stormwater hotline/helpline for the purpose of public education and outreach.			
BMP No.	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation	D Annual Reporting Metric
6.	<b>Stormwater Hotline</b>			
	Provide phone number and promote phone number for citizens to call with stormwater concerns and questions. Without dedicated staff, hotline will be primary Town phone number.	1. Check for functionality (phone number active)/web site posts correct number.	1. Continuously Fiscal Years 1-6	1. Yes/no

**PART 6: PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM**

This SWMP identifies the minimum elements and implementation of a Public Involvement and Participation Program that complies with applicable State, Tribal and local public notice requirements. The Town of Ayden will manage, implement and report the following public involvement and participation BMPs.

<b>Table 14: Public Involvement and Participation BMPs</b>				
<b>Permit Ref.</b>	<b>3.3.1: Public Input (1/2 hr set aside ½ times per year @ Town Board for public input into stormwater issues)</b> Mechanisms for public involvement that provide for input on stormwater issues and the stormwater program.			
<b>BMP No.</b>	<b>A</b> Description of BMP	<b>B</b> Measurable Goal(s)	<b>C</b> Schedule for Implementation	<b>D</b> Annual Reporting Metric
<b>7.</b>	<b>Stormwater Page on Town Website</b>			
	Maintain a Stormwater Management Program Section on the Town Website where contact information for citizens to report concerns or make requests.	1. Update Website	1. Continuously Fiscal Years 1-6	1. URL to web site
<b>8.</b>	<b>Annual Review and Input</b>			
	Review Stormwater Management Plan annually by Planning Board and Governing Body. Each Board shall provide an opportunity for public comment related to the Plan.	1. Planning Board Presentation	1. Annually Fiscal Years 1-6	1. Provide dates of meeting
		2. Governing Body Presentation	2. Annually Fiscal Years 1-6	2. Provide dates of meeting
<b>9.</b>	<b>Outreach Events/Festivals</b>			
	<del>Distribute information related to Stormwater Management at various events and festivals.</del>	<del>1. Set up Information Table/Booth at Local Events</del>	<del>1. Annually (Minimum - 1) Fiscal Years 1-6</del>	<del>1. Document/Photograph Information Table/Booth at Promoted Event</del>
<b>Permit Ref.</b>	<b>3.3.2: Volunteer Opportunities</b> Measures to provide volunteer opportunities designed to promote ongoing citizen participation.			
<b>BMP No.</b>	<b>A</b> Description of BMP	<b>B</b> Measurable Goal(s)	<b>C</b> Schedule for Implementation	<b>D</b> Annual Reporting Metric
<b>10.</b>	<b>Volunteer Program</b>			
	Initiate volunteer programs to engage and involve the public in stormwater management.	1. Schedule/Promote/Conduct Volunteer Events	1. Annually (Minimum - 1) Fiscal Years 1-6	1. Participation/no. participants and/or amount of waste collected (#bags/tonnage/etc.)

**PART 7: ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM**

The Town of Ayden will develop, manage, implement, document, report and enforce an Illicit Discharge Detection and Elimination Program which shall, at a minimum, include the following illicit discharge detection and elimination BMPs.

<b>Table 15: Illicit Discharge Detection and Elimination BMPs</b>				
<b>Permit Ref.</b>	<b>3.4.1: MS4 Map</b> Measures to develop, update and maintain a municipal storm sewer system map including stormwater conveyances, flow direction, major outfalls and waters of the United States receiving stormwater discharges.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>11.</b>	<b>Storm Sewer System Map</b>			
	Town maintain an updates a Geographic Information System (GIS) that includes information on storm sewer conveyance, drainage areas, receiving streams, land use, zoning, floodplains, and other pertinent data	1. Continue mapping efforts to achieve 100% mapping by the end of permit cycle	1. Continuous schedule	1. Percentage of system mapped.
<b>12.</b>	<b>Capital Improvement Projects</b>			
	As-built mapping of stormwater infrastructure is obtained and provided to be incorporated into GIS database.	1. Maintain process for collecting as-built data and incorporating into GIS database.	1. Fiscal Years 1-5 (at completion of construction projects)	1. Number of completed projects
<b>13.</b>	<b>Final Project Closeout Submittals</b>			
	Private development projects involving stormwater management devices are required to submit digital and hard copies of as-built record drawings.	1. Maintain and enforce process for collecting as-built data and incorporating into GIS database.	1. Fiscal Years 1-5 (at completion of construction projects)	1. Number of completed projects

**Table 15: Illicit Discharge Detection and Elimination BMPs**

Permit Ref.	<b>3.4.2: Regulatory Mechanism</b> Measures to provide an IDDE ordinance or other regulatory mechanism that provides legal authority to prohibit, detect, and eliminate illicit connections and discharges, illegal dumping and spills into the MS4, including enforcement procedures and actions.			
BMP No.	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation	D Annual Reporting Metric
14.	<b>Appropriate Legal Authorities</b>			
	Town’s Stormwater Ordinance provides authority to prohibit illicit discharges and connections to our MS4 and to take enforcement actions.	1. Review ordinance and update as needed annually	1. Annually	1. Yes/No/Status Summary
15.	<b>Procedures/Guidelines for Administration and Enforcement</b>			
	Provide administration and enforcement procedures/guidelines for the ordinance and when/how violation notices are to be issued.	1. Develop procedure/guidelines	1. Fiscal Years 1-3	1. Yes/No/Status Summary
		2. Update procedures/guidelines	2. Annually Fiscal Years 2-6	2. Yes/No
		3. Train staff on procedures/guidelines	3. Annually Fiscal Years 2-6	3. Document and report staff training, training date(s)
Permit Ref.	<b>3.4.3: IDDE Plan</b> Measures to maintain and implement a written IDDE Plan to detect and address illicit discharges, illegal dumping and any non-stormwater discharges identified as significant contributors of pollutants to the MS4. The plan shall provide standard procedures and documentation to:  a) Locate priority areas likely to have illicit discharges, create new BMP b) Conduct routine dry weather outfall inspections, create new BMP c) Identify illicit discharges and trace sources, d) Eliminate the source(s) of an illicit discharge, and e) Evaluate and assess the IDDE Program.			
BMP No.	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation	D Annual Reporting Metric
16.	<b>Written IDDE Plan</b>			



**Table 15: Illicit Discharge Detection and Elimination BMPs**

	Develop, maintain and implement a written IDDE Plan	<ol style="list-style-type: none"> <li>1. Develop IDDE Plan</li> <li>2. Review written IDDE plan and update as needed</li> </ol>	<ol style="list-style-type: none"> <li>1. Fiscal Years 1-2</li> <li>2. Annually</li> </ol>	<ol style="list-style-type: none"> <li>1. Yes/No/Status Summary</li> <li>2. Yes/No</li> </ol>
<b>17.</b>	<b>Investigation Procedures</b>			
	Develop standard operating procedures for conducting investigations of illicit discharges, illicit connections and illegal dumping	<ol style="list-style-type: none"> <li>1. Develop procedures for conducting investigations</li> <li>2. Train staff on procedures for conducting investigations</li> <li>3. Implement investigation procedures for illicit discharges</li> <li>4. Maintain and update procedures</li> </ol>	<ol style="list-style-type: none"> <li>1. Fiscal Years 1-2</li> <li>2. Annually</li> <li>3. Annually</li> <li>4. Annually</li> </ol>	<ol style="list-style-type: none"> <li>1. Yes/No/Status</li> <li>2.</li> <li>3. Document staff trained and training dates</li> <li>4. Yes/No/Status</li> <li>5. Yes/No/Status</li> </ol>
<b>Permit Ref.</b>	<b>3.4.4: IDDE Tracking</b> Measures for tracking and documenting the date(s) an illicit discharge, illicit connection or illegal dumping was observed, the results of the investigation, any follow-up of the investigation, the date the investigation was closed, the issuance of enforcement actions, and the ability to identify chronic violators.			
<b>BMP No.</b>	<b>A</b> <b>Description of BMP</b>	<b>B</b> <b>Measurable Goal(s)</b>	<b>C</b> <b>Schedule for Implementation</b>	<b>D</b> <b>Annual Reporting Metric</b>
<b>18.</b>	<b>Procedures for Illicit Discharge Detection and Elimination</b>			
	Develop IDDE complaint spreadsheet to track complaints and staff-identified illicit discharges, connections, and/or dumping.	1. Maintain IDDE Complaint Spreadsheet which includes all information outlined in 3.4.4	1. Continuously Fiscal Years 1-6	1. Document and report the number
<b>Permit Ref.</b>	<b>3.4.5: Staff IDDE Training</b> Measures to provide training for municipal staff and contractors who, as part of their normal job responsibilities, may observe an illicit discharge, illicit connection, illegal dumping or spills. Training shall include how to identify and report illicit discharges, illicit connections, illegal dumping and spills. Each staff training event shall be documented, including the agenda/materials, date, and number of staff participating.			
<b>BMP No.</b>	<b>A</b> <b>Description of BMP</b>	<b>B</b> <b>Measurable Goal(s)</b>	<b>C</b> <b>Schedule for Implementation</b>	<b>D</b> <b>Annual Reporting Metric</b>

**Table 15: Illicit Discharge Detection and Elimination BMPs**

19	<b>Staff and/or Contractor Training</b>			
	Provide training to staff and/or contractors related to hazards associated with illegal discharges and improper disposal of waste. Town will investigate partnering with other Phase II communities to conduct joint training	1. Maintain employee and/or contractor training on detecting and reporting illicit discharges, illicit connections, illegal dumping and spills.	1. Annually  Fiscal Years 2-6	1. Dates and number attended
<b>Permit Ref.</b>	<b>3.4.6: IDDE Reporting</b> Measures for the public and staff to report illicit discharges, illegal dumping and spills. The mechanism shall be publicized to facilitate reporting and shall be managed to provide rapid response by appropriately trained personnel.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
20.	<b>Hotline/Helpline</b>			
	A hotline/helpline for reporting illicit discharges, illegal dumping and spills during normal business hours. Hotline/helpline to be promoted on Town website and distributed flyers.	1. Maintain hotline/helpline and publicize on Town website and distributed flyers. Checking phone is in service	1. Annually	1. Yes/No

## PART 8: CONSTRUCTION SITE RUNOFF CONTROL PROGRAM

In accordance with 15A NCAC 02H .0153, the Town of Ayden relies upon the North Carolina Sedimentation Pollution Control Act (SPCA) of 1973 (administered by Pitt County) and the NCG010000 permit for construction activities as qualifying alternative programs to meet the NPDES MS4 Permit requirements for all construction site runoff control measures to reduce pollutants in stormwater runoff from construction activities that result in land disturbance of greater than or equal to one acre and any construction activity that is part of a larger common plan of development that would disturb one acre or more.

Table 16: Qualifying Alternative Program Components for Construction Site Runoff Control Program

Permit Reference	State or Local Program Name	Legal Authority	Implementing Entity	Meets Whole or Part of Requirement
3.5.1 - 3.5.4	Pitt County Delegated SPCA Program*	15A NCAC Chapter 04	Pitt County	Whole

\* The local delegated SPCA Program ordinance(s)/regulatory mechanism(s) can be found at: <https://www.pittcountync.gov/273/Soil-Erosion-and-Sedimentation-Control>. Pitt County provides permitting for erosion and sedimentation control in accordance with Section 610.030 of the Town of Ayden Unified Development Ordinance adopted by the Town on January 13, 2020.

The Town of Ayden also implements the following BMPs to meet NPDES MS4 Permit requirements.

Table 17: Construction Site Runoff Control BMPs				
Permit Ref.	3.5.6: Public Input Measures to provide and promote a means for the public to notify the appropriate authorities of observed erosion and sedimentation problems.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
21.	<b>Municipal Staff Training</b>			
	Train municipal staff who receive calls from the public on the protocols for referral and tracking of construction site runoff control complaints.	1. Train municipal staff on proper handling of construction site runoff control complaints.	1. Annually Fiscal Years 1-6	1. Document and report number of staff trained, training date(s)

**Table 17: Construction Site Runoff Control BMPs**

Permit Ref.	<b>3.5.5: Waste Management</b> Measures to require construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impact to water quality.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
22.	<b>Public Awareness</b>			
	Provide information to users of public facilities regarding efforts and measures implemented, instructions for proper use of facilities and penalties for failure to comply.	1. Meetings with general public and local businesses	1. Annually Fiscal Years 1-6	1. Yes/No
		2. Enforcement of Chapter 95: Garbage and Trash of Town Code of Ordinances. Construction site waste addressed under Town Ordinance 95.25 – Builders and Contractors to Remove Debris	2. Annual inspection and review of non-compliance.  Fiscal Years 1-6	2. Yes/No

**PART 9: POST-CONSTRUCTION SITE RUNOFF CONTROL PROGRAM**

This SWMP identifies the minimum elements to develop, implement and enforce a program to address stormwater runoff 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 are located within the Town of Ayden and discharge into the MS4. These elements are designed to minimize water quality impacts utilizing a combination of structural Stormwater Control Measures (SCMs) and/or non-structural BMPs appropriate for the community, and ensure adequate long-term operation and maintenance of SCMs.

In accordance with 15A NCAC 02H .0153 and .1017, the Town of Ayden implements the following State post-construction program requirements, which satisfy the NPDES Phase II MS4 post-construction site runoff control requirements as Qualifying Alternative Programs (QAPs) in the MS4 area(s) where they are implemented.

Table 18: Qualifying Alternative Program(s) for Post-Construction Site Runoff Control Program

State QAP Name	State Requirements	Local Ordinance / Regulatory Mechanism Reference
Neuse River Basin Nutrient Sensitive (NSW) Management Strategy	15A NCAC 2B .0235	Town of Ayden Stormwater Ordinance

Table 19: Summary of Existing Post-Construction Program Elements

Permit Requirements for <b>Plan Review and Approval</b>	Municipal Ordinance/Code Reference(s) and/or Document Title(s)	Date Adopted
3.6.2(a) Authority	Stormwater Ordinance/Section 20.1	9/8/2008
3.6.3(a) & 15A NCAC 02H.0153(c) Federal, State & Local Projects	Stormwater Ordinance/Section 20.4	9/8/2008
3.6.3(b) Plan Review	Stormwater Ordinance/Section 30.2	9/8/2008
3.6.3(c) O&M Agreement	Stormwater Ordinance/Section 50.2	9/8/2008
3.6.3(d) O&M Plan	Stormwater Ordinance/Section 50.2	9/8/2008
3.6.3(e) Deed Restrictions/Covenants	Stormwater Ordinance/Section 50.3	9/8/2008
3.6.3(f) Access Easements	Stormwater Ordinance/Section 50.8	9/8/2008
Permit Requirements for <b>Inspections and Enforcement</b>	Municipal Ordinance/Code Reference(s) and/or Document Title(s)	Date Adopted
3.6.2(b) Documentation	Stormwater Ordinance/Section 60.1	9/8/2008
3.6.2(c) Right of Entry	Stormwater Ordinance/Section 50.2	9/8/2008
3.6.4(a) Pre-CO Inspections	Stormwater Ordinance/Section 50.3	9/8/2008
3.6.4(b) Compliance with Plans	Stormwater Ordinance/Section 50.4	9/8/2008
3.6.4(c) Annual SCM Inspections	Stormwater Ordinance/Section 50.1	9/8/2008
3.6.4(d) Low Density Inspections	Stormwater Ordinance/Section 50.1	9/8/2008
3.6.4(e) Qualified Professional	Stormwater Ordinance/Section 50.1	9/8/2008
Permit Requirements for <b>Fecal Coliform Reduction</b>	Municipal Ordinance/Code Reference(s) and/or Document Title(s)	Date Adopted
3.6.6(a) Pet Waste	Town Code of Ordinances/Chapter 91.43	6/13/2005
3.6.6(b) On-Site Domestic Wastewater Treatment	Town Code of Ordinances/Chapter 51	1/13/2003

The annual reporting metrics for the post construction program are provided in Table 20: Post Construction Site Runoff Control BMPs below.

**Table 20: Post Construction Site Runoff Control BMPs**

Permit Ref.	<b>3.6.5(a), 3.6.5(b), and 4.1.3: Minimum Post-Construction Reporting Requirements</b> Measures to document activities over the course of the fiscal year (July 1 – June 30) including appropriate information to accurately describe progress, status, and results.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
23.	<b>Standard Reporting</b>			
	Implement standardized tracking, documentation, inspections and reporting mechanisms to compile appropriate data for the annual self-assessment process. Data shall be provided for each Post-Construction/Qualifying Alternative Program being implemented as listed in Tables 18 and 19.	1. Track number of low density and high density plan reviews performed.	1. Continuously	1. Number of plan reviews performed for low density and high density.
		2. Track number of low density and high density plans approved.	2. Continuously	2. Number of plan approvals issued for low density and high density.
		3. Maintain a current inventory of low density projects and constructed SCMs including SCM type or low density acreage, location and last inspection date.	3. Continuously	3. Summary of number and type of SCMs added to the inventory; and number and acreage of low density projects constructed.
		4. Track number of SCM inspections performed.	4. Continuously	4. Number of SCM inspections.
		5. Track number of low density inspections performed.	5. Continuously	5. Number of low density inspections.
		6. Track number and type of enforcement actions taken.	6. Continuously	6. Number and type of enforcement actions taken.
Permit Ref.	<b>3.6.2: Legal Authority</b> Measures to maintain adequate legal authorities through ordinance or other regulatory mechanism to: (a) review designs and proposals for new development and redevelopment to determine whether adequate stormwater control measures will be installed, implemented, and maintained, (b) request information such as stormwater plans, inspection reports, monitoring results, and other information deemed necessary to evaluate compliance with the Post-Construction Stormwater Management Program, and (c) enter private property for the purpose of inspecting at reasonable times any facilities, equipment, practices, or operations related to stormwater discharges to determine whether there is compliance with the Post-Construction Stormwater Management Program.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric

**Table 20: Post Construction Site Runoff Control BMPs**

24.	<b>Stormwater Ordinance Compliance</b>			
	<p>Town adopted Stormwater Ordinance establishes regulations regarding compliance with submittal of Stormwater plan, permit issuance, inspection, monitoring, post-construction compliance, etc.</p> <p>Post-construction inventory, inspections, and enforcement activities described under BMP No. 23.</p> <p>Retain copies of permit applications, issued approvals, required exhibits to demonstrate compliance with Stormwater Ordinance</p>	<p>1. Stormwater permit application process. Town to review and update ordinance for adequate legal authority.</p>	<p>1. Fiscal Year 1</p>	<p>1. Yes/No</p>
<b>Permit Ref.</b>	<p><b>3.6.3: Plan Review and Approval</b>  Measures to maintain plan review and approval authority, standards and procedures to: (a) Require Federal, State, and local government projects to comply with Post-Construction Program requirements throughout the entire MS4 permitted area, unless the entity is subject to its own NPDES MS4 permit or a qualifying alternative program, (b) Conduct site plan reviews of all new development and redeveloped sites that disturb greater than or equal to one acre, and sites that disturb less than one acre that are part of a larger common plan of development or sale for compliance with 15A NCAC 02H .1017 and the qualifying alternative programs that apply within your jurisdiction, (c) Ensure that each project has an Operation and Maintenance Agreement that complies with 15A NCAC 02H .1050(12), (d) Ensure that each project has an Operation and Maintenance Plan that complies with 15A NCAC 02H .1050(13), (e) Ensure that each project has recorded deed restrictions and protective covenants, that require the project to be maintained consistent with approved plans, and (f) Ensure that each SCM and associated maintenance accesses be protected in a permanent recorded easement per 15A NCAC 02H 1050 (9) and (10).</p>			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
25.	<b>Stormwater Ordinance Compliance</b>			
	<p>Town adopted Stormwater Ordinance establishes regulations regarding compliance with submittal of Stormwater plan, permit issuance, inspection, monitoring, post-construction compliance, etc.</p> <p>Retain copies of permit applications, issued approvals, required exhibits to demonstrate compliance with Stormwater Ordinance</p>	<p>1. Stormwater permit application process</p>	<p>1. Stormwater Ordinance has been in effect since 9/8/2008</p>	<p>1. Yes/No</p>



**Table 20: Post Construction Site Runoff Control BMPs**

<b>Permit Ref.</b>	<b>3.6.4: Inspections and Enforcement</b> Measures to maintain inspection and enforcement authority, standards and procedures to: (a) Conduct post-construction inspections prior to issuing a Certificate of Occupancy or a Temporary Certificate of Occupancy. Alternatively, the project owner may provide a surety bond to guarantee compliance with the approved plan(s), (b) Ensure that the project has been constructed in accordance with the approved plan(s), (c) Ensure annual inspection of each permitted SCM to ensure compliance with the approved Operation and Maintenance Agreement, (d) Ensure inspection of low density projects at least once during the permit term, and (e) Require that inspections be conducted by a qualified professional.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>26.</b>	<b>Stormwater Ordinance Compliance</b>			
	Town adopted Stormwater Ordinance establishes regulations regarding compliance with submittal of Stormwater plan, permit issuance, inspection, monitoring, post-construction compliance, etc.  <i>xx</i>	1. Stormwater permit application process	1. Stormwater Ordinance has been in effect since 9/8/2008	1. Retain copies of permit applications, issued approvals, required exhibits to demonstrate compliance with Stormwater Ordinance
<b>Permit Ref.</b>	<b>3.6.6: Fecal Coliform Reduction</b> Measures to control, to the maximum extent practicable, sources of fecal coliform per 15A NCAC 02H .1017(7). At a minimum, the program shall include: (a) A pet waste management component, which may be achieved by revising an existing litter ordinance, and (b) An on-site domestic wastewater treatment system component, if applicable, which may be coordinated with local county health department, to ensure proper operation and maintenance of such systems.  <i>This permit requirement fully met under Town's existing ordinances. Pet waste is classified as an illicit discharge under the Town's Unified Development Ordinance, Article 6, Section F. Domestic waste is addressed under the Town's Code of Ordinances, Chapter 51. Domestic connection to public sewers is a requirement. Additionally, the Town's Unified Development Ordinance prohibits wastewater discharge into stormwater conveyance assets.</i>			

## PART 10: POLLUTION PREVENTION AND GOOD HOUSEKEEPING PROGRAMS

This SWMP provides a comprehensive pollution prevention and good housekeeping strategy for the Town of Ayden municipal facilities and operations. Pollution prevention and good housekeeping is accomplished through the implementation of seven required programs, which collectively address the ultimate goal of preventing or reducing pollutant runoff from municipal operations such as parks and open space maintenance, fleet and building maintenance, new construction and land disturbances, and municipal storm sewer system maintenance.

Pollution prevention and good housekeeping for municipal operations includes the following programs:

- 1 Municipal Facilities Operation and Maintenance Program
- 2 Spill Response Program
- 3 MS4 Operation and Maintenance Program
- 4 Municipal SCM Operation and Maintenance Program
- 5 Pesticide, Herbicide and Fertilizer Management Program
- 6 Vehicle and Equipment Maintenance Program
- 7 Pavement Management Program

The Town of Ayden will manage, implement and report the pollution prevention and good housekeeping BMPs as specified in Table 21 below for each required program.

<b>Table 21: Pollution Prevention and Good Housekeeping BMPs</b>				
<b>Permit Ref.</b>	<b>3.7.1: Municipal Facilities Operation and Maintenance Program</b>			
	Measures to manage facilities that are owned and operated by the permittee and have the potential for generating polluted stormwater runoff. The permittee shall maintain a current inventory of municipal facilities; perform facility inspections and routine maintenance; establish specific frequencies, schedules, and standard documentation; provide staff training on general stormwater awareness and implementing pollution prevention and good housekeeping practices. <b>BMP for create/maintain inventory – Sch Whenever identified – Total Number municipal-owned facilities</b>			
	<b>BMP to inspect publicly owned facilities</b>			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>27.</b>	<b>Written Operation and Maintenance (O&amp;M) Plan</b>			
	Implement and maintain a written O&M Plan	<ol style="list-style-type: none"> <li>1. Develop and finalize O&amp;M Plan</li> <li>2. Train staff to administer the O&amp;M Plan</li> <li>3. Implement O&amp;M Plan</li> <li>4. Maintain O&amp;M Plan</li> </ol>	<ol style="list-style-type: none"> <li>1. Fiscal Years 1-2</li> <li>2. Annually – Fiscal Years 4-6</li> <li>3. Annually – Fiscal Years 4-5</li> <li>4. Continuously – Fiscal Year 6</li> </ol>	<ol style="list-style-type: none"> <li>1. Yes/No/Status</li> <li>2. Document and report number of staff trained, training date(s), and topics covered.</li> <li>3. Yes/No/Status</li> <li>4. Yes/No/Status</li> </ol>
<b>28.</b>	<b>Maintenance and Inspections</b>			
	Town will maintain and inspect public facilities	1. Perform inspection of facilities owned/operated by the Town.	1. Annually Fiscal Years 1-6	1. Document and report inspections performed.

**Table 21: Pollution Prevention and Good Housekeeping BMPs**

Permit Ref.	3.7.2: Spill Response Program			
BMP No.	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation	D Annual Reporting Metric
3.7.2: Spill Response Program	Measures for facilities and operations that store and/or use materials that have the potential to contaminate stormwater runoff if spilled. The permittee shall maintain written spill response procedures and train staff on spill response procedures. <b>Add BMP to train staff</b>			
29.	<b>Spill Response Procedure</b>			
	Town shall maintain written procedures and inspection of all facilities that store materials that have the potential to contaminate Stormwater runoff if spilled.	1. Written Procedures and inspections	1. Continually Fiscal Years 1-6	1. Maintain written procedure(s) and inspection logs. Document disposal of all hazardous waste.
Permit Ref.	3.7.3: MS4 Operation and Maintenance Program			
BMP No.	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation	D Annual Reporting Metric
3.7.3: MS4 Operation and Maintenance Program	Measures to minimize pollutants in the stormwater collection system. The permittee shall provide operation and maintenance staff training on stormwater awareness and pollution prevention, perform MS4 inspections, maintain the collection system including catch basins and conveyances; and establish specific frequencies, schedules, and standard documentation.			
30.	<b>Operation and Maintenance Staff Training</b>			
	Training to operation and maintenance staff on stormwater awareness and pollution prevention.	1. Perform staff training on stormwater awareness, pollution prevention, and proper procedures for cleaning and maintaining the MS4.	1. Annually Fiscal Years 2-5	1. Document and report number of staff trained, training date(s), and <del>topics covered.</del>
31	<b>In-House Operations and Maintenance</b>			

**Table 21: Pollution Prevention and Good Housekeeping BMPs**

	Inspections and maintenance of Town-owned infrastructure including catch basins/drop inlets/conveyances; and establish frequencies, schedules, and standard documentation.	<ol style="list-style-type: none"> <li>1. Develop standard operating procedure for frequencies, schedules, and documentation for maintenance.</li> <li>2. Perform regular inspections in accordance with established procedures.</li> <li>3. Verify, document, and prioritize maintenance activities identified by inspections and/or citizen reports.</li> </ol>	<ol style="list-style-type: none"> <li>1. Fiscal Years 2-3</li> <li>2. Annually</li> <li>3. Annually</li> </ol>	<ol style="list-style-type: none"> <li>1. Yes/No/Status Summary</li> <li>2. Document and report number of inspections performed.</li> <li>3. Yes/No</li> </ol>
<b>Permit Ref.</b>	<b>3.7.4: Municipal SCM Operation and Maintenance Program</b>			
	Measures to manage municipally-owned, operated, and/or maintained structural SCMs that are installed for compliance with the permittee's post-construction program. The permittee shall maintain a current inventory of SCMs, perform SCM inspections and maintenance, and shall establish specific frequencies, schedules, and documentation.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>32</b>	<b>Identify/Inventory SCM</b>			
	The permittee shall maintain a current inventory of municipally owned or operated structural stormwater controls installed for compliance with the permittee's post-construction ordinance	1. Maintain inventory/list of municipal maintained SCMs	1. Update as needed and report annually	1. Yes/No/Status Summary
<b>33</b>	<b>SCM Inspections and Maintenance</b>			
	A formal evaluation and follow-up maintenance of municipal SCMs including documentation of actions performed.	<ol style="list-style-type: none"> <li>1. Perform inspections of all municipal SCMs. Document date of inspections.</li> <li>2. Perform maintenance actions identified in inspections.</li> </ol>	<ol style="list-style-type: none"> <li>1. Annually Fiscal Years 3-5</li> <li>2. As needed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Document and report number of inspections performed, if applicable</li> <li>2. Document and report maintenance actions performed, if applicable</li> </ol>
<b>Permit Ref.</b>	<b>3.7.5: Pesticide, Herbicide and Fertilizer Management Program</b>			
	Measures to minimize water quality impacts from the use of landscape chemicals. The permittee shall provide routine pollution prevention and chemical use, storage and handling training, and shall ensure compliance with permits and applicator certifications.			
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>

**Table 21: Pollution Prevention and Good Housekeeping BMPs**

<b>BMP No.</b>	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>34.</b>	<b>Pesticide, Herbicide and Fertilizer Training</b>			
	Training on routine pollution prevention and chemical use, storage and handling to staff who are responsible for applying landscape chemicals.	1. Verify that Town Departments maintain applicator licenses for appropriate personnel.	1. Annually  Fiscal Years 1-6	1. Yes/No/Status Summary of Number of licensed staff members for pesticides/herbicide application
<b>Permit Ref.</b>	<b>3.7.7: Pavement Management Program</b> Measures to reduce pollutants in stormwater runoff from municipally-owned streets, roads, and parking lots within the permittee's corporate limits. The permittee shall implement measures to control litter, leaves, debris, particulate and fluid pollutants associated with vehicles, and establish specific frequencies, schedules, and documentation.			
<b>BMP No.</b>	<b>A Description of BMP</b>	<b>B Measurable Goal(s)</b>	<b>C Schedule for Implementation</b>	<b>D Annual Reporting Metric</b>
<b>35.</b>	<b>Street Sweeping</b>			
	Sweep Town streets to collect accumulated debris from paved surfaces and dispose of collected materials properly to not allow discharge into storm sewer or local surface waters	1. Develop routing and schedule for street sweeping	1. Annually Fiscal Years 1-6	1. Document routing and scheduling and document when schedule available
		2. Sweep streets and properly dispose of material collected	2. Monthly Fiscal Years 1-6	2. Identify streets swept, dates, and location of disposal. Maintain records. <i>Town currently maintains 31+ miles of public streets</i>  <i>Track Mileage swept</i>
<b>36.</b>	<b>Trash Management</b>			

**Table 21: Pollution Prevention and Good Housekeeping BMPs**

	Collect trash from public receptacles and dispose of collected waste at approved location	1. Conduct trash pickup	1. Weekly	<p>1. Document total amount of trash collected/disposed of for each event (pounds)</p> <p><i>Town collects trash based on monthly fee to customers. Currently, Town serves approximately 2,160 households. Based on an average annual trash production of 6,570 pounds per household, current estimated annual trash collection is 7,996 tons.</i></p>
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