

MUNICIPAL SEPARATE STORMWATER SEWER SYSTEM (MS4)

Records

Ordinances

- Post Construction Ordinance
- IDDE Ordinance
- Unified Development Ordinance
- Stormwater Ordinance
- Pet Waste Ordinance

Administration

- Organizational chart
- List of stormwater staff, job descriptions, training requirements and/or qualifications, and training records
- Annual Report
- Budget
- Copies of interagency agreements or partnerships

Impaired Waters

- Map of watershed showing streams & major outfalls
- Comprehensive development that plan incorporating green Infrastructure

Public Education and Public Involvement

- List of target pollutants
- List of target groups
- Records of public outreach and public involvement activities
- Description of residential and industrial/commercial issues
- Materials used for public education activities

IDDE

- SOPs
- IDDE inspection and enforcement records
- Storm sewer system map showing the location of major outfalls and the names and location of waters that receive discharges from those outfalls
- Training records, i.e., training material and a record of who was trained, what they were trained on and when they were trained.

Post construction

- Plan review Standard Operating Procedure (SOP) or description of review process
- Documentation of plan review
- Inventory of projects with post-construction structural stormwater control measures
- Inspection and enforcement records

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Records

Municipal Operations and/or Activities

- Inventory and/or a map of municipal operations and/or activities
- Site Plan (showing drains and stormwater control devices, i.e., OWS and SW BMPs)
- O&M Plan and/or inspection and maintenance schedule
- Inspection and maintenance records
- Spill incidents reporting records
- Spill response procedures
- Training records, i.e., training material and a record of who was trained, what they were trained on and when they were trained.

Structural Control Devices both Private and Public Owned

- Inventory and/or a map of structural control devices
- O&M Plan and/or inspection and maintenance schedule
- Inspection and maintenance records
- Training records, i.e., training material and a record of who was trained, what they were trained on and when they were trained.

Stormwater Sewer System including Open Channels, Culverts, Conveyance Systems and Drainage Structures

- O&M Plan and/or inspection and maintenance schedule
- Inspection and maintenance records
- Training records, i.e., training material and a record of who was trained, what they were trained on and when they were trained.

Catch Basins and Inlets

- O&M Plan and/or inspection and maintenance schedule
- Inspection and maintenance records
- Training records, i.e., training material and a record of who was trained, what they were trained on and when they were trained.

Streets and Parking Lots

- O&M Plan and/or inspection and maintenance schedule
- Inspection and maintenance records
- Spill incidents reporting records
- Spill response procedures
- Training records, i.e., training material and a record of who was trained, what they were trained on and when they were trained.

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INTERVIEWS

Contracts and Reliance on Other Entities

- Yes No Does the local government shares the responsibility to implement the any of the minimum control measures?

Does the local government contract out any municipal operations including, but not limited to:

- Yes No Transit Authorities
 Yes No Construction and/or Post-construction Responsibilities
 Yes No Street Washing
 Yes No Maintenance of right-a-ways
 Yes No Monitoring
 Yes No Litter or Solid Waste Pickup
 Yes No Recycling
 Yes No Household Waste
 Yes No Other

Ordinances

Does the local government maintain legal authorities including, but not limited to:

- Illicit Discharge Detection & Elimination drafted reviewed adopted
 Post-Development Stormwater Management drafted reviewed adopted
 Stormwater Ordinance drafted reviewed adopted not applicable
 Unified Development Ordinance drafted reviewed adopted not applicable
 Flood Damage Protection Ordinance drafted reviewed adopted not applicable

Stormwater Hotline/Helpline and Web Site

- Yes No Does the local government maintain a stormwater hotline/helpline?
 Yes No Does the local government maintain a web site?
 Yes No Does the web site include information on ordinances, stormwater projects and activities, and ways to contact stormwater management program staff?

Expenditures & Staffing

- Yes No Does the local government track capital expenditures?
 Yes No Does the local government track operation and maintenance expenditures?
 Yes No Does the local government maintain an organizational chart that shows the responsible parties.
 Yes No Does the local government maintain a list of stormwater staff, their job descriptions, their training requirements and/or qualifications, and training records
 Yes No Does the local government have a stormwater utility fee?
 Yes No Does the local government have permitting and inspection fees?

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INTERVIEWS

Partnerships

- Yes No Does the local government developed and encouraged on-going partnerships (i.e., EEP, the Clean Water Trust Fund, NCSU (BAE) or other public or private entities, CWEP, County soil and water, chamber of commerce, river-watch organizations, citizen's groups)?

Impaired Streams

Describe the local government's programs to address impaired waters?

- Yes No Does the jurisdictional area drain to any impaired streams and/or waters?
- Yes No Has the local government identified likely sources of the impairment?
- Yes No Has the local government identified and assessed existing programs, controls, partnerships, projects and strategies to address discharges to the impaired water body?
- Yes No Has the local government identified projects to address discharges to the impaired water body that include (i.e., retrofits, new development and re-development, mitigation, and stream restoration projects)?
- Yes No Has the local government developed a comprehensive development plan and policies, regulations and incentives to protect natural resource areas and critical habitat including

[list examples, i.e., buffer zones and other protective measures around wetlands, riparian areas, lakes, rivers, estuaries and floodplains, dedicated open space, measures taken to preserve, protect and maintain trees on public and private property, rights-of-way and plant trees to enhance the urban tree canopy incentives in place to direct development to previously developed areas, direct growth to areas with existing infrastructure, such as sewer, water, and roads, allow mixed use and transit-oriented developments, street design standards and engineering practices that encourage streets to be no wider than is necessary to effectively move traffic, shared driveways, reduced driveway widths, two-track driveways, and rear garages and alleys and encourage alternative forms and decreased dimensions of residential driveways and parking areas, permit or encouraged pervious or permeable pavement, alternative parking requirements that allow flexible arrangements to meet parking standards, measures to reduce required parking in exchange for specific actions that reduce parking demands on site, require landscaping to reduce runoff, measures to ensure stormwater management plan reviews take place early in the development review process, measures taken to encourage and allow LID practices for managing stormwater runoff, encourage and incentivize water harvesting, rain gardens, rain barrels, cisterns, green roofs, residential and public bioretention areas]

Monitoring Programs

Describe the local government's sampling and monitoring program (if any).

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INTERVIEWS

Public Education and Involvement

Briefly describe the local government's public education and involvement program.

- Yes No Does the local government's public education program include a description of target pollutants (i.e., fecal, floatables, grass clippings, sediment, pet waste)?
- Yes No Does the local government's public education program include a description of the likely residential and/or industrial and commercial sources of these pollutants?
- Yes No Does the local government distribute stormwater educational materials and information to appropriate target groups?
- Yes No Has the local government participated in any public outreach activities?

Examples include newspaper articles and/or inserts, Kiosks and signage, Targeted direct mail, Displays at the point-of purchase, Utility bill inserts, Public meetings, Community events, Contest, Storm drain marking, Stream and Litter cleanups, Group presentation and/or speeches, News coverage, workshops and class room outreach, Distributing promotional giveaways and specialty items, Brochures, displays, signs, welcome packets, and pamphlets, Local cable access, Newsletters, etc.].

- Yes No Are public outreach activities documented (i.e., photos, flyers, news articles)?
- Yes No Does the local government promote volunteer opportunities?
- Yes No Does the local government provide a mechanism for public involvement?

Examples of mechanisms for public involvement include, Stormwater Steering Committee or similar advisory group, Stream clean-up events, Adopt-a-stream, Adopt-a-drain, Adopt-a-highway or Adopt-a-trail programs, Reforestation programs or wetland planting programs, Volunteer monitoring programs, Storm-drain stenciling, Neighborhood coordinators to become active in the program (i.e., building a rain garden), Working with citizen volunteers willing to educate others about the program, Sponsoring and participating in Big Sweep, Forming partnerships with local businesses, Poster contest.

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INTERVIEWS

Illicit Discharge Detection and Elimination Program

Briefly describe the local government's Illicit Discharge Detection and Elimination Program.

- Yes No Does the local government maintain a storm sewer system map showing the location of major outfalls and the names and location of waters that receive discharges from those outfalls?
- Yes No Does the local government conducts dry weather inspection?

Briefly describe the local governments dry weather screening program. For example, how were the sites selected? Who is responsible to conduct screening? Does the local government have written procedures, SOPs, or SOGs? How does the local government train City employees?

How often does the local government conduct dry weather inspections (i.e., annually, monthly)?
How many dry weather inspections has the local government conducted? _____
How many IDDE inspections has the local government conducted? _____

- Yes No Does the local government have enforcement procedures?
- Yes No Does the local government track the issuance of violations?
- Yes No Does the local government inform businesses and the general public of hazards associated with illegal discharges and improper disposal of waste?
- Yes No In the past 12 months has the local government reported any spills or releases?
- Yes No Does the local government maintain a written spill response procedure?
- Yes No Is the emergency point of contact list current?
- Yes No Does the written spill response procedure have procedures for minor and major spills?
- Yes No Are releases reported and documented, i.e., when, what and how much was spilled or released, action taken, and who the spill or release was reported to?
- Yes No Has the local government developed IDDE training program?
- Yes No Does the local government maintain copies of the training materials used?
- Yes No Has the local government conducted staff training specific for IDDE?
- Yes No Does the local government maintain IDDE training records?
- Yes No Do training records identify, i.e., who was trained, what they were trained on, and when they were trained?

Construction Site Controls

Briefly describe the local government's construction site controls.

Who reviews of the Erosion and Sedimentation Control Plans?
Does the local government have any requirements that differ from the State's or County's?

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INTERVIEWS

Development and Redevelopment

Briefly describe the local government's process for reviewing stormwater management plans.

- Yes No Does the local government maintain an inventory of projects with post-construction structural stormwater control measures installed and implemented at new development and redeveloped sites, including both public and private sector sites covered by its post-construction ordinance requirements?
- Yes No Does the local government use the State BMP Manual to review designs and proposals for new development [and redevelopment]?
- Yes No Does the local government have a checklist/SOP for conducting reviews of submitted plans?
- Yes No Has the local government develop and implement a written inspection program for structural stormwater control devices installed pursuant to their post-construction program?
- Yes No Does the local government document and maintain records of inspections, findings and enforcement actions.
- Yes No Does the local government impose or require recorded deed restrictions and protective covenants?
- Yes No Does the local government require the owner of each structural BMP to conduct and document inspections of each structural BMP?

In the past 12 months, how many inspections has the staff conducted? _____

- Yes No Does the local government track post-construction issuance of notices of violation and enforcement actions?
- Yes No Does the local government have the authority to perform necessary maintenance or corrective actions neglected by the property owner/operator, and bill or recoup costs from the property owner/operator when the owner/operator has not performed the necessary maintenance?

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INTERVIEWS

Pollution Prevention and Good Housekeeping

Municipal Separate Stormwater Sewer System (MS4)

The Municipal Separate Stormwater Sewer System (MS4) includes the streets, roads, public parking, piped and vegetative conveyances, manholes, cleanouts, drop inlets, outfalls, and structural stormwater control devices. Briefly describe the local government's Pollution Prevention and Good Housekeeping Program.

- Yes No Has the local government identified practices to reduce polluted stormwater runoff from municipally-owned streets, roads, and public parking lots?

Briefly describe practices to reduce polluted stormwater runoff from municipally-owned streets, roads, and public parking lots. Practices may include O&M programs, public education, training and spill response and other practices.

- Yes No Does the local government own [or operate] structural stormwater control devices?

Briefly describe structural stormwater control devices:

- Yes No Does the local government maintain an inventory of all structural stormwater control devices installed for compliance with the local government's post-construction ordinance?
- Yes No Has the local government developed a written O&M program for municipally-owned or maintained structural stormwater control devices, streets, roads, and public parking lots, open channels, culverts, conveyance systems, drainage structures, catch basins and inlets?
- Yes No Does the written O&M program specify the frequency of inspections and routine maintenance requirements?
- Yes No Are contractors hired by the local government to perform municipal maintenance activities contractually required to comply with all of the stormwater control measures, good housekeeping practices, and facility-specific stormwater management SOPs?
- Yes No Does the local government provide oversight of contractor activities to ensure that contractors are using appropriate control measures and SOPs?
- Yes No Does the local government maintain inspection and maintenance records of municipally-owned or maintained structural stormwater control devices, streets, roads, and public parking lots?

Staff Training

- Yes No Has the local government developed pollution prevention and good housekeeping training program?
- Yes No Does the local government maintain copies of the training materials used?
- Yes No Has the local government identified who needs to be trained, what they need to be trained on, and when they need to be trained?
- Yes No Has the local government conducted staff training specific for pollution prevention and good housekeeping procedures?

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INTERVIEWS

Spill Response

- Yes No In the past 12 months has the local government reported any spills or releases?
- Yes No Does the written spill response procedure have procedures?
- Yes No Are releases reported and documented, i.e., when, what and how much was spilled or released, action taken, and who the spill or release was reported to?
- Yes No Is the emergency point of contact list current?
- Yes No Do employees know what to do?

Municipally Owned and/or Operated Facilities

- Yes No Has the local government has identified local government owned and/or operated facilities and/or activities?

Examples include: animal shelters, vacant lots, easements, public right of ways, and other open spaces, public buildings and parking lots, parks and recreation areas, public swimming pools, public golf courses, Emergency Services, Emergency Medical Response, Police and Fire Departments, public works, equipment and material storage areas, maintenance facilities, street repair and maintenance sites, pesticide storage areas, fleet Maintenance, vehicle washing, and vehicle fueling, fuel farms, hazardous waste treatment, storage and disposal facilities, recycling and household, hazardous waste facilities, oil collection centers, composting facilities, solid waste handling and transfer facilities, wastewater treatment facilities and transfer stations, landfills, incinerators, industrial parks, hospitals.

- Yes No Does the local government maintain site plans for local government owned and/or operated facilities showing drains and stormwater control devices, i.e., OWS and SW BMPs?
- Yes No Has the local government developed an O&M program for municipally-owned or operated facilities that includes (Frequency, i.e., daily, weekly, annual) inspections?
- Yes No Does the local government maintain inspection and maintenance records for local government owned and/or operated facilities?
- Yes No Does the local government maintain written spill response procedures for local government owned and/or operated facilities?
- Yes No Does the local government conduct spill response training for municipally owned and/or operated facilities?
- Yes No Does the local government maintain spill response training records local government owned and/or operated facilities?
- Yes No Do training records identify, i.e., who was trained, what they were trained on, and when they were trained?
- Yes No Is the training program, including the training material used, designed to minimize stormwater pollution runoff?

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SITE VISITS

Open Channels, Culverts, Conveyance Systems and Other Drainage Structures

- Yes No Are open channels, culverts, conveyance systems and other drainage structures in good condition?
- Yes No Are open channels, culverts, conveyance systems and other drainage structures free of trash and debris, floatables, pollutants, oil and grease?

Catch Basins and Inlets

- Yes No Are catch basins and inlets in good condition?
- Yes No Are there leaves and grass clippings in catch basins and inlets?
- Yes No Are catch basins and inlets free of trash and debris, floatables, pollutants, oil and grease?
- Yes No Are there catch basins and inlets clogged?

Right-of-ways

- Yes No Are right-of-ways in good condition?
- Yes No Are right-of-ways free of trash and debris, floatables, pollutants, oil & grease?

Parking Lots

- Yes No Are parking lots in good condition?
- Yes No Are parking lots free of trash and debris, floatables, pollutants, oil and grease?

Structural Stormwater Control Devices (see the written O&M program for specific requirements)

Location:

Description of the structural stormwater control device:

- Yes No Are structural stormwater control devices free of trash and debris, floatables, pollutants, oil and grease?
- Yes No Is the perimeter free of any bare soil, erosion, or gullies?
- Yes No Are inlet/outlet pipes and/or devices clear and undamaged?
- Yes No Are embankments free of unplanted shrubs or trees?
- Yes No Are embankments in good condition?
- Yes No Is grass cover healthy?
- Yes No Are forebay areas in good condition?
- Yes No Is rip rap displaced?
- Yes No Are weeds or noxious plants present?
- Yes No Are storm water management devices maintained and functioning properly?

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SITE VISITS

Municipal Operations (and/or Industrial Activity)

Facility Information

Facility Name:

Facility Address:

Facility Contact and Phone No:

Provide a brief description of the Municipal Operations (and/or Industrial Activity):

Describe the activities:

Site Plan

- Yes No Does the facilities site plan show drainage areas, stormwater and sanitary piping, manholes, cleanouts, drains, inlets, outfalls, oil water separators, and stormwater control devices?

Training

- Yes No Has the facility developed training program?
- Yes No Does the facility maintain copies of the materials used in the training?
- Yes No Has the facility identified who needs to be trained, what they need to be trained on, and when they need to be trained?
- Yes No Has the facility conducted staff training specific for pollution prevention and good housekeeping procedures?
- Yes No Does the facility conduct spill response training?
- Yes No Does the facility maintain spill response training records?
- Yes No Do training records identify, i.e., who was trained, what they were trained on, and when they were trained?
- Yes No Is the training program, including the training material used, designed to minimize stormwater pollution runoff?

Spill Response

- Yes No In the past 12 months has the facility reported any spills or releases?
- Yes No Does the facility maintain a written spill response procedure?
- Yes No Does the facility's written spill response procedure identify what do you do if there is a minor and/or major spill? In general, a minor spill or releases can be controlled at the time of the release by employees in the immediate work area. Major spills require specialized training.
- Yes No Are releases reported and documented, i.e., when, what and how much was spilled or released, action taken, and who the spill or release was reported to?
- Yes No Is the emergency point of contact list current?

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SITE VISITS

- Yes No Do employees have access to MSDS?
 Yes No Have employees been trained?
 Yes No Do employees have access to personal protective equipment, spill response kits, storm drain inlet/outlet protection?

Inspection Records

- Yes No Has the facility developed an inspection program to minimize/prevent exposure?
 Yes No Does the facility have an inspection checklist? If, not, what do inspectors look for?
 Yes No Are copies of inspections and follow-up records maintained?
 Yes No Does the facility keep records of any deficiencies observed?
 Yes No Does the facility take photos to use in training?

Stormwater Control Practices

- Yes No In addition to training, spill response procedures, and inspections, has the facility developed and implemented practices designed to prevent or minimize exposure, i.e., loading and unloading procedures, material handling procedures, activities that are prohibited, vehicle washing and/or maintenance procedures, etc.?

Describe the practices:

Stormwater Control Devices

- Yes No Does the facility have any structural stormwater control devices?

Briefly describe structural stormwater control devices.

- Yes No Are structural stormwater control devices accessible?
 Yes No Are structural stormwater control devices free of trash and debris, floatables, pollutants, oil and grease?
 Yes No Is the perimeter free of any bare soil, erosion, or gullies?
 Yes No Are inlet/outlet pipes and/or devices clear and undamaged?
 Yes No Are embankments free of unplanted shrubs or trees?
 Yes No Are embankments in good condition?
 Yes No Is grass cover healthy?
 Yes No Are forebay areas in good condition?
 Yes No Is rip rap displaced?
 Yes No Are weeds or noxious plants present?
 Yes No Are storm water management devices maintained and functioning properly?

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Oil Water Separator

- Yes No Does the facility have any oil water separators?
- Yes No Is the OWS accessible?
- Yes No Is the area free of signs of overflow?
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- Yes No Are all drains in the oil/water separator free flowing with no water back-up?
- Yes No Are all drains free from obstruction?
- Yes No Is the discharge free of visible signs of oil or debris?
- Yes No Has the facility posted appropriate warnings about the proper use of the oil water separator(s)?
- Yes No Has the facility developed and implemented an oil/water separator inspection, maintenance, and operation program?

Date of last OWS inspection and/or maintenance: _____

Tank and Container Management

- Yes No Are any materials or products stored outside in tanks and/or containers?
- Yes No Are any waste material stored outside?
- Yes No Are any empty containers stored outside?
- Yes No Is secondary containment provided for tanks and containers?
- Yes No Is secondary containment free of accumulated water?
- Yes No Is secondary containment free of any debris, cracks, holes, or evidence of leaks?
- Yes No Are secondary containment drain valves maintained in the closed position unless the facility is draining the secondary containment?
- Yes No Are drain logs being maintained?
- Yes No Are tanks in good condition and properly marked?
- Yes No Are tanks and piping free of rust, pits or deterioration or evidence of leaks?
- Yes No Are tank supports free of rust, damage, or deterioration?
- Yes No Are all containers in good condition and properly stored, labeled, and closed?
- Yes No Are the tank and container storage areas in good condition?

General Site Conditions

- Yes No Does the facility conduct any activities outside where chemicals could be exposed to stormwater runoff?
- Yes No Does the facility store material handling equipment, industrial machinery and/or equipment and vehicles stored outside?
- Yes No Are there any signs of residual or past spills and leaks?
- Yes No Do employees know where the drains discharge?
- Yes No Are stormwater inlets and outlets clearly identified and accessible?
- Yes No Are catch basins and inlets in good condition and free of trash and debris, floatables, pollutants, oil and grease and are free of any signs of past spills, releases, or illicit discharges?

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SITE VISITS

- Yes No Are solid waste containers in good condition and of sufficient size to contain all materials
- Yes No Do solid waste containers have lids and are they free of recyclable materials, hazardous materials, tires, liquids, and any leak?
- Yes No Are solid waste containers labeled "Prohibited - No Hazardous Waste, No Recyclable Materials, No Liquids?"
- Yes No Is the facility free of any particulate matter or visible deposits of residuals from roof stacks and/or vents there were no any signs of residual, past spills, or leaks?
- Yes No Are loading/unloading areas designed to minimize storm water run-on?
- Yes No Are materials protected from rainfall, run-on and run-off?
- Yes No Are stormwater inlets and outlets clearly identified and accessible?
- Yes No Are catch basins and inlets in good condition?
- Yes No Are catch basins and inlets free of trash and debris, floatables, pollutants, oil and grease?
- Yes No Are there catch basins and inlets clogged?
- Yes No Check vehicle and equipment maintenance and storage areas, material storage and handling areas, fueling areas, roof stacks, areas in and around storm drains, areas where activities may have been conducted outside, and any outfalls. Are there any signs of residual, past spills or leaks?

New Development and Redevelopment Site

Project location

Current Owner

Plans

- Yes No Is the project built in accordance with the approved plans?

Structural Stormwater Control Devices

- Yes No Are structural stormwater control devices free of trash and debris, floatables, pollutants, oil and grease?
- Yes No Is the perimeter free of any bare soil, erosion, or gullies?
- Yes No Are inlet/outlet pipes and/or devices clear and undamaged?
- Yes No Are embankments free of unplanted shrubs or trees?
- Yes No Are embankments in good condition?
- Yes No Is grass cover healthy?
- Yes No Are forebay areas in good condition?
- Yes No Is rip rap displaced?
- Yes No Are weeds or noxious plants present?
- Yes No Are storm water management devices maintained and functioning properly?