***Neuse and Tar-Pamlico Model Stormwater Management Template***

**Draft Local Program to Implement**

**<Neuse | Tar-Pamlico> Stormwater Rules**

**In <Jurisdiction Name>**

<DocumentDate>

*[Add local government logo and/or photos as desired]*

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# *GENERAL INSTRUCTIONS FOR LOCAL GOVERNMENTS CUSTOMIZING THIS TEMPLATE*

This document is provided as a customizable template for local governments in the Neuse and Tar-Pamlico watersheds to use in drafting a Stormwater Local Program document. The Local Program describes the jurisdiction’s proposed program objectives and tasks for implementing the new Neuse and/or Tar-Pamlico New Development Stormwater Rules. Proposed Local Programs will be reviewed by DWR-NPS Unit and approved by the Environmental Management Commission.

A Local Program’s specific performance objectives are called “Best Management Practices (BMPs)”. The BMPs in the template below, and their associated tasks, schedules, and reporting metrics, are **intended to represent an example set of activities** for successfully implementing a stormwater program to comply with the Neuse or Tar-Pamlico Rule. Specific BMPs and wording can be customized to meet Local Program needs.

BMPs are organized into four groups:

* Program Administration BMPs
* Post-Construction Stormwater BMPs
* Illicit Discharge Detection and Elimination BMPs
* Public Education and Outreach BMPs

To customize this template for your jurisdiction:

1. Review provided BMPs and text to determine whether it adequately describes the working elements of your stormwater program. **Your local needs may vary from the examples provided, but the template is intended to be a fairly comprehensive listing of elements for you to customize.**
2. If this document is intended to merge the Neuse or Tar-Pamlico Local Program with requirements of an MS4 permit, BMPs and wording should be reviewed by the MS4 Program Coordinator.
3. Empty template rows are included for BMP titles, ID numbers, descriptions, tasks, schedules, and reporting metrics to enable easier addition of new BMPs. (Unmerged cells are easier to paste in.)
4. Each one of your customized BMPs needs to have at least one measurable task associated with it.
5. All associated tasks need to be measurable, have that metric defined, and have an implementation schedule.
6. Implementation schedules may be the “one time” where you will record the date when it was completed, or they may have some associated frequency of completion.
7. Once all BMPs are set, sequentially number them.
8. Yellow highlighted text identifies where you do need to enter your information or conditions.
9. Additional instructions or commentary are included parenthetically in Times New Roman italics throughout this template document and **should be removed** from your submitted Local Program document.

# Part 1: INTRODUCTION

The purpose of this <Neuse | Tar-Pamlico> Local Program is to establish and define the means by which <Jurisdiction Name> will comply with the requirements of the <Neuse | Tar-Pamlico> nutrient stormwater rule (henceforth, “Rule”) (15A NCAC 02B .0711 | .0731).

This Local Program identifies the specific elements and minimum measures that <Jurisdiction Name> will develop, implement, enforce, evaluate and report to the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Resources (DWR) to comply with the requirements of the Rule. This Local Program covers activities associated with the discharge of nutrients in stormwater from <Jurisdiction Name>.

The Local Program will be evaluated annually, and updated as needed, to ensure that the elements and minimum measures it contains continue to adequately provide for Rule compliance.

Once the Local Program is approved by NCDEQ and the Environmental Management Commission, all provisions contained and referenced in it, along with any approved modifications, become enforceable.

# 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 Local Program, and that NCDEQ has enforcement authority.

I am a ranking elected official for <Jurisdiction Name>.

I am a principal executive officer for <Jurisdiction Name>.

I am a duly authorized representative for <Jurisdiction Name> 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.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Print Name:** |  |
| **Title:** |  |
| Signed this \_\_\_\_ day of 20\_\_\_\_ . | |

# 

# Part 3: LOCAL GOVERNMENT INFORMATION

## Local Program Area

This Local Program applies throughout the limits of <Jurisdiction Name>, including all regulated activities associated with the discharge of stormwater from the jurisdiction. The map below shows the area regulated by the jurisdiction for implementation of the <Neuse | Tar-Pamlico> Nutrient Management Strategy as of the date of this document.

[Insert a map of the current regulated area for the Neuse or Tar-Pamlico Nutrient Management Strategy. In county areas, be sure to exclude areas where the county is not implementing this Local Program.]

## Interconnection with Other Local Jurisdictions

<Jurisdiction Name> has a stormwater system interconnected with another entity regulated under the <Neuse | Tar-Pamlico> Nutrient Management Strategy and <directly receives stormwater from | discharges stormwater to> the <Other Jurisdiction Name>. The number of interconnections entering <Jurisdiction Name> from <Other Jurisdiction Name> is xx, as determined by [insert narrative explanation of the methodology used to specifically determine or estimate the number of interconnections and any additional work that is planned to define the inter-connecting discharges].

[If the jurisdiction has no stormwater interconnections, use the following language:]

<Jurisdiction Name> does not have an interconnected stormwater system with another entity regulated under the <Neuse | Tar-Pamlico> Nutrient Management Strategy, and directly discharges to the receiving waters as listed in Table 2 below.

## Shared Responsibility

<Jurisdiction Name> will share the responsibility to implement the following Best Management Practices. <Jurisdiction Name> remains responsible for compliance if the other entity fails to perform the Local Program obligation and may be subject to enforcement action if neither <Jurisdiction Name> nor the other entity fully performs the Local Program obligation. Table 1 summarizes who will be implementing the component, what the component program is called, the specific Local Program BMP or requirement that is being met by the shared responsibility, and whether a legal agreement to share responsibility is in place.

**[If you rely on another local government or other entity to implement Rule requirements, here are a few things you might consider:**

You do not need to self-audit the cooperating entity but should confirm that your jurisdiction can obtain program information/documentation needed to demonstrate that the cooperator is implementing the program within your jurisdiction.  That would be documentation specific to your jurisdictional area and relevant to the identified reporting metrics for any shared BMPs. You will be responsible for entering this information in your Annual Report.

A cooperating entity cannot assign permit compliance responsibility to any local government regulated by the Neuse or Tar-Pamlico Stormwater Rules, but another entity can agree to implement permit components on the local government’s behalf.  Even though the local government is relying upon another entity to implement the program, the NMS-regulated local government is still the legally responsible party for Rule compliance.  Any DEQ enforcement action will be issued directly to the NMS-regulated local government.  Any performance issues between the local government and the cooperating entity are irrelevant to Rule compliance and enforcement. That would be an issue strictly between the local government and the cooperator.

Passing a governing body resolution that says the cooperator will implement a BMP is not sufficient to comply with the Rules.  The cooperator must also have documented, legally binding acknowledgement that they will implement the program within the NMS-regulated local government’s jurisdictional area.

You might consider including specific contractual items in an interlocal or service agreement, such as:

* The specific BMPs, tasks, schedules, and annual reporting metrics, and when reporting data will be provided.
* Any other defined services that will be provided are clearly described.
* Requirements to notify the local government if the cooperator’s program has been found deficient by NCDEQ.  Then you know the local program will be out of compliance with the Local Program requirements until the issue is resolved.
* Reimbursement of any resulting legal defense and /or penalties for failure to implement the agreed upon program components.

Do not attach any interlocal or service agreements, the Division will request them if needed.]

Table : Shared Responsibilities

|  |  |  |
| --- | --- | --- |
| **BMP or Local Program Requirement** | **Implementing Entity & Program Name** | **Legal Agreement**  **(Y/N)** |
|  |  |  |
|  |  |  |
|  |  |  |

## Receiving Waters

<Jurisdiction Name> is located within the <Neuse | Tar-Pamlico > watershed 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](https://ncdenr.maps.arcgis.com/apps/webappviewer/index.html?id=6e125ad7628f494694e259c80dd64265)

[Impaired Waters and TMDL Map](https://ncdenr.maps.arcgis.com/apps/webappviewer/index.html?id=e9be6474b041491d8b4c0b77edace6bd)

Most recent NCDEQ Final [303(d) List](https://deq.nc.gov/about/divisions/water-resources/planning/modeling-assessment/water-quality-data-assessment/integrated-report-files)

Table 2: Summary of Receiving Waters

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receiving Water Name** | **Stream Index / AU Number** |  | **Water Quality Classification** | **303(d) Listed Parameter(s) of Interest** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Part 4: STORMWATER MANAGEMENT PROGRAM ADMINISTRATION



## Organizational Structure

[Provide a brief narrative description of the organizational structure of the jurisdiction as it relates to stormwater program implementation and Rule compliance]

[Insert an organizational chart that shows responsible positions as listed below]

Table 3: Summary of Responsible Parties

|  |  |  |
| --- | --- | --- |
| **Local Program Component** | **Responsible Position** | **Department** |
| Stormwater Program Administration |  |  |
| Post-Construction Stormwater Management |  |  |
| Illicit Discharge Detection & Elimination |  |  |
| Public Education & Outreach |  |  |

## Program Funding and Budget

<Jurisdiction Name> shall maintain adequate funding and staffing to implement and manage the provisions of the Local Program and comply with the requirements of the <Neuse | Tar-Pamlico> Stormwater Rule.

[Insert a brief narrative of current stormwater program funding mechanisms and expected total annual stormwater program budget].

## Measurable Tasks for Program Administration

<Jurisdiction Name> will manage and report on the following Best Management Practices (BMPs) for administration of the Local Program, as described in Table 4. The annual assessment and reporting period runs from July 1 to June 30 of every year, and is part of the annual reporting required to be submitted to comply with requirements of the Nutrient Management Strategy. This annual assessment is to be submitted to the Division of Water Resources by October 30 of each year.

[Revise the above reporting period and due date(s) if you have a different arrangement with DWR and/or DEMLR. MS4 entities shall set the due date of the annual self-assessment to August 31 to meet NPDES requirements, and change the agency receiving this submission to DEMLR. Change this information in the table below as well.]

Table 4: Program Administration BMPs

| **Program Administration BMPs** | | | | |
| --- | --- | --- | --- | --- |
|  | **Annual Self-Assessment**  Measures to evaluate the performance and effectiveness of the Local Program components at least annually. Results will be used to modify the program components as necessary to accomplish the intent of the <Neuse |Tar-Pamlico> Stormwater Rule. The self-assessment reporting period is the fiscal year (July 1 – June 30). | | | |
| **BMP No.** | **A** | **B** | **C** | **D** |
| **Description of BMP** | **Measurable Task(s)** | **Schedule for Implementation** | **Annual Reporting Metric** |
| **#.** | **Annual Self-Assessment and Report** | | | |
| Perform an annual evaluation of Local Program implementation, suitability of Local Program commitments and any proposed changes to the Local Program utilizing the NCDEQ Annual Self-Assessment Template. | 1. 1. Record annual reporting metrics in the Annual Self-Assessment Template customized to this Local Program, provide formal certification by a local official, and submit to NCDEQ as part of annual reporting. | 1. Annually | 1. Annual reporting metrics received by NCDEQ - DWR no later than October 30 of each year. |
| 1. 2. Review results of self-assessment for suitability and achievability of Local Program commitments. Propose Local Program changes to NCDEQ as part of annual reporting. | 2. Annually | 2. Assessment of Local Program commitments suitability, and proposed changes to the Local Program, are included in the Annual Self-Assessment submitted no later than October 30 of each year. |
| **#.** | **BMP Title** |  |  |  |
|  | Narrative description of BMP | 1. | 1. | 1. |
|  |  | 2. | 2. | 2. |
|  |  | 3. | 3. | 3. |
|  |  | 4. | 4. | 4. |
|  |  | 5. | 5. | 5. |
|  |  |  |  |  |
|  | **Local Program Updates**  Process to be used to update the Local Program and/or Local Ordinances. | | | |
| **BMP No.** | **A** | **B** | **C** | **D** |
| **Description of BMP** | **Measurable Task(s)** | **Schedule for Implementation** | **Annual Reporting Metric** |
| **#.** | **Local Program Updates** | | | |
| Audit stormwater program implementation for compliance with <Neuse | Tar-Pamlico> Rules and approved Local Program and utilize the results to prepare and submit a permit renewal application package. | 1.Self-audit and document any stormwater program components not audited by EPA or NCDEQ utilizing the DEQ Audit Template. | 1. TBD | 1. Submit Self-Audit to DEMLR (if MS4) or DWR (if non-MS4) (required component of permit renewal application package). |
| 2. Participate in a <Neuse | Tar-Pamlico> Nutrient Management Strategy Audit, as scheduled and performed by NCDEQ. | 2. TBD | 2. N/A |
| 3. | 3. | 3. |
| **#.** | **BMP Title** |  |  |  |
|  | Narrative description of BMP | 1. | 1. | 1. |
|  |  | 2. | 2. | 2. |
|  |  | 3. | 3. | 3. |
|  |  | 4. | 4. | 4. |
|  |  | 5. | 5. | 5. |
|  |  |  |  |  |
|  | **Adequate Funding and Staffing**  Local Program activities to determine and maintain adequate funding and staffing to implement and manage the provisions of the Local Program and meet all requirements of the <Neuse |Tar-Pamlico> Stormwater Rule | | | |
| **BMP No.** | **A** | **B** | **C** | **D** |
| **Description of BMP** | **Measurable Task(s)** | **Schedule for Implementation** | **Annual Reporting Metric** |
| **#.** | **Funding and Staffing Evaluation** | | | |
| Review of Annual Self-Assessment may identify uncompleted tasks. Determine if more funding or staffing is needed to implement the Local Program. | 1. Identify uncompleted tasks from Annual Self-Assessment. | 1. Annually. | 1. List of uncompleted tasks |
| 2. Determine whether additional funding or staff time are needed to achieve task, if Local Program change is needed, or if there were unusual circumstances. | 2. Annually. | 2. Report corrective actions needed |
| 3. Set up steps to implement program changes. | 3. Annually. | 3. Date changes implemented. |
| 4. |  | 4. |
| **#.** | **BMP Title** | | | |
| Narrative description of BMP | 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
|  |  |  |  |  |

# Part 5: POST-CONSTRUCTION SITE RUNOFF AND NUTRIENT LOADING MANAGEMENT PROGRAM

This part of the Local Program identifies the elements being used to develop, implement, and enforce a program to reduce nutrients in stormwater runoff from new development projects and development expansions. These elements meet the requirements set forth in the <Neuse |Tar-Pamlico> Stormwater Rule (<15A NCAC 02B .0711 | 15A NCAC 02B .0731>). These elements are designed to minimize water quality impacts through a combination of structural Stormwater Control Measures (SCMs) and nutrient offset buy-downs, and to ensure adequate long-term operation and maintenance of SCMs.

## Applicable State Post-Construction Programs

<Jurisdiction Name> implements the State post-construction programs for which reference information is added in Table 5.

[Table 5 advises DWR and DEMLR of all State-level water quality programs that apply in the jurisdiction. Where a state program applies but does not cover the entire jurisdictional area, then insert a map(s) that clearly indicates where each program applies.]

Table 5: List of State Programs for Post-Construction Site Runoff Control

|  |  |  |
| --- | --- | --- |
| **State Stormwater Program Name** | **State Requirements** | **Local Ordinance / Regulatory Mechanism Reference** |
| Water Supply Watershed (WS-I) | 15A NCAC 02B  .0620 - .0624 |  |
| Water Supply Watershed (WS-II) | 15A NCAC 02B  .0620 - .0624 |  |
| Water Supply Watershed (WS-III) | 15A NCAC 02B  .0620 - .0624 |  |
| Water Supply Watershed (WS-IV) | 15A NCAC 02B  .0620 - .0624 |  |
| Neuse River Basin Nutrient Management in Stormwater Strategy | 15A NCAC 02B .0711 |  |
| Tar-Pamlico River Basin Nutrient Management in Stormwater Strategy | 15A NCAC 02B .0731 |  |
| Randleman Lake Water Supply Watershed Nutrient Management Strategy | 15A NCAC 02B .0251 |  |
| Falls Reservoir Water Supply Nutrient Strategy: Stormwater Management for New Development | 15A NCAC 02B .0277 |  |
| Jordan Water Supply Nutrient Strategy: Stormwater Management for New Development | 15A NCAC 02B .0265 |  |
| High Quality Waters (HQW) in Non-Coastal Counties | 15A NCAC 02H .1021 |  |
| Outstanding Resource Waters (ORW) in Non-Coastal Counties | 15A NCAC 02H .1021 |  |
| Coastal Counties: Stormwater Management Requirements | 15A NCAC 02H .1019 |  |
| Universal Stormwater Management Program | 15A NCAC 02H .1020 |  |
| Urbanizing Areas: MS4 Delegation | 15A NCAC 02H .1018 |  |

## Existing Post-Construction Ordinances, Procedures, and Guides

<Jurisdiction Name> has existing ordinances, guidance manuals, standard operating procedures, and reference material that cover part or all of the implementation of the nutrient stormwater rule’s post-construction requirements. These ordinances and references are summarized in Table 6 below.

[List all regulatory codes and procedural references that apply to implementation of the nutrient Stormwater Rule. Add lines as needed for individual entries. Provide sufficient detail for NCDEQ to confirm that a compliant program is being implemented. Where a jurisdiction is already implementing a BMP, either adjust the BMP Description and Tasks to reflect continuation of this activity, or if the Task is not repeated or ongoing, note in the Schedule that the Task is completed. Annual reporting of such Tasks will note the date of completion. If an ordinance is being developed or revised to implement the nutrient Stormwater Rule, add that objective as a BMP in the “Legal Authority” section below. If the rule requirement is not fully met with the listed references, provide needed additional BMPs in Table 7.]

Table 6: Summary of Existing Post-Construction Ordinances, Procedures, and References

|  |  |  |
| --- | --- | --- |
| **Plan Review and Approval** | **Municipal Ordinance/Code Reference(s)**  **and/or Document Title(s)** | **Date Adopted** |
| Authority |  |  |
| Federal, State & Local Projects |  |  |
| Plan Review |  |  |
| O&M Agreement |  |  |
| O&M Plan |  |  |
| Deed Restrictions/Covenants |  |  |
| Access Easements |  |  |
| Nutrient Calculation |  |  |
| Nutrient Offset |  |  |
| **Inspections and Enforcement** | **Municipal Ordinance/Code Reference(s)**  **and/or Document Title(s)** | **Date Adopted** |
| Documentation |  |  |
| Right of Entry |  |  |
| Pre-CO Inspections |  |  |
| Compliance with Plans |  |  |
| Annual SCM Inspections |  |  |
| Qualified Professional |  |  |

## Summary Description of Stormwater Program

[Provide a description of your jurisdiction’s approach to development permitting, including whether density averaging or dwelling unit averaging is used, how incremental BUA expansion is managed, local development thresholds or triggers, more stringent stormwater requirements, expansion allocation methods, and any other situations or conditions specific to managing stormwater. This description may need to include the existing patchwork of developments and the stormwater and nutrient rules that apply to them.

If you have any development issues particular to your jurisdiction that required a rule interpretation from DWR, please put the arrangement worked out here to document the decision.

This does not need to be a complete accounting of the development in your jurisdiction or the regulatory approach for each different type of landuse. Instead the objective is to describe the major/significant kinds of situations where development is expected to trigger Rule thresholds (for disturbance or BUA%), situations particular to your jurisdiction that DWR has provided guidance on, and how the jurisdiction ensures development does not significantly extend beyond what the development was permitted for or the SCMs designed for. ]

## Measurable Tasks for Post-Construction Runoff Control BMPs

<Jurisdiction Name> will implement the following program measures to satisfy the post-construction runoff control requirements of the nutrient stormwater rule.

Table 7: Post Construction Site Runoff Control BMPs

| **Post Construction Site Runoff Control BMPs** | | | | |
| --- | --- | --- | --- | --- |
|  | **Minimum Post-Construction Reporting Requirements**  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.  *[BMPs and tasks may need adjustment to meet MS4 program requirements. Remove one-time tasks if completed.]* | | | |
| **BMP No.** | **A** | **B** | **C** | **D** |
| **Description of BMP** | **Measurable Task(s)** | **Schedule for Implementation** | **Annual Reporting Metric** |
| **#.** | **Standard Nutrient Management Strategy Reporting** | | | |
| Implement standardized tracking, documentation, inspections and reporting mechanisms to compile appropriate data for the annual self-assessment process. | 1. Track number of NMS-subject plans approved in past year. | 1. Continuously | 1. Number of plan approvals issued for NMS-subject developments in the past year. |
| 2. Maintain a current inventory of developments and lots with BUA limits (BMP#) and constructed SCMs including SCM type or location, and last inspection date (BMP#). | 2. Continuously | 2. Summary of number and type of SCMs added to the inventory in the past year; and number of developments with BUA limits added to inventory in the past year. |
| 3. Track number of post-construction SCM inspections performed by staff in the past year. (BMP#) | 3. Continuously | 3. Number of post-construction SCM inspections in the past year. |
| 4. Track number and type of construction-phase stormwater inspections performed. | 4. Continuously | 4. Number and type of construction-phase stormwater inspections. |
| 5. | 5. | 5. |
| **#.** | **Data Used in Nutrient Calculations** | | | |
| Input data used for the calculation of nutrient export and reduction by SCMs for all development sites subject to <.0711 or .0731> will be collected for the year and submitted as an appendix for the Local Program’s Annual Report. | 1. Export SNAP input data from each development upon approval. | 1. Continuously | 1. Nutrient calculation input data for all developments and expansions subject to the Neuse/Tar-Pamlico Stormwater Rule submitted to NCDEQ by October 30 of each year. |
| 2. Provide adjusted SNAP input data from each development where completed landcovers are different from what was permitted. | 2. Annually | 2. Nutrient calculation data for these developments and a notice for which previously-submitted data are to be replaced. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **BMP Title** |  |  |  |
|  | Narrative description of BMP | 1. | 1. | 1. |
|  |  | 2. | 2. | 2. |
|  |  | 3. | 3. | 3. |
|  |  | 4. | 4. | 4. |
|  |  | 5. | 5. | 5. |
|  |  |  |  |  |
|  | **Legal Authority**  Measures to maintain adequate legal authorities through ordinance or other regulatory mechanism to:   1. review designs and proposals for new development and expansion of development to determine whether adequate stormwater control measures will be installed, implemented, and maintained, 2. implement requirements of the <Neuse | Tar-Pamlico> Nutrient Management Strategy Stormwater Rule, including nutrient targets, Rule applicability, stormwater treatment requirements, nutrient calculation methods, and nutrient offset. 3. 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 4. 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.   *[BMPs and tasks may need adjustment to meet MS4 program requirements. Remove one-time tasks if completed.]* | | | |
| **BMP No.** | **A** | **B** | **C** | **D** |
| **Description of BMP** | **Measurable Task(s)** | **Schedule for Implementation** | **Annual Reporting Metric** |
| **#.** | **Nutrient Management Strategy Requirements Specified in Ordinance** | | | |
| <Neuse/Tar-Pamlico> Nutrient Management Strategy requirements shall be included in the jurisdiction’s development ordinance. Ordinance needs to be at least as stringent as the NMS Rule requirements for Rule applicability, nutrient targets, stormwater requirements, specify the calculation method, and procedures for nutrient offset. | 1. Establish nutrient targets through code  revision | 1. First year | 1. Completed y/n? |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Authority to Review Federal, State, and Local Government Plans** | | | |
| Ensure local ordinance  specifically requires compliance with Nutrient Management Strategy by Federal, State, and Local government  projects. | 1. Revise code to require Federal, State, and local  government projects to comply with post  construction requirements unless subject to its own  NPDES MS4 permit or qualifying alternative program | 1. First year | 1. Completed y/n? |
| 2. Contact representatives of all Federal, State, and local government land holdings within the jurisdiction to advise them of this development review requirement. | 2. First year | 2. Completed y/n? |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Legal Authorities for Development Plans and Plan Review** | | | |
| Provide adequate legal authorities designed to meet the objectives of the Post-Construction Site Runoff Controls Stormwater Management program, including the ability to request stormwater plans, conduct development design reviews and approvals, review and approve O&M Plans and Agreements for all SCMs, requiring deed restrictions and protective covenants for SCMs, and requiring recordation of BUA limits for projects and individual lots within. | 1. Establish legal  authority through code  revision | 1. First year | 1. Completed y/n? |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Authority to Require Submission of Annual SCM Inspection Reports** | | | |
| Provide legal authority to require owners and operators of post-construction SCMs to perform and submit inspections performed by a qualified professional on a annual basis. | 1. Establish legal  authority through code  revision | 1. First year | 1. Completed y/n? |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Legal Authorities for Inspections and Enforcement** | | | |
| Provide legal authorities needed for inspections and enforcement including right-of-entry, ability to issue Notices of Violation and Stop Work Orders, ability to review as-builts for compliance with approved plans, and other enforcement mechanisms. | 1. Establish legal  authority through code  revision | 1. First year | 1. Completed y/n? |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **SCM Minimum Design Criteria Specified** | | | |
| Ensure the local ordinance or local SCM design manual specifically refers to the State’s Minimum Design Criteria. | 1. Revise code to specify  State Minimum Design Criteria for SCM design | 1. First year | 1. Completed y/n? |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **BMP Title** |  |  |  |
|  | Narrative description of BMP | 1. | 1. | 1. |
|  |  | 2. | 2. | 2. |
|  |  | 3. | 3. | 3. |
|  |  | 4. | 4. | 4. |
|  |  | 5. | 5. | 5. |
|  |  |  |  |  |
|  | **Plan Review and Approval**  Measures to maintain plan review and approval authority, standards, and procedures to:   1. (MS4 jurisdictions only) Require Federal, State, and local government projects to comply with Post-Construction Program requirements throughout the entire jurisdiction, unless the entity is subject to its own NPDES MS4 permit or a qualifying alternative program, or set up Memoranda of Agreement with Federal, State, and Local government property owners noting the appropriate reviewing authority for potential development plans on those properties, 2. 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 (MS4 only), 3. Conduct site plan reviews of all new development and development expansions for compliance with the stormwater treatment and nutrient reduction requirements in 15A NCAC 02B .0711 or .0731, including reviews of nutrient calculations using a DWR-approved calculation tool, 4. Ensure that each project has an Operation and Maintenance Agreement that complies with 15A NCAC 02H .1050(12), 5. Ensure that each project has an Operation and Maintenance Plan that complies with 15A NCAC 02H .1050(13), 6. Ensure that each project has recorded deed restrictions and protective covenants, that require the project to be maintained consistent with approved plans, and 7. Ensure that each SCM and associated maintenance accesses be protected in a permanent recorded easement per 15A NCAC 02H 1050 (9) and (10).   *[BMPs and tasks may need adjustment to meet MS4 program requirements. Remove one-time tasks if completed.]* | | | |
| **BMP No.** | **A** | **B** | **C** | **D** |
| **Description of BMP** | **Measurable Task(s)** | **Schedule for Implementation** | **Annual Reporting Metric** |
| **#.** | **MOAs for Plan Review – Federal, State, Local Government** | | | |
| Local Program will have an MOA with each Federal, State, and Local Government entity within its jurisdiction, stating whether the entity has chosen to have the Local Program review any future development plans for compliance with NMS Rule, or whether plans will be submitted to DEMLR for review. | 1. Set up Memoranda of Agreement with a responsible party of each Federal, State, and Local Government entity with property within the jurisdiction of the Local Program. | 1. First year | 1. List of entities, responsible parties and contact information, and whether plan review will be local or state. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Review Plans for Compliance with Nutrient Management Strategy** | | | |
| Conduct site plan reviews of all new development and development expansions for compliance with the stormwater treatment and nutrient reduction requirements in 15A NCAC 02B .0711 or .0731, including reviews of nutrient calculations using a DWR-approved calculation tool. | 1. Establish application intake and review procedures | 1. First year | 1. Completed y/n? |
| 2. Conduct site plan reviews | 2. Continuously | 2. Number of plans approved that year |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **SCM Operations and Maintenance Agreements and Plans** | | | |
| Ensure each stormwater control measure has an Operation and Maintenance Plan that complies with  15A NCAC 02H .1050(13) and an Operation and Maintenance Agreement that complies with 15A NCAC 02H .1050(12) | 1. Establish legal  authority through code  revision | 1. First year | 1. Completed y/n? |
| 2. Enforcement of new  code by requiring  approval of O&M Plan and Agreement by Stormwater  Administrator prior to plan approval | 2. Continuously | 2. Number of O&M Plans and Agreements approved that year |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Deed Restrictions and Protective Covenants** | | | |
| Provide mechanisms such as recorded deed restrictions and protective covenants that ensure development activities will maintain the project consistent with approved plans. (Don’t close project until deed restrictions are recorded.) | 1. Establish legal  authority through code  revision | 1. First year | 1. Completed y/n? |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Protective Easements for SCMs** | | | |
| Require that each SCM and associated maintenance accesses be protected in a permanent recorded easement per 15A NCAC 02H 1050 (9) and (10). | 1. Establish legal  authority through code  revision | 1. First year | 1. Completed y/n? |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Require Recordation of BUA Limits on Deeds or Plats** | | | |
| Ensure that for lots in developments with a Common Plan of Development that a BUA limit, based on the approved stormwater plan, is recorded with either the deed or plat | 1. Establish legal  authority through code  revision | 1. First year | 1. Establish legal  authority through code revision |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Plan Review Staff Training on Nutrient Calculator Tool** | | | |
| Ensure all plan review staff have gone through DWR-provided plan reviewer training for the approved nutrient calculator. | 1. All current plan review staff participate in live online training for calculator tool. | 1. First year | 1. Number of review staff that attended live online training |
| 2. Plan review staff who were unable to attend live online workshop view recording of training. | 2. As needed | 2. Number of review staff that viewed recording of training that year |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **SCM Transfer Process** | | | |
| Prepare a “handoff” educational process for when developers transfer ownership of SCMs to HOAs/POAs. Educational materials should include estimates of annual costs for O&M and inspection, LG general expectations, possible/likely modes of failure, HOA/POA general obligations, other guidance and resources. Integrate this process with the as-built inspection of SCMs. | 1. Develop instructions and materials for outreach to HOAs | 1. First year | 1. Completed y/n? |
| 2. Set up annual reminders (postcards/email) to HOAs for SCM O&M and inspection | 2. Second year and annually thereafter | 2. Completed y/n? |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **BMP Title** |  |  |  |
|  | Narrative description of BMP | 1. | 1. | 1. |
|  |  | 2. | 2. | 2. |
|  |  | 3. | 3. | 3. |
|  |  | 4. | 4. | 4. |
|  |  | 5. | 5. | 5. |
|  |  |  |  |  |
|  | **Inspections and Enforcement**  Measures to maintain inspection and enforcement authority, standards and procedures to:   1. 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), 2. Ensure that the project has been constructed in accordance with the approved plan(s), 3. Ensure annual inspection of each permitted SCM to ensure compliance with the approved Operation and Maintenance Agreement, 4. Ensure inspection of low-density projects at least once every five years (MS4s only), and 5. Require that inspections be conducted by a qualified professional.   *[BMPs and tasks may need adjustment to meet MS4 program requirements. Remove one-time tasks if completed.]* | | | |
| **BMP No.** | **A** | **B** | **C** | **D** |
| **Description of BMP** | **Measurable Task(s)** | **Schedule for Implementation** | **Annual Reporting Metric** |
| **#.** | **Inspection of Post-Construction SCMs** | | | |
| Conduct staff inspection of all post-construction SCMs at least once every five years. | 1. Conduct inspection of  20% of SCMs each year | 1. Annually | 1. Number of SCMs inspected |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Require submission of Annual Post-Construction SCM Inspections** | | | |
| Require annual submission of post-construction SCM inspections reports, that inspections are conducted by a qualified professional for compliance with the approved O&M plan, and that SCM owners keep O&M records available for viewing by the Local Program for 5 years. | 1. Assign data storage location for reports and staff to log them in | 1. First year | 1. Completed y/n? |
| 2. Log reports as they’re received | 2. Continuously | 2. Number of reports received that year |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Inspection of Projects for Compliance With an Approved Plan** | | | |
| Ensure inspection of all development projects for compliance with approved stormwater plans, forest protection, and BUA limits, including projects with a lack of an approved plan. Use enforcement measures such as NOVs and stop work orders. | 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **End-of-construction SCM Inspections** | | | |
| Conduct post-construction SCM 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), and ensure that the project has been constructed in accordance with the approved plan(s). | 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **BMP Title** |  |  |  |
|  | Narrative description of BMP | 1. | 1. | 1. |
|  |  | 2. | 2. | 2. |
|  |  | 3. | 3. | 3. |
|  |  | 4. | 4. | 4. |
|  |  | 5. | 5. | 5. |
|  |  |  |  |  |
|  | **Documentation**  Measures to maintain adequate documentation and standardized inspection and tracking mechanisms to:   1. Maintain an inventory of post-construction SCMs and their responsible parties, 2. Maintain an inventory of low-density projects (MS4s only), 3. Maintain an inventory of developments and parcels with BUA limits, 4. Document, track and maintain records of inspections and enforcement actions through the end of construction for compliance with development plans. Tracking shall include the ability to identify chronic violators, 5. Provide education resources for developers to meet stormwater and nutrient management Rules, 6. Provide education resources for the public regarding BUA limits in developments and management of SCMs.   *[BMPs and tasks may need adjustment to meet MS4 program requirements. Remove one-time tasks if completed.]* | | | |
| **BMP No.** | **A** | **B** | **C** | **D** |
| **Description of BMP** | **Measurable Task(s)** | **Schedule for Implementation** | **Annual Reporting Metric** |
| **#.** | **Inventory of Post-Construction SCMs** | | | |
| Develop and maintain a comprehensive inventory of post-construction SCMs to be utilized for inspections and tracking. Inventory shall include information on responsible parties and contact information. | 1. Establish list of  existing post-construction SCMs and responsible parties | 1. First year | 1. number of SCMs |
| 2. Add SCMs to inventory list when project as-builts are  approved | 2. Annually | 2. total number of SCMs |
| 3. Update responsible party information from submitted annual inspection reports | 3. Annually | 3. Completed y/n? |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Inventory of Developments and Lots with BUA Limits** | | | |
| Develop and maintain a comprehensive inventory of projects that have BUA limits tied to their stormwater management or nutrient loading requirements to be used when reviewing new development plans. Develop and maintain a database BUA limits on developments and individual lots within, with BUA limits based on their approved stormwater plans. Actual BUA amounts are updated as new development is approved for and occurs on individual lots. | 1. Establish a list of developments with BUA limits | 1. First year | 1. number of developments |
| 2. Establish a list of parcels or lots with BUA limits | 2. First year | 2. number of parcels |
| 3. Add developments and lots within to the list when project as-builts are approved | 3. Continuously | 3. total numbers of developments and lots |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Inspections & Enforcement Tracking – Construction-Stage Compliance** | | | |
| Develop and maintain a tracking mechanism for inspections, enforcement, and follow-up actions through the end of construction for compliance with development plans, including SCM installations, BUA limits, and protection of forested areas. Provide the ability to identify chronic violators. | 1. Develop inspection tracking mechanism to meet all requirements | 1. First year | 1. Completed y/n? |
| 2. Enforcement actions are followed for sites with frequent deficiencies | 2. Continuously | 2. Number of SCMs with deficiencies that year, number of SCMs with unresolved deficiencies |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Inspections & Enforcement Tracking – Post-Construction SCM Compliance** | | | |
| Develop and maintain a tracking mechanism for inspections, enforcement, and follow-up actions of post-construction SCM inspections, including annual inspection submissions and periodic staff inspections. Provide the ability to identify chronic violators. | 1. A list of SCMs and responsible parties is developed and kept updated | 1. First year | 1. Cumulative number of SCMs identified |
| 2.Due dates are set for submission of annual inspection reports | 2. First year | 2. Due dates roll through the year or if there is a single date? |
| 3.Staff are assigned responsibility for ensuring missed reports have followup | 3. Annual report check-in | 3. Number of missed annual reports that year |
| 4.Enforcement actions are followed for sites with frequent deficiencies | 4. Continuously | 4. Number of SCMs with deficiencies that year, number of SCMs with unresolved deficiencies |
| 5. | 5. | 5. |
| **#.** | **Developer Resources - General** | | | |
| (See full BMP description in Public Education and Outreach Table 12, BMP #) | 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Developer Resources – Nutrient Rules** | | | |
| (See full BMP description in Public Education and Outreach Table 12, BMP #) | 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Public Education for BUA Limits and SCM Maintenance** | | | |
| (See full BMP description in Public Education and Outreach Table 12, BMP #) | 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **BMP Title** |  |  |  |
|  | Narrative description of BMP | 1. | 1. | 1. |
|  |  | 2. | 2. | 2. |
|  |  | 3. | 3. | 3. |
|  |  | 4. | 4. | 4. |
|  |  | 5. | 5. | 5. |
|  |  |  |  |  |

# Part 6: ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM

## Non-Stormwater Discharges

The water quality impacts of non-stormwater discharges have been evaluated by <Jurisdiction Name> as summarized in Table 4 below as to whether they are incidental or possible. The unpermitted non-stormwater flows listed as incidental do not significantly impact water quality. <Jurisdiction Name> has evaluated residential and charity car washing and street washing for possible significant water quality impacts.

Street washing discharges are addressed under the Illicit Discharge Detection and Elimination section of this SWMP. The Division has/has not required that other non-stormwater flows be specifically controlled by <Jurisdiction Name>. *[insert brief narrative of any other Division-required non-stormwater flows to be addressed and where in the SWMP they are addressed.]*

Wash water associated with car washing that does not contain detergents or does not discharge directly into the local drainage system is considered incidental. However, these types of non-stormwater discharges that do contain detergents have been evaluated by <Jurisdiction Name> to determine whether they may significantly impact water quality. *[insert brief narrative explanation of the determination. If determined to be significant, list as target pollutants/audiences and identify which parts of the Local Program contain measures to address them (e.g. Measures to address these target pollutants are provided in Parts xxx of this Local Program). If not evaluated yet, include BMPs to evaluate and incorporate into the Local Program in the Illicit Discharge Detection and Elimination section of this template.]*

Table : Non-Stormwater Discharges

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

## Measurable Tasks for Illicit Discharge Detection and Elimination BMPs

<Jurisdiction Name> will develop, manage, implement, document, report and enforce an Illicit Discharge Detection and Elimination Program which includes the following illicit discharge detection and elimination BMPs.

Table : Illicit Discharge Detection and Elimination BMPs

| **Illicit Discharge Detection and Elimination BMPs** | | | | |
| --- | --- | --- | --- | --- |
|  | **Stormwater Drainage Network Map**  Measures to develop, update and maintain a stormwater drainage network map including stormwater conveyances, flow direction, major outfalls and waters of the United States receiving stormwater discharges.  [Where a jurisdiction is already implementing a BMP in this set, adjust the BMP Description and Tasks to reflect continuation of this activity, or note in the Schedule that the Task is completed if the Task is not repeated or ongoing. Annual reporting of such Tasks will note the date of completion.] | | | |
| **BMP No.** | **A** | **B** | **C** | **D** |
| **Description of BMP** | **Measurable Task(s)** | **Schedule for Implementation** | **Annual Reporting Metric** |
| **#.** | **Creation and Maintenance of Stormdrain Network Map** | | | |
| The stormdrain network map will be created through field mapping and GIS analysis of existing data. Major components include stormwater inlets, conveyances, roadside ditches, and outfalls. Infrastructure type and flow direction will be identified. Data will be continually maintained. | 1. Create a GIS data layer containing known major outfalls, stormwater inlets, conveyances, and other infrastructure | 1. First year | 1. Report percent of system initially mapped |
| 2.Update GIS data layer with field mapped objects, verify flow directions of all conveyances | 2. Second year | 2. Report number and type of objects identified |
| 3. When new public stormwater infrastructure is identified or  constructed add objects to the map with flow direction | 3. Annually | 3. Report types and number of new public infrastructure added to the map during the reporting period |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Waters of the State GIS Data Layer** | | | |
| A GIS data layer of waters of the state will be created or acquired, with regular updates sought. | 1. Acquire a GIS data layer of the waters of the state from the USGS or other source | 1. First year | 1. Report when data layer is acquired and source of data, note publication date |
| 2.Check for regular updates from data source, or add field-identified objects to self-sourced dataset | 2. Annually | 2. Report whether data were updated (if self-sourced), or whether a new dataset was issued with publication date |
| 3. (Acquiring a fine-scale watersheds data layer is highly recommended.) | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Land Use GIS Data Layer** | | | |
| The Local Program will maintain a GIS data layer of current land use types in the jurisdictional area. | 1. Create landuse data layer starting from zoning maps or current landuse data layer. | 1. First year | 1. Report when data are acquired or updated. |
| 2.(optional) Refine land use polygon data with identification of specific discharge types and potential sources (e.g. restaurants, auto care, animal care, etc.). | 2.Annually | 2. Report when data are acquired or updated. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Location of Sanitary Sewers and Other Human Waste Sources** | | | |
| The Local Program will create or acquire a copy of the sanitary sewer network GIS data layer and other septic infrastructure in GIS format that covers the jurisdictional area for identification of potential nutrient contributions to the stormdrain network or Waters of the State. | 1. Obtain regular updates of a sanitary sewer GIS layer from providers overlapping the area of its jurisdiction | 1. Annually | 1. Report whether updates were received. Note publication date or date of last update. |
| 2. Obtain regular updates of a septic system GIS layer showing systems in its jurisdiction. | 2. Annually | 2.Report whether updates were received. Note publication date or date of last update. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Preparation of Source Tracking Maps for Field Staff** | | | |
| The Local Program will prepare paper or electronic maps for use by field staff conducting dry weather inspections, discharge identification and tracing, and identification of sanitary cross-connections. | 1. Create initial maps containing stormdrain infrastructure, waters of the state, sanitary and septic locations, and land use. | 1. First year | 1. Completed y/n? |
| 2.Update maps with revised data layers, and additional data sources if available. Distribute to field staff. | 2. Annually | 2. Completed y/n? |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **BMP Title** |  |  |  |
|  | Narrative description of BMP | 1. | 1. | 1. |
|  |  | 2. | 2. | 2. |
|  |  | 3. | 3. | 3. |
|  |  | 4. | 4. | 4. |
|  |  | 5. | 5. | 5. |
|  |  |  |  |  |
|  | **Regulatory Mechanism**  Measures to provide an IDDE ordinance or other regulatory mechanism that provides legal authority to prohibit, detect, investigate, and eliminate illicit connections and discharges, illegal dumping and spills into the stormdrain network, including enforcement procedures and actions.  [Where a jurisdiction is already implementing a BMP in this set, adjust the BMP Description and Tasks to reflect continuation of this activity, or note in the Schedule that the Task is completed if the Task is not repeated or ongoing. Annual reporting of such Tasks will note the date of completion.] | | | |
| **BMP No.** | **A** | **B** | **C** | **D** |
| **Description of BMP** | **Measurable Task(s)** | **Schedule for Implementation** | **Annual Reporting Metric** |
| **#.** | **Maintain Legal Authority** | | | |
| Maintain the legal authority to prohibit, detect, investigate, and eliminate illicit connections and discharges, illegal  dumping and spills into the stormdrain network and waters of the state, including adequate support for enforcement procedures and actions. | 1. Review ordinance against EPA model ordinance and update if revision is required to maintain adequate legal authority | 1. First year | 1. Report if a revision is required and if a revision is made. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Enforcement and Resolution Standard Operating Procedures** | | | |
| Develop and maintain a set of procedures and data collection for notifying property owners of discharge and violation, advising on and verifying correction of discharge (see Elimination Protocols BMP#), and the process for escalation of enforcement. | 1. Develop enforcement and resolution protocol | 1. First year | 1. Completed y/n? |
| 2. Train staff in protocol | 2. As needed | 2. training dates |
| 3. Update based on annual IDDE review | 3. second year and annually thereafter | 3. Date of review |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **BMP Title** |  |  |  |
|  | Narrative description of BMP | 1. | 1. | 1. |
|  |  | 2. | 2. | 2. |
|  |  | 3. | 3. | 3. |
|  |  | 4. | 4. | 4. |
|  |  | 5. | 5. | 5. |
|  |  |  |  |  |
|  | **IDDE Plan and Implementation**  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 stormdrain network.  [The plan should provide standard procedures and documentation to:   1. Locate priority areas likely to have illicit discharges, 2. Conduct routine dry weather outfall inspections, 3. Identify illicit discharges and trace sources, 4. Eliminate the source(s) of an illicit discharge, and 5. Evaluate and assess the IDDE Program.   Where a jurisdiction is already implementing a BMP in this set, adjust the BMP Description and Tasks to reflect continuation of this activity, or note in the Schedule that the Task is completed if the Task is not repeated or ongoing. Annual reporting of such Tasks will note the date of completion.] | | | |
| **BMP No.** | **A** | **B** | **C** | **D** |
| **Description of BMP** | **Measurable Task(s)** | **Schedule for Implementation** | **Annual Reporting Metric** |
| **#.** | **Proactive Program: Outfall Inspections** | | | |
| Perform regular dry weather (no rain in previous 72 hours) outfall  inspections to proactively identify illicit discharges and illicit  connections. | 1. Train inspections staff  to perform dry weather  outfall inspections and  illicit discharge  investigations | 1. Annually as needed | 1. Completed y/n? |
| 2. Split major outfalls  into five equal groups (20% of total) for  inspection; so that with  one group inspected per  year, all major outfalls  will be inspected over a  five-year period, update as needed | 2. Rotate to next group of 20% every year, update as needed | 2.total number of outfalls |
| 3. Inspect one group of outfalls (set listed above) annually in dry weather conditions and  document any potential  violations using  forms and procedures *(note BMPs)* | 3. Inspect set in one year | 3. outfalls inspected that year |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Discharge/Dumping and Source Type Scoping** | | | |
| A set of common or expected illicit discharge and dumping types for the community and likely source types will be identified and revised based on IDDE investigations. | 1. Use discharge/pollutant worksheet included in this document or similar approach | 1. First year | 1. Completed y/n? |
| 2. Revise worksheet based on past year’s IDDE incidents | 2. Second year and annually thereafter. | 2. Date of review |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Detection, Tracing, and Investigation Standard Operating Procedures** | | | |
| A set of detection methods, source tracing methods, and investigation methods will be identified based on the discharges and source types identified in BMP#. This includes indicators (like test strips discharge appearance), tracing methods (like dye tests), and screening locations (like outfalls). Standard Operating Procedures for IDDE investigation will be developed from that, incorporating use of Tracking Maps (BMP #) and updated based on IDDE investigations. Forms for collecting data in in response to discharge reports will be developed. This program will be regularly updated based prior IDDE investigations. | 1. Using discharge and source type scoping, consult with other jurisdictions and DWR for methods for detecting discharge types, and identifying unknown discharges | 1. First year | 1. Completed y/n? |
| 2. Develop standard operating procedures and data collection forms for field investigations | 2. First year | 2. Completed y/n? |
| 3. Update based on annual IDDE review | 3. Second year and annually thereafter. | 3. Date of review |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Elimination Protocols and Agreements** | | | |
| A set of discharge and dumping elimination and cleanup protocols will be developed based on the discharges and source types identified in BMP#. Instruction materials will be developed where appropriate. Agreements with other entities (such as WWTP operators) will be set up. This will be updated based on prior IDDE cleanup efforts. | 1. Determine appropriate elimination / treatment protocols for each type of source/discharge | 1. First year. | 1. Completed y/n? |
| 2. Arrange agreements with cooperating entities as needed | 2. First year | 2. Completed y/n? |
| 3. Update based on annual IDDE review | 3. Second year and annually thereafter | 3. Date of review |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Proactive Program: IDDE Priority/Hot Spot Screening Program** | | | |
| A proactive discharge and dumping regular screening and detection program will be developed based on detection methods and promising screening locations identified in BMP#. This program will prioritize screening areas based on likely / expected hot-spots determined from the Landuse and Human Waste GIS data (BMP #) and other sources. Forms for collecting program data will be developed. This program will be regularly updated based prior IDDE investigations. | 1. Determine high priority areas for proactive screening | 1. First year | 1. Completed y/n? |
| 2. Develop schedule, procedures, locations | 2. First year | 2. Completed y/n? |
| 3. Collect data according to procedures | 3. Annually | 3. number of site visits that year, number of discharges found |
| 4. Update based on annual IDDE review | 4. Second year and annually thereafter. | 4. Date of review |
| 5. | 5. | 5. |
| **#.** | **IDDE Program Evaluation** | | | |
| Yearly evaluation of IDDE program to promote continuance of effective components and improvement in areas that are lacking. | 1. Evaluation meeting  with IDDE program  stakeholders; to include  at least Stormwater  Administrator and  Utilities Director | 1. Year 2 and annually thereafter. | 1. Date of review |
| 2. Review of IDDE  reports and identification  of chronic violators,  issues, and/or “hot-spot”  areas | 2. Year 2 and annually thereafter. | 2. Chronic violators and/or hot-spots found? y/n |
| 3. Review against other BMPs for needed SWMP updates | 3. Year 2 and annually thereafter. | 3. date of review |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Public/Business Outreach About Illicit Discharges, Dumping, Cross-Connection** | | | |
| (See full BMP description in Public Education and Outreach Table 12, BMP #) | 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **BMP Title** |  |  |  |
|  | Narrative description of BMP | 1. | 1. | 1. |
|  |  | 2. | 2. | 2. |
|  |  | 3. | 3. | 3. |
|  |  | 4. | 4. | 4. |
|  |  | 5. | 5. | 5. |
|  |  |  |  |  |
|  | **IDDE Tracking**  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.  [Where a jurisdiction is already implementing a BMP in this set, adjust the BMP Description and Tasks to reflect continuation of this activity, or note in the Schedule that the Task is completed if the Task is not repeated or ongoing. Annual reporting of such Tasks will note the date of completion.] | | | |
| **BMP No.** | **A** | **B** | **C** | **D** |
| **Description of BMP** | **Measurable Task(s)** | **Schedule for Implementation** | **Annual Reporting Metric** |
| **#.** | **IDDE Tracking System** | | | |
| Develop a tracking system for observed IDDE incidents and results of investigation (BMP#), cleanup or elimination actions, follow-up actions, enforcement actions (BMP#), and when the investigation was close. Tracking system will be able to identify chronic violators. Ensure data collected through proactive screening (BMP#), reports collected from staff (BMP #), and via the Stormwater Hotline (BMP #) are integrated into this system. | 1. Develop a tracking  spreadsheet or database to collect data from IDDE investigations and follow-up actions including enforcement, through to closure. | 1. First year. | 1. Date completed. |
| 2. Develop an “Illicit Discharge/Dumping Investigation” form to include observed illicit discharge indicators, date, location, and contacts made | 2. First year. | 2. Date completed. |
| 3. Ensure IDDE incidents and followup are properly tracked. | 3. First year and subsequent years. | 3. Number of incidents reported each year. |
| 4. Update based on annual IDDE review | 4. Second year and annually thereafter. | 4. date of review |
| 5. | 5. | 5. |
| **#.** | **BMP Title** |  |  |  |
|  | Narrative description of BMP | 1. | 1. | 1. |
|  |  | 2. | 2. | 2. |
|  |  | 3. | 3. | 3. |
|  |  | 4. | 4. | 4. |
|  |  | 5. | 5. | 5. |
|  |  |  |  |  |
|  | **IDDE Training and Reporting**  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.  [Where a jurisdiction is already implementing a BMP in this set, adjust the BMP Description and Tasks to reflect continuation of this activity, or note in the Schedule that the Task is completed if the Task is not repeated or ongoing. Annual reporting of such Tasks will note the date of completion.] | | | |
| **BMP No.** | **A** | **B** | **C** | **D** |
| **Description of BMP** | **Measurable Goal(s)** | **Schedule for Implementation** | **Annual Reporting Metric** |
| **#.** | **Staff Training and Reporting** | | | |
| Develop a program to educate local government staff of indicators of potential illicit discharges, cross-connections, and illegal dumping and the appropriate avenues through which to report suspected illicit discharge. | 1. Develop staff training program for employees | 1.Year 2 | 1. Yes/no/status |
| 2. Train staff with Illicit Discharge & Detection responsibilities or the  potential to discover an illicit discharge during routine work activities | 2. Year 2 | 2. Report topics/agenda, training date, and number of attendees |
| 3. Train new staff that  will be part of the IDDE program | 3. As needed. | 3. Report topics/agenda, training date, and number of attendees |
| 4. Update based on annual IDDE review | 4. Second year and annually thereafter | 4. date of review |
| 5. | 5. | 5. |
| **#.** | **BMP Title** |  |  |  |
|  | Narrative description of BMP | 1. | 1. | 1. |
|  |  | 2. | 2. | 2. |
|  |  | 3. | 3. | 3. |
|  |  | 4. | 4. | 4. |
|  |  | 5. | 5. | 5. |
|  |  |  |  |  |
|  | **IDDE Reporting**  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.  [Where a jurisdiction is already implementing a BMP in this set, adjust the BMP Description and Tasks to reflect continuation of this activity, or note in the Schedule that the Task is completed if the Task is not repeated or ongoing. Annual reporting of such Tasks will note the date of completion.] | | | |
| **BMP No.** | **A** | **B** | **C** | **D** |
| **Description of BMP** | **Measurable Task(s)** | **Schedule for Implementation** | **Annual Reporting Metric** |
| **#.** | **Stormwater Hotline** | | | |
| (See full BMP description in Public Education and Outreach Table 12, BMP #) Encourage the reporting of strange smells, colored water, foam, and oil. | 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **BMP Title** |  |  |  |
|  | Narrative description of BMP | 1. | 1. | 1. |
|  |  | 2. | 2. | 2. |
|  |  | 3. | 3. | 3. |
|  |  | 4. | 4. | 4. |
|  |  | 5. | 5. | 5. |
|  |  |  |  |  |

# PART 7: PUBLIC EDUCATION AND OUTREACH PROGRAM

<Jurisdiction Name> 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 nutrients in storm water runoff.

## Pollutants, Sources, Audiences Worksheet

(Describe estimated/expected sources of pollutants in stormwater runoff to be targeted by the Local Program, and likely target audiences for public education – such as schools, homeowners, business audiences, etc. This table also can be used to evaluate illicit discharge sources and develop approaches for detection and prevention. See Table 11 below for example entries. Use this table as a template or guide for evaluating priority pollutants, sources, and audiences for both IDDE and Public Education. Public education BMPs must be implemented to address the identified nutrient sources and target audiences but are to be selected and customized by the local government.)

Identified nutrient sources and target audiences listed in Table 11 below will be addressed by the Public Education and Outreach Program.

Table : Pollutants, Sources, Audiences Worksheet (with example entries)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Pollutants** | **Source Types** | **Landuse Types** | **Target Audience(s)** | **Detection Methods** | **Preventive Practices** | **Cleanup Methods** | **Priority / Frequency / Severity** |
| Nitrogen | fertilizer | SFR, office/comm | Homeowners, businesses, City Public Works |  | Soil tests, fertilizer guidance, alternative planting |  |  |
| Sanitary sewer leaks, sanitary cross-connections | All types |  |  |  |  |  |
| Animal waste | SFR ROW, parks | Dog owners |  | Pet waste bags and disposal stations |  |  |
| Phosphorus |  |  |  |  |  |  |  |
| Petroleum Products |  | low-density SFR, auto care businesses | General Public, Businesses, Local Government Employees |  |  | Absorbent materials |  |
| Fecal Indicator Bacteria | Sanitary sewer leaks, sanitary cross-connections |  |  |  |  |  |  |
| Chlorine (misc hypochlorite) | Pools | SFR, recreation centers |  | high conductivity | Pool draining guidance for owners, rec center operators |  |  |
| Detergents | Sanitary sewer leaks, cross-connections |  |  |  |  |  |  |
| Car washes | SFR, commercial | Homeowners, charity organizations |  | Direct water to grassy areas, intercept with boom and direct to sanitary sewer |  |  |

## Measurable Tasks for Public Education and Outreach BMPs

<Jurisdiction Name> will manage, implement and report the following public education and outreach BMPs.

[If the jurisdiction is implementing public education through a cooperative/regional program, it is acceptable to attach the program commitments as an Appendix and enter “See Appendix A” in the BMP table. Please note that the jurisdiction will still be held accountable for complying with the regional commitments and they must include reporting metrics for the Annual Self-Assessment. Some BMPs are appropriate for regional implementation and aggregate reporting (e.g. number, date, topic and region of radio and television PSAs). However, local events and activities must be reported individually for each jurisdiction (e.g. number of students, date and topic for classroom presentations, etc.].

Table : Public Education and Outreach BMPs

| **Public Education and Outreach BMPs** | | | | |
| --- | --- | --- | --- | --- |
|  | **Public Education and Outreach Planning**  Measures to develop a Public Education and Outreach Plan, review implementation, and adjust as needed. The Plan will identify the specific elements and implementation of a Public Education 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.  [Where a jurisdiction is already implementing a BMP in this set, adjust the BMP Description and Tasks to reflect continuation of this activity, or note in the Schedule that the Task is completed if the Task is not repeated or ongoing. Annual reporting of such Tasks will note the date of completion.] | | | |
| **BMP No.** | **A** | **B** | **C** | **D** |
| **Description of BMP** | **Measurable Task(s)** | **Schedule for Implementation** | **Annual Reporting Metric** |
| **#.** | **Review and Update Target Pollutants, Sources, Audiences List** | | | |
| Develop a list of target pollutants, sources, and audiences for the Local Program. Review pollutants likely to have significant stormwater impact against past IDDE investigations, Impaired Waters list, and other resources. Update sources and potential audiences based on IDDE investigations and other resources. | 1. Create table of target pollutants, sources, and audiences for inclusion in Local Program | 1. First year | 1. List is in initial Local Program. |
| 2. Annual review of Impaired Waters and TMDL Map and most recent 303(d) list. | 2. Reviewed annually. | 2. List new or changed pollutants, likely sources, and possible audiences. |
| 3. Review tracking of illicit discharge investigations and enforcement and identify emerging target pollutants. | 3. Reviewed annually. | 3. List new or changed pollutants, likely sources, and possible audiences. |
| 4. Review public contacts for pollutant, source, or audience changes. | 4. Reviewed annually. | 4. List new or changed pollutants, likely sources, and possible audiences. |
| 5. | 5. | 5. |
| **#.** | **Develop and Update Public Education Plan** | | | |
| Develop a Public Education and Outreach Plan based on the pollutants, sources, and audiences identified (BMP #). The plan will describe specific materials and approaches for addressing identified pollutants, sources, and audiences. Effectiveness will be reviewed annually against IDDE investigations, Public Education and Outreach efforts of the past year, and contacts with the public, and lead to Plan revisions. | 1. Develop initial Public Education and Outreach Plan based on identified pollutants, sources, and audiences. | 1. First year | 1. Share plan with DEQ. |
| 2. Modify Plan based on review changes in pollutants, sources, audiences list, IDDE investigations, and public contacts. Include a review of past events/outreach, including unplanned ones (BMP #). | 2.Second year and annually thereafter. | 2. Share revised plan with DEQ |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **BMP Title** |  |  |  |
|  | Narrative description of BMP | 1. | 1. | 1. |
|  |  | 2. | 2. | 2. |
|  |  | 3. | 3. | 3. |
|  |  | 4. | 4. | 4. |
|  |  | 5. | 5. | 5. |
|  |  |  |  |  |
|  | **Education and Outreach Media Types**  Measures to collect and/or develop education, outreach, and involvement materials in different media or through different mechanisms. Media are not specific to pollutant types, pollutant sources, or target audiences – they comprise methods of education and outreach.  [A stormwater webpage and a stormwater hotline are required BMPs of MS4 and NMS programs. The webpage is a collection point for the various stormwater- and water quality-related materials available through the local government. The phone hotline is set up for citizens to ask stormwater questions and report stormwater issues.  Setting up a contract with outreach providers for a mix of services, such as CWEP, is provided as an example BMP for those local governments that have these cooperative arrangements. Additional BMPs under this category could include online customer service requests, public-facing GIS and online mapping, social media managers, outdoor/environmental education programs, cooperative agreements, stormwater info table at City-sponsored events, etc.  Specific outreach developed for distribution through this group of BMPs, and specific or grouped outreach messages or target audiences are laid out in the next section, Targeted Audiences and Topics.  Where a jurisdiction is already implementing a BMP in this set, adjust the BMP Description and Tasks to reflect continuation of this activity, or note in the Schedule that the Task is completed if the Task is not repeated or ongoing. Annual reporting of such Tasks will note the date of completion.] | | | |
| **BMP No.** | **A** | **B** | **C** | **D** |
| **Description of BMP** | **Measurable Task(s)** | **Schedule for Implementation** | **Annual Reporting Metric** |
| **#.** | **Stormwater Page on Local Government Website** | | | |
| Set up a web site designed to convey the program’s message(s) and provide a place to host online materials including information on the local government’s water resources activities, the NMS Local Program, annual reports, educational materials, ordinances, guidelines, events announcements, etc. The  web page will also serve to advertise the stormwater hotline and opportunities for involvement. | 1. Establish the  stormwater web page | 1. First year | 1. Report the date the  web page goes live, webpage URL |
| 2. Maintain the webpage, update any broken links, upload new educational material(list materials under Targeted Audiences and Topics),upload Local Program | 2. Annually | 2. Report the date the  web page is reviewed  and updated as well aswhat updates are made, list specific materials posted |
| 3. Set a hit counter in  order to monitor  engagement | 3. Annually | 3. Report the number of hits |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Stormwater Phone Hotline** | | | |
| A phone hotline will be maintained and monitored by assigned staff for citizens to ask stormwater questions and report stormwater issues. Questions or comments from the public and responses from staff will be tracked through to resolution. (This BMP is referenced in Illicit Discharge and Detection Table 10, BMP #) | 1. Set up and maintain hotline phone number | 1. First year | 1. Report the date the  hotline is established, the phone number, and status in subsequent years |
| 2. Train responsible  parties in general  stormwater knowledge,  appropriate contacts for stormwater questions, and citizen opportunities within the stormwater  program | 2. First year, and subsequent years as needed | 2. Report the date of  training, and the dates  any additional staff are  trained |
| 3. Publicize hotline in  materials developed for the stormwater program, post on stormwater web page, include in local government’s phone tree/contact lookup, include in staff email signatures | 3. First year, and subsequent years as needed | 3. Completed (yes/no), status |
| 4. Establish a tracking  mechanism to document the number and type of calls received, actions and processes used through to resolution | 4. First year, and maintain all subsequent years | 4. Report the number and type of calls |
| 5. | 5. | 5. |
| **#.** | **Partnership with <CWEP or Similar Entity>** | | | |
| <Jurisdiction> will engage with <Entity> to develop Education and Outreach Initiatives that will be  administered by <Entity>. | 1. Arrange partnership  with <Entity> and  establish legal agreement or contract | 1. <Annually, or when task will be completed> | 1. Report date  established and terms of legal agreement |
| 2. Submit a partnership plan detailing specific  commitments of the  <Entity> partnership to NC DEQ for approval | 2. <When task will be completed> | 2. Report date plan is approved and include as enforceable amendment to Local Program |
| 3. Monitor <Entity>  activities to ensure  partnership commitments  are met | 3. Annually, following  establishment of  partnership | 3. Yes/no/status |
| 4.<Add specific entity commitments> | 4. <Annually, or describe frequency> | 4.<Report dates and measurable activity specific to jurisdictional area> |
| 5. | 5. | 5. |
| **#.** | **BMP Title** |  |  |  |
|  | Narrative description of BMP | 1. | 1. | 1. |
|  |  | 2. | 2. | 2. |
|  |  | 3. | 3. | 3. |
|  |  | 4. | 4. | 4. |
|  |  | 5. | 5. | 5. |
|  |  |  |  |  |
|  | **Targeted Outreach Audiences and Topics**  Measures below include specific messages to singular or groups of target audiences, pollutant types, pollutant sources, or management actions.  [Education BMPs specifically required for MS4s and NMS Local Programs include:   1. Make available to developers all relevant ordinances, post-construction requirements, design standards, checklists, and/or other materials, and 2. Make guidance materials available to developers on meeting Nutrient Management Strategy requirements, including nutrient targets, nutrient calculations, onsite treatment requirements, and nutrient offset procedures 3. Make available to parties responsible for SCM O&M guidance materials on operating and maintaining SCMs under their responsibility, including relevant ordinances, links to O&M manuals, O&M budgeting guidance, and local government expectations.   Local Programs should list the educational materials they have/plan to develop for specific pollutants, pollutant sources, and target audiences as identified in Table 12 above, including outreach targeted to IDDE issues. Each outreach message type should document the extent of exposure of each media, event or activity, including those elements implemented locally or through a cooperative agreement. Since the Annual Report template is based on the Local Program’s layout, a BMP is included for reporting on extemporaneous activities and materials that were not provided in the Local Program, and for evaluating whether these should be added to the Program.  Examples of this BMP type include developing/distributing guides on specific pollutants or groups of pollutants, training for non-stormwater staff, presentations by stormwater staff, utility mailings, natural waterbody or SCM educational signage, stream cleanups / Big Sweep, stream monitoring, citizen stormwater academies, participation in the Community Conservation Assistance Program (CCAP), cooperation with watershed organizations, Spanish-language materials, TV/radio ads, etc.  Where a jurisdiction is already implementing a BMP in this set, adjust the BMP Description and Tasks to reflect continuation of this activity, or note in the Schedule that the Task is completed if the Task is not repeated or ongoing. Annual reporting of such Tasks will note the date of completion.] | | | |
| **BMP No.** | **A** | **B** | **C** | **D** |
| **Description of BMP** | **Measurable Task(s)** | **Schedule for Implementation** | **Annual Reporting Metric** |
| **#.** | **Developer Resources - General** | | | |
| Establish a developer stormwater resources section on the website so relevant materials are easily accessible for developers. Include a checklist of submissions materials for development applications.  (This BMP is referenced in Post-Construction Site Runoff Control Table 9, BMP #) | 1. Upload links to  ordinances, post-construction  requirements, link to  design standards, and  other relevant material to website | 1. First year | 1. |
| 2. Update when changes to resources occur | 2. Annually | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Developer Resources – Nutrient Rules** | | | |
| Prepare educational materials for developers specific to the requirements of Nutrient Management Strategy implementation. Include information on nutrient calculation guidance, minimum onsite stormwater requirements, nutrient targets, and nutrient offset procedures.  (This BMP is referenced in Post-Construction Site Runoff Control Table 9, BMP #) | 1. Upload links to the NMS Rule, local ordinances, nutrient calculation guidance, nutrient targets, onsite stormwater requirements, and nutrient offset procedures | 1. First year | 1. |
| 2. Update when changes  to resources occur | 2. Annually | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| **#.** | **Public Education for BUA Limits and SCM Maintenance** | | | |
| Provide education and information resources for Property Owners Associations and the general public regarding BUA limits and the need for adequate SCM maintenance.  (This BMP is referenced in Post-Construction Site Runoff Control Table 9, BMP #) | 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| ***#.*** | **Public/Business Outreach About Illicit Discharges, Dumping, Cross-Connection** | | | |
| Design outreach materials for the general public and businesses addressing illicit discharges, dumping, and sewer-cross-connections. Materials describe the problem, how to report it if encountered, sources of assistance, and provide descriptions of desired alternative behavior. Provide Spanish or other language materials and training if investigation determines this is a common cause of miscommunication.  (This BMP is referenced in Illicit Discharge and Detection Table 10, BMP #) | *1.* | *1.* | *1.* |
| *2.* | *2.* | *2.* |
| *3.* | *3.* | *3.* |
| *4.* | *4.* | *4.* |
| *5.* | *5.* | *5.* |
| **#.** | **BMP Title** |  |  |  |
|  | Narrative description of BMP | 1. | 1. | 1. |
|  |  | 2. | 2. | 2. |
|  |  | 3. | 3. | 3. |
|  |  | 4. | 4. | 4. |
|  |  | 5. | 5. | 5. |
|  |  |  |  |  |