BWCP - 8 (6/2005) Version 1.0

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Phase II SPDES General Permit for

Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02

MUNICIPAL COMPLIANCE CERTIFICATION (MCC) FORM

Regulated MS4: Town of Evans **SPDES Permit Number: NYR20A053**

See information packet for information to help complete this form.

MCC Form for year ending: March 9, ____ 2006 (Year 3) ___ 2007 (Year 4) __X__ 2008 (Year 5)

Section A. MS4 Owner/Operator and Contact Person Information (contact persons explained in instructions)

Owner/Operator Is information below new or changed? _X_ Yes ___ No

Name: Edward Michalski	Title: Highway Superintendent		Department: Highway Dept.
Mailing Address: Street or P.O. Box: 8787 Erie Road		City: Angola	
County: Erie		State: New York	Zip Code: 14006
Phone: (716) 549-8787	E-mail Address: evans-highway@dialos.net		

Local Stormwater Public Contact (Required by Minimum Measure 2)
Is information below: 1) new or changed? _X_ Yes ___ No
2) same as: X Owner/Operator

Name: Edward Michalski	Title: Highway Superintendent		Department: Highway Dept.
Mailing Address: Street or P.O. Box: 8787 Erie Road		City: Angola	
County: Erie		State: New York	Zip Code: 14006
Phone: (716) 549-8787	E-mail Address: evans-highway@dialos.net		

Stormwater Management Program (SWMP) Coordinator (Responsible for implementation/coordination of SWMP)
Is information below: 1) new or changed? _X_ Yes ___ No
2) same as: X Owner/Operator X Local Stormwater Public Contact

Name: Edward Michalski	Title: Highway Superintendent		Department: Highway Dept.
Mailing Address: Street or P.O. Box: 8787 Erie Road		City: Angola	
County: Erie		State: New York	Zip Code: 14006
Phone: (716) 549-8787	E-mail Address: evans-highway@dialos.net		

Annual Report Preparer
Is information below: 1) new or changed? _X_ Yes ___ No
2) same as: ___ Owner/Operator ___ Local Stormwater Public Contact ___ SWMP Coordinator

Name: Robert D. Klavoon , PE Wendel Duchscherer	Title: Town Engineer		Department: Retained Town Engineer
Mailing Address: Street or P.O. Box: 140 John James Audubon Parkway, Suite 201		City: Amherst	
County: Erie		State: New York	Zip Code: 14228
Phone: (716) 688-0766	E-mail Address: rklavoon@wendelcompanies.com		

IMPORTANT NOTE: Rows can be added to the tables in the following sections by going to the rightmost cell in the bottom row of the table and hitting tab. Hitting return in a given row will make the row wider, creating more room to type or write.

Section B. Local Water Quality Information

Information to help complete this section can be found in the instructions.

1. Does the MS4 discharge to 303(d) listed waters or is it in a TMDL watershed?

_X_ Yes (complete the table below) ____ No ____ Not Yet Determined

(Put an X in the 'Classification' cell to indicate if the MS4 discharges to a waterbody on the 303(d) list and / or if it is in a TMDL watershed.)

Impaired Waters Name (from 303 (d) list and/or TMDL)	**Pollutant(s) of Concern** (from 303 (d) list and/or TMDL)	**Classification**	
		303 (d)	**TMDL**
Little Sister Creek, Lower and Tribs, to Rt. 5	Phosphorous, Pathogens	X	
Lake Erie, Main Lake, North	PCB's	X	

2. Have you received notification from the Department that you are subject to the special conditions in Part III.B. of the permit?	___ Yes _X_ No
3. Have all necessary changes been made to the Stormwater Management Program (SWMP) to ensure compliance with Part III.B. of the MS4 permit for discharges to 303(d) or TMDL waters?	___Yes _X_No (explain below)

Explanation:
The Town has not received notification from the Department that any changes are required.

Section C. Partnership Information

Information to help complete this section can be found in the instructions.

1. Does your MS4 work with partners? _X_ Yes (complete table below) ____ No (Proceed to Section D)

List MS4 Partners with Legally Binding Agreements or Contracts in Place

Erie County	Niagara County
Alden (V)	Cambria(T)
Alden (T)	Lewiston (T)
Amherst (T)	Lewiston (V)
Angola (V)	Niagara (T)
Aurora (T)	Niagara Falls (Niagara Falls Water Board)
Blasdell (V)	Pendleton (T)
Boston (T)	North Tonawanda (C)
Buffalo (Buffalo Sewer Authority)	Porter (T)
Cheektowaga (T)	Wheatfield (T)
Clarence (T)	Youngstown (V)
Depew (V)	County of Niagara
East Aurora (V)	
Eden (T)	**Other MS4s**
Elma (T)	Peace Bridge Authority
Evans (T)	State University of New York at Buffalo
Grand Island (T)	
Hamburg (V)	
Hamburg (T)	
Kenmore (V)	
Lackawanna (C)	
Lancaster (V)	
Lancaster (T)	
Orchard Park (T)	
Sloan (V)	
Tonawanda (C)	
Tonawanda (T)	
West Seneca (T)	
Williamsville (V)	
County of Erie - Highways	
County of Erie - Sewer District #6	

List MS4 Partners with Planned Legally Binding Agreements or Contracts

List MS4 Partners with Other Agreements in Place

Section D. Geographic Areas Addressed by Stormwater Management Program (SWMP)

Information to help complete this section can be found in the instructions.

1. Does your SWMP cover all jurisdictional (automatic and additionally designated) areas within the MS4, as required by 40 CFR 122.32(a)? _X_ Yes ___ No (Explain below)

Explain:

Section E. Funding and Resource Allocation

Information to help complete this section can be found in the instructions.

1. Are adequate resources (funding mechanism, equipment, staff, etc.) planned or in place to fully implement your SWMP no later than January 8, 2008? _X_ Yes ____ No (explain below)

Explain:

2. If the MS4 is receiving funding through the municipal budget, a grant, or other source, briefly explain below: what are the sources, estimated amounts, and frequency of funding for the MS4?

Explain:
Western New York Stormwater Coalition:
Round 6 WQIP Project - $500,000
Round 7 WQIP Project - $328,000
Round 8 WQIP Project - $270,000 (awaiting contract)
Round 9 WQIP Project - $209,200 (awaiting contract)
U.S. EPA Region 2 - $150,000 (Lead applicant - Buffalo State College)
Municipal Budget
WNY Stormwater Coalition participation fee - $2,500 (annual)

3. If the MS4 is not receiving funding, briefly explain below: plans the MS4 has for obtaining future funding?

Explain:

Section F. Compliance Certification

Compliance Assessment - For each of the minimum control measures, indicate below if your program has made steady progress toward full implementation ***and*** has achieved all measurable goals scheduled to be completed **during this reporting year**. Refer to the NOI and prior Annual Reports for information about measurable goals scheduled for this reporting year.

Permit Part	Minimum Control Measure	ANSWER BOTH COLUMNS FOR THIS REPORT YEAR ONLY	
		Steady Progress	Goals Achieved
IV.C.1.	Public Education and Outreach on Stormwater Impacts	X Yes ___No ___N/A	X Yes ___No ___N/A
	Explain 'no' / 'N/A' answer:		
IV.C.2.	Public Involvement / Participation	X Yes ___No ___N/A	X Yes ___No ___N/A
	Explain 'no' / 'N/A' answer:		
IV.C.3.	Illicit Discharge Detection and Elimination	X Yes ___No ___N/A	X Yes ___No ___N/A
	Explain 'no' / 'N/A' answer:		
IV.C.4.	Construction Site Stormwater Runoff Control	X Yes ___No ___N/A	X Yes ___No ___N/A
	Explain 'no' / 'N/A' answer:		
IV.C.5.	Post-Construction Stormwater Management	X Yes ___No ___N/A	X Yes ___No ___N/A
	Explain 'no' / 'N/A' answer:		
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations	X Yes ___No ___N/A	X Yes ___No ___N/A
	Explain 'no' / 'N/A' answer:		

Certification Statement

"I 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 gathered and evaluated 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 fine and imprisonment for knowing violations."

Print Name: Francis J. Pordum Title: Town Supervisor

Signature: Francis J. Pordum Date: 5/27/08

This form must be signed by either a principal executive officer or ranking elected official, or duly authorized representative of that person as described in Part VI.I.2. of the permit. See instructions for more information about who can sign this form.

Send two completed **hard copies** (an original and a photocopy) of this form, the Annual Report Table and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4th Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Phase II SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02
STORMWATER MANAGEMENT PROGRAM ANNUAL REPORT (SWMPAR) TABLE

Regulated MS4: Town of Evans **SPDES Permit Number: NYR20A053**

Annual Report Table for year ending: March 9, ___ 2006 (Year 3) ___ 2007 (Year 4) __X__ 2008 (Year 5)

Information about how to complete the follow tables is in the instruction section. Please complete the tables electronically, if possible. Send two completed **hard copies** (an original and a photocopy) of this Annual Report Table, the MCC form and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4th Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**

Minimum Control Measure 1. Public Education and Outreach

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.1.a, b: Plan and conduct an ongoing public education and outreach program to ensure the reduction of all pollutants of concern in stormwater discharges to the maximum extent practicable (MEP). • *Explain the program, including activities and materials used* • *Identify the personnel or outside organization conducting the activity.* • *Indicate activities planned for next year.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Classroom Education/School Program Distribution of the K-12 education packages to all public and parochial schools in the Urbanized Areas of Erie & Niagara County is a biennial BMP. Content includes six Project WET activities, the WNYSC's Household Guide to Preventing Stormwater Pollution, Stormwater quiz cards and a flyer promoting stormwater P2 demonstrations using the Enviroscape watershed model.	**Measurable Goal:** K-12 education packages developed and distributed on a biennial schedule **Content Developed:** February 2006 **Date Last Completed:** April 2006 **Scheduled Date**: April 2008
Media Campaign The WNYSC's Public Education and Outreach workgroup developed and distributed a press package to local media outlets and the MS4s. A variety of video, audio, and printed public service announcement options were researched for the press package contents. The press package included the following: ▪ Information targeting stormwater pollution prevention for households ▪ Sample press releases for public participation at WNYSC meetings ▪ Sample press release for public review of Annual Report ▪ Sample press releases for community cleanup events ▪ PSAs in text format for radio ▪ U.S. EPA *After the Storm* video Information will be generic relative to dates and times. Specific dates and times will be developed by each municipality and advertised accordingly.	**Measurable Goal:** Public information press package developed and released **Date Completed**: December 2007

Public Education Display Six public education displays are available for use by WNYSC members. The public education display includes: • Poster display ▪ Brochures/public education materials ▪ Stormwater pollution quiz/game • Prize wheel ▪ Enviroscape where possible	**Measurable Goal:** Incorporate stormwater public education into at least two annual community events or programs **Scheduled Dates**: Ongoing (Town of Evans event is in bold font): ▪ **Water Quality Forums:** o West Seneca (April 3, 2007) o Town/Village Lancaster, Elma (October 2, 2007) o Town/Village Hamburg, Boston, Orchard Park (October 4, 2007) o Amherst (October 10, 2007) o **Evans, Eden, Angola, Brant (October 18, 2007)** o Clarence (October 22, 2007) o Town of Tonawanda (October 24, 2007) The following outreach was conducted on behalf of the WNYSC members: ▪ Buffalo Wintergreen Festival (December 2, 2007) ▪ WNY Stormwater Conference & Tradeshow (March 27, 2007) ▪ Earth Day Celebrations: display at Erie County Hall (April 18-24, 2007); Buffalo Zoo Earth Day Expo (June 23, 2007) ▪ Niagara County Environmental Field Days (June 5-6, 2007) ▪ Pirate Festival (July 28-29, 2007) ▪ Garden Walk Buffalo (July 28-29, 2007) ▪ Eden Corn Festival (August 4-5, 2007) ▪ Erie County Fair (August 8-19, 2007) ▪ Elmwood Festival (August 25-26, 2007) ▪ NYPA Wildlife Festival (September 22, 2007) ▪ Reinstein Woods Fall Festival (September 16, 2007) ▪ Daemen College Environmental Summit (September 29, 2007)
Outreach to Commercial Entities Distributed the following brochures: mobile cleaners; hospitals and healthcare facilities; pesticides, lawncare & landscaping; pools, fountains, spas; construction site runoff control Mailing lists are available upon request.	**Measurable Goal:** Distribute stormwater pollution prevention brochures **Date Completed**: March - December 2007 The Town maintains brochures at the Town Hall. The brochures are replenished as needed.
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
	N/A

Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change: The Town of Evans set up the WNYSC's Display Board at one community event, rather than at two events. The Town is identifying a second community event to set up the Display Board for Year 6. The WNYSC set up the Public Education display on behalf of the coalition members at several large events in 2007.

Minimum Control Measure 2. Public Involvement/Participation

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.2.c.iii.: Design and conduct a public involvement / participation program. • *Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input.* • *Indicate activities planned for next year.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Public notice and access to documents and information The WNYSC opens its meetings to the public two times per year, in October and April, to enhance public access to information and encourage involvement.	**Measurable Goal:** Open WNYSC meetings to the public 2x/year to enhance public access to information **Date Completed:** April 18, 2007 and October 10, 2007 **Scheduled Dates**: April 9, 2008 and October 8, 2008
Public presentation and comments received on SWMP and annual report The draft Annual report was available to the public attending the open WNYSC meeting on April 9, 2008. Additional opportunities for public review of the Annual Report will be the MS4 Town/Village Board agendas and at six public libraries (four in Erie County; two in Niagara County). The library outreach is conducted by Erie County staff who receive public comment on the draft Annual Report and also use the public education display and public education materials for general outreach. Public comment was also solicited by posting the draft Annual Report on the Erie County Stormwater webpage and through distribution to MS4 Conservation Advisory Committees (CACs). The draft SWMP was available to the public attending the open WNYSC meeting on April 18, 2007. Additional opportunities for public review of the SWMP include: distribution to all public libraries located in Erie and Niagara County and CACs(March 2007). It was also posted on the Erie County Stormwater webpage.	**Measurable Goal:** Public review of annual report on Town Board agenda **Date Completed**: May 16, 2007 for Year 4 Annual Report. The meeting was publicized. **Scheduled Date:** May 21, 2008 for Year 5 Annual Report. **Measurable Goal:** Public review of draft stormwater management plan on a public meeting agenda **Date Completed**: The Town of Evans presented the SWMP prior to adoption at the December 5, 2007 Town Board meeting. **Date Completed**: April 18, 2007 (WNYSC open meeting)
Stream, beach, roadway cleanups The WNYSC is working in cooperation with the Buffalo Niagara Riverkeepers, a local watershed organization, on spring and fall cleanup events.	**Measurable Goal:** Schedule at least one stream or roadway cleanup per year, or participate in an existing cleanup event such as the Beach Sweep U.S.A. (Fall), Great American Cleanup (March-May); Spring Shoreline Sweep (April) **Date Completed**: April 20-22, 2007 and September 15-16, 2007 **Scheduled Dates**: April 19, 2008 and September 2008
Household Hazardous Waste Collections • Erie County held five household hazardous waste collections in 2007; 3,392 households participated • Niagara County did not hold household hazardous waste collections in	**Dates Completed:** Erie County – April, 28, 2007; May 12, 2007; June 16, 2007; August 25, 2007; September 8, 2007 **Scheduled Dates**: Ongoing (May-September)

2007. Instead, Niagara County has applied to the NYSDEC for permanent collection sites. After NYSDEC permit approval, Niagara County will continuously collect household hazardous waste by appointment at locations in Niagara Falls, North Tonawanda and Lockport.	Erie County - May 10, 2008; June 14, 2008; September 13, 2008 Niagara County – continuous after permit approval

Permit Reference IV.C.2.a, f: Develop procedures to provide public notice about and access to documents and information in a manner that complies with state and local public notice requirements. *Describe procedures below and state the methods used to publicize the AR public presentation.*

Open WNYSC meetings and opportunities for Annual Report review are publicized via press release to the Buffalo News, Niagara Gazette and all weekly community newspapers serving the regulated municipalities.
The Town of Evans publishes a notice in the Town Crier for the public to review the draft Annual Report at the May 21, 2008 board meeting. A public informational presentation on the draft Annual Report is given during the board meeting and any public comments are recorded for the Annual Report.

Permit Reference IV.C.2.e: Public presentation of; **f:** summary of comments received on; and **g:** intended response to comments on the SWMPAR.

Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented:
The public presentation was made during a town board meeting and attended by members of the public.

Comments on Annual Report Meeting	**Date of Annual Report Meeting:**	**Approximate Date of Meeting Next Year:**
_X_ No public comments received on Annual Report. ___ Comments received.	05/21/2008	April/May 2009

LIBRARY OUTREACH: Comments on Annual Report Meeting	**Dates of Library Outreach for Annual Report Review:**	**Approximate Date of Outreach Next Year:**
_X_ No public comments received on Annual Report. ___ Comments received.	April 1, 2008 (Lasalle Library) April 2, 2008 (Amherst Library) April 3, 2008 (Alden Library) April 9, 2008 (Eden Library) April 15, 2008 (Lewiston Library) April 17, 2008 (Orchard Park Library)	April/May 2009

Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
ERIE COUNTY STORMWATER WEBPAGE The draft Annual Report detailing the shared activities of the WNYSC members is posted on the www.erie.gov stormwater webpage for public review and comment _X_ No public comments received on Annual Report. ___ Comments received. **MS4 CONSERVATION ADVISORY COMMITTEES** The draft Annual Report detailing the shared activities of the WNYSC members is distributed to MS4 Conservation Advisory Committees for public review and comment.	N/A

_X_ No public comments received on Annual Report. ___ Comments received.	
Storm Drain Stenciling Buffalo Niagara Riverkeepers have been coordinating volunteer efforts for storm drain stenciling. Storm drain stenciling is an optional BMP.	N/A
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE)

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.3.a: Develop, implement and enforce a program to detect, identify and eliminate illicit discharges, including illegal dumping, into the MS4. • *Explain the activities and procedures used to meet this requirement this year and planned for next year.* • *Revise as procedures are updated.* • *Identify personnel or outside organization conducting the activities*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities) • *Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.*
An Illicit Discharge Detection & Elimination Program protocol has been developed and incorporated into the WNYSC's Stormwater Management Plan. This protocol was evaluated and refined through a pilot IDDE trackdown project with Buffalo State College which was conducted during the summer and fall of reporting Year 5. On January 8, 2008, MS4 staff attended illicit discharge training that focused on sampling outfall discharges, trackdown procedures, source identification and elimination.	**Measurable Goal:** Develop a set of procedures and protocols for detecting, tracking down and eliminating illicit discharges **Date Completed:** December 2007
The MS4s have reviewed their inspection data for the outfalls that have been mapped and have been prioritizing their outfalls for follow up inspections and additional IDDE work. A list of criteria was developed and distributed to the MS4s to use in assessing priorities.	**Measurable Goal:** Determine the priority outfalls, discharge categories of concern and develop measurable goals to address these priorities. **Date Completed:** Discharge categories of concern were determined and measurable goals were developed by 01/04/2008.
The Town of Evans adopted the NYS IDDE Model Law to Prohibit Illicit Discharges, Activities and Connections to Separate Storm Sewer Systems.	**Measurable Goal:** Adopt local ordinances or other legal mechanisms to prohibit and prevent illicit discharges. **Date Completed:** 12-05-2007
Permit Reference IV.C.3.b: Develop and maintain a map showing the location of all outfalls and the names and location of all waters of the US that receive discharges from outfalls. *Explain activities performed this year and planned for next year, including work on the following IDDE guidance prerequisites:* • field verification of outfall locations; • mapping all inter-municipal subsurface conveyances; • delineating storm sewershed; and • developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. ***State if maps are in GIS.***	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities) • *Example measurable goals: percent of outfalls mapped*
The initial GIS mapping of outfalls for the WNYSC members was completed in November 2006. All data were reviewed by MS4s for QA/QC purposes and the necessary revisions, additions and deletions were completed by November	**Measurable Goal:** Complete the mapping of all stormwater outfalls within the regulated U.S. Census-defined urbanized area within Erie and Niagara Counties

2007.	**Date Completed:** November 2007
An initial visual inspection was conducted by the outfall mapping contractor on each of the outfalls mapped during the Year 3 and Year 4 reporting periods. The information and data detailing the inspections were made available to all of the MS4s by the contractor as part of the GIS mapping database.	**Measurable Goal**: Conduct a visual inspection of all stormwater outfalls within the regulated U.S. Census defined urbanized area within Erie and Niagara Counties (traditional MS4s). **Date Completed:** November 2006
Delineating storm sewersheds was not a mandated requirement of the original Notice of Intent. It is the intention of the WNYSC members to delineate the sewersheds for any outfalls where an illicit discharge is detected as necessary to track down, identify and eliminate the source.	N/A
The outfall mapping data has been incorporated into a GIS database which all of the member MS4s have access to through the Erie County web site. This database of information, as well as the map, is being used to implement the IDDE programs, track potential discharges and set goals for the IDDE program. Erie County's GIS Department maintains the outfall mapper and has established procedures for MS4s to update their records and add/remove outfalls as needed. http://gis1.erie.gov/website/ENSSO/viewer.htm A standardized form to update the outfall map has been distributed to the MS4s.	**Measurable Goal:** Establish procedures for updating outfall mapping **Date Completed:** March 2008

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE) Regulatory Mechanism

Permit Reference IV.C.3.c: Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete the local law work. **See the instructions for information about completing this section.**	
Does the MS4 have the legal authority to enact ordinances, local laws or other regulatory mechanisms?	___ No (go to ADDENDUM 1) __X__ Yes (complete questions below)
Assessment of Regulatory Mechanism (Local Code)	
1) When was this assessment completed or planned to be completed?	Date completed: ___December 2007____ __Not yet completed (proceed to next table) Plan to complete for reporting in year: ___4; __5.
2) Is there an existing ordinance, local law or other regulatory mechanism?	__X__ No (go to question 5) ___ Yes
3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	___ No (amendments needed) ___ Yes
4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	___ No (amendments needed) ___ Yes
Development of Regulatory Mechanism (Local Codes)	
5) When was this work completed or planned to be completed?	Date completed: _December 2007__ __Not yet completed (proceed to next table) Plan to complete work below for reporting in year: ___4; __5.
6) If you answered 'No' to question 1, 2 or 3, what regulatory mechanism or amendments will be adopted to meet the MS4 permit requirements?	__X__ NYS IDDE Model Law in its entirety ___ Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law ___ MS4 will write language equivalent to NYS IDDE Model Law
7) If you answered 'No' to question 1, 2 or 3, has a list of needed changes to local codes been developed for adoption of the regulatory mechanism?	__X__ No – No changes needed to local codes. ___ Yes, list the **local code(s)** that will be changed:
8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism?	__X__ NYS IDDE Model Law in its entirety ___ Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law ___ Language equivalent to NYS IDDE Model Law
9) What was the date or is the planned date of local law adoption?	Date: 12/05/2007
10) Provide a web address if adopted local law can be found on a web site.	Web Address:

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE)
Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.3.e: Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste. • *Explain activities and materials used to meet this requirement this year and planned for next year* • *Identify personnel or outside organization conducting activities*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Industry specific brochures have been developed for nine targeted industry and business groups informing them of how they can prevent stormwater pollution. These brochures are available on the Erie County website. Printed copies were distributed to each of the member MS4s to display in their municipal building, to use in their daily interactions with businesses and to distribute at community events. Direct mailing to the construction related businesses, pesticide applicators, restaurants, automotive repair facilities, mobile cleaners, pool, spa & fountain operators, concrete operations, roadway and paving operations and hospitals and healthcare facilities in Erie and Niagara Counties has been completed. As the MS4s identify their priority illicit discharge categories, more direct education efforts focused on the targeted pollution sources are being conducted. The WNYSC will develop additional industry specific brochure(s) as new targeted priority business groups emerge. For the general public, the WNYSC's Household Guide to Preventing Stormwater Pollution, the public education poster and the web page focus on proper disposal of household hazardous wastes. Erie County has a website dedicated to its Household Hazardous Waste disposal program. On an annual basis, MS4s include information on household hazardous waste disposal when they issue their curbside refuse guidelines to households.	**Measurable Goal**: Conduct public outreach to the community as well as government agencies and select businesses to inform them about illicit discharges and how to prevent them. **Scheduled Date**: Ongoing
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)

Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change: The Town of Evans did not prioritize their outfalls in Year 5. The Town will prioritize their outfalls for inspection in Year 6.

Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism

Permit Reference IV.C.4.b.i, 5.a.i: Require development and implementation of erosion and sedimentation controls through a local law or other regulatory mechanism. Report on assessment process used (*Stormwater Management Gap Analysis Workbook for Local Officials* or equivalent process). The MS4s have until year 5 to complete the local law work. **See the instructions for information about completing this section.**	
Does the MS4 have the legal authority to enact land use ordinances, local laws or other regulatory mechanisms?	___ No (Non-traditional MS4s go to ADDENDUM 2) _X_ Yes (Traditional MS4s complete questions below)
Preliminary Assessment of Regulatory Mechanism (Local Code)	
1. When was the preliminary assessment of existing local codes completed or when will it be completed?	Date completed: _____ ___Not yet completed (proceed to next table) Plan to complete for reporting in year: ___4; ___5. _X_ Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted *Sample Local Law for Stormwater Management and Erosion & Sediment Control* (Sample Local Law).
2. If preliminary assessment was completed, indicate the results.	___ If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent ___ If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent ___ If most of the Sample Local Law provisions appear in local code; minor revisions needed
Assessment and Development of Regulatory Mechanism (Local Code) (continued on next page)	
3. When was the Gap Analysis or equivalent process completed or when will it be completed?	Date completed: ___December 2007_____ ___Not yet completed (proceed to next table) Plan to complete work below for reporting in year: ___4; ___5.
4. How was / will the local code adopted*? **If MS4 has some existing local code equivalent to the Sample Local Law and adopted parts of the Sample Local Law as amendments to make a complete local code, check b and c.*	a. _X_ The entire Sample Local Law adopted as amendments to existing code or as stand alone law. • If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law. • If ANY provisions of the Sample Local Law were moved or deleted, the moved or changed provisions must be reviewed (use the *Gap Analysis* or equivalent process) to ensure the intent of the law has not been changed. b. ___ Parts of NYS Sample Local Law adopted as amendments to existing code. c. ___ Language developed by municipality was demonstrated to be equivalent.

Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism

Permit Reference IV.C.4.b.i, 5.a.i (continued)

Assessment and Development of Regulatory Mechanism (Local Code) (continued)

5. Answer the following questions about the Gap Analysis or equivalent processes.

Provisions are defined as: All the Sample Local Law sections or subsections in the Gap Analysis Worksheets 1-4 that have a box in the "Equivalence" column, meaning that there is an associated "Equivalence" sheet (with the exception of Article 6, Section 4 which does not have an Equivalence sheet).

Total number of provisions in each worksheet: Sample Local Law Article 1 (Gap Analysis Worksheet 1) - 8 provisions; Sample Local Law Article 2 (Gap Analysis Worksheet 2) - 51 provisions; Sample Local Law Article 3, 4, 5 (Gap Analysis Worksheet 3) - 3 provisions; Sample Local Law Article 6 (Gap Analysis Worksheet 4) - 9 provisions.

MS4s that adopt the entire Sample Local Law as amendments to existing code or as stand alone law need to indicate the number of provisions being adopted that are exactly the same as the Sample Local Law, or equivalent, in the right-hand column below.

Sample Local Law Articles	NUMBER OF REQUIRED PROVISIONS IN LOCAL LAW		
	Existing provisions **exactly the same** as the Sample Local Law language	Existing provisions **equivalent** to the Sample Local Law language (see Gap Analysis Workbook Equivalence Sheets for information to help determine equivalence)	Sample Local Law or equivalent language to be **adopted**, listed as **legislative agenda** items. (Has already been adopted.)
1	**8**		**8**
2	**51**		**51**
3, 4, 5	**3**		**3**
6	**9**		**9**
TOTAL	**71**		**71**

6. Has a list of needed changes (legislative agenda) been developed for adoption of amendments to local codes (or for deletion of existing codes that are addressed by adoption of a stand alone law)?	**X** No ___ Yes, list the **local codes** that will be changed:
7. What was the date or is planned date of local code adoption?	Date: 12/05/2007
8. Provide a web address if the adopted local law can be found on a web site.	Web Address:

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.4.b. v: Develop and implement procedures for site plan review by the MS4 that incorporate consideration of potential water quality impacts and review individual pre-construction site plans to ensure consistency with local sediment and erosion control requirements. • *Describe the procedures below. Revise as procedures are updated.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities) • *Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.*
Require erosion and sedimentation controls, water quality controls, and water quantity controls through an ordinance or other regulatory mechanism: The Town of Evans adopted the Sample Local Law for Stormwater Management and Erosion & Sediment Control.	**Measurable Goal**: Adopt Sample Local Law **Date Completed**: 12/05/2007
Develop a Stormwater Management Plan: The WNYSC prepared a draft Stormwater Management Plan (SWMP) during Year 3. The SWMP was reviewed by MS4s in Year 4. The SWMP includes BMPs for each MCM including discussions regarding maintenance of stormwater controls and required inspections.	**Measurable Goal**: Individual municipalities modify and adopt SWMP **Date Completed**: 12/05/2007 by the Town of Evans
Require Construction Plan Review: The SWMP includes a BMP for Construction Site Plan Review. Checklists have been compiled to assist reviewers with verifying construction plan compliance with design requirements and stormwater regulations. Design plans must also be reviewed to ensure that overall management of site waste will occur.	**Measurable Goal**: Each MS4 to review checklists and incorporate any local requirements **Date Completed:** February 2007 **Measurable Goal**: Require construction site plan review, including overall site waste management, with opportunity for public comment **Date Completed**: December 2007 **Measurable Goal:** Educate local construction community on the construction site review process **Date Completed:** April 2007 Additional outreach pertaining to local laws and site plan review is planned for Year 6.
Permit Reference IV.C.4.b. vi: Develop and implement procedures for the receipt and consideration of information submitted by the public. • *Explain the procedures below. Revise as procedures are updated.* • *Identify the responsible personnel or outside organizations.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Public Review of Construction Plans and Projects: The SWMP includes a BMP for Public Review of Construction Plans and Projects.	**Measurable Goal**: Implement a specific procedure to achieve this BMP. **Date Completed**: 12/06/2007

The Town of Evans has a comment/complaint form available at Town Hall for the public to comment on design plans, construction projects and general stormwater issues.	
Permit Reference IV.C.4.b. iii, vii: Develop and implement procedures for site inspections, enforcement of control measures and sanctions to ensure compliance with GP-02-02. • *Describe each procedure below. Revise as procedures are updated.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities) • *Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.*
Construction Site Inspection Training Program To provide MS4s with "hands on" field assessments, training sessions for Code Enforcer / Highway Department / Town Engineer / Building Department staff was developed. The training consists of a morning classroom session followed by a field assessment at a local construction site in the afternoon. The agenda includes: Introduction to Phase II Stormwater Regulations; NYSDEC Phase II Construction Regulations; Inspection Protocol (classroom); Review of Site Plan for the Field Assessment; Inspection Protocol (field); Construction Site Observations; NOI & SWPPP Inspection; Weekly Inspection Reports Review; and, Inspection of the Site. Three trainings were completed during Year 5 for 13 MS4s. WNYSC coordinates this training.	**Measurable Goal:** Municipal staff trained in construction site inspection procedures **Date(s) Completed:** August 2, 2006 and October 30, 2007
Construction Inspection Procedures The SWMP includes a BMP for developing construction inspection procedures and educating the construction industry on these procedures. Sample inspection forms have been included in the SWMP. The BMP and sample inspection forms were completed in Year 3. Enforcement of compliance with GP-02-02 will be accomplished through the Sample Local Law adopted.	**Measurable Goal:** Finalize construction inspection procedures and checklists **Date Completed:** Year 4 **Measurable Goal**: Implement inspection and maintenance program **Date Completed**: January 2008
Permit Reference IV.C.4.b. viii: Educate and train construction site operators about requirements to develop and implement a SWPPP and any other requirements they must meet **within the MS4s jurisdiction**. • *Explain the activities and materials used to meet this requirement.* • *Identify the personnel or outside organization conducting this activity.* • *Indicate activities planned for next year.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Training for Contractors and Design Professionals The WNYSC conducted a training session for contractors and design professionals on April 24, 2007. The training was coordinated with Buffalo Niagara Builders Association, South Towns Builders Association and Niagara County Builders Association	**Measurable Goal:** Conduct training session **Date Completed**: April 24, 2007

Distribute education materials to construction site operators The public education materials developed for contractors will be distributed via direct mail.	**Measurable Goal:** Distribute education materials to construction site operators **Date Completed**: Ongoing
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
WNYSC Attendance An ongoing BMP is attendance at WNYSC meetings. The Coalition held ten meetings during Year 5, with the exception of July and December. The measurable goal for participation is to attend a minimum of two meetings each year. The Town of Evans, a member of the WNYSC, has accomplished this goal for Year 5 by attending at least two of the following meetings: 2007: March 14, April 11, May 9, June 13, August 8, September 12, October 10, November 14 2008: January 9, February 13 Attendance records are available upon request from Erie County DEP 858-7583 – Mary Rossi.	**Measurable Goal**: Participate in WNYSC (attend 2 meetings minimum) **Scheduled Date:** Annual
MS4 Elected Officials Presentation The WNYSC developed a 15-minute presentation to educate elected officials on the Phase II Stormwater Regulations.	**Measurable Goal:** Conduct training for elected officials. **Date Completed:** July 2007
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

Minimum Control Measure 5. Post-Construction Stormwater Management

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.5.a, c. Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• A combination of structural and/or non-structural management practices. • *Identify and describe below procedures to ensure installation of post-construction management practices. Revise as procedures are updated.*	DO NOT ENTER INFORMATION IN THIS CELL
Develop management practice inspection and maintenance program The WNYSC prepared a draft Storm Water Management Plan (SWMP) during Year 3 that was reviewed by MS4s. The SWMP includes BMPs for each MCM including maintenance of stormwater controls and required inspections.	**Measurable Goal**: Individual municipalities modify and adopt SWMP **Date Completed**: 12/05/2007 for the Town of Evans
Adopt Sample Local Law: The Town of Evans adopted the Sample Local Law for Stormwater Management and Erosion & Sediment Control.	**Measurable Goal**: Adopt Sample Local Law **Date Completed**: 12/05/2007
• Procedures for site plan and SWPPP review to ensure SWMPs meet state standards. • *Describe procedures below. Revise as procedures are updated.*	• *Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.*
Require Construction Plan Review: The SWMP includes a BMP for Construction Site Plan Review. Checklists have been compiled to assist reviewers with verifying construction plan compliance with design requirements and stormwater regulations.	**Measurable Goal**: Each MS4 to review checklists and incorporate any local requirements. **Date Completed:** Year 4 – February 2007 completed by Town of Evans **Measurable Goal:** Educate local construction community on the construction site review process **Date Completed:** April 2007 Additional outreach pertaining to local laws and site plan review is planned for Year 6.

Minimum Control Measure 5. Post-Construction Stormwater Management

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.5.a, c. (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• Procedures for inspection and maintenance of post-construction management practices. • *Explain procedures below. Revise as procedures are updated.*	• *Example measurable goals are number of: inspections maintenance activities performed.*
Inspection and Maintenance Program for Post-Construction Management Practices: The SWMP includes BMPs for Inspecting and Maintaining Post-Construction Management Practices. Draft inspection forms have been compiled to assist inspectors with verifying proper construction of these practices.	**Measurable Goal**: Finalize inspection forms and procedures and implement inspection and maintenance program. **Date Completed**: January 2008
• Procedures for enforcement and penalization of violators. • *Explain procedures below. Revise as procedures are updated.*	• *Example measurable goals: number enforcement activities performed.*
Adoption of Sample Local Law: Enforcement of Post-Construction runoff controls and penalization of violators will be accomplished through the adopted Local Law.	**Measurable Goal**: Adopt Sample Local Law **Date Completed**: 12/05/2007

Minimum Control Measure 5. Post-Construction Stormwater Management

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.5.a, c. (continued)**:** Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators. • *Describe resources below. Update annually.*	DO NOT ENTER INFORMATION IN THIS CELL
A permanent funding mechanism(s) will be implemented	**Date Completed**: Ongoing (via municipal budgets) The current funding for the SWMP is the municipal budget. The WNYSC is utilizing grant funds in Year 6 to hire a consultant to conduct a feasibility study to examine county-wide stormwater utilities as an option.
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
WNYSC Attendance An ongoing BMP is attendance at WNYSC meetings. The Coalition held ten meetings during Year 5, with the exception of July and December. The measurable goal for participation is to attend a minimum of two meetings each year. The Town of Evans, a member of the WNYSC, has accomplished this goal for Year 5 by attending at least two of the following meetings: 2007: March 14, April 11, May 9, June 13, August 8, September 12, October 10, November 14 2008: January 9, February 13 Attendance records are available upon request from Erie County DEP 858-7583 – Mary Rossi.	**Measurable Goal**: Participate in WNYSC (attend 2 meetings minimum) **Scheduled Date:** Annual
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

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

OVERALL MUNICIPAL POLLUTION PREVENTION / GOOD HOUSEKEEPING PROGRAM INFORMATION

- This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program.
- A separate table follows that is for MS4s to report on management practices performed in identified municipal operations.
- Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.
- Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.6.a: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• *List pollutants that will be addressed by the municipal pollution prevention program.*	
The Town of Evans has adopted standard operating procedures (SOPs) for pollution prevention/good housekeeping for municipal operations. These SOPs are also included in the adopted Stormwater Management Plan as Section 6. The pollutants that are addressed by these SOPs are: • Organic matter (i.e. fertilizers, fecal wastes) that can create an increased BOD on receiving streams • Particulate matter – solid materials that can impact receiving waters as sediment • Toxic Materials – (i.e. chlorine residuals, heavy metals, pesticides)	
• *Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.* The Town of Evans priority for pollution prevention is the regulated MS4 area. The Highway Department is responsible for most of the Town's operations in this area and therefore also for pollution prevention. The municipal facilities in this area are the Town Hall, Senior Center, Lake Erie Beach Park, Evans Town Park, South Creek Park and John K. Thompson Pool, Skate Park, Joel Harvey and Hobuck Flats Fishing Access Sites, and the Sturgeon Point Marina.	DO NOT ENTER INFORMATION IN THIS CELL
Permit Reference IV.C.6.a: Include a municipal pollution prevention training component for staff (where all staff are trained). • *Explain activities and materials used to meet this requirement.* • *Identify training needs and design training components* • *Determine the adequacy and appropriate frequency of staff training.* • *Identify personnel or outside organization conducting activities.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
On behalf of the WNYSC membership, Erie County Department of Environment & Planning staff conducted training for municipal staff on October 10, 2007 to assist them with implementation of P2/Good Housekeeping Best Management Practices within their municipalities. The WNYSC's *Pollution Prevention/Good Housekeeping for Municipal Operations: A Guidance Document of Best Management Practices & Inspection Checklists* formed the	**Measurable Goal**: Train MS4 staff regarding Stormwater Phase II requirements to prevent contamination of stormwater **Date(s) Completed**: 10/10/2007

basis of the training and was distributed to all in attendance. Previous trainings were held on April 12 & 13, 2006.	
WNYSC members will compare their individual stormwater P2/GH programs with the MS4 permit (specifically, minimum measure 6) and determine what other PP/GH activities could be addressed (i.e. how else could the WNYSC assist them with their programs) to enhance their stormwater program	**Measurable Goal**: Initiate a review of the program **Date Completed**: 09/12/2007
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

Minimum Control Measure 6. Municipal Operations: _X_ Street and Bridge Maintenance; _X_ Winter Road Maintenance; _X_ Stormwater System Maintenance; _X_ Vehicle and Fleet Maintenance; _X_ Park and Open Space Maintenance; _X_ Municipal Building Maintenance; ___ Solid Waste Management; _X_ Other: Hydrologic Habitat Modification

- Copy this page and give it to each municipal office or department responsible for reporting.
- Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.
- Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.
- Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.6.a, c: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from **the municipal operation(s) indicated above** to the MEP. • *Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• *Briefly describe or reference any existing policies and procedures* • *Briefly describe or reference any policies and procedures being developed*	DO NOT ENTER INFORMATION IN THIS CELL
The Town of Evans has adopted standard operating procedures (SOPs) for pollution prevention/good housekeeping for municipal operations (PP/GH). These SOPs are also included in the adopted Stormwater Management Plan as Section 6.	**Measurable Goal**: Adopt SOPs for PP/GH. **Date Completed:** The Town Board adopted the SOPs on December 5, 2007.
No additional policies or procedures are planned at this time.	N/A
• *Briefly describe or reference any existing best management practices* • *Briefly describe or reference any planned best management practices*	DO NOT ENTER INFORMATION IN THIS CELL
The SOPs the Town adopted include best management practices (BMPs) for preventing pollution to stormwater from municipal operations.	**Measurable Goal**: Adopt SOPs for PP/GH **Date Completed:** The Town Board adopted the SOPs on December 5, 2007
No additional BMPs are planned at this time.	N/A
• *Identify and describe the equipment and staff that are in place*	DO NOT ENTER INFORMATION IN THIS CELL
The Town of Evans staff in place include the Highway Department Superintendent plus personnel to support the program.	N/A
The Town Highway Department has equipment needed to support the program, including a gradall and sewer jet. The Town uses the Village of Angola's street sweeper.	N/A

Minimum Control Measure 6. Municipal Operations: _X_ Street and Bridge Maintenance; _X_ Winter Road Maintenance; _X_ Stormwater System Maintenance; _X_ Vehicle and Fleet Maintenance; _X_ Park and Open Space Maintenance; _X_ Municipal Building Maintenance; ___ Solid Waste Management; _X_ Other: Hydrologic Habitat Modification

- Copy this page and give it to each municipal office or department responsible for reporting.
- Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.
- Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.
- Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.6.a, c (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• *Assess if existing programs adequately reduce and/or prevent pollutant discharges* • *Determine and list any operation type, location or facility that is in need of modification or updates.*	**DO NOT ENTER INFORMATION IN THIS CELL**
The Town has just adopted SOPs in Year 5 and therefore has not been able to assess the program.	N/A
The Town does not currently have an operation, location, or facility in need of changes to comply with the Town's SOPs.	N/A
Permit Reference IV.C.6.a: If there is a training component for staff specific to these municipal operations: • *explain the activities and materials;* • *identify the personnel or outside organization conducting the activities.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
The Town's adopted SOPs include a training component for PP/GH for municipal operations. This BMP includes refresher training for current staff and training for new employees. Training will be performed by staff trained through the WNYSC.	**Measurable Goal:** Refresher training for current staff plus training for new employees on pollution prevention **Date Completed:** Annually and as needed
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
N/A	N/A
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

Did you include any of the following documents as appendices? Put a mark each appended document.

_X_ Summary of public comments received on the annual report at the public presentation (**Required**) - no comments received
_X_ Intended response to comments on the annual report (**Required**) - no comments received
____ Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends.
____ Other _____