

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) <input checked="" type="checkbox"/> 2007 (Year 4) ____ 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? ____ Yes <input checked="" type="checkbox"/> No			
Name: Edward Michalski		Title: Highway Superintendent	Department: Highway Dept.
Mailing Address:	Street or P.O. Box: 8787 Erie Road		City: Evans
	County: Erie	State: New York	Zip Code: 14006
Phone: (716) 549-8787		E-mail Address:	
Local Stormwater Public Contact (Required by Minimum Measure 2)			
Is information below: 1) new or changed? ____ Yes <input checked="" type="checkbox"/> No			
2) same as: <input checked="" type="checkbox"/> Owner/Operator			
Name: Edward Michalski		Title: Highway Superintendent	Department: Highway Dept.
Mailing Address:	Street or P.O. Box: 8787 Erie Road		City: Evans
	County: Erie	State: New York	Zip Code: 14006
Phone: (716) 549-8787		E-mail Address:	
Stormwater Management Program (SWMP) Coordinator (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? ____ Yes <input checked="" type="checkbox"/> No			
2) same as: <input checked="" type="checkbox"/> Owner/Operator <input checked="" type="checkbox"/> Local Stormwater Public Contact			
Name: Edward Michalski		Title: Highway Superintendent	Department: Highway Dept.
Mailing Address:	Street or P.O. Box: 8787 Erie Road		City: Town of Evans
	County: Erie	State: New York	Zip Code: 14006
Phone: (716) 549-8787		E-mail Address:	
Annual Report Preparer			
Is information below: 1) new or changed? <input checked="" type="checkbox"/> 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@wd-ae.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?

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
 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
 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? Yes (complete table below) No (Proceed to Section D)

List MS4 Partners with Legally Binding Agreements or Contracts in Place

Erie County

Alden (V)
Alden (T)
Amherst (T)
Angola (V)
Aurora (T)
Blasdell (V)
Boston (T)
Buffalo (C)
Cheektowaga (T)
Clarence (T)
Depew (V)
East Aurora (V)
Eden (T)
Elma (T)
Evans (T)
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

Niagara County

Cambria(T)
Lewiston (T)
Lewiston (V)
Niagara (T)
Niagara Falls (C)
Pendleton (T)
North Tonawanda (C)
Porter (T)
Wheatfield (T)
Youngstown (V)
County of Niagara

Other MS4s

Peace Bridge Authority
State University of New York at Buffalo

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)? 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? 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:

Municipal Budget:

The Town of Evans has allocated \$2500 for the WNY Stormwater Coalition participation fee for 2007. In addition, the Town authorized Wendel Duchscherer, as Town Engineer, to spend up to \$20,000, to finalize their Stormwater Management Plan and assist the Town with implementation of the SWMP by January 8, 2008.

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)

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 <i>and</i> 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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
	<p>Explain 'no' / 'N/A' answer: The WNYSC has received a grant from NYSDEC (Round 8 WQIP) for a public education campaign. As a result, the scheduled date for completing the press package was extended to Year 5 to utilize the funds available through that grant. The Town of Evans did not set up the WNYSC's Display Boards at community events. The Town is identifying two events to set up the Display Boards for Year 5. The WNYSC set up the Public Education display on behalf of the Coalition members at several large events in 2006.</p>		
IV.C.2.	Public Involvement / Participation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	<p>Explain 'no' / 'N/A' answer:</p>		
IV.C.3.	Illicit Discharge Detection and Elimination	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
	<p>Explain 'no' / 'N/A' answer: Due to the unanticipated large number of outfalls discovered through the contracted outfall mapping project as well as delays experienced in establishing a contract with the federal government for the funding to support an IDDE trackdown project, the WNYSC did not develop a final set of procedures by the end of the Year 4 reporting period. The IDDE trackdown project has started. The detection and elimination procedures will be finalized and training will be provided for MS4 staff in Year 5.</p>		
IV.C.4.	Construction Site Stormwater Runoff Control	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
	<p>Explain 'no' / 'N/A' answer: The training session for contractors and design professionals is scheduled for April 24, 2007. Due to scheduling and coordination conflicts, the training was not conducted in Year 4 as intended.</p>		
IV.C.5.	Post-Construction Stormwater Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	<p>Explain 'no' / 'N/A' answer:</p>		
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
	<p>Explain 'no' / 'N/A' answer: The Town of Evans did not adopt written SOPs for maintenance personnel in Year 4, so they will be adopted in Year 5.</p>		

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: Robert R. Catalino, II Title: Town Supervisor

Signature: _____ Date: _____

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.**



**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) X 2007 (Year 4) 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.

<p>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).</p> <ul style="list-style-type: none"> • <i>Explain the program, including activities and materials used</i> • <i>Identify the personnel or outside organization conducting the activity.</i> • <i>Indicate activities planned for next year.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Classroom Education/School Program The WNYSC distributed the K-12 education packages to all public and parochial schools in the Urbanized Areas of Erie & Niagara County. Content included 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 Enviroscope watershed model.</p>	<p>Measurable Goal: K-12 education packages developed and distributed Content Developed: February 2006 Date Completed: April 2006 Scheduled Date: Biennially</p>
<p>Media Campaign The WNYSC has received a grant from NYSDEC for a public education campaign. As a result, the scheduled date for completing the press package was extended to Year 5 to utilize the funds available through that grant. The WNYSC’s Public Education and Outreach workgroup have researched video, audio, and printed public service announcement options for the press package contents. The press package will include the following:</p> <ul style="list-style-type: none"> ▪ Information targeting stormwater pollution prevention for households. ▪ Opportunities for public participation at WNYSC meetings. ▪ Invitation for public review of Annual Reports. ▪ Invitation for community cleanup events. <p>Information will be generic relative to dates and times. Specific dates and times will be developed by each municipality and advertised accordingly.</p>	<p>Measurable Goal: Public information press package developed and released Scheduled Date: Year 5</p>

<p>Public Education Display The WNYSC created five additional public education displays for use by WNYSC members so that one is always available for use by the MS4s. The public education display includes:</p> <ul style="list-style-type: none"> ▪ Poster display ▪ Brochures/public education materials ▪ Stormwater pollution quiz/game ▪ Prize wheel ▪ Enviroscape where possible 	<p>Measurable Goal: Incorporate stormwater public education into at least two annual community events or programs. Scheduled Dates: Ongoing The Town is currently identifying two community events for the Display Board to be set up in 2007. The WNYSC conducted the following outreach on behalf of the WNYSC members:</p> <ul style="list-style-type: none"> ▪ Earth Day Celebrations: display at Erie County Hall (April 18-24, 2006); Buffalo Zoo Earth Day Expo (June 25, 2006) ▪ Great Lakes Student Summit (May 18-19, 2006) ▪ Erie County Fair (August 9-20, 2006) ▪ Elmwood Festival (August 26-27, 2006) ▪ Daemen College Environmental Summit (September 30, 2006)
<p>Outreach to Commercial Entities The WNYSC distributed the following brochures: pools, fountains, spas; concrete operations; roadways & paving. Mailing lists are available upon request.</p>	<p>Measurable Goal: Distribute stormwater pollution prevention brochures Date Completed: October 2006 The Town placed brochures at the Town Hall. The brochures are replenished as needed.</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>2007 Stormwater Conference & Tradeshow The WNYSC hosted the conference in Buffalo. Four tracks of interest were developed: MS4, Construction, Municipal Oversight and Municipal Officials. Topics presented addressed compliance issues, updates to requirements and guidance documents and implementation of BMPs. Over 400 attended the one-day conference; approximately half of the attendees were from MS4s throughout NYS.</p>	<p>N/A</p>
<p>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: As noted above, the scheduled date for completing the press package was extended to Year 5 to utilize the funds available through the Round 8 WQIP grant. The Town of Evans did not set up the WNYSC's Display Boards at community events. The Town is identifying two events to set up the Display Boards for Year 5. The WNYSC set up the Public Education display on behalf of the Coalition members at several large events in 2006.</p>	

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.

<p>Permit Reference IV.C.2.c.iii.: Design and conduct a public involvement / participation program.</p> <ul style="list-style-type: none"> • 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. 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>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.</p>	<p>Measurable Goal: Open Storm Water Coalition meetings to the public 2x/year to enhance public access to information Date Completed: April 12, 2006; October 11, 2006 Scheduled Dates: April 18, 2007 and October 10, 2007</p>
<p>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 18, 2007. Additional opportunities for public review of the Annual Report will be the MS4 Town/Village Board agendas and at five public libraries (four in Erie County; one 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. The draft SWMP was distributed to all public libraries located in Erie and Niagara County for public review and comment.</p> <p>WNYSC members reviewed the draft SWMP during Year 4.</p> <p>For public review and comment, the SWMP will be on a Town of Evans Board agenda in Year 5.</p>	<p>Measurable Goal: Public review of annual report on Town Board agenda Date Completed: June 7, 2006 for Year 3 Annual Report Date Completed: May 16, 2007 for Year 4 Annual Report Scheduled Date: May 2008 for Year 5 Annual Report</p> <p>Measurable Goal: Complete review of draft SWMP by WNYSC Date Completed: Year 4</p> <p>Measurable Goal: Public review of stormwater management plan on a public meeting agenda Scheduled Date: Year 5</p>
<p>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.</p>	<p>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 21-23, 2006 and September 15-16, 2006 Scheduled Dates: April 20-22, 2007 and September 2007</p>
<p>Household Hazardous Waste Collections</p> <ul style="list-style-type: none"> • Erie County held three household hazardous waste collections in 2006; 2,432 households participated • Niagara County participated in the Clean Sweep NY event; 170 participated 	<p>Dates Completed: Erie County - May 13, 2006; June 17, 2006; September 9, 2006 Niagara County – April 24, 2006 Scheduled Dates: Ongoing (May-September) Erie County - May 12, 2007; June 16, 2007; September 8, 2007 Niagara County – Spring/Summer 2007</p>

<p>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. <i>Describe procedures below and state the methods used to publicize the AR public presentation.</i></p>		
<p>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.</p>		
<p>The Town of Evans has scheduled a public information meeting for the annual report on May 16, 2007 at a regular Town Board meeting.</p>		
<p>Permit Reference IV.C.2.e: Public presentation of; f: summary of comments received on; and g: intended response to comments on the SWMPAR.</p>		
<p>Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented:</p>		
<p>Comments on Annual Report Meeting <input checked="" type="checkbox"/> No public comments received on Annual Report. <input type="checkbox"/> Comments received. Attach summary of comments and intended responses.</p>	<p>Date of Annual Report Meeting: May 16, 2007</p>	<p>Approximate Date of Meeting Next Year: May 2008</p>
<p>LIBRARY OUTREACH: Comments on Annual Report Meeting <input type="checkbox"/> No public comments received on Annual Report. <input checked="" type="checkbox"/> Comments received. Attach summary of comments and intended responses.</p>	<p>Dates of Library Outreach for Annual Report Review: April 11, 2007 (1 library) April 17, 2007 (1 library) April 25, 2007 (1 library) May 1, 2007 (1 library) May 5, 2007 (1 library)</p>	<p>Approximate Date of Meeting Next Year: April/May 2008</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>	
<p>Storm Drain Stenciling Buffalo Niagara Riverkeepers have been coordinating volunteer efforts for storm drain stenciling. Storm drain stenciling is an optional BMP.</p>	<p>N/A</p>	
<p>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: Although work on the Town of Evans’s Stormwater Management Plan has begun, the Plan was not finalized in Year 4. The plan will be finalized in Year 5 and placed on a Town Board agenda for public review and comment in Year 5 so that final plan will be adopted, and implementation started prior to January 8 2008.</p>		

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.

<p>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.</p> <ul style="list-style-type: none"> • <i>Explain the activities and procedures used to meet this requirement this year <u>and planned for next year.</u></i> • <i><u>Revise as procedures are updated.</u></i> • <i>Identify personnel or outside organization conducting the activities</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> • <i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i>
<p>A draft Illicit Discharge Detection & Elimination Program protocol has been developed for incorporation into the WNYSC’s Stormwater Management Plan. This protocol will be evaluated and embellished through a pilot IDDE trackdown project with Buffalo State College which will be conducted during reporting Year 5.</p>	<p>Measurable Goal: Develop a set of procedures and protocols for detecting, tracking down and eliminating illicit discharges Date Completed: Year 4 (Draft procedures developed) Scheduled Date: Year 5</p>
<p>The MS4s have been reviewing the inspection data for the outfalls that have been mapped and have started 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. The host municipalities and the priority outfalls have been identified for the IDDE pilot project. Draft goals will be established during this reporting period. The pilot project to formalize procedures and finalize the goals has been initiated.</p>	<p>Measurable Goal: Determine the priority outfalls, discharge categories of concern and develop measurable goals to address these priorities. Scheduled Date: Year 5</p>
<p>The Town of Evans will adopt the Sample Local Law to Prohibit Illicit Discharges, Activities and Connections to Separate Storm Sewer System prior to the end of 2007.</p>	<p>Measurable Goal: Adopt local ordinances or other legal mechanisms to prohibit and prevent illicit discharges. Scheduled Date: Year 5</p>

<p>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. <i>Explain activities performed this year and planned for next year, including work on the following IDDE guidance prerequisites:</i></p> <ul style="list-style-type: none"> • 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. <i>State if maps are in GIS.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> • <i>Example measurable goals: percent of outfalls mapped</i>
<p>The initial GIS mapping of outfalls for the WNYSC members was completed in November 2006. All data will be reviewed by MS4s for QA/QC purposes and the necessary revisions, additions and deletions will be made. Approximately 30% of the MS4s have had their data revised and updated as per their review. It is anticipated that the remainder of the MS4s will have all necessary corrections to their data by July 2007.</p>	<p>Measurable Goal: Complete the mapping of all stormwater outfalls within the regulated U.S. Census-defined urbanized area within Erie and Niagara Counties Date Completed: Year 4 (initial outfall mapping completed) Scheduled Date: Year 5 for total completion of corrections</p>
<p>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 was made available to all of the MS4s by the contractor as part of the GIS mapping database.</p>	<p>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: Year 4</p>
<p>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.</p>	<p>N/A</p>
<p>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</p>	<p>Measurable Goal: Establish procedures for updating outfall mapping Date Completed: Year 4</p>

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?	<input type="checkbox"/> No (go to ADDENDUM 1) <input checked="" type="checkbox"/> Yes (complete questions below)
Assessment of Regulatory Mechanism (Local Code)	
1) When was this assessment completed or planned to be completed?	Date completed: _____ <input checked="" type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: ___4; <input checked="" type="checkbox"/> 5.
2) Is there an existing ordinance, local law or other regulatory mechanism?	<input type="checkbox"/> No (go to question 5) <input type="checkbox"/> Yes
3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input type="checkbox"/> Yes
4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input type="checkbox"/> Yes
Development of Regulatory Mechanism (Local Codes)	
5) When was this work completed or planned to be completed?	Date completed: _____ <input checked="" type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: ___4; <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> Language equivalent to NYS IDDE Model Law
9) What was the date or is the planned date of local law adoption?	Date: December 1, 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.

<p>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.</p> <ul style="list-style-type: none"> • <i>Explain activities and materials used to meet this requirement this year <u>and planned for next year</u></i> • <i>Identify personnel or outside organization conducting activities</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>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, registered pesticide applicators, restaurants, automotive repair facilities, mobile cleaners, pool, spa & fountain operators, concrete operations and roadway and paving operations 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.</p>	<p>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: Year 4 (initial business outreach program completed)</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>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 Year 4 measurable goals to establish a set of final outfall priorities, complete the pilot project to evaluate and finalize the draft IDDE trackdown protocol and procedures were not completed as projected during Year 4. Due to administrative delays associated with the federal grant contract under which the pilot would be conducted, as well as delays experienced in completing and verifying the outfall data for all of the participating MS4s, the WNYSC did not initiate the pilot effort as planned. The pilot project has started and it is anticipated the final procedures and protocols will be provided to the MS4s for implementation by the end of October 2007.</p>	

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?	<input type="checkbox"/> No (Non-traditional MS4s go to ADDENDUM 2) <input checked="" type="checkbox"/> Yes (Traditional MS4s complete questions below)
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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: _____ <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <input type="checkbox"/> 4; <input type="checkbox"/> 5. <input checked="" type="checkbox"/> Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted <i>Sample Local Law for Stormwater Management and Erosion & Sediment Control</i> (Sample Local Law).
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2. If preliminary assessment was completed, indicate the results.	<input type="checkbox"/> If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent <input type="checkbox"/> If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent <input type="checkbox"/> If most of the Sample Local Law provisions appear in local code; minor revisions needed
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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: _____ <input checked="" type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <input type="checkbox"/> 4; <input checked="" type="checkbox"/> 5.
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4. How was / will the local code adopted*? <i>*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.</i>	a. <input checked="" type="checkbox"/> The entire Sample Local Law adopted as amendments to existing code or as stand alone law. <ul style="list-style-type: none"> • 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 <i>Gap Analysis</i> or equivalent process) to ensure the intent of the law has not been changed. b. <input type="checkbox"/> Parts of NYS Sample Local Law adopted as amendments to existing code. c. <input type="checkbox"/> Language developed by municipality was demonstrated to be equivalent.
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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.
1			8
2			51
3, 4, 5			3
6			9
TOTAL			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)?

No
 Yes, list the **local codes** that will be changed:

7. What was the date or is planned date of local code adoption? Date: **December 1, 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.

<p>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.</p> <ul style="list-style-type: none"> • Describe the procedures below. <u>Revise as procedures are updated.</u> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> • Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.
<p>Require erosion and sedimentation controls, water quality controls, and water quantity controls through an ordinance or other regulatory mechanism: The Town of Evans will adopt the Sample Local Law for Stormwater Management and Erosion & Sediment Control prior to the end of 2007.</p>	<p>Measurable Goal: Adopt Sample Local Law Scheduled Date: Year 5</p>
<p>Develop a Stormwater Management Plan: The WNYSC prepared a draft Stormwater Management Plan (SWMP) during Year 3 that was reviewed by member municipalities. The SWMP includes BMPs for each MCM including discussions regarding maintenance of stormwater controls and required inspections.</p>	<p>Measurable Goal: Complete review of draft SWMP by WNYSC Date Completed: Year 4</p> <p>Measurable Goal: Individual municipalities modify and adopt SWMP Scheduled Date: Year 5</p>
<p>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.</p>	<p>Measurable Goal: Town of Evans reviewed checklists and incorporate local requirements. Schedule Date: February 2007</p> <p>Measurable Goal: Require construction site plan review, including overall site waste management, with opportunity for public comment Schedule Date: Year 5</p> <p>Measurable Goal: Educate local construction community on the construction site review process Scheduled Date: Year 5</p>
<p>Permit Reference IV.C.4.b. vi: Develop and implement procedures for the receipt and consideration of information submitted by the public.</p> <ul style="list-style-type: none"> • Explain the procedures below. <u>Revise as procedures are updated.</u> • Identify the responsible personnel or outside organizations. 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Public Review of Construction Plans and Projects: The SWMP includes a BMP for Public Review of Construction Plans and Projects.</p>	<p>Measurable Goal: Implement a specific procedure to achieve this BMP. Scheduled Date: Year 5</p>

<p>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.</p> <ul style="list-style-type: none"> • Describe each procedure below. <u>Revise as procedures are updated.</u> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> • Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.
<p>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 & SWPP inspection; Weekly inspection reports review; and, Inspection of the site. Nine trainings were completed during Year 4 for 27 MS4s. WNYSC coordinates this training.</p>	<p>Measurable Goal: Municipal staff trained in construction site inspection procedures Date Completed: August 2, 2006</p>
<p>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 to be adopted.</p>	<p>Measurable Goal: Finalize construction inspection procedures and checklists Date Completed: Year 4</p> <p>Measurable Goal: Implement inspection and maintenance program Scheduled Date: Year 5</p>
<p>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.</p> <ul style="list-style-type: none"> • 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. 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Training for Contractors and Design Professionals The WNYSC has scheduled a training session for contractors and design professionals on April 24, 2007. Training is being coordinated with Buffalo Niagara Builders Association, South Towns Builders Association and Niagara County Builders Association</p>	<p>Measurable Goal: Conduct training session Scheduled Date: April 24, 2007</p>
<p>Distribute education materials to construction site operators The public education materials developed for contractors will be distributed via direct mail.</p>	<p>Measurable Goal: Distribute education materials to construction site operators Scheduled Date: Year 5</p>

Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<p>WNYSC Attendance An ongoing BMP is attendance at WNYSC meetings. The Coalition held ten meetings during Year 4, 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 4 by attending at least two of the following meetings: 2006: March 8, April 12, May 10, June 14, August 10, September 13, October 11, November 8 2007: January 10, February 14</p> <p>Attendance records are available upon request from Erie County DEP 858-7583 – Mary Rossi.</p>	<p>Measurable Goal: Participate in WNYSC (attend 2 meetings minimum) Scheduled Date: Annual</p>
<p>MS4 Elected Officials Presentation The WNYSC developed a 15-minute presentation to educate elected officials on the Phase II Stormwater Regulations.</p>	<p>Measurable Goal: Conduct training for elected officials. Scheduled Date: July 2007</p>
<p>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 WNYSC’s training session for contractors and design professionals is scheduled for April 24, 2007. Due to scheduling and coordination conflicts, the training was not conducted in Year 4 as intended.</p>	

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)
<ul style="list-style-type: none"> • A combination of structural and/or non-structural management practices. • <i>Identify and describe below procedures to ensure installation of post-construction management practices. <u>Revise as procedures are updated.</u></i> 	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 member municipalities. The SWMP includes BMPs for each MCM including discussions regarding maintenance of stormwater controls and required inspections.	Measurable Goal: Complete review of draft SWMP by WNYSC Date Completed: Year 4 Measurable Goal: Individual municipalities modify and adopt SWMP Scheduled Date: Year 5
Adopt Sample Local Law: The Town of Evans will adopt the Sample Local Law for Stormwater Management and Erosion & Sediment Control by the end of 2007. The Local Law will establish minimum stormwater management requirements and controls to reduce the discharge of pollutants.	Measurable Goal: Adopt Sample Local Law Scheduled Date: Year 5
<ul style="list-style-type: none"> • Procedures for site plan and SWPPP review to ensure SWMPs meet state standards. • <i>Describe procedures below. <u>Revise as procedures are updated.</u></i> 	<ul style="list-style-type: none"> • <i>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i>
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 the local construction community on the construction plan review process and implement same. Schedule Date: Year 5

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)
<ul style="list-style-type: none"> • Procedures for inspection and maintenance of post-construction management practices. • <i>Explain procedures below. <u>Revise as procedures are updated.</u></i> 	<ul style="list-style-type: none"> • <i>Example measurable goals are number of: inspections maintenance activities performed.</i>
<p>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.</p>	<p>Measurable Goal: Finalize inspection forms and procedures and implement inspection and maintenance program. Scheduled Date: Year 5</p>
<ul style="list-style-type: none"> • Procedures for enforcement and penalization of violators. • <i>Explain procedures below. <u>Revise as procedures are updated.</u></i> 	<ul style="list-style-type: none"> • <i>Example measurable goals: number enforcement activities performed.</i>
<p>Adoption of Sample Local Law: Enforcement of Post-Construction runoff controls and penalization of violators will be accomplished through Local Law to be adopted.</p>	<p>Measurable Goal: Adopt Sample Local Law Scheduled Date: Year 5</p>

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.

<p>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:</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators. • <i>Describe resources below. Update annually.</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>A permanent funding mechanism(s) will be implemented</p>	<p>Measurable Goal: Implement permanent funding mechanism Scheduled Date: Year 5</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>WNYSC Attendance An ongoing BMP is attendance at WNYSC meetings. The Coalition held ten meetings during Year 4, 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 4 by attending at least two of the following meetings: 2006: March 8, April 12, May 10, June 14, August 10, September 13, October 11, November 8 2007: January 10, February 14</p> <p>Attendance records are available upon request from Erie County DEP 858-7583 – Mary Rossi.</p>	<p>Measurable Goal: Participate in WNYSC (attend 2 meetings minimum) Scheduled Date: Annual</p>
<p>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:</p>	

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

OVERALL MUNICIPAL POLLUTION PREVENTION / GOOD HOUSEKEEPING PROGRAM INFORMATION

<ul style="list-style-type: none"> • 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. 	
<p>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.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>List pollutants that will be addressed by the municipal pollution prevention program.</i> <p>The Town of Evans is currently working on implementation of Pollution Prevention/Good Housekeeping for their Municipal Operations. The pollutants that are addressed by the municipal pollution prevention program can include organic matter, toxic pollutants, and particulate matter.</p>	
<ul style="list-style-type: none"> • <i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>Permit Reference IV.C.6.a: Include a municipal pollution prevention training component for staff (where all staff are trained).</p> <ul style="list-style-type: none"> • <i>Explain activities and materials used to meet this requirement.</i> • <i>Identify training needs and design training components</i> • <i>Determine the adequacy and appropriate frequency of staff training.</i> • <i>Identify personnel or outside organization conducting activities.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>On behalf of the WNYSC membership, Erie County Department of Environment & Planning staff conducted training for municipal staff on April 12 & 13, 2006 to assist them with implementation of P2/Good Housekeeping Best Management Practices within their municipalities. The WNYSC's <i>Pollution Prevention/Good Housekeeping for Municipal Operations: A Guidance Document of Best Management Practices & Inspection Checklists</i> formed the basis of the training and was distributed to all in attendance. The Powerpoint training program has been made available for each municipality to use. www.erie.gov/environment/compliance/pollution_sw2</p>	<p>Measurable Goal: Train maintenance staff regarding Stormwater Phase II requirements to prevent contamination of stormwater Date Completed: April 12 & 13, 2006 - Training was held by the WNYSC. The Town of Evans maintenance staff did not attend this training but will be trained in Year 5.</p>
<p>Finalized and distributed the <i>Pollution Prevention/Good Housekeeping for Municipal Operations: A Guidance Document of Best Management Practices & Inspection Checklists</i> to all WNYSC members (www.erie.gov/environment/pdfs/guidance_document.pdf)</p>	<p>Measurable Goal: Research/ID good housekeeping practices/pollution prevention opportunities Date Completed: April 2006</p>

<p>Developed, finalized and distributed <i>Pollution Prevention/Good Housekeeping: Standard Operating Procedures</i> to all WNYSC members (www.erie.gov/environment/pdfs/StwtrPPGH_SOP.pdf)</p>	<p>Measurable Goal: Develop written SOPs for maintenance personnel Date Completed: February 2007</p>
<p>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</p>	<p>Measurable Goal: Initiate a review of the program Scheduled Date: Year 5</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>WNYSC members presented the following two P2/GH topics at the 2007 Stormwater Conference & Tradeshow: <i>Integrating Old Programs with New MS4 Guidance</i> and <i>Keys to Reducing Maintenance Costs</i></p>	<p>N/A</p>
<p>The Town of Evans will adopt written SOPs for maintenance personnel.</p>	<p>Measurable Goal: The Town will review the WNYSCs SOPs and adopt the ones applicable to the Town. Scheduled Date: Year 5</p>
<p>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 has not yet adopted SOPs for Pollution Prevention / Good Housekeeping. These MGs will be completed in Year 5.</p>	

Minimum Control Measure 6. Municipal Operations: ___Street and Bridge Maintenance; ___Winter Road Maintenance;
___Stormwater System Maintenance; ___Vehicle and Fleet Maintenance; ___Park and Open Space Maintenance; ___Municipal Building Maintenance;
___Solid Waste Management; ___Other: _____

- 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.

<p>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.</p> <ul style="list-style-type: none"> • <i>Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>Briefly describe or reference any existing policies and procedures</i> • <i>Briefly describe or reference any policies and procedures being developed</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<ul style="list-style-type: none"> • <i>Briefly describe or reference any existing best management practices</i> • <i>Briefly describe or reference any planned best management practices</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<ul style="list-style-type: none"> • <i>Identify and describe the equipment and staff that are in place</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>

Minimum Control Measure 6. Municipal Operations: ___Street and Bridge Maintenance; ___Winter Road Maintenance;
___Stormwater System Maintenance; ___Vehicle and Fleet Maintenance; ___Park and Open Space Maintenance; ___Municipal Building Maintenance;
___Solid Waste Management; ___Other: _____

- 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)
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- | | |
|--|---------------------------------------|
| <ul style="list-style-type: none"> • <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i> • <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i> | DO NOT ENTER INFORMATION IN THIS CELL |
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Permit Reference IV.C.6.a: If there is a training component for staff specific to these municipal operations: <ul style="list-style-type: none"> • <i>explain the activities and materials;</i> • <i>identify the personnel or outside organization conducting the activities.</i> 	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
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Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
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<p>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: In Year 4, the Town of Evans did not establish which SOPs will be utilized in each Town department and train staff to implement them. This MG will be done in Year 5. This section of the annual report cannot be completed based on Year 4 activities.</p>

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

- Summary of public comments received on the annual report at the public presentation (**Required**)
- Intended response to comments on the annual report (**Required**)
- Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends.
- Other: