



Public Works

Stormwater Management Program

***This program is still under review by Georgia Environmental Protection Division.**

**STATE OF GEORGIA DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION
Stormwater Management Program (SWMP)
General NPDES Permit No. GAG610000 for
Small Municipal Separate Storm Sewer Systems (MS4)**

1. General Information

- A. **Name of small MS4:** City of Byron

- B. **Name of responsible official:** Michael L. Chidester
Title: Mayor
Mailing Address: 401 Main Street
City: Byron **State:** Georgia **Zip Code:** 31008
Telephone Number: 478- 956- 2411

- C. **Designated Stormwater Management Program contact:**
Name: April P. Cunard
Title: Stormwater Manager
Mailing Address: 401 Main Street
City: Byron **State:** Georgia **Zip Code:** 31008
Telephone Number: 478- 956- 2411
Email Address: acunard@byronga.com

2. Sharing Responsibility

- A. **Has another entity agreed to implement a control measure on your behalf?** No

(If no, skip to Part 3)

Control Measure or BMP:

- 1. Name of entity
- 2. Control measure or component of control measure to be implemented by entity on your behalf:

- B. **Attach an additional page if necessary, to list additional shared responsibilities.**
It is mandatory that you submit a copy of a written agreement between your MS4 and the other entity demonstrating written acceptance of responsibility.

3. Minimum Control Measures* and Appendices

- A. Public Education and Outreach
- B. Public Involvement/Participation
- C. Illicit Discharge Detection and Elimination
- D. Construction Site Stormwater Runoff Control
- E. Post-Construction Stormwater Management in New Development and Redevelopment
- F. Pollution Prevention/Good Housekeeping
- G. Enforcement Response Plan
- H. Impaired Waters

* A minimum of two BMPs per minimum control measure is required.

4. 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 upon 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.

Printed Name: _____ Date: _____

Signature: _____ Title: _____

DRAFT

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Stormwater Management Program

Public Education and Outreach on Stormwater Impacts

See Table 4.2.1(a) of the Permit

A. BMP #1 Grade School Education

1. **Target audience:** Byron Elementary and Middle School Students
2. **Description of BMP:** The City promotes stormwater education to children by distributing items that can be used in and out of the classroom setting. Items such as pencil pouches, pencils, notepads, rulers, crayons, etc. are packaged together and distributed. Each item has a stormwater phrase including “only rain down the drain” and “you’re the solution to runoff pollution”.
3. **Measurable Goal(s):** Distribute approximately 1,000 stormwater related materials to students in Kindergarten through 8th grade depending on the enrollment numbers for each year.
4. **Documentation to be submitted with each annual report:** The supply invoice, news article and pictures where volunteers helped package the promotional items and pictures of acceptance will be attached for documentation.
5. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2004
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): Purchase Supplies in June
Package and Deliver Supplies in July
6. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
7. **Rationale for choosing BMP and setting measurable goal(s):** There is insufficient public school education in the stormwater area. However, educational resources are fairly available for water quality education purposes. The City of Byron, with a population of approximately 5,000, will take advantage of these to implement its public education program.

A. BMP #2 Public Advertising

1. **Target audience:** General Population
2. **Description of BMP:** Publish informational articles in the Leader Tribune and on the City's website about stormwater management requirements and how individual citizens can help protect the urban watershed. The Leader Tribune distributes approximately 2500 prints every week via racks and United States Postal Service (USPS). Topics covered are storm drain tagging and school supply packaging events. Other topics may be published depending on events that happen throughout the year.
3. **Measurable Goal(s):** To publish an informative stormwater related article at least annually.
4. **Documentation to be submitted with each annual report:** News articles will be submitted.
5. **Schedule:**
 1. Interim Milestone Dates (if applicable): N/A
 2. Implementation Date (if applicable): 2004
 3. Frequency of actions (if applicable): Annually
 4. Month/Year of each action (if applicable): N/A
6. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
7. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** Public Involvement and Monitoring- Citizens are made aware of current issues in our area and are able to provide feedback.

**Public Involvement/Participation
See Table 4.2.2 (a) of the Permit**

B. BMP #1 Storm Drain Marking

1. **Target audience/ Stakeholder group:** Citizens of Byron
2. **Description of BMP:** The City of Byron will reach out to local school organizations to solicit volunteers for the participation of a storm drain marking event. There will be a date, time, and location coordinated with that organization. On the day of the event, the City will give instructions on how to properly mark a storm drain and why we mark storm drains. The City will provide a storm drain marking kit that consist of storm drain markers, adhesive, gloves, wire brushes, and brooms to volunteers. Students will also leave “No Dumping - Drains to Creek” educational door hangers describing how stormwater carries pollution to our streams.
3. **Measurable Goal(s):** Mark a minimum of 25 storm drains each year and distribute door hangers within the surrounding area.
4. **Documentation to be submitted with each annual report:** A news article and pictures from the event will be submitted.
5. **Schedule:**
 - a. Interim Milestone Dates: N/A
 - b. Implementation Date (if applicable): 2004
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
6. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
7. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** Public Involvement and Monitoring- Citizens are made aware of current issues in their neighborhoods. It will encourage them to participate.

B. BMP #2 Citizen Hotline

- 1. Target audience/ Stakeholder group:** Citizens of Byron
- 2. Description of BMP:** A citizen hotline provides one point of contact to report environmental issues. The contact information is available on Byron's website(http://www.byronga.com/service_request.cfm), brochures, and bills. All complaints will be routed to the Public Works Department. The department will fill out a complaint form, investigate the situation, and act accordingly. The department will track complaints and their investigations via the Complaint Response Form, Appendix E, including complaint date, complaint type, and complaint status. All data will be manually kept in a file. Upon closing out the investigation, all documentation will be digitized to the City's online software.
- 3. Measurable Goal(s):** Respond to 100% of complaints within 72 hours.
- 4. Documentation to be submitted with each annual report:** Completed Complaint Response forms will be attached.
- 5. Schedule:**
 - a. Interim Milestone Dates (if applicable):N/A
 - b. Implementation Date (if applicable):2018
 - c. Frequency of actions (if applicable):Ongoing
 - d. Month/Year of each action (if applicable): N/A
- 6. Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
- 7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** Public Involvement and Monitoring- The number or complaints should increase meaning public involvement has increased.

Note: For those permittees with a population of less than 10,000, the MS4 should implement at least 2 BMPs. For those permittees with a population greater than 10,000, the SWMP must include at least four BMPs. For each additional BMP, you should attach an additional BMP page in the SWMP.

Illicit Discharge Detection and Elimination

See Table 4.2.3 (a) of the Permit

C. BMP #1 Legal Authority, Appendix A

1. **Description of BMP:** The City has enacted an ordinance to ensure legal authority exists to address illicit storm sewer discharge and illegal connection. A copy of the Illicit Storm Sewer System Discharge and Illegal Connection Ordinance is included as Appendix A.
2. **Measurable goal(s):** Annually evaluate, and if necessary, modify the existing ordinance. The permittee must ensure that the ordinance provides the authority to conduct inspections and monitoring, control illicit discharges and connections, and control illegal dumping and spills into the MS4. The ordinance must include the authority to take legal action to eliminate illicit discharges and connections. If the ordinance is revised during the reporting period, submit a copy of the adopted ordinance with the annual report.
3. **Documentation to be submitted with each annual report:** A copy of any revised ordinance will be submitted.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): Ongoing
 - c. Frequency of actions (if applicable): Ongoing
 - d. Month/Year of each action (if applicable): Ongoing
5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** By the number of citations.

SWMP Attachments:

- Illicit Discharge Detection and Elimination ordinance, showing adoption date
- If you are located within the Metropolitan North Georgia Planning District (District), attach copies of all of the District ordinances, showing the adoption dates, to the SWMP.

C. BMP #2 Outfall Map and Inventory, Appendix B

1. **Description of BMP:** The City currently doesn't have any outfalls within the city limits as defined by the General NPDES Permit No. GAG610000 but will maintain a mapped inventory of all outfalls and their receiving streams at which point one or more are annexed and accepted.
2. **Measurable goal(s):** Each reporting period, update map and an inventory showing the location of all outfalls from the MS4 and the names and locations of all waters of the State that receive discharges from those outfalls. The map and inventory must be submitted with each annual report. Provide the number of outfalls added during the reporting period and the total number of outfalls on the inventory in each annual report.
3. **Documentation to be submitted with each annual report:** An updated map and inventory will be submitted with each annual report. Additionally, the number of outfalls added during the reporting period, and the total number of outfalls in the MS4 will be submitted.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): Ongoing
 - c. Frequency of actions (if applicable): Ongoing
 - d. Month/Year of each action (if applicable): Ongoing
5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** The outfalls will be labeled along with the names of the creeks.

SWMP Attachments:

- Outfall inventory
- Outfall map showing the outfalls and the receiving streams, including stream names

C. BMP # 3 Illicit Discharge and Detection Elimination Plan, Appendix C

1. **Description of BMP:** This plan provides a guideline on how to detect and address non-stormwater discharges, including illicit connections, illegal discharges, and illegal dumping. Implementation of the IDDE Plan serves to detect and address non-stormwater discharges to the MS4 by conducting dry weather screenings of outfalls. The IDDE Plan will be revised when necessary. 100% of the outfalls will be screened during a 5-year period. When there is a flow present from an outfall, investigative procedures, such as additional sampling and inspections, will be implemented. The dry weather screening and source tracing program will be conducted in accordance with the IDDE Ordinance, Appendix A, the IDDE Plan, Appendix C, and the Enforcement Response Plan (ERP), Appendix P.
2. **Measurable goal(s):** Implement the IDDE Plan, including field screening procedures, source tracing procedures, and discharge elimination procedures. The program must include example forms, such as inspection forms, example enforcement letters, etc. The components of the IDDE Plan are as follows:

Conduct dry weather screening (DWS) inspections on 100% of the total outfalls within the 5-year permit term or use an alternate method approved by EPD. At a minimum, the permittee must conduct DWS inspections on 5% of the outfalls annually, or if the inspections are done by geographical area, then one area or sector must be inspected each year, so that some inspections are performed during each reporting period. If a low percentage of inspections is conducted during one reporting period, then the permittee must increase the inspection frequency in subsequent reporting periods to ensure that 100% of the outfalls are inspected within a 5-year permit term. Provide the number and percentage of outfall inspections conducted during the reporting period and documentation of the outfall inspections in each annual report. If the permittee uses an alternate method approved by EPD to conduct inspections for illicit discharges, then the permittee must conduct at least one activity each reporting period. The permittee must complete 100% of the inspection activities within a 5-year permit term. Documentation of the activities performed must be provided in each annual report. If the permittee conducts stream walks of intermittent and perennial streams in conjunction with the DWS inspection, then 100% of the stream miles containing or downstream of an MS4 outfall must be inspected within the 5-year permit term. At a minimum, the permittee must conduct stream walks on 5% of the stream miles annually, or if walks are done by geographical area, then streams within one area or sector must be walked each year so that some stream miles are walked during each reporting period. If the permittee conducts stream walks for a reason other than DWS, then the permittee does not need to walk a specific number of miles. The permittee may conduct both standard DWS of its outfalls and perform DWS during stream walks. The permittee must document and report the number of stream miles walked, as well as the number and percentage of any outfalls screened, in each annual report.

Implement investigative and follow-up procedures when the results of the DWS indicate a potential for an illicit discharge, including the sampling and/or inspection procedures in accordance with the IDDE Plan. If the source of the illicit discharge is identified as deriving from an adjacent MS4, the permittee must notify that MS4. Provide

documentation of any illicit discharge detection activities performed during the reporting period in each annual report.

Ensure any identified illicit discharges are eliminated. If necessary, implement enforcement procedures described in the Enforcement Response Plan (ERP) in Part 4.3 of this permit. Provide information on any eliminated discharges or on any enforcement actions taken to eliminate illicit discharges, such as through a spreadsheet or table, during the reporting period in each annual report.

3. **Documentation to be submitted with each annual report:** A copy of the revised or current IDDE Plan will be submitted along with the following:
 - Number of completed dry weather screening of outfalls inspections
 - A copy of the completed outfall inspection reports
 - A copy of any documentation of illicit discharge source tracing, compliance, and enforcement activities.

4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): Ongoing
 - c. Frequency of actions (if applicable): Ongoing
 - d. Month/Year of each action (if applicable): Ongoing

5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager

6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** Impacted dry weather flows- Outfalls and detention ponds will be monitored.

SWMP Attachments:

- Illicit Discharge Detection and Elimination Plan
- Outfall inspection form
- If using an alternate method in place of outfall inspections, the form to document activities
- Form to document stream walks
- Form to document source tracing
- Form to document illicit discharge elimination
- Example table to track outfall inspections over the permit cycle

C. BMP #4 Illicit Discharge and Detection Elimination Education

1. **Description of BMP:** Distribute a brochure to all automotive-related businesses, including service stations, repair shops, and car washes. Distribute brochures to businesses with a potential for polluting state waters; this includes those in the food and restaurant service, and construction companies. See Appendix D for specific businesses. Information mailed to these businesses will point out damages that occur due to improper disposal of oils, solvents, and other chemicals, and how to properly dispose of their waste products. Some businesses may be considered a highly visible pollutant source. These businesses will be selected from a list of business licenses if they fall into the categories listed above. More information can be found in the IDDE Plan, Appendix C.
2. **Measurable goal(s):** Ensure distribution of brochures or pamphlets to 100% of businesses with a high potential for polluting state waters. The list of businesses to receive the brochures will be updated annually to ensure all new businesses in these categories will be included.
3. **Documentation to be submitted with each annual report:** Copies of brochures along with an inventory of all of the selected companies will be submitted.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2004
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): September
5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** Public Involvement and Monitoring- These brochures will provide all employees with knowledge on how to properly handle toxic chemicals.

C. **BMP #5 Illicit Discharge and Detection Elimination Complaint Response**

1. **Description of BMP:** Provide information regarding Illicit Discharge and Detection Elimination on the City of Byron website (www.byronga.com) and contact information for complaints. Encourage use of e-mail for citizens to report illicit discharge problems. We will also take complaints over the phone or by letter. All complaints will be routed to the Public Works Department at 478-956-2411. The department will fill out a complaint form, investigate the situation, and act accordingly. The department will track complaints and their investigations in a database (including complaint date, complaint type, and complaint status). More information can be found in the IDDE Plan, Appendix C, IDDE Ordinance, Appendix A, and the ERP, Appendix P. The department will track complaints and their investigations in a database (including complaint date, complaint type, and complaint status) and the inventory database of complaints and actions will be maintained and updated as needed. Citizen complaints will be addressed following the procedures of the Complaint Response Form, Appendix E. The City will take appropriate action for 100% of the complaints. Same as MCM D BMP 5.
2. **Measurable goal(s):** Respond to complaints within 72 hours of the receipt. If enforcement action is required, initiate appropriate action within two working days after initial investigation.
3. **Documentation to be submitted with each annual report:** The following copies will be submitted with the annual report:
 - Database of complaints and their investigations and resolutions (including the complaint date, complaint type, and complaint status).
 - Any revised Complaint Response Procedures
 - Any enforcement actions, resulting from compliance and enforcement activities or complaints.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2004
 - c. Frequency of actions (if applicable): Review log quarterly
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** User Perception- This will allow the City to see how effective citizens are in helping to reduce pollutants by observation.

SWMP Attachments:

- Complaint procedures, including receipt, investigation and enforcement
- Form used to document complaint receipt, handling, and resolution

Construction Site Stormwater Runoff Control
See Table 4.2.4 (a) of the Permit

D. BMP #1 Soil Erosion, Sedimentation and Pollution Control Ordinance, Appendix F

1. **Description of BMP:** The City has enacted an ordinance to ensure that legal authority exists to address soil erosion, sedimentation and pollution control. A copy of the Soil Erosion, Sedimentation and Pollution Control (ES&PC) Ordinance is included as Appendix F. In addition, see the attached ordinance pertaining to construction waste, Appendix G.
2. **Measurable Goal(s):** Annually evaluate the existing Erosion, Sedimentation and Pollution Control ordinance, and if necessary, revise the ordinance.
3. **Documentation to be submitted with each annual report:** A copy of the ES&PC control ordinance will be submitted.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2004
 - c. Frequency of actions (if applicable): N/A
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** April Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** Cleanliness of streams and creeks.

SWMP Attachments:

- Erosion and Sedimentation ordinance, showing adoption date. If the required construction waste wording is contained in another ordinance (e.g. litter), then submit that adopted ordinance also.

D. BMP # 2 Site Plan Review Procedure

1. **Description of BMP:** Require every developer whom is disturbing one acre or more to submit two copies of a site soil erosion plan. Submit the plans to the Georgia Soil and Water Conservation Commission (GSWCC) office for review. The City will log the project name, address, contact information, approvals, denials, acres disturbed and inspection items.
2. **Measurable Goal(s):** Implement the site plan review procedures in accordance with the Georgia Soil and Water Conservation Commission (GSWCC) requirements and as described in the SWMP. If a Memorandum of Agreement exists with the appropriate local Soil and Water Conservation District, ensure that 100% of all Erosion Sedimentation Pollution Control Plans (ESPCP) for those projects requiring a Land Disturbance Activity (LDA) permit are reviewed, unless specifically exempted by the Georgia Erosion & Sedimentation Act (GESA).

Provide a list of the site plans received and the number of site plans reviewed, approved, or denied during the reporting period in each annual report. If the permittee is not a Local Issuing Authority, explain in the annual report that the BMP is implemented by EPD.

Provide the total number of LDA permits issued during the reporting period in each annual report or explain that the BMP is implemented by EPD.

3. **Documentation to be submitted with each annual report:** A list of all site plans received, and the number of site plans reviewed, approved, or denied during the reporting period will be submitted.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2004
 - c. Frequency of actions (if applicable): As plans are submitted
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** April Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** It will be used as a preventative measure to ensure BMPs are installed.

SWMP Attachments:

- Site plan review procedures
- Example plan review forms
- Example plan review tracking log

D. BMP #3 Construction Site Inspection Program

1. **Description of BMP:** Continue to require developers and their contractors to use appropriate erosion control measures to prevent the escape of sediment from construction sites, as well as all other best management practices (BMPs) as appropriate throughout the project. More information, such as, the inspection form can be found in the Construction Site Inspection Standard Operating Procedure (SOP), Appendix H. The Permit requires the City to inspect after the initial BMP installation, during active construction, and after final stabilization.
2. **Measurable goal(s):** Implement the construction site inspection procedures in accordance with the Georgia Soil and Water Conservation Commission (GSWCC) requirements, as described in the SWMP. The purpose of the inspections is to ensure that structural and non-structural BMPs at construction sites are properly designed and maintained and that construction site waste is properly controlled. The procedures shall include inspection prioritization, inspection frequency, and documentation protocols in accordance with the Manual for Erosion and Sediment Control in Georgia. At a minimum, the permittee must conduct at least one inspection of each active construction site during the reporting period.

Provide a list or table of active construction sites and the number and dates of inspections conducted by the permittee on each of the sites during the reporting period in each annual report. If the permittee is not a Local Issuing Authority, explain in the annual report that the BMP is implemented by EPD.

3. **Documentation to be submitted with each annual report:** A list of active construction sites and a list of any inspections conducted during the reporting period.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2004
 - c. Frequency of actions (if applicable): Monthly
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** Number of BMPs installed, inspected, and maintained.

SWMP Attachments:

- Construction site inspection procedures
- Example inspection forms
- Example site inspection tracking log

D. BMP #4 Construction Site Enforcement Procedures

1. **Description of BMP:** When appropriate, use the Construction Site Inspection SOP, Appendix H, and the ERP, Appendix P, for guidance in handling violations of the Soil ES&PC ordinance, Appendix F.
2. **Measurable Goal(s):** Implement enforcement procedures for 100% of the E&S violations documented at construction sites during the reporting period as described in the ERP required by Part 4.3 of this permit. Provide documentation of any enforcement actions taken during the reporting period in each annual report, including the number and type (e.g. Notice of Violation, Stop Work Order), status (e.g. pending, resolved), and the amount of any assessed penalties. If the permittee is not a Local Issuing Authority, explain in the annual report that the BMP is implemented by EPD.
3. **Documentation to be submitted with each annual report:** Enforcement data, including, number, type, and status of each enforcement action conducted during the reporting period, will be documented and included in the annual report. A copy of any compliance and enforcement activities executed from the inspections.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2004
 - c. Frequency of actions (if applicable): As Needed
 - d. Month/Year of each action (if applicable): As Needed
5. **Person (position) responsible for overall management and implementation of the BMP:** April Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** By reviewing the time frame that it takes to resolve the violations and satisfy the complainants.

SWMP Attachments:

- Example enforcement forms or letters (e.g. Stop Work Order, Warning Notice)
- Example enforcement action tracking log

D. BMP #5 Construction Complaint Response

1. **Description of BMP:** Provide information regarding Illicit Discharge and Detection Elimination from construction sites on the City of Byron website (www.byronga.com) and contact information for complaints. Encourage use of e-mail for citizens to report illicit discharge problems. We will also take complaints over the phone or by letter. All complaints will be routed to the Public Works Department at 478-956-2411. The department will initiate a work order, investigate the situation, and act accordingly. The department will track complaints and their investigations in a database (including complaint date, complaint type, and complaint status). If enforcement action is required, initiate appropriate action within two working days after initial investigation. The City will take appropriate action for 100% of the complaints. More information can be found in the IDDE Plan, Appendix C, IDDE Ordinance, Appendix A, Soil Erosion, Sedimentation and Pollution Control ordinance, Appendix F, and the ERP, Appendix P. The department will track complaints and their investigations in a database (including complaint date, complaint type, and complaint status) and the inventory database of complaints and actions will be maintained and updated as needed. Citizen complaints will be addressed following the procedures of the Complaint Response Form, Appendix E. Same as MCM C BMP 5.
2. **Measurable goal(s):** Implement the E&S complaint receipt, investigation, response, and tracking procedures developed as part of the SWMP.

Provide information on complaints received and investigated during the reporting period (e.g. complaint date, type of complaint, investigation date, complaint status) in each annual report. Respond to complaints within 72 hours of the receipt.

3. **Documentation to be submitted with each annual report:** The following copies will be submitted with the annual report: The number of complaints and their investigations and resolutions (including the complaint date, complaint type, and complaint status). Any revised Complaint Response Procedures. Any enforcement actions, resulting from compliance and enforcement activities or complaints.

4. **Schedule:**

- a. Interim Milestone Dates (if applicable): N/A
- b. Implementation Date (if applicable): 2004
- c. Frequency of actions (if applicable): Review log quarterly
- d. Month/Year of each action (if applicable): N/A

5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager

6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** User Perception- This will allow the City to see how effective citizens are in helping to reduce pollutants by observation.

SWMP Attachments:

- Complaint procedures, including receipt, investigation and enforcement
- Form used to document complaint receipt, handling, and resolution

D. BMP #6 Employee Certification

1. **Description of BMP:** City employees, involved in construction and inspection activities, are to receive and maintain the necessary training and certifications which is in accordance with the rules adopted by the GSWCC.
2. **Measurable Goal(s):** Ensure that any MS4 staff involved in construction activities subject to the Construction General Permits (CGPs) are trained and certified in accordance with the rules adopted by the GSWCC.
3. **Documentation to be submitted with each annual report:** Copies of the GSWCC certification cards or certificates will be provided.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): N/A
 - c. Frequency of actions (if applicable): As needed
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** April Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** Maintain a copy of all active certification cards.

**Post-Construction Stormwater Management in
New Development and Redevelopment
Table 4.2.5 (a) of the permit.**

E. BMP #1 Legal Authority, Appendix I

1. **Description of BMP:** The City has adopted an ordinance enforcing use of the Georgia Stormwater Management Manual (GSMM), and an ordinance to ensure that legal authority exists to address stormwater management for those who have signed the BMP Maintenance Agreement in new development, redevelopment, and post-development. A copy of the Stormwater Management for New Development, Redevelopment, and Post-Development Ordinance has been included as Appendix I.
2. **Measurable Goal(s):** Annually evaluate, and if necessary, modify the existing ordinance. Ensure the ordinance includes the adoption of the latest edition of the GSSM, the CSS, and/or a local design manual, whichever is applicable, in accordance with Part 4.2.5.1. If the ordinance is revised during the reporting period, submit a copy of the adopted ordinance with the annual report.
3. **Documentation to be submitted with each annual report:** A copy of the ordinance will be provided with the annual report only if the ordinance is revised.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2004
 - c. Frequency of actions (if applicable): N/A
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** April Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** The number of violations will be reviewed annually.

SWMP Attachments:

- Post-Construction ordinance, showing adoption date
- If the population exceeds 10,000, a completed worksheet or other method used to conduct the code and ordinance evaluation (e.g. Center for Watershed Protection's Code and Ordinance Worksheet, EPA's Scorecard)

E. BMP #2 Post-Construction Stormwater Management Inventory

1. **Description of BMP:** The City will develop and update, as needed, an inventory of all City-owned ponds as well as privately-owned structures designed after the December 9, 2008 deadline for adoption of the GSMM.
2. **Measurable Goal(s):** Annually update an inventory to include all publicly owned post-construction stormwater management structures (e.g. detention/retention ponds, underground detention). The inventory must also include those privately-owned structures designed after the December 9, 2008 deadline for adoption of the GSMM and those publicly-owned structures owned by other entities (e.g. Board of Education and other entities not covered by an MS4 permit that the permittee has the legal authority to inspect) with construction completed after December 6, 2012. The inventory shall include information on the number and type of structures, and ownership (i.e. publicly-owned, privately-owned, publicly-owned by other entities). The inventory must be updated as new structures are completed or existing structures are identified. The permittee may choose to also include nonpermittee owned structures designed prior to the December 9, 2008 deadline for adoption of the GSMM on the inventory. The permittee must ensure that maintenance agreements are executed for all newly designed non-permittee owned structures.
3. **Documentation to be submitted with each annual report:** The inventory is included in the Operations and Maintenance and Pollution Prevention Plan. The City will submit, as documentation, a revised inventory, including any additional structures or identified existing ones, with each annual report.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2004
 - c. Frequency of actions (if applicable): Ongoing
 - d. Month/Year of each action (if applicable): Ongoing
5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** Stormwater structures will be easily located and accessible.

SWMP Attachments:

- Inventory of detention/retention ponds and water quality vaults

E. BMP #3 Post-Construction Stormwater Management Inspection Program

- 1. Description of BMP:** All post-construction stormwater management structures (e.g. City-owned ponds and privately-owned ponds) listed in the inventory will be inspected so that 100% of the structures are inspected within the 5-year period. All inspections shall be conducted by someone who is a GSWCC Level IB Certified Inspector. The inspector will schedule a day for inspections. The inspector will need the correct inspection forms, pen, cell phone, and other field inspection equipment. Inspection forms will be completed at the time of inspection and filed on the OneDrive under Stormwater → Stormwater-NPDES Permit BMPs → Stormwater "20—". The inspections will be conducted in accordance with procedures outlined in the City's O&M Program, Appendix L, and the GSMM.
- 2. Measurable Goal(s):** 100% of the structures will be inspected within the five-year permit term.
- 3. Documentation to be submitted with each annual report:** The inspection reports along with a copy of any compliance or enforcement activities, resulting from the inspections, will be included with the annual report.
- 4. Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2004
 - c. Frequency of actions (if applicable): Ongoing
 - d. Month/Year of each action (if applicable): Ongoing
- 5. Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
- 6. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** Stormwater structures will be easily located, accessible, and function properly.

SWMP Attachments:

- Inspection procedures
- Example inspection forms
- Example table for tracking inspections conducted over permit cycle

E. BMP #4 Post-Construction Stormwater Management Maintenance Program

1. **Description of BMP:** The City has a long-term Operation and Maintenance Program that addresses all permittee owned structures, those publicly-owned structures owned by other entities (e.g. Board of Education), and those privately-owned structures, at a minimum, with construction completed after December 6, 2012. Letters will be sent out after the first of each year to those who own private structures as a reminder to perform maintenance. Inspections will then take place in June once ample time has been given to perform maintenance. BMP Maintenance Agreements for privately-owned structures are included as Appendix M.
2. **Measurable goal(s):** The City will maintain 100% of all public post construction structures owned by the City or in the City right of way throughout the five year period. The City will also obtain BMP Maintenance Agreements outlining the owner's and the City's responsibilities on privately owned structures.
3. **Documentation to be submitted with each annual report:** The City will provide a summary list of maintenance agreements with each annual report, per the permit.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2004
 - c. Frequency of actions (if applicable): As Needed
 - d. Month/Year of each action (if applicable): As Needed
5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** Stormwater structures will be easily located, accessible, and function properly.

SWMP Attachments:

- Example form for documenting maintenance
- Example maintenance agreements
- List of maintenance agreements executed to date
- Example letters to notify owners of maintenance deficiencies

E. BMP #5 GI/LID Program

1. **Description of BMP:** The City has a population of less than 10,000 at the time of this permit issuance. Therefore, the City will develop a program for inspection and maintenance of the GI/LID structures, including permittee-owned, publicly-owned structures owned by other entities, and privately-owned non-residential (e.g. who inspects, who maintains, inspection and maintenance schedule, method of documentation of the inspection and maintenance activities). The GI/LID inspection and maintenance program will be submitted to EPD by February 15, 2020.
2. **Measurable goal(s):** Evaluate the GI/LID program prepared during the previous permit iteration (2017-2022) to determine if revisions are necessary. The program shall describe the GI/LID practices (e.g. better site planning techniques, better site design techniques) to be implemented by the permittee. For those permittees with a population less than 10,000 at the time of this permit issuance, the program must at a minimum, address:
 1. The inspection and maintenance of the GI/LID structures, including permittee-owned, publicly owned structures owned by other entities, and privately-owned non-residential (e.g. who inspects, who maintains, inspection and maintenance schedule, method of documentation of the inspection and maintenance activities, example inspection forms, example maintenance agreement).
 2. The GI/LID structures considered for construction within the permittee's jurisdiction;
 3. The program may also include procedures for evaluating the feasibility and site applicability of different GI/LID practices to be considered, which will allow the permittee to waive the use of GI/LID if an infeasibility determination is made. The GI/LID program must be submitted to EPD with the SWMP. The program will become a part of the SWMP and must be implemented by the permittee. If the GI/LID program is revised during the reporting period, submit the revised program to EPD for review with the annual report.
3. **Documentation to be submitted with each annual report:** If the GI/LID Program is revised during the reporting period, the city will submit the revised program to EPD for review with the Annual Report.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2020
 - c. Frequency of actions (if applicable): Ongoing
 - d. Month/Year of each action (if applicable): Ongoing
5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** Number of GI/LID structures that are installed.

SWMP Attachments:

- Inventory of all permittee-owned GI/LID structures, and structures publicly-owned by other entities and privately-owned non-residential constructed after 12/6/12.

E. BMP #6 GI/LID Structure Inventory

1. **Description of BMP:** The City currently does not have any GI/LID structures. If any are constructed, the City will develop and maintain a Green Infrastructure/ Low Impact Development inventory. Inventory will consist of water quality related GI/LID structures located within the permitted area and at a minimum constructed after December 6, 2012, including the total number of each type of structures (e.g. bioswales, pervious pavement, rain gardens, cisterns, and green roofs). The inventory must, at a minimum, include permittee-owned GI/LID structures, those publicly owned structures owned by other entities, and privately-owned non-residential GI/LID structures. The City will track the addition of new water quality-related GI/LID structures through the plan review process and ensure the structures are added to the inventory.
2. **Measurable goal(s):** The City will annually update the inventory.
3. **Documentation to be submitted with each annual report:** Inventory will be provided with the annual report and will include those structures adding during the reporting period.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2015
 - c. Frequency of actions (if applicable): Ongoing
 - d. Month/Year of each action (if applicable): Ongoing
5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** Number of GI/LID structures that are installed.

SWMP Attachments:

- GI/LID Program, including example inspection forms and maintenance agreements

E. BMP #7 GI/LID Inspection Program, Appendix J

1. **Description of BMP:** The City has a population of less than 10,000 at the time of this permit issuance. Therefore, the City will develop a program for inspection of the GI/LID structures, including permittee-owned, publicly-owned structures owned by other entities, and privately-owned non-residential. The inspections must be completed in accordance with the schedule submitted in BMP #6 above.
2. **Measurable goal(s):** Conduct inspections and/or ensure inspections are conducted on 100% of the GI/LID structures included in the inventory created in BMP 5.a above, within a 5-year permit term, in accordance with the procedures described in the SWMP. If there are less than five GI/LID structures, then the permittee must conduct at least 1 inspection during each reporting period. If there are more than five GI/LID structures, then at a minimum, the permittee must conduct inspections on 5% of the structures annually. If a low percentage of inspections is conducted during a reporting period, then the permittee must increase the inspection frequency in subsequent reporting periods to ensure that 100% of the structures are inspected within the 5-year permit term. Provide the number and percentage of the structures inspected and documentation of the inspections conducted during the reporting period in each annual report.
3. **Documentation to be submitted with each annual report:** Inventory will be provided with the annual report and will include those structures added during the reporting period. All inspection forms and other supporting documentation will be submitted as well.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2020
 - c. Frequency of actions (if applicable): Ongoing
 - d. Month/Year of each action (if applicable): Ongoing
5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** Number of GI/LID structures that are installed.

SWMP Attachments:

- Example inspection forms
- Example table for tracking inspections conducted over permit cycle

E. BMP #8 GI/LID Structure Maintenance Program, Appendix J

1. **Description of BMP:** The City has a population of less than 10,000 at the time of this permit issuance. Therefore, the City will develop a program for maintenance of the GI/LID structures, including permittee-owned, publicly-owned structures owned by other entities, and privately-owned non-residential. Conduct maintenance on the permittee-owned GI/LID structures, as needed. Implement the maintenance procedures in accordance with the GI/LID program submitted in BMP 6 above for ensuring publicly-owned structures owned by other entities and privately-owned non-residential GI/LID structures are maintained as needed.
2. **Measurable goal(s):** For permittee-owned GI/LID structures, conduct maintenance as needed. Provide the number of structures maintained and documentation of maintenance performed during the reporting period in each annual report. For publicly-owned structures owned by other entities and privately-owned non-residential GI/LID structures, ensure the structures are maintained as needed in accordance with the maintenance program in the SWMP. The permittee must retain copies of maintenance agreements finalized after December 6, 2017 and develop a summary list of these agreements. Update the summary list as new maintenance agreements are executed. Provide an updated summary list and documentation of any activities taken to ensure maintenance of these structures (e.g. letters to owners, enforcement actions) in each annual report.
3. **Documentation to be submitted with each annual report:** Inventory will be provided with the annual report and will include those structures added during the reporting period. All maintenance forms and other supporting documentation will be submitted as well.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2020
 - c. Frequency of actions (if applicable): Ongoing
 - d. Month/Year of each action (if applicable): Ongoing
5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** Number of GI/LID structures that are installed.

SWMP Attachments:

- Example form for documenting maintenance
- Example maintenance agreements
- List of maintenance agreements executed to date
- Example letters to notify owners of maintenance deficiencies

**Pollution Prevention/Good Housekeeping for Municipal Operations
Table 4.2.6 (a) of the Permit**

F. BMP #1 MS4 Structure Inventory and Map, Appendix K

1. **Description of BMP:** The City will maintain an inventory and map of catch basins, detention/ retention ponds, ditches, and storm drain pipes, as outlined in the City's O&M Program, Appendix L. The City will update the inventory and map as new structures are completed or existing structures are identified.
2. **Measurable Goal(s):** Create and maintain a mapped inventory of the City's MS4 structures. Update the map and inventory annually as new structures are installed. The City will provide the number of structures (by type) added during the reporting period and the total number of structures in each annual report.
3. **Documentation to be submitted with each annual report:** A copy of the map, inventory, and the total number of structures (by type) added during the reporting period will be submitted with the annual report.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): Storm sewer lines and ditches will be tentatively completed by February 15, 2021.
 - b. Implementation Date (if applicable): 2005
 - c. Frequency of actions (if applicable): Ongoing
 - d. Month/Year of each action (if applicable): Ongoing
5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** Growth and Development: The MS4 Control Structure Inventory and Map will be updated and maintained as needed.

SWMP Attachments:

- Inventory listing 4 structure types (catch basins, ditches, pipes, permittee-owned ponds)
- Map showing 4 structure types

F. BMP #2 MS4 Inspection Program

1. **Description of BMP:** All post-construction stormwater management structures (e.g. City-owned ponds and privately-owned ponds) listed in the inventory will be inspected so that 100% of the structures are inspected within the 5-year period. All inspections shall be conducted by someone who is a GSWCC Level IB Certified Inspector. The inspector will schedule a day for inspections. The inspector will need the correct inspection forms, pen, cell phone, and other field inspection equipment. Inspection forms will be completed at the time of inspection and filed on the OneDrive under Stormwater → Stormwater-NPDES Permit BMPs → Stormwater "20—". The inspections will be conducted in accordance with procedures outlined in the City's O&M Program, Appendix L, and the GSMM.
2. **Measurable Goal(s):** Inspect one of the five drainage basins annually so that 100% of the MS4 structures will be inspected within the 5-year permit period. See the stormwater drainage map, Appendix R, for the 5 drainage basins.
3. **Documentation to be submitted with each annual report:** A copy of the revised or current O&M Plan, the number (both the number and the percentage of the total type of each type of structure) of MS4 structural control inspection, Catch Basin and Storm Drain Inspection Form (Form SW-3), and Detention Pond Inspection Form (Form SW-4) will be submitted with the annual report.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2004
 - c. Frequency of actions (if applicable): Ongoing
 - d. Month/Year of each action (if applicable): Ongoing
5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** Stormwater structures will be easily located, accessible, and function properly.

SWMP Attachments:

- Inspection program, including implementation schedule
- Example inspection forms
- Example table for tracking inspections over the permit cycle

F. BMP #3 MS4 Maintenance Program, Appendix L

1. **Description of BMP:** The City will maintain catch basins, detention/retention ponds, ditches, and storm drain pipes, as outlined in the City's O&M Program, Appendix L, and the GSMM.
2. **Measurable Goal(s):** The City will maintain 100% of structures within the 5-year permit period.
3. **Documentation to be submitted with each annual report:** The number of each type of structure maintained during the reporting period and a copy of the maintenance reports will be submitted with the annual report.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2004
 - c. Frequency of actions (if applicable): N/A
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** Stormwater structures will be easily located, accessible, and function properly.

SWMP Attachments:

- Maintenance procedures
- Example maintenance forms

F. BMP #4 Street and Parking Lot Cleaning

1. **Description of BMP:** The City conducts trash/litter removal of major road right of ways before each pass of the mowers. The route is on an approximate two-week rotation and is attached as Trash/Litter Pickup Route, Appendix N. Trash/litter pickup time is reduced during the winter months due to slower grass and weed growth. Employees walk ahead of the mowers wearing high visibility clothing while use of grab sticks and trash bags to collect the trash/litter. The bags are then placed in the dumpster at the Public Works yard for pickup by Advanced Disposal.
2. **Measurable Goal(s):** Conduct annual cleanup on 100% of the major roads listed on the Trash/ Litter Pickup Route, Appendix N.
3. **Documentation to be submitted with each annual report:** A copy of the bill of lading or weigh ticket from the trash disposal will be submitted.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2004
 - c. Frequency of actions (if applicable): Ongoing
 - d. Month/Year of each action (if applicable): Ongoing
5. **Person (position) responsible for overall management and implementation of the BMP:** April Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** The amount of debris near outfalls will show whether or not street cleaning is helpful.

SWMP Attachments:

- Street sweeping procedures
- Street sweeping log page or other form
- Litter removal procedures
- Litter removal log page or other form

F. BMP #5 Employee Training

1. **Description of BMP:** Public Works employees will receive annual training that includes topics such as good housekeeping at municipal facilities, IDDE, construction site inspections, and green infrastructure. The Stormwater Manager will provide and conduct the training. The main form of training will be tutorial videos. The employees will watch the videos, have a Q&A session, and then sign the Annual Good Housekeeping Plan/ Runoff Control training roster form of the Good Housekeeping Plan, Appendix O.
2. **Measurable Goal(s):** 100% of public works employees will receive stormwater training annually.
3. **Documentation to be submitted with each annual report:** A sign in sheet of the City employees along with type of training and the topic will be submitted with the annual report.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2004
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** Areas should be maintained on a regular basis with minimum amounts of debris.

SWMP Attachments:

- Employee training program
- Example sign-in sheet or other documentation forms

F. **BMP #6 Waste Disposal**

1. **Description of BMP:** Majority of waste removed from our MS4 system will be disposed of at the City dumpster located at the public works yard which is picked up by Advanced Disposal, in accordance with the City's O&M Program, Appendix L.
2. **Measurable Goal(s):** 100% of waste removed from the MS4 will be disposed of by Advanced Disposal or taken to the Houston County Landfill or Newell Recycling Southeast.
3. **Documentation to be submitted with each annual report:** Receipts or invoices will be submitted annually.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2006
 - c. Frequency of actions (if applicable): Ongoing
 - d. Month/Year of each action (if applicable): Ongoing
5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** The amount of debris near outfalls will show whether or not street cleaning is helpful.

SWMP Attachments:

- Waste disposal procedures
- Example form for tracking waste disposal

F. **BMP #7 New Flood Management Projects**

1. **Description of BMP:** The City will ensure that the proposed flood management projects are assessed for water quality impacts during the design phase. The third party plan reviewer uses the Flood Management Project Design Checklist and ensures plans are in accordance with the GSMM.
2. **Measurable Goal(s):** The City will review 100% of site plans in accordance with the GSMM.
3. **Documentation to be submitted with each annual report:** A list of site plans that are reviewed will be submitted annually.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2004
 - c. Frequency of actions (if applicable): N/A
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** No flooding or property damage reported.

SWMP Attachments:

- Procedures for assessing new plans for water quality impacts
- Example forms used to document the assessment of new plans

F. **BMP #8 Existing Flood Management Projects**

1. **Description of BMP:** Conduct an assessment of existing publicly owned flood management projects for potential retrofitting to address water quality impacts in accordance with the procedures in the City's O&M Program, Appendix L, and the GSMM. The Stormwater Manager will conduct the assessment of the 2 city-owned ponds annually. If an issue is noted, the City's stormwater engineer will be notified to design a solution. Projects will be paid for out of the City's stormwater utility budget and/or SPLOST funds.
2. **Measurable Goal(s):** The City will assess 100% of the structures within the 5-year permit period.
3. **Documentation to be submitted with each annual report:** A copy of the assessment of any existing publicly-owned flood management projects reviewed, during the reporting period will be submitted annually.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): Oct 2006
 - c. Frequency of actions (if applicable): N/A
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** No flooding or property damage reported.

SWMP Attachments:

- Procedures for assessing existing flood management structures for potential retrofit
- List of existing flood management structures
- Example forms used to document the assessment of existing structures

F. **BMP #9 Municipal Facilities**

1. **Description of BMP:** Continue to implement the Good Housekeeping Plan by conducting annual site inspections of municipal properties and operations so that they will be inspected within the 5-year period. The inventory of all municipal facilities with potential to cause pollution and the GHP Semi- Annual Site Inspection Form (Form SW-5) can be found in the Good Housekeeping Plan, Appendix O. The City will update the inventory as structures are added.
2. **Measurable Goal(s):** Conduct inspections on 100% of the municipal facilities annually.
3. **Documentation to be submitted with each annual report:** A list of the inventory (revised if necessary) and any inspections of municipal facilities with the potential to pollute will be submitted annually.
4. **Schedule:**
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): 2005
 - c. Frequency of actions (if applicable): N/A
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** April P. Cunard, Stormwater Manager
6. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:** There should be no debris throughout the Public Works yard.

SWMP Attachments:

- Inventory of municipal facilities
- Procedures for conducting inspections
- Example inspection forms
- Example table to track inspections over permit cycle

Appendices

Appendix A – Illicit Discharge and Detection Elimination Ordinance

Appendix B – Outfall Map and Inventory

Appendix C – Illicit Discharge Detection and Elimination Plan

Appendix D – Businesses with Potential to Pollute

Appendix E – Complaint Response Form

Appendix F- Soil Erosion, Sedimentation, and Pollution Control Ordinance

Appendix G- Construction Site Waste Ordinance

Appendix H – Construction Site Inspection Standard Operating Procedures

Appendix I – Stormwater Management for New Development, Redevelopment, and Post
Development Ordinance

Appendix J – GI/ LID Inspection Program

Appendix J – GI/ LID Maintenance Program

Appendix K – MS4 Control Structure Inventory and Map

Appendix L– Operation and Maintenance Program

Appendix M – BMP Maintenance Agreement Log

Appendix N – Trash/ Litter Pickup Route

Appendix O – Good Housekeeping Plan

Appendix P – Enforcement Response Plan

Appendix Q – Impaired Waters Plan

Appendix R- Stormwater Drainage Map