



STORMWATER MANAGEMENT PLAN

For the

**CITY OF SYRACUSE
ONONDAGA COUNTY, NEW YORK**



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Primary Stormwater Contact:

John Kivlehan, Division Engineer

Stormwater Management Official:

Mary Robison, P. E., City Engineer

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I. Introduction

In response to the 1987 Amendments to the Clean Water Act (CWA), the U.S. Environmental Protection Agency (EPA) developed Phase I of the National Pollutant Discharge Elimination System (NPDES) Storm Water Program in 1990. The Phase I program addressed sources of stormwater runoff that had the greatest potential to negatively impact water quality. The New York State Department of Environmental Conservation (DEC) is responsible for administering the program in New York State as part of the State Pollutant Discharge Elimination System (SPDES) permit program. Under Phase I, SPDES permit coverage was required for stormwater discharges from medium and large Municipal Separate Storm Sewer Systems (MS4s) located in incorporated places or counties, and for eleven categories of industrial activity and construction activity that disturbed five or more acres of land.

The Phase II Final Rule, published in the Federal Register on December 8, 1999, expanded the stormwater permit program to include stormwater discharges from certain regulated small MS4s and construction activity that disturbs between 1 and 5 acres of land. On January 8, 2003, the DEC finalized two new permits for stormwater discharges in NYS as required by the Federal EPA; the small MS4 and small construction permits.

The MS4 permit required regulated municipal MS4s (those with a minimum population density of 1,000 people per square mile and located in urban areas with a population of 50,000 or more as defined by the U.S. Census Bureau) to develop and fully implement a stormwater management program by 2008. Stormwater management programs must contain appropriate management practices in each of the following minimum control measure categories: Public Education and Outreach; Public Involvement and Participation; Illicit Discharge Detection and Elimination; Construction Site Stormwater Runoff Control; Post-Construction Stormwater Management; and Pollution Prevention and Good Housekeeping for Municipal Operations.

The Syracuse Urbanized Area (SUA) fits the population threshold and density criteria regulated under Phase II of the Storm Water Program and therefore the 35 municipalities, including the City of Syracuse, that fall within the boundaries of the SUA are required to obtain coverage under the SPDES MS4 stormwater permit and comply with requirements of the permit.

As a first step toward obtaining SPDES permit coverage, regulated MS4s were required to submit a Notice of Intent (NOI) form to DEC by March 10, 2003. The NOI required MS4s to provide an initial outline of planned management practices and to identify measurable goals to annually assess progress toward the full implementation of an appropriate stormwater management program. Although the DEC has specified a few required actions and provided a list of approved management practices for each minimum control measure category, regulated MS4s are encouraged to tailor the development of their stormwater management programs to best meet local stormwater concerns.

The DEC is encouraging MS4s to take a watershed approach to local stormwater management by working with neighboring MS4s to develop complementary or cooperative programs for solving shared problems. By combining efforts, sharing costs and working together, regulated

municipalities will recognize a higher level of environmental benefits at a decreased program cost.

All publicly-funded MS4s operating within the boundaries of regulated municipal MS4s are also subject to the statewide Phase II permit requirements. Examples of other regulated MS4s include school districts, public universities, prisons and state agencies. Eventually, the MS4 permit program may be expanded statewide.

The small construction permit (Permit No. GP-0-15-002) is somewhat different in that it is already a statewide requirement. Operators of all small construction activities disturbing at least one acre of soil must obtain a SPDES permit from the DEC prior to breaking ground regardless of whether or not the construction takes place within a regulated MS4. Construction site owners/operators must file a Notice of Intent (NOI) form and develop an approved Stormwater Pollution Prevention Plan (SWPPP) that includes provisions for controlling erosion and sedimentation during construction, and managing stormwater runoff over the life of the completed project. The one-acre soil disturbance is a cumulative threshold. In other words, if a construction activity disturbs less than one acre of soil, but is part of a common development plan that will disturb one acre or more cumulatively over the duration of construction, a construction permit is required for the entire development. The City of Syracuse has adopted a local stormwater management ordinance which has a threshold of 10,000 square feet of land disturbance requiring a construction permit.

What is Stormwater Runoff?

Stormwater runoff is water from rain or melting snow that doesn't soak into the ground but runs off into waterways. As it flows from rooftops, over paved areas and bare soil, and through sloped lawn, it picks up a variety of materials including soil, animal waste, salt, pesticides, fertilizers, oil and grease, debris and other potential pollutants. The quality and quantity of runoff is affected by a variety of factors depending on the season, local weather, geography and activities taking place along the path of its flow.

Why is Stormwater Runoff a Problem?

Stormwater gathers a variety of pollutants that are mobilized during runoff events. Polluted runoff degrades our lakes, wetlands, rivers and other waterways. Transported soil clouds receiving waters and interferes with fish habitat and aquatic plant life. Polluted runoff also contaminates our drinking water sources.

Nutrients such as phosphorus and nitrogen can be harmful to aquatic life by promoting the overgrowth of algae and depleting oxygen in the waterway. Toxic chemicals from automobiles, sediment from construction activities, and careless application of pesticides and fertilizers threaten the health of the receiving waterway and can kill fish and other aquatic life. Bacteria from animal wastes and illicit sewer system connections can make nearby lakes and rivers unsafe for wading, swimming and adversely affect the

propagation of edible fish. According to an inventory conducted by the United States Environmental Protection Agency (EPA), half of the impaired waterways in the United States are affected by stormwater runoff from urban/suburban and construction sources.

Significant improvements have been achieved in controlling pollutants that are discharged from point sources such as sewage and wastewater treatment plants. Across the nation, attention is shifting to non-point sources of pollution such as stormwater runoff. Stormwater management, especially in urban areas, is becoming a necessary step in the process of further reducing water pollution despite the inherent challenges it brings.

Stormwater runoff cannot be treated using the same end-of-pipe controls appropriate for sewage and wastewater treatment plants. Pollutants in stormwater runoff enter our waterways in numerous ways and the best point of control is often at the pollutant's source. Significant water quality improvement can be made by employing Best Management Practices, or "BMPs." Proper storage of chemicals, good housekeeping and just plain paying attention to what's happening during runoff events can lay the groundwork for developing a relatively inexpensive stormwater pollution prevention program.

This Stormwater Management Plan (SWMP) has been prepared to enable the City of Syracuse to conform to the requirements of its MS4 Permit No. GP-0-10-002. This SWMP will address the six Minimum Control Measures (MCM's) listed above and put forth in GP-0-10-002. For each Minimum Control Measure, methods for undertaking the Measure are given along with desired goals and means for assessing the effectiveness of the goals.

The City of Syracuse is largely within the Onondaga Lake watershed. The water bodies of concern within the City limits include Onondaga Lake, Onondaga Creek and its tributaries, Harbor Brook, Cold Brook, Ley Creek and Meadow Brook. All streams except Meadow Brook are within the Onondaga Lake watershed. Meadow Brook is part of the Butternut Creek watershed which in turn is part of the Oneida Lake watershed.

There are several pollutants of concern (POC's) within the water bodies within the City. These POC's include sediment, ammonia, phosphorous, nutrients and PCB's. The Onondaga Lake watershed is listed in GP-0-10-002 as a phosphorous watershed and requires techniques for enhanced phosphorous removal when addressing stormwater runoff in development and re-development projects. The New York State Department of Environmental Conservation (DEC) is presently conducting a study to assist in making a determination on Total Maximum Daily Loadings (TMDL's) for the Onondaga Lake watershed.

II. Stormwater Pollutants of Concern and their Sources

Stormwater runoff from impervious surfaces carries large amounts of various pollutants to the surface waters of the United States. These pollutants include nutrients, silt/sediment, pathogens, oil/grease, metals, debris and litter. Of particular concern to the water bodies in the City of Syracuse are phosphorus and sediment.

Phosphorus (and other nutrients)

Phosphorus is the nutrient of greatest concern because it promotes weed and algae growth in lakes and streams. Excessive weed growth clogs waterways and blocks sunlight. When algae die, they sink to the bottom and decompose in a process that removes oxygen from the water. Fish and other aquatic organisms can't exist in water with low dissolved oxygen levels. Some sources of nutrients are fertilizer, human and animal waste, and detergents.

Silt and Sediment

Large amounts of silt and sediment, when dislodged and swept by stormwater into water bodies, can disrupt ecosystems and drinking water supplies. Stormwater runoff that contains sediment can deposit harmful amounts of silt in sensitive areas such as wetlands, wildlife preserves, and stream and lake bottoms, harming habitat needed by aquatic insects and plants. Sediment blocks sunlight needed by aquatic plants to grow and can carry toxic chemicals that deplete oxygen in water bodies. Sediment also clogs drinking water intake pipes. Silt and sediment in surface waters generally are the result of soil erosion from construction sites, lawns, agriculture and gardening/landscaping activities.

Toxic Substances

Toxic substances may enter surface waters either dissolved in runoff or attached to sediment or organic materials. The principal concerns in surface water are their entry into the food chain, bioaccumulation, toxic effect on fish, wildlife and microorganisms, habitat degradation, and contamination of public water supply sources. Some toxic substances that may be present in residential areas, businesses and construction sites are listed below:

- Residential: Pet waste, vehicle fluids (oil, gas and antifreeze), paint, pesticides, solvents, batteries, hazardous wastes, street litter, soap from car washing, and swimming pool discharges.
- Businesses: Fuel, soap from equipment washing, waste process water and hazardous liquids.
- Construction: Sediment, wash water from concrete mixers, used oil and solvents, vehicle fuels, and pesticides.

Pathogens (bacteria, viruses)

Bacteria and viruses include infectious agents and disease producing organisms normally associated with human and animal wastes, leakage from sewers and seepage from septic tanks.

These organisms can cause disease in humans and animals when present in drinking water and in contact recreational water bodies. Biological contaminants come from organic matter, animal waste and litter.

Oxygen-Demanding Organics (decaying plant and animal matter, food waste, human and animal waste)

Organic materials (natural or synthetic) may enter surface waters dissolved or suspended in runoff. Natural decomposition of these materials may deplete dissolved oxygen supplies in the surface waters. Dissolved oxygen becomes reduced below the threshold necessary to maintain aquatic life, impairing or killing fish and other aquatic plants and animals.

Metals (lead, mercury, copper and cadmium)

Metals in water can be toxic to aquatic life, humans and other animals that drink from surface waters. Metals come from vehicle exhaust, weathered paint, metal plating, tires, discarded auto parts, and motor oil.

Floatables (litter)

Floating litter in water may be contaminated with toxic chemicals and bacteria and can cause death to aquatic animals and birds. Commonly observed floatables include cigarette butts, plastic containers, wrappers and cans. Ducks and geese often become caught in plastic six-pack rings, fishing line or string which can strangle them. Floatables are generally the result of careless handling or littering.

Sources of Contamination

- *Street Pavement:* The components of road surfaces, including breakup and degradation of asphalt, tar, and other oil-based substances are sources of contamination in urban runoff.
- *Motor Vehicles:* Fuels and lubricants spill or leak, particles are worn off from tires or brake linings, exhaust emissions collect on the road surface, and corrosion products or broken parts fall from vehicles. While the quantity of material deposited from individual vehicles may be small, the combined impact from numerous vehicles is significant. Automotive service stations tend to have high concentrations of the above contaminants.
- *Atmospheric Fallout:* Air pollutants include dust, contaminants and particles from stacks and vents, from automobiles and planes, and from exposed land. The airborne matter settles on the land surface and washes off as contaminated runoff.
- *Vegetation:* Leaves, grass clippings, and other plant materials that fall or are deposited on urban land may become part of the runoff problem. Quantities depend on the geographic location, season, landscaping practices, and disposal methods.
- *Spills:* Producers and manufacturers must store and use large quantities of hazardous substances to supply the goods we demand. Sometimes, through mismanagement, neglect, or accidents, these substances leak or spill into groundwater and surface waters. Consumer products such as paint thinner, lacquers, detergents, etc., also find their way into storm drainage systems.
- *Litter:* This consists of various kinds of discarded refuse items, packaging materials, and animal droppings. Although the quantities may be small, the pollutant sources can be significant and may be the most visible form of urban runoff.
- *Anti-Skid Compounds and Chemicals:* In the northeast, urban areas employ large amounts of substances designed to melt ice in the winter. Salts, sand, and ash are the commonly used agents. It is impossible to keep the substances from washing into storm drains.
- *Lawn Care:* A variety of chemicals may be used as fertilizers, pesticides and herbicides. Many of these substances will become part of urban stormwater runoff when improperly stored or applied.
- *Construction Sites:* Soil erosion from land disturbed by construction is a highly visible source of sediment in stormwater runoff. Construction methods and control measures influence stormwater quantity and quality. Storm sewers tend to accumulate deposits of silt and sediment that will eventually be dislodged and transported by storm flows. Suspended solids are small soil particles that make the

receiving water cloudy.

- *Combined Sewer Overflows:* Wet-weather discharges into water bodies from combined sewer systems carry sanitary and storm flows that exceed the capacity of sewage treatment plants during large storms. Combined sewer overflows contribute pathogens and nutrients to the waterways in older cities like Syracuse.

See Appendix A: Responsible Parties Contact Information and Appendix B: Coordination Protocol Flowchart

III. Minimum Control Measure 1 – Public Education and Outreach

People appreciate their local waterways. They use them for swimming, boating and fishing. We are fortunate that we can enjoy several lakes, rivers and streams in Onondaga County for world class trout and warm-water fishing, as well as canoeing, motor-boating, birding, swimming and for drinking water. We also have several hundred acres of valuable wetlands that provide wildlife habitat and water quality improvement.

Stormwater runoff can impact these water resources in many ways. Implementing this minimum measure will help the residents of the City of Syracuse understand what they can do to protect and restore the health of their water resources. Public education is a key component to any effective stormwater management program. Well-planned public education and outreach programs will support and help achieve the goals of the other minimum control measures.

The City's website provides a means to submit and track service requests by the means of a logo labeled SYRCITYLINE. Clicking on submit service request, one may submit a property-based complaint/service request or file an area-based complaint/service request. The bottom of the page also refers to City Line at 315-448-CITY (2489) to file anonymous requests. The City's Annual Water Newsletter includes information on the Illicit Discharge and Detection program and directions to report illicit discharges to City Line or on-line.

Requirements

This MCM consists of BMPs that focus on the development of educational materials designed to inform the public about the impacts that stormwater discharges have on local water bodies. The educational materials contain specific actions as to how the public, as individuals or collectively as a group, can participate in reducing pollutants and their impact on the environment. The Public Education and Outreach program and BMPs, in combination, are expected to reach all of the constituents within the City's boundary. The target pollutant sources are construction site runoff, impacts from new and re-development projects, illicit discharges, homeowner activities, and local/regional Pollutants of Concern.

The City must develop measurable goals and select appropriate education and outreach activities to ensure the reduction of all pollutants of concern in stormwater discharges to the maximum extent practicable (MEP). The measurable goals must be periodically modified as needed so that the program continues to be effective.

The City has contracted with the Central New York Regional Planning and Development Board (CNY RPDB) to provide assistance in meeting this MCM. The CNY RPDB will complete the following tasks under the contract:

- Maintain Regional Stormwater Website and Information Library – CNY RPDB will compile existing information, guidance materials and permit updates for reference and use by regulated MS4's and the general public in the Syracuse Urban Area (SUA). These materials will include, but not be limited to brochures, fact sheets, videos, MS4 guidance manuals, articles and a calendar of public participation opportunities for the SUA. CNY RPDB will maintain and regularly update an annotated resource catalog for reference by MS4's and the general public. Library materials will be available for use or reproduction by regulated MS4's and the general public upon request. Library materials and website information will be focused on the primary pollutants of concern for the SUA and address specific regional education priorities identified in the 2010 SUA Stormwater Public Education Survey. CNY RPDB will actively promote the public side of the website with lake associations, youth groups, schools and other local interests and user groups throughout the SUA. The city will expand their stormwater information on their website under the Engineering Department and will have appropriate stormwater brochures available in City Hall Commons at the Permit Consultation Office. The City has a link to the www.cnyrpdb.org/stormwater website on the city's website under the Engineering Department.
- Syracuse Post-Standard Newspaper Stormwater Pullout – CNY RPDB will develop a 4-page, broadsheet, pullout to be distributed in the main section of the Post-Standard daily edition (1 edition). The pullout will focus on stormwater processes, impacts, issues of concerns, SUA primary pollutants of concern and citizen-generated solutions. The pullout will be published in April 2012 and should reach approximately 273,000 readers in the four-county CNY region.
- GreenCNY Stormwater Articles – CNY RPDB will develop two, seasonally focused stormwater related articles for publication in the May and June editions of the GreenCNY section of the Syracuse Post-Standard. These informational advertisements will be distributed across the four-county CNY region and should reach an estimated 273,000 daily readers of the Post-Standard plus an additional 7,000 Central New York students through the Newspapers in Education program. These articles will maintain a focus on primary pollutants of concern in the SUA, stormwater processes and offer advice on reducing negative water quality impacts through simple actions.

- Outreach to CNY Contractors and Developers – CNY RPDB will provide direct information on topics of interest to construction developers with a focus on current construction permit requirements and additional considerations for doing business in MS4 communities. Information will be presented in “newsletter” format. 500 color newsletters will be printed on 80# coated paper and sent directly to CNY RPDB’s mailing list of approximately 170 contractors and developers known to work in the SUA. As a participating MS4, the City of Syracuse will receive a minimum of 10 copies of the newsletter and access to the electronic file for additional printing or posting on its website.
- CNY Homebuilders and Remodelers Association Workshop – CNY RPDB will conduct a workshop for the members of the CNY Homebuilders and Remodelers Association (CNY H&RA) that addresses the construction of green infrastructure practices. This workshop may be incorporated into a larger CNY H&RA event. The date for this workshop will be determined in conjunction with the CNY H&RA. Topics to be addressed will include approved green infrastructure practices, installation considerations and implementation standards. The information presented will reflect considerations of MS4 construction inspection concerns.
- Stormwater Program Management for MS4 Officials – CNY RPDB will conduct a workshop for municipal officials with responsibility for implementing various portions of their municipal Stormwater Management Plan (SWMP). This meeting will be structured to provide an opportunity for municipal, planning and zoning board members, highway/DPW and parks staff, code enforcement officers, clerks and others to better understand the overall stormwater program and how their roles impact and interact with others to affect municipal permit compliance. Topics to be addressed include: an overview of what a SWMP should entail; which municipal officials and departments should be involved in implementing the SWMP; typical roles and responsibilities for implementing the SWMP; and procedures for documenting compliance activities that facilitate annual reporting.
- Municipal Good Housekeeping Training and Posters – CNY RPDB will plan and hold a training workshop for municipal staff responsible for developing and assessing municipal good housekeeping programs. The half-day workshop will provide program managers with a more complete understanding of the requirements of Minimum Control Measure 6 and a deeper understanding of how to develop an effective MCM 6 program. In advance of the workshop, CNY RPDB will distribute a series of four shop posters. These posters are printed on heavy stock and target municipal staff. Each poster carries a different pollution prevention message (spills, vehicle washing, illicit discharges and inlet protection). The series is designed to be rotated in break rooms or other areas to promote day-to-day best management practices.
- The city works with CNYRPDB and the Stormwater Coalition to coordinate efforts to reach out to schools, libraries and youth groups to increase Public Education/Outreach.

- The city holds pre-development meetings with developers and their consultants and all involved city departments to review proposed projects and advise the developer of stormwater management requirements and management of soil erosion and sediment control requirements during construction. We will keep track of how many pre-development meetings are held each reporting year.

In addition to the above, the City's Department of Water includes a short section on stormwater concerns in their annual report to customers of the Department. This publication is sent to approximately 42,000 City water customers.

The effectiveness of this program will be measured by the number of distributed newspapers carrying the inserts, feedback from the general public on the inserts and the number of inquiries (hits) on the website. The CNY RPDB may occasionally monitor the effectiveness of the programs through polling techniques.

The CNY RPDB has a list serve and mailing list that is always being updated to include more recipients.

IV. Minimum Control Measure 2 - Public Involvement/Participation

The Public Involvement and Participation measure consists of a set of BMPs that are focused on getting members of the local community involved in the City's stormwater management program. Compliance with State and local public notice requirements will be maintained whenever public participation is sought or required. The BMPs include a number of practices designed to seek public input on the SWMP and Annual Report accomplishments in addition to describing specific activities that encourage public participation. The target audiences for the public involvement program are key individuals and groups that may have an interest in the particular BMPs as well as the general public located within the City.

The Cornell Cooperative Extension Service of Onondaga County provides indirect assistance by organizing volunteers for a cleanup session along Onondaga Creek each year during Earth Day. The Onondaga County Resource Recovery Agency conducts one or two household hazardous waste collection events per year allowing residents an opportunity to safely discard household hazardous wastes. The City posts a draft of its Annual MS4 Report on its website for review and comment by the general public. On posting the draft report, a public notice will be published announcing its availability on the City website.

Effectiveness of this MCM is determined by the number and locations of each public volunteer cleanup project, the number of volunteers involved in the cleanup effort and by how much debris is removed from the stream. The number of hits on the City's website would also be an indication of public interest. The city will track creek clean ups, public volunteer Earth Day cleanup projects, and will also track the amount of trash picked up as a result of these public cleanup efforts (i.e. bags, dumpsters, truck loads, etc. will be tracked).

V. Minimum Control Measure 3 - Illicit Discharge Detection and Elimination

The Illicit Discharge Detection and Elimination (IDDE) MCM consists of BMP's that focus on the detection and elimination of illicit discharges located within the City. The BMP's include outfall mapping and update procedures, the legal authority mechanism that will be used to effectively prohibit illicit discharges, enforcement procedures and actions to ensure that the regulatory mechanism is implemented, the dry weather screening program, procedures for tracking down and locating the source of any illicit discharges, procedures for locating priority areas, and procedures for removing the sources of the illicit discharges.

What is an "Illicit Discharge"?

Federal regulations define an illicit discharge as "... any discharge to an MS4 that is not composed entirely of stormwater with some exceptions." These exceptions include discharges from SPDES-permitted industrial sources and discharges from firefighting activities. Illicit discharges are considered "illicit" because MS4s are not designed to accept, process, or discharge such non-stormwater wastes. Sources of illicit discharges include: sanitary wastewater piped to storm drains, leaking septic tanks, car wash wastewaters, improper oil disposal, radiator flushing disposal, laundry wastewaters, and auto or household toxics dumped into storm drains.

In 2007, Ordinance No. 52 was enacted by the City of Syracuse Common Council to add a new chapter to the City's Building Codes relating to the prohibition of illegal discharges, activities and connections to separate storm sewer systems.

All known stormwater outfalls have been mapped on a GIS map along with estimated sewershed boundaries. A total of 296 outfalls have been mapped. This is estimated to be over 95% of the actual outfalls existing. When time and resources allow, the sewershed maps will be expanded to show sewer lines, manholes and catch basins. A dry weather reconnaissance survey will be performed each year in which about 20% of the outfalls are to be examined. Any illicit discharges will be brought to the attention of the Division of Sewers and Streams for investigation and elimination. Calls to the City Hotline can also produce reports of illicit discharges which will be brought to the attention of the Division of Sewers and Streams.

Progress in this MCM will be measured by the number of outfalls surveyed and the number of illicit discharges found and eliminated plus the expansion of the sewershed maps to include locations of sewer lines.

The City's Annual Water Newsletter being sent out to 42,000 water customers included information on the IDDE program and how to report an illicit discharge to a storm sewer on-line or by phone (448-City). The City will track the number of reported discharges, the number of investigations that have confirmed an illicit discharge, and the number of illicit discharges eliminated.

In coordination with the Onondaga County Health Department, Onondaga County Plumbing Control requires all restaurants/food preparation facilities to maintain service records for maintenance for their grease interceptors. The City will work with Onondaga County Water Environment Protection (through the Fats Oils and Grease Program) to coordinate training commercial waste haulers in the proper disposal methods.

See *Appendix C: Outfall Inventory, Map and Procedures*
Appendix D: Illicit Discharge Detention & Elimination (IDDE) Procedures

VI. Minimum Control Measure 4 - Construction Site Stormwater Runoff Control

The Construction Site Runoff MCM consists of BMPs that focus on the reduction of pollutants to the MS4 from construction activities that result in a land disturbance of greater than or equal to 10,000 square feet within the City. The reduction of stormwater discharges from construction activities disturbing less than 10,000 square feet will be considered if it is part of a larger common plan of development or sale that would disturb 10,000 square feet or more.

The BMPs describe the adoption of a mechanism that provides the legal authority to require erosion and sediment controls, enforcement procedures and actions to ensure compliance, requirements for construction site operators to implement appropriate erosion and sediment control BMPs, requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site, procedures for site plan review which incorporate the consideration of potential water quality impacts, procedures for receipt and consideration of information submitted by the public, and procedures for site inspection and enforcement of control measures.

The stormwater regulations for Construction Site Runoff Control apply to both privately-owned and managed projects, and municipality owned and managed projects. Therefore, the BMPs described in this section have application to both types of projects.

In 2007, the Common Council enacted Ordinance No. 53 amending the Building Code of the City relating to requirements for stormwater management and erosion and sediment control. Under this Ordinance, land disturbance of 10,000 square feet or more requires the preparation and submission of a Stormwater Pollution Prevention Plan (SWPPP). In addition, the developer/owner must execute with the City a Stormwater Control Facility Maintenance Agreement and an Access Agreement. Both the SWPPP and the agreements must be approved in order for a Site Development Permit to be issued. A log is maintained of SWPPP's and Agreements submitted and approved or returned to the developer for revisions.

The City works with the Planning Department to review development outside the City that is within three miles of the City boundary. The City performs these reviews to determine (among other concerns) whether there will be any adverse impact on flows in streams entering the City

and to assure there are adequate post-construction procedures in place for operation and maintenance of any stormwater facilities constructed as part of the development. However, these “3-Mile” reviews by the City are limited only to projects involving land resubdivision.

During construction, erosion and sediment control will be monitored by Code Enforcement Officers plus occasional visits by Engineering Department Personnel. Approved SWPPP’s contain provisions requiring the site design consultant to perform inspections with copies of the inspections to be submitted to the Department of Engineering. If violations are found, the contractor is orally requested to make corrections. If the violation persists, then a Stop Work Order is issued until the violation is corrected. The Code Enforcement Office is implementing a new computer program to track inspections and violations. City Engineering/DPW/Codes staff and Consultants will complete an inspection form for each inspection, track the total number of inspections completed, and keep records of violations (even those that do not result in Stop Work Orders) and follow-up inspections. The number of Stop Work Orders issued will also be tracked. In addition, the general public can report apparent violations to the City Hotline or website.

The City promotes using a combination of structural management practices (including practices from the New York State Stormwater Management Design Manual) and/or non-structural management practices appropriate for construction sites [including open space preservation programs, Low Impact Development (LID), Better Site Design (BSD) and other Green Infrastructure practices], that will reduce the discharge of pollutants to the maximum extent practicable.

The effectiveness of this measure can be gauged by the number of SWPPP’s reviewed and approved and by the number of violations found versus the number of inspections performed. A separate tally will also be made of the number of development sites of one or more acres in the separated sewer shed, so that we can track the number of SWPPP’s reviewed & number of inspection completed in the City MS4 area. Another measure is the number of maintenance agreements executed. The number of calls to the City Hotline regarding runoff from construction sites is also an indication of public interest and concern for this issue.

See Appendix E: Stormwater Pollution Prevention Plan (SWPPP) Review Procedures and Appendix F: Construction Site Inspection Procedures

VII. Minimum Control Measure 5 - Post-Construction Stormwater Management

The Post-Construction Stormwater Management MCM consists of BMPs that focus on the prevention or minimization of water quality impacts from both new and re-development projects with land disturbance of 10,000 square feet or more. This includes projects less than 10,000 square feet that are part of a larger common plan of development that discharge into sewers and streams within the City. These BMPs describe structural and/or non-structural practices, the legal authority mechanism that will be used to address post-construction runoff from new development and redevelopment projects, and procedures to ensure long term operation and

maintenance of BMPs.

The executed Maintenance of Stormwater Control Facilities Agreement require that the developer/owner of a private facility conduct annual inspections and provide reports to the Department of Engineering. In addition, employees of the City make spot inspections of private facilities. At city owned facilities, employees of the Division of Sewers and Streams make annual inspections and inspections in response to emergencies and after major storms.

The effectiveness of this measure can be estimated by the number of inspection reports submitted under the maintenance agreements and the number of inspections performed by City personnel. A review of the reports should also indicate how well the facilities are being maintained and whether any trends are occurring with regards to particular pollutants.

See Appendix G: Post-Construction Stormwater Management Practice Inventory and Appendix H: Post-Construction Stormwater Management Practices Operation & Maintenance Procedures

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

The Pollution Prevention and Good Housekeeping MCM consists of BMP's that focus on the prevention or reduction of pollutant runoff from municipal operations. In this SWMP, MCM 6 is addressed through the implementation of an effective Municipal Pollution Prevention and Good Housekeeping Program.

Municipal operations and maintenance activities can become sources of the pollutants that need to be minimized through BMP's. Good housekeeping measures for municipal operations will reduce or prevent these pollutants from entering nearby water bodies in storm water runoff.

Effective stormwater management programs should start with municipal employees. Municipal crews can be educated about the impacts of their work on stormwater quality to prevent pollution from municipal operations. Also, municipal crews can set a good example for citizens.

The Department of Public Works maintains covered storage for all its road salt.

The floor drains within the Fleet Maintenance Garage are all connected to oil/water separators which are serviced on a regular basis.

The DPW performs a street sweeping program for City streets that are curbed. There are approximately 287 miles of curbed streets within the City. Sweeping is performed 6 days/week during the non-winter months in the downtown area and performs sweeping of the rest of the streets on a monthly basis during the non-winter months. We are currently in the process of accurately determining the number of miles of streets in the downtown MS4 area (streets with

separated storm sewers) and the outside downtown MS4 area. Once we have determined this number we will be able to calculate the miles of streets swept within the MS4 area each reporting period. We will be in contact with DPW periodically to make sure that they are sweeping the streets per the schedule described above to verify that our calculation is accurate.

There are approximately 11,520 catch basins located within the City. The City is currently in the process of identifying the streets with separate storm sewers and the number of catch basins tied to these storm sewers. The Division of Sewers and Stream within the DPW has an ongoing program to clean out catch basins to assure their viability and to prevent material from entering the sewers. Catch basins are cleaned all year round, weather permitting, on a rotational basis approximately every 12-24 months. Complaints on catch basins are also addressed and basins at the bottom of hills are cleaned more frequently. The number of sewer crews are increased in the spring. In addition, each year the Division repairs or replaces deteriorated catch basins and manholes. This Division also has crews that remove debris from streams within the City in an effort to prevent blockage of the streams and debris entering Onondaga Lake. The Department of Engineering will provide the list of streets with separated sewers and catch basins to the Department of Public Works and the Department of Public Works will track how many catch basins are cleaned in the separated sewer area each year.

At least once every three years, the City will perform a self-assessment of this MCM. The effectiveness of this MCM can be measured by several parameters. First, the amount of oil and other contaminants removed from the oil/water separators at the DPW garage can be tracked. Abrupt changes can be investigated to determine their cause and thus procedures for rectifying the changes. The number of catch basins cleaned and the amount of material removed can also be tracked to determine trends. Similarly, the number of catch basins and manholes repaired/replaced can also be monitored. The amount of material collected by the street sweepers can be tallied to determine trends also.

Catch basin inspections, cleanings, and new catch basin installation will be documented by the City DPW. City DPW will document maintenance efforts regarding sediment control, street sweeping, catch basin cleaning or replacement or repair, yard waste pick-ups, and manhole replacement or repair. City DPW will pursue Good Housekeeping and IDDE training for DPW employees through the CNYRPDB and other agencies locally that offer training.

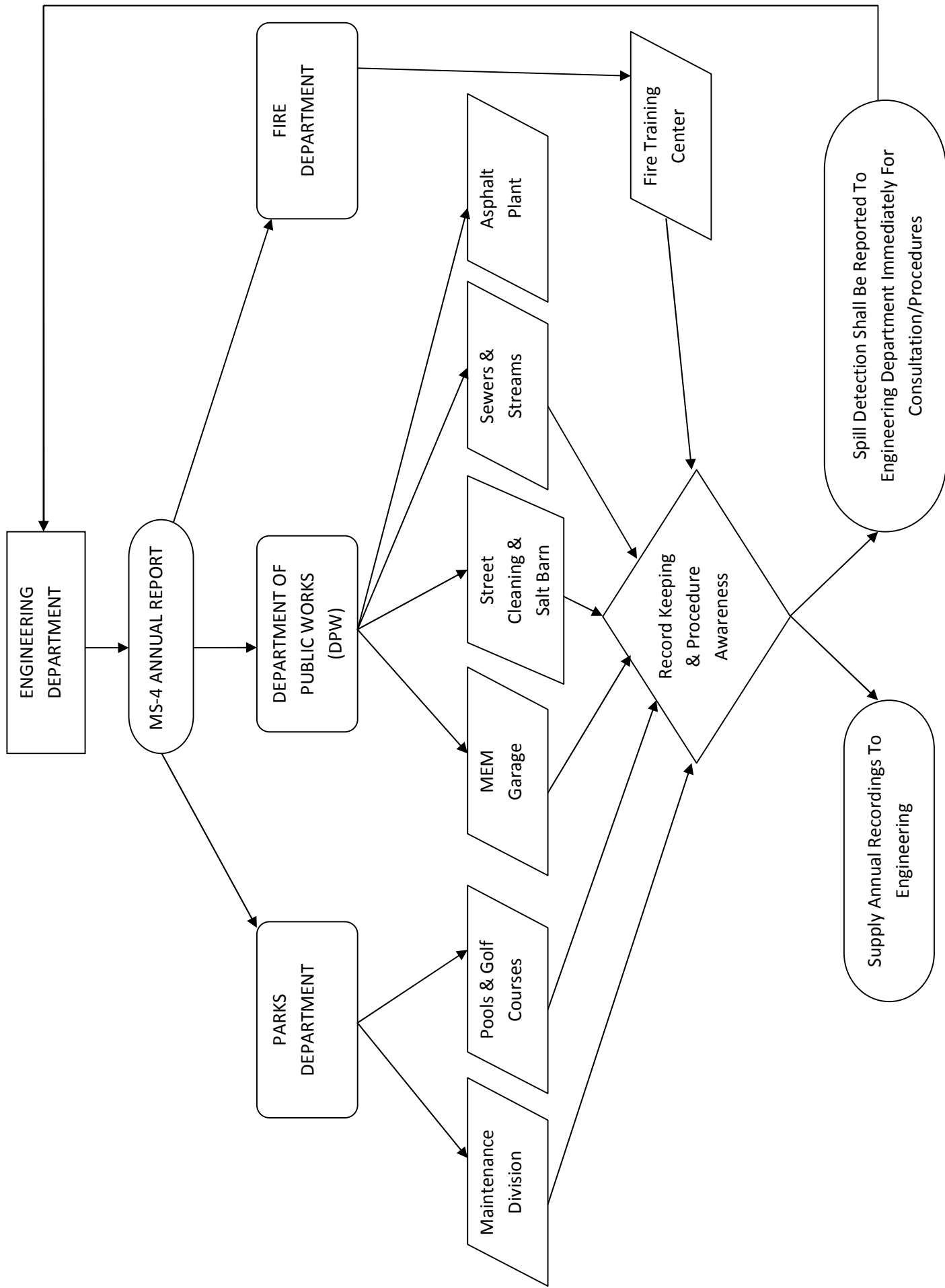
See Appendix I: Pollution Prevention & Good Housekeeping (PP/GH) Procedures

Appendix A

Responsible Department Personnel for the implementation of the SWMP Plan

Name	Department	Responsibility	Office Number	Cell Phone Number	Email Address	Emergency Contact
Mary Robison	Engineering	City Engineer	315-448-8214	315-345-7004	mrobison@syrgov.net	J.Kivlehan 315-729-7688
John Kane	Fire	Dept Chief/Maintenance	315-473-3276	315-317-2812	jkane@syrgov.net	J.Grosso 315-726-4048
Julie LaFave	Parks	Parks Commissioner	315-473-4330	315-956-5516	jlafave@syrgov.net	J.Oliver 315-937-7057
Ben DeRose	Parks	Superintendent Maintenance	315-473-4330	315-345-7818	bderose@syrgov.net	B.Walsh 315-440-0841
Brent Lopes	Parks	Aquatics Director	315-473-4330X3002	315-345-7100	blopes@syrgov.net	T.Montessor 315-317-9625
Joe Burns	Parks	Golf/Rinks Director	315-473-4330X3020	315-552-7178	jburns@syrgov.net	
Jeremy Robinson	DPW	Commissioner	315-448-8576	315-956-4598	jrobinson@syrgov.net	
Ann Fordock	DPW	Deputy Commissioner	315-448-8529	315-956-5714	afordock@syrgov.net	
Dave DeSocio	DPW	Superintendent of Sewers	315-448-8555	315-663-6403	ddesocio@syrgov.net	J.Kohanski 315-278-4367
Kevin Hunter	DPW	Superintendent Of Street Repair	315-448-8552	315-374-3848	khunter@syrgov.net	P. Guiles 315-952-1106
Tom Ely	DPW	Superintendent Street Cleaning	315-448-8545	315-552-7643	tely@syrgov.net	315-415-5535
Luke Melnicki	DPW	Garage Manager	315-448-8522		lmealncki@syrgov.net	

Appendix B



Appendix C

Outfall Mapping/Outfall Information Management

Maintain a map of storm sewer outfalls within the regulated boundaries of the MS4. The map identifies each outfall with a unique identifier, and link the outfall to a table of outfall properties that records pertinent properties of each outfall within our GIS mapping system.

Update information to the base outfall map during routine maintenance visits, scheduled outfall inspections, and responses to complaints. Outfall mapping is managed by the City of Syracuse and their respective consultants and the GIS mapping is updated accordingly.

Responsibility - Stormwater Management Officer

- Annually submit accrued outfall mapping update forms to the Stormwater Management Officer by the annual deadline he establishes.
- Annually ensure that outfalls are being inspected and that inspections are documented.
- Prioritize new outfalls as they are constructed or discovered.
- Continue to implement a plan to detect illicit discharges by conducting routine visual inspections of every mapped outfall. The plan sets criteria for the inspection process.
- Continue to maintain a schedule for outfall inspections. At a minimum, all outfalls must be inspected once over the course of a five year cycle.
- Identification of all visual outfall reconnaissance sites. For outfalls that connect underground directly to another MS4 system, it may not be possible to conduct a routine visual inspection of said outfall. In that case, the closest possible manhole will be located and identified as the location where the routine visual outfall reconnaissance inspection will occur.
- Continue to prepare and maintain a prioritized list of outfalls for inspection, ranked on a 5-tier priority basis as follows:
 - Priority 1: (Highest Priority): Outfalls in which previous inspections indicated evidence of illicit discharge such as dry weather discharge, color, odor, etc. OR Outfalls in areas where repeated complaints were received. Also, inspect outfalls with documented flow on an annual basis. See Table #1 Outfalls with Substantial Flow.
 - Priority 2: Outfalls in heavy industrial or commercial areas or construction sites OR Outfalls in environmentally sensitive areas OR Outfalls to areas of impaired waters in which ambient water quality sampling indicated high levels of particular contaminants.

- Priority 3: Outfalls in which previous inspections indicated structural deficiencies.
- Priority 4: Outfalls in older areas of the municipality.
- Priority 5: (Lowest Priority): Others than listed above

Table 1. Outfalls with Substantial Flow

Outfall ID	Comments
1002-1	Ley Creek - moderate flow
1005-1	City Line - substantial flow
1035-19	Onondaga Creek - potential CSO
1043-35	Meadowbrook - moderate flow
1045-40-1	Meadowbrook - substantial flow
1055-23	Onondaga Creek - potential CSO
1065-8	Cold Brook - moderate unidentifiable flow
1073-19	Meadowbrook - moderate flow
1075-9	Cold Brook - moderate flow
1085-10	Meadowbrook - substantial flow
1086-27	Meadowbrook - moderate flow
1088-28	Meadowbrook - hard buildup outside pipe with substantial flow
1090-82	Meadowbrook - substantial flow
1095-81	Meadowbrook - moderate flow
1120-86	Meadowbrook - moderate flow
1125-93	Meadowbrook - moderate flow
1130-87	Meadowbrook - moderate flow
1130-94	Onondaga Creek - potential CSO
1180-9	Harbor Brook – potential CSO
1190-5	Harbor Brook – potential CSO
1210-111	Meadowbrook - moderate flow
1240-69	Onondaga Creek – potential CSO
1255-87	Onondaga Creek – potential CSO
1310-60	Onondaga Creek – potential CSO
1333-97	Onondaga Creek – potential CSO
1349-56	Onondaga Creek – potential CSO
1370-142	Meadowbrook - substantial flow from unidentifiable source
1385-144	Meadowbrook - moderate flow from unidentifiable source
1385-53	Onondaga Creek – potential CSO
1395-51	Onondaga Creek – potential CSO
1405-11	Onondaga Creek – potential CSO
1410-15	Onondaga Creek – potential CSO
1415-10	Onondaga Creek – potential CSO
1445-4	Onondaga Creek – potential CSO
New-120	Harbor Brook - potential CSO (next to 1180-9)
New-124	Onondaga Creek - potential CSO (next to 1180-88)
New-130	Ley Creek - potential CSO
New-132	South Branch Ley Creek - potential CSO
New-133	South Branch Ley Creek - potential CSO
New-138	South Branch Ley Creek - potential CSO
New-141	Onondaga Creek – potential CSO
New-142	Onondaga Creek – potential CSO
New-143	Onondaga Creek – potential CSO
New-144	Onondaga Creek – potential CSO
New-145	Onondaga Creek – potential CSO
New-146	Onondaga Creek – potential CSO
New-147	Harbor Brook – potential CSO
New-148	Harbor Brook – potential CSO
New-149	Onondaga Creek – potential CSO

Table 2. City of Syracuse Outfall Mapping Information

Date_Locat	Mile_Sq_Ma	Stream_ID	Outfall_No	Streambank	Street_Loc	Outfall_De	Outfall_Si	Northing	Easting	Latitude	Longitude
6/10/2019	51	Lev_Creek	100		Steel			0.0000000000	0.0000000000	0.0000000000	0.0000000000
6/10/2019	2	Onondaga	101	North/East	SICPP			0.0000000000	0.0000000000	0.0000000000	0.0000000000
6/19/2019	102	East	102	East	SICPP	18"		0.0000000000	0.0000000000	0.0000000000	0.0000000000
6/19/2019	13	Onondaga	103	North	PVC	12"		0.0000000000	0.0000000000	0.0000000000	0.0000000000
6/19/2019	14	Onondaga	104	East	Steel	12"		0.0000000000	0.0000000000	0.0000000000	0.0000000000
6/19/2019	42	Meadowbrook	105	South	PVC	6"		0.0000000000	0.0000000000	0.0000000000	0.0000000000
6/24/2019	60	Meadowbrook	106	East	Clay	10"		0.0000000000	0.0000000000	0.0000000000	0.0000000000
6/24/2019	60	Meadowbrook	107	West	Concrete	10"		0.0000000000	0.0000000000	0.0000000000	0.0000000000
6/24/2019	60	Meadowbrook	108	West	Clay	18" x 10"		0.0000000000	0.0000000000	0.0000000000	0.0000000000
6/24/2019	60	Meadowbrook	109	East	Clay	18" x 10"		0.0000000000	0.0000000000	0.0000000000	0.0000000000
6/24/2019	60	Meadowbrook	110	North	Concrete	12"		0.0000000000	0.0000000000	0.0000000000	0.0000000000
7/1/2019	27	Harbor_Brook	111	North/East	Concrete	10"		0.0000000000	0.0000000000	0.0000000000	0.0000000000
7/1/2019	30	Harbor_Brook	112	North	PVC	12"		0.0000000000	0.0000000000	0.0000000000	0.0000000000
7/16/2019	50	Cold_Brook	119	East	Concrete	Concrete		0.0000000000	0.0000000000	0.0000000000	0.0000000000
7/25/2019	25	Harbor_Brook	120	West	Clay	24"		0.0000000000	0.0000000000	0.0000000000	0.0000000000
7/26/2019	38	Onondaga	121	East	Clay	Clay		0.0000000000	0.0000000000	0.0000000000	0.0000000000
7/26/2019	38	Onondaga	122	East	PVC	Clay		0.0000000000	0.0000000000	0.0000000000	0.0000000000
7/26/2019	23	Onondaga	124	West	PVC	~10"		0.0000000000	0.0000000000	0.0000000000	0.0000000000
7/29/2019	14	Onondaga	129	East	PVC	10"		0.0000000000	0.0000000000	0.0000000000	0.0000000000
1/11/2007	49	City_Line_Brook	1005	East	Pipe	East Florence Street		1096013.4140000000	938972.8690000000	43.0072030410	-76.13931152870
1/11/2007	50	Cold_Brook	1015	East	Concrete	Monticello Drive		1092391.8330000000	938676.5130000000	42.99726790800	-76.14049458630
1/11/2007	50	Cold_Brook	1025	East	Pipe	Weymouth Drive		1091976.0400000000	938760.6380000000	42.99612584370	-76.14018459090
1/11/2007	50	Cold_Brook	1035	East	Pipe	East Cheltenham Road		1091669.4140000000	938779.7440000000	42.99528426290	-76.14011922010
1/11/2007	50	Cold_Brook	1055	East	Pipe	Brampton Road		1090656.7730000000	938815.7710000000	42.99250530600	-76.14000452950
1/23/2007	50	Cold_Brook	1005	East	Pipe	Northend Coldbrook Drive		1092586.4610000000	938679.4790000000	42.99780186080	-76.14047392810
1/23/2007	50	Cold_Brook	1045	East	Pipe	Harding Place		1091036.2180000000	938816.7470000000	42.99354639440	-76.13999340080
1/23/2007	50	Cold_Brook	1055	East	Pipe	Searlwyn Road		1090658.3700000000	938815.3650000000	42.99250530600	-76.14000601610
1/23/2007	50	Cold_Brook	1065	East	Pipe	Brampton Road		1090320.9800000000	938819.1900000000	42.99158392240	-76.13999826540
1/23/2007	50	Cold_Brook	1075	East	Pipe	Richfield Avenue		1089409.8560000000	938831.0060000000	42.98908385380	-76.13999721780
1/23/2007	65	Cold_Brook	1085	East	Pipe	Parish Lane		1088394.1530000000	938818.2910000000	42.98629719730	-76.14003972730
1/23/2007	40	Furnace_Brook	1095	East	Pipe	Edna Lane		1087986.9830000000	938819.2280000000	42.98518000790	-76.14004425460
1/9/2007	25	Harbor_Brook	1190	North	Concrete	MacDonald Road		1109360.6750000000	929144.8500000000	43.01926476650	-76.17597550490
6/6/2007	25	Harbor_Brook	1180	West	Pipe	DePalma Avenue		1106628.1030000000	927485.402938500	43.03648293850	-76.18206863970
6/6/2007	25	Harbor_Brook	1180	West	Concrete	Grand Avenue		1107531.1610000000	928695.7350000000	43.03894473640	-76.17752300800
6/6/2007	25	Harbor_Brook	1175	South	Concrete	Opposite Herriman Street		1107595.0490000000	928778.0470000000	43.03911893690	-76.17721625590
6/16/2007	27	Harbor_Brook	1005	North	Concrete	Hiawatha Boulevard West		1113733.9140000000	926757.1440000000	43.05598896940	-76.18466642070
5/15/2007	44	Hopper_Brook	1020	West	Pipe	Camp Avenue		1096263.7140000000	933953.4840000000	43.00795832640	-76.15807211710
5/15/2007	38	Hopper_Brook	1001	West	Pipe	Camp Avenue		1096263.4170000000	933959.3310000000	43.00795743020	-76.15805026170
5/3/2007	51	Lev_Creek	1002	South	Pipe	Medora Place		1107113.7240000000	930045.3610000000	43.07509615090	-76.17233462880
5/3/2007	51	Lev_Creek	1000	South	Pipe	Park Street		1120765.7940000000	930029.8290000000	43.07523922620	-76.17229264040
5/3/2007	51	Lev_Creek	1000	South	Pipe	Park Street		1120769.8130000000	930029.6350000000	43.07525025610	-76.17229329410
5/3/2007	51	Lev_Creek	1000	South	Pipe	Park Street		1120774.0670000000	930030.2830000000	43.07526191800	-76.17229079180
5/3/2007	53	Lev_Creek	1060	South	Concrete	LeMoyné Avenue		1126182.0560000000	937192.4190000000	43.09000100260	-76.14537934570
5/4/2007	51	Lev_Creek	1010	East	Concrete	Inter Trans Center		1121247.1340000000	930460.6920000000	43.07655408600	-76.17067118450
8/1/2007	42	Meadowbrook	1280	Top	Concrete	Meadow Brook Drive		1104059.5150000000	945075.6660000000	43.02918585180	-76.11632863830
8/1/2007	42	Meadowbrook	1285	Top	Concrete	Meadow Brook Drive		1103723.3350000000	945032.0080000000	43.02826413250	-76.11649887940
8/1/2007	42	Meadowbrook	1290	Top	Concrete	Meadow Brook Drive		1103383.3840000000	945040.1600000000	43.027333127480	-76.11647546410
8/1/2007	42	Meadowbrook	1295	Top	Concrete	Meadow Brook Drive		1103231.0630000000	944912.9340000000	43.02691528710	-76.11695442430
8/1/2007	42	Meadowbrook	1305	Top	Concrete	Meadow Brook Drive		1102026.7760000000	944546.9140000000	43.02636035110	-76.11832747540
8/1/2007	42	Meadowbrook	1335	West	Pipe	Detention Basin		1102755.0010000000	944262.4610000000	43.02561899060	-76.11939686660
8/1/2007	42	Meadowbrook	1345	South	Pipe	9/1 Kensington & Buckingham		1102737.1570000000	944076.8770000000	43.02557284350	-76.12009125780
8/1/2007	42	Meadowbrook	1320	North	Pipe	b/1 Kensington & Buckingham		1102774.9840000000	944030.5500000000	43.02552642460	-76.12026485730
8/1/2007	42	Meadowbrook	1330	Top	Concrete	Meadow Brook Drive		1102620.6090000000	943969.3860000000	43.02525469280	-76.12049563960
8/1/2007	42	Meadowbrook	1360	North	Pipe	Meadow Brook Drive		1102448.7440000000	943848.3140000000	43.02478497070	-76.12095194480
8/1/2007	42	Meadowbrook	1365	South	Pipe	Meadow Brook Drive		1102427.7620000000	943744.8360000000	43.02427896680	-76.12133934450
8/1/2007	42	Meadowbrook	1325	West	Swale	Detention Basin	na	1102675.7630000000	944294.9050000000	43.02540109160	-76.11927717490
8/1/2007	42	Meadowbrook	1315	West	Swale	Detention Basin	na	1102664.8720000000	944318.2220000000	43.02537085430	-76.11919020010
8/30/2007	60	Meadowbrook	3002	North	Pipe	Nottingham High		1108881.0470000000	949630.4950000000	43.04234398580	-76.09919012070
8/30/2007	60	Meadowbrook	3004	North	Pipe	Nottingham High		1108804.0040000000	949565.5270000000	43.04213363140	-76.09943480350
8/30/2007	60	Meadowbrook	3006	North	Pipe	Nottingham High		1108791.3440000000	949554.4660000000	43.04209849490	-76.09947645830
8/30/2007	60	Meadowbrook	1055	South	Pipe	Nottingham High		1108740.3620000000	949526.9740000000	43.04195962550	-76.09958039190

8/30/2007	60	Meadowbrook	3005	South	Nottingham High	Pipe	1108828.345000000000	949602.440000000000	43.04219983220	-76.09929620210
8/30/2007	60	Meadowbrook	3003	South	Nottingham High	Pipe	1108854.166000000000	949624.552000000000	43.04227032590	-76.09921292910
8/30/2007	18	Meadowbrook	3007	South	Nottingham High	Pipe	1108935.675000000000	949695.402000000000	43.04249284370	-76.09894614330
8/30/2007	60	Meadowbrook	3021	South	Hurburt Road	Pipe	1108628.255000000000	949151.191000000000	43.04165796750	-76.10098847430
8/30/2007	60	Meadowbrook	3016	North	Hurburt Road	Pipe	1108639.978000000000	949145.722000000000	43.04169021950	-76.10100867970
8/30/2007	60	Meadowbrook	1080	North	Hurburt Road	Pipe	1108658.726000000000	949235.907000000000	43.04174023740	-76.10067092560
8/30/2007	60	Meadowbrook	3014	North	Hurburt Road	Pipe	1108671.767000000000	949302.029000000000	43.0417497290	-76.10042330630
8/30/2007	60	Meadowbrook	3010	North	Nottingham High	Pipe	1108735.955000000000	949496.799000000000	43.04194800910	-76.09969335840
8/30/2007	60	Meadowbrook	3013	South	Nottingham High	Pipe	1108698.557000000000	949454.069000000000	43.04184607550	-76.09985400290
8/30/2007	60	Meadowbrook	3011	South	Nottingham High	Pipe	1108715.634000000000	949486.754000000000	43.04189241510	-76.09973137140
8/30/2007	60	Meadowbrook	3015	South	Hurburt Road	Pipe	1108681.099000000000	949411.855000000000	43.04179884300	-76.10001228780
8/30/2007	60	Meadowbrook	3017	South	Hurburt Road	Pipe	1108679.427000000000	949403.986000000000	43.04179438110	-76.10004175800
8/30/2007	60	Meadowbrook	1065	South	Hurburt Road	Pipe	1108647.658000000000	949245.291000000000	43.04170972200	-76.10063606430
8/30/2007	60	Meadowbrook	3030	North	Harrington Road	Pipe	1108582.698000000000	948851.634000000000	43.04153768990	-76.10210998570
8/30/2007	60	Meadowbrook	1075	South	Harrington Road	Pipe	1108568.993000000000	948848.166000000000	43.04150014330	-76.10212325080
9/4/2007	60	Meadowbrook	3041	South	Hathery Road	Pipe	1108518.444000000000	948585.813000000000	43.04136557170	-76.10310569720
9/4/2007	60	Meadowbrook	3043	South	Harrington Road	Pipe	1108554.677000000000	948765.906000000000	43.04146215600	-76.10243126290
9/4/2007	60	Meadowbrook	1085	South	Hathery Road	Pipe	1108503.987000000000	948539.426000000000	43.04132663530	-76.10327952180
9/4/2007	60	Meadowbrook	3040	North	Hathery Road	Pipe	1108509.233000000000	948508.078000000000	43.04134152070	-76.10339666890
9/4/2007	60	Meadowbrook	3045	South	Hathery Road	Pipe	1108485.026000000000	948458.611000000000	43.04127587750	-76.10358226220
9/4/2007	60	Meadowbrook	1095	South	Brookford Road	Pipe	1108387.711000000000	948116.998000000000	43.04101422290	-76.10486214250
9/4/2007	60	Meadowbrook	1090	North	Brookford Road	Pipe	1108397.383000000000	948117.102000000000	43.04104075980	-76.10486154720
9/4/2007	60	Meadowbrook	1100	North	Brookford Road	Pipe	1108394.665000000000	948107.860000000000	43.04103344700	-76.10489617510
9/4/2007	60	Meadowbrook	1110	North	Brookford Road	Pipe	1108375.077000000000	948062.000000000000	43.04098042000	-76.10506613540
9/4/2007	60	Meadowbrook	1105	South	Brookford Road	Pipe	1108368.850000000000	948063.142000000000	43.04096276700	-76.10506400160
9/4/2007	60	Meadowbrook	1120	North	b/t Brookford & Bradford	Pipe	1108274.976000000000	947846.190000000000	43.04070914010	-76.10587525990
9/4/2007	60	Meadowbrook	1130	North	Bradford Parkway	Pipe	1108197.069000000000	947722.346000000000	43.04049731800	-76.10634243050
9/4/2007	60	Meadowbrook	1115	South	Bradford Parkway	Pipe	1108188.187000000000	947731.235000000000	43.04047280990	-76.10630936850
9/4/2007	60	Meadowbrook	1140	North	Bradford Parkway	Pipe	1108154.254000000000	947660.210000000000	43.04038081460	-76.10657576410
9/4/2007	60	Meadowbrook	1150	North	Ramsey Avenue	Pipe	1107968.139000000000	947426.935000000000	43.03987379840	-76.10745228920
9/4/2007	60	Meadowbrook	3050	North	Ramsey Avenue	Pipe	1107933.540000000000	947389.800000000000	43.03977944730	-76.10759192620
9/4/2007	60	Meadowbrook	1160	North	Scott Avenue	Pipe	1107768.147000000000	947282.949000000000	43.03932737670	-76.10799510740
9/4/2007	60	Meadowbrook	1125	South	Scott Avenue	Pipe	1107718.706000000000	947294.869000000000	43.03931473210	-76.10795061610
9/4/2007	60	Meadowbrook	3051	South	Ramsey Avenue	Pipe	1107967.377000000000	947446.455000000000	43.03987140620	-76.10737928990
9/4/2007	60	Meadowbrook	3052	North	Scott Avenue	Pipe	1107673.231000000000	947229.697000000000	43.03906772060	-76.10819630610
9/4/2007	60	Meadowbrook	3054	North	b/t Crawford & Scott	Pipe	1107506.481000000000	947136.093000000000	43.03861166010	-76.10854995840
9/4/2007	60	Meadowbrook	3056	North	Crawford Avenue	Pipe	1107434.438000000000	947096.330000000000	43.03841460940	-76.10870021250
9/10/2007	60	Meadowbrook	1135	South	Crawford Avenue	Pipe	1107427.999000000000	947110.613000000000	43.03839672180	-76.10864692340
9/10/2007	60	Meadowbrook	3061	South	Crawford Avenue	Pipe	1107295.532000000000	947038.255000000000	43.03803439080	-76.10892037600
9/10/2007	60	Meadowbrook	3060	North	Crawford Avenue	Pipe	1107324.254000000000	947036.529000000000	43.03811322360	-76.10892622400
9/10/2007	60	Meadowbrook	3062	North	Scottholm Terrace	Pipe	1107191.327000000000	946964.341000000000	43.03774962860	-76.10919904800
9/10/2007	60	Meadowbrook	3064	North	Scottholm Terrace	Pipe	1107117.291000000000	946919.129000000000	43.03754719410	-76.10936972100
9/10/2007	60	Meadowbrook	1155	South	Euclid Avenue	Pipe	1106748.706000000000	946734.268000000000	43.03653876260	-76.11006894650
9/10/2007	60	Meadowbrook	1145	South	b/t Scottholm Ter & Euclid Ave	Pipe	1106910.691000000000	946822.744000000000	43.03698183620	-76.10973459740
9/10/2007	60	Meadowbrook	1190	North	b/t Scottholm Ter & Euclid Ave	Pipe	1106843.178000000000	946767.269000000000	43.03679745610	-76.10994351680
9/10/2007	60	Meadowbrook	1200	North	Euclid Avenue	Pipe	1106793.644000000000	946719.193000000000	43.03655253980	-76.11012400650
9/10/2007	60	Meadowbrook	1210	North	Euclid Avenue	Pipe	1106651.297000000000	946665.407000000000	43.03627256340	-76.11032856190
9/10/2007	59	Meadowbrook	1165	South	Montana Street	Pipe	1106218.399000000000	946448.496000000000	43.03508816290	-76.11114898320
9/10/2007	60	Meadowbrook	1165	South	Euclid Avenue	Pipe	1106646.416000000000	946677.351000000000	43.03625898810	-76.11028398990
9/10/2007	59	Meadowbrook	1165	South	Chenault Drive (firmly Idaho?)	Pipe	1106439.366000000000	946561.312000000000	43.03569264990	-76.11072237230
9/10/2007	59	Meadowbrook	1210	North	Montana Street	Pipe	1106221.171000000000	946433.663000000000	43.03509598820	-76.11120440340
9/10/2007	59	Meadowbrook	1210	North	Montana Street	Pipe	1106233.452000000000	946440.026000000000	43.03512959550	-76.11118034600
9/10/2007	59	Meadowbrook	1210	North	Chenault Drive (firmly Idaho?)	Pipe	1106145.010000000000	946532.507000000000	43.03562631280	-76.11083062240
9/10/2007	62	Meadowbrook	1220	West	b/t Montana Ave & Dakota Ave	Pipe	1106090.631000000000	946408.123000000000	43.03473822580	-76.11130267250
9/10/2007	1185	East	1185	East	b/t Mintana Ave & Dakota Ave	Pipe	1106088.680000000000	946421.069000000000	43.03473267420	-76.11125429250
9/10/2007	62	Meadowbrook	1220	West	Dakota Avenue	Pipe	1105918.965000000000	946376.170000000000	43.03289585600	-76.11143653990
9/10/2007	62	Meadowbrook	1220	West	b/t Montana Ave & Dakota Ave	Pipe	1105552.766000000000	946420.476000000000	43.03262284000	-76.11126778290
9/10/2007	62	Meadowbrook	1220	West	b/t Montana Ave & Dakota Ave	Pipe	1105787.667000000000	946422.104000000000	43.03390676130	-76.1112675390
9/10/2007	62	Meadowbrook	1195	East	b/ Montana Ave & Dakota Ave	Pipe	1105551.595000000000	946433.818000000000	43.03325886640	-76.11121790550
9/14/2007	19	Meadowbrook	1005	East	Dewitt Road	Pipe	1106894.201000000000	954909.776000000000	43.03680742210	-76.07948669260
9/14/2007	19	Meadowbrook	4002	North	Dewitt Road	Pipe	1106940.475000000000	954904.136000000000	43.03693444760	-76.07950674960
9/14/2007	19	Meadowbrook	1000	West	Dewitt Road	Pipe	1106967.021000000000	954868.568000000000	43.03700789600	-76.07965919120
9/14/2007	18	Meadowbrook	1035	East	East Genesee Street	Pipe	1108996.353000000000	951612.391000000000	43.04262875100	-76.09177996840
9/14/2007	60	Meadowbrook	1170	North	Crawford Avenue	Pipe	1107402.441000000000	947080.966000000000	43.03832705820	-76.10875835920

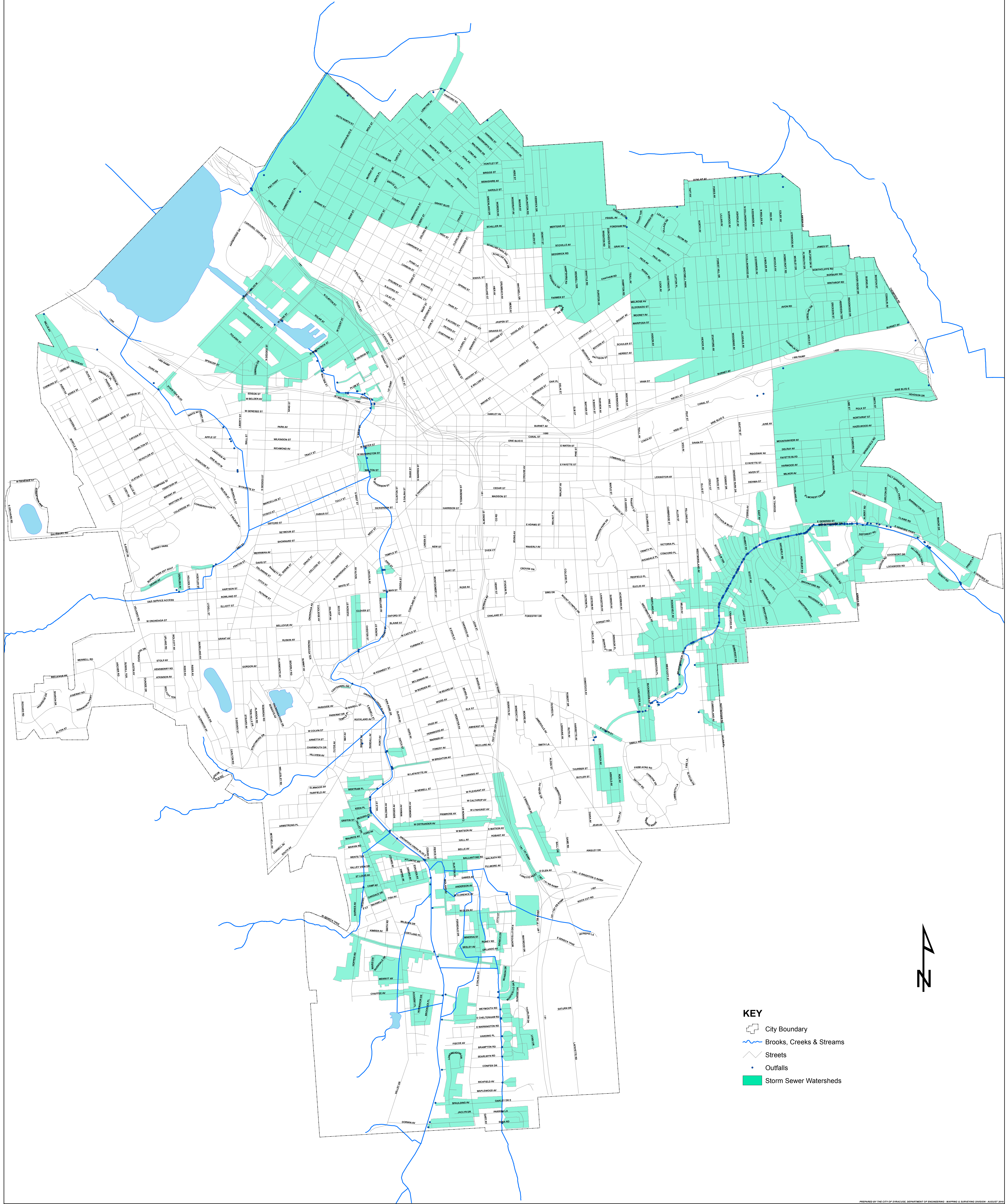
9/14/2007	60	Meadowbrook	4004	North	Crawford Avenue	Pipe	12"	1107384.949000000000	947071.657000000000	43.03827920960	-76.10879354900
9/14/2007	60	Meadowbrook	4001	South	Crawford Avenue	Pipe	24"	1107374.700000000000	947081.864000000000	43.03825093120	-76.10875558440
9/14/2007	60	Meadowbrook	1180	North	Scottholm Terrace	Pipe	12"	1107154.998000000000	946945.142000000000	43.03765024840	-76.10927162540
9/14/2007	60	Meadowbrook	4006	North	Euclid Avenue	Pipe	12"	1106714.584000000000	946700.364000000000	43.03644566560	-76.11019647550
9/14/2007	59	Meadowbrook	1210	North	Chenault Drive	Pipe	10"	1106493.899000000000	946574.379000000000	43.03584236210	-76.11067234750
9/14/2007	62	Meadowbrook	1175	South	Montana Street	Pipe	10"	1106162.516000000000	946429.373000000000	43.03493513060	-76.11122168240
9/17/2007	62	Meadowbrook	1255	South	Westmoreland Avenue	Pipe	27"	1104976.351000000000	945811.081000000000	43.03169014110	-76.11359506400
9/17/2007	62	Meadowbrook	4020	North	Westmoreland Avenue	Pipe	12"	1104887.051000000000	945810.049000000000	43.03171951460	-76.11356269920
9/17/2007	62	Meadowbrook	4022	South	Fellows Avenue	Concrete	10"	1104857.698000000000	945537.103000000000	43.03136879220	-76.11458622670
9/17/2007	62	Meadowbrook	4021	North	Fellows Avenue	Concrete	10"	1104866.307000000000	945534.341000000000	43.03139245440	-76.11459637860
9/17/2007	62	Meadowbrook	1260	North	Fellows Avenue	Concrete	12"	1104850.919000000000	945498.293000000000	43.03135078540	-76.11473151830
9/17/2007	62	Meadowbrook	4023	South	Fellows Avenue	Concrete	16"	1104840.535000000000	945498.150000000000	43.03132229820	-76.114731227200
9/17/2007	62	Meadowbrook	4025	South	Fellows Avenue	Concrete	10"	1104819.525000000000	945450.708000000000	43.03126537640	-76.114921014370
9/17/2007	62	Meadowbrook	4024	North	Fellows Avenue	Concrete	10"	1104652.250100000000	945446.875000000000	43.03129065610	-76.11492428760
9/17/2007	62	Meadowbrook	1265	South	Miles Avenue	Pipe	10"	1104652.250100000000	945240.854000000000	43.03081031850	-76.11569848000
9/17/2007	62	Meadowbrook	1265	East	Spald Avenue	Concrete	38" x60"	1104058.994000000000	945577.937000000000	43.02917674210	-76.11445019010
9/17/2007	62	Meadowbrook	1265	East	Lewisston Drive	Pipe	18"	1102406.377000000000	945714.598000000000	43.02464031860	-76.11397364330
9/17/2007	42	Meadowbrook	1370	North	Lancaster Avenue	Pipe	27"	1102426.494000000000	943639.791000000000	43.02472707250	-76.12173220030
9/17/2007	42	Meadowbrook	1375	South	Lancaster Avenue	Pipe	30"	1102419.401000000000	943640.940000000000	43.02470759250	-76.12172804810
9/17/2007	42	Meadowbrook	1385	South	Lancaster Avenue	Pipe	10"	1102416.054000000000	943600.668000000000	43.02469901640	-76.12187871910
9/17/2007	42	Meadowbrook	1395	South	Lancaster Avenue	Pipe	10"	1102414.056000000000	943583.081000000000	43.02469380090	-76.12194452850
9/17/2007	42	Meadowbrook	1380	West	Lancaster Avenue	Masonry	see notes	1102420.390000000000	943575.423000000000	43.02471129530	-76.12197303720
10/24/2007	42	Meadowbrook	1405	East	East Colvin Street	Pipe	15"	1101733.845000000000	942448.752000000000	43.02284450720	-76.12620033330
10/24/2007	42	Meadowbrook	1390	West	East Colvin Street	Pipe	18"	1101736.092000000000	942444.484000000000	43.02285073370	-76.12621624820
10/24/2007	48	Meadowbrook	1410	West	Comstock Commons	Pipe	12"	1101518.278000000000	942067.286000000000	43.02225873520	-76.127663120420
10/24/2007	48	Meadowbrook	1400	West	Comstock Commons	Pipe	12"	1101537.288000000000	942110.379000000000	43.02231025180	-76.12746967090
10/24/2007	48	Meadowbrook	1411	East	Nursery Lane	Pipe	6"	1101422.044000000000	942025.694000000000	43.02199531440	-76.12778866850
6/19/2007	19	Meadowbrook	1025	South	Dewitt Road	Pipe	24"	1108236.736000000000	953737.241000000000	43.040511016740	-76.08384248090
6/19/2007	19	Meadowbrook	1015	South	Dewitt Road	Concrete	12"	1108190.120000000000	953795.912000000000	43.04038131120	-76.08362405960
6/19/2007	19	Meadowbrook	1011	North	Dewitt Road	Pipe	8"	1108178.565000000000	953830.437000000000	43.04034904130	-76.08349517350
6/19/2007	19	Meadowbrook	1010	North	Dewitt Road	Concrete	24"	1108186.411000000000	953812.335000000000	43.04037086590	-76.08356270780
6/19/2007	19	Meadowbrook	1007	North	Dewitt Road	Pipe	42"	1108365.077000000000	953646.102000000000	43.04086378520	-76.08418053620
6/19/2007	19	Meadowbrook	1006	North	Dewitt Street	Pipe	42"	1108373.538000000000	953637.736000000000	43.04089262390	-76.08421159810
6/19/2007	19	Meadowbrook	1008	North	Dewitt Road	Pipe	12"	1108380.417000000000	953626.252000000000	43.04090619760	-76.08425444550
6/19/2007	19	Meadowbrook	1017	South	E Genesee St & E Genesee Pkwy	Pipe	12"	1108532.914000000000	953397.628000000000	43.04132833180	-76.08510624840
7/3/2007	18	Meadowbrook	1040	North	Carlton Drive	Pipe	30"	1108899.875000000000	952447.217000000000	43.04235058620	-76.08865327250
7/3/2007	18	Meadowbrook	1041	North	Carlton Drive	Pipe	15"	1108930.381000000000	952308.801000000000	43.04236522220	-76.08917036980
7/3/2007	18	Meadowbrook	1050	North	DeForest Road	Pipe	15"	1108992.532000000000	952053.208000000000	43.04261117150	-76.09012508930
7/3/2007	18	Meadowbrook	1051	North	DeForest Road	Pipe	10"	1109016.379000000000	951959.015000000000	43.04267812060	-76.09047691700
7/3/2007	18	Meadowbrook	1056	South	Albert Road	Pipe	18"	1109046.645000000000	951641.093000000000	43.04276627460	-76.09166550080
7/3/2007	18	Meadowbrook	1056	South	Albert Road	Pipe	10"	1109016.513000000000	951750.347000000000	43.04268184440	-76.09125477880
7/3/2007	18	Meadowbrook	1062	South	East Genesee St	Pipe	12"	1108971.672000000000	951470.053000000000	43.04256331790	-76.09230695140
7/3/2007	18	Meadowbrook	1066	South	Sunnyside Park Road	Pipe	30"	1109007.288000000000	951268.931000000000	43.04266426330	-76.09305850790
7/3/2007	18	Meadowbrook	1070	North	Sunnyside Park Road	Pipe	24"	1109029.204000000000	951264.120000000000	43.04272447230	-76.09307602610
7/6/2007	18	Meadowbrook	1071	North	Hillsboro Parkway	Pipe	18"	1109030.488000000000	951087.979000000000	43.04273081560	-76.09373488570
7/6/2007	18	Meadowbrook	1073	North	Kimber Road - opposite	Pipe	30"	1109027.713000000000	950830.335000000000	43.04272731670	-76.09469796710
7/6/2007	18	Meadowbrook	1077	North	Nottingham High School	Pipe	15"	1109020.754000000000	950749.793000000000	43.04270901820	-76.09500015280
7/6/2007	18	Meadowbrook	1074	South	Hillsboro Parkway	Pipe	12"	1109006.739000000000	951090.171000000000	43.04266562030	-76.09372720510
7/6/2007	18	Meadowbrook	1079	South	Kimber Road - opposite	Pipe	12"	1109013.914000000000	951018.035000000000	43.04268645980	-76.09399688740
7/6/2007	18	Meadowbrook	1078	South	Kimber Road - opposite	Pipe	12"	1109012.009000000000	950926.990000000000	43.04268268810	-76.09433750210
7/6/2007	18	Meadowbrook	1082	South	Kimber Road - opposite	Pipe	12"	1109012.813000000000	950917.063000000000	43.04268505350	-76.09437461790
7/6/2007	18	Meadowbrook	1082	South	Meadowbrook Drive	Pipe	12"	1109000.814000000000	950824.899000000000	43.04265360480	-76.09471965410
7/6/2007	18	Meadowbrook	1084	South	Meadowbrook Drive	Pipe	12"	1109002.156000000000	950673.788000000000	43.04265969900	-76.09528486790
7/6/2007	18	Meadowbrook	1086	South	Meadowbrook Drive	Pipe	10"	1108999.790000000000	950548.410000000000	43.04265520560	-76.09575391970
7/6/2007	18	Meadowbrook	1088	South	Meadowbrook Drive	Pipe	12"	1108997.221000000000	950529.970000000000	43.04264845180	-76.09582295110
7/6/2007	18	Meadowbrook	1092	South	Meadowbrook Drive	Pipe	12"	1108994.103000000000	950509.040000000000	43.04264027920	-76.09590129140
7/6/2007	18	Meadowbrook	1094	South	Meadowbrook Drive	Pipe	16"	1108993.261000000000	950444.877000000000	43.04263894040	-76.09614134520
7/6/2007	18	Meadowbrook	1096	South	Meadowbrook Drive	Pipe	12"	1108993.917000000000	950429.998000000000	43.04264097730	-76.09619699050
7/6/2007	18	Meadowbrook	1098	South	Meadowbrook Drive	Pipe	10"	1108982.931000000000	950355.758000000000	43.04261201740	-76.09647493460
7/6/2007	18	Meadowbrook	1102	South	Meadowbrook Drive	Pipe	10"	1108983.269000000000	950316.784000000000	43.04261356420	-76.09662071890
7/6/2007	18	Meadowbrook	1079	North	Meadowbrook Drive	Pipe	10"	1109019.846000000000	950509.837000000000	43.04271084730	-76.09589773000
7/6/2007	18	Meadowbrook	1043	North	Meadowbrook Drive	Pipe	24"	1108985.558000000000	949741.652000000000	43.04262897520	-76.09877206020
7/6/2007	18	Meadowbrook	1042	South	Meadowbrook Drive opposite HS	Pipe	15"	1108980.521000000000	950159.429000000000	43.04260852690	-76.09720939400
7/6/2007	18	Meadowbrook	1044	South	Meadowbrook Drive	Pipe	8"	1108981.448000000000	950133.429000000000	43.04261148280	-76.09730663080

7/6/2007	18	Meadowbrook	1046	South	Meadowbrook Drive	Pipe	10"	1108976.004000000000	950033.890000000000	43.04259812690	-76.09767909520
7/6/2007	18	Meadowbrook	1107	North	Meadowbrook Drive opposite NHS	Pipe	6"	1108989.365000000000	950033.112000000000	43.04263479770	-76.09768171740
7/6/2007	18	Meadowbrook	1045	South	Meadowbrook Drive opposite NHS	Pipe	18"	1108975.010000000000	949960.618000000000	43.04259562660	-76.09795320320
7/6/2007	18	Meadowbrook	1104	South	Meadowbrook Drive	Pipe	8"	1108974.874000000000	949932.701000000000	43.04259498700	-76.09805765030
5/22/2007	38	Onondaga	1331	West	West Newell Street	Pipe	-10"	1099331.281000000000	934191.689000000000	43.01637164630	-76.15712233690
5/22/2007	38	Onondaga	1333	West	West Newell Avenue	Pipe	-12"	1099424.661000000000	934187.895000000000	43.01662791040	-76.15713571170
5/22/2007	38	Onondaga	1330	West	West Newell Street	Pipe	18"	1099419.096000000000	934188.128000000000	43.01661263920	-76.15713501170
5/23/2007	38	Onondaga	1320	West	Bertram Place	Pipe	15"	1099721.165000000000	934442.816000000000	43.01743788940	-76.15617695190
6/8/2007	13	Onondaga	1165	East	West Water Street	Pipe	24"	1111691.848000000000	934025.971000000000	43.05028812040	-76.15750859180
6/8/2007	13	Onondaga	1120	West	West Washington Street	Pipe	20"	1111324.286000000000	934078.262000000000	43.04927890010	-76.15731199410
11/1/2006	66	Onondaga	1465	East	Brookside Dr	Pipe	12"	1087838.564000000000	936225.485000000000	42.98480991350	-76.14974053740
11/1/2006	66	Onondaga	1455	East	Donwin Ave	Pipe	15"	1088015.257000000000	936282.957000000000	42.98529390300	-76.14952344110
11/1/2006	47	Onondaga	1445	East	Spaulding Avenue	Concrete	66"	1088696.058000000000	936477.919000000000	42.98715909370	-76.14878056470
11/1/2006	47	Onondaga	1435	East	Hilton Road	Concrete	18"	1089858.607000000000	936706.305000000000	42.99034560130	-76.14790489940
11/1/2006	47	Onondaga	1425	East	West Cheltenham Road	Concrete	45"x29"	1091616.899000000000	936705.304000000000	42.99516993670	-76.14787417340
11/6/2006	47	Onondaga	1411	East	East Chaffee Avenue	Concrete	30"	1092500.070000000000	936883.127500000000	42.99759134830	-76.14738618510
11/6/2006	45	Onondaga	1415	East	West Seneca Turnpike	Concrete	66"	1093831.515000000000	936563.398000000000	43.00124831120	-76.14836173760
11/6/2006	45	Onondaga	1405	East	Near Smiley Drive	Concrete	60"	1095535.531000000000	936374.991000000000	43.00592637960	-76.14903310680
11/6/2006	45	Onondaga	1391	West	150 South of Pacific Street	Concrete	apprx 24"	1096364.842000000000	936298.092000000000	43.00820289160	-76.14930457580
11/6/2006	45	Onondaga	1390	West	Pacific Street	Concrete	30"	1096589.430000000000	936311.985000000000	43.00881890590	-76.14924829620
11/6/2006	45	Onondaga	1400	West	West Seneca Turnpike	Concrete	4' X 7'	1094004.368000000000	936434.949000000000	43.00172440160	-76.14883856280
11/6/2006	47	Onondaga	1410	West	East Chaffee Avenue	Concrete	30"	1092464.987000000000	936729.754000000000	42.99749653360	-76.14776634910
11/20/2006	1	Onondaga	1010	South	Bear Street	Concrete	36"	1115998.637000000000	930838.103000000000	43.06214854870	-76.16935553760
11/20/2006	2	Onondaga	1020	South	Kirkpatrick Street	Concrete	48"	1115041.526000000000	932196.381000000000	43.05950399850	-76.16429086580
11/20/2006	2	Onondaga	1035	North	Kirkpatrick Street	Pipe	30"	1115082.800000000000	932281.082000000000	43.05961608290	-76.16397316210
11/20/2006	13	Onondaga	1040	South	Spencer Street	Pipe	10"	1114360.891000000000	932501.458000000000	43.05763233350	-76.16316201970
11/20/2006	13	Onondaga	1030	South	Spencer Street	Pipe	12"	1114372.826000000000	932495.542000000000	43.05766516380	-76.16318400710
11/20/2006	13	Onondaga	1041	North	Spencer Street	Pipe	6"	1114406.619000000000	932555.446000000000	43.05775705780	-76.16295923300
11/27/2006	13	Onondaga	1055	East	Between Spencer & Plum	Concrete	30"	1113973.977000000000	933035.803000000000	43.05565338900	-76.16117004920
11/27/2006	13	Onondaga	1060	South	Evans Street	Pipe	15"	1113609.414000000000	933334.734000000000	43.0555899780	-76.16005846060
11/27/2006	13	Onondaga	1049	South	Evans Street	Pipe	12"	1113661.147000000000	933040.398000000000	43.05570500650	-76.16115874850
11/27/2006	13	Onondaga	1050	South	Evans Street	Pipe	24"	1113631.196000000000	933095.687000000000	43.05562206370	-76.16095244550
11/27/2006	13	Onondaga	1075	North	Plum Street	Concrete	24"	1113581.292000000000	933990.776000000000	43.05547273320	-76.15760044010
11/27/2006	13	Onondaga	1085	East	Evans Street	Pipe	15"	1113372.064000000000	933258.688000000000	43.05489493530	-76.15660599240
11/27/2006	13	Onondaga	1065	North	Plum Street	Pipe	21"	1113667.136000000000	933746.835000000000	43.05571165650	-76.15851548780
12/18/2006	1	Onondaga	1000	South	Hiawatha Boulevard	Concrete	48"	1117005.030000000000	929740.799000000000	43.06492460000	-76.17344342680
12/18/2006	1	Onondaga	1025	North	Bear Street	Concrete	60"x38"	1116129.661000000000	931109.758000000000	43.06250436270	-76.16833666050
12/19/2006	13	Onondaga	1015	North	Bear Street	Concrete	27"	1116138.861000000000	931092.960000000000	43.06252983040	-76.16839929170
12/19/2006	13	Onondaga	1045	North	Spencer Street	Pipe	27"	1114467.107000000000	932527.039000000000	43.05792341130	-76.16306438890
1/8/2007	13	Onondaga	1070	South	Spencer Street	Pipe	18"	1113959.187000000000	933405.520000000000	43.05551898270	-76.15979388070
1/8/2007	13	Onondaga	1069	South	Plum Street	Pipe	18"	1113612.681000000000	933408.291000000000	43.0556694230	-76.15978318410
1/8/2007	13	Onondaga	1064	South	Plum Street	Pipe	8"	1113558.823000000000	933916.441000000000	43.05541211820	-76.15788295550
1/23/2007	38	Onondaga	1355	East	West Brighton Avenue	Pipe	15"	1100448.957000000000	934962.687000000000	43.01942749360	-76.15421914740
1/23/2007	38	Onondaga	1345	East	West Brighton Ave	Concrete	54"	1100481.610000000000	934944.311000000000	43.01951734200	-76.15428723760
1/24/2007	38	Onondaga	1331	West	West Newell Street	Pipe	15"	1099336.609000000000	934189.631000000000	43.01638629500	-76.15713095780
1/24/2007	37	Onondaga	1395	East	Ballentyne Road	Pipe	48"	1097216.843000000000	936115.886000000000	43.01054314910	-76.14996934090
1/24/2007	37	Onondaga	1380	West	Ballentyne Road	Pipe	48"	1097239.945000000000	936071.462000000000	43.01060716230	-76.15013498870
1/24/2007	38	Onondaga	1385	East	B/T Baldwin Ave & BergerAve	Pipe	84"	1098244.036000000000	934879.791000000000	43.01337891130	-76.15457121700
1/24/2007	38	Onondaga	1370	West	Bridget Circle	Pipe	18"	1097974.532000000000	935131.396000000000	43.01263593360	-76.15363563350
1/24/2007	38	Onondaga	1360	West	Ford Avenue	Pipe	24"	1098204.740000000000	934878.808000000000	43.01327114920	-76.15458685620
1/24/2007	38	Onondaga	1349	West	North of Medora	Concrete	-4x4	1098878.866000000000	934227.767000000000	43.01512983310	-76.15699704830
1/24/2007	38	Onondaga	1350	West	Medora Place	Pipe	12"	1098922.573000000000	934204.507000000000	43.01525007690	-76.15708319090
1/24/2007	38	Onondaga	1340	West	Keen Place	Pipe	15"	1098974.446000000000	934194.117000000000	43.01539254670	-76.15712105350
1/24/2007	38	Onondaga	1341	West	Keen Place	Pipe	15"	1099045.808000000000	934198.771000000000	43.01558828220	-76.15710229830
1/31/2007	38	Onondaga	1310	West	West Lafayette Avenue	Pipe	24"	1099879.861000000000	934639.232000000000	43.01787056620	-76.15543949140
1/31/2007	38	Onondaga	1335	East	Elmhurst Avenue	Pipe	15"	1101036.579000000000	934779.073000000000	43.02104234940	-76.15489452990
1/31/2007	38	Onondaga	1336	East	Elmhurst Avenue	Pipe	8-10"	1101042.678000000000	934778.975000000000	43.02105908620	-76.15489477730
1/31/2007	38	Onondaga	1290	West	Elmhurst Avenue	Pipe	48"	1101004.156000000000	934740.928000000000	43.02095392390	-76.15503778800
5/8/2007	32	Onondaga	1240	South	Centennial Drive	Pipe	24"	1103408.268000000000	933566.106000000000	43.02756544480	-76.15938553880
5/8/2007	32	Onondaga	1210	North	South Avenue	Concrete	30"	1104596.131000000000	933790.653000000000	43.03082262180	-76.15852329700
5/8/2007	32	Onondaga	1205	South	South Avenue	Concrete	30"	1104527.484000000000	933781.465000000000	43.03063439810	-76.15855896040
5/8/2007	13	Onondaga	1095	East	West Street On-Ramp	Concrete	60"	1113218.935000000000	934238.991000000000	43.05447506600	-76.15668260030
5/8/2007	13	Onondaga	1105	East	West Street On-Ramp	Concrete	72"	1113230.714000000000	934336.836000000000	43.05450601680	-76.15631629580
5/8/2007	13	Onondaga	1115	East	West Street On-Ramp	Pipe	12"	1113071.027000000000	934200.701000000000	43.0540697930	-76.15682867170

5/9/2007	23	Onondaga	1190 West	1190 West	Tallman Street	Pipe	24"	1106621.692000000000	934780.247000000000	43.03636642970	-76.15478354210
5/9/2007	23	Onondaga	1255 East	1255 East	West Taylor Street	Pipe	12"	1107398.392000000000	934698.537000000000	43.03849863560	-76.15507345990
5/9/2007	23	Onondaga	1180 West	1180 West	West Taylor Street	Pipe	18"	1107388.143000000000	934638.753000000000	43.038477335150	-76.15529816130
5/9/2007	13	Onondaga	1130 West	1130 West	Walton Street	Concrete	24"	1108836.959000000000	934169.851000000000	43.04794053000	-76.15698655700
5/23/2019	8	Lev_Creek	0	0		Clay	8"	1120831.355000000000	948670.376000000000	43.07514749400	-76.10252630010
5/23/2019	8	Lev_Creek	1	1		Clay	8"	1121203.189000000000	948661.906000000000	43.07616758490	-76.10254621570
5/23/2019	8	Lev_Creek	2	2		Clay	8"	1121191.345000000000	948649.832000000000	43.07613404990	-76.10259561400
5/23/2019	8	Lev_Creek	3	3	North Midler Avenue			1121214.385000000000	947803.106000000000	43.07621134750	-76.10576297140
5/23/2019	8	Lev_Creek	4	4	North Edvard Avenue			1121190.548000000000	947518.597000000000	43.07615148780	-76.10682927490
5/23/2019	9	Lev_Creek	5	5	North Collingwood Avenue			1121168.688000000000	947242.071000000000	43.07609494390	-76.10786472340
5/23/2019	9	Lev_Creek	6	6	Ashdale Avenue		18"	1121147.990000000000	946998.367000000000	43.07604370670	-76.10877845240
5/23/2019	9	Lev_Creek	7	7	Dale Avenue			1120136.146000000000	944959.297000000000	43.07329220460	-76.11643993410
5/23/2019	8	Lev_Creek	8	8	Teal Avenue			1119731.129000000000	943176.447000000000	43.07221357660	-76.12311030180
5/23/2019	9	Lev_Creek	9	9	Teal Avenue		-30"	1119749.205000000000	943175.844000000000	43.07226253780	-76.12311214170
5/23/2019	10	Lev_Creek	10	10	Teal Avenue			1119429.001000000000	943187.728000000000	43.07138417850	-76.12307361420
5/23/2019	11	Lev_Creek	11	11	Teal Avenue			1118690.784000000000	943248.336000000000	43.06935796980	-76.12286257960
5/23/2019	12	Lev_Creek	12	12	Burnet Avenue		18"	1116082.923000000000	933059.352000000000	43.06204888320	-76.08620388330
5/23/2019	52	Lev_Creek	13	13	Darlington Road			1123170.112000000000	938302.116000000000	43.08172073220	-76.14128479590
5/23/2019	53	Lev_Creek	14	14	Lemoyne Avenue			1124161.198000000000	936404.111000000000	43.08446746540	-76.14836952210
5/23/2019	15	Lev_Creek	15	15	Seventh North Street		36"	1124042.255000000000	933398.387000000000	43.08418270860	-76.15962228330
5/23/2019	16	Lev_Creek	16	16	Seventh North Street		12"	1120663.517000000000	931731.132000000000	43.0749353720	-76.16592667510
18991230	53	Lev_Creek	130	130	Lemoyne Avenue		-12"	0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	54	Headson Brook	133	133	Thompson Road		-60"	0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	67	Lev_Creek	134	134	Erie Boulevard East		-8"	0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	57	Lev_Creek	136	136	Simon Drive & 690 East			0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	57	Lev_Creek	138	138	Canal Street Ext		-32"	0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	57	Lev_Creek	137	137	Canal Street Ext		-18"	0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	29	Lev_Creek	139	139	Erie Boulevard West		-12"	0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	53	Lev_Creek	131	131	Lemoyne Ave Service Rd		-20"	0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	7	Lev_Creek	132	132	James Street		-12"	0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	29	Lev_Creek	140	140	Willis Avenue		-12"	0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	12	Harbor Brook	141	141	Sackett Street			0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	12	Harbor Brook	142	142	Richmond Avenue			0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	12	Harbor Brook	143	143	Erie Boulevard West		24"	0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	12	Harbor Brook	144	144	Erie Boulevard West		21"	0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	2	Onondaga Creek	135	135	Parks Dept		4"	0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	38	Furnace Brook	149	149	Bishop Avenue		-30"	0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	12	Harbor Brook	145	145	Apple Street		15"	0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	12	Harbor Brook	146	146	Frazer School		18"	0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	26	Harbor Brook	148	148	Inverness Place		36"	0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	21	Harbor Brook	147	147	Velasko Road			0.000000000000	0.000000000000	0.000000000000	0.000000000000
18991230	45	Onondaga Creek	150	150	Milburn Drive		60"	0.000000000000	0.000000000000	0.000000000000	0.000000000000

CITY OF SYRACUSE

MS4 OUTFALL LOCATIONS & STORM SEWER WATERSHEDS



- KEY**
- City Boundary
 - Brooks, Creeks & Streams
 - Streets
 - Outfalls
 - Storm Sewer Watersheds

Appendix D

Illicit Discharge Detection & Elimination

The objective of the IDDE program is to systematically find and eliminate sources of non-stormwater discharges to the municipal separate storm sewer system and to implement procedures to prevent illicit connections and discharges. It will include processes and procedures designed to prevent, identify, report, and mitigate illicit discharges to and from the MS4, and provide training for City employees involved in the IDDE program.

Priority Areas:

Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land uses associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge.

Developing Priority Areas:

Identifying priority areas is vital to the development of an IDDE program. This process can be broken down into three fundamental steps:

1. Use all available information to identify where illicit discharges may be found in the community;
2. Conduct dry weather field screenings to locate non-stormwater discharges;
3. Conduct water quality sampling and analysis to determine if non-stormwater discharges are present.

Locating Priority Areas:

The first step in locating priority areas is to identify areas that have a high potential for illicit discharges within your community. These can be broken down into a list of commonly high probability locations where illicit discharges may be or are likely to occur.

1. Locations where there have been repeated problems in the past. This includes locations with known water quality data, as well as locations where numerous complaints have been received. These areas should be known by community officials as well as other agencies that collaborate on specific problem areas. For example: City of Syracuse works on many sanitary sewer problems that can impact the MS4. Utilities would be a division within Public Works that should be contacted for such information. Likewise, the Onondaga County WEP Department, County Health Department, NYSDEC, or a variety of other agencies/groups should be contacted when compiling this information.
2. Using existing information to assess where illicit discharges may be found and what waterbodies are particularly sensitive (e.g. drinking water sources, areas containing unique biodiversity, and swimming areas).
3. Older areas of a community may indicate possible locations where there will be illicit discharges detected. These locations may have a higher percentage of illegal connections and/or have deteriorating sewer lines leading to infiltration problems from the older infrastructure found in that area.

4. The commercial and/or industrial areas of the community will tend to have a higher percentage of illicit discharges as well. Historically, these locations have significant numbers of illegal connections and have discharges with a high potential to affect water quality.
5. Stormwater outfalls and structural pollution control devices should be inspected for illicit discharges during the normal inspection period for these structures/facilities.
6. Areas with storage of large quantities of materials that could result in a spill or areas with many storage vessels of hazardous solids or liquids.

Visual Illicit Discharge Detection Inspection Procedures:

Tracing the Source:

This section outlines the basic tools that can be used to trace the source of a suspected illicit discharge. Source tracing begins when a suspected problem area is identified through outfall inspections, field assessment/testing, or a complaint call. When the source of the non-stormwater discharge is not known, one of two primary methods can be used to locate the source of an illicit discharge:

- Method A – Storm Drain Network Investigations
- Method B – Drainage Area Investigations

The method used will depend on the type of information collected or reported, level of understanding of the drainage network, and existing knowledge of operations and activities on the surrounding properties. All source tracing investigations should be documented and recorded.

Start a File:

When problems are identified, a report should be started, and assigned an incident number, creation date, case description and the primary staff contact/investigator. A report is created listing the property name, person responsible, and tracking all information related to the observed or suspected problem. The investigator assigned to the case shall keep an accurate log of labor, materials and costs associated with the investigation for invoicing the responsible party. The report should be started prior to completing any additional field work unless the nature of the discharge necessitates immediate response. In addition to filling out the report, the file should include copies of the following, if applicable:

- GIS Inspection Map;
- Photographs;
- Field notes;
- Lab testing results;
- Compliance letters sent and responses received;
- Correspondence (mail, email, telephone logs);
- Proof of corrected problems (contract and invoice or clean field investigation report).

Any field investigations, photographs, corrective actions, or other activities associated with the suspected problem area should be documented in the case log. This becomes the City's official record of the IDDE investigation.

Method A – Storm Drain Network Investigations:

The source of some illicit connections or discharges can be located by systematically isolating the area from which the polluted discharge originates. This method involves progressive investigation at manholes in the storm drain network to narrow down the location where the illegal discharge is entering the drainage system. This method is best used to identify constant or frequent discharge sources such as an illicit connection from a sewer system or sink drain into the storm drainage network. One-time illegal discharges (such as a surface spill or intentional dumping into the storm drain system) should be investigated using Method B described later in this section.

Field crews should work progressively upstream from the outfall and inspect manholes until indicators reveal the discharge is no longer present. Manhole observations can be time consuming, but they are generally a necessary step before conducting other tests. In particularly large storm drain systems, it may be helpful to first identify major branches of the system and test one manhole at the downstream end of each branch. This can help to reduce the area that must be investigated.

Storm drain network investigations include the following steps:

1. Consult the drainage system map and identify the major branches. If a drainage system map is not available or major branches cannot be identified, then sketches of the system shall be made and the system shall be identified in the GIS project queue for adding to the City's drainage system map.
2. Starting from the outfall, observe the next upstream manhole or junction to see if there is evidence of polluted discharge. As with the outfall inspections, field crews are looking for the presence of flow during dry weather, foul odors, colors or stained deposits, oily sheen, floatable materials, and/or other unusual observations.
3. Repeat observations at each upstream manhole or junction until a junction is found with no evidence of discharge; the discharge source is likely located between the junction with no evidence of discharge and the next downstream junction.
4. Work downstream from the "clean" manhole or junction to isolate the location where the polluted discharge is entering the storm drain system.
5. If discharge is evident from private property initiate private property site entry procedures.
6. Document all findings in field notes and keep them in the file.

When visual inspections are not enough to isolate the source of the illegal discharge, a number of additional field tests can be performed. These include:

- Dye testing,
- Video Testing/Televising,
- Smoke testing,

Method B – Drainage Area Investigations:

The source of some illegal discharges can be determined through a survey or analysis of the drainage area of the problem outfall. Drainage area investigations are particularly useful when the discharge observed at the outfall has a distinct or unique characteristic that can allow field crews to quickly determine the type

of activity or non-point source that is generating the discharge. However, drainage area investigations are generally not helpful in tracing sewage discharges, since they are not related to a specific land use.

Drainage area investigations should begin with a discussion between the field crews, inspectors, engineers, and other knowledgeable City staff to identify the type of site most likely to produce the observed discharge. Table 4-1 shows some of the activities or land uses most likely associated with specific discharge problems.

Table 4-1	
Common Discharges and Potential Sources	
Observed Discharge	Potential Causes
Clogging Sediment	<ul style="list-style-type: none"> • Construction activity without proper erosion and sediment controls • Roadway sanding operations • Outdoor work areas or material storage areas
Thick Algae Growth	<ul style="list-style-type: none"> • Fertilizer leak or spill • Landscaping operations • Hydroseeding following construction • Failing or leaking septic system
Oil	<ul style="list-style-type: none"> • Refueling operations • Vehicle or machinery maintenance activities
Sudsy Discharge	<ul style="list-style-type: none"> • Power washing of buildings • Vehicle or equipment washing operations • Mobile cleaning crew dumping • Laundry or Cleaner • Household greywater discharge
Clogged Grease	<ul style="list-style-type: none"> • Restaurant sink drain connection to stormwater system
Sewage	<ul style="list-style-type: none"> • Failing or leaking septic systems

Staff should make a list of likely discharge sources and consult City land use and drainage system maps to identify areas of likely pollution sources near the storm drain network. Field crews should then conduct a windshield survey of the drainage area to confirm and identify potential sources of the discharge. Once potential discharge sites are identified, City staff should conduct individual site inspections to locate the specific source of the illegal discharge.

In some cases, dye testing may be needed to confirm that a suspected activity is actually draining into the storm drain network.

All drainage area investigations should be documented in field notes and entered in the report file.

Equipment:

Prior to conducting field work, crews should assemble all required equipment (see Table 4-2) and review the outfall inspection records or water quality incident reports from the area to become familiar with the background information and potential pollution sources.

Minimum 2 person crew	<ul style="list-style-type: none">• Watch with second hand
Safety Gear – vest, work boots, cones	<ul style="list-style-type: none">• Flash light or head lamp
Field Notebook/Pencils	<ul style="list-style-type: none">• Tool Box – hammer, tape measure, duct tape, zip ties
Map or Aerial Photo of Inspection Area	<ul style="list-style-type: none">• First Aid Kit
Digital camera w/ charged battery	<ul style="list-style-type: none">• Clear sample bottles
Cell phone w/ charged battery	<ul style="list-style-type: none">• Wide mouth container

Follow-Up Actions:

Once the source of an illicit discharge has been identified, the investigator should notify the property owner or operator of the problem, and provide the appropriate educational materials and/or a notice of violation. This is an important first step in the corrective action process. The investigator completes the information to document the findings.

Response Procedures:

Immediate Response Procedures

The field crew should be prepared to take immediate action in the event of encountering one of the following situations:

- Individuals actively in the process of introducing possible illegal substances or materials to the storm drain system
- Very strong chemical odor emanating from storm drain system
- Presence of fumes or smoke emanating from storm drain system
- Visible significant stream of a controlled chemical or petroleum product flowing in storm system or downstream waters
- Large chemical plume in stream or river downstream of a City outfall
- Any condition that poses or could pose an immediate threat to property, human health or safety, or aquatic life. The crew should take the following steps if one of the above situations is encountered:
 - Ensure crew safety and the public by instructing people to stay clear of the area.
 - **Call 911 to report a major spill, active illegal dumping or a potential fire incident.**
 - The following offices must all be called if an unauthorized discharge of oil or hazardous material such as a spill has occurred:

- a. Non-Emergency Police Dispatch
- b. NYSDEC

- If a spill is encountered the following information should be recorded if possible:
 - a. Where is the spill?
 - b. What spilled?
 - c. How much spilled?
 - d. How concentrated is the spilled material?
 - e. Who spilled the material?
 - f. Is anyone cleaning up the spill?
 - g. Are there resource damages (e.g. dead fish or oiled birds)?
 - h. Who is reporting the spill?
 - i. Your contact information?

- If possible isolate or contain visible chemical pollution in the effected waterbody with any materials that are accessible. For small discharges earth dams, absorbent pads, and containers may be useful to contain part of the illicit discharge.
- Take detailed notes and photos/video for subsequent investigation by City or other agencies.

At a minimum, follow-up work includes contacting the NYSDEC to determine if any additional reporting or investigative actions are necessary.

Corrective Action:

Purpose:

The City will respond to identified illicit discharges, illicit connections, or illegal dumping activities using progressive enforcement actions. Corrective actions will focus first on education to promote voluntary compliance and escalate to increasingly severe enforcement actions if voluntary compliance is not obtained.

Voluntary Compliance:

The preferred approach to address illicit discharge problems is to pursue voluntary compliance through property owner or responsible party education. Often, business operators and property owners are not aware of the existence of illicit connections or activities on their properties that may constitute an illegal discharge. In these cases, providing the responsible party with information about the connection or operation, the environmental consequences, and suggestions on how to remedy the problem may be enough to secure voluntary compliance.

Education begins during the site investigation when the operation or connection is first confirmed. Property owners and operators should be notified that the problems must be corrected in a timely manner and that the City will be conducting a follow-up site visit to verify compliance. Field staff should also provide the property operator with an educational brochure describing illicit discharge violations and a copy of the applicable City code. Field staff should also remind property owners of their obligation to report discharges to the proper agencies.

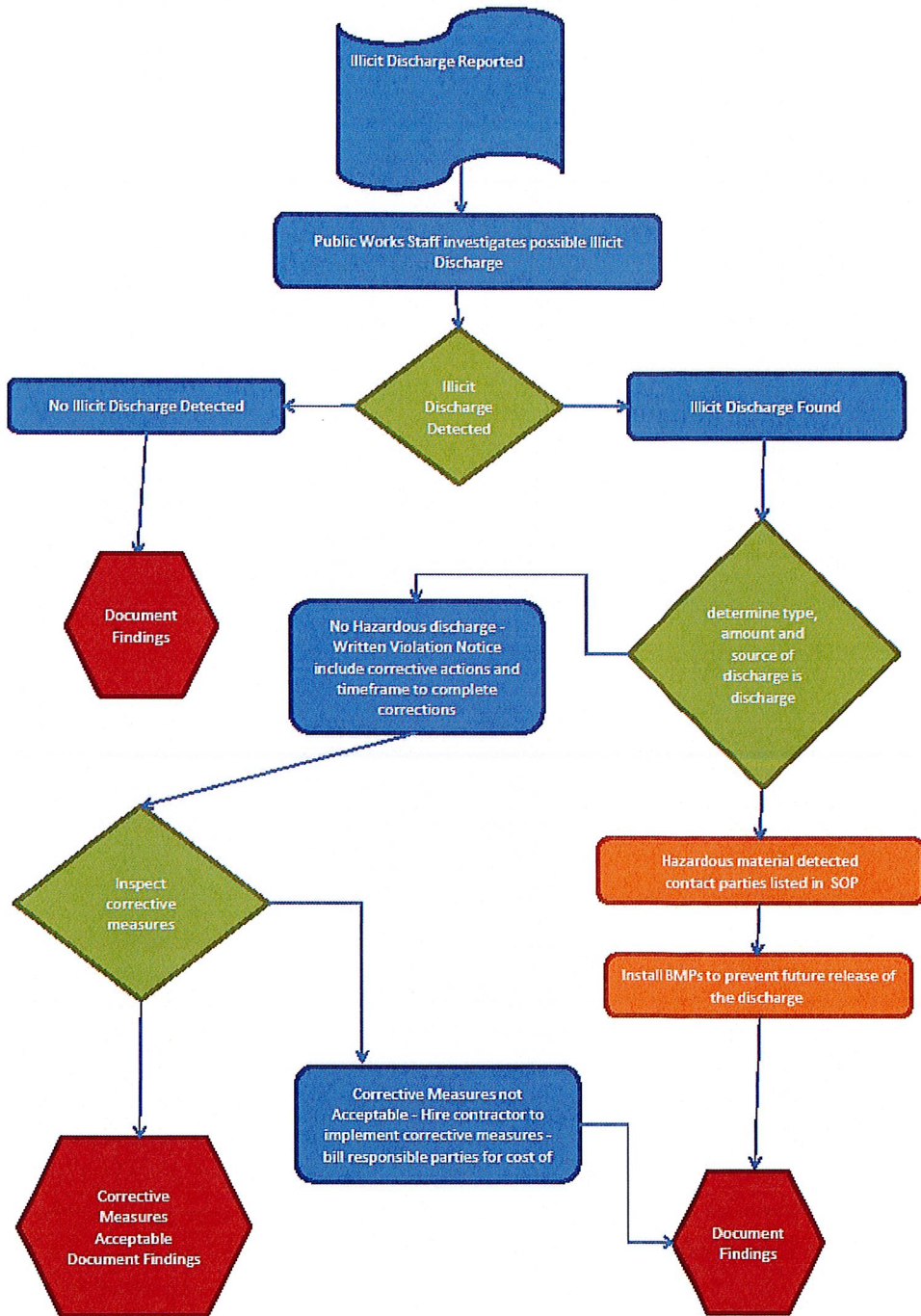
Operational Problems:

Property owners are responsible for correcting operational problems that are leading to illegal discharges to the storm drainage system. This could include moving washing activities indoor or undercover, covering material storage areas, locating an appropriate discharge location for liquid wastes, or other operational modifications. Through site visits and education, the City can provide technical assistance to aid property owners in identifying the required modifications.

Structural Problems:

Most illicit connection problems will require a structural modification to correct the problem. Structural repairs can be used to redirect discharges such as sewage, industrial, and commercial cross-connections. Such cross-connections must be re-routed to an approved sanitary sewer system. Correcting structural problems is the responsibility of the property owner, though the City may provide technical assistance throughout the process.

Illicit Discharge Detection & Elimination Enforcement Response Procedure



Stormwater IDDE Report & Response Form

I. Incident Report

Incident Number: _____

Date/Time: _____ AM / PM Received By: _____

Location: _____

Initial Report of Conditions: _____

Reported By: _____ Phone: _____

II. Investigation

Date: _____ By: _____

Location Description/Storm Drain ID/Outfall: _____

Discharge Entered Storm Drain System/Receiving Waters? ___ Yes ___ No

Material Type

- | | | |
|-------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Hazardous | <input type="checkbox"/> Sediment | <input type="checkbox"/> Wastewater |
| <input type="checkbox"/> Oil/Grease | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Unknown |

Est. Quantity: _____

Additional Information: _____

Sample(s) Collected: ___ Yes ___ No

Photo(s) Taken: ___ Yes ___ No

Observed Land Use

- Residential
- Commercial/Industrial Stormwater Permit ___ Yes ___ No ___ Unknown
- Public

Direct/Constructed Connections Found? ___ Yes ___ No

Source Description: _____

Source/Responsible Party: _____

III. Action and Closure

Referred To: _____ Date: _____

Action Taken: _____

Date Closed: _____

Appendix E

Stormwater Pollution Prevention Plan (SWPPP) Review Procedures

Policies and Procedures:

It is the policy of the City of Syracuse to require all construction sites with 10,000sf or more of disturbance to include in the site and design plans submitted, a stormwater pollution prevention plan (SWPPP). The Stormwater Pollution Prevention shall be prepared in accordance with the New York State Department of Environmental Conservation State Pollution Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Construction Activity Permit No. GP-0-15-002. All SWPPP's shall be prepared in accordance with the most current version of the New York Standards and Specification for Erosion and Sediment Control.

Goal(s):

To insure that all projects are completed with minimal or no impact on water quality. Where the final construction product is anticipated to have an impact on water quality, that Best Management Practices have been constructed and are properly operated and maintained in perpetuity.

Project Review:

- The Permit Department shall require the builder/developer to submit the appropriate number of copies of the Project Plans, including the required Stormwater Pollution Prevention Plan, for Engineering review.
- Each set of Project Plans provided shall include an original signature, date, and raised seal of the New York State Licensed Professional Engineer, Architect, or Landscape Architect who prepared the Plans. The Stormwater Pollution Prevention Plan Section of the Project Plan documents shall include a separate original signature, date, and raised seal of the New York State Licensed Professional Engineer. A Certified Professional Erosion and Sediment Control may also sign the Stormwater Pollution Prevention Plan if there are no permanent stormwater measures.
- The City shall have the SWPPP reviewed for the municipality by a New York State Licensed Professional Engineer (City Engineer), or Certified Professional Erosion and Sediment Control to insure compliance with the New York State Stormwater Design Manual (latest revision) and other technical standards.
- A public meeting shall be held as part of the Planning Board Review Process where individuals are allowed to comment either in writing or in person on the overall project as well as any specifics relating to the Stormwater Pollution Prevention Plan. Adequate public notice of the meeting shall be given in the local newspaper, posting on the municipal bulletin board and where available on the municipal website. Timeliness of the notice shall be in accordance with municipal code requirements. Plans and specifications for the project shall be available for review at the municipal offices during regular business hours.
- Public comments received both in writing and verbally with respect to the Stormwater Pollution Prevention Plan shall be documented by the Planning Board and included in the overall project file.

- The Planning Board may request the builder/developer to make changes to the Stormwater Pollution Prevention Plan as deemed appropriate and said changes shall be made to the Project Plans and resubmitted to the Planning Board prior to the Planning Board approval of the Project Plans.

Documentation:

- Approved SWPPP shall have a Table of Maintenance for permanently installed Best Management Practices including a schedule of inspections (once a year at a minimum), operating and maintenance procedures for structural Best Management Practices, Engineer's calculations with respect to any sizing of Best Management Practices, and operating, maintenance, planting and mowing practices for open space areas.
- City of Syracuse Engineering Department has a tabulation form in Microsoft Excel Format, of all Construction and Post Construction Best Management Practices that are approved for private developers in the City. This allows the City to track down faster and more efficiently on what BMP's were installed on a project site.
- City of Syracuse Engineering Department has an inventory in a separate Microsoft Excel document for all projects that disturb greater than 1 acre of soil disturbance in separated sewer shed areas. This inventory is updated on a regular basis in the MS4 Stormwater Pollution Prevention Plan and the Facility List to keep track on what BMP's were installed on a project site.
- All approved SWPPP's in the City of Syracuse shall have executed Stormwater Access & Maintenance Agreements as well before the permit is released to the developer. Some of the items that are included in the agreements are:
 - Designation of the individuals, owners, homeowners association, or management agencies which shall be responsible for the operation and maintenance of permanently installed Best Management Practices.
 - The designation of an annual date by which the individuals, owners, homeowners association, or management agencies shall certify by performing an annual inspection that the installed Best Management Practices are being properly operated and maintained in accordance with the documented/industry standards.
 - Access agreement between the City and the owner allowing officials or their designated representative's access to the site for inspection of, or operation and maintenance of installed Best Management Practices should the owner default on said maintenance and operating procedures.
 - Maintenance bond is required for every project that installs a BMP before the permit is released. This allows the City to use that money to maintain that practice if the owner doesn't cooperate with the maintenance schedule.

City of Syracuse Stormwater Review Guidelines for Projects > 1acre of Soil Disturbance

Type of Project	> 1 acre of Soil Disturbance Storm Sewer or No Sewer
Redevelopment	<ul style="list-style-type: none"> • SWPPP req'd • Meet City reg of no adverse impact to City ROW and adjacent properties • Full site plans, grading, ESC • Complete NOI, submit to NYSDEC with the MS-4 Acceptance Form • Developer shall provide to the City the NYSDEC Acknowledgement Letter for the project before construction starts • If increase in impervious cover (increase in runoff), 1, 10, 100 year <u>quantity</u> regs apply. • If <u>no</u> increase in impervious (no increase in runoff), 10, 100 year <u>quantity</u> regs not apply; • For <u>quality</u> do at least one: <ul style="list-style-type: none"> - Reduce impervious 25% - Treat 25% WQv with GI Practices - Alternative Practices 75% WQv • Phosphorus regs apply in Onondaga Lake watershed (treat 1 yr 24 hr storm) • Contain the 10 yr 24 hour storm on site without runoff • Show post < pre-development runoff rates • Access and maintenance agts, and security bond req'd • Treat 25% WQv for existing impervious • Treat 100% WQv for new impervious • Complete NOT, submit to NYSDEC
New Development	[same as Redevelopment]

1 Yr 24 hour storm event:	2.2"
10 Yr 24 hour storm event:	3.8"
100 Yr 24 hour storm event:	5.8"

Stormwater Pollution Prevention Plan Review Checklist

Project Name:	<input type="checkbox"/> Basic SWPPP (E&SC Plan)	<input type="checkbox"/> Full SWPPP
Site Address:	Municipality: City of Syracuse County: Onondaga County	Reviewer:
Owner/Operator:	Phone:	Date:
Address:	Fax:	SPDES General Permit ID Number: NYR10

SWPPP Deficiencies as checked below:

- 1) Owner/Operator name, legal address, phone number and email; site address and municipality
- 2) Copy of signed Notice of Intent (NOI)
- 3) Signature of SWPPP Preparer on NOI (must be a Professional Engineer for SWPPPs with engineered practices)
- 4) Contractor (and subcontractors if applicable) certification statement(s) [Part III.A.6. of GP-0-10-001]
- 5) MS4 SWPPP Acceptance Form (for projects located in regulated MS4s)
- 6) Map from Office of Parks, Recreation and Historic Preservation showing project location and sensitive area (grey zone) boundaries
- 7) Letter and map from NYS OPRHP describing measures to mitigate the project's effect on archeologically or historically sensitive areas

Comments:

Existing and proposed mapping and plans (recommended scale of 1" = 50') which illustrate at a minimum:

SWPPP Deficiencies as checked below:

- 1) Existing and proposed topography (minimum 2-foot contours recommended)
- 2) Vicinity map showing project boundaries and receiving water(s)
- 3) Mapping and description of soils from USDA Soil Survey, including hydrologic soil group, as well as location of any site-specific borehole investigations that may have been performed
- 4) Boundaries of existing predominant vegetation and proposed limits of clearing
- 5) Location and boundaries of resource protection areas such as wetlands, lakes, ponds and other setbacks (e.g. stream buffers, drinking water well setbacks, septic setbacks)
- 6) Boundaries and acreages of Runoff Reduction Planning Practices (conservation areas, undisturbed areas, buffers, etc.)
- 7) Location of existing and proposed roads, lot boundaries, buildings and other structures
- 8) Location and size of staging areas, equipment storage areas, borrow pits, waste areas and concrete washout areas
- 9) Existing and proposed utilities (e.g. water, sewer, gas, electric) and easements
- 10) Location of perennial and intermittent streams; boundary and acreage of upstream watershed
- 11) Location and flow paths of existing and proposed conveyance systems such as channels, swales, culverts and storm drains
- 12) Location of floodplain/floodway limits
- 13) Location, size, maintenance access and limits of disturbance of proposed temporary and permanent stormwater management and erosion and sediment control practices, including timing and duration of temporary practices
- 14) Location and dimensions of proposed channel modifications, such as bridge or culvert crossings
- 15) Plans stamped and signed by qualified professional (must be a licensed professional on plans with engineered practices)

Comments:

Erosion and Sediment Control Plans and Vegetative Measures:

SWPPP Deficiencies as checked below:

- 1) Description of temporary and permanent structural and vegetative measures for soil stabilization, runoff control and sediment control for each stage of the project from initial land clearing and grubbing to project close-out
- 2) Material specifications, dimensions, installation details and operations and maintenance requirements for erosion and sediment control practices, including the location and sizing calculations for any temporary sediment basins
- 3) Site map/construction drawing(s) showing the specific locations, sizes, and lengths of each erosion and sediment control practice
- 4) Identification of any design elements not in conformance with the *New York Standards and Specifications for Erosion and Sediment Control*, reason for the deviation or alternative design, and demonstration that the alternative is equivalent to the technical standard
- 5) Inspection and Maintenance schedule to ensure continuous and effective operation of the erosion and sediment control practices, in accordance with the *New York Standards and Specifications for Erosion and Sediment Control*
- 6) Description of structural practices to divert flows from exposed soils, store flows, or otherwise limit runoff and the discharge of pollutants from exposed areas of the site to the degree attainable

- 7) Construction phasing plan and sequencing plan describing the intended sequence of construction activities, including clearing and grubbing; excavation and grading; implementation, timing and duration of temporary and permanent erosion and sediment control practices; installation of utilities and infrastructure; any other soil disturbing activity; and acreage to be disturbed in each phase
- 8) Final landscaping plans for structural stormwater management practices and any reforestation or revegetation
- 9) Description of pollution prevention measures to control construction litter, construction chemicals and debris
- 10) Description and location of any stormwater discharges associated with industrial activity other than construction at the site, including but not limited to, stormwater discharges from asphalt plants and concrete batch plants on the construction site

Comments:

For construction activities listed in Table 2 of Appendix B of GP-0-10-001:

Hydrologic and hydraulic analysis for all structural components of stormwater system (e.g. storm drains, open channels, swales, stormwater management practices, manufactured treatment systems, etc.) for applicable design storms including:

SWPPP Deficiencies as checked below:

- 1) Existing and Proposed condition analyses for time of concentrations, runoff rates, volumes, velocities, water surface elevations and routing showing methodologies used and supporting calculations
- 2) Channel Protection Volume and detention time calculations
- 3) Comparison summary of post-development stormwater runoff conditions with pre-development conditions for 1-year, 10-year, 100-year design storms in accordance with the *New York State Stormwater Management Design Manual*
- 4) Stormwater management practice sizing calculations using the Enhanced Phosphorus Removal Standards (TMDL watersheds)
- 5) Water Quality and Runoff Reduction volume calculations; documentation of Runoff Reduction practices and their treatment volumes
- 6) Infiltration/percolation tests, where required; or logs of borehole investigations and supporting geotechnical report

Comments:

Representative cross-section and profile drawings and details of structural stormwater management practices and conveyances (e.g. storm drains, open channels, swales, etc.) which include:

SWPPP Deficiencies as checked below:

- 1) Existing and proposed structural elevations (e.g. invert of pipes, manholes, etc.)
- 2) Construction drawing(s) identifying the specific locations and sizes of each post-construction stormwater control practice
- 3) Description, dimensions, material specifications and installation details for each post-construction stormwater control practice, including outlet structures, embankments, spillways, settling basins, grade control structures, conveyance channels, etc.
- 4) Construction drawing(s) showing locations of Runoff Reduction practices; and design, material specifications and installation details

Comments:

SWPPP Deficiencies as checked below:

- 1) Post-construction maintenance schedule to ensure continuous and effective operation of each post-construction stormwater control practice, including monitoring and maintenance frequency, identification of responsible parties, description of applicable easements, vegetative requirements, access and safety issues, and testing and disposal of sediments as they are removed
- 2) Weekly or twice-weekly inspection checklist identifying measures to be inspected by a qualified site inspector
- 3) Request to disturb greater than five acres at any given time including justification for disturbance, additional erosion and sediment control measures to mitigate disturbance, phasing plan, cuts and fills plan, and total acreage to be disturbed in each phase
- 4) Documentation of downstream analysis or discharge to fifth-order stream to request waiving control of Channel Protection Volume, Overbank Flood Control or Extreme Flood Control
- 5) Identification of any stormwater management practices that deviate from the *New York State Stormwater Management Design Manual*, reason for the deviation and demonstration that the alternative practice or deviation is equivalent to the technical standard

Comments:

ACCESS EASEMENT

THIS INDENTURE made the ____ day of _____, 20__ between the _____, with an office at _____ (the "Grantor"), and the CITY OF SYRACUSE, a municipal corporation organized and existing pursuant to the laws of the State of New York, having its principal office at City Hall, 233 East Washington Street, Syracuse, New York 13202 (the "City").

RECITALS

WHEREAS, the _____ is the owner of certain real property located in the City of Syracuse, Onondaga County, State of New York, (the "Site"). _____ proposes to construct a certain stormwater pollution control facility (the "Stormwater Management Facility") that consists of the components described in Schedule A, which are located on the Project Site within the areas identified by the legal descriptions set forth on Schedule B (the "Stormwater Management Facility Premises").

WHEREAS, General Ordinance No. 53 of 2007 of the City of Syracuse (the "Ordinance") requires that the City of Syracuse be allowed access to the Stormwater Management Facility at reasonable times for periodic inspection by the City of Syracuse to ensure that the Stormwater Management Facility is maintained in proper working condition to meet design standards and any other provisions established by the Ordinance as set forth in a certain agreement dated as of _____, 200__ between the City of Syracuse and _____ and recorded in the Onondaga County Clerk's Office (the "Maintenance Agreement").

WHEREAS, the Grantor desires to provide for access to the Stormwater Management Facility Premises by the City of Syracuse to ensure that the Stormwater Management Facility is being properly maintained in accordance with the Maintenance Agreement.

NOW, THEREFORE, the Grantor, in consideration of Ten Dollars (\$10.00), lawful money of the United States, and other good and valuable consideration, the payment of which is hereby waived by the Grantor, does hereby grant unto the City, its successors or assigns forever, a permanent easement or right-of-way over the property of the Grantor, which easement is more particularly bounded and described on the attached Schedule "B" as follows:

1. The Recitals above are hereby incorporated into this Access Easement as if fully set forth herein.
2. Grantor does hereby grant to the City, for its benefit and that of its successors and assigns, the right, which shall run with the Stormwater Management Facility Premises, to:
 - (a) access the Stormwater Management Facility Premises at reasonable times upon notice to Grantor for periodic inspection to ensure that the Stormwater Management

by the City of Syracuse to ensure that the facility is maintained in proper working condition to meet design standards and any other provisions established by General Ordinance No. 53 of 2007. The Agreement, binds the grantor to record the easement in the office of the County Clerk after approval by the Corporation Counsel.

9. The Agreement details that if ever the City determines that the Facility Owner has failed to construct or maintain the Facility in accordance with the approved plans or has failed to undertake corrective action specified hereunder by the City or by the Inspecting Engineer, the City shall provide the Facility Owner with written notice of such failure, with a copy of such written notice also be provided to the Fee Owner. In the event the Facility Owner fails to cure such failure within ten (10) business days, fails to undertake reasonable steps towards curing such failure within such time, the City is authorized to undertake such steps as are reasonably necessary for the preservation, continuation or maintenance of the stormwater control facility and to affix the expenses thereof as a lien against the property. In the event the City exercises its rights hereunder, it shall return the premises to a reasonably similar condition as it existed prior to the exercise of such rights. All notices and demands shall be in writing and shall be sufficiently given when delivered and, if delivered by mail, shall be sent by registered or certified first class mail, postage prepaid, addressed as follows:

To the Facility Owner:

To the City of Syracuse:

Office of the City Engineer

401 City Hall

Syracuse, New York 13202

Attn: Stormwater Management Officer

Attn: Corporation Counsel

Facility is being maintained in proper working condition as set forth in the Maintenance Agreement; and

(b) if Grantor does not maintain the Stormwater Management Facility as required by the Maintenance Agreement, to maintain, repair and preserve the continued operation and proper function of the Stormwater Management Facility.

3. In exercising its rights under this Access Easement, the City shall enter the Stormwater Management Facility Premises over routes as will occasion the least practicable damage and inconvenience to the Grantor.

4. The easements and rights created by this Access Easement shall be deemed to run with the land, and shall be for the benefit of and inure to the City, its successors and assigns, its agents, employees and business invitees, and shall burden the Stormwater Management Facility Premises perpetually.

5. This Access Easement shall be governed by and construed in accordance with the laws of the State of New York.

By: _____
Name:
Title:

STATE OF NEW YORK)
COUNTY OF ONONDAGA)ss.:

On the ___ day of _____, 2009, before me, the undersigned, a notary public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

SCHEDULE A

1.0 PURPOSE AND SCOPE

The purpose of this Schedule is to describe the operation of the stormwater management facility following construction and the actions and schedule required for maintaining the components of that facility during the life of the project.

2.0 FACILITY DESCRIPTION

2.1 Project Location.

The stormwater management facility is located within the City of Syracuse, Onondaga County, New York, at _____ (the "Site"). The total property size is approximately seven _____ acres. The facility will serve the _____ Project. The Facility will be owned by _____, ("FACILITY OWNER") and operated by _____ ("Operator").

2.2 Project Description

The Project involves the _____ facilities for _____ . Essentially, it consists of _____ , along with infrastructure consisting of _____ and the associated stormwater management facility (the "Facility").

2.3 Facility Description

Generally, all stormwater entering or generated on the property will be collected into a _____ system where it will be temporarily stored and treated prior to release off site _____. Treatment and pre-treatment will be conducted through _____ system and storage will be handled in a _____ system and an _____.

Specifically, storm runoff will be collected _____ in _____ existing storm water detention basin on the _____ of the Site. _____, portions of the runoff requiring treatment will be collected and treated in an _____ and then carried _____. The remainder of the water from the Site will be conveyed directly _____, where it will flow _____.

Further details with respect to the design of the stormwater management features for the project, including all assumptions, calculations and a detailed description of the facility components, are included within the "Stormwater Management Report and Stormwater Pollution Prevention Plan

for the _____ Project at _____, prepared by

Landscape Architects, dated _____, 200_
(hereinafter referred to as "SWPPP Report").

SCHEDULE B

STORMWATER MANAGEMENT FACILITY PREMISES

Legal Description

ALL THAT TRACT OR PARCEL OF LAND situate in the City of Syracuse, County of Onondaga and State of New York, being

STORMWATER CONTROL FACILITY MAINTENANCE AGREEMENT

Whereas, the City of Syracuse ("City") and _____ ("Facility Owner") desire to enter into an agreement to provide for the long term maintenance and continuation of stormwater control measures approved by the City for the _____ Project (the "Project"), and

Whereas, the City and the Facility Owner desire that the stormwater control measures be built in accordance with the approved project plans and thereafter be maintained, cleaned, repaired, replaced and continued in perpetuity, unless modified with the approval of the City, in order to ensure optimum performance of the components. Therefore, the City and the Facility Owner agree as follows:

1. This Agreement binds the Facility Owner, its successors and assigns, to maintain the stormwater management facility (the "Facility") that is depicted in the following project plans as prepared by _____ which are on file with City Engineer: Plan _____, _____, dated _____, 200_ ; Plan _____, _____, dated _____, 200_ ; Plan _____, _____, dated _____, 200_ ; Plan _____, _____, dated _____, 200_ ; and Plan _____, _____, dated _____, 200_. A narrative description of the operation and maintenance plan for the Facility is annexed hereto as Schedule A. The components or elements of the Facility are located on the Project site within the premises described in the legal descriptions set forth on Schedule B attached to this Agreement.

Any specific Facility maintenance, inspection or control measures that are described in Schedule A shall be performed and complied with by the Facility Owner.

2. The Facility Owner shall maintain, clean, repair, replace and operate the Facility and shall comply with any stormwater control measures referenced in Schedule A, all so as to ensure optimum performance of the Facility to its design specifications.
3. The Facility Owner shall be responsible for all expenses related to the maintenance of the Facility and the performance of any stormwater control measures set forth in Schedule A.
4. The Facility Owner shall provide for the periodic inspection of the Facility, not less than once each year by a Certified Professional in Erosion and Sediment Control ("CPESC") to determine the condition and integrity of the Facility. Every five (5) years, in lieu of an inspection by the CPESC, an inspection shall be performed by a Professional Engineer licensed by the State of New York ("Inspecting Engineer"). Both the CPESC and the Inspecting Engineer shall prepare and submit to the City within thirty (30) days following each inspection, a written report of the findings including recommendations for those actions necessary, if any, for the continued operation of the Facility.
5. The Facility Owner shall not authorize, undertake or permit alteration, abandonment, modification or discontinuation of the Facility except in accordance with written approval of the City.

6. The Facility Owner shall undertake necessary repairs and replacement of the Facility at the direction of the City or in accordance with the recommendations of the Inspecting Engineer.

7. At the time of the Facility Owner's delivery of this Agreement to the City, the Facility Owner shall provide the City with security for the maintenance and operation of the Facility in the form of a bond or cash in the amount of \$____,000, which security must be maintained for an initial period of ten (10) years, after which the amount of the bond required for each successive ten (10) year period may be reevaluated by the City.

8. This Agreement shall be recorded in the Office of the County Clerk, County of Onondaga.

9. The Facility Owner shall execute an inspection and maintenance easement that shall be binding on all subsequent landowners served by the stormwater management facility. The easement shall provide for access to the facility at reasonable times for periodic inspection by the City of Syracuse to ensure that the facility is maintained in proper working condition to meet design standards and any other provisions established by General Ordinance No. 53 of 2007. The easement shall be recorded by the grantor in the office of the County Clerk after approval by the Corporation Counsel.

10. If ever the City determines that the Facility Owner has failed to construct or maintain the Facility in accordance with the approved project plans or has failed to undertake corrective action specified hereunder by the City or by the Inspecting Engineer, the City shall provide the Facility Owner with written notice of such failure, with a copy of such written notice to also be provided to the Fee Owner. In the event the Facility Owner fails to cure such failure within ten business (10) days or, in the event the failure cannot be cured within ten business (10) days, fails to undertake reasonable steps towards curing such failure within such time, the City is authorized to undertake such steps as are reasonably necessary for the preservation, continuation or maintenance of the stormwater control Facility and to affix the expenses thereof as a lien against the property. In the event the City exercises its rights hereunder, it shall return the premises to a reasonably similar condition as it existed prior to the exercise of such rights. All notices and demands shall be in writing and shall be sufficiently given when delivered and, if delivered by mail, shall be sent by registered or certified first class mail, postage prepaid, addressed as follows:

To the Facility Owner:

To the City of Syracuse:

Office of the City Engineer
401 City Hall
Syracuse, New York 13202

Attn: Stormwater Management Officer
Attn: Corporation Counsel

11. This Agreement is effective _____, _____, 200__.

City of Syracuse

By: _____
Mary E. Robison, P.E.
City Engineer

By: _____

By: _____

By: _____

_____, as Fee Owner of the Project Site, hereby
consents to the recording of the foregoing STORMWATER CONTROL FACILITY
MAINTENANCE AGREEMENT in the Office of the County Clerk, County of
Onondaga.

By: _____

Name: _____

Title: _____

STATE OF NEW YORK)
COUNTY OF ONONDAGA) SS.:

On the ____ day of _____ in the year _____ before me, the undersigned, personally appeared Mary E. Robison, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

STATE OF _____)
COUNTY OF _____) SS.:

On the ____ day of _____ in the year _____ before me; the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

STATE OF NEW YORK)
COUNTY OF _____) SS.:

On the ____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

Appendix F

Construction Site Inspection Procedures

Policies and Procedures:

Municipal staff overseeing construction projects shall insure that owner/operator staff performing stormwater and SWPPP related inspections are qualified to perform such work and require the submission of documentation such as:

- Licensed Professional Engineer
- Certified Professional in Erosion and Sediment Control
- Registered Landscape Architect
- Someone working under the direct supervision of, and at the same company as, the licensed professional Engineer or Registered Landscape Architect, provided they have received four (4) hours of NYSDEC endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District, or other NYSDEC endorsed entity

Owner/operator staff performing SWPPP site inspections shall do so at a minimum interval of every seven (7) days. For construction sites that disturb greater than 5 acres of soil at any one time or directly discharge to one of the 303(d) segments listed in Appendix E or is located in one of the watersheds listed in Appendix C of the SPDES General Permit (GP-0-15-002), the qualified inspector shall conduct at least two (2) site inspections every seven (7) calendar days. The two (2) inspections shall be separated by a minimum of two (2) full calendar days

Inspection reports must cover all aspects of the SWPPP and be signed and dated by the owner/operator designated site inspector. These reports shall be filed with the Municipal Engineer within 48 hours of the completion of said inspections. A copy of all SWPPP site inspection reports shall remain on the site and be available to the Building Inspector/Municipal Engineer during working hours. Site inspections may be adjusted accordingly during site shutdowns during the winter months in accordance with documented requirements for such shutdowns. The Building Inspector/Municipal Engineer shall visit the construction site periodically to verify owner/operator site inspection reports in order to insure both accuracy and compliance.

In the performance of his or her duties as the representative of the municipality having jurisdiction over the construction project, the Building Inspector or Engineer on staff by the municipality for such purpose shall utilize the New York State Department of Environmental, “Construction Stormwater Inspection Manual” and “New York State Standards and Specifications for Erosion and Sediment Control” latest revision when determining compliance with the Project Stormwater Pollution Prevention Plan.

Upon project completion, all SWPPP inspection reports shall be filed and kept with the projects owner.

Construction Site Inspection Process:

The attached Construction Site Stormwater Inspection Report shall be used by the inspector during site visits. Construction site inspectors should abide by the following guidelines:

1. Plan the inspection before visiting the construction site

- a. Obtain and review permits, site plans, previous inspection reports, and any other applicable information.
 - b. Print the approved NOI from the NYSDEC website.
 - c. Inform the contractor of the planned site visit.
2. Meet with the contractor
 - a. Review the Construction SWPPP (if the site includes over 10,000sf of disturbance) or other document, as required by the municipality's legal authority. Compare BMPs in the approved site plans with those shown in the SWPPP.
 - b. Review the project's approved NOI and confirm that information shown continues to be accurate.
 - c. Get a general overview of the project from the contractor.
 - d. Review inspections done by the contractor.
 - e. Review the status of any issues or corrective actions noted in previous inspection reports.
 - f. Discuss any complaints or incidents since the last meeting.
3. Inspect perimeter controls
 - a. Examine perimeter controls to determine if they are adequate, properly installed, and properly maintained.
 - b. For each structural BMP, check structural integrity to determine if any portion of the BMP needs to be replaced or requires maintenance.
4. Inspect slopes and temporary stockpiles
 - a. Determine if sediment and erosion controls are effective.
 - b. Look for slumps, rills, and tracking of stockpiled materials around the site.
5. Compare BMPs in the site plan with the construction site conditions
 - a. Determine whether BMPs are in place as specified in the site plan, and if the BMPs have been adequately installed and maintained.
 - b. Note any areas where additional BMPs may be needed which are not specified in the site plans.
6. Inspect site entrances/exits
 - a. Determine if there has been excessive tracking of sediment from the site.
 - b. Look for evidence of additional entrances/exits which are not on the site plan and are not properly stabilized.
7. Inspect sediment basins
 - a. Look for signs that sediment has accumulated beyond 50% of the original capacity of the basin.
8. Inspect pollution prevention and good housekeeping practices
 - a. Inspect trash areas and material storage/staging areas to ensure that materials are properly maintained and that pollutant sources are not exposed to rainfall or runoff.

b. Inspect vehicle/equipment fueling and maintenance areas for the presence of spill control measures and for evidence of leaks or spills.

9. Inspect discharge points and downstream, off-site areas

a. Walk down the street and/or in other directions off-site to determine if erosion and sedimentation control measures are effective in preventing off-site impacts.

b. Inspect down-slope catch basins to determine if they are protected, and identify whether sediment buildup has occurred.

10. Meet with the contractor again prior to leaving

a. Discuss the effectiveness of current controls and whether modifications are needed.

b. Discuss possible violations or concerns noted during the site inspection, including discrepancies between approved site plans, the SWPPP, and/or the implementation of stormwater controls.

c. Agree on a schedule for addressing all discrepancies, and schedule a follow-up inspection.

11. Provide a written copy of the inspection report to the contractor.

12. Follow up, as determined, and provide copy of subsequent inspection to the contractor.

13. Use Stop Work orders, as needed, until compliance with the Construction General Permit and/or other document, as required by the municipality's legal authority, can be achieved

Notice of Termination (NOT) Process in Separated Sewer Sheds:

The Notice of Termination (NOT) formally brings to a close the temporary permit to discharge stormwater from construction sites. This is a permit issued by the State and as such NYSDEC is the entity that grants a termination to that permit. However, NYSDEC does not have the resources or man-power required to ensure that all construction sites meet the requirements necessary to obtain an NOT and are leaning on MS4s state-wide to aid in the process.

When a Construction Site is nearing completion and the permittee is desirous of terminating their permit with NYSDEC for discharging water associated with construction activities the following steps should be taken:

1. The Contractor's SWPPP coordinator for the project should notify the City storm water inspector that they are ready for final inspection.

2. The City storm water inspector visits the site to determine if the site has reached final stabilization as determined by the NYSDEC Storm Water General Permit for Construction Activities. The city storm water inspector also checks to see if all temporary BMP have been removed.

3. When the City storm water inspector is satisfied that all requirements have been met, the

City storm water inspector uses the State's inspection form and completes the Notice of Termination (NOT) Inspection section of that form and sends a copy to the owner of the project site so that they can send it to NYSDEC.

4. Once the State has received confirmation that the site meets all the requirements the NOT is granted.

Priority Sites for Inspection & Enforcement:

Routine inspections on high priority sites shall be inspected at least every 30-days. High priority sites include, but are not limited to:

- Public projects
- Sites with disturbed areas of 5-acres or greater
- Sites within watershed impaired for sediments
- Sites that have received violations from NYSDEC
- Sites that are being operated by those that are considered as chronic violators
- Sites having steep slopes or are considered as potential land slide areas



**NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF WATER**



Construction Stormwater Inspection Report for SPDES General Permit GP-0-15-002

Project Name and Location: _____		Date: _____
Municipality: _____ County: _____		Weather: _____
		Permit # (if any): NYRI
		Entry Time: _____ Exit Time: _____
Name of SPDES Permittee: _____	Contacted: Yes <input type="checkbox"/> No <input type="checkbox"/>	Inspection Type: <input type="checkbox"/> NOT <input type="checkbox"/> Compliance <input type="checkbox"/> Referral <input type="checkbox"/> Complaint
On-site Representative(s) and Company(s): _____		
Phone Number(s): _____		

General Permit Requirements

Yes	No	N/A		<u>Citation</u>
1. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the project have permit coverage (if required)?	I.E. & II. B.1
2. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a copy of the General Permit available on site?	II.C.2.
3. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a copy of the MS4 SWPPP Acceptance Form available on site?	II.C.2.
4. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a current copy of the signed SWPPP retained at the construction site?	II.C.2.
5. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a copy of the NOI & Acknowledgment Letter retained at the construction site?	II.C.2.
6. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was written authorization issued for any disturbance greater than 5 acres?	II.C.3.

SWPPP General Requirements

Yes	No	N/A		<u>Citation</u>
7. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the SWPPP current (accurate Permittee information, reflect current project)?	II.E. & III.A.4
8. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SWPPP identifies potential sources of pollutants in runoff	III.A.2
9. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SWPPP identifies Trained Contractor.	III.A.6.
10. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor/Subcontractor certification statements have been signed.	III.A.6.
11. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SWPPP is signed by responsible corporate officer, general partner, proprietor, principal executive officer, ranking elected official, or duly authorized representative.	VII.H.2.

Recordkeeping

Yes	No	N/A		<u>Citation</u>
12. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does Trained Contractor have current certification card?	VII.O.
13. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are self-inspections performed at permit-required frequency?	
14. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily during periods of soil disturbance by Trained Contractor	IV.B.1.
15. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weekly during soil disturbance by Owner/Operator for excepted projects	IV.C.1.
16. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weekly for soil disturbances <= 5 acres by Qualified Inspector	IV.C.2.a.
17. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twice weekly for soil disturbances >5acres or if water segment listed in App. C or E	IV.C.2.b.&e.
18. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monthly during periods of temporary stabilization by Qualified Inspector	IV.C.2.c
19. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the qualified inspector's reports include the minimum reporting requirements?	IV.C.4.
20. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the qualified inspector's reports signed and retained onsite?	IV.C.6.
21. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the inspection reports identify deficiencies that are recurring &/or corrective measures that have not been implemented, & include date-stamped color photos	IV.C.4.

Visual Observations

Yes	No	N/A		<u>Citation</u>
22. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all erosion and sediment control measures installed properly?	IV.C.4.g.

- 23. Are all erosion and sediment control measures being maintained properly? IV.C.4.f.
- 24. Have stabilization measures been implemented in inactive areas per Permit? I.B.1.b.
- 25. Are post-construction SMPs constructed/installed correctly? IV.C.4.i.
- 26. Has final site stabilization been achieved and temporary E&SC measures removed prior to NOT submittal? V.A.2.
- 27. Was there a discharge from the site on the day of inspection? I.B.1.e. & f.
- 28. Is there evidence that a discharge caused or contributed to a violation of water quality standards? ECL 17-0501, and 6 NYCRR 703.2 and I.B.

Water Quality Observations

Describe the discharge(s): location, source(s), impact on receiving water(s), etc.

Describe the quality of the receiving water(s) both upstream and downstream of the discharge

Describe any other water quality standards or permit violations

Additional Comments

Photographs attached

Overall Inspection Rating: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory	
Name/Agency of Lead Inspector:	Signature of Lead Inspector:
Names/Agencies of Other Inspectors:	

Procedures for the Receipt and Follow Up on Complaints or
Other Information Submitted by the Public Regarding
Construction Site Stormwater Runoff

1. The City Line phone, website, or the City Department of Engineering receives a complaint.
2. The receptionist forwards the concern from the City Line phone to the Department of Public Works (DPW) Sewers and Streams Division or if the Department of Engineering received the call, it is forwarded to the Division of Design and Construction.
3. The City's responsible Superintendent, Division, Facilities or Civil Engineer will make a site visit.
4. Such site visits may fill out and follow the Checklist for Construction Stormwater Inspection Report for SPDES General Permit GP-0-10-001, attached, as a procedure and report of a physical site visit by a City Representative. The site inspector may also make notes of observations in their field book.
5. The results of such may be sent to the applicable entities such as the site foreman for evaluation and action. If no satisfactory progress is made for a site to be properly following the SWPPP, a notice of violation is issued.
6. Following this notice and if SWPPP implementation continues to be unsatisfactory, Code Enforcement is notified, and they may issue Stop Work Orders to stop all work besides SWPPP implementation work.
7. The Stop Work Order is lifted if and only if the SWPPP, Erosion and Sediment Control Measures are found to be implemented to the satisfaction of the City.

Appendix G

Post-Construction Stormwater Management Practice

Inventory

Policies and Procedures:

City of Syracuse has developed an inventory of all permittee owned and publicly owned structures owned by other entities (e.g. Syracuse City School District) post-construction stormwater management structures (e.g. detention / retention ponds, water quality vaults, infiltration structures). The City has also inventoried all private residential and non-residential post construction stormwater management structures installed within the City of Syracuse. The inventory includes information on the number and type of structures, and ownership (i.e. publicly owned, privately owned). The existing inventory has been included in this Appendix. Annually, the inventory will be updated as new structures are completed or existing structures are identified that may have been missed in the previous inventory.

Measurable Goal(s):

Update the inventory database of all permittee/publicly owned post-construction stormwater management structures and all private residential and non-residential post construction stormwater management structures that were installed within the City of Syracuse. Also, documentation of post-construction stormwater management is critical for demonstrating compliance with the MS4 permit.

Post-Construction Inventories:

Include basic information on each project, such as project name, owner's name and contact information, location, start/end date, a short description of each stormwater control measure (type, number, design or performance specifications), latitude and longitude coordinates of each stormwater control measure, a short description of maintenance requirements (frequency of required maintenance and inspections); and inspection information (date, findings, follow up activities, prioritization of follow-up activities, compliance status).

Program Updates & Modifications:

Modifications to the post-construction stormwater management program may occur as part of an iterative process to protect water quality. Updates and modifications to the program may be made in accordance with the following procedures:

- Adding (but not eliminating or replacing) practices to the post-construction stormwater management program outlined in this manual may be made by the City of Syracuse at any time. Additions shall be reported as part of the annual report.
- Updates and modifications to the post-construction stormwater management program described in this manual are permitted provided that the updates and modifications are done in a manner that:
 - Is consistent with the conditions of the MS4 General Permit
 - Follow any public notice and participation requirements established in the MS4 General Permit; and
 - Are documented in the annual report

- Replacing, or eliminating without replacement, any ineffective or infeasible strategies, policies, and practices described in this manual with alternate strategies, policies, and BMPs may be requested at any time. Such requests must include the following:
 - An analysis of how or why the practices, strategies, or policies are ineffective or infeasible, including cost prohibitive;
 - Expectations on the effectiveness of the replacement practices, strategies, or policies;
 - An analysis of how the replacement BMPs are expected to achieve the goals of the practices to be replaced;
 - A schedule for implementing the replacement practices, strategies, and policies for both private and public owned stormwater facilities.
 - City of Syracuse follows the public involvement requirements identified in the MS4 General Permit
 - The owner of the stormwater facility shall submit a request to the City Engineer for review and approval. Then the City Engineer makes a request to NYSDEC.

FAC_NAME	MS4_NAME	FAC_STREET	FAC_CITY	FAC_STATE	FAC_ZIP	FAC_COUNTY	X_	Y_	Type of Practice	Maintenance Needed per NYS SDM, SWPPP, or Other	Dates and Type of Maintenance Performed
Clary Middle School Site Imps.	City of Syracuse	Amidon Drive	Syracuse	NY	13210	Onondaga	435954	76849	Vegetated Infiltration Swale	Mow the lawn during spring, summer and fall months, remove trash, remove leaves during fall, inspect if erosion is occurring, inspect for sinkholes and animal borrows, inspect for sediment build-up.	City of Syracuse School District is maintaining the stormwater facility on a regular basis (i.e. mowing the lawn weekly during spring, summer and fall months, removing trash, removing leaves during fall, etc.). Sediment build-up is not encountered since the site is permanently stabilized.
Ed Smith Elementary School Playgrnd	City of Syracuse	Lancaster and Broad Street	Syracuse	NY	13210	Onondaga	43144	76726	Vegetated Infiltration Swale & Drywells	<u>Vegetated Infiltration Swale:</u> Mow the lawn during spring, summer and fall months, remove trash, remove leaves during fall, inspect if erosion is occurring, inspect for sinkholes and animal borrows, inspect for sediment build-up. <u>Drywells:</u> Remove sediment build-up bi-annually, verify the condition of the structure, inspect for contamination and pollution, inspect if there is any standing water.	<u>Vegetated Infiltration Swale:</u> City of Syracuse School District is maintaining the stormwater facility on a regular basis (i.e. mowing the lawn weekly during spring, summer and fall months, removing trash, removing leaves during fall, etc.). Sediment build-up is not encountered since the site is permanently stabilized. <u>Drywells:</u> Drywells are vacuumed bi-annually or much more frequently if it's required.
Corcoran HS Athletic Fields		919 Glenwood Ave	Syracuse	NY	13207	Onondaga	40436	4763166	Wet Pond	Inlet and outlet pipes shall be clear of any debris or vegetation buildup. Inspect if there are any invasive plants in the pond. Verify if there is any erosion buildup inside the pond or if erosion is encountered at the outlet pipe.	City of Syracuse School District inspects the pond frequently. If sediments or debris are encountered the maintenance crew takes care of it right away.
Store America-Ainsley Dr. Expansion	n/a	314 & 316 Ainsley Drive	Syracuse	NY	13210	Onondaga	408022	4764683	Extended Detention Basin System	Per required annual inspections. Agreements filed in 2017.	City of Syracuse performed the annual SWPPP inspection on 08-26-2019. It appears that the owner is maintaining the stormwater facility as per NYSDEC standards.
Meachem School Athletic Field Imps.	City of Syracuse	171 Spaulding Avenue	Syracuse	NY	13205	Onondaga	406163	4759960	Underground Detention System	Catch basins that are tributary to the stormwater facility shall be vacuumed out bi-annually. Trash and sediment buildup at the inlet pipe shall be removed. Inspect if there is any structural deterioration. Verify the water elevation inside the stormwater facility.	Catch basins are vacuumed out bi-annually by the City of Syracuse School District. Stormwater facility is functioning as per the desing.
Huntington School Athl. Field Imps.	City of Syracuse	400 Sunnycrest Road	Syracuse	NY	13206	Onondaga	409557	4767988	Infiltration Basin	Mow the lawn during spring, summer and fall months, remove trash, remove leaves during fall, inspect if erosion is occurring, inspect for sinkholes and animal borrows, inspect for sediment build-up.	City of Syracuse School District is maintaining the stormwater facility on a regular basis (i.e. mowing the lawn weekly during spring, summer and fall months, removing trash, removing leaves during fall, etc.). Sediment build-up is not encountered since the site is permanently stabilized.
ENABLE Renovations & Additions	City of Syracuse	1603 Court Street	Syracuse	NY	13207	Onondaga	760846	430445	Underground Detention Basin	Catch basins that are tributary to the stormwater facility shall be vacuumed out bi-annually. Trash and sediment buildup at the inlet pipe shall be removed. Inspect if there is any structural deterioration. Verify the water elevation inside the stormwater facility.	6/15/04 Satisfactory post-construction inspection. 3/7/06 inspection of drainage facilities certified to be satisfactorily installed. Catch basins are vacuumed out bi-annually by the property owner. Stormwater facility is functioning as per the desing.
Proposed Retail Development	TBD	621 South Midler Avenue	Syracuse	NY	13210	Onondaga	761016	430567	Wet Pond	Inlet and outlet pipes shall be clear of any debris or vegetation buildup. Inspect if there are any invasive plants in the pond. Verify if there is any erosion buildup inside the pond or if erosion is encountered at the outlet pipe.	City of Syracuse performed the annual SWPPP inspection on 08-23-2019. It appears that the owner is maintaining the stormwater facility as per NYSDEC standards.
Hopper Road Phase II	City of Syracuse	Hopper Road	Syracuse	NY	13202	Onondaga	405362	4761376	Wet Pond	Inlet and outlet pipes shall be clear of any debris or vegetation buildup. Inspect if there are any invasive plants in the pond. Verify if there is any erosion buildup inside the pond or if erosion is encountered at the outlet pipe.	10/15/18 Removed stone. 10/30/18 Removed sediment. City of Syracuse DPW inspects the ponds frequently. DPW cleans out the ponds once sediment buildup fills up half the forebay.
Catherine Heights	City of Syracuse	Catherine Heights	Syracuse	NY	13207	Onondaga	425957	760944	Wet Pond	Inlet and outlet pipes shall be clear of any debris or vegetation buildup. Inspect if there are any invasive plants in the pond. Verify if there is any erosion buildup inside the pond or if erosion is encountered at the outlet pipe.	10/15/18 Removed stone. 10/30/18 Removed sediment. City of Syracuse DPW inspects the ponds frequently. DPW cleans out the ponds once sediment buildup fills up half the forebay.
Performance Harley Davidson	City of Syracuse, NYSDOT	807 N. Geddes Street	Syracuse	NY	13204	Onondaga	404610	4767797	Oil-Water Separator	Inspect all the catch basins for sediment and trash buildup. Verify if oil volume threshold for the oil-water separator is reached. Inspect if the fuel oil is discharging to the storm main.	City of Syracuse performed the annual SWPPP inspection on 08-23-2019. During the inspection the City observed oil fuel discharging from the site to the storm main. Owner is aware of the illicit discharge and is working with the City to correct it as soon as possible.
Walgreens Drugstore	City of Syracuse	James Street at Grant Boulevard	Syracuse	NY	13206	Onondaga	409238	4769040	Wet Pond	Inlet and outlet pipes shall be clear of any debris or vegetation buildup. Inspect if there are any invasive plants in the pond. Verify if there is any erosion buildup inside the pond or if erosion is encountered at the outlet pipe.	City of Syracuse performed the annual SWPPP inspection on 08-23-2019. It appears that the owner is maintaining the stormwater facility as per NYSDEC standards.
KINNEY DRUGS	CITY OF SYRACUSE	EAST BRIGHTON AVE & SENECA TURNPIKE	SYRACUSE	NY	13220	ONONDAGA	407918	4761635	Vegetated Infiltration Swale & Underground Detention System	<u>Vegetated Infiltration Swale:</u> Mow the lawn during spring, summer and fall months, remove trash, remove leaves during fall, inspect if erosion is occurring, inspect for sinkholes and animal borrows, inspect for sediment build-up. <u>Underground Detention System:</u> Remove sediment build-up bi-annually, verify the condition of the structure, inspect for contamination and pollution, inspect if there is any standing water.	Unknown, but DPW Sewers cleaned the catch basins in the road 10/13/18. No issues reported. 4/30/19 Requested maintenance record in letter. City of Syracuse performed the annual SWPPP inspection on 08-23-2019. It appears that the owner is maintaining the stormwater facility as per NYSDEC standards.
SOUTHSIDE ACADEMY CHARTER SCHOOL	CITY OF SYRACUSE	2000-2100 ONONDAGA CREEK BOULEVARD	SYRACUSE	NY	13207	ONONDAGA	405907	4762858	Infiltration Basin	Mow the lawn during spring, summer and fall months, remove trash, remove leaves during fall, inspect if erosion is occurring, inspect for sinkholes and animal borrows, inspect for sediment build-up.	City of Syracuse performed the annual SWPPP inspection on 08-23-2019. It appears that the owner is maintaining the stormwater facility as per NYSDEC standards.
LeMoyn College Parking Lot Improvements	City of Syracuse	1419 Salt Springs Road	Syracuse	NY	13214	Onondaga	411457	4766567	Vortechs Model 1000	Catch basins that are tributary to the stormwater facility shall be vacuumed out bi-annually. Trash and sediment buildup at the inlet pipe shall be removed. Inspect if there is any structural deterioration. Verify the water elevation inside the stormwater facility.	City of Syracuse performed the annual SWPPP inspection on 08-23-2019. It appears that the owner is maintaining the stormwater facility as per NYSDEC standards.
Nottingham High School Sports Fields Reh	City of Syracuse	Euclid Avenue	Syracuse	NY	13224	Onondaga	410611	4765765	Underground Detention System	Catch basins that are tributary to the stormwater facility shall be vacuumed out bi-annually. Trash and sediment buildup at the inlet pipe shall be removed. Inspect if there is any structural deterioration. Verify the water elevation inside the stormwater facility.	Catch basins are vacuumed out bi-annually by the City of Syracuse School District. Stormwater facility is functioning as per the desing.
Green City Homes	City of Syracuse	Comstock Avenue	Syracuse	NY	13210	Onondaga	407913	4763684	Wet Pond	Inlet and outlet pipes shall be clear of any debris or vegetation buildup. Inspect if there are any invasive plants in the pond. Verify if there is any erosion buildup inside the pond or if erosion is encountered at the outlet pipe.	City of Syracuse performed the annual SWPPP inspection on 08-29-2019. It appears that the owner is maintaining the stormwater facility as per NYSDEC standards.
Syracuse Creekwalk	City of Syracuse	14 Harborside Drive	Syracuse	NY	13202	Onondaga	404187	4768990	Bioretention Basins & Lawn Areas	Mow the lawn during spring, summer and fall months, remove trash, remove leaves during fall, inspect if erosion is occurring, inspect for sinkholes and animal borrows, inspect for sediment build-up. Inspect if there are any invasive plants in the basins.	City of Syracuse Parks Department is maintaining the stormwater facility on a regular basis (i.e. mowing the lawn weekly during spring, summer and fall months, removing trash, removing leaves during fall, etc.). Sediment build-up is not encountered since the site is permanently stabilized.
Colvin Street Student Housing	City of Syracuse, NY	1700 East Colvin Street	Syracuse	NY	13210	Onondaga	408962	4763873	Bioretention Basin & Lawn Areas	Mow the lawn during spring, summer and fall months, remove trash, remove leaves during fall, inspect if erosion is occurring, inspect for sinkholes and animal borrows, inspect for sediment build-up. Inspect if there are any invasive plants in the basins.	City of Syracuse performed the annual SWPPP inspection on 08-23-2019. It appears that the owner is maintaining the stormwater facility as per NYSDEC standards.
The following rows' submission years to DEC is 2009 and beyond											
LIBERTY GREEN	CITY OF SYRACUSE	319 LIBERTY STREET	SYRACUSE	NY	13220	ONONDAGA	404392	4767913	None	City of Syracuse performed the annual SWPPP inspection on 08-23-2019. It appears that the development never happened since it's an empty lot.	City of Syracuse performed the annual SWPPP inspection on 08-23-2019. It appears that the development never happened since it's an empty lot.
WASHINGTON STATION	CITY OF SYRACUSE	333 WEST WASHINGTON STREET	SYRACUSE	NY	13202	ONONDAGA	405873	4766959	Green Roof & Underground Detention System	<u>Green Roof:</u> City of Syracuse was not able to inspect the green roof due to access restriction. <u>Underground Detention System:</u> Catch basins that are tributary to the stormwater facility shall be vacuumed out bi-annually. Trash and sediment buildup at the inlet pipe shall be removed. Inspect if there is any structural deterioration. Verify the water elevation inside the stormwater facility.	City of Syracuse performed the annual SWPPP inspection on 08-26-2019. It appears that the owner is maintaining the stormwater facility as per NYSDEC standards.
The following rows' submission years to DEC is 2010 and beyond											

LEMOYNE COLLEGE PLAZA	CITY OF SYRACUSE	1135 SALT SPRINGS ROAD	SYRACUSE	NY	13204-	ONONDAGA	410868	4766710	Underground Detention Basin	Catch basins that are tributary to the stormwater facility shall be vacuumed out bi-annually. Trash and sediment buildup at the inlet pipe shall be removed. Inspect if there is any structural deterioration. Verify the water elevation inside the stormwater facility.	City of Syracuse performed the annual SWPPP inspection on 08-23-2019. It appears that the owner is maintaining the stormwater facility as per NYSDEC standards.
H.W. SMITH ELEMENTARY SCHOOL	CITY OF SYRACUSE	1130 SALT SPRINGS ROAD	SYRACUSE	NY	13224-	ONONDAGA	410769	4476604	Hydrodynamic Separator & Underground Detention Basin	<u>Hydrodynamic Separator</u> : Inspect all the catch basins for sediment and trash buildup. Verify if the oil volume threshold for the oil-water separator is reached. Inspect if the fuel oil is discharging to the storm main. <u>Underground Detention Basin</u> : Inspect if there is any structural deterioration. Verify the water elevation inside the stormwater facility and if there is any illicit discharge.	Catch basins are vacuumed out bi-annually by the City of Syracuse School District. Stormwater facility is functioning as per the design.
INSTITUTE OF TECH AT SYRACUSE CENTRAL	CITY OF SYRACUSE	258 EAST ADAMS STREET	SYRACUSE	NY	13202-	ONONDAGA	406399	4766122	Underground Detention Basin	Catch basins that are tributary to the stormwater facility shall be vacuumed out bi-annually. Trash and sediment buildup at the inlet pipe shall be removed. Inspect if there is any structural deterioration. Verify the water elevation inside the stormwater facility.	Catch basins are vacuumed out bi-annually by the City of Syracuse School District. Stormwater facility is functioning as per the design.
FOWLER HIGH SCHOOL	CITY OF SYRACUSE	227 MAGNOLIA STREET	SYRACUSE	NY	13204-	ONONDAGA	404428	4766292	Underground Detention Basin	Catch basins that are tributary to the stormwater facility shall be vacuumed out bi-annually. Trash and sediment buildup at the inlet pipe shall be removed. Inspect if there is any structural deterioration. Verify the water elevation inside the stormwater facility.	Catch basins are vacuumed out bi-annually by the City of Syracuse School District. Stormwater facility is functioning as per the design.
180 INTREPID LANE	CITY OF SYRACUSE	180 INTREPID LANE	SYRACUSE	NY	13205-	ONONDAGA	408110	4761753	Rain Gardens, Vegetated Swales & Detention Basin	Mow the lawn during spring, summer and fall months, remove trash, remove leaves during fall, inspect if erosion is occurring, inspect for sinkholes and animal borrows, inspect for sediment build-up.	City of Syracuse received the annual SWPPP inspection report from Dunn & Sgroam stating that the stormwater facility is functioning as per design.
PARKING LOT RECONFIGURATION PROJECT	ONONDAGA COUNTY/CITY OF SYRACUSE	211 ALLIANCE BANK PARKWAY	SYRACUSE	NY	13202-	ONONDAGA	404752	4769848	Wet Pond	Inlet and outlet pipes shall be clear of any debris or vegetation buildup. Inspect if there are any invasive plants in the pond. Verify if there is any erosion buildup inside the pond or if erosion is encountered at the outlet pipe.	City of Syracuse performed the annual SWPPP inspection on 08-23-2019. It appears that the owner is maintaining the stormwater facility as per NYSDEC standards.
SYRACUSE CONNECTIVE CORRIDOR	CITY OF SYRACUSE	EAST GENESEE ST. & FAYETTE ST.	SYRACUSE	NY	13210-	ONONDAGA	406550	4766851	Bioretention Basins, Perforated pavers, Rain Gardens	Remove leaves during fall, inspect if erosion is occurring, inspect for sinkholes and animal borrows, inspect for sediment build-up, contamination of soil and invasive plants. Inspect if there is any standing water for more than 48hrs.	City of Syracuse performed the annual SWPPP inspection on 08-23-2019. It appears that the Onondaga County is maintaining the stormwater facilities as per NYSDEC standards.
JOSLYN COURT APARTMENTS III & IV		4300 & 4445 SOUTH SALINA STREET	SYRACUSE	NY	13205-	ONONDAGA	406815	4762217	Bioretention Basins, Drywells & Drip Strips	<u>Bioretention Basins</u> : Remove leaves during fall, inspect if erosion is occurring, inspect for sinkholes and animal borrows, inspect for sediment build-up, contamination of soil and invasive plants. Inspect if there is any standing water for more than 48hrs. <u>Drywells</u> : Remove sediment build-up bi-annually, verify the condition of the structure, inspect for contamination and pollution, inspect if there is any standing water.	City of Syracuse performed the annual SWPPP inspection on 08-23-2019. It appears that the owner is maintaining the stormwater facility as per NYSDEC standards.
CAROUSEL CENTER EXPANSION		CAROUSEL CENTER DRIVE	SYRACUSE	NY	13290-	ONONDAGA	404654	4768954	Wet Pond	Inlet and outlet pipes shall be clear of any debris or vegetation buildup. Inspect if there are any invasive plants in the pond. Verify if there is any erosion buildup inside the pond or if erosion is encountered at the outlet pipe.	City of Syracuse performed the annual SWPPP inspection on 08-23-2019. It appears that the owner is maintaining the stormwater facility as per NYSDEC standards.
INDOOR FOOTBALL PRACTICE FACILITY		1315 E COLVIN STREET	SYRACUSE	NY	13244-	ONONDAGA	408436	4764098	Infiltration Basins	Mow the lawn during spring, summer and fall months, remove trash, remove leaves during fall, inspect if erosion is occurring, inspect for sinkholes and animal borrows, inspect for sediment build-up.	City of Syracuse received the annual SWPPP inspection report from Syracuse University stating that the stormwater facility is functioning as per design.
RAPID RESPONSE - NEW CONST & ALTERATIONS		400 WEST DIVISION STREET	SYRACUSE	NY	13204-	ONONDAGA	405450	4767898	Hydrodynamic Separator	Inspect all the catch basins for sediment and trash buildup. Verify if the oil volume threshold for the oil-water separator is reached. Inspect if the fuel oil is discharging to the storm main.	City of Syracuse performed the annual SWPPP inspection on 08-23-2019. It appears that the owner is maintaining the stormwater facility as per NYSDEC standards.
HIAWATHA BLVD IMPROVEMENT PROJECT		HIAWATHA BLVD WEST (400-900 BLOCKS)	SYRACUSE	NY	13204-	ONONDAGA	404372	4768574	Tree pits with structural soil	None to minimal.	City of Syracuse Parks Department is maintaining the stormwater facility on a regular basis (i.e. mowing the lawn weekly during spring, summer and fall months, removing trash, removing leaves during fall, etc.). Sediment build-up is not encountered since the site is permanently stabilized.
Seneca Turnpike Corridor Improvements	City of Syracuse	Hopper Road to South Salina Street	Syracuse	NY	13202	ONONDAGA	430003	760844	Underground Infiltration Basins	Catch basins that are tributary to the stormwater facility shall be vacuumed out bi-annually. Trash and sediment buildup at the inlet pipe shall be removed. Inspect if there is any structural deterioration. Verify the water elevation inside the stormwater facility.	10/13/18 DPW Sewers cleaned the catch basins. Catch basins are vacuumed out bi-annually by City of Syracuse DPW. Stormwater Facilities are functioning as per the design.
Lipe Art Park Improvements	City of Syracuse	900 West Fayette Street	Syracuse	NY	13202	ONONDAGA	430248	761006	Infiltration Basin	Mow the lawn during spring, summer and fall months, remove trash, remove leaves during fall, inspect if erosion is occurring, inspect for sinkholes and animal borrows, inspect for sediment build-up.	City of Syracuse performed the annual SWPPP inspection on 08-23-2019. It appears that the owner is maintaining the stormwater facility as per NYSDEC standards.

Appendix H

Post-Construction Stormwater Management Practices

Operation & Maintenance Procedures

Facility Maintenance:

The effectiveness of post-construction stormwater control BMPs depends upon regular inspections and maintenance of all aspects of the facility. There are typically two types of BMP maintenance, referred to as routine maintenance and corrective maintenance. Corrective maintenance consists of repairs performed to correct a deficient part of the BMP facility as identified in the inspection. Maintenance action returns the BMP component to the original design conditions for proper function. These activities are further described below.

Routine Maintenance:

Routine maintenance consists of preventative measures that are essential to the ongoing care and upkeep of a BMP facility, and it should be performed regularly to ensure proper function. Additionally, it helps prevent potential nuisances (odors, mosquitoes, weeds, etc.), reduces the need for corrective maintenance, and reduces the chance of polluting stormwater runoff by identifying and repairing problems before they further deteriorate. The failure of structural stormwater BMPs can lead to downstream flooding, which can cause property damage, injury, and even death. This also leads to very costly repairs.

Examples of routine maintenance include but are not limited to:

- Remove any accumulated sediment from the forebays and micro pools.
- Replace any plantings or vegetation called for in the approved plans that has died or is diseased.
- Repair the stormwater structures for erosion or undercutting as needed.
- Repair any erosion in the facility, including sloughing, animal burrows and slopes.
- Repair any deterioration at the outfall of the facility, including the riprap outlet protection.
- Remove blockages of all trash racks, inlets and outlets.
- Maintain adequate access to the facility and remove woody vegetation as needed.
- Exercise valves to prevent them from locking up where applicable.
- Remove all trash, debris and floatables periodically from the facility.

Corrective Maintenance:

Corrective maintenance is any maintenance that should be addressed for the facility to properly function in accordance with the plans. These items require more intensive repair efforts and should be addressed as a higher priority than routine maintenance. If there are structural deficiencies, or issues that raise the water level in the facility beyond the design requirements, corrective action is required.

Examples of Corrective Maintenance include but are not limited to:

- Repair any deterioration or issues with the principal spillway and riser, such as evidence of spalling, joint failure, leakage, corrosion, etc.
- Extensive sediment removal is required when inspections indicate that 50% of the forebay sediment storage capacity has been filled.

- Control or remove invasive species when their coverage exceeds 15% of a wetland cell as soon as possible. Take care to preserve the designed plantings and vegetation.
- All woody vegetation should be removed from the embankment, if present, to prevent structural damage. Additionally, removal of growth should be considered more frequently if there are impacts to the storage volume (i.e. water levels rise because the vegetation is taking up the water storage space)

Statement of Responsibility:

City of Syracuse has a Stormwater Access & Maintenance Agreement form that must be accepted, signed and notarized by the property owner. No site work permits will be issued until the executed form is submitted to the City of Syracuse Engineering Department during the plan review process. The statement indicates the current property owner's acceptance of responsibility for the on-going operation, inspection, and maintenance of the treatment control measures until the property and / or responsibility is legally transferred to another entity (such as the new property owner or a maintenance district). It is the responsibility of the current owner to notify the new owner or responsible party of their on-going O&M obligations. The executed Stormwater Access & Maintenance Agreement gives the City of Syracuse with the legal authority to require any property owner to properly maintain installed stormwater treatment control measures.

Annual Inspection Reports:

Each year the City of Syracuse will mail to owners of installed Treatment Control Measures a reminder that a qualified inspector shall perform annual inspections on their stormwater facilities. The property owner will have up to 60 days to complete and return the annual inspection form to the City of Syracuse Engineering Department. If reports are not received within the 60-day period, the City of Syracuse will perform the inspection and assessment; and the property owner will be billed for it as described in the stormwater agreement.

Bioretention Area Inspection and Maintenance Checklist

Facility:			
Location/Address:			
Date:	Time:	Weather Conditions:	Date of Last Inspection:
Inspector:		Title:	
Rain in Last 48 Hours <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list amount and timing:			
Pretreatment: <input type="checkbox"/> vegetated filter strip <input type="checkbox"/> swale <input type="checkbox"/> turf grass <input type="checkbox"/> forebay <input type="checkbox"/> other, specify: _____ <input type="checkbox"/> none			
Site Plan or As-Built Plan Available: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Inspection Item	Comment	Action Needed
1. PRETREATMENT		
Sediment has accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. DEWATERING		
Standing water is present after 48 hours. If yes, describe sheen, color, or smell.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. INLETS		
Inlets are in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment has accumulated and/or is blocking the inlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around the inlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. VEGETATION		
Vegetation is wilting, discolored, or dying due to disease or stress.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vegetation needs to be controlled through mowing or manual removal.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. BIORETENTION MAIN INFILTRATION AREA		
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment has accumulated at the surface.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Topmost layer is caked or crusted over with sediment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mulch is compacted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sinkholes or animal borrows are present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. SIDE SLOPES AND EMBANKMENT		
Erosion is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sinkholes or instability is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. OUTLETS AND OVERFLOW STRUCTURE (i.e., catch basin)		
Outlets or overflow structures in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment, trash or debris is blocking the outlets or overflow structure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around the outlets or overflow structure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Height from surface of practice to top of overflow structure is insufficient to allow for ponding during rain events.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

Constructed Wetlands Inspection and Maintenance Checklist

Facility:			
Location/Address:			
Date:	Time:	Weather Conditions:	Date of Last Inspection:
Inspector:		Title:	
Rain in Last 48 Hours <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list amount and timing:			
Pretreatment: <input type="checkbox"/> vegetated filter strip <input type="checkbox"/> swale <input type="checkbox"/> forebay <input type="checkbox"/> other, specify:			
Site Plan or As-Built Plan Available: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Inspection Item	Comment	Action Needed
1. PRETREATMENT		
Sediment has accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. DEWATERING		
The water quality orifice is visible.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. INLETS		
Inlets are in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment has accumulated and/or is blocking the inlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around the inlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. EMBANKMENT		
Sinkholes, cracks or seeps are visible in the embankment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trees or woody vegetation on the dam or embankment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. BASIN PERMANENT POOL		
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment has accumulated and reduced pool volume.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Invasive plants are present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is present at shoreline.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Excessive algae blooms are present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. SIDE SLOPES AND EMBANKMENT		
Erosion is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sinkholes, animal borrows or instability is present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. OUTLETS AND OVERFLOW STRUCTURE		
Outlets or overflow structures in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment, trash or debris is blocking the outlets, trash racks or overflow structure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around the outlets or outlet structure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Joints are not water tight and/or leaks are visible.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes

Wet weather inspection needed **Yes** **No**

Site Sketch:

Dry Pond Inspection and Maintenance Checklist

Facility:			
Location/Address:			
Date:	Time:	Weather Conditions:	Date of Last Inspection:
Inspector:		Title:	
Rain in Last 48 Hours <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list amount and timing:			
Pretreatment: <input type="checkbox"/> vegetated filter strip <input type="checkbox"/> swale <input type="checkbox"/> forebay <input type="checkbox"/> other, specify:			
Site Plan or As-Built Plan Available: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Inspection Item	Comment	Action Needed
1. PRETREATMENT		
Sediment has accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. DEWATERING		
The water quality orifice is visible.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. INLETS		
Inlets are in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment has accumulated and/or is blocking the inlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around the inlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. EMBANKMENT		
Sinkholes or cracks are visible in the embankment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trees or woody vegetation present on the dam or embankment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. BASIN OR BOWL AREA		
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Invasive plants are present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is evident on the basin floor or low flow channel.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
The micro-pool has sediment accumulation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sinkholes or animal borrows are present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. SIDE SLOPES AND EMBANKMENT		
Erosion is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sinkholes, animal borrows or instability are present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. OUTLETS AND OVERFLOW STRUCTURE		
Outlets or overflow structures in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment, trash or debris is blocking the outlets or overflow structure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around the outlets or overflow structure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Joints are not water tight and/or leaks are visible.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes

Wet weather inspection needed **Yes** **No**

Site Sketch:

Green Roof Inspection and Maintenance Checklist

Facility:			
Location/Address:			
Date:	Time:	Weather Conditions:	Date of Last Inspection:
Inspector:		Title:	
Rain in Last 48 Hours: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list amount and timing:			
Type of Irrigation System: <input type="checkbox"/> overhead <input type="checkbox"/> drip <input type="checkbox"/> other, specify:			
Results from Most Recent Soil Test Available: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Site Plan or As-Built Plan Available: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Inspection Item	Comment	Action Needed
1. VEGETATION		
Plant cover is less than 90%.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vegetation is wilting, discolored, or dying due to disease, pests, or stress.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vegetation is stressed due to drought.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vegetation needs to be controlled through manual removal or mowing if specified by manufacturer.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. GROWING MEDIUM/SOIL LAYER		
Standing water is present. If yes, describe color or smell.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment has accumulated at the surface or throughout the media.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gullies or other evidence of erosion are observed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Soil depth is insufficient.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Based on most recent soil test, fertilization is needed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. STRUCTURAL COMPONENTS		
Waterproof membrane is cracked or leaking.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other structural components are in poor condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. INLETS/DRAINAGE LAYER		
Inlets are in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment, vegetation, trash or debris are blocking inlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. IRRIGATION SYSTEM		
Drip lines, supply lines, or other irrigation components are not functioning or are in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes

Wet weather inspection needed Yes No

Site Sketch:

Non-Structural Stormwater Control Measure Inspection and Maintenance Checklist

Facility:			
Location/Address:			
Date:	Time:	Weather Conditions:	Date of Last Inspection:
Inspector:		Title:	
Rain in Last 48 Hours <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list amount and timing:			
Non-structural SCM Type: <input type="checkbox"/> riparian setback <input type="checkbox"/> wetland setback <input type="checkbox"/> conservation area <input type="checkbox"/> other, specify:			
Pretreatment: <input type="checkbox"/> vegetated filter strip <input type="checkbox"/> level spreader <input type="checkbox"/> gravel verge <input type="checkbox"/> other, specify:			
Site Plan or As-Built Plan Available: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Inspection Item	Comment	Action Needed
1. PRETREATMENT		
Sediment has accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion or scouring is visible	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. UNAUTHORIZED ACTIVITY		
There is unauthorized dumping of yard waste, litter or debris.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
There are unauthorized structures or construction activity.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
There is unauthorized removal of vegetation or trees.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
There are unauthorized recreational activities or motorized vehicles.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. VEGETATION		
Vegetation is dying or diseased.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Invasive vegetation is present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. NON-STRUCTURAL AREA		
The boundaries are clearly marked.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signage is visible and intact.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes

Wet weather inspection needed Yes No

Site Sketch:

Oil-Water Separator Inspection and Maintenance Checklist

Facility:			
Location/Address:			
Date:	Time:	Weather Conditions:	Date of Last Inspection:
Inspector:		Title:	
Rain in Last 48 Hours <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list amount and timing:			
Pretreatment: <input type="checkbox"/> vegetated filter strip <input type="checkbox"/> swale <input type="checkbox"/> turf grass <input type="checkbox"/> forebay <input type="checkbox"/> other, specify: _____ <input type="checkbox"/> none			
Site Plan or As-Built Plan Available: <input type="checkbox"/> Yes <input type="checkbox"/> No			

*Do not enter underground detention chambers to inspect system unless Occupational Safety & Health Administration (OSHA) regulations for confined space entry are followed.

*Follow inspection and maintenance instructions and schedules provided by system manufacturer and installer.

* Properly dispose of all wastes.

Inspection Item	Comment	Action Needed
1. PRETREATMENT		
Sediment has accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. INLETS		
Inlets are in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment, trash, or debris has accumulated and/or is blocking the inlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. OIL CONTAINMENT CHAMBER		
Oil volume threshold has been reached.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Oil-absorbing pads are saturated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. SEDIMENT COLLECTION CHAMBER		
Sediment accumulation threshold has been reached.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sludge accumulation threshold at bottom of chamber has been reached.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. OTHER SYSTEM COMPONENTS		
Structural deterioration is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Spills or leaks are evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. OUTLETS		
Outlets in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment, trash or debris is blocking outlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around outlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. OTHER		
Evidence of ponding water on area draining to system.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Evidence that water is not being conveyed through the system.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Notes		
Wet weather inspection needed <input type="checkbox"/> Yes <input type="checkbox"/> No		

Site Sketch:

Site Sketch:

Rain Garden Inspection and Maintenance Checklist

Facility:			
Location/Address:			
Date:	Time:	Weather Conditions:	Date of Last Inspection:
Inspector:		Title:	
Rain in Last 48 Hours <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list amount and timing:			
Pretreatment: <input type="checkbox"/> vegetated filter strip <input type="checkbox"/> swale <input type="checkbox"/> turf grass <input type="checkbox"/> other, specify: _____ <input type="checkbox"/> none			
Inlet Type: <input type="checkbox"/> swale <input type="checkbox"/> disconnected downspout <input type="checkbox"/> pipe <input type="checkbox"/> sheet flow			
Site Plan or As-Built Plan Available: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Inspection Item	Comment	Action Needed
1. PRETREATMENT		
Sediment has accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. DEWATERING		
Standing water is present after 48 hours. If yes, describe sheen, color, or smell.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. INLET		
Structural inlet in poor condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment has accumulated and/or is blocking the inlet.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around the inlet.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. VEGETATION		
Vegetation is wilting, discolored, or dying due to disease or stress.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vegetation needs to be controlled through mowing or manual removal.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. RAIN GARDEN MAIN INFILTRATION AREA		
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment has accumulated at the surface.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Topmost layer is caked or crusted over with sediment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mulch is compacted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sinkholes or animal borrows are present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. EDGES AND BERM		
Erosion is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sinkholes or instability is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. OUTLET AND OVERFLOW STRUCTURE (i.e., catch basin)		
Outlet or overflow structure in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment, trash or debris is blocking the outlets or overflow structure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around the outlets or overflow structure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Height from surface of practice to top of overflow structure is insufficient to allow for ponding during rain events.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes

Wet weather inspection needed **Yes** **No**

Site Sketch:

Rain Barrel/Cistern Inspection and Maintenance Checklist

Facility:			
Location/Address:			
Date:	Time:	Weather Conditions:	Date of Last Inspection:
Inspector:		Title:	
Rain in Last 48 Hours <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list amount and timing:			
Pretreatment: <input type="checkbox"/> downspout screen <input type="checkbox"/> gutter guards <input type="checkbox"/> rain barrel filter/screen <input type="checkbox"/> other, specify:			
Site Plan or As-Built Plan Available: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Inspection Item	Comment	Action Needed
1. PRETREATMENT		
Sediment and debris have accumulated in gutter.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
The screen or trap is clogged or not attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. FOUNDATION		
Barrel foundation is unstable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. INLETS/DOWNSPOUTS		
Gutters and downspouts joints are disconnected and/or leaks are present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Downspouts are disconnected to barrel and/or leaks are present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diverter is disconnected and/or leaks are present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. SPIGOT		
Visible leaks are present and connections are not tight.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Valves and knobs do not turn.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. RAIN BARREL/CISTERN		
Sediment accumulated at bottom of barrel.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Odor of mildew present or mold is visible inside the barrel.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cracks or leaks are visible in barrel.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mosquito larva is visible in barrel.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. OVERFLOW STRUCTURE		
Overflow is directed away from the structure or disconnected from the downspout.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

Special Notes: An untrained individual should never enter a cistern. Never drink water from a rain barrel or a cistern. Always follow the manufacturer's manual and recommended maintenance schedule.

Additional Notes

Wet weather inspection needed Yes No

Site Sketch:

Sand Filter System Inspection and Maintenance Checklist

Facility:			
Location/Address:			
Date:	Time:	Weather Conditions:	Date of Last Inspection:
Inspector:		Title:	
Rain in Last 48 Hours <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list amount and timing:			
Pretreatment: <input type="checkbox"/> vegetated filter strip <input type="checkbox"/> swale <input type="checkbox"/> turf grass <input type="checkbox"/> forebay <input type="checkbox"/> other, specify: _____ <input type="checkbox"/> none			
Site Plan or As-Built Plan Available: <input type="checkbox"/> Yes <input type="checkbox"/> No			

*Do not enter sand filter chambers to inspect system unless Occupational Safety & Health Administration (OSHA) regulations for confined space entry are followed.

*Follow inspection and maintenance instructions and schedules provided by system manufacturer and installer.

*Properly dispose of all wastes.

Inspection Item	Comment	Action Needed
1. PRETREATMENT		
Sediment has accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. INLETS		
Inlets are in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment, trash or debris have accumulated and/or is blocking the inlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. SAND OR SAND/PEAT FILTER LAYER		
Sediment accumulation threshold has been reached.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Surface is hardened/crusted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. COLLECTION CHAMBERS		
Trash and debris have accumulated in chambers.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Oil is visible at surface.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. OTHER SYSTEM COMPONENTS		
Structural deterioration is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. OUTLETS		
Outlets in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment, trash or debris are blocking outlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around outlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. OTHER		
Evidence of ponding water on area draining to system.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Evidence that water is not being conveyed through the system.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Notes		
Wet weather inspection needed <input type="checkbox"/> Yes <input type="checkbox"/> No		

Site Sketch:

Turf Bioretention Area Inspection and Maintenance Checklist

Facility:			
Location/Address:			
Date:	Time:	Weather Conditions:	Date of Last Inspection:
Inspector:		Title:	
Rain in Last 48 Hours <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list amount and timing:			
Pretreatment: <input type="checkbox"/> vegetated filter strip <input type="checkbox"/> swale <input type="checkbox"/> turf grass <input type="checkbox"/> forebay <input type="checkbox"/> other, specify:			
Site Plan or As-Built Plan Available: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Inspection Item	Comment	Action Needed
1. PRETREATMENT		
Sediment has accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. DEWATERING		
Standing water is present after 48 hours. If yes, describe sheen, color, or smell.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. INLETS		
Inlets are in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment has accumulated and/or is blocking the inlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around the inlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. VEGETATION		
Bare spots are visible in the turf.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
The turf is mowed no shorter than 4 inches.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Broadleaf weeds are problematic.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. BIORETENTION MAIN INFILTRATION AREA		
Trash, sediment and debris have accumulated at the surface.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Turf is full and healthy.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sinkholes or animal borrows are present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
No fertilizer has been applied.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. SIDE SLOPES AND EMBANKMENT		
Erosion is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sinkholes or instability is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. OUTLETS AND OVERFLOW STRUCTURE (i.e., catch basin)		
Outlets or overflow structures in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment, trash or debris is blocking the outlets or overflow structure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around the outlets or overflow structure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Height from surface of practice to top of overflow structure is insufficient to allow for ponding during rain events.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes

Wet weather inspection needed **Yes** **No**

Site Sketch:

Underground Detention System Inspection and Maintenance Checklist

Facility:			
Location/Address:			
Date:	Time:	Weather Conditions:	Date of Last Inspection:
Inspector:		Title:	
Rain in Last 48 Hours <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list amount and timing:			
Pretreatment: <input type="checkbox"/> vegetated filter strip <input type="checkbox"/> swale <input type="checkbox"/> turf grass <input type="checkbox"/> forebay <input type="checkbox"/> other, specify: _____ <input type="checkbox"/> none			
Site Plan or As-Built Plan Available: <input type="checkbox"/> Yes <input type="checkbox"/> No			

*Do not enter underground detention chambers to inspect system unless Occupational Safety & Health Administration (OSHA) regulations for confined space entry are followed.

*Follow inspection and maintenance instructions and schedules provided by system manufacturer and installer.

* Properly dispose of all wastes.

Inspection Item	Comment	Action Needed
1. PRETREATMENT		
Sediment has accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. INLETS		
Inlets are in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment, trash, or debris have accumulated and/or is blocking the inlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. CHAMBERS		
Sediment accumulation threshold has been reached.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trash and debris have accumulated in chambers.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. OTHER SYSTEM COMPONENTS		
Structural deterioration is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. OUTLETS		
Outlets in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment, trash or debris are blocking outlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around outlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. OTHER		
Evidence of ponding water on area draining to system.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Evidence that water is not being conveyed through the system.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Notes		
Wet weather inspection needed <input type="checkbox"/> Yes <input type="checkbox"/> No		

Site Sketch:

Vegetated Infiltration Swale Inspection and Maintenance Checklist

Facility:			
Location/Address:			
Date:	Time:	Weather Conditions:	Date of Last Inspection:
Inspector:		Title:	
Rain in Last 48 Hours <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list amount and timing:			
Pretreatment: <input type="checkbox"/> vegetated filter strip <input type="checkbox"/> swale <input type="checkbox"/> turf grass <input type="checkbox"/> forebay <input type="checkbox"/> other, specify:			
Site Plan or As-Built Plan Available: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Inspection Item	Comment	Action Needed
1. PRETREATMENT		
Sediment has accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. DEWATERING		
Standing water is present after 48 hours. If yes, describe sheen, color, or smell.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. INLETS		
Inlets are in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment has accumulated and/or is blocking the inlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around the inlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. VEGETATION		
Vegetation is wilting, discolored, or dying due to disease or stress.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vegetation needs to be controlled through mowing or manual removal.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. MAIN INFILTRATION AREA		
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment has accumulated at the surface.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Topmost layer is caked or crusted over with sediment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mulch is compacted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sinkholes or animal borrows are present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. SIDE SLOPES AND EMBANKMENT		
Erosion is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sinkholes or instability is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. OUTLETS AND OVERFLOW STRUCTURE (i.e., catch basin)		
Outlets or overflow structures in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment, trash or debris is blocking the outlets or overflow structure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around the outlets or overflow structure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Height from surface of practice to top of overflow structure is insufficient to allow for ponding during rain events.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes

Wet weather inspection needed **Yes** **No**

Site Sketch:

Wet Pond Inspection and Maintenance Checklist

Facility:			
Location/Address:			
Date:	Time:	Weather Conditions:	Date of Last Inspection:
Inspector:		Title:	
Rain in Last 48 Hours <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list amount and timing:			
Pretreatment: <input type="checkbox"/> vegetated filter strip <input type="checkbox"/> swale <input type="checkbox"/> forebay <input type="checkbox"/> other, specify:			
Site Plan or As-Built Plan Available: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Inspection Item	Comment	Action Needed
1. PRETREATMENT		
Sediment has accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. DEWATERING		
The water quality orifice is visible.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. INLETS		
Inlets are in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment has accumulated and/or is blocking the inlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around the inlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. EMBANKMENT		
Sinkholes, cracks or seeps are visible in the embankment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trees or woody vegetation present on the dam or embankment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. BASIN PERMANENT POOL		
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment has accumulated and reduced pool volume.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Invasive plants are present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is present at shoreline.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Excessive algae blooms are present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. SIDE SLOPES AND EMBANKMENT		
Erosion is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sinkholes, animal borrows or instability is present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. OUTLETS AND OVERFLOW STRUCTURE		
Outlets or overflow structures in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment, trash or debris is blocking the outlets, trash racks or overflow structure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around the outlets or outlet structure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Joints are water tight and no leaks are visible.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes

Wet weather inspection needed **Yes** **No**

Site Sketch:

Additional Notes

Wet weather inspection needed **Yes** **No**

Site Sketch:

Inspection and Maintenance Checklist Drywells

Property Address: _____ Date of Inspection: _____ Type of Inspection: Pre-rainy season Monthly Quarterly
 Facility Name/Designator _____ Property Owner: _____
 Annual Re-inspection¹

Inspector(s): _____

Defect	Conditions When Maintenance Is Needed	Maintenance Needed? (Y/N)	Comments (Describe maintenance completed; and if any needed maintenance was not conducted, note what is needed and when it will be done)	Results Expected When Maintenance Is Performed
Debris and Sediment	Accumulated debris or sediment depth exceeds 2 feet or impedes flow from inlet pipes.			All sediment and debris removed from storage area. Runoff freely flows into and out of basin.
Damaged Pipes	Inlet piping damaged or broken and in need of repair.			Pipe repaired and/or replaced.
Structure	Cracks wider than 1/2-inch or maintenance/inspection personnel determine that the vault is not structurally sound.			Vault replaced or repaired to design specifications and is structurally sound. No cracks more than 1/2-inch wide.
Contaminants and Pollution	Any evidence of oil, gasoline, contaminants, or pollutants.			Oil and contaminants removed and properly disposed. No contaminants or pollutants present.
Drainage	Facility does not drain within 72 hours.			Evaluate infiltration capacity of the drywell and surrounding soil/rock layers. May require decommissioning and replacement of drywell.
Vegetation	Root systems entering drywell.			Remove large root systems and remove (if needed) nearby vegetation to prevent root systems from damaging structural components or blocking outflow.
Cover	Cover is missing or only partially in place. Cover is difficult to remove with normal lifting pressure.			Repair or replace cover. Manhole is closed and can be removed and reinstalled by one person to facilitate maintenance access.

¹ Re-inspection of a previously-noted maintenance issue

Drywells Inspection Checklist
 Property Address: _____

Inspection Date: _____
 Facility Name/Designator: _____

Defect	Conditions When Maintenance Is Needed	Maintenance Needed? (Y/N)	Comments (Describe maintenance completed; and if any needed maintenance was not conducted, note what is needed and when it will be done)	Results Expected When Maintenance Is Performed
Mosquito Vector Breeding	Suitable habitats exist for mosquito production (e.g., standing water in areas accessible to mosquitoes)			Standing water no longer exists or is inaccessible to mosquitoes.

Appendix I

Pollution Prevention & Good House Keeping (PP/GH)

Procedures For Municipal Operations

Municipal Operations & Facilities List:

City of Syracuse Facilities	
Departments/Facilities	Location
Burnet Park Golf Course Maintenance Facility & Pool	Burnet Park Drive
Department of Public Works - Asphalt Plant	1200 Canal Street
Fire Training Facility	312 State Fair Boulevard
Parks Department	412 Spencer Street
Parks Department Swimming Pools: Pools to be dechlorinated before discharging at the end of the season:	
- Burnet Park Pool	Burnet Park Drive
- Onondaga Park Pool	Onondaga Park Drive
- Kirk Park Pool	Argyle Terrace

Description of Minimum Control Measure:

The Pollution Prevention / Good Housekeeping minimum control measure consists of Best Management Practices (BMPs) that focus on training and on the prevention or reduction of pollutant runoff from municipal operations. The BMPs describe the training program; specific municipal operations that are impacted by the proposed operation and maintenance programs (Standard Operating Procedures, or SOPs); maintenance activities, schedules, and long term inspection procedures for controls to reduce floatables and other pollutants; controls for reducing or eliminating the discharge of pollutants from streets, roads, highways, municipal parking lots, maintenance and storage yards, waste transfer stations, fleet or maintenance shops with outdoor storage areas, and salt/sand storage locations; and procedures for the proper disposal of waste removed from the MS4 and municipal operations, including accumulated sediments, floatables and other debris.

General Permit Requirements:

- Continue to develop and implement an operation and maintenance program, as it pertains to their municipal operations, that is designed to reduce and prevent the discharge of pollutants to the maximum extent practicable from municipal activities within the regulated MS4 boundary, including but not limited to park and open space maintenance, fleet and building maintenance,

construction and land disturbances, stormwater system maintenance, roadway and right-of-way maintenance. The operation and maintenance program must include a training component.

- Follow management practices identified in the NYS Management Practices Catalogue for Nonpoint Source Pollution Prevention (Catalogue) or other equivalent guidance materials. The Catalogue includes nine individual documents, and is available from the NYSDEC. Another NYSDEC publication, Municipal Pollution Prevention and Good Housekeeping Program Assistance (May, 2006) includes descriptions of many guidance documents available from the EPA, New York State, or other organizations.

Municipal Training Program:

Provide training to each member of the municipality whose work may potentially impact stormwater. For the City of Syracuse this includes the DPW, Parks, and Fire Department. Several members of the City, trained through NYSDEC, will be responsible for training the remaining members of their municipality, as necessary.

Standard Operating Procedures:

- Annually provide refresher training for employees.
- Provide training to new employees when hired.

Responsibility:

Stormwater Management Officer - Refresher training, and training for new employees.

Documentation Form:

The Municipal Training Program Documentation Form shall be provided to record training of employees. Copies of the training forms shall be kept at Parks/DPW/Fire facilities.

Best Management Practices:

Landscaping and Lawn Care:

Reduce the discharge of landscaping and lawn care waste from City owned facilities through better mowing and landscaping maintenance practices. Report annually on the activities conducted under this program.

Standard Operating Procedures:

- Maintain an inventory of landscaping and lawn care areas that are owned by the City within the MS4 regulated area.
- Evaluate current landscaping and lawn care activities in order to identify opportunities to reduce the discharge of the following:
 - o Fertilizers
 - o Leaf litter and tree trimmings
 - o Litter and floatable materials
 - o Equipment fluids

- Ensure that proper litter collection is scheduled prior to any mowing activities.
- Train employees in the proper application of lawn care products.
- Use all herbicides, pesticides, and fertilizers in accordance with manufacturers' instructions for application rates and quantities.
- Purchase only enough lawn care products necessary for one year – store properly to avoid waste generation (spills, leaks).
- Use slow release or naturally derived (organic) fertilizers
- Phosphorus fertilizers shall not be used.
- Evaluate methods for containing and/or composting trimmings and grass clippings.
- Develop zero input/low input lawns that require minimal or no herbicide/pesticide application.
- Consider alternative landscape techniques (i.e. naturescaping – landscaping with native plants to reduce water, energy, and chemical usage; xeriscaping – landscaping with native and drought resistant plants to reduce irrigation needs).
- Plant trees away from sewer lines or other underground utilities.
- Use drip irrigation techniques for landscaping.
- Continue to maintain a monitoring program to promptly identify problems with vegetation.
- Continue to maintain a maintenance program to accomplish the following:
 - o Minimize/eliminate fertilizer application.
 - o Leave grass clippings on lawn.
 - o Water lawns no more than 1 inch per week.
 - o Mow with sharpened blades set at or higher than 2.5 inches.

- Post signage that dissuades the public from leaving excrement from their pets on public property.
- Rinse grass from lawn care equipment on permeable (grassed) areas

Responsibility:

Parks Foreman - Annually review monitoring and maintenance program and revise as necessary.

Inspection Form:

The Lawn Care Contract and Lawn Care/Pest Management Schedule shall be implemented by the Parks Department to document lawn maintenance to prevent erosion and contamination of stormwater.

Vehicle/Equipment Maintenance (MEM Garage):

Maintain municipal owned vehicles according to manufacturer's specifications and identify and eliminate significant vehicle fluid leaks.

Standard Operating Procedures:

- Conduct routine maintenance on all vehicles according to manufacturer's specifications.
 - o During routine maintenance of City owned vehicles, inspect vehicles for the presence of fluid leaks.
 - o Schedule repairs for vehicles determined to have significant fluid leaks.
 - o Maintain vehicle maintenance records and document fluid leak repair activities.

- Conduct maintenance indoors whenever possible.
- For maintenance performed outside, guard against spillage of materials that could discharge to storm receivers.
- If possible, discharge floor drains from City garages to oil water separators.
- Initiate single purpose use of vehicle bays that have no or sealed floor drains for repairs and maintenance.
- Clean up spilled materials immediately, using “dry” methods.
- Stormwater treatment is addressed in the Asphalt SWPPP (See Appendix J).
- Never leave vehicles unattended while refueling.
- Identify appropriate recycling/disposal options for wastes.
- Use non-hazardous cleaners. Use non-chlorinated solvents instead of chlorinated solvents.
- Use steam cleaning / pressure washing instead of solvents for parts cleaning.
- Store batteries in leak proof, compatible (i.e. non-reactive) containers

Responsibility:

Fleet Manager

- Maintain an inventory of City owned vehicles.
- Require municipal vehicle operators to conduct daily inspections of vehicles to check for fluid leaks
- Review vehicle inspection and maintenance records to evaluate conformance to vehicle manufacturer service specifications and local stormwater program requirements

Inspection Form:

The Vehicle/Equipment Maintenance and Inspection Form shall be implemented by DPW to document inspections for and repair of fluid leaks, and manufacturer’s specified routine maintenance.

Vehicle/Equipment Washing:

Wash municipal owned vehicles and equipment to prevent discharge of pollutants to the municipal storm sewer system or local water bodies.

Standard Operating Procedures:

- Maintain an inventory of City owned vehicles and equipment.
- Inspect floor drain systems regularly – use only those that discharge to a sanitary sewer or those that are permitted by the regulatory agency. Identify the need for cleaning of catch basins, oil/water separators.
- Initiate single purpose use of vehicle bays - dedicate only one bay for washing (with floor drain system).
- Perform cleaning with pressurized cold water, without the use of soaps, if wastewater will flow to a storm sewer system.
- Use minimal amounts of biodegradable soap only if wastewaters will discharge to a sanitary sewer system.
- Rinse with hoses that are equipped with automatic shutoff devices and spray nozzles.
- Steam clean (without soap) where wastes can be captured for proper disposal (i.e. oil/water

separator).

- Map storm drain locations accurately to avoid illegal discharges
- Prevent wash processed water from entering storm sewer system.

Responsibility:

DPW Fleet Manager, Parks Department & Fire Department

Building Maintenance:

Conduct building maintenance activities such that they do not impact the stormwater systems and local water bodies.

Standard Operating Procedures:

- Maintain a list of the maintenance activities required inside and outside of each municipal building, and identify which activities have an impact on stormwater.
- Implement mitigation measures for each activity that impacts stormwater

Responsibility:

Director of Building & Maintenance - Annually review the mitigation measures for each activity and revise as necessary.

Hazardous and Waste Materials Management:

Prevent the discharge of hazardous and waste materials from impacting municipal stormwater systems and local waterbodies.

- Hazardous wastes include:
 - o Lube oils
 - o Coatings and their components (paints, thinners, etc.)
 - o Anti freeze
 - o Cleaning agents
 - o Fuels (gas, diesel, kerosene)

Standard Operating Procedures:

- Maintain an inventory of existing hazardous and waste materials and their storage locations.
- Plan for proper storage of hazardous and waste materials that are not currently stored properly.
- Implement plan for proper storage of all hazardous and waste materials.
- Repair or replace any leaking/defective containers, and replace labels as necessary.
- Maintain caps and/or covers on containers.
- Maintain aisle space for inspection of products/wastes.
- Ensure that all materials are stored in closed, labeled containers – if stored outside, drums

should be placed on pallets, away from storm receivers – inside storage areas should be located away from floor drains.

- Eliminate floor drain systems that discharge to storm drains, if possible.
- Use a pretreatment system to remove contaminants prior to discharge.
- Reduce stock of materials “on hand” – use “first in/first out” management technique.
- Use the least toxic material (i.e. non hazardous) to perform the work.
- Install/use secondary containment devices where appropriate.
- Eliminate wastes by reincorporating coating/solvent mixtures into the original coating material for reuse.
- Recycle materials if possible, or ensure proper disposal of wastes.
- Annually inspect material storage areas (inside and outside).
- Annually inspect cleaning of oil/water separators by qualified contractor.
- Annually inspect stormwater discharge locations (for contaminants, soil staining, plugged discharge lines).

Responsibility:

DPW Fleet Manager, Parks Department & Fire Department

Inspection Form:

The Vehicle/Equipment Maintenance and Inspection Form shall be implemented by DPW, Parks Department and Fire Department to document inspections for and repair of fluid leaks, and manufacturer’s specified routine maintenance.

Operational By Products/Wastes:

Prevent the potential for leaching of toxic and biological contaminants from dump areas from reaching the municipal stormwater system or local waterbodies.

Standard Operating Procedures:

- Post “no dumping” signs where needed.
- Illuminate area if possible.
- Prevent access – erect barriers where needed.
- Identify the by-products/wastes that should be recycled (i.e. paper, cardboard) or can be legally disposed of on municipal lands (i.e. deer carcasses) by referencing NYSDEC regulations (6NYCRR PART 360).
- Store mulch and leaves on high ground to mitigate contact with stormwater.
- Clean up and dispose of “illegally dumped” materials, trash/debris in accordance with environmental regulations.
- Cut and remove vegetation from dump areas.
- Regularly schedule inspections for areas of maintenance concerns.
- Coordinate with police for unscheduled patrolling of dump areas.

Responsibility:

DPW

Roadway and Bridge Maintenance:

Assess roadway and bridge maintenance activities and modify procedures to reduce stormwater quality impacts.

Standard Operating Procedures:

- Pave in dry weather only.
- Stage road operations and maintenance activity (patching, potholes) to reduce spillage. Cover catch basins and manholes during this activity.
- Clean up fluid leaks or spills from paving equipment/materials immediately.
- Restrict the use of herbicides/pesticide application to roadside vegetation.
- Use porous asphalt for shoulder work.
- Sweep and vacuum paved roads and shoulders as necessary to remove debris and particulate matter.
- Maintain roadside vegetation; select vegetation with a high tolerance to road salt.
- Identify “alternative” maintenance practices that would reduce the discharge of road-materials during construction or maintenance activities (e.g. repairing leaking/defective containers or equipment on paving equipment).
- Revise roadway maintenance specifications according to identified alternative practices.
- Maintain records of road maintenance activities and the use of alternative maintenance practices.
- Incorporate preventive maintenance in planning for regular operations & maintenance activities.
- Clean out bridge scuppers and catch basins regularly.
- Direct water from bridge scuppers to vegetated areas

Responsibility:

DPW & Engineering Department

Inspection Form:

The Roadway Maintenance and Inspection Form shall be implemented by DPW & Engineering Department to document paving and other operations.

Road Salt Storage and Application:

Provide proper storage and application of road salt to reduce the impact of salt on plants, aquatic life, and the local water bodies.

Standard Operating Procedures:

- Train operators on environmental hazards of over-salting roads.
- Identify areas particularly susceptible to contamination in the MS4 area.
- Use covered facility for salt storage (prevents lumping and run-off loss), sized properly for seasonal needs.

- Protect storm inlets in salt storage areas.
- Store salt on highest ground elevation to mitigate contact with stormwater.
- Calibrate salt spreaders as necessary.
- Consider alternative deicing materials (i.e. calcium chloride, magnesium chloride).
- If possible, use a wetting agent with salt to minimize “bouncing” during application.
- Unload salt deliveries directly into storage facility, or if not possible, move inside immediately.
- Inspect salt storage shed for leaks, other problems. Repair as needed.
- Inspect salt piles for proper coverage, and/or tarps for leaks or tears. Replace tarps as needed.
- Inspect salt application equipment.
- Inspect salt regularly for lumping or water contamination.
- Inspect surface areas for evidence of runoff – salt stains on ground near and around the salt shelter, loading area, or downslope.
- Inspect for excessive amounts of salt on roads.
- Inspect equipment to verify proper operation. Service trucks and calibrate spreaders regularly to ensure accurate, efficient distribution of salt

Responsibility:

DPW

Catch Basin and Storm Drain System Cleaning:

Reduce sediment and floatable material discharges by routinely cleaning municipal catch basins and stormwater inlet structures.

Standard Operating Procedures:

- Identify areas where catch basins, surface inlets, and/or storm sewer manholes should be periodically cleaned to reduce discharge of floatable materials, sediment, and other materials.
- Prioritize storm drain systems and catch basins (e.g. catch basins on steep grades may need more frequent cleaning).
- Develop a schedule for inspection and cleaning of inlet structures, catch basins, and manholes.
- Inspect catch basins, (below grade) storm sewer systems, and open ditches for need of maintenance or cleaning.
- Clean catch basins when depth of deposits is $> 1/3$ to bottom of pipe.
- Storm event inspection – identify pollution problems (i.e. sediments).
- Post storm event inspection – identify problems (i.e. blockage).
- Evaluate the catch basin cleaning schedule on an annual basis.
 - o Increase frequency of cleaning as necessary.
- Catch basins and floor drain systems inside of buildings should be either:
 - o Sealed to prevent discharge
 - o Permitted by NYSDEC
 - o Discharged to sanitary sewers
- Repair/replace storm drain receiver and catch basin receiver grates as necessary.
- Maintain slope of drainage ditches.

- Maintain vegetation in drainage ditches by cutting (to capture sediment).
- Remove obstacles/ debris from drainage ditches.
- After excavation /ditch scraping, reseed ditch

Responsibility:

DPW-Sewer Department

Inspection Form:

The Storm Drain System Inspection Form shall be implemented by DPW-Sewer Department to document maintenance operations including inspections and cleaning of catch basins and ditches.

New Construction and Land Disturbance:

Comply with the City's construction and post-construction minimum control measures.

Standard Operating Procedures:

- Provide education material and training opportunities to the municipal work crews to inform them of the local, state, and/or federal regulations that will impact their projects.
- Plan the construction and/or land clearing activities so that soil is not exposed for long periods of time.
 - o Minimize compaction of soils.
 - o Minimize impervious cover.
 - o Maximize opportunities for infiltration.
- Install sediment control devices before disturbing soil.
- Limit grading to small areas.
- Stabilize site to protect against sediment runoff.
- Protect against sediment flowing into storm drains.
- Maintain native vegetation (especially near waterways).
- Install sediment barriers on slopes or divert stormwater.
- Inspect erosion and sediment controls (ES&C) devices.
- Inspect ES&C devices during storm or snow melt events

Responsibility:

Engineering Department Stormwater Management Officer

Inspection Form:

The Land Disturbance Inspection Form shall be implemented by Engineering Department to document inspections of erosion and sediment control devices.

Street Cleaning and Maintenance:

Develop requirements for the sweeping of streets and roadways in order to reduce the amount of sediment and associated pollutants discharged to the MS4 from roadways.

Standard Operating Procedures:

- Identify the type of roadways that should be swept to remove sediment and other pollutants.
- Curbed roads should be swept to remove debris that could otherwise migrate to catch basins.
- Roads treated with salt/ sand/ stone mixture during the winter should be swept in the spring to remove sediment.
- Schedule and implement street sweeping of identified roadways.
- Perform operations such as paving in dry weather only.
- Maintain records of streets that have been cleaned.
- Adjust sweeping schedules according to program needs.
- Prior to road reconstruction, consider/evaluate the use of “shouldered roads” instead of “curbed roads”.
- Maintain roadside vegetation; select plants/trees that can withstand the action of road salt. Direct runoff to these areas.

Responsibility:

DPW

Inspection Form:

The Roadway Maintenance and Inspection Form shall be implemented by DPW to document roadway sweeping/cleaning operations.

Pest Control:

Reduce the discharge of pesticides from City owned facilities as they may harm aquatic life and may contaminate local water bodies and sediment.

Standard Operating Procedures:

- Identify pests within municipality. Determine if levels are acceptable or if action needs to be taken to control them.
 - o Assess each location for opportunities to implement alternative practices and to retrofit structures in order for non-pesticide methods of maintenance to become effective.
 - o Develop a prioritized list of areas where retrofits and alternative pest control practices would reduce overall pesticide and herbicide application volumes.
- Maintain an inventory of areas designated for herbicide and pesticide application including the following:
 - o Area of application
 - o Type of pesticide or herbicide applied
 - o Purpose of application
 - o Pesticide and herbicide application schedule.
- Comply with local, state, and federal regulations associated with pesticide and herbicide application, e.g. licensing regulations.
- Purchase only enough pesticides necessary for one year – store properly to avoid waste generation (spills, leaks, product deterioration).
- Minimize/eliminate pesticide application, use lowest toxicity pesticides.

- Track the volume and type of pesticide or herbicide applied at each location.
- Do not apply pesticides immediately prior to or during rain events.
- Require pesticide contractor to be properly trained and certified in pesticide application techniques and safety.
- Develop zero input or low input lawns.
- Eliminate food, water, and shelter for pests
- Adopt integrated pest management (IPM) techniques.
- Adopt alternatives to pesticides options (use physical, mechanical, or biological controls).
- Inspect pest traps (bait boxes) regularly. Remove and properly dispose of dead pests.
- Block/eliminate access to buildings/structures for pests.
- Remove pests (insects).
- Follow NYSDEC regulations (6NYCRR Part 325).

Responsibility:

Parks Department, DPW & Fire Department

Alternative Discharge Options for Chlorinated Water:

Prevent the discharge of chlorinated water from impacting municipal stormwater systems and local waterbodies.

Standard Operating Procedures:

- Train City staff on the process for de-chlorinating pool water (< 0.1 mg/L).
- De-chlorinate pool water before any discharge, whether over land or to the sanitary sewer, or allow the “disinfectant” to dissipate with sunlight, use, over-wintering, etc. prior to discharge.
- Check chlorine residuals in municipal pool prior to discharge if any chlorine might be present.
- Discharge pool water to the sanitary sewer rather than storm sewer if de-chlorination is not verified.
- Obtain permission from the municipal Sewer Department prior to discharging any chlorinated pool waters to a sanitary sewer system.
- Do not discharge chlorinated water into the sanitary sewer system during periods of high flow.
- Backwash water should be discharged to the sanitary sewer, if available – if not available, discharge water over vegetated areas, not to surface waters.
- Maintain proper levels of chlorine residuals in pools

Responsibility:

Parks Department

Training Documentation Form

This form can help you document that each employee has received this required training. You can use this sample form or create your own.

The following training has been provided:

- Proper care and maintenance of the equipment
- Review manufacturer's instructions for proper equipment use
- Methods for inspection, assembly, and dismantling of components
- Identifying anchorages
- Understanding safe working conditions
- Rescue method

The following training has been provided to workers using _____ equipment:

- Selecting the proper equipment
- How to use the equipment
- How to equipment failures

The following training has been provided to workers using the _____ program:

- _____
- _____

Training Documentation Form (Continued)

These additional topics have been covered:

Names and signatures of workers who completed this training:

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Date(s) of training: _____

Location of training: _____

Name and signature of the trainer: _____

City of Syracuse Department of Public Works,
Lubricant Oil and Fuel Practices

10.0 Tank Truck Transfer Operations (40 CFR 112.7(a)(3)(ii))

The following procedures are for deliveries from tank trucks to facility ASTs and used oil pickup from Tank 012. All suppliers must meet the minimum requirements and regulations for tank truck unloading established by the U.S. Department of Transportation (USDOT). The facility is responsible for informing its fuel supplier of these procedures prior to delivery.

Prior to Transfer

- A designated, trained facility employee shall be present to observe all oil transfers and to ensure that proper spill prevention procedures are followed. All oil delivery/pick-up personnel should be familiar with transfer procedures prior to making a delivery/pick-up.
- Have spill kit materials present, heavy equipment (if available) and trained personnel on standby, and fuel transfer containment structures (if applicable) in place.
- Maximum capacity for any single tank on a delivery/pick-up vehicle shall be as small as possible (relative to required delivery/pick-up volume) to reduce potential spill volume in the event of a spill emergency.
- Determine volume required for transfer in advance of shipment to avoid excess oil being delivered.
- A trained facility employee shall inspect shipping documents to verify type and quantity of oil being delivered.
- Identify fill port and receiving tank for oil being delivered/picked-up.

- Verify receiving tank has sufficient capacity for volume of oil being transferred.
- Place oil drip container under the appropriate connections as necessary. Ensure fill port spill buckets are in place and free of oil and water.
- Verify that drain valves of secondary containment structures are in the closed position (if applicable).
- Secure tank vehicle with wheel chocks and interlocks.
- Establish grounding/bonding wires.

During Transfer

- Connect to fill port and begin oil transfer. Immediately verify that there are no leaks and that the oil is transferring to the desired tank.
- Inspect piping and tanks including valves and connections for leaks during the delivery/pick-up.
- A trained facility employee must be present at all times during oil transfers to observe operations and insure that the oil transfer is terminated immediately when receiving tank is full. Check tank and piping system to verify that all valves are in the closed position. Do not uncouple the hose until the fill line has been properly emptied.
- Monitor liquid level in the receiving tank to prevent overflow.
- Monitor flow meters to maintain desired flow rate.
- Reduce flow rate when topping off tank to prevent overflow.

Following Transfer

- After transferring oil, make sure lines are fully emptied.
- Disconnect grounding/bonding wires.
- Uncouple hose from fill port and securely cap the fill line. Secure all valves controlling the flow of oil into the tank in the closed position.
- A trained facility employee must verify that the delivery/pick-up vehicle is disconnected from tanks and piping prior to exiting from the facility.
- Remove wheel chocks and interlocks.
- Once the delivery/pick-up vehicle has exited the facility, an employee shall inspect the transfer area to insure that no oil has been leaked or spilled during the transfer. Any spilled or leaked oil shall be contained and cleaned up immediately, and the EC should be contacted.
- Document and keep records of all transfers including: certification of equipment and personnel on standby for the transfer, quantity of oil delivered/picked-up, identification number of receiving tank, and any problems encountered during the transfer operation (see Appendix K).

Appendix K
Diesel / Gasoline Delivery Procedures Checklist
 City of Syracuse Department of Public Works
 Canal Street DPW Facility

Form to be completed for each fuel delivery

Employee Name: _____	Date: _____
Supplier Name: _____	Weather Conditions: _____
Name of Driver: _____	Time On-site: _____
	Time Off-site: _____
Receiving Tank #: _____	Location: _____
Delivery Contents: _____	
Delivery Volume: _____ (gallons)	
Available Capacity: _____ (gallons)	

PROCEDURE	COMPLETE (Y/N)	COMMENTS
A designated facility employee shall be present to observe all fuel deliveries to (or removal from) all UST's to ensure that proper spill prevention procedures are followed. All delivery personnel should be familiar with loading and unloading procedures, outlined below, prior to making a delivery.		
A facility employee shall inspect shipping documents to verify type and quantity of oil being delivered.		
Identify fill port and receiving tank for fuel being unloaded.		
Verify receiving tank has sufficient capacity for volume of fuel being delivered.		
Establish grounding/bonding wires.		
Secure tank truck with wheel chocks and interlocks.		
Immediately verify that the oil is transferring to desired tank.		
Check piping and tank including valves and connections for leaks during transfer.		
Facility personnel must be present at all times during deliveries to insure that fuel transfer is terminated immediately when receiving tank is full. Check tank and piping system to verify all valves in closed position. Do not uncouple hose until fill line has been properly emptied.		
After unloading fuel, make sure lines are fully emptied. Disconnect grounding/bonding wires. Uncouple hose from fill port and cap the fill line. Secure all valves controlling the flow of fuel in the closed position.		
Verify delivery vehicle is disconnected from tanks and piping prior to exiting from the facility.		
Once the delivery/collection vehicle has exited the facility, a facility employee shall inspect the loading area to insure that no fuel has been leaked or spilled during the delivery. Any spilled or leaked fuel shall be contained and cleaned up immediately. Drain blocker shall be removed from loading dock catch basin (if applicable).		
Document and keep records of delivery including:		Employee Signature
1. Certification that a facility employee responsible for transfer has reviewed the delivery procedures with delivery personnel.		
2. Document delivery contents and volume delivered.		
3. Document the receiving tank was inspected and had capacity to receive delivery.		
4. Document date and time of delivery and time delivery vehicle enters and exits the facility.		

This is a summary of the required delivery. For more detailed delivery procedures, Refer to Section 10.0 of the facility's SPCC Plan.

Appendix K
Oil Delivery/Collection Procedures Checklist
 City of Syracuse Department of Public Works
 Canal Street DPW Facility

Form to be completed for each oil delivery/pickup

Employee Name: _____	Date: _____
Supplier Name: _____	Weather Conditions: _____
Name of Driver: _____	Time On-site: _____
	Time Off-site: _____
Receiving Tank # _____	Location: _____
Delivery Contents _____	
Delivery Volume _____ (gallons)	
Available Capacity _____ (gallons)	

For all oil transfer operations at the facility, complete the following checklist:

PROCEDURE	COMPLETE (Y/N)	COMMENTS
A designated facility employee shall be present to observe all oil deliveries to (or removal from) all PBS tanks to ensure that proper spill prevention procedures are followed. All delivery personnel should be familiar with loading and unloading procedures, outlined below, prior to making a delivery.		
A facility employee must inspect and drain any containment structures (if applicable) in advance of oil transfer. Install catch basin drain blocker on loading dock catch basin prior to deliveries to Tank 010.		
A facility employee shall inspect shipping documents to verify type and quantity of oil being delivered.		
Identify fill port and receiving tank for oil being unloaded.		
Verify receiving tank has sufficient capacity for volume of oil being delivered.		
Establish grounding/bonding wires.		
Secure tank truck with wheel chocks and interlocks.		
Place oil drip container under the appropriate fill ports as necessary. Connect to fill port and unload oil. Immediately verify that the oil is transferring to desired tank.		
Check piping and tank including valves and connections for leaks during transfer.		
Facility personnel must be present at all times during deliveries/collection to insure that oil transfer is terminated immediately when receiving tank is full. Check tank and piping system to verify all valves in closed position. Do not uncouple hose until fill/collection line has been properly emptied.		
After unloading oil, make sure lines are fully emptied. Disconnect grounding/bonding wires. Uncouple hose from fill port and cap the fill line. Secure all valves controlling the flow of oil in the closed position.		
Verify delivery vehicle is disconnected from tanks and piping prior to exiting from the facility.		
Once the delivery/collection vehicle has exited the facility, a facility employee shall inspect the loading area to insure that no oil has been leaked or spilled during the delivery. Any spilled or leaked oil shall be contained and cleaned up immediately. Drain blocker shall be removed from loading dock catch basin (if applicable).		
Document and keep records of delivery including		Employee Signature
1. Certification that a facility employee responsible for transfer has reviewed the delivery procedures with delivery personnel.		
2. Document delivery contents and volume delivered.		
3. Document the receiving tank was inspected and had capacity to receive delivery.		
4. Document date and time of delivery and time delivery vehicle enters and exits the facility.		

This is a summary of the required delivery/collection procedures for oil transfers at the facility. For more detailed oil delivery/collection procedures, refer to Section 10.0 of the facility's SPCC Plan.

City of Syracuse Department of Public Works,
Aboveground Storage Tank Inspection
Practices. Prescribed by the NYS DEC 613.6:



**CITY OF SYRACUSE, PUBLIC WORKS
AST MONTHLY INSPECTION LOG**

PBS# 7-181846

TANK ID	DATE	COMMENTS:	INSPECT TANKS IN THE FOREGOING MANNER PRESCRIBED BY THE NYS DEPARTMENT OF CONSERVATION SECTION 613.6: HANDLING AND STORAGE OF PETROLEUM.
007 HYDRAULIC OIL			
008 TRANSMISSION OIL			
009 MOTOR OIL			
012 ■ WASTE / USED OIL			
010 DIESEL GENERATOR			
Signature of Inspector			
Address of Inspector			

613.6 Aboveground Storage Facilities Inspections.
(a) Monthly Inspections. The owner or operator of an aboveground storage facility must inspect the facility at least monthly. This must include:
(1) Inspecting exterior surfaces of tanks, pipes, valves and equipment for leaks and maintenance deficiencies;
(2) Identifying cracks, areas of wear, corrosion and thinning, poor maintenance and operating practices, excessive settlement of structures, separation or swelling of tank insulation, malfunctioning equipment and structural and foundation weaknesses;
(3) Inspecting and monitoring all leak detection systems, cathodic protection monitoring equipment, or other monitoring or warning systems which may be in place at the facility.

City of Syracuse Department of Public Works,
Used Absorbent, used antifreeze, oily shop
rags, metallic fuel filters, solvent/fuel rags
Disposal Practices.

Motor Equipment Maintenance Petroleum / Hazardous Waste Disposal Policy

This policy is designed to comply with the NYS Department of Environmental Conservation and the Environmental Protection Agency's current regulations. This is the criteria for the disposal of used absorbents, used antifreeze, used shop rags and used metallic fuel filters. Employees must adhere to the following:

- 1.) Whenever necessary, use oil drain pans to collect used oil and dispose of in large waste oil tank. When a spill occurs, clean-up must be prompt. Use only enough absorbent to eliminate the hazard and dispose of into the container labeled "Used Absorbents".
- 2.) When working on cooling systems that require the antifreeze be drained, use only the drain pan labeled "Used Antifreeze Only". When finished, if antifreeze cannot be reused, dispose of used antifreeze into the container labeled "Used Antifreeze Only".
- 3.) Whenever shop rags are contaminated only with oil or grease, they must be disposed of into the container labeled "Oily Shop Rags Only".
- 4.) Used metallic fuel filters must be drained. The fuel collected will be reused. The drained fuel filter can then be disposed of in the container labeled "Drained Metallic Fuel Filters Only".
- 5.) Whenever shop rags are contaminated with hazardous waste such as, paint, paint solvents, brakleen® and waste gasoline, they must be disposed of into the container labeled "Solvent/Fuel Rags". Note that this container will be located near Paint/Body Shop area.

55 Gallon Drum Container Storage

- All drums containing products that include lubricating fluids, grease and windshield washer fluid shall be stored in the bermed area in the MEM stockroom. Located in the far Northeast corner.
- Drums must be stored there for the security of secondary containment.
- Drums must be clearly labeled with product it contains.
- Empty drums shall be clearly labeled as such "Empty" Do Not Fill.
- Empty drums shall be picked up for disposal in a prompt manner by appropriate vendor.



New York State Department of Environmental Conservation
PETROLEUM BULK STORAGE CERTIFICATE
 625 Broadway, 11th Floor, Albany, NY 12233-7020 Phone: 518-402-9553

Region 7 NYSDEC - PBS Unit
 615 Erie Boulevard West
 Syracuse, NY 13204-2400
 (315) 426-7519

TANK NUMBER	TANK LOCATION	DATE INSTALLED	TANK TYPE	CAPACITY (GALLONS)	DATE LAST TESTED	TESTING DUE DATE
007	Aboveground on saddles, legs, rack, cradle, etc.	10/01/1994	Steel/Carbon Steel/Iron	2,000		*
008	Aboveground on saddles, legs, rack, cradle, etc.	10/01/1994	Steel/Carbon Steel/Iron	500		*
009	Aboveground on saddles, legs, rack, cradle, etc.	10/01/1994	Steel/Carbon Steel/Iron	1,000		*
010	Aboveground - in contact with impervious barrier	06/01/1999	Steel/Carbon Steel/Iron	700		*
012	Aboveground on saddles, legs, rack, cradle, etc.	10/01/1994	Steel/Carbon Steel/Iron	500		*
042	Underground	04/01/1990	Fiberglass Reinforced Plastic (FRP)	10,000		
051	Underground	04/01/1990	Fiberglass Reinforced Plastic (FRP)	10,000		
589	Underground	04/01/1990	Fiberglass Reinforced Plastic (FRP)	10,000		
668	Underground	04/01/1990	Fiberglass Reinforced Plastic (FRP)	10,000		

* Aboveground tanks require monthly visual inspections and may need documented internal inspections as described in 6 NYCRR Part 613

OWNER:
 CITY OF SYRACUSE
 MONTGOMERY ST - CITY HALL
 SYRACUSE, NY 13202

OPERATOR: DPW
 (315) 448-8580
EMERGENCY CONTACT: JEFFREY WRIGHT
 (315) 448-8580

ISSUED BY: Commissioner
 Alexander B. Gramis
PBS NUMBER: 7-181846
DATE ISSUED: 04/24/2007
EXPIRATION DATE: 06/30/2012
FEE PAID: \$500.00

SITE:
 DEPARTMENT OF PUBLIC WORKS
 1200 CANAL ST EXT
 SYRACUSE, NY 13210

MAILING CORRESPONDENCE:

CHERI HASKINS, ADMINISTRATIVE
 CITY OF SYRACUSE DPW
 1200 CANAL ST. EXT.
 SYRACUSE, NY 13210

As an authorized representative of the above named facility I affirm under penalty of perjury that the information displayed on this form is correct to the best of my knowledge. Additionally, I recognize that I am responsible for assuring that this facility is in compliance with all sections of 6 NYCRR Parts 612, 613 and 614, and applicable sections of 6 NYCRR Subpart 360-14 (used oil tanks only), not just those cited below:
 - The facility must be re-registered if there is a transfer of ownership
 - The Department must be notified within 30 days prior to adding, replacing, reconditioning, or permanently closing a stationary tank
 - The facility must be operated in accordance with the code for storing petroleum 6 NYCRR Part 613.
 - Any new facility or substantially modified facility must comply with 6 NYCRR Part 614.
 - This certificate must be signed and posted on the premises at all times.
 - Posting must be at the tank, at the entrance of the facility, or the main office where the storage tanks are located
 - Any person with knowledge of a spill, leak or discharge must report the incident to DEC within two hours (800-457-7362).

Jeffrey Wright 8/8/08 Date
 Signature of Representative Owner
 Jeffrey T. Wright, Commissioner of Public Works
 Name and Title of Authorized Representative Owner (Please Print)

DISPOSAL RECORDS

Used Oil

Straight Bill of Ladings

**City of Syracuse Department of Public Works
Environmental Procedures for Waste Handling and Disposal**

Used Oil

Description:	Used oil from motor vehicle, miscellaneous hydraulic equipment and mechanical equipment maintenance.
Guidance:	All used oil is considered off-specification unless testing or other information (known source of oil and process that generated used oil) documents that the used oil is on-specification. Used oil must be transported, recycled or disposed of by an approved hauler. Used oil is currently picked up via vacuum truck by Safety-Kleen.
Testing:	None required for on-specification used oil. If used oil is not known to be on-specification, or presumed to be off-specification, the waste hauler may require waste characterization testing to verify the used oil classification.
Packaging:	Used oil is to be stored in Tank 012 in the Maintenance Garage labeled "Used Oil". The tank must be maintained in good condition and shall not exhibit signs of corrosion or leaking.
Applicable Regulation/Labeling:	6 NYCRR Part 360-14 "Used Oil"; 6 NYCRR Part 374-2 "Standards for the Management of Used Oil"; 6 NYCRR Part 364 "Waste Transporter Permits" Tank is labeled "Used Oil", and is also labeled with the tank design and working capacity.
Storage Time Limitations:	No Regulatory Limit.
Transportation Restrictions:	Transportation must be by a NYSDEC Part 364 permitted waste hauler and shipped as used oil. The shipment must be accompanied by a straight bill of lading and a non-hazardous waste manifest. Safety-Kleen is currently contracted to pick-up the used oil.
Additional Instructions:	Used oil may be subject to hazardous waste regulations if not properly handled or if mixed with other materials.
Recordkeeping	Maintain records of used oil shipments, bill of ladings and any TCLP testing required for a period of at least 5 years.
Issued:	April 2008
Revised:	NA

TESTING RECORDS

Used Oil

TCLP Analysis Results

**City of Syracuse Department of Public Works
Environmental Procedures for Waste Handling and Disposal**

Used Antifreeze

Description:	Used antifreeze generated from motor vehicle and equipment maintenance.
Guidance:	Used antifreeze may contain hazardous substances. In New York State, as long as antifreeze is recycled and not mixed with other wastes, it is not considered a hazardous waste. Used antifreeze should be stored separately and not be mixed with other substances including used oil. Used antifreeze must be transported, recycled or disposed of by an approved licensed hauler.
Testing:	None required for segregated used antifreeze to be recycled. If used antifreeze not recycled, is mixed with other waste, or is known to contain hazardous substances, then hazardous waste characterization testing will be required to verify the used antifreeze waste classification prior to shipment for disposal.
Packaging:	Used antifreeze is to be stored in 55-gallon steel or plastic drums or approved totes with less than 185 gallons of storage. Containers must be in good condition and shall not exhibit signs of corrosion or leaking.
Applicable Regulation/Labeling:	In New York, antifreeze is considered non-hazardous and exempt from hazardous waste regulations if it is properly managed and recycled. If the antifreeze is not recycled, it must be sent for TCLP analysis for a hazardous waste determination. If antifreeze is found by TCLP analysis to be hazardous, 6 NYCRR Part 371 applies, and drums should be stored and labeled accordingly. Non-hazardous antifreeze can be disposed of as non-hazardous waste and must be shipped off-site by a licensed waste hauler. Anti-freeze determined to be hazardous must be managed and disposed of as hazardous waste. Drums or totes must be labeled with the words "Used Antifreeze", the container capacity and the accumulation start date.
Storage Time Limitations:	No regulatory limit for non-hazardous antifreeze. Hazardous antifreeze is subject to hazardous waste accumulation timelines.
Transportation Restrictions:	Transportation must be by a NYSDEC Part 364 permitted waste hauler. The shipment must be accompanied by a straight bill of lading and a non-hazardous waste manifest.
Additional Instructions:	Used antifreeze may be subject to hazardous waste regulations if not properly managed and recycled, or if mixed with other wastes. Consult NYSDEC Hazardous Waste Regulations for more information.
Recordkeeping	Maintain records of used anti-freeze sent for recycling including dates, quantity shipped, straight bill of ladings and any TCLP testing for at least 5 years.
Issued:	April 2008
Revised:	NA

DISPOSAL RECORDS

Used Antifreeze

Straight Bill of Ladings

TESTING RECORDS

Used Antifreeze

TCLP Analysis Results

**City of Syracuse Department of Public Works
Environmental Procedures for Waste Handling and Disposal**

Used Metallic Fuel Filters

Description:	Used metallic fuel filters generated from the maintenance of motor vehicles, gas powered equipment, and machinery.
Guidance:	<p>Used metallic fuel filters may be disposed of as non-hazardous scrap metal when properly managed and recycled as scrap metal. Filters must be drained of all free liquids and taken to a scrap metal yard to be exempt from hazardous waste regulations. Fuel drained from the filters must be collected and reused or disposed of as petroleum-containing liquids. Waste gasoline cannot be managed as used oil.</p> <p>Non-metallic fuel filters and metallic fuel filters not properly drained and managed as scrap metal, are considered hazardous waste and are subject to hazardous waste regulations.</p>
Testing:	No testing is required for used metallic filters that are properly drained, managed, and recycled as scrap metal.
Packaging:	Used metallic fuel filters for recycling must be drained and stored in a non-leaking container in a dry place protected from the elements.
Applicable Regulation/Labeling:	<p>6 NYCRR Part 360-1 "Solid Waste Management Facilities: General Provisions"; 6 NYCRR Part 364 "Waste Transporter Permits"; 6 NYCRR Part 371 "Identification and Listing of Hazardous Wastes"</p> <p>Containers must be labeled: "Drained Metallic Fuel Filters Only". If filters are not recycled, they are considered hazardous waste and NYSDEC Hazardous Waste Regulations apply, and filters must be stored and labeled accordingly.</p>
Storage Time Limitations:	No regulatory limit.
Transportation Restrictions:	Transportation must be by a permitted scrap metal hauler. The shipment must be accompanied by a receipt from the scrap metal facility identifying receipt of the scrap filters for recycling.
Additional Instructions:	Used metallic fuel filters may be subject to hazardous waste regulations if not properly managed. Consult NYSDEC Hazardous Waste Regulations for more information.
Recordkeeping	Maintain records of used metallic oil filters sent for recycling as scrap metal and records of receipts from scrap metal facility for a period of at least 5 years.
Issued:	April 2008
Revised:	NA

DISPOSAL RECORDS

Used Metallic Fuel Filters

Straight Bill of Ladings or Scrap Facility Receipts

**City of Syracuse Department of Public Works
Environmental Procedures for Waste Handling and Disposal**

Non-Hazardous Used Oily Shop Rags

Description:	Used shop rags and towels contaminated only with used oil and grease generated from various maintenance operations.
Guidance:	<p>Used shop rags may be hazardous or non-hazardous depending on the nature of their use. Used shop rags must be TCLP tested prior to disposal to characterize the waste as either a "hazardous" or "non-hazardous" waste. Used oily shop rags saturated with oil must be wrung out and the oil disposed of as used oil. Used shop rags must be dry of free liquids prior to storage or disposal.</p> <p>The facility may want to evaluate the feasibility of using reusable shop rags and having them cleaned by an industrial laundry service.</p>
Testing:	Initial TCLP testing must be performed to provide verification that the rags are non-hazardous. Additional testing is required any time the rags are used for new purposes or the oils and chemicals used for maintenance at the facility change.
Packaging:	Non-hazardous, used oily shop rags that are dry of free flowing liquids must be segregated from other waste streams and stored in an approved, non-leaking container or drum. <i>All used shop rags and soiled clothing that are contaminated with flammable materials including but not limited to waste fuel and solvents, must be stored separately as hazardous waste and must be stored and transported in fire proof containers.</i>
Applicable Regulation/Labeling:	<p>6 NYCRR Part 360-1 "Solid Waste Management Facilities: General Provisions"; 6 NYCRR Part 364 "Waste Transporter Permits"; 6 NYCRR Part 371 "Identification and Listing of Hazardous Wastes"</p> <p>Drums should be marked: Flammable Non-Hazardous Waste Label and "Used Oily Shop Rags Only".</p> <p>If used shop rags are found by TCLP analysis to be hazardous, 6 NYCRR Part 371 applies, and drum should be stored and labeled accordingly.</p>
Storage Time Limitations:	No regulatory limit for non-hazardous waste
Transportation Restrictions:	Transportation must be by a NYSDEC Part 364 permitted waste hauler to a licensed facility that is equipped to accept non-hazardous oily shop rag waste.
Additional Instructions:	Following the initial waste characterization testing, any significant changes in oil or chemical used with the shop rags will require additional TCLP testing to verify the non-hazardous status.
Recordkeeping	Maintain records of waste characterization testing and any shipments of hazardous waste in accordance with hazardous waste regulations.
Issued:	April 2008
Revised:	NA

TESTING RECORDS

Non-Hazardous Used Oily Shop Rags

TCLP Analysis Results

**City of Syracuse Department of Public Works
Environmental Procedures for Waste Handling and Disposal**

Non-Hazardous Used Oil Absorbent Material

- Description:** Absorbent materials contaminated with oil from the clean up of minor oil spills at the facility.
- Guidance:** Used absorbent material may be classified as hazardous or non-hazardous depending on the nature of their use. Used absorbent material must be TCLP tested prior to disposal to characterize the waste as either a "hazardous" or "non-hazardous" waste. Used absorbent material used to cleanup oil spills is generally non-hazardous. Used absorbent materials must be dry of free liquids prior to storage or disposal.
- Testing:** Initial TCLP testing must be performed to provide verification that the used absorbent materials are non-hazardous. Additional testing is required any time the used absorbent materials are used for new purposes or the oils and chemicals used for maintenance at the facility change.
- Packaging:** Non-hazardous, used absorbent material that is dry of free flowing liquids must be segregated from other waste streams and stored in an approved, non-leaking container or drum. *All used absorbent material that is contaminated with flammable materials including but not limited to waste fuel and solvents, must be stored separately as hazardous waste and must be stored and transported in fire proof containers.*
- Applicable Regulation/Labeling:** 6 NYCRR Part 360-1 "Solid Waste Management Facilities: General Provisions"; 6 NYCRR Part 364 "Waste Transporter Permits"; 6 NYCRR Part 371 "Identification and Listing of Hazardous Wastes"
Drums should be marked:
Flammable Non-Hazardous Waste Label and "Used Oil Absorbent Only".
If used oil absorbent materials is found by TCLP analysis to be hazardous, 6 NYCRR Part 371 applies, and drum should be stored and labeled accordingly.
- Storage Time Limitations:** No regulatory limit for non-hazardous waste.
- Transportation Restrictions:** Transportation must be by a NYSDEC Part 364 permitted waste hauler to a licensed disposal facility that is permitted to accept non-hazardous oil absorbent waste.
- Additional Instructions:** Following the initial waste characterization testing, any significant changes in oil or chemical used with the oil absorbent will require additional TCLP testing to verify the non-hazardous status.
- Record Keeping:** Maintain records of waste characterization testing and any shipments of hazardous waste in accordance with hazardous waste regulations.
- Issued:** April 2008
Revised: NA

DISPOSAL RECORDS

Non-Hazardous Used Oil Absorbent Material

Straight Bill of Ladings

TESTING RECORDS

Non-Hazardous Used Oil Absorbent Material

TCLP Analysis Results

**City of Syracuse Department of Public Works
Environmental Procedures for Waste Handling and Disposal**

Waste Paint, Solvent, and Solvent Distillates

Description:	Waste paint, paint thinning solvent, and solvent distillates generation from paint booth operations, paint gun cleaning operations and solvent recycling operations. Waste paint and solvent products are considered a hazardous waste and must be managed accordingly.
Guidance:	Waste paint, paint thinning solvents, and solvent distillates generated from paint booth, paint gun cleaning, and solvent distillate operations are considered hazardous waste. Paint solvents and automotive paint products used contain listed hazardous wastes under 6 NYCRR Part 371. Facility shall maintain log of monthly waste paint products generation by measuring quantity of liquid in drum and recording monthly in log form.
Packaging:	Waste paint and solvent products are drummed in closed steel drums for storage prior to removal by a third party vendor. The containers must be kept tightly closed, must be non-leaking, and must be properly labeled and stored as hazardous waste. Label drum with first date of accumulation.
Applicable Regulation/Labeling:	6 NYCRR Part 371 "Identification and Listing of Hazardous Wastes"; 6 NYCRR Part 364 "Waste Transporter Permits" Drums should be marked: Flammable Hazardous Waste label and "Hazardous Paint Waste"
Storage Time Limitations:	To be eligible to be a conditionally exempt small quantity generator (CESQG), the facility cannot generate more than 220 lbs per month or store more than 2,200 lbs. of hazardous waste on the site at any time. If the facility generates more than 220 lbs. hazardous waste per month, or stores more than 2,200 lbs. at any one time, then the hazardous waste becomes subject to full hazardous waste rules. Consults NYSDEC hazardous waste regulations for guidance in determining facility hazardous waste generator status.
Transportation Restrictions:	Transportation must be by a NYSDEC Part 364 permitted waste hauler as hazardous waste. The shipment must be accompanied by a straight bill of lading and a NYSDEC hazardous waste manifest.
Additional Instructions:	Waste paint and paint thinner solvent is subject to State and Federal hazardous waste regulations. Mixing with other materials is prohibited.
Record Keeping:	Maintain records of generation records, hazardous waste manifests, straight bill of ladings and hazardous waste reports as required by NYSDEC based on the facility's generator status
Issued:	April 2008
Revised:	NA

HAZARDOUS WASTE GENERATION RECORDS

Waste Paint, Solvent, and Solvent Distillates

Monthly Generation Log

DISPOSAL RECORDS

Waste Paint, Solvent, and Solvent Distillates

NYSDEC Hazardous Waste Manifests

**City of Syracuse Department of Public Works
Environmental Procedures for Waste Handling and Disposal**

Spent Abrasive Blast Media

Description:	Spent abrasive blast media generated from equipment and vehicle preparation for painting. Spent media may contain rust, paint chips and other debris associated with the abrasive blasting process.
Guidance:	The abrasive blasting media currently generated at the facility has been tested for hazardous waste characteristics and has been determined to be non-hazardous. Transportation must be by an approved waste hauler to a 6 NYCRR Part 360 permitted waste disposal facility.
Testing:	Initial hazardous waste characteristic TCLP testing has been performed identifying spent blast booth media as non-hazardous waste (see attached). Additional testing is required any time the operation of the blast booth changes significantly, and also may be required if the abrasive media changes, to verify that the waste stream remains non-hazardous.
Packaging:	Waste blast media is containerized in accordance with disposal facility requirements and placed in dry area prior to removal by a permitted waste hauler as non-hazardous waste. The facility must obtain written disposal approval and packaging guidance for this waste stream from the disposal facility prior to shipment.
Applicable Regulation/Labeling:	6 NYCRR Part 360-1 "Solid Waste Management Facilities; General Provisions"; 6 NYCRR Part 364 "Waste Transporter Permits"; 6 NYCRR Part 371 "Identification and Listing of Hazardous Wastes" Boxes or bags should be labeled: Green Non-Hazardous Waste Label and "Spent Abrasive Blast Media". <i>If spent abrasive blast media is found by TCLP analysis to be hazardous, 6 NYCRR Part 371 applies, and boxes/bags must be stored, labeled, and disposed of as hazardous waste accordingly.</i>
Storage Time Limitations:	Spent abrasive blast media must be sent for disposal within 18 months.
Transportation Restrictions:	Transportation must be by a NYSDEC Part 364 permitted waste hauler to a 6 NYCRR Part 360 permitted waste disposal facility. The facility shall maintain records of waste shipments including approximate weight of material shipped for disposal
Additional Instructions:	Spent abrasive blast media may be subject to hazardous waste regulations if not properly handled or if mixed with other materials. Mixing with other materials is prohibited. Anytime the process changes or incoming materials being cleaned changes significantly, additional waste characterization TCLP testing shall be performed to verify that the waste stream is non-hazardous.
Recordkeeping	Maintain records of spent abrasive blast media disposal shipments for a period of at least 5 years. Maintain records of waste characterization TCLP testing data at all times.
Issued:	July 2008
Revised:	NA

DISPOSAL RECORDS

Spent Abrasive Blast Media Disposal Log

TESTING RECORDS

Spent Abrasive Blast Media

TCLP Analysis Results

**City of Syracuse Department of Public Works
Environmental Procedures for Waste Handling and Disposal**

Spent Paint Booth Filters

Description:	Spent fabric particulate filters generated from the paint booth exhaust operations.
Guidance:	Spent paint filters may be hazardous or non-hazardous. Currently, spent paint filters have been TCLP tested and are classified as non-hazardous solid waste provided that all coating mixes as applied do not exceed 10% regulated solvent by volume. If coatings are diluted with regulated solvents in excess of 10%, or if coatings contain heavy metals they may be hazardous.
Testing:	Initial TCLP testing was performed on June 27, 2008 providing verification that the filters from the current paint booth operations are non-hazardous. Additional testing is required any time the coating formulations, solvent usage or paint booth operations change significantly.
Packaging:	Spent filters must be completely dry prior to storage or disposal. Spent filters are stored in closed 55-gallon drums adjacent to the paint booth. It is recommended that spent filters be stored in fire proof containers. Spent paint filters are currently bagged separately and disposed of in the dumpster. The facility must obtain written disposal approval and packaging guidance for this waste stream from the disposal facility prior to shipment.
Applicable Regulation/Labeling:	6 NYCRR Part 360-1 "Solid Waste Management Facilities: General Provisions"; 6 NYCRR Part 364 "Waste Transporter Permits"; 6 NYCRR Part 371 "Identification and Listing of Hazardous Wastes" Drums should be marked: Non-Hazardous Waste Label and "Spent Paint Booth Filters" <i>If filters are found by TCLP analysis to be hazardous, 6 NYCRR Part 371 applies, and paint filters shall be handled and disposed of as hazardous waste.</i>
Storage Time Limitations:	Non-hazardous spent paint filters must be sent for disposal within 18 months.
Transportation Restrictions:	Transportation must be by a NYSDEC Part 364 permitted waste hauler to a 6 NYCRR Part 360 permitted waste disposal facility. The facility shall maintain records of waste shipments including estimated quantity of spent paint booth filters shipped for disposal
Additional Instructions:	Upon any major process change (i.e. significant change in coating/solvent usage), the paint filters will require additional TCLP testing to verify the non-hazardous status. Paint filters that are determined to be hazardous must be stored, transported and disposed of in accordance with NYSDEC hazardous waste regulations.
Recordkeeping	Maintain records of spent paint booth filter disposal shipments for a period of at least 5 years. Maintain records of waste characterization TCLP testing data at all times.
Issued:	July 2008
Revised:	NA

DISPOSAL RECORDS

Spent Paint Booth Filters Disposal Log

TESTING RECORDS

Spent Paint Booth Filters

TCLP Analysis Results

SAMPLING PROTOCOL

City of Syracuse Department of Public Works
Spent Paint Filter TCLP Sampling Protocol

June 2008

**City of Syracuse Department of Public Works
Environmental Procedures for Waste Handling and Disposal**

Universal Waste - Used Lead-Acid Batteries

Description:	Industrial and Automotive batteries that are no longer usable and are collected for recycling.
Guidance:	Batteries must be recycled by an approved off-site vendor. Currently, batteries are returned to the suppliers when new batteries are purchased.
Testing:	No testing required for intact batteries sent for reclamation.
Packaging:	Spent batteries must be stored in a closed, structurally sound container. The container must be compatible with the contents of the stored batteries, and must lack evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions.
Applicable Regulation/Labeling:	6 NYCRR Parts 374-3 "Standards for Universal Wastes"; 6 NYCRR Part 364 "Waste Transporter Permits" Containers and storage areas must be clearly marked with one of the following phrases: "Universal Waste - Batteries", or "Waste Batteries" or "Used Batteries". <i>If batteries are damaged or cannot be recycled, 6 NYCRR Part 371-374 apply, and batteries shall be handled and disposed of as hazardous waste. Damaged or leaking batteries shall be cleaned up and separately containerize for handling as hazardous waste.</i>
Storage Time Limitations:	The DPW Garage is a Small Quantity Handler of Universal Waste (SQHUW) and as such cannot accumulate more than 5,000 Kg of universal waste at any time. SQHUW accumulation time limited to one year. Maintain records of the earliest date of accumulation for each container or for each battery stored for disposal.
Transportation Restrictions:	NYCRR Part 364 Permit required for transportation. Transporters must also meet transportation requirements of NYCRR Part 374. Universal Waste - Used Batteries are currently picked up by suppliers for recycling.
Additional Instructions:	Batteries must be handled and stored as appropriate to prevent leakage. A used battery becomes a waste on the date it is discarded (e.g., when shipped for reclamation). SQHUW must inform all employees who manage universal waste in the proper handling and emergency procedures (consult MSDS sheet) appropriate for the universal waste containment and cleanup.
Recordkeeping	Maintain records of used battery recycling and disposal shipments for a period of at least 5 years.
Issued:	November 2008
Revised:	NA

DISPOSAL RECORDS

Universal Waste Batteries Disposal Records

**City of Syracuse Department of Public Works
Environmental Procedures for Waste Handling and Disposal**

Universal Waste – Used Lamps and Bulbs

Description:	Used bulbs or tube portions of electric lighting that are no longer usable and are collected for recycling. Examples of common universal waste lamps include, but are not limited to: fluorescent, high pressure sodium, mercury vapor, high intensity discharge, neon and metal halide lamps.
Guidance:	Bulbs and lamps must be recycled by an approved off-site vendor. Currently, lamps and bulbs are stored in original boxes when replaced and are collected by a vendor for recycling.
Testing:	No testing required for intact bulbs or lamps sent for recycling.
Packaging:	Spent bulbs and lamps must be stored in a closed, structurally sound container that is adequate to prevent breakage. The container must be compatible with the contents of the stored used bulbs and lamps, and must lack evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions.
Applicable Regulation/Labeling:	6 NYCRR Parts 374-3 “Standards for Universal Wastes”; 6 NYCRR Part 364 “Waste Transporter Permits” Containers and storage areas must be clearly marked with one of the following phrases: “Universal Waste - Lamps”, or “Waste Lamps” or “Used Lamps”. <i>If lamps are damaged or broken and cannot be recycled, 6 NYCRR Part 371-374 apply, and broken lamps shall be handled and disposed of as hazardous waste. Broken lamps shall be cleaned up and separately containerize for handling as hazardous waste.</i>
Storage Time Limitations:	A Small Quantity Handler of Universal Waste (SQHUW) cannot accumulate more than 5,000 Kg of universal waste at any time. SQHUW accumulation time limited to one year. Maintain records of the earliest date of accumulation for each container or for each lamp stored for disposal.
Transportation Restrictions:	NYCRR Part 364 Permit required for transportation. Transporters must also meet transportation requirements of NYCRR Part 374. Universal Waste - Used Lamps are currently managed by the City Engineering Department and are picked up by vendors American Lamp Recycling and We Recycle Inc. for recycling.
Additional Instructions:	Lamps must be handled and stored as appropriate to prevent leakage. A used lamp becomes a waste on the date it is discarded. SQHUW must inform all employees who manage universal waste in the proper handling and emergency procedures (consult MSDS sheet) appropriate for the universal waste containment and cleanup.
Recordkeeping	Maintain records of used lamp recycling and disposal shipments for a period of at least 5 years.
Issued:	November 2008
Revised:	NA

DISPOSAL RECORDS

Universal Waste Lamp Disposal Records

**City of Syracuse Department of Public Works
Environmental Procedures for Waste Handling and Disposal**

Used Non-PCB Lighting Ballasts

Description:	Used non-PCB containing lighting ballast that are no longer usable and are collected for recycling.
Guidance:	Used ballasts are currently managed by the City Engineering Department and be recycled by an approved off-site vendor. Currently, ballasts are accumulated when replaced and are collected by a vendor for recycling.
Testing:	No testing required for intact ballasts sent for recycling.
Packaging:	Used ballasts must be stored in a closed, structurally sound container that is adequate to prevent breakage and protected from weather. The container must be compatible with used ballasts stored, and must lack evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions.
Applicable Regulation/Labeling:	<p>6 NYCRR Part 360-1 "Solid Waste Management Facilities: General Provisions"; 6 NYCRR Part 364 "Waste Transporter Permits"</p> <p>Containers and storage areas should be clearly marked with: "Non-Hazardous Ballasts for Recycling Only".</p> <p><i>Damaged or leaking ballasts may require specific management, and the facility should contact NYSDEC for case specific handling and management instructions.</i></p>
Storage Time Limitations:	Maintain records of the earliest date of accumulation for each container storing ballasts for recycling. Stored ballasts must be sent for recycling within 18 months in accordance with 6 NYCRR Part 360. It is recommended that storage times be kept to 1 year or less.
Transportation Restrictions:	<p>NYCRR Part 364 Permit required for transportation.</p> <p>Used Ballasts are currently managed by the City Engineering Department and are picked up by vendors for recycling.</p>
Additional Instructions:	Ballasts must be handled and stored as appropriate to prevent leakage.
Recordkeeping	Maintain records of used ballasts recycling and disposal shipments for a period of at least 5 years.
Issued:	January 2010
Revised:	NA

RECYCLING RECORDS

Used Non-PCB Lighting Ballasts Recycling Records

**City of Syracuse Department of Public Works
Environmental Procedures for Waste Handling and Disposal**

Spent Non-Metallic Fuel Filters

Description:	Spent non-metallic fuel filters generated from vehicle, equipment and small engine maintenance. Spent non-metallic fuel filters are considered a hazardous waste and must be managed accordingly.
Guidance:	<p>Spent non-metallic fuel filters generated from vehicle, equipment and small engine maintenance are considered hazardous waste as residual fuels cannot be drained completely from the filter media. <i>Due to the residual fuels, extreme caution should be used when storing fuel filter waste to prevent auto-ignition by using storage container designed to limit oxygen.</i></p> <p>Facility shall maintain log of monthly spent non-metallic fuel filter generation by measuring height of filters in drum and recording monthly in log form.</p>
Packaging:	Spent non-metallic fuel filters are drummed in tightly closed steel drums (flame proof) for storage prior to removal by a third party vendor. The containers must be kept tightly closed, must be non-leaking, and must be properly labeled and stored as hazardous waste. Label drum with first date of accumulation.
Applicable Regulation/Labeling:	<p>6 NYCRR Part 371 "Identification and Listing of Hazardous Wastes"; 6 NYCRR Part 364 "Waste Transporter Permits"</p> <p>Drums should be marked: Flammable Hazardous Waste label and "Hazardous Waste – Spent Non-Metallic Fuel Filters." Label drum with accumulation start date.</p>
Storage Time Limitations:	The facility is currently a conditionally exempt small quantity generator (CESQG). As such, the facility cannot generate more than 220 lbs per month or store more than 2,200 lbs. of hazardous waste on the site at any time. If the facility generates more than 220 lbs. hazardous waste per month, or stores more than 2,200 lbs. at any one time, then the hazardous waste becomes subject to full hazardous waste rules. Consult NYSDEC hazardous waste regulations for guidance in determining facility hazardous waste generator requirements.
Transportation Restrictions:	Transportation must be by a NYSDEC Part 364 permitted waste hauler as hazardous waste. The shipment must be accompanied by a straight bill of lading and a NYSDEC hazardous waste manifest.
Additional Instructions:	Spent non-metallic fuel filters are subject to State and Federal hazardous waste regulations. Mixing with other materials is prohibited.
Record Keeping:	Maintain records of generation records, hazardous waste manifests, straight bill of ladings and hazardous waste reports as required by NYSDEC based on the facility's generator status
Issued:	January 2010
Revised:	NA

HAZARDOUS WASTE GENERATION RECORDS

Spent Non-Metallic Fuel Filters

Monthly Generation Log

DISPOSAL RECORDS

Spent Non-Metallic Fuel Filter Disposal Records

NYSDEC Hazardous Waste Manifests

**City of Syracuse Department of Public Works
Environmental Procedures for Waste Handling and Disposal**

Spent Used Oil Filters

Description:	Spent used oil filters generated from motor vehicle, equipment, small engine, and hydraulic equipment maintenance.
Guidance:	<p>Used oil filters may be disposed of as non-hazardous commercial/industrial waste or may be recycled as scrap metal as long as the filters have been hot-drained as follows:</p> <ol style="list-style-type: none">1. Puncturing the filter anti-drain back valve or the filter dome and draining while still hot; OR,2. Hot-drained and crushed. <p>Collected used oil must be stored in the used oil tank (Tank 012). Currently, filters are crushed and then collected for disposal by Safety Kleen. If not properly drained, spent oil filters must be disposed of as non-hazardous oily debris by an approved vendor.</p>
Testing:	None required for used oil filters that are properly hot drained and managed.
Packaging:	The facility currently utilizes an oil filter crusher. Crushed filters are stored in a steel drum awaiting disposal by a vendor. The drum must be non-leaking, protected from weather, and in good condition.
Applicable Regulation/Labeling:	<p>6 NYCRR Part 360-1 "Solid Waste Management Facilities: General Provisions"; 6 NYCRR Part 364 "Waste Transporter Permits"</p> <p>Drums must be labeled: Green Non-Hazardous Waste label and "Hot Drained Used Oil Filters - Only"</p>
Storage Time Limitations:	Due to the potential for spills, it is recommended that drums containing used oil filters be sent for disposal or recycling once full. Storage of used oil filters that are to be disposed of as non-hazardous solid waste or recycled as scrap metal is limited to 18 months by 6 NYCRR Part 360.
Transportation Restrictions:	<p>If sent for disposal, transportation must be by a NYSDEC Part 364 permitted waste hauler and shipped as non-hazardous used oil filters. The shipment must be accompanied by a straight bill of lading and a non-hazardous waste manifest. Safety-Kleen is currently contracted to pick-up the used oil filters.</p> <p>Used oil filters sent for recycling as scrap metal must be transported by a permitted scrap metal hauler. The shipment must be accompanied by a receipt from the scrap metal facility identifying receipt of the scrap used oil filters for recycling.</p>
Additional Instructions:	Used oil may be subject to hazardous waste regulations if not properly handled or if mixed with other materials.
Recordkeeping	Maintain records of used oil filter disposal/recycling shipments and bill of ladings for a period of at least 5 years.
Issued:	Jan 2010
Revised:	NA

DISPOSAL RECORDS

Spent Used Oil Filters

Straight Bill of Ladings

Appendix J

Stormwater Pollution Prevention Plan

for:

City of Syracuse Department of Public Works Asphalt Plant
1200 Canal Street Extension
Syracuse, New York 13210

SWPPP Contact:

Kevin Hunter
Superintendent of Street Repair
City of Syracuse
Department of Public Works
1200 Canal Street Extension
Syracuse, NY 13202
(315) 448-8552
KHunter@SyrGov.net

SWPPP Preparation Date:

November 2019

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Appendices

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Appendix B	List of Spills/Incident Report Form
Appendix C	Routine Monthly Facility Inspection
Appendix D	Historical Discharge Monitoring Reports (DMRs)
Appendix E	Corrective Action Form for Semi-Annual Benchmark Monitoring Exceedances
Appendix F	Corrective Action Form/Non-Compliance Event Form
Appendix G	Storm Event Data Form
Appendix H	Secondary Containment Discharge Monitoring Form
Appendix I	Quarterly Visual Monitoring Form
Appendix J	Employee Training Sign-In Sheet and Agenda
Appendix K	Annual Comprehensive Site Compliance Evaluation
Appendix L	Annual Dry Weather Flow Monitoring Reporting Form and Non-Stormwater Discharge Certification
Appendix M	SWPPP Amendment Log

Permit Applicability Preface

The City of Syracuse operates an asphalt plant at their Department of Public Works facility located at 1200 Canal Street Extension. Asphalt plants are an industrial sector that typically require coverage under the New York State Department of Environmental Conservation's (NYSDEC) SPDES Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity (MSGP). The City of Syracuse, however, is covered under the NYSDEC's SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4 Permit No. NYR20A186).

The current version of the MS4 Permit (GP-0-15-003) requires municipal operations and facilities that would otherwise be subject to the MSGP to prepare and implement provisions in their MS4 Stormwater Management Program (SWMP) that comply with the MSGP. In addition, monitoring and recordkeeping must be conducted in accordance with Part IV of the MSGP. Discharge monitoring reports must be attached to the MS4 annual report.

These industrial operations are not required to gain coverage under the MSGP since they are covered by the City of Syracuse's MS4 Permit. Implementation of the Stormwater Pollution Prevention Plan (SWPPP) contained herein is intended to address discharges from this facility to the maximum extent practical.

A copy of this SWPPP will be maintained at the Asphalt Plant and will be incorporated into the City's overall SWMP.

Section 1: Facility Description and Contact Information

1.1 Facility Information

Facility Information

Name of Facility: City of Syracuse Asphalt Plant

Street: 1200 Canal Street Extension

City: Syracuse

State: NY

ZIP Code: 13210

County: Onondaga County

Permit Tracking Number: NYR20A186 (facility is covered under the City of Syracuse's MS4 Permit and is not required to obtain MSGP permit coverage – refer to permit applicability preface above).

Latitude/Longitude

Latitude:

43.055° N (decimal)

Longitude:

76.107° W (decimal)

Method for determining latitude/longitude (check one):

USGS topographic map (specify scale: _____)

EPA Web site

GPS

Other (please specify): Google Earth

Is the facility located in Indian Country? Yes No

If yes, name of Reservation, or if not part of a Reservation, indicate "not applicable." _____

Not applicable

Is this facility considered a Federal Facility? Yes No

Total Site Acreage: 1.2 acres

Estimated area of industrial activity at site exposed to stormwater: 1.2 acres

Discharge Information

Does this facility discharge stormwater into an MS4? Yes No

If yes, name of MS4 operator: City of Syracuse

Name(s) of water(s) that receive stormwater from your facility: South Branch of Ley Creek

Are any of your discharges directly into any segment of an "impaired" water? Yes No

If Yes, identify name of the impaired water (and segment, if applicable): Ley Creek and tribs

Identify the pollutant(s) causing the impairment: Pathogens, Nutrients (phosphorus), ammonia (NH₃), and Cyanide

For pollutants identified, which do you have reason to believe will be present in your discharge? Nutrients (phosphorus) - TSS

For pollutants identified, which have a completed TMDL? None – TMDL is deferred

Are any of your stormwater discharges subject to effluent guidelines? Yes No

If Yes, which guidelines apply? Quarterly Sampling due to Discharges to Impaired Waterbodies

Primary SIC Code or 2-letter Activity Code: 2951

Identify your applicable sector and subsector: D

A copy of the SWPPP must be maintained onsite at all times. Although the facility is not required to obtain MSGP coverage, it is still required to adhere to the MSGP permit conditions. A copy of the current MSGP is provided in Appendix A.

1.2 Contact Information/Responsible Parties

Facility Operator (s):

Name: City of Syracuse Department of Public Works (DPW)

Address: 1200 Canal Street Extension

City, State, Zip Code: Syracuse, NY 13210

Telephone Number: (315) 448-8552

Email address: [khunter@syr.gov.net](mailto:khunter@syr.gov)

Facility Owner (s):

Name: City of Syracuse

Address: 201 East Washington Street

City, State, Zip Code: Syracuse, NY 13202

Telephone Number: (315) 448-8552

SWPPP Contacts:

Site Contacts

Name: Kevin Hunter

Telephone number: (315) 448-8552

Email address: khunter@syr.gov.net

Name: Pete Guiles

Telephone number: (315) 448-8559

Email address: pguiles@syr.gov.net

Department of Engineering MS4 Administrative Contacts

Name: Mirza Malkoc
 Telephone number: (315) 448-8210
 Email address: [Mmalkoc@syr.gov.net](mailto:Mmalkoc@syr.gov)

Name: Ian Brown
 Facilities Engineer, Public Buildings
 Telephone number: (315) 448-8225
 Email address: [IBrown@syr.gov.net](mailto:IBrown@syr.gov)

1.3 Stormwater Pollution Prevention Team

Staff Names	Individual Responsibilities
Kevin Hunter – Superintendent of Street Repair	Team Coordinator. Responsible for assigning implementation responsibilities and keeping the SWPPP current, as needed, based on changes in design, construction, operation, or maintenance at the facility that has a significant effect on the potential for the discharge of pollutants to stormwater (e.g., relocation or alteration of material storage or handling areas, revision of Best Management Practices, alteration of drainage patterns, addition of structural control measures, documentation of significant leaks or spill events, etc.). Team Coordinator is the point of contact for facility personnel and regulatory officials who wish to discuss the plan or obtain information concerning stormwater management. The Team Coordinator is to be familiar with all phases of the facility operation so that potential sources of pollution are considered during implementation and periodic evaluations of the SWPPP.
Pete Guiles – Plant Manager	Secondary Coordinator. Responsible for ensuring the components of the plan are implemented. Specific tasks include maintaining inspection schedules, records, reporting, and coordinating spill responses. Conduct inspections, perform visual evaluations. Responsible for employee training and assistance with compliance inspections, and record keeping. Respond to spill events, maintain BMPs, and assist with annual employee training as well as new employee training. Must meet with the Team Coordinator annually and following spill events to evaluate and modify the SWPPP as needed.

1.4 Activities at the Facility

The City of Syracuse Asphalt Plant is located at 1200 Canal Street Extension within the City of Syracuse, Onondaga County, New York. The facility is located in an urban area immediately south of U.S. Route 690 and west of Midler Avenue. The facility is bordered to the south by the Canal Street Extension and New York Central Railroad Tracks, to the north by U.S. Route 690, to the west by the Syracuse DPW Highway Garage, and to the east by Midler Avenue. The parcel encompasses approximately 1.2 acres of industrial activity exposed to stormwater. A general location map is presented as Figure 1.

The facility is an Asphalt Plant and is classified as an Asphalt Paving Mixtures and Blocks which results in MSGP classification of the Facility under Sector D (Industrial SIC code 2951 - Asphalt Paving and Roofing Materials and Lubricant Manufacturers). The Facility is operated by the City

of Syracuse Department of Public Works (DPW); however, this SWPPP is applicable solely for the Asphalt Plant operations and does not include ancillary operations conducted at the DPW facility.

The Asphalt Plant operations include the production of asphalt and DuraPatch (a specially designed liquid asphalt formula designed to fix potholes) to be used throughout the City of Syracuse. The Asphalt Plant is normally staffed during the hours of 6:00 a.m. to 6:00 p.m., Monday through Friday during the asphalt and DuraPatch production season, with occasional Saturday operations on an as-needed basis.

The Asphalt Plant consists of two conveyor belts (one receiving aggregate from four hoppers, the other receiving millings from two hoppers), a transfer heat oil system of hoses and piping, the counterflow hot mix asphalt production plant where solid materials is mixed with hot oil, a scale for unloading and weighing the vehicles, a control building with electrical equipment, a bag house for collection of airborne particles, a diesel-powered Power Screen for sorting of aggregate by particle size, and stockpiles and storage bunkers containing aggregate and millings. The associated equipment used for asphalt and DuraPatch production includes: a 30,000-gallon above ground storage tank (AST) containing hot oil, a heater oil tank unit with a 145-gallon reservoir, a 10,000-gallon and 6,000-gallon AST containing DuraPatch emulsion, eight (8) 55-gallon drums of soy byproduct solvent utilized for degreasing of equipment, six (6) 55-gallon drums of asphalt release compound, four (4) 55-gallon drums of heat transfer oil for asphalt processes, eight (8) 55-gallon drums of oil waste, heavy equipment for loading the aggregate into the plant, a power transformer (located in the northwest corner of the site), and a dump truck used to transfer and recycle (back into aggregate hopper) the captured particulate matter. A site plan is presented as Figure 2.

Other environmental management plans for the site contain relevant provisions and practices that are useful in preventing stormwater pollution. These plans are related to the purpose and objective of the SWPPP. The Stormwater Pollution Prevention Team Coordinator is responsible for familiarity with these documents and for implementing any provisions that related to the SWPPP. These management plans include the following:

- Spill Prevention, Control, and Countermeasure Plan (2009)

1.5 Receiving Water

This SWPPP addresses two SPDES Outfalls (*i.e.*, Outfalls 001 and 002) which discharge stormwater runoff from designated industrial activities. Sampling and monitoring requirements described later in this SWPPP pertain to these SPDES Outfalls. Best management practices, however, should be employed throughout the site.

The site comprises two drainage areas. Refer to Figure 2 for the overland flow drainage paths and outfall locations at the facility. All surface drainage at the Asphalt Plant ultimately flows to the South Branch of Ley Creek. Surface drainage generally flows to the south and east. The bulk of the runoff enters the catch basin on the west side of the site next to the highway garage building. From there, the stormwater enters a vault, which discharges east through a pipe to a second stormwater vault containing an oil-water separator. This vault outlets to a drainage ditch

along the New York Central Railroad tracks that run parallel to, and immediately south of, Canal Street Extension. The point of discharge from the vault is designated as Outfall 001. The drainage ditch flows east and discharges to the City of Syracuse Municipal Separate Storm Sewer System (MS4) for discharge to the South Branch of Ley Creek. The South Branch of Ley Creek (*i.e.*, Ley Creek and tribs) is listed as an impaired water within New York State due to pathogens, nutrients (phosphorus), ammonia (NH₃), and cyanide. Nutrients (phosphorus) is present in Sector D facilities in the form of total suspended solids (TSS) in accordance with the MSGP.

Runoff from the piles of millings east and southeast of the asphalt plant sheet flow to the ditch that runs alongside the U.S. 690 ramp at the southeast corner of the site, immediately north of the Canal Street Extension. The point at which runoff enters this ditch is designated as Outfall 002.

Outfall 001 receives runoff from approximately 1.1 acres of drainage area that encompass the asphalt operations. Activities at this portion of the asphalt plant include traffic from empty trucks that are waiting to be filled with asphalt or DuraPatch, spraying an asphalt release compound into the truck beds, loading the trucks with asphalt or DuraPatch, loading and transferring aggregate, millings and concrete sand as well as sorting (by the “Power Screen”) of the same, bulk petroleum storage and use of the heat transfer oil, and airborne particulate collection from the asphalt plant.

Outfall 002 receives runoff from approximately 0.1 acres of drainage area that encompass the industrial facility. Outfall 002 is located at the outlet of the 12 inch pipe in the ditch at the southeast corner of the site. The ditch begins at the north side of the site, then rounds the perimeter to the east side. It receives runoff from the stockpiles of millings in the southeast corner of the site and aggregate overflow from the north side of the bins in the northern part of the site.

See Figure 2 – Site Plan for the overland flow drainage paths within the Facility.

1.6 Municipal Separate Storm Sewer Systems

Discharges from the site flow to a permitted Municipal Separate Storm Sewer System (MS4) operated by the City of Syracuse. Because the facility operator is the owner of the MS4, no additional external notification requirements apply; however, in the event of a release of petroleum or hazardous substances to the drainage system, the Commissioner of Public Works and the City Engineer are to be notified within two hours of the time at which facility staff become aware of the release:

Jeremy Robinson
Commissioner of Public Works
City of Syracuse
1200 Canal Street Extension
Syracuse, NY 13210
Phone No. (315) 448-2489

Mary Robison, P.E.
City Engineer
City of Syracuse
233 E. Washington St. – Room 401
Syracuse, NY 13202
Phone No. (315) 448-8214

1.7 Other SPDES Permitted Discharges

There are no other discharges (*i.e.*, process wastewater, sanitary wastewater, non-contact cooling water, etc.) that are currently covered by another SPDES permit at the facility.

1.8 Impervious Surface Estimate

The amount of impervious surface at the site, including pavement and buildings, was computed as a percentage of the total site area. The entire 1.2 acres of the site (100 percent), including gravel and paved areas, are considered impervious.

1.9 Location of Sensitive Areas

The receiving waterbody, the South Branch of Ley Creek, is listed as an impaired water within New York State. The listed pollutants are pathogens, nutrients (phosphorus), ammonia (NH₃), and cyanide. The MSGP references nutrients (phosphorus) as present in Sector D facilities; therefore, this pollutant may be present in discharge from the facility. Thus, quarterly sampling due to discharges to impaired waterbodies is required.

Regarding historic properties or listed endangered or threatened species, because the facility is existing, current operation remains unaffected. See Section 6.1 regarding future operations.

Section 2: Potential Pollutant Sources

2.1 Industrial Activity and Associated Pollutants

Industrial Activity	Associated Pollutants
Electric transformer	Non-PCB transformer oil
Loading & unloading of bulk product	Liquid asphalt cement, diesel fuel, fuel oil
Storage of stone dust, aggregate and concrete sand	Sediment and dust, TSS
Storage of millings	Sediment and dust, TSS
Loading of asphalt	Sediment and dust, TSS
Loading of DuraPatch	Sediment and dust, TSS
Loading & unloading of particulate matter (from bag house)	Sediment and dust, TSS
Loading, unloading and screening aggregate	Sediment and dust, TSS
Vehicle tracking of sediment/debris	Sediment and dust, TSS
Outdoor drum storage	Soy-based degreasing solvent and asphalt/DuraPatch release compound
Spraying of release compound	Asphalt release compound (see MSDS information within the SPCC Plan)
Washing of vehicles and equipment	Sediment, TSS, traces of petroleum compounds

2.2 Spills and Releases

Areas of Site Where Potential Spills/Leaks Could Occur	
Location	Outfalls
Vehicle & Equipment Wash	To drainage system, then oil/water separator, then Outfall 001
Outdoor Drum Storage Areas	Outfalls 001 and 002 pending drum storage location.
Loading & Unloading Material or Bulk Product	To drainage system, then oil/water separator, then Outfall 001
Aggregate Storage Area	To drainage system, then oil/water separator, then Outfall 001 or to a drainage ditch along the north side of the site then Outfall 002
Millings Storage Area	To drainage system, then oil/water separator, then Outfall 001 or to a drainage ditch along the north side of the site then Outfall 002
Vehicle Parking Areas	To drainage system, then oil/water separator, then Outfall 001 or to a drainage ditch along the north side of the site then Outfall 002

Description of Past Spills/Leaks (January 2015 to April 2018)		
Date	Description	Outfalls
05/02/2019	Spill Number 1901110; caused by equipment failure (commercial/industrial source). Unknown if spill affected a waterbody.	Outfall 001

Refer to Appendix B for a list of past spills.

Section 3: Stormwater Control Measures

3.1 Good Housekeeping

Good housekeeping involves maintaining areas that could contribute pollutants to stormwater in a clean and orderly manner. These areas include, but not limited to, vehicle and equipment storage areas, material storage areas, and vehicle and equipment cleaning areas. This involves establishing routine and regular clean up procedures to include regular cleaning of litter, sweeping of the paved entrance road and parking/staging areas surrounding the asphalt plant, and establishing and maintaining well-organized work and supply storage areas.

The owner or operator must perform good housekeeping measures including, but not limited to, the following:

- Sweep or vacuum at regular intervals;
- Store materials in appropriate containers;
- Keep all container lids closed when not in use. For containers that do not have lids and could leak, ensure that discharges have a control (*e.g.*, secondary containment, treatment); and
- Minimize the potential for waste, garbage and floatable debris to be discharged by keeping exposed areas free of such materials, or by intercepting them before they are discharged.

3.2 Regular Inspections

The required schedule of monthly facility inspections will ensure that good housekeeping and preventative maintenance procedures are adhered to, and that best management practices are correctly implemented. A detailed discussion of the Routine Facility Inspections is included in Section 5.0. The monthly facility inspection form is included in Appendix C.

3.3 Maintenance

Preventative maintenance involves timely inspection and maintenance of stormwater management devices such as drainage swales, catch basins, and stormwater vaults containing oil-water separators. Monthly inspection of stormwater catch basins and vaults is required, as sediment and sludge should be removed from these structures before they reach 50% capacity. In addition, facility equipment is to be maintained to limit the potential for conditions that could result in breakdowns leading to discharges of pollutants. A key element of preventative maintenance is the establishment of standardized inspection and record keeping procedures with documented follow up to ensure deficiencies are addressed.

3.4 Spill Prevention and Response

Routine training for staff in handling potential pollutants (*e.g.*, fuels and oils) is required to limit the potential for spills. Drums are stored in secondary containment housings. Detailed training requirements and procedures for delivery of oil and other petroleum fluids are provided in the Facility's SPCC Plan. Containers storing oils and other potential pollutants must be clearly labeled. Strict adherence to procedures for the delivery of oil and other petroleum fluids is required. Areas where potential spills can occur and introduce pollutants to stormwater discharges are to be identified (see Section 2.2). Preventative maintenance should be performed as required.

Upon discovery or occurrence of any petroleum spill or release, the employee first becoming aware of the spill will assume the role of temporary Team Coordinator until he/she can notify the primary Team Coordinator. Efforts should be made to collect as much of the spilled material as possible. In the case of a liquid spill, absorbent booms may be used. After free liquids are collected, soil in the areas of the spill should be excavated to remove residual material.

Spill kit must be maintained at the asphalt plant in a location where it will be readily available in the event of a spill. Absorbent pads or other materials contaminated with petroleum after cleaning up any spills must be disposed of in accordance with the applicable State and Federal regulations. Spill kit contents must be replaced immediately for future use. Spill kits must be inspected as described in the SPCC Plan at least monthly by facility staff.

In the event of a spill, the spill response procedures identified in the site's Spill Prevention, Control, and Countermeasure (SPCC) Plan are to be followed. Upon discovery or occurrence of **any** petroleum spill or release, employees **must** notify the Pollution Prevention Team Coordinator immediately. Efforts should be made to collect as much of the spilled material as possible. In the case of a liquid spill, absorbent booms may be used. After free liquids are collected, soil in the areas of the spill should be excavated to remove residual material. Any spill must be reported to the NYSDEC Spill hotline (1-800-457-7362).

3.5 Employee Training

Stormwater training shall cover the contents of the facility SWPPP, control measures implemented to comply with discharge limits, spill containment, maintenance of the site, monitoring, inspection, planning, reporting, and other documentation requirements. Attached to this SWPPP is an employee sign-in for each training session, which should be updated and kept with the SWPPP. Stormwater training will be required on an annual basis (at minimum) for:

- All members of the Pollution Prevention Team;
- All employees who work at the facility; and
- All inspectors.

Topics covered shall generally include but are not limited to a review of potential sources of stormwater pollution, on spill response, good housekeeping, material management practices with a focus on vehicle refueling and maintenance, recognizing unauthorized discharges, evaluating

maintenance needs, the purpose of the SWPPP, sampling procedures, reporting procedures, and identifying corrective actions. The training shall indicate that pollutants shall be kept inside or under cover whenever possible, and to report any potential problems to a member of the pollution prevention team. The training shall cover the location and potential problems mentioned in Section 2.1 and all best management practices outlined in Section 3.0.

3.6 Non-Stormwater Discharges

- Date of evaluation: Annual
- Description of the evaluation criteria used: A site-wide facility inspection is conducted to evaluate for non-stormwater discharges.
- List of the outfalls or onsite drainage points that were directly observed during the evaluation: Outfall 001 and 002
- Different types of non-stormwater discharge(s) and source locations: See below.
- Action(s) taken, such as a list of control measures used to eliminate unauthorized discharges(s), if any were identified: No unauthorized discharges have been identified.

Subject to compliance with the terms and conditions of the MSGP, the following non-stormwater discharges are authorized by this permit:

- discharges from fire-fighting activities;
- fire hydrant flushings;
- potable water sources including waterline flushings;
- routine external building wash down that does not include detergents or other compounds;
- pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred or have been removed thoroughly and where detergents are not used;
- uncontaminated air conditioning or compressor condensate and other uncontaminated condensate;
- irrigation drainage;
- landscape watering provided that all pesticides and fertilizers have been applied in accordance with manufacturer's instructions;
- uncontaminated ground water or spring water;
- foundation or footing drain discharge where flows are not contaminated; and
- incidental windblown mist from cooling towers that collect on rooftops or adjacent portions of the facility, but not intentional discharges from cooling towers such as "piped" cooling tower blow down or drains.

The following table identifies the location of non-stormwater discharges and appropriate BMPs to address the allowable non-stormwater discharges.

Table 3-1 Non-Stormwater Discharges		
Non-Stormwater Source	Discharge Location	BMPs
Pavement Wash Water (without detergents)	Outfalls 001, 002	Clean minor spills and stained areas prior to wash down
Dust Control on Gravel Roads (wash water without detergents)	Outfalls 001, 002	Water applied in volume sufficient to control dust and limit runoff

3.7 Waste, Garbage, and Floatable Debris

The facility exterior is regularly inspected for waste, garbage, and floatable debris. Waste is kept stored in containers and is not placed on the ground. Any debris identified onsite is collected immediately and placed in covered waste containers.

3.8 Dust Generation and Vehicle Tracking of Industrial Materials

Dust shall be prevented by spraying water on the area where dust is generated. In order to prevent the spillage of materials offsite and the tracking of waste materials, trucks shall be inspected visually when entering and leaving the site. Tires shall be inspected to ensure that they do not contain any waste materials and shall be cleaned appropriately as needed.

3.9 Erosion and Sediment Controls

Onsite erosion is limited as the site driveway and parking areas are pavement. If sanding is used to improve vehicle traction, accumulated sediment shall be removed from drainage systems following snowmelt. Any areas disturbed as part of onsite construction will be seeded and mulched immediately following the disturbance.

3.10 Management of Runoff

Surface runoff is directed away from the facility either to the drainage system then the oil/water separator or to a drainage swale. Containment basins and covers prevent runoff of contaminated stormwater from fluid containers, tanks, and material storage areas. All surface drainage at the Facility ultimately flows to the South Branch of Ley Creek. A north/south drainage divide occurs near the aggregate and millings storage area. North of the divide all water runs off site to a drainage swale as sheet flow. South of the divide, all water enters a drainage system via catch basin, then flows to an oil/water separator, then to a drainage swale.

Periodic inspections ensure that BMP's for runoff management are in place and effective, and actions (i.e. removal of damaged containers) are taken as necessary to prevent contaminated stormwater from leaving the site. Where practical, the Facility will store potential stormwater pollutants within appropriate secondary containment systems designed to hold the entire contents

of the container and be cleaned out as necessary to allow adequate freeboard in case of a spill as required by applicable state and federal regulations. Measures will be implemented (*i.e.*, spill kits, etc.) to ensure storm water will not be exposed to pollutants in the event of a release.

3.11 Salt Storage Piles or Piles Containing Salt

There is no salt storage at the facility. However, if salt is to be stored in other locations in the future, it is to be covered at all times. The salt shall be stored so that it does not become part of stormwater runoff during wet weather events. This is to be done by covering the salt pile with a tarp (or permanent structure) securing it from the wind (*e.g.*, cement blocks, enclosed building).

3.12 MSGP Sector-Specific Non-Numeric Effluent Limits

The NYSDEC has established additional best management practice (BMP) requirements for facilities engaged in asphalt paving under Sector D. Facilities performing these operations must implement BMPs to control stormwater pollutants from specific activities or areas of concern in accordance with the MSGP. Many of the area activity-specific control requirements, including employee training, material storage and processing, and vehicle and equipment maintenance, have already been addressed through BMPs described above. The Sector D requirements are described below in Items 1-3.

1. Inspections

In addition to the inspection described as part of the annual comprehensive site compliance evaluation in Section 5.3, qualified facility personnel shall inspect the following areas, if they exist, on a monthly basis:

- Material storage and handling areas
- Liquid storage tanks, hoppers or silos
- Vehicle and equipment maintenance, cleaning, and fueling areas
- Material handling vehicles
- Spray racks, and
- Equipment and processing areas.

2. Non-Structural BMPs

The facility employs the non-structural BMPs summarized in Table 3-2 (associated structural BMPs for each activity/potential pollutant source are also included):

Table 3-2 Non-Structural and Structural Best Management Practices	
Activity/Potential Pollutant Sources	Structural/Non-Structural BMP'S
Bulk Product Transfer/Equipment Fueling	<p>Structural BMPs: Oil-water separators are located in stormwater vaults.</p> <p>Housekeeping/Minimizing Exposure: Transfer activities are confined to designated areas. Proper drainage is maintained in transfer areas. Vehicle/tanker operator is present during vehicle fueling and tanker unloading. Fuel delivery and unloading is supervised by facility staff. Dispensers for vehicle fueling are equipped with automatic shut off nozzles.</p> <p>Routine Inspections/Preventive Maintenance: All storage tanks are inspected monthly and maintained as needed. Deficiencies are corrected immediately.</p> <p>Spill Prevention and Response: A spill kit is located at the Asphalt Plant. See SPCC Plan for spill response procedures.</p> <p>Employee Training: See SPCC Plan</p>
Loading of Outbound Asphalt and DuraPatch	<p>Structural BMPs: Asphalt plant scale is located in depression that has the ability to provide limited temporary containment of small spills.</p> <p>Housekeeping/Minimizing Exposure: Loading area is regularly cleared of spilled asphalt/DuraPatch.</p> <p>Routine Inspections/Preventive Maintenance: Regular inspection for build-up of spilled material. Area cleared as necessary to prevent offsite tracking of asphalt/DuraPatch.</p> <p>Spill Prevention and Response: Ensure that the asphalt/DuraPatch loading chute is properly adjusted and trucks are properly positioned under the chute in order to prevent spillage.</p> <p>Employee Training: Plant operator and truck drivers are trained in the BMPs for preventing spillage.</p>
Unloading of Aggregate/Millings into Hoppers	<p>Structural BMPs: Stormwater drainage vaults with sumps provide some settling capacity.</p> <p>Housekeeping/Minimizing Exposure: Hopper area is regularly cleared of spilled material.</p> <p>Routine Inspections/Preventive Maintenance: Regular inspection for build-up of spilled material. Area cleared as necessary to prevent offsite tracking of aggregate and millings.</p> <p>Spill Prevention and Response: Ensure that the trucks are properly positioned for loading into hoppers in order to prevent spillage.</p> <p>Employee Training: Plant operator and truck drivers are trained in the BMPs for preventing spillage.</p>
Loading & Unloading of Particulate Matter (from Baghouse)	<p>Structural BMPs: Stormwater drainage vaults with sumps provide some settling capacity.</p> <p>Housekeeping/Minimizing Exposure: Cover receiving truck while filling.</p> <p>Routine Inspections/Preventive Maintenance: Inspect material conveyor and truck bed for proper operation and leakage. If equipment is not functioning properly, perform maintenance as soon as practicable.</p> <p>Spill Prevention and Response: Contain and clean spilled particulate matter where possible to prevent dispersion by wind, stormwater, or traffic.</p> <p>Employee Training: Facility personnel are properly trained in the operation of equipment and procedures.</p>

Table 3-2 Non-Structural and Structural Best Management Practices	
Activity/Potential Pollutant Sources	Structural/Non-Structural BMP'S
<p>Loading & Unloading of Aggregate/Power Screening</p>	<p>Structural BMPs: Stormwater drainage vaults with sumps provide some settling capacity. Housekeeping/Minimizing Exposure: Spilled material shall be swept up and removed from surfaces as promptly as possible. Routine Inspections/Preventive Maintenance: Power screen shall be regularly inspected for leaks of petroleum products and excess spillage of aggregate material. Spill Prevention and Response: Procedures documented in the SPCC Plan shall be followed. Employee Training: See SPCC Plan</p>
<p>Vehicle Tracking of Sediment/Debris</p>	<p>Structural BMPs: Stormwater drainage vaults with sumps provide some settling capacity. Housekeeping/Minimizing Exposure: Regularly sweep paved surfaces to prevent offsite tracking of materials. Routine Inspections/Preventive Maintenances: Inspect roadways and perform maintenance as needed. Spill Prevention and Response: N/A Employee Training: Train employees to recognize conditions requiring sweeping.</p>
<p>Outdoor Drum Storage</p>	<p>Structural BMPs: Drums are to be moved indoors when not in use and placed in secondary containment as described in the SPCC plan. While outdoors, drums should be protected from precipitation and placed on spill pallets to contain any possible spillage. Housekeeping/Minimizing Exposure: Drums located indoors will not come into contact with stormwater. Routine Inspections/Preventive Maintenance: See SPCC Plan. Spill Prevention and Response: See SPCC Plan. Employee Training: See SPCC Plan.</p>
<p>Vehicle Parking</p>	<p>Structural BMPs: Parking areas are on gravel stabilized or paved areas and drainage flows toward sumped vaults equipped with an oil-water separator. Housekeeping/Minimizing Exposure: Vehicle parking is restricted to designated parking areas. Leaking vehicles are moved indoors immediately upon discovery. If leaking vehicles cannot be moved indoors, drip pans are used to collect fluids. Routine Inspections/Preventive Maintenance: Parking areas and vehicles are regularly inspected and maintained as necessary. Structural BMPs, including oil-water separators, are maintained regularly and kept in proper working order. Swales and oil-water separators are monitored for sediment accumulation and cleaned out when 50 percent of design capacity is reached. Spill Prevention and Response: Spill kit near all parking areas as described in SPCC Plan. Employee Training: Employees are trained to regularly inspect vehicles & parking areas. Employees are also trained in the proper procedures for reporting vehicle problems, spill reporting, etc.</p>

Table 3-2 Non-Structural and Structural Best Management Practices	
Activity/Potential Pollutant Sources	Structural/Non-Structural BMP'S
Truck Bed Spray Down (Release Compound)	<p>Structural BMPs: Asphalt plant scale is located in depression that has the ability to provide limited temporary containment of small spills.</p> <p>Housekeeping/Minimizing Exposure: Establish the proper amount of release compound required to achieve a balance between effectively releasing asphalt/DuraPatch from the truck bed while not spraying excessive amounts of the compound which will eventually impact stormwater.</p> <p>Routine Inspections/Preventive Maintenance: Ensure that the spray nozzles and associated equipment are operating properly.</p> <p>Spill Prevention and Response: Clean up spillage as recommended by manufacturer.</p> <p>Employee Training: Employees are trained to perform the housekeeping and preventative maintenance procedures noted above.</p>
Vehicle and Equipment Washing	<p>Structural BMPs: Oil-water separators located in drainage vaults.</p> <p>Housekeeping/Minimizing Exposure: Outdoor washing of vehicles and equipment should be kept to a minimum. No detergents shall be used. Following washing, vehicles should be allowed to drain excess water within the portions of the site that drain directly to the oil-water separators before proceeding offsite.</p> <p>Routine Inspections/Preventive Maintenance: N/A</p> <p>Spill Prevention and Response: N/A</p> <p>Employee Training: Employees are trained to perform the housekeeping procedures noted above.</p>

Section 4: Schedules and Procedures for Monitoring

The facility is required to conduct quarterly monitoring for discharge to impaired waterbodies and semi-annual numerical and benchmark sampling for Sector D. New and historic monitoring results for numerical and benchmark sampling are stored as Discharge Monitoring Reports (DMRs) in Appendix D.

Discharge Monitoring Reports are required to be submitted as part of the City’s Annual MS4 Report.

4.1 Sample Location(s)

Samples will be collected from Outfalls 001 and 002 at the site. Outfall 001 is subject to the numeric effluent sampling requirements since it receives drainage from asphalt production areas. Outfall 002 is only subject to benchmark sampling parameters. Outfall 001 is located at the outlet of the 30 inch pipe at the southern border of the site just south of Canal Street Extension. Outfall 002 Sample Location is located at the outlet of the 12 inch pipe in the ditch at the southeast corner of the site just north of Canal Street Extension. Outfall sample locations are shown on Figure 2.

4.2 Parameters to be Sampled

Benchmark and Numeric Effluent monitoring is required to occur semi-annually for each of the parameters in Table 4-1 below. Any exceedances in benchmark monitoring cutoff concentrations is not a permit violation, however, it signals a need for the owner or operator to evaluate potential sources of stormwater contaminants at the facility and shall be documented on the Corrective Action Form for Semi-Annual Benchmark Monitoring Exceedances in Appendix E. Any exceedances in semi-annual numeric effluent limitations is a permit violation and shall be documented on the Corrective Action Form/Non-Compliance Event Form in Appendix F. Refer to Section 4.5 for documenting corrective actions and implementing BMPs.

Table 4-1 Semi-Annual Monitoring Requirements Sector D – Asphalt Paving & Roofing Materials		
Pollutants of Concern	Effluent Limitations	
OUTFALL 001 - Numeric Effluent	Daily Maximum	30-day average
Total Suspended Solids (TSS)	23 mg/L	15 mg/L
Oil and Grease	15 mg/L	10 mg/L
pH	6.0 – 9.0 SU	-
OUTFALL 002 - Benchmark	Benchmark Cut-off Concentration	
Total Suspended Solids (TSS)	100 mg/l	

Monitoring for discharges to an impaired waterbody requires sampling to occur quarterly for each of the parameters in Table 4-2 below. Any exceedances in quarterly monitoring for discharge to impaired waterbodies is a permit violation and shall be documented on the Corrective Action Form/Non-Compliance Event Form in Appendix F.

Table 4-2 Quarterly Monitoring for Discharge to Impaired Waterbodies Sector D – Asphalt Paving & Roofing Materials			
Pollutants of Concern	Analytical Method	Effluent Limitations	
		Daily Maximum	30-day Average
OUTFALLS 001 and 002			
Total Suspended Solids (TSS)	EPA 2540D	23 mg/L	15 mg/L

4.3 Discharge Monitoring Report Schedules

Numerical Effluent Limitation and Benchmark Monitoring for Sector D must be performed at least twice per calendar year at Outfalls 001 and 002. Additionally, quarterly monitoring for discharge to impaired waterbodies for Sector D pollutants of concern (identified in Table 4-2) must be performed at least four times per calendar year for stormwater discharging to Outfalls 001 and 002. Semi-annual monitoring separates monitoring periods as the following:

- Period 1 – January 1st through June 30th, and
- Period 2 – July 1st through December 31st.

Quarterly monitoring separates monitoring periods as the following

- Period 1 – January 1st through March 31th, and
- Period 2 – April 1st through June 30th, and
- Period 3 – July 1st through September 30th, and
- Period 4 – October 1st through December 31st.

The Discharge Monitoring Reports (DMR) shall be submitted annually as part of the City’s MS4 Reporting. Additionally, a copy of each DMR should be included within this SWPPP in Appendix D.

4.4 Procedures

Samples must be collected at each industrial stormwater outfall, in accordance with the following criteria:

1. A minimum of one grab sample shall be collected from each outfall discharging stormwater runoff from areas containing industrial activity within the first 30 minutes (or as soon as is practical, but not exceeding one hour) after runoff begins from a measurable (greater than 0.1 inch rainfall) storm event.
2. The storm event sampled must commence a minimum of 72 hours after the previous measurable storm event, unless the previous measurable storm event did not result in a stormwater discharge from the site.
3. Laboratory tests and sample analyses must be completed by a laboratory that has been issued a certificate of approval under Section 502 of the Public Health Law.

The date, duration (in hours), and rainfall measurement or estimate (in inches) of the sampled storm event shall be provided. The duration between the storm event sampled and the end of the previous measurable storm event must also be indicated. Furthermore, the total volume of discharge sampled must also be estimated. Storm Event Data Forms are included in Appendix G.

Should the analytical results of the numeric effluent sample or benchmark sample exceed a numeric effluent limitation or cutoff concentration, respectively, for one or more parameters, the owner or operator must:

1. Evaluate the facility of potential sources of stormwater contamination;
2. Remedy the problems identified by implementing a corrective action (*i.e.*, structural and/or non-structural BMPs to prevent recurrence); and
3. Revise the facility's SWPPP in accordance with Part III.E.

If no qualifying storm event occurs during the first six months of the calendar year following the year in which the exceedance occurred, documentation must be included in the SWPPP.

If corrective actions at a facility do not result in achieving numerical effluent limitations or benchmark monitoring cutoff concentrations, the facility must continue efforts to implement additional BMPs. Failure to undertake and document the review and/or take the necessary corrective actions are violations of the permit. Note that an exceedance of a numeric effluent limitation is a permit violation. Continued exceedance of benchmark monitoring cutoff concentrations may result in the coverage of the facility under an individual SPDES permit instead.

4.5 Secondary Containment Sampling

Prior to each discharge from a secondary containment system the stormwater must be sampled for contamination. Unless the discharge from any containment system outlet is permitted by an individual SPDES permit as an outfall with explicit effluent and monitoring requirements, the owner or operator shall monitor the outlet as follows:

- Storage Area Secondary Containment Systems – The volume of each discharge from each outlet must be monitored. A representative sample shall be collected of the first discharge following any cleaned up spill or leak. The sample must be analyzed for pH, the substance(s) stored within the containment area and any other pollutants the owner or operator knows or has reason to believe are present.
- Transfer Area Secondary Containment Systems – The first discharge following any spill or leak must be sampled for flow, pH, the substance(s) transferred in that area and any other pollutants the owner or operator knows or has reason to believe are present.

Additional screening methods shall be developed by the owner or operator as part of the overall BMP Plan. If the screening indicates contamination, the owner or operator must collect and analyze a representative sample of the stormwater. If the sample contains no pollutants, the stormwater may be discharged. Otherwise it must either be disposed of in an onsite or off-site wastewater treatment plant designed to treat and permitted to discharge such wastewater, or the Regional Water Engineer can be contacted to determine if it may be discharged without treatment. See Appendix H for the Secondary Containment Discharge Monitoring Form.

4.6 Monitoring and Sampling Data

The SWPPP must include the following:

1. A summary of existing stormwater discharge sampling data taken at the facility;
2. Chain of Custody Records from samples collected and transported to an approved laboratory;
3. Laboratory reports of results of sample analysis;
4. Quarterly Visual Monitoring Reports – see Section 5.1;
5. Copies of quarterly and semi-annual Discharge Monitoring Reports (DMRs) – see Section 4.4;
6. Storm Event Data Form – see Section 4.5;
7. Copies of Annual Certification Reports (ACR) – see Section 5.5; and
8. A summary of all stormwater sampling data collected during the term of GP-0-17-004.

Section 5: Inspections

5.1 Quarterly Visual Monitoring

- Person responsible for inspection: Pollution Prevention Team Coordinator
- Specific areas of the facility to be inspected: Outfalls 001 and 002
- Schedule and procedures for conducting inspections: Quarterly

Under the requirements of GP-0-17-004 visual examination of a stormwater discharge from each outfall on the site associated with industrial activity shall be performed on a quarterly basis while permit coverage is in effect. Sampling shall be in accordance with the following requirements:

- The examination will be made at least once in each of the following three-month periods: January through March, April through June, July through September, and October through December;
- A grab sample shall be collected from the outfall within the first 30 minutes (or as soon as is practical, but not exceeding one hour) after runoff begins from a measurable (greater than 0.1 inch rainfall) storm event;
- The storm event examined must start a minimum of 72 hours after the previous measurable storm event (*i.e.*, at least 0.1 inch of precipitation), unless the previous measurable storm event did not result in a stormwater discharge from the site;
- If no qualifying storm event occurs during a given quarter, documentation must be signed and filed with the monitoring records demonstrating that no qualifying event occurred;
- If a visual examination is performed and the storm event is later determined to be of less than 0.1 inches, a report of the visual examination should nonetheless be included in the SWPPP record; and
- Storm event data shall be recorded on the Storm Event Data Form (Appendix G) and kept with this SWPPP.

Color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and other obvious indicators of stormwater pollution that are observed upon examination of the sample shall be documented. The visual examination must be completed during daylight hours in a well-lit area. To the extent practicable, the same individual shall be designated to carry out the collection and examination of discharges for every sampling event. This approach is necessary to ensure the consistency of observations and minimize subjectivity.

The Quarterly Stormwater Visual Examination Reports (located in Appendix I) shall be maintained as part of this SWPPP. Examination date and time, personnel conducting the examination, the nature of the discharge (runoff or snow melt) will be noted. The examiner must also document observations concerning the visual quality of the discharge such as color, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and other obvious indicators of stormwater pollution, along with any observed odor.

If the visual examination suggests the presence of stormwater pollution, the facility shall be evaluated for potential sources of stormwater contamination. Any sources of contamination that are identified must be remedied. Such remedies may include implementation of non-structural or structural BMPs to prevent recurrence. For items that can be readily resolved, the update to this SWPPP must be completed within 14 days of the visual inspection.

5.2 Monthly Routine Facility Inspections

- Person responsible for inspection: Pollution Prevention Team Coordinator
- Specific areas of the facility to be inspected: Site Wide
- Schedule and procedures for conducting inspections: Monthly

Under the requirements of GP-0-17-004 monthly routine facility inspections as part of the maintenance program shall be performed, if they exist, at the following areas:

- Material storage and handling areas
- Liquid storage tanks, hoppers or silos
- Vehicle and equipment maintenance, cleaning, and fueling areas
- Material handling vehicles
- Spray racks, and
- Equipment and processing areas

The Routine Monthly Facility Inspection Forms must be completed and kept with the SWPPP (see Appendix C). If the inspection suggests the presence of stormwater pollution or potential preventative maintenance actions, the personnel shall make note on the inspection form and resolve the items as soon as possible.

5.3 Comprehensive Site Compliance Evaluation

- Person responsible for inspection: Pollution Prevention Team Coordinator
- Specific areas of the facility to be inspected: Site wide
- Schedule and procedures for conducting inspections: Annually

A comprehensive compliance inspection of the facility must be performed at least once per year after a minimum of three consecutive days of no precipitation to assess the effectiveness of existing BMPs and inspect dry-weather flows. Dry weather flow inspections are further discussed in Section 5.4.

The comprehensive site compliance evaluation must note modifications or changes to the physical structures and/or operational practices at the facility. These changes are to be

incorporated into this SWPPP where appropriate. A review of the facility's records and recordkeeping procedures should be performed to ensure operational changes are reported to the Pollution Prevention Team.

The Compliance Evaluation must be completed by facility employees or outside consultants hired by the facility. The inspectors must be familiar with the industrial activity, the BMPs, and the SWPPP, and must possess the skills to assess conditions at the facility that could affect stormwater quality and evaluate the effectiveness of BMPs that have been selected to protect the quality of stormwater discharges. If performed by facility employees, inspections should be conducted by individuals trained in spill response, good housekeeping practices, materials management practices, and the goals and components of this SWPPP, in accordance with the training program outlined in Appendix J.

The Compliance Evaluation must include observations to identify all areas where pollutants may be introduced into stormwater. All existing BMPs referenced in this SWPPP shall be evaluated to determine whether they are adequate in preventing stormwater pollution or whether additional measures are warranted. Structural stormwater management measures and sediment and erosion control measures identified in this SWPPP are to be inspected to ensure they are operating as intended. The evaluation must also include an inspection of the equipment needed to implement this SWPPP, such as spill response equipment.

Any changes should be reflected on the site map and incorporated into the SWPPP. Site evaluation reports should also include a full accounting of the following information:

- Industrial materials, residue, or trash that could cause contamination to, or be washed away in, stormwater runoff;
- Leaks or spills from equipment, storage tanks, or similar containers within the preceding period since the last annual report;
- Examination of all outfall locations, to determine the presence of unauthorized non-stormwater discharges or uncertified non-stormwater discharges;
- Off-site tracking of materials or sediment where vehicles enter or exit the site;
- Tracking of materials from the area where it originates including from no-exposure areas to exposed areas;
- Evidence of, or the potential for, entry of pollutants to the drainage system
- Inspection of areas found to be the source of pollutants observed during visual and analytical monitoring done during the year; and
- Examination of the discharge from the facility's outfalls to determine whether any impact can be observed in receiving waters, and assessment of the effectiveness of BMPs throughout the site.

The Team Coordinator is responsible for preparing an Annual Compliance Inspection Report summarizing the scope of the evaluations. The Report is to identify the personnel making the inspection, major observations relating to the implementation of the SWPPP, and the actions

taken. Based on the results of this evaluation, the list of exposed materials summarized in Section 2.1 is to be updated as appropriate, with any changes reflected in the Report. In addition, the BMPs identified in this SWPPP are to be reviewed and an updated list is to be provided as necessary.

The Report shall include a full assessment of the adequacy of all BMPs. This includes listings of the following components:

- BMPs that are functioning properly;
- BMPs in need of maintenance;
- BMPs that have failed or are inadequate; and
- Areas where new or additional BMPs are required.

The Annual Comprehensive Site Compliance Evaluation is included as Appendix K.

The SWPPP must be revised within two weeks of each compliance inspection if any significant changes are needed to the SWPPP, as determined through the evaluation. All corrective actions shall be recorded on the Corrective Action Form/Non-Compliance Event Form in Appendix F. Corrective actions involving the modification of existing BMPs or the addition of new BMPs must be completed before the next anticipated storm event, if practicable, but not more than 12 weeks after completion of the inspection unless permission for a later date is granted in writing by NYSDEC. For structural BMPs that will take longer than 12 weeks to implement, the owner or operator must submit a proposed schedule for completion of the project and obtain a written approval from the Regional Water Engineer.

This report shall be maintained with the SWPPP for at least five (5) years from the date of the report. Incidents of non-compliance are to be noted. If the report does not indicate any incidents of non-compliance, it is to include a certification that the facility complies with the SWPPP and with GP-0-17-004. The certification is included on the Annual Comprehensive Site Compliance Evaluation report form in Appendix K.

5.4 Dry Weather Flow Inspections

- Person responsible for inspection: Pollution Prevention Team Coordinator
- Specific areas of the facility to be inspected: Outfalls 001 and 002
- Schedule and procedures for conducting inspections: Annually

An inspection of the site for dry-weather flows must be completed during the comprehensive site compliance evaluation discussed in Section 5.3 (at least once each year after a minimum of three consecutive days of no precipitation). The purpose of the dry weather flow inspection is to determine the presence of non-stormwater discharges to the stormwater drainage system. Results of the inspection must remain onsite with this SWPPP. The report shall include a listing of all outfall locations, the inspection date and time, inspection personnel, and a description of the discharges identified and their source. If any new discharge is identified, its source shall be

indicated and actions taken to address the discharge shall be summarized. The report shall also note the date and time of the inspection as well as the name and title of the individual performing the inspection. A reporting form is included as Appendix L of this SWPPP.

The source of any non-stormwater discharge that is discovered must be identified to determine whether it is a discharge that is covered under another SPDES permit or an authorized non-stormwater discharge addressed under Part I.B.2 of SPDES GP-0-17-004. A list of authorized non-stormwater discharges is provided in Section 3.6. Any newly identified non-stormwater discharges discovered must be addressed and certified in accordance with Part III.E.1 of GP-0-17-004.

The NYSDEC must be notified if any identified non-stormwater discharge cannot be easily eliminated. Generally, such discharges require coverage under another SPDES permit unless they can be connected to a sanitary system.

Table 5-1 Facility Monitoring Requirements			
Monitoring Requirement	Location	Minimum Frequency	Appendix
Visual Discharge Screening (retain documentation on-site with SWPPP)	Outfalls 001 and 002	Quarterly: January through March; April through June; July through September; October through December	I
Dry Weather Flow (retain documentation on-site with SWPPP)	Outfalls 001 and 002	Annual (performed during Comprehensive Site Compliance Evaluation)	L
Semi-Annual Benchmark Monitoring (Sector D)	Outfalls 001 and 002	Semi-Annual: Period 1 – January through June Period 2 – July through December	D
Numeric Effluent Limitation Monitoring (Sector D)	Outfalls 001 and 002	Semi-Annual: Period 1 – January through June Period 2 – July through December	D
Monitoring for Discharges to Impaired Waterbodies (Sector D)	Outfalls 001 and 002	Quarterly: Period 1 – January through March Period 2 – April through June Period 3 – July through September Period 4 – October through December	D
Comprehensive Site Compliance Evaluation (retain documentation on-site with SWPPP)	Site Wide	Annual	K
Monthly Routine Facility Inspections (retain documentation on-site with SWPPP)	Site Wide	Monthly	C
Discharge from Secondary containment (retain documentation on-site with SWPPP)	Secondary Containment	Prior to discharge (as needed)	H

NOTE: ALL DISCHARGE MONITORING REPORTS SHALL BE SUBMITTED TO THE NYSDEC WITH THE CITY’S ANNUAL MS4 REPORT.

Section 6: Documentation to Support Eligibility Considerations Under Other State and Federal Laws

6.1 Documentation Regarding Endangered Species

For new facilities (to be built) and facilities expanding the perimeter of operations beyond the existing footprint, the SWPPP must include documentation supporting the determination of permit eligibility, including:

- a) Information on whether listed endangered or threatened species, or critical habitat, are found in the Action Area (see NYSDEC Environmental Resource Mapper);
- b) If Action Area is within a location displayed in the Rare Plants and Rare Animals or Significant Natural Communities data layer, or is close enough to a location that off-site effects are possible (such as surface water runoff, soil erosion, downstream water quality changes, or access road construction), and if the project or action requires a review under the State Environmental Quality Review Act (SEQR), or requires review by NYSDEC for possible permits, a request for project screening must be made to the NY Natural Heritage Program, or to the local Regional DEC Division of Environmental Permits office for the county in which the project is located, to determine whether such species may be affected by the facility's stormwater discharges or stormwater discharge-related activities;
- c) Results of endangered species screening determinations; and
- d) A description of measures necessary to protect listed endangered or threatened species, or critical habitat.

As this is an existing facility these requirements do not apply. If, however, the facility undergoes expansion onto adjoining or adjacent parcels that will result in one acre or more of soil disturbance, the SWPPP must be revised to include the required documentation.

6.2 Documentation Regarding Historic Properties

For new facilities (to be built) and facilities expanding the perimeter of operations beyond the existing footprint, the facility would require an individual SPDES permit or coverage under the SPDES General Permit for Stormwater Discharges from Construction Activities (GP-0-17-004), or current permit. Documentation regarding historic properties and the State Historic Preservation Act (SHPA) would be addressed through those permits. These activities receive a full SHPA review in the context of that permitting.

Section 7: SWPPP Certification

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.

Name: _____ Title: _____

Signature: _____ Date: _____

Section 8: SWPPP Modifications

This SWPPP shall be subject to modification and amendment if warranted due to a change in design, construction, operation or maintenance at the facility that may affect the potential for discharge of pollutants from the facility or if it is determined by facility personnel or local, State, or Federal officials that the SWPPP is ineffective in eliminating or significantly minimizing or controlling pollutants or is otherwise not achieving the goals or requirements as intended by the City's MS4 Permit. The SWPPP shall be modified, and additional monitoring and analysis shall be completed as follows:

1. Maps or description of industrial activities
 - a. If the SWPPP has been found to be inaccurate or incomplete, modifications must be completed to correct the deficiencies identified.
2. Stormwater controls
 - a. The modification must identify the corrective actions needed and include a schedule for the implementation with a final date no later than 12 weeks unless the Department approves additional time in writing.
 - b. All corrective actions shall be recorded on the Corrective Action Form/Non-Compliance Event Form in Appendix F.
3. Additional inspections monitoring and/or analysis
 - a. If the results of inspections, monitoring and/or analysis reveal a violation or a failure to comply with the benchmarks, additional inspections, monitoring and/or laboratory analysis of stormwater samples may be required.

The SWPPP must be kept on-site and made available to the NYSDEC and public upon request. Modifications to the SWPPP must be made within 30 days. Modifications to the facility, as identified by the Annual Comprehensive Site Compliance Evaluation or other facility inspections, must be made within the timeframes outlined in Section 5.2. A SWPPP Amendment Log is provided in Appendix M.

Section 9: Retention of Records

9.1 SWPPP Documentation

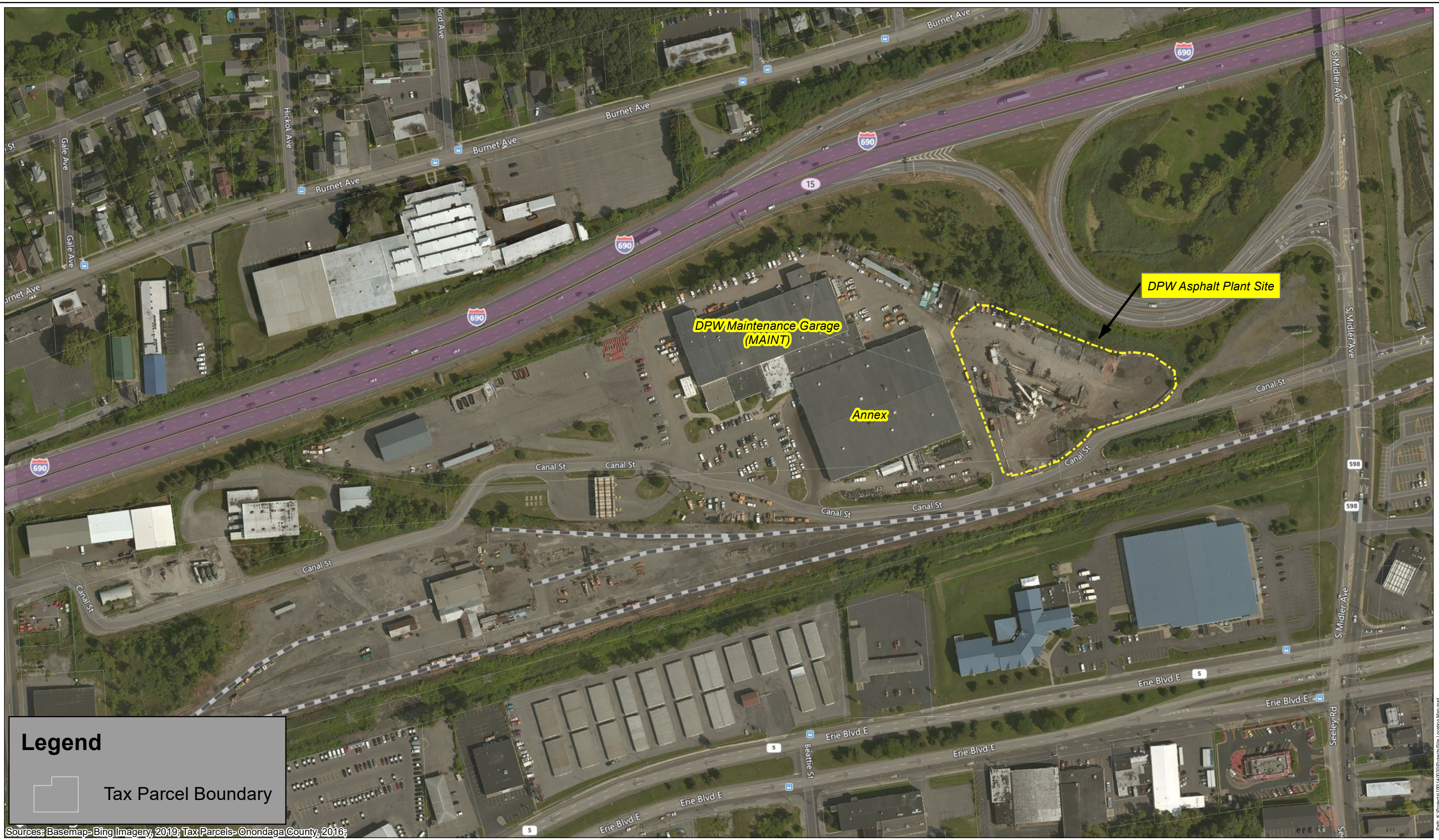
The City must keep records required by the MS4 Permit for at least five (5) years after they are generated. A copy of this current SWPPP shall be maintained at the Asphalt Plant facility and should also be included as an appendix to the City's MS4 SWMP.

Records of monitoring information must include:


- Date, exact place, and time of sampling or measurements;
- Name and title of the individual who performed the sampling or measurements;
- Date analyses were performed;
- Name and title of the individual performing the analyses;
- Analytical techniques or methods used;
- Results of analyses; and
- Documentation of quality assurance and quality control procedures.

Records that are stored electronically must be in a form that preserves their accuracy and integrity and that is readily accessible to NYSDEC. Any of the above information must be made available for inspection and copying within 5 days of receipt of a request by NYSDEC.

Figure 1
General Location Map



Legend

 Tax Parcel Boundary

Sources: Basemap- Bing Imagery, 2019; Tax Parcels- Onondaga County, 2016;



1 inch = 200 feet

City of Syracuse - Department of Public Works Stormwater Pollution Prevention Plan		Figure 1
Site Location		Project No. 140.030
Onondaga County	June 2019	New York

Figure 2

Site Plan

Prepared by M.A.W.	Date JULY 2019	Scale 1"=40'
Checked by M.A.W.	Scale 0 40'	Scale 90'
Drawn by M.A.W.	Scale 0 40'	Scale 90'
Checked by	Scale 0 40'	Scale 90'

NO. CHANGE OF	DATE	REVISIONS	COMPLETED CONSTRUCTION

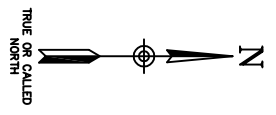
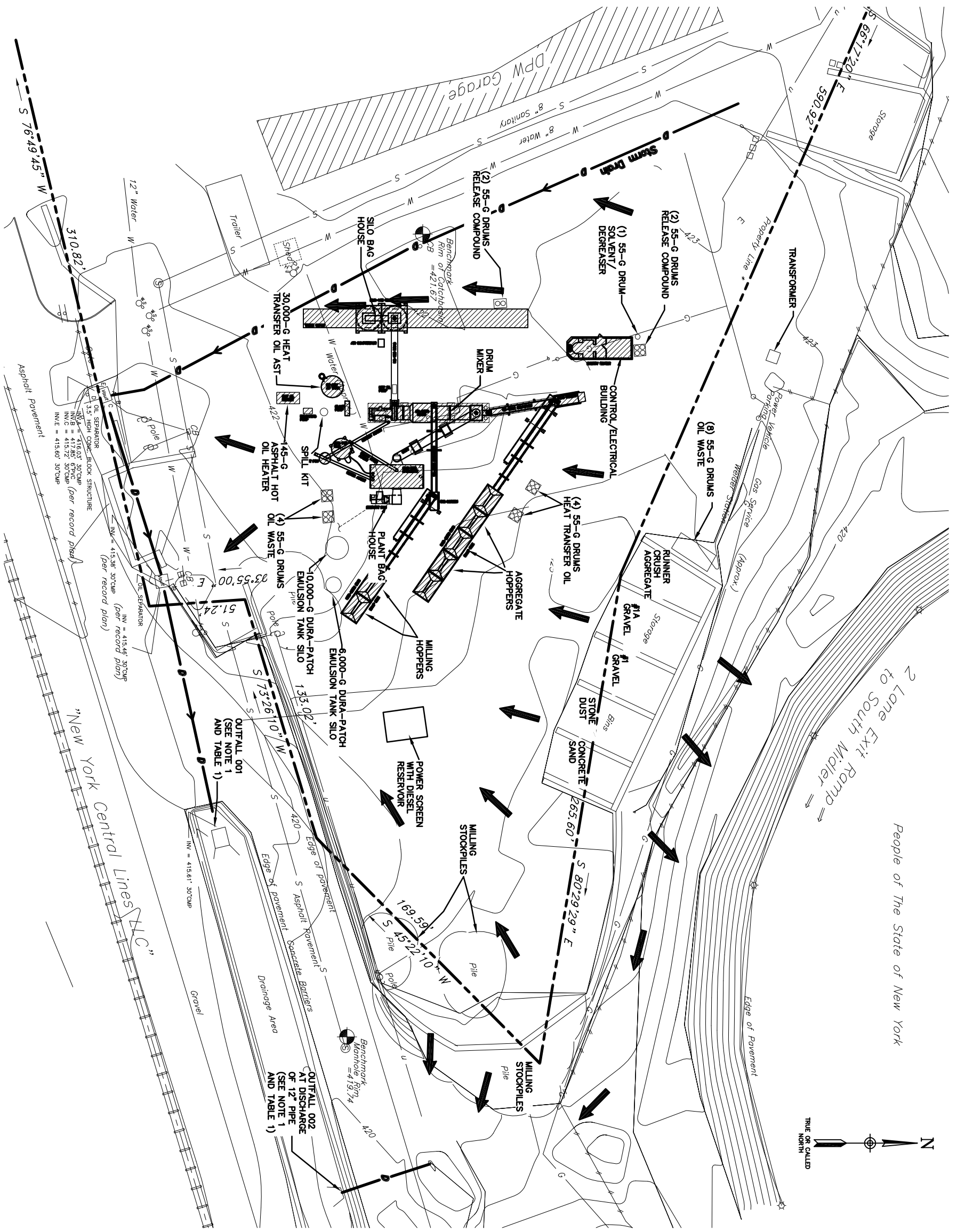
SITE PLAN
 SCALE: 1" = 30'-0"



DEPARTMENT OF PUBLIC WORKS
STORMWATER POLLUTION PREVENTION PLAN
ASPHALT PLANT

CITY OF SYRACUSE
 SYRACUSE, NEW YORK

Sheet Number
1
 File Number
140.030.003



LEGEND

---	PROPERTY BOUNDARY
---	OUTFALL
→	STORMWATER FLOWPATH DIRECTION
○	STORM DRAIN

- NOTES:**
- QUARTERLY VISUAL, QUARTERLY IMPAIRED WATERBODY, SEMI-ANNUAL BENCHMARK, AND SEMI-ANNUAL NUMERIC EFFLUENT MONITORING MUST BE COMPLETED FOR A QUALIFYING STORM EVENT. A QUALIFYING EVENT IS DEFINED AS RAINFALL OCCURRING WITHIN THE FIRST 0.5 HOURS OF A PRECIPITATION EVENT GREATER THAN 0.5 INCHES OF RAINFALL AT LEAST 12 CONSECUTIVE HOURS OF NO PRECIPITATION.
 - CATCH BASINS HAVE INLET PROTECTION (I.E. TAURUS ROUND OVER GRATE FILTER).

Table 1
Facility Monitoring Requirements

Monitoring Requirement	Location	Minimum Frequency
Visual Discharge Screening (retain documentation on-site with SWPPP)	Outfalls 001 and 002	Quarterly: January through March; April through June; July through September; October through December
Dry Weather Flow (retain documentation on-site with SWPPP)	Outfalls 001 and 002	Annual (performed during Comprehensive Site Compliance Evaluation)
Semi-Annual Benchmark Monitoring (Sector D) (TSS)	Outfall 002	Semi-Annual: Period 1 - January through June; Period 2 - July through December
Semi-Annual Numeric Effluent Limitation Monitoring (Sector D) (TSS, O&G, and pH)	Outfall 001	Semi-Annual: Period 1 - January through June; Period 2 - July through December
Quarterly Monitoring for Discharges to Impaired Waterbodies (Sector D) (TSS)	Outfalls 001 and 002	Quarterly: Period 1 - January through March; Period 2 - April through June; Period 3 - July through September; Period 4 - October through December
Comprehensive Site Compliance Evaluation (retain documentation on-site with SWPPP)	Site Wide	Annual
Monthly Routine Facility Inspections (retain documentation on-site with SWPPP)	Site Wide	Monthly
Discharge from Secondary Containment (retain documentation on-site with SWPPP)	Secondary Containment	Prior to discharge (as needed)

Appendix A

GP-0-17-004



Department of
Environmental
Conservation

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
SPDES MULTI-SECTOR GENERAL PERMIT
FOR STORMWATER DISCHARGES ASSOCIATED WITH INDUSTRIAL ACTIVITY

Permit No. GP-0-17-004

Issued Pursuant to Article 17, Titles 7, 8 and Article 70
of the Environmental Conservation Law

Effective Date: March 01, 2018

Expiration Date: February 28, 2023

John J. Ferguson
Chief Permit Administrator

2-16-18

Authorized Signature

Date

Address: NYSDEC
Division of Environmental Permits
625 Broadway, 4th Floor
Albany, N.Y. 12233-1750

Preface

The Clean Water Act (CWA)¹ requires that *stormwater discharges associated with industrial activity* from a *point source* to *waters of the United States* are unlawful, unless authorized by a *National Pollutant Discharge Elimination System (NPDES)* permit. New York's *State Pollutant Discharge Elimination System (SPDES)* is a NPDES-approved program with permits issued in accordance with the *Environmental Conservation Law (ECL)*.

Coverage under the Multi-Sector General Permit for *Stormwater Discharges Associated with Industrial Activity* (MSGP) can be obtained by facilities, that conduct industrial activities identified within 40 CFR Part 122.26(b)(14)(i) through (ix) and (xi), with *stormwater discharges to surface waters of the State* from a *point source*.

To obtain coverage under this permit, an eligible facility must submit a Notice of Intent (NOI) form. Blank NOI forms are available by calling (518) 402-8111 or can be downloaded from the *Department's* website at: <http://www.dec.ny.gov>

Be sure to review and understand the requirements that apply to your facility. This permit includes general requirements applicable to all facilities with permit coverage (Parts I through VI) and industry specific requirements in Part VII which are applicable to 29 different industrial activities.

This MSGP, identified as GP-0-17-004, is effective on March 01, 2018 and will expire on February 28, 2023.

NOTE

All italicized words within this *SPDES General Permit* are defined in Part VIII. Acronyms and Definitions

¹ Also known as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972 (Pub.L. 92-500, as amended Pub. L. 92-217, Pub. L. 95-576, Pub. L. 96-483 and Pub. L. 97-117, 33 U.S.C. 1251 et.seq.)

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Part I – Coverage under this Permit

A. Applicability

1. Coverage under this permit can be obtained in all areas of New York State where the *Department* implements CWA §402, where facilities:
 - a. Conduct industrial activities identified within 40 CFR Part 122.26(b)(14)(i) through (ix) and (xi);
 - b. Have a primary *industrial activity* that has a Standard Industrial Classification (SIC) code listed in Appendix B; and
 - c. Have *stormwater discharges to surface waters of the State* from a *point source*.
2. An industrial facility that meets the criteria in Part I.A.1 that is owned and operated by a *municipality* covered by a *Municipal Separate Storm Sewer System (MS4)* Permit does not need coverage under this MSGP permit provided that the *MS4*:
 - a. Includes the facility in the *MS4's Stormwater* Management Program Plan;
 - b. Implements the plan in accordance with the *MS4* Permit; and
 - c. Completes all the applicable monitoring, corrective actions and reporting requirements specified in the MSGP. The deadlines for reporting are specified in the *MS4* permit.

B. Eligibility

Any *stormwater discharges* that are ineligible for coverage under Part I.C of this permit are not authorized by this permit and the *owner or operator* must either apply for a separate SPDES permit to cover those ineligible *discharges* or take steps necessary to make the *discharges* eligible for coverage under this permit.

1. *Stormwater Discharges Authorized*

Subject to compliance with the terms and conditions of this permit, the following *stormwater discharges* are authorized by this permit.

- a. *Stormwater discharges* associated with industrial activities whose primary *industrial activity* has a Standard Industrial Classification (SIC) code listed in Appendix B.
- b. *Discharges* subject to numeric effluent limitations listed in Part IV.F.3.e or Appendix D.

- c. *Discharges* to impaired waterbodies that meet the requirements of Part II.C.2.
- d. This permit also provides permit coverage to facilities in Sectors J and L for construction activities pursuant to 40 CFR 122.26(b)(14)(x).
- e. *Stormwater discharges associated with industrial activity* that are mixed with stormwater *discharges* authorized under a different *SPDES* general permit or an *individual SPDES permit* provided that all *discharges* are in compliance with the terms and conditions of the various permits;
- f. *Stormwater discharges associated with industrial activity* which are authorized by this permit may be combined with other sources of stormwater which are not classified as associated with *industrial activity* pursuant to 40 CFR 122.26(b)(14), provided that the combined *discharge* is in compliance with this permit and has not been designated by the Department as requiring an individual *SPDES* Permit.
- g. *Stormwater discharges associated with industrial activity* listed in Part I.C.2 are eligible for coverage if the Department makes a determination that coverage under this general permit will not result in backsliding as specified in 6 NYCRR 750-1.10.

2. **Non-Stormwater Discharges Authorized**

Subject to compliance with the terms and conditions of this permit, only the following non-*stormwater discharges* are authorized by this permit provided that the SWPPP contains the documentation specified in Part III.A.7.f.

- a. Non-*stormwater discharges* listed in Part 750-1.2(a)(29)(vi), with the following exception:
 - o *Discharges* from firefighting activities are authorized only when the firefighting activities are emergencies/unplanned.
- b. Incidental windblown mist from cooling towers that collect on rooftops or adjacent portions of the facility, but not intentional *discharges* from cooling tower (e.g.; "piped" cooling tower blowdown or drains).

C. **Activities which are Ineligible for Coverage under this General Permit**

The following are **not** authorized by this permit:

1. *Discharges* from *industrial activity* that are mixed with sources of non-*stormwater* other than those expressly authorized under this permit.
2. Unless otherwise determined by the Department to be eligible under Part I.B.g, *stormwater discharges from industrial activity* where:

- a. an *individual SPDES permit* authorizing such *discharges* has been revoked, suspended or denied;
 - b. the facility has failed to renew an expired *individual SPDES permit* which authorized such *discharges*; or
 - c. the *discharge* is covered by another SPDES permit.
3. *Discharges* from *industrial activity* which are subject to an *effluent limitation guideline* addressing *stormwater* which is not specifically listed in Table IV-3 or Appendix D (or a combination of *stormwater* and process water);
 4. *Discharges* from *industrial activity* from *construction activities*, except *stormwater discharges* from portions of a construction site at facilities covered under Sectors J & L or that can be classified as an *industrial activity* under 40 CFR 122.26(b)(14)(i) through (ix) or (xi).
 5. *Discharges from industrial activities* that may adversely affect an endangered or threatened species, or its critical habitat, unless the *owner or operator* has obtained a permit issued pursuant to Title 6 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR) Part 182 for the facility or the *Department* has issued a letter of non-jurisdiction for the facility.
 6. *Discharges* occurring on federal lands from *industrial activity* from either: inactive mining, inactive landfills, or inactive oil and gas operations where an *owner or operator* cannot be identified.
 7. *Discharges* from *industrial activity* to impaired waterbodies at facilities that fail to maintain eligibility in accordance with Part II.C.2.
 8. *Discharges* of hazardous substances (as listed in 6 NYCRR Part 597) or petroleum.

D. Permit Authorization

1. How to Obtain Authorization

- a. To obtain authorization under this permit, the *owner or operator* of an eligible facility must:
 - (1) Develop and implement a *Stormwater Pollution Prevention Plan* (SWPPP) or update the existing SWPPP, in accordance with the requirements in Part III and applicable sections of Part VII prior to submitting the NOI; and

- (2) Submit a complete Notice of Intent in accordance with Part I.D.2 and signed in accordance with Appendix H.8. The NOI certifies that the facility is eligible for coverage according to Part I.B, and provides information on the facility's industrial activities and related *discharges*.
 - If more than one activity listed in Appendix B is being performed at a facility, all SIC codes must be included in the NOI submitted to the *Department* to gain or renew coverage under MSGP.
- b. New *stormwater discharges associated with industrial activity* which require any other *Uniform Procedures Act* permits (*Environmental Conservation Law*, 6 NYCRR Part 621) cannot be covered under this permit until the other required permits are obtained (see Appendix E). In addition to the requirements in Part I.D.1.a, new dischargers must:
 - (1) Satisfy any project review pursuant to the State Environmental Quality Review Act ("SEQRA"), when SEQRA is applicable (see Appendix E). See the Department's website (<http://www.dec.ny.gov/>) for more information; and
 - (2) Obtain all necessary Department permits subject to the Uniform Procedures Act ("UPA") (see 6 NYCRR Part 621), unless otherwise notified by the Department pursuant to 6 NYCRR 621.3(a)(4) (see Appendix E).
 - (3) Submit a report including the information specified in Appendix E with the NOI. A copy of this report must be retained with the SWPPP.

2. **Submitting the Notice of Intent**

- a. An *owner or operator* of a facility meeting the eligibility requirements in Part I.B must submit a complete NOI, which is signed in accordance with Appendix H.8, to the *Department*.
 - (1) Prior to December 20, 2020, the *owner or operator* may elect to submit the Notice of Intent by mailing a paper form to the address below or by using the *Department's* online NOI.
 - (2) Beginning December 21, 2020 and in accordance with the EPA's *NPDES* Electronic Reporting Rule, the *owner or operator* must submit the NOI electronically using the *Department's* online NOI. Both versions of the NOI are located on the *Department's* website <http://www.dec.ny.gov/>.
- b. An *owner or operator* who submits a complete NOI will be authorized to *discharge stormwater* under the terms and conditions of this permit, unless otherwise notified by the Department, Thirty (30) calendar days

after the date the *Department* receives a complete NOI (electronic or paper).

- c. The paper NOI is to be submitted to the following address:

MSGP Permit Coordinator
NYSDEC, Division of Water
Bureau of Water Permits
625 Broadway
Albany, NY 12233-3505

3. *Modifying the Notice of Intent*

After gaining authorization under this permit, an owner or operator must notify the Department of any corrections or updates to the information provided in the original NOI. All modifications must be reported. Stormwater Discharges associated with industrial activity or outfalls not included in the most recent NOI that is on file at the Department are not authorized unless and until the corrections or updates have been received by the Department.

In order to modify the original NOI, an *owner or operator* must submit corrections or updated information, by submitting:

- a. Changes electronically using the Departments electronic NOI; or
- b. A completed paper NOI.

Modifications to the original NOI become effective on the date the *Department* receives the electronic NOI or a complete paper NOI.

4. *Change of Owner or Operator*

When the *owner or operator* of a facility changes, the original *owner or operator* should notify the new *owner or operator* in writing of the possible requirement to have coverage under this permit.

- a. The original *owner or operator* must submit the Notice of Termination to end coverage under this permit for their facility in accordance with Part I.E; and,
- b. The new *owner or operator* shall refer to Part I of this permit to determine if they need coverage under this permit.
- c. The original *owner or operator* will continue to be responsible for compliance with all permit conditions and fees until the NOT has been received.

5. Conditional Exclusion for No Exposure

- a. Facilities may qualify for a "Conditional Exclusion for No Exposure" when all industrial activities and materials are completely sheltered from exposure to rain, snow, snowmelt and/or runoff. Facilities qualifying for this exclusion are not required to obtain coverage under this permit.

(1) Facilities with uncovered parking areas for vehicles awaiting maintenance may be eligible for this waiver if only routine maintenance is performed inside and all other *No Exposure* criteria are met.
- b. Facilities accepting or repairing disabled vehicles and/or vehicles that have been involved in accidents are not eligible for the Conditional Exclusion for *No Exposure*.
- c. To obtain the "Conditional Exclusion of No Exposure", the *owner or operator* must submit a certification of *no exposure* to the *Department* using forms provided by the *Department*. This certification must be submitted once every 5 years and is non-transferable.
- d. Facilities must maintain the condition of *no exposure*. The *no exposure* exclusion ceases to apply when industrial activities or materials become exposed. The *Department* reserves the right to require permit coverage when *stormwater discharges* from the facility are likely to have an adverse impact on water quality.

E. Terminating Coverage

To terminate permit coverage, the *owner or operator* must submit a complete Notice of Termination (NOT) which is signed in accordance with Appendix H.8. The *owner or operator* continues to be responsible for meeting permit requirements and payment of annual fees until a complete NOT is received by the *Department*. The *owner or operator* must submit an NOT to terminate coverage under this permit when one or more of the following conditions are met:

1. When all *stormwater discharges* associated with *industrial activity* authorized by this permit are eliminated;
2. If all *stormwater discharges* are conveyed to a sanitary sewer, treatment works or a combined sewer system and the *owner or operator* of such system has accepted responsibility or approved connection for the *discharge*;
3. All industrial activities covered under this *SPDES* permit cease AND all materials, equipment or other potential *pollutants*, including but not limited to, residue in soils are removed;
4. When a different *SPDES* authorization for all *discharges* covered under this permit becomes effective; or

5. When the *owner or operator* of the *stormwater discharges* associated with *industrial activity* at a facility changes. (See Part I.D.4)

F. Deadlines for submittal of NOIs and NOTs and Changes to the NOI

1. New *dischargers* or other owners or operators of facilities who intend to obtain coverage under this general permit shall submit a complete NOI according to the following schedule:
 - a. For electronic NOIs - at least thirty (30) calendar days before *industrial activity* begins at the facility; or
 - b. For paper NOIs - at least thirty (30) calendar days before *industrial activity* begins at the facility.
2. Facilities with effective coverage on September 30, 2017, under the *SPDES General Permit for Stormwater Discharges Associated with Industrial Activity* (GP-0-12-001), are eligible for continued coverage under this permit (GP-0-17-004) on an interim basis for up to one-hundred twenty (120) calendar days from the effective date of the permit. During this interim period, an *owner or operator* must:
 - a. Update the facility's SWPPP to comply with the requirements of this permit prior to submitting the NOI; and,
 - b. Submit a complete NOI, signed in accordance with Appendix H.8. The complete NOI must be received within ninety (90) calendar days from the date this permit becomes effective.
3. When the *owner or operator* of a facility which is covered by this permit changes, the previous *owner or operator* must submit an NOT in accordance with Part I.E. The new *owner or operator* shall refer to Part I of this permit to determine if they need coverage under this permit.
4. An Owner or Operator must promptly notify the *Department* of any changes or corrections to the submitted NOI by submitting changes according to the following procedures:
 - a. For electronic NOIs - If there is an electronic NOI on file with the Department, submit the changes/updates to the NOI electronically;
 - b. For Paper NOIs - submit a new fully completed NOI. An incomplete NOI will not be accepted by the Department.

Stormwater discharges from industrial activities or outfalls not included in previously submitted NOIs are not authorized until a complete NOI is received.

Part II – Effluent Limitations

Effluent limits are required to *minimize* the *discharge* of *pollutants*. The term “*minimize*” means reduce and/or eliminate to the extent achievable using *control measures* (including *Best Management Practices* (BMPs) selected and designed in accordance with Part II.D) that are technologically available and economically practicable and achievable in light of best industry practice. *Control measures* are selected to meet the limits (non-numeric, numeric and water quality based) contained in this Part.

A. Non-Numeric Technology Based Effluent Limits

The Owner or Operator must comply with the following non-numeric effluent limits as well as any sector-specific non-numeric effluent limits in Part VII.

1. Minimize Exposure

The *owner or operator* must *minimize* the exposure of manufacturing, processing, and material storage areas to rain, snow, snowmelt, and runoff in order to *minimize pollutant discharges* by either locating these industrial materials and activities inside or protecting them with storm resistant coverings. This includes areas used for loading and unloading, storage, disposal, cleaning, maintenance, and fueling operations. Unless not technologically possible or not economically practicable and achievable in light of best industry practices, the *owner or operator* must also:

- a. Use grading, berming, or curbing to prevent runoff of contaminated flows and divert run-on away from these areas;
- b. Locate materials, equipment, and activities so that leaks and spills are contained in existing containment and diversion systems (confine the storage of leaky or leak-prone vehicles and equipment awaiting maintenance to protected areas);
- c. Clean up spills and leaks promptly using dry methods (e.g., absorbents) to prevent the *discharge of pollutants*;
- d. Store leaky vehicles and equipment indoors or, if stored outdoors, use drip pans and absorbents;
- e. Use spill/overflow protection equipment;
- f. Perform all vehicle and/or equipment cleaning operations indoors, under cover, or in bermed areas that prevent runoff and run-on and also that capture any overspray; and ensure that all washwater drains to a proper collection system (i.e., not the *stormwater* drainage system);

- g. Drain fluids from equipment and vehicles that will be decommissioned, and, for any equipment and vehicles that will remain unused for extended periods of time, inspect at least monthly for leaks; and
- h. *Minimize* exposure of chemicals by replacing with a less toxic alternative.

Note: The *discharge* of vehicle and equipment washwater, including tank cleaning operations, is not authorized by this permit. These wastewaters must be covered under a separate *SPDES* permit, *discharged* to a sanitary sewer in accordance with applicable industrial pretreatment requirements, or disposed of otherwise in accordance with applicable law.

2. *Good Housekeeping*

The *owner or operator* must keep clean all exposed areas that are potential sources of *pollutants*. The *owner or operator* must perform good housekeeping measures in order to *minimize pollutant discharges*, including but not limited to, the following:

- a. Sweep or vacuum at regular intervals or, alternatively, wash down the area and collect and/or treat, and properly dispose of the washdown water;
- b. Store materials in appropriate containers;
- c. Keep all dumpster lids closed when not in use. For dumpsters and roll off boxes that do not have lids and could leak, ensure that *discharges* have a control (e.g., secondary containment, treatment); and,
- d. Prevent the discharge of waste, garbage and floatable debris by keeping exposed areas free of such materials, or by intercepting them before they are *discharged*;
 - o Plastic Materials Requirements: Facilities that handle pre-production plastic must implement *Best Management Practices* to eliminate *discharges* of plastic in *stormwater*. Examples of plastic material required to be addressed as *stormwater pollutants* include plastic resin pellets, powders, flakes, additives, regrind, scrap, waste and recycling.

3. *Maintenance*

- a. In order to *minimize pollutant discharges* and achieve the effluent limits in this permit, the *owner or operator* must maintain all industrial equipment and systems and *control measures* in effective operating condition. This includes:
 - (1) Performing inspections and preventive maintenance of *stormwater* drainage, source controls, treatment systems, and plant equipment and systems that could fail and result in contamination of *stormwater*;

- (2) Maintaining non-structural *control measures* (e.g., keep spill response supplies available, personnel appropriately trained);
 - (3) Inspecting and maintaining baghouses quarterly during periods of operation, or in accordance with manufacturers recommendations, to prevent the escape of dust from the system and immediately removing any accumulated dust at the base of the exterior baghouse; and,
 - (4) Cleaning catch basins when the depth of debris reaches two-thirds of the sump depth and keeping the debris surface at least six inches below the lowest outlet pipe.
- b. Routine maintenance shall be performed to ensure BMPs are operating properly. When a BMP is not functioning to its designed effectiveness and is in need of repair or replacement:
- (1) Maintenance shall be performed before the next anticipated storm event, or as necessary to maintain the continued effectiveness of stormwater controls. If maintenance prior to the next anticipated storm event is impracticable, maintenance must be scheduled and accomplished as soon as practicable, but not more than 12 weeks after completion of the most recent routine facility inspection or the comprehensive site inspection, unless permission for a later date is granted in writing by the Department; and,
 - (2) All reasonable steps shall be taken to prevent or minimize the discharge of pollutants until the final repair or replacement is implemented, including cleaning up any contaminated surfaces so that the material will not be discharged during subsequent storm events.

4. Spill Prevention and Response Procedures

- a. The *owner or operator* must *minimize* the potential for leaks, spills and other releases that may be exposed to *stormwater* and develop plans for effective response to such spills if or when they occur in order to *minimize pollutant discharges*. At a minimum, the *owner or operator* must:
- (1) Plainly label containers (e.g., “Used Oil,” “Spent Solvents,” “Fertilizers and Pesticides”) that could be susceptible to spillage or leakage to encourage proper handling and facilitate rapid response if spills or leaks occur;
 - (2) Implement procedures for material storage and handling, including the use of secondary containment and barriers between material storage and traffic areas, or a similarly effective means designed to prevent the *discharge of pollutants* from these areas;

- (3) Where practicable, protect industrial materials and activities with a storm resistant shelter to prevent exposure to rain, snow, snowmelt, or runoff;
 - (4) Develop training on the procedures for stopping, containing, and cleaning up leaks, spills, and other releases. As appropriate, execute such procedures as soon as possible;
 - (5) Keep spill kits on-site, located near areas where spills may occur or where a rapid response can be made; and
 - (6) Develop procedures for notification of the appropriate facility personnel, emergency response agencies, and regulatory agencies when a leak, spill, or other release occurs. If possible, one of these individuals should be a member of the *stormwater* pollution prevention team (see Part III.A.1). Any spills must be reported in accordance with Part VI.A.3.
- b. Measures for cleaning up spills or leaks must be consistent with applicable petroleum bulk storage, chemical bulk storage or hazardous waste management regulations at 6 NYCRR Parts 596-599, 613 and 370-373.
 - c. This permit does not relieve the *owner or operator* of any reporting or other requirements related to spills or other releases of petroleum or hazardous substances. Any spill of a hazardous substance must be reported in accordance with 6 NYCRR 597.4. Any spill of petroleum must be reported in accordance with 6 NYCRR 613.6 or 17 NYCRR 32.3.

5. Erosion and Sediment Controls

The *owner or operator* must stabilize exposed areas and control runoff using structural and/or non-structural *control measures* to *minimize* onsite erosion and sedimentation. Erosion and Sediment Controls must be in accordance with the New York State Standards & Specification for Erosion & Sediment Control (2016). Where erosion and sediment control practices are not designed in conformance with the design criteria included in the technical standard, the *owner or operator* must demonstrate equivalence to the technical standard.

6. Management of Runoff

The *owner or operator* must divert, infiltrate, reuse, contain, or otherwise reduce *stormwater* runoff, to *minimize pollutants* in the *discharges*.

7. Salt Storage Piles or Piles Containing Salt

In order to *minimize pollutant discharges* the *owner or operator* must enclose or cover storage piles of salt, or piles containing salt, used for deicing, maintenance of paved surfaces, or for other commercial or industrial purposes. The *owner or operator* must implement appropriate measures

(e.g., good housekeeping, diversions, containment) to *minimize* exposure resulting from adding to or removing materials from the pile.

8. *Employee Training*

- a. The *owner or operator* must train all employees who work in areas where industrial materials or activities are exposed to *stormwater*, or who are responsible for implementing activities necessary to meet the conditions of this permit (e.g., inspectors, maintenance personnel), including all members of the *Stormwater Pollution Prevention Team*.
- b. At a minimum, all training must be conducted annually.
- c. The *owner or operator* must ensure the following personnel understand the requirements of this permit and their specific responsibilities with respect to those requirements:
 - (1) Personnel who are responsible for the design, installation, maintenance, and/or repair of *control measures*;
 - (2) Personnel responsible for the storage and handling of chemicals and materials that could become contaminants found in *stormwater discharges*;
 - (3) Personnel who are responsible for conducting and documenting monitoring and inspections as required in Part IV; and,
 - (4) Personnel who are responsible for taking and documenting corrective actions as required in Part V.
- d. Personnel identified in Part II.A.8.c must be trained in the following subjects if the subject is appropriate to the scope of their SWPPP responsibilities.
 - (1) An overview of what is in the SWPPP and the purpose of the SWPPP;
 - (2) Spill response procedures, good housekeeping, maintenance requirements and material management practices;
 - (3) How to recognize unauthorized *discharges*;
 - (4) The location of all controls on the site required by this permit, and how to evaluate their condition and maintenance needs;
 - (5) The proper procedures to follow with respect to permit's pollution prevention requirements, including sampling and reporting; and

- (6) When and how to conduct inspections, record applicable findings, and take corrective actions.

9. Non-Stormwater Discharges

The *owner or operator* must eliminate non-stormwater discharges not authorized by a SPDES permit in accordance with Part I.B.2.

10. Waste, Garbage and Floatable Debris

The *owner or operator* must ensure that waste, garbage, and floatable debris are not discharged to surface waters of the state by keeping exposed areas free of such materials or by intercepting them before they are discharged.

11. Dust Generation and Vehicle Tracking of Industrial Materials

The *owner or operator* must minimize generation of dust and off-site tracking of raw, final, or waste materials in order to minimize the pollutant discharges.

12. Secondary Containment

The *owner or operator* must ensure that compliance is maintained with all applicable regulations including, but not limited to, those involving releases, registration, handling and storage of petroleum, chemical bulk and hazardous waste storage facilities (6 NYCRR 596-599, 613 and 370-373).

Where it is not feasible to eliminate discharges from handling and storage areas, the *owner or operator* must implement the following BMPs:

- a. Loading and unloading areas shall be operated to minimize spills, leaks or the discharge of pollutants in stormwater. Protection such as roofs, overhangs or door skirts to enclose trailer ends at truck loading/unloading docks shall be provided as appropriate.
 - (1) During deliveries, have staff familiar with spill prevention and response procedures present to ensure that any leaks/spills are immediately contained and cleaned up; and
- b. Use of spill and overflow protection (e.g., drip pans, and/or other containment devices placed beneath fuel oil connectors to contain potential spillage during deliveries or from leaks at the connectors).
- c. All spilled or leaked substances must be removed from secondary containment systems as soon as practical and for Chemical Bulk Storage (CBS) storage areas within 24 hours of the *owner or operator* discovering the spill, unless authorization is received from the *Department*.
 - (1) The containment system must be thoroughly cleaned to remove any residual contamination which could cause contamination of stormwater and the resulting discharge of pollutants to waters of the State.

- (2) Following spill cleanup the affected area must be completely flushed with clean water three times and the water removed after each flushing for proper disposal in an on-site or off-site wastewater treatment plant designed to treat and permitted to *discharge* such wastewater.
- (3) The *owner or operator* shall test the first batch of *stormwater* following the spill cleanup to determine *discharge* acceptability. If the water contains no *pollutants* it may be *discharged*, otherwise it must be disposed of as noted above. (See Part IV.F.1.e for the list of parameters to be sampled.)
- d. *Stormwater* must be removed from a secondary containment system before it compromises the system's capacity. Each *discharge* may only proceed with the prior approval of the facility representative responsible for ensuring *SPDES* permit compliance. Bulk storage secondary containment drainage systems must be locked in a closed position except when the *owner or operator* is in the process of draining accumulated *stormwater*. Transfer area secondary containment drainage systems must be locked in a closed position during all transfers and must not be reopened unless the transfer area is clean of contaminants. *Stormwater discharges* from secondary containment systems should be avoided during periods of precipitation. A logbook shall be maintained on site noting, for each *discharge*:
- Screening method;
 - Results of screening;
 - Date time and volume; and,
 - Supervising personnel.
- e. Prohibited *Discharges* - In all cases, any *discharge* which contains a visible sheen, foam, or odor, or may cause or contribute to a violation of water quality is prohibited.

B. Numeric Effluent Limitations

The *owner or operator* of facilities listed in an industrial category subject to one or more of the *effluent limitations guidelines* identified in Appendix D, must meet the numeric effluent limits specified in the referenced Sector in Part VII.

C. Water Quality Based Effluent Limitations

1. Maintaining Water Quality Standards

- a. The *Department* expects that compliance with the other conditions of this permit will control *discharges* necessary to meet applicable water quality standards. It shall be a violation of the *Environmental Conservation Law (ECL)* for any *discharge* authorized by this general permit to either cause or contribute to a violation of water quality standards as contained in 6 NYCRR Parts 700-705.

- b. If there is evidence indicating that the *stormwater discharges* authorized by this permit are causing, have the reasonable potential to cause, or are contributing to a violation of the *water quality standards*; the *owner or operator* must take appropriate corrective action in accordance with Part V of this permit. To address the *water quality standard* violation the *owner or operator* may need to provide additional information, include and implement appropriate controls in the SWPPP to correct the problem, or obtain an *individual SPDES permit*. Failure to complete the required corrective action is a violation of this permit.
- c. In all cases, any *discharge* which contains a visible sheen, foam, or odor, or may cause or contribute to a violation of water quality is prohibited.

2. Impaired Waters

- a. *Discharges* to an *impaired waterbody* are not eligible for coverage under this permit if the cause of impairment is a *pollutant* of concern included in the *benchmarks* and/or numeric *effluent limitations* to which the facility is subject unless the facility:
 - (1) Prevents all exposure to *stormwater* of the *pollutant(s)* for which the waterbody is impaired; or
 - (2) Documents that the *pollutant* for which the waterbody is impaired is not present on-site; or
 - (3) Provides additional information in the SWPPP to *minimize* the *pollutant* of concern causing the impairment as specified in Part III.D.2.
- b. If conditions at the facility conform with Part II.C.2.a(1) or (2) all analysis and documentation that supports eligibility must be maintained with the SWPPP.

D. Best Management Practices Selection and Design Considerations

The *owner or operator* must consider the following when selecting and designing *BMPs*:

- a. How to prevent *stormwater* from interacting with and contacting *pollutants* and *pollutant* sources;
- b. The use of *BMPs* in series or combination;
- c. Assessment of the type of *pollutant*, the quantity and nature of the *pollutant(s)*, and their potential to impact the water quality of receiving waters;

- d. Opportunities to combine the dual purposes of water quality protection and local flood control benefits, including physical impacts of high flows on streams (e.g., bank erosion, impairment of aquatic habitat, etc.);
- e. Opportunities to offset the impact of *impervious areas* of the facility on groundwater recharge and base flows in local streams, taking into account the potential for groundwater contamination (i.e., *hotspots*);
- f. Opportunities to attenuate flow using open vegetated swales and natural depressions;
- g. Conservation and/or restoration of the riparian buffers of streams and rivers; and,
- h. The use of treatment interceptors (e.g., swirl separators and sand filters).

Part III – Stormwater Pollution Prevention Plans

The SWPPP documents the practices and procedures to ensure compliance with the conditions of this permit, including the selection, design, installation and maintenance of *control measures* selected to meet *effluent limitations* in Parts II and VII.

The *owner or operator* is responsible for the implementation of the SWPPP.

Note: The SWPPP requirements of this general permit may be fulfilled by incorporating by reference other plans or documents such as an Erosion and Sediment Control (ESC) plan, a Mined Land Use Plan, a Spill Prevention Control and Countermeasure (SPCC) plan developed for the facility or *BMP* programs otherwise required for the facility provided that the incorporated plan(s) meet or exceed the SWPPP content requirements of Part III.A and the applicable activity-specific requirements in Part VII. All plans incorporated by reference into the SWPPP become enforceable under this permit; however, this enforcement is limited only to those aspects of these other plans that are specifically referenced to provide information or practices required for the SWPPP.

A. Contents of the SWPPP

All SWPPPs shall include, at a minimum:

1. Pollution Prevention Team

Identify the individuals (by name or title) and their role, in assisting the *owner or operator* in developing, implementing, maintaining and revising the facility's SWPPP.

2. General Site Description

A written description of:

- a. Industrial activities occurring in each drainage area.
- b. The name of the nearest receiving water(s), including intermittent streams and wetlands (mapped and federally regulated wetlands) that may receive *discharges* from the facility.
- c. If *stormwater* is *discharged* to an *MS4*, the SWPPP must identify the *MS4* operator and the receiving water to which the *MS4 discharges*.
- d. The flow path of *stormwater* within the facility, and the general path of *stormwater* flows between the facility and the nearest surface waterbody(ies) and/or location(s) where *stormwater* enters an *MS4*, if applicable.

- e. The run-on from adjacent properties, if present. The *owner or operator* may include an evaluation of how the quantity or quality of the *stormwater* running onto the facility impacts the facility's *stormwater discharges*.
- f. Any *discharges* that are currently covered by another *SPDES* permit at the facility (e.g., process wastewater, sanitary wastewater, non-contact cooling water, etc.)
- g. Size of the property in acres.
- h. Provide an estimate of the percent imperviousness of the site using the following formula:

$$\frac{(\text{Area of Roofs} + \text{Area of Paved and Other Impervious Surfaces}) \times 100}{\text{Total Area of Facility}}$$
- i. Locations of sensitive areas (e.g. *impaired waters*; listed threatened & endangered species or their critical habitat; etc.)

3. **Potential Pollutant Sources**

The SWPPP shall identify each area at the facility where industrial materials or activities are exposed to *stormwater* or from which authorized non-*stormwater discharges* originate, including any potential *pollutant* sources for which the facility has reporting requirements under the Emergency Planning and Community Right-To-Know Act (EPCRA), Section 313.

- a. Industrial materials or activities include: industrial machinery; raw materials; intermediate products; byproducts; final products or waste products; and, material handling activities which includes storage, loading and unloading, transportation or conveyance of any raw material, intermediate product, final product or waste product.
- b. For each separate area identified, the description must include:
 - (1) Activities - A list of the activities occurring in the area (e.g., material storage, equipment fueling and cleaning, cutting steel beams, etc.); and
 - (2) Pollutants - A list of the associated *pollutant(s)* or *pollutant* parameter(s) (e.g., crankcase oil, iron, biochemical oxygen demand, pH, etc.) for each activity. The *pollutant* list must include all *significant materials* that have been handled, treated, stored or disposed in a manner to allow exposure to *stormwater* for a period of three years before being covered under this permit.
 - (3) Potential for presence in stormwater - For each area of the facility that generates *stormwater discharges associated with industrial activity* a prediction of the direction of flow, and the likelihood of the *industrial*

activity to contaminate the *stormwater discharge*. Factors to consider include the toxicity of chemicals; quantity of chemicals used, produced or *discharged*; the likelihood of contact with *stormwater*; and history of *reportable* leaks or spills of toxic or hazardous *pollutants*.

4. Spills and Releases

- a. The SWPPP must clearly identify areas where potential spills or releases can contribute to *pollutants* in *stormwater discharges* and their accompanying drainage points.
- b. For areas that are exposed to precipitation or that otherwise drain to a *stormwater* conveyance to be covered under this permit, the SWPPP must include a list of *reportable* spills or releases² of petroleum and hazardous substances or other *pollutants*, including unauthorized *non-stormwater discharges*, that may adversely affect water quality that occurred during the three-year period prior to the date of the submission of a NOI. The list must be updated when *reportable* spills or releases occur.
- c. Following any spill or release, the *owner or operator* must evaluate the adequacy of the BMPs identified in the facility's SWPPP. If the BMPs are inadequate, the SWPPP must be updated to identify new BMPs that will prevent reoccurrence and improve the emergency response to such releases.
- d. Document when training occurs on the procedures for stopping, containing, and cleaning up leaks, spills, and other releases.
- e. Define and document the appropriate facility personnel, emergency response agencies, and regulatory agencies to be notified when a leak, spill, or other release occurs.

5. General Location Map

A general location map (e.g., USGS quadrangle or other map) with enough detail to identify the location of the facility and the receiving waters and locations where *stormwater* enters an *MS4*, if applicable, within one mile of the facility.

6. Site Map

A site map identifying the following:

- a. Property boundaries and size in acres;
- b. Location and extent of significant structures (including materials shelters), and impervious surfaces;

² This may also include releases of petroleum or hazardous substances that are not in excess of reporting quantities but which may still cause or contribute to significant water quality impairment. For example, the reportable quantity for ammonia is listed to be 100 pounds and releases well below this threshold will cause water quality impairment and must be addressed.

- c. Location of each *outfall* labeled with the *outfall* identification, including *outfalls* with *discharges* authorized under other *SPDES* permits;
- d. The approximate outline of the drainage area to each *outfall*;
- e. Locations of haul and access roads;
- f. Rail cars and tracks;
- g. Arrows showing direction of *stormwater* flow;
- h. Location of all receiving waters in the immediate vicinity of the facility, indicating if any of the waters are impaired and, if so, whether the waters have *TMDLs* established for them;
- i. Location of *MS4s* and where the *stormwater discharges* to them;
- j. Location of all *stormwater* conveyances including ditches, pipes, and swales;
- k. Locations where *stormwater* flows have significant potential to cause erosion;
- l. Location and source of run-on from adjacent property containing significant quantities of *pollutants* and/or volume of concern to the facility;
- m. Locations of the following areas where such areas are exposed to precipitation or *stormwater* run-on:
 - Fueling stations;
 - Vehicle and equipment maintenance and/or cleaning areas;
 - Loading/unloading areas;
 - Locations used for the treatment, storage or disposal of wastes;
 - Liquid storage tanks;
 - Processing and storage areas;
 - Locations where significant materials, fuel or chemicals are stored and transferred;
 - Locations where vehicles and/or machinery are stored when not in use
 - Transfer areas for substances in bulk;
 - Locations of potential *pollutant* sources identified under Part III.A.3;
 - Location and description of non-*stormwater discharges* listed in Part I.B.2;
 - Locations where major spills or leaks identified under Part III.A.4 have occurred;
 - Locations of all *stormwater* monitoring points;

- Locations of all existing structural *BMPs*.

7. *Stormwater Controls*

The SWPPP must document in writing the location and type of *BMPs* installed and implemented at the facility to achieve the non-numeric effluent limits in Part II.A and where applicable in Part VII, and the sector specific numeric *effluent limitations* in Part VII. The SWPPP shall describe how each *BMP* is being implemented for all the potential *pollutant* sources identified in Part III.A.3.

If the *owner or operator* determines that any of the *BMPs* described in Part II.A, or any sector-specific *BMPs* in Part VII, are not appropriate for the facility, a written explanation of why they are not appropriate shall be included in the SWPPP. If new or innovative *BMPs* not listed in this permit are being used, descriptions of them shall be included in this section of the SWPPP.

- a. **Good Housekeeping** - The SWPPP must describe all good housekeeping practices that are being implemented by the *owner or operator* including those described in Part II.A.2 to *minimize pollutant discharges* from all exposed areas that are potential sources of *pollutants*.
- b. **Facility inspections** - The SWPPP must describe procedures for scheduling, completing and recording results of routine and comprehensive site inspections at frequencies meeting or exceeding those specified in Part IV of this permit.
- c. **Maintenance and Repair**
 - (1) The SWPPP must describe a preventative maintenance program that includes timely inspection, maintenance and repairs of all industrial equipment and systems.
 - (2) The SWPPP must describe a preventative maintenance program that includes timely inspection, maintenance and repairs of structural and non-structural *BMPs*.
 - (3) The SWPPP must describe inspection and maintenance procedures for baghouses to prevent the escape of dust from the system and the immediate removal of accumulated dust at the base of the exterior baghouse.
 - (4) The SWPPP must include procedures for catch basin cleaning.
- d. **Spill Prevention and Response Procedures**
 - (1) The SWPPP must describe the procedures that will be followed for cleaning up spills or leaks. The procedures and necessary spill response equipment must be made available to those employees who may cause or detect a spill or leak.

- (2) The SWPPP must describe procedures for notification of the appropriate facility personnel, emergency response agencies, and regulatory agencies when a leak, spill, or other release occurs. If possible, one of these individuals should be a member of the *stormwater* pollution prevention team (see Part III.A.1).
- e. **Employee Training and Education** - The SWPPP must describe the *stormwater* training program required for individuals conducting *industrial activity* at the facility. The description must include:
- (1) The specific training given (see Part II.A.8.d)
 - (2) The target audience (e.g. employees in positions responsible for specific tasks, club members performing engine repair, etc.).
 - (3) Identify periodic dates for such training (e.g., annually, every six months during the months of July and January). An annual signed and dated employee training log must be kept in the SWPPP.
- f. **Document Non-Stormwater Discharges** - Non-*stormwater discharges* listed in Part I.B.2 must have the following information documented:
- (1) **Discharge Certification** - The SWPPP must include a certification that all *discharges* have been tested or evaluated for the presence of non-*stormwater discharges*. A copy of the certification must be included in the SWPPP at the facility. The certification must include:
 - (a) The date of any testing and/or evaluation;
 - (b) Identification of potential significant sources of non-*stormwater discharges* at the site;
 - (c) A description of the results of any test and/or evaluation for the presence of non-*stormwater discharges*;
 - (d) A description of the evaluation criteria or testing method used; and
 - (e) A list of the *outfalls* or on-site drainage points that were directly observed during the test.
 - (2) **Detail Non-Stormwater Discharges** - The sources of non-*stormwater discharges* listed in Part I.B.2 are authorized *discharges* under this permit provided the *owner or operator* includes the following information in the SWPPP:

- (a) Identification of each authorized non-*stormwater* source (flows from emergency/unplanned firefighting activities do not need to be identified);
 - (b) The location where the non-*stormwater discharge* is likely to occur;
 - (c) Descriptions of appropriate BMPs for each source; and
 - (d) If mist blown from cooling towers is included as one of the authorized non-*stormwater discharges* from the facility, the *owner or operator* must specifically evaluate the potential for the *discharges* to be contaminated by chemicals used in the cooling tower and must select and implement BMPs to control such *discharges* so that the levels of cooling tower chemicals in the *discharges* would not cause or contribute to a violation of an applicable water quality standard.
- g. The SWPPP must describe *BMPs* selected to eliminate *discharges* of solid materials, including waste, garbage and floating debris, to *surface waters of the State*, except as authorized by a permit issued under section 404 of the CWA.
- h. The SWPPP must describe *BMPs* selected to *minimize* off-site vehicle tracking of raw, final, or waste materials or sediments, and the generation of dust. Tracking or blowing of raw, final, or waste materials from areas of *no exposure* to exposed areas must be *minimized*.
- i. The SWPPP must describe *BMPs* selected to stabilize exposed areas and contain runoff using structural and/or non-structural *control measures* to *minimize* onsite erosion and sedimentation, and the resulting *discharge* of *pollutants*.
- (1) The SWPPP shall identify areas at the facility which, due to topography, land disturbance (e.g., construction) or other factors, have potential for significant soil erosion.
 - (2) The SWPPP must identify structural, vegetative, and/or stabilization *BMPs* that will be implemented to limit erosion.
 - (3) Velocity dissipation devices (or equivalent measures) must be placed at *discharge* locations and along the length of any *outfall* channel if they are necessary to provide a non-erosive flow velocity from the structure to a water course.
 - (4) The SWPPP must contain adequate details to demonstrate that controls conform to the New York Standards and Specifications for

Erosion and Sediment Control (2016), or equivalent. This document is available at: <http://www.dec.ny.gov>

- j. The SWPPP shall describe the traditional *stormwater* management practices (permanent structural *BMPs*) that currently exist or that are planned for the facility. These types of *BMPs* are typically used to divert, infiltrate, reuse, or otherwise reduce *pollutants* in *stormwater discharges* from the site. Examples of *BMPs* that could be used include but are not limited to: *stormwater* detention structures (including wet ponds); green infrastructure practices; *stormwater* retention structures; flow attenuation by use of open vegetated swales and natural depressions; and onsite infiltration of runoff.

The SWPPP shall provide that all *stormwater* management practices that the *owner or operator* determines to be reasonable and appropriate, or are required by a *State* or local authority, shall be implemented and maintained. Factors for the *owner or operator* to consider when selecting appropriate *BMPs* should include:

- (1) The industrial materials and activities that are exposed to *stormwater*, and the associated *pollutant* generating potential of those materials and activities; and
 - (2) The beneficial and potential detrimental effects on surface water quality, ground water quality, receiving water base flow (dry weather stream flow), and physical integrity of receiving waters. Structural measures shall be placed on upland soils, avoiding wetlands and floodplains, if possible. Structural *BMPs* may require a separate permit under section 404 of the CWA before installation begins.
- k. The SWPPP must document that all storage piles of salt used for deicing or other commercial or industrial purposes are enclosed or covered to prevent exposure to precipitation, except during active operations to add or remove materials from the pile.

For a salt storage facility, the SWPPP must document all good housekeeping measures in place to assure that salt spilled during transfer and spilled or tracked along haul and access roads is removed and returned to the covered storage pile.

- l. The SWPPP must document the location and type of *BMPs* installed and implemented at the facility to achieve the non-numeric effluent limits stipulated in Part II.A and any relevant sector-specific section(s) of Part VII of this permit.

- m. The SWPPP must document the location and type of BMPs installed and implemented at the facility to achieve and address any applicable effluent limitations based in the activity-specific section(s) of Part VII, which are summarized in the table in Appendix D of this permit.

8. Monitoring and Sampling Data

The SWPPP must include:

- a. A summary of existing *stormwater discharge* sampling data taken at the facility;
- b. Chain of Custody Records for samples collected and transported to an approved laboratory;
- c. Laboratory reports of results of sample analysis;
- d. Quarterly Visual Monitoring Reports;
- e. Copies of semi-annual *Discharge Monitoring Reports (DMRs)*;
- f. Copies of *Annual Certification Reports (ACR)*;
- g. A summary of all *stormwater* sampling data collected during the term of this permit;
- h. Any monitoring waivers that have been claimed.

9. Copy of Permit Requirements

The *owner or operator* must maintain a copy of the permit with the SWPPP. The NOI Authorization Letter and all NOIs (including modifications) must be maintained with the SWPPP.

10. Inspection Schedule & Documentation

The SWPPP shall contain the schedule for conducting inspections and all documentation resulting from the inspection.

11. Corrective Action Documentation

The SWPPP shall contain all corrective action documentation as detailed in Part V.C.

B. SWPPP Preparer

- 1. The Owner or Operator shall have a *qualified person* prepare the SWPPP. . This plan does not necessarily have to be developed or certified by a licensed Professional Engineer; however all components of the SWPPP that involve the practice of engineering, as defined by the NYS Education Law (see Article 145), shall be prepared by, or under the direct supervision of a professional engineer licensed to practice in the State of New York.

2. Erosion and Sediment Control plans needed to stabilize exposed areas and control runoff per Part II.A.5 or to meet sector specific requirements shall be prepared by, a *qualified person* who is knowledgeable in the principles and practices of erosion and sediment control.
3. The design of post-construction *stormwater* management controls as defined in the SPDES General Permit for *Stormwater Discharges from Construction Activity (GP-0-15-002)*, needed to manage runoff per Part II.A.6 or meet sector specific requirements shall be prepared by a *qualified professional*.

C. Signature and Stormwater Pollution Prevention Plan Availability

1. Signature/Location - The SWPPP shall be signed in accordance with Appendix H.8 and retained on-site at the facility in accordance with Parts III.A.9 and VI.C. For inactive facilities, the SWPPP may be kept at the nearest office of the *owner or operator*. Failure to keep a copy of the SWPPP as specified above is a violation of the permit.
2. Availability
 - a. The *owner or operator* must make a copy of the SWPPP available to the *Department* for review at the time of an on-site inspection.
 - b. The *owner or operator* must furnish a copy of the SWPPP within five (5) business days of a *Department* request in accordance with Appendix H.6.
 - c. The *owner or operator* must make a copy of the SWPPP available to the public within fourteen (14) days of receipt of a written request. Copying of documents will be done at the requester's expense. (Note: A facility may withhold justifiable portions of the SWPPP from public review that contain trade secrets, confidential commercial information or critical infrastructure information in accordance with 6 NYCRR 616.7 and 750-1.22).

D. Special SWPPP Requirements

The following additional requirements are applicable for each special circumstance:

1. *Stormwater discharges* into or through *MS4s*.
 - a. Facilities covered by this permit must comply with applicable requirements in municipal *stormwater* management programs developed under the *SPDES* permit issued for the *discharge* from the *MS4* that receives the facility's *discharge*, provided that the *owner or operator* has been notified of such conditions.
 - b. *Owners or operators* that *discharge* through an *MS4*, or a municipal system designated by the *Department* shall make their SWPPP available to the municipal operator of the *MS4* upon request.

2. *Stormwater discharges associated with industrial activity to impaired waterbodies.*

Facilities that are discharging to an *impaired waterbody* and the cause of the impairment is a *pollutant* of concern included in the *benchmarks* and/or numeric effluent limitations (see Appendix G) to which the facility is subject must include the following in their SWPPP:

- a. Identification of Impaired Waterbody – Identify any *impaired waterbody* that may receive *stormwater discharges associated with industrial activity* from the facility and the cause of the waterbody's impairment.
- b. Pollutant(s) of Concern – A list of *pollutant(s)* or *pollutant parameter(s)* that have been handled, treated, stored or disposed of in a manner that would create the reasonable potential for the *pollutant* of concern causing the impairment to be *discharged*.
- c. Potential for Presence in Stormwater – Identify each area of the facility that generates *stormwater discharges associated with industrial activity* with a reasonable potential to *discharge* the *pollutant(s)* of concern. Factors to consider include the likelihood of the *industrial activity* producing the *pollutant(s)* of concern to have contact with *stormwater* and a history of *reportable* leaks or spills that could result in the *pollutant(s)* of concern being *discharged* to the *impaired waterbody*.
- d. Stormwater Controls – The SWPPP shall include a description of the type and location of existing and planned *BMPs* selected for each of the areas where the *pollutant(s)* of concern are exposed to *stormwater*. *BMPs* shall be selected to *minimize* the *pollutant(s)* of concern from being *discharged* to the *impaired waterbody* and should take into consideration all *stormwater* controls listed in Part III.A.7. The SWPPP shall describe how each *BMP* will be implemented for all the areas where the *pollutant(s)* of concern will be exposed to *stormwater*.

E. Keeping SWPPPs Current

The *owner or operator* shall amend the SWPPP whenever:

1. There is a change in design, construction, operation, or maintenance at the facility which may have an effect on the potential for the *discharge* of *pollutants* from the facility which has not otherwise been addressed in the SWPPP; or
2. It is found to be ineffective in eliminating or significantly minimizing *pollutants* from sources identified under Part III.A.3 or is otherwise not achieving the goals or requirements of this permit. The SWPPP shall be modified, and additional monitoring and analysis shall be completed as follows:

a. SWPPP Modifications

- (1) Maps or description of industrial activities – If the SWPPP has been found to be inaccurate or incomplete, modifications must be completed to correct the deficiencies identified.
- (2) *Stormwater* controls - The modification must identify the corrective actions needed and include a schedule for the implementation with a final date no later than 12 weeks unless the *Department* approves additional time in writing.
- (3) Additional inspections monitoring and/or analysis - If the results of inspections, monitoring and/or analysis reveal a violation of this permit, a failure to maintain eligibility for coverage under this permit or a failure to comply with the *benchmarks* or other action levels in this permit, additional inspections, monitoring and/or laboratory analysis of *stormwater* samples may be required. Such requirements are set forth in the applicable Parts.

Part IV – Inspections and Monitoring

A. Comprehensive Site Compliance Inspection & Evaluation

The *owner or operator* shall conduct a comprehensive site compliance inspection at least once per year. The inspections must be done by a *qualified person* who may be either a facility employee or outside consultant hired by the facility. The inspector must be familiar with the *industrial activity*, the *BMPs*, the SWPPP, and must possess the skills to assess conditions at the facility that could impact *stormwater* quality and assess the effectiveness of the *BMPs* that have been chosen to control the quality of the *stormwater discharges*. If more frequent inspections are conducted, the SWPPP must specify the frequency of inspections.

1. Scope of the Compliance Inspection & Evaluation

- a. Inspections must include all areas where industrial materials or activities are exposed to *stormwater*, as identified in Part III.A.3, and areas where unauthorized discharges spills and leaks have occurred within the past three years. At a minimum the inspection shall identify or include:
 - (1) Industrial materials, residue or trash on the ground that could contaminate or be washed away in *stormwater*;
 - (2) Leaks or spills from industrial equipment, drums, barrels, tanks or similar containers;
 - (3) Examination of all *outfall* locations, to determine the presence of unauthorized non-*stormwater discharges* or authorized non-*stormwater discharges* that are not certified in accordance with Part III.A.7(f)(1);
 - (4) Off-site tracking of industrial materials or sediment where vehicles enter or exit the site;
 - (5) Tracking of material away from the area where it originates including from areas of *no exposure* to exposed areas;
 - (6) Evidence of, or the potential for, *pollutants* entering or discharging from the drainage system;
 - (7) Inspection of areas found to be the source of *pollutants* observed during visual and analytical monitoring done during the year;
 - (8) *Stormwater* BMPs identified in the SWPPP must be observed to ensure that they are operating correctly.

- b. If the Comprehensive Site Compliance Inspection indicates the presence of *stormwater* pollution (e.g., color, odor, floating solids, settled solids, suspended solids, foam, oil sheen, or other indicators), the *owner or operator* must, implement corrective actions in Part V.

2. Compliance Inspection & Evaluation report

- a. A compliance inspection & evaluation report must be made and retained as part of the SWPPP for a period of at least five (5) years from the date of the report. At a minimum, the report must include:
 - (1) The scope of the inspection (Part IV.A.1),
 - (2) The name(s) of the person(s) conducting the inspection,
 - (3) The date(s) of the inspection,
 - (4) Weather information at the time of the inspection,
 - (5) Major observations relating to the implementation of the SWPPP, including:
 - (a) The location(s) of *discharges of pollutants* from the site;
 - (b) The location(s) of previously unidentified *discharges of pollutants* from the site;
 - (c) Any evidence of, or the potential for, pollutants entering the drainage system;
 - (d) The source of any discharges and actions taken to address newly identified authorized non-stormwater discharges or elimination of non-authorized discharges;
 - (e) Location(s) of BMPs that need to be maintained;
 - (f) Location(s) of BMPs that failed to operate as designed or proved inadequate for a particular location;
 - (g) Location(s) where additional BMPs are needed that did not exist at the time of inspection;
 - (h) Any incidents of noncompliance. Where an inspection does not identify any incidents of noncompliance, the report shall contain a certification that the facility is in compliance with the SWPPP and this permit;

- (i) Observations regarding the physical condition of and around all outfalls, including any flow dissipation devices; and evidence of pollutants in discharges and/or the receiving water; and,
 - (j) The required corrective actions to be implemented in accordance with Part V.
- b. Credit as a Routine Facility Inspection - Where compliance inspection schedules overlap with routine inspections required under Part IV.B, the comprehensive site compliance inspection may be used as one of the routine inspections.

B. Routine Inspections of BMPs

1. In addition to or as part of the comprehensive site inspection, a *qualified person* must perform routine inspections which include all areas of the facility where industrial materials or activities are exposed to precipitation or *stormwater runoff*. The inspection frequency shall be on a quarterly basis or as specified in the facility's applicable industrial sector in Part VII.
2. The routine inspection must evaluate the performance of *stormwater* BMPs described in the SWPPP.
3. The routine inspection shall be documented and shall be kept with the SWPPP.
4. Any deficiencies in the implementation and/or adequacy of the BMPs must be documented. The required corrective actions must be implemented in accordance with Part V.

C. Annual Dry Weather Flow Inspection

In addition to or as part of the Comprehensive Site Compliance Inspection (Part IV.A), a qualified person must perform an annual dry weather flow inspection and update the non-stormwater discharge certifications (Part III.A.7.f (1)). The requirements and procedures for the annual dry weather flow inspection are applicable to all facilities covered under this permit, regardless of the facility's sector of industrial activity.

1. The *owner or operator* must perform and document at least one dry weather flow inspection each year after at least three (3) consecutive days of no precipitation. The annual dry weather flow inspection shall be conducted to determine the presence of non-stormwater *discharges* to the stormwater drainage system.
2. The annual dry weather flow inspection shall be documented in an inspection report which must include the *outfall* locations, the inspection date and time, inspector name, description of *discharges* identified, the source of any

discharges and actions taken to address any newly identified allowable non-stormwater *discharges* or elimination of non-authorized *discharges*.

3. If a non-stormwater discharge not previously certified in accordance with Part III.A.7.f (1) is discovered the *owner or operator* must implement corrective actions in Part V.B.
4. The dry weather flow inspection report and updated non-stormwater discharge documentation required by Part III.A.7.f (1) must be retained on-site with the SWPPP.

D. Collection and analysis of samples

Samples must be collected as follows:

1. When to Sample

A sample must be taken of the *stormwater discharge* resulting from a *qualifying storm event* with at least 0.1 inch of precipitation (defined as a *measurable storm event*), providing the interval from the preceding measurable storm is at least 72 hours. Each outfall must be sampled except for any outfall for which the facility has claimed a representative outfall waiver in accordance with Part IV.G.3. In the case of snowmelt, samples must be taken during a period with a *discharge* from the site.

The sample must be taken during the first 30 minutes (or as soon as practical, but not to exceed one hour) of the *discharge* at the *outfall*. If the sampled *discharge* mixes with non-stormwater water, the *owner or operator* must attempt to sample the *stormwater discharge* prior to mixing.

2. Sample Analysis

- a. Monitoring and analysis must be conducted according to test procedures approved under 40 CFR Part 136, or equivalent, unless other test procedures have been specified in this permit.
- b. Any laboratory test or sample analysis required by this permit for which the *State Commissioner of Health* issues certificates of approval pursuant to section 502 of the Public Health Law shall be conducted by a laboratory that has been issued a certificate of approval (ELAP certified).
- c. The laboratory sample analysis reports must be kept with the SWPPP.

3. Storm event data

The storm event must be documented using the Storm Event Data Form provided by the *Department*. The Storm Event Data Form must be kept with the SWPPP.

4. **Secondary Containment Screening and Sampling**

Prior to each *discharge*³ from a secondary containment system the *stormwater* must be screened for contamination. (Note: All *stormwater* must be inspected for visible evidence of contamination.) Additional screening methods shall be developed by the *owner or operator* as part of the overall BMP Plan (e.g., the use of volatile gas meters to detect the presence of gross levels of gasoline or volatile organic compounds). If the screening indicates contamination, the *owner or operator* must collect and analyze a representative sample⁴ of the *stormwater*. If the sample contains no *pollutants*, the *stormwater* may be *discharged*. Otherwise it must either be disposed of in an onsite or off-site wastewater treatment plant designed to treat and permitted to *discharge* such wastewater. The first discharge following any cleaned up spill or leak must be sampled regardless of the screening results.

E. **Quarterly Visual Monitoring**

The requirements and procedures for quarterly visual monitoring are applicable to all facilities covered under this permit, regardless of the facility's *industrial activity*

1. The monitoring must be made at least once in each of the following quarters:
 - January 1st through March 31st,
 - April 1st through June 30th,
 - July 1st through September 30th, and
 - October 1st through December 31st
2. All samples must be collected from *discharges* resulting from a *qualifying storm event*, in accordance with Part IV.D.1.
3. The *owner or operator* must perform and document quarterly visual monitoring of a *stormwater discharge* associated with *industrial activity* from each *outfall* on the *Department* provided form and included with the SWPPP unless:
 - a. A waiver is submitted in accordance with Part IV.G, or
 - b. There is no *discharge* from a *qualifying storm event* during a monitoring period. If no *qualifying storm event* resulted in runoff from the facility during a monitoring quarter, documentation must be included with the

³ Note: Discharge includes stormwater discharges and snow and ice removal. If applicable, a representative sample of snow and/or ice should be collected and allowed to melt prior to assessment.

⁴ If the stored substance is gasoline or aviation fuel then sample for oil & grease, benzene, ethylbenzene, naphthalene, toluene and total xylenes (EPA method 602). If the stored substance is kerosene, diesel fuel, fuel oil, or lubricating oil then sample for oil & grease and polynuclear aromatic hydrocarbons (EPA method 610). In all cases an estimated discharge volume and pH monitoring is required.

SWPPP. If a visual examination was performed and the storm event was later determined not to be a measurable storm event, the visual examination must be included with the SWPPP.

4. When the *outfall discharges* directly to the *surface waters of the State*, the *discharge* must be inspected to see whether *BMPs* are effective in preventing significant impacts to receiving waters.
5. Laboratory sample analysis is not necessary to fulfill the visual monitoring requirements.
6. If the visual monitoring indicates the presence of *stormwater* pollution (e.g., color, clarity, odor, floating solids, settled solids, suspended solids, foam, oil sheen, or other indicators), the *owner or operator* must implement corrective actions in Part V.

F. Monitoring Requirements

The monitoring requirements that apply to a facility depends on the types of industrial activities generating *stormwater* runoff. The *owner or operator* must review this Part and Part VII as well as Appendices C, D, E and G of this permit to determine which monitoring requirements apply to each individual *outfall*.

- At facilities where more than one *industrial activity* occurs, monitoring requirements apply for all parameters specific to those industrial activities.
- Where more than one numeric limitation for a specific parameter applies to a *discharge*, compliance with the more restrictive limitation is required.
- Where monitoring requirements for a monitoring period overlap (e.g., need to monitor TSS twice/year for numeric effluent limitation monitoring and also twice/year for *benchmark monitoring*), a single sample will satisfy both monitoring requirements.

1. Types of Pollutant Monitoring

- a. *Benchmark Monitoring* is intended to provide a guideline for the *owner or operator* to determine the overall effectiveness of the SWPPP in controlling the *discharge* of *pollutants* to receiving waters. The requirements for *benchmark monitoring* apply to *discharges* associated with specific industrial activities identified in Part VII (summarized in Appendix C).
- b. *Numeric Effluent Limitation Monitoring* – Activity specific effluent limitations specified in Part VII (summarized in Appendix D).
- c. *Discharges to Impaired Waterbodies* – If a facility *discharges* to an *impaired waterbody* and the cause of impairment is a *pollutant* of concern included in the benchmarks and/or numeric effluent limitations to which

the facility is subject to in Part VII, the facility is required to conduct the additional sampling requirements detailed in Part IV.F.2 for that particular *pollutant(s)* only. The compliance monitoring for *discharges* to impaired waterbodies is in addition to any applicable sector specific *Benchmark Monitoring* in Part IV.F.1.a and Numeric Effluent Limit Monitoring in Part IV.F.1.b. A summary of the applicable benchmarks and/or numeric effluent limits associated with the *pollutant* of concern to an *impaired waterbody* and their applicable sector is located in Appendix G.

- d. Coal Pile Runoff Monitoring - Facilities with *discharges* of *stormwater* from coal storage piles must comply with the limitations and monitoring requirements of Table IV.3 for all *discharges* containing the coal pile runoff, regardless of the facility's sector of *industrial activity*.
- e. Secondary Containment at Storage and Transfer Areas - Unless the *discharge* from any containment system outlet is permitted by an *individual SPDES permit* as an *outfall* with explicit effluent and monitoring requirements, the *owner or operator* shall monitor the outlet as follows:
 - (1) Storage Area Secondary Containment Systems - The volume of each *discharge* from each outlet must be monitored. A representative sample shall be collected of the first *discharge* following any cleaned up spill or leak. The sample must be analyzed for pH, the substance(s) stored within the containment area and any other *pollutants* the *owner or operator* knows or has reason to believe are present.
 - (2) Transfer Area Secondary Containment Systems - The first *discharge* following any spill or leak must be sampled for flow, pH, the substance(s) transferred in that area and any other *pollutants* the *owner or operator* knows or has reason to believe are present.

2. Frequency and Timing of Monitoring

The monitoring requirements for each type of monitoring are provided in Table IV.1 below:

Table IV.1 Monitoring Requirements			
Type of Monitoring	Applicability	Frequency	Reported to the Department
Quarterly Visual Monitoring	All Facilities	Quarterly	No
<i>Benchmark Monitoring, Numeric Effluent Limitation Monitoring, Coal Pile Runoff</i>	Sector Specific	Semi-Annual	Yes
Secondary Containment at Storage and Transfer Areas	Sector Specific	As needed	No
<i>Discharges to Impaired Waterbodies</i>	Waterbody Specific	Quarterly	Yes

The monitoring periods for required monitoring are provided in the Table IV.2 below:

Table IV.2 Monitoring Periods	
Monitoring Frequency	Monitoring Periods
Semi-Annual	Period 1 - January 1 st through June 30 th
	Period 2 - July 1 st through December 31 st
Quarterly	Quarter 1 – January 1 st through March 31 st
	Quarter 2 – April 1 st through June 30 th
	Quarter 3 – July 1 st through September 30 th
	Quarter 4 – October 1 st through December 31 st

- a. If a facility's permit coverage was effective less than two months from the end of a monitoring period, monitoring begins with the next monitoring period.
- b. If a facility is inactive for an entire monitoring period, it may claim a waiver in accordance with Part IV.G.

3. *Monitoring Requirements*

- a. The *owner or operator* must perform and document monitoring of *stormwater discharges* associated with *industrial activity* from each *outfall* during the monitoring periods listed in Table IV.2 unless:

- (1) A waiver applicable to the specific type of monitoring is submitted in accordance with Part IV.G, or
- (2) There is no *discharge* from a *qualifying storm event* during a monitoring period. If no *qualifying storm event* resulted in runoff from the facility during a monitoring period, documentation must be included with the SWPPP.

If a monitoring sample is collected during a storm event that is later determined not to be a qualifying storm event, the results should be included with the SWPPP.

- b. Collection and analysis of samples must be done in accordance with Part IV.D.
- c. Evaluation of Results of Analysis - The *owner or operator* must refer to the tables found in the individual sectors in Part VII for *benchmark monitoring cut-off concentrations* and numeric effluent limitations.
- (1) An exceedance of a Benchmark cut-off concentration is not a permit violation. The exceedance(s) requires the *owner or operator* to evaluate potential sources of *stormwater* contaminants at the facility and perform corrective actions in accordance with Part V.
 - (2) An exceedance of a Numeric *Effluent Limitation* is a permit violation. If there is an exceedance of one or more parameters the *owner or operator* must perform corrective actions in accordance with Part V.
- d. Recording and Reporting Results
- (1) Results of Benchmark and Numeric Effluent Limitation monitoring, (including coal pile runoff monitoring), must be reported to the *Department* using a *Discharge Monitoring Report (DMR)* and included with the SWPPP.
 - (2) Results of monitoring of *discharges* from secondary containment systems must be included with the SWPPP, but are not reported to the *Department*.
- e. For monitoring of Coal Pile Runoff, the *owner or operator* must refer to Table IV.3 for numeric effluent limitations.

Table IV.3			
Numeric Limitations for Coal Pile Runoff			
Parameter	Limit	Monitoring Frequency	Sample Type
Total Suspended Solids (TSS)	50 mg/l, daily max	Semi-Annual	Grab
pH	6.0 - 9.0 min. and max	Semi-Annual	Grab

- (1) The coal pile runoff must not be diluted with *stormwater* or other flows in order to meet this limitation.
- (2) If a facility is designed, constructed and operated to treat the volume of coal pile runoff that is associated with a 10-year, 24-hour rainfall event, any untreated overflow of coal pile runoff from the treatment unit is not subject to the 50 mg/L limitation for total suspended solids.

G. Monitoring Waivers

Unless stated otherwise, the following waivers may be applied to any monitoring required under this permit.

1. Adverse Climatic Conditions Waiver - Adverse weather conditions are those that are dangerous or create inaccessibility for personnel. This waiver may be claimed if the only qualifying storm event(s) in a monitoring period created dangerous conditions for personnel, created conditions which made the sample location inaccessible or made collection of a sample impossible. Examples of these conditions include but are not limited to local flooding, high winds and electrical storms. This waiver may not be claimed to indicate that samples were not collected due to inconvenient timing of storms or other failures to collect *stormwater* samples.

If the Adverse Climatic Conditions Waiver is claimed, an Adverse Climatic Conditions Waiver Form must be signed and submitted to the *Department* with any associated *ACR* or *DMR* in accordance with Appendix H.8 and included with the SWPPP.

2. Inactive and unstaffed sites - An annual Comprehensive Site Inspection (Part IV.A) can be waived at a facility that is inactive and unstaffed for the entire monitoring period if no industrial materials or activities are exposed to *stormwater*. Facilities covered under Sector J are not required to meet the requirement that no materials are exposed to *stormwater*; however adequate *stormwater* controls must be in place to prevent migration of contaminated *stormwater* to surface water. To claim this waiver, the *owner or operator* must:

- a. Maintain a certification with the SWPPP stating the dates the site is inactive and unstaffed;
 - b. Perform and document a Comprehensive Site Inspection prior to shut down. The inspection report must be included in the SWPPP. The certification must include the results of this inspection; and,
 - c. Complete an Inactive or Unstaffed Waiver Form. When this waiver is being claimed, the waiver form must be signed and submitted with each ACR or DMR and be included with the SWPPP.
3. Representative outfalls - If a facility has two or more *outfalls* that have substantially identical *discharges*, the *owner or operator* may sample the *discharge* of one of the *outfalls* and report that the analytical data also applies to the substantially identical *outfall(s)*. Whether or not *discharges* are substantially identical is determined by the similarity of the industrial activities and exposed materials occurring within the drainage area of each *outfall*.
- a. The *owner or operator* must collect a sample from the anticipated "worst case" *outfall*. This is determined by looking at the following indicators:
 - (1) Size of drainage area;
 - (2) Level of *industrial activity*;
 - (3) Amount of exposed industrial materials.
 - b. A representative *outfall* waiver may not be claimed at *outfalls* with *discharges* associated with different industrial activities. This representative *outfall* waiver applies to quarterly visual monitoring and *benchmark monitoring*. It cannot be claimed for compliance monitoring for *discharges* subject to *effluent limitation guidelines* or to *discharges* to *impaired waters*.
 - c. When this waiver is being claimed, the *owner or operator* must submit a completed Representative Outfall Waiver Form with the NOI and keep it with the SWPPP.
 - d. If there is an event that triggers corrective actions at an *outfall* that represents other substantially identical *outfalls*:
 - (1) corrective actions must be completed for all *outfalls* covered by the waiver;

- (2) The representative outfall waiver is suspended and quarterly visual monitoring and benchmark monitoring of the substantially identical outfalls shall commence immediately; and,
- (3) Unless otherwise notified by the Department, the representative outfall waiver again applies when:
 - (a) The results of two consecutive monitoring periods reported to the Department show that all outfall have had no exceedances of benchmark monitoring cut-off concentrations for all parameters; and,
 - (b) The owner or operator submits a new Representative Outfall Waiver Form to the Department.

Part V - Corrective Actions

Failure to document and take the necessary corrective actions are violations of the permit. Continued exceedance of benchmark cut-off concentrations and/or numeric effluent limitations may identify facilities that would be more appropriately covered under an *individual SPDES permit*. If there is an exceedance of either a benchmark or numeric effluent limit at an outfall where a representative outfall waiver has been claimed, the waiver no longer applies and corrective actions must be performed on all outfalls covered by the waiver (Part IV.G.3.d).

A. For Stormwater Discharges

When the visual examination indicates the presence of pollution or when the benchmark or numeric effluent limit sample results indicate exceedances of the *pollutants*, the *owner or operator* must:

1. Inspect the facility for potential sources of *stormwater* contamination and/or causes of the exceedance to numeric limits;
2. Implement additional non-structural and/or structural BMPs to address any sources of contamination that are identified to prevent recurrence within the following timeframes:
 - a. The implementation must be completed before the next anticipated storm event, if practicable, but not more than 12 weeks after discovery.
 - b. If implementation will take longer than 12 weeks, the *owner or operator* must submit a proposed schedule for completion of the project and obtain a written approval from the *Regional Water Engineer (Appendix F)*
3. Revise the facility's SWPPP in accordance with Part III.E; and,
4. Continue efforts to implement additional BMPs at the facility if corrective actions do not result in achieving *benchmark monitoring cut-off concentrations* and/or numeric effluent limitations.

B. For Non-Stormwater Discharges

1. If a non-*stormwater discharge* is discovered the *owner or operator* must:
 - a. Identify its source and determine whether it is an authorized *discharge*.
 - (1) Upon determination that the *discharge* is not covered under this permit or another SPDES permit, the *owner or operator* shall notify the Regional Water Engineer (Appendix F), of the unauthorized *discharge* and begin immediate actions to eliminate the *discharge*. These actions must be documented in the SWPPP.

- b. Upon determination that the *discharge* is an authorized non-*stormwater discharge* identified in Part I.B.2 that were not previously certified in accordance with Part III.A.7.f (1), the *owner or operator* shall update the discharge certification and keep with the SWPPP.

C. Corrective Action Documentation

Owners or operators must document the existence of any of the conditions listed in Parts V.A or V.B within 24 hours of becoming aware of such condition. Unless required by Part VI.A.2.b or as requested by the Department, the corrective action documentation is not required to be submitted and should be kept with the facility's SWPPP. Include the following information in your documentation:

- a. A description of the condition triggering the need for corrective actions. For any spills or leaks, include the following information: a description of the incident including material, date/time, amount, location, and reason for spill, and any leaks, spills or other releases that resulted in discharges of pollutants to waters of the state, through stormwater or otherwise;
- b. Date the condition was identified;
- c. The date when each corrective action was initiated and completed (or is expected to be completed);
- d. A description of the corrective actions to minimize or prevent the discharge of pollutants. For any spills or leaks, include response actions, the date/time clean-up completed, notifications made, and staff involved. Also include any control measures taken to prevent the reoccurrence of such releases (see Part II.A.4); and
- e. A statement, signed and certified in accordance with Appendix H.8.

Part VI – Reporting and Retention of Records

A. Reporting to the *Department*

1. *Annual Certification Report (ACR)*

- a. An *owner or operator* of a facility must submit an ACR, which is signed in accordance with Appendix H.8, to the *Department*.
 - (1) Prior to December 20, 2020, the *owner or operator* may elect to submit the ACR by mailing a paper form to the address listed in Part VI.A.4 or by using the *Department's* online ACR.
 - (2) Beginning December 21, 2020 and in accordance with the EPA's *NPDES* Electronic Reporting Rule, the *owner or operator* must submit the ACR electronically using the *Department's* online ACR. Both versions of the ACR are located on the *Department's* website (<http://www.dec.ny.gov/>).
- b. The ACR is the primary mechanism for reporting compliance with permit conditions to the *Department*. Every facility covered by this general permit must complete and submit an ACR form in accordance with the deadlines below:
 - (1) Owners or operators must complete and submit an ACR covering January 1 to December 31. This ACR must be received by the *Department* on an annual basis by January 28 of the following calendar year except:
 - (a) For facilities whose initial permit coverage is effective prior to October 1 of a calendar year, the initial ACR will cover the effective coverage date to December 31. This initial ACR must be received by the *Department* by January 28 of the following calendar year. Subsequent ACRs must be submitted in accordance with Part VI.A.1.b.(1).
 - (b) For facilities whose initial permit coverage is effective after October 1 of a calendar year, the initial ACR will cover January 1 to December 31 of the following calendar year. This initial ACR must be received by the *Department* by January 28 of the next year. Subsequent ACRs must be submitted in accordance with Part VI.A.1.b.(1).

2. *Discharge Monitoring Report (DMR)*

- a. The owner or operator with Benchmark and/or Numeric Effluent Limitation monitoring requirements shall electronically submit the results of the analysis using EPA's electronic DMR reporting system. All DMRs must be

received by the Department 28 days after the end of the monitoring period. Monitoring periods can be found in Table IV.1.

- b. Using forms provided by the Department, the owner or operator must report the following information when there is an exceedance of a numeric effluent limit (non-compliance event) or exceedance of a benchmark cutoff concentration of the impairing POC for discharges to impaired waterbodies:

- (1) Description of the exceedance and its cause

- (2) Corrective actions taken to address the exceedance

- (3) Preventative (long term) corrective actions taken including any SWPPP modifications to prevent a future exceedance.

- (4) Corrective actions taken for all outfalls claiming the representative outfall waiver.

3. Additional reporting

- a. In addition to filing the ACRs and DMRs with the Department, and upon request of the MS4 Operator, owners or operators with at least one stormwater discharge associated with industrial activity through the MS4, must submit signed copies of ACRs and DMRs for those outfalls to the MS4 Operator.
- b. Any spill of a hazardous substance must be reported in accordance with 6 NYCRR 597.4. Any spill of Petroleum must be reported in accordance with 6 NYCRR 613.6 or 17 NYCRR 32.3. Notification must be reported to the NYSDEC Spills hotline (1-800-457-7362) within two hours after discovery. Additional notifications may be required for Federal level notification through the National Response Center (NRC) at 1-800-424-8802. Where a release of Hazardous Substances or Petroleum enters an MS4, the *owner or operator* shall also notify the *owner* of the MS4 within 2 hours after discovery.

4. Mailing Address

Paper submissions of reports or waivers allowed by this permit or regulation must be submitted to:

Stormwater Compliance Coordinator
NYSDEC, Bureau of Water Compliance
625 Broadway
Albany, New York 12233-3506

B. Monitoring Reporting Submission Deadlines

Every facility covered by this general permit must complete and submit all applicable monitoring reports by the submission deadlines listed in the table below.

Table VI.1 Monitoring/Report Submission Deadlines	
Monitoring type	Submission Deadline
Visual Monitoring	Retain documentation on-site with SWPPP.
Comprehensive Site Compliance Inspection	Retain documentation on-site with SWPPP.
<i>Annual Certification Report</i>	Report must be received in the <i>Department's</i> Central Office no later than January 28 of the year following the reporting period. (See Part VI.A.1)
<i>Benchmark Monitoring, Coal Pile Run-off, Numeric Effluent Limitation Monitoring</i>	<u>Period 1</u> - <i>DMR</i> must be received electronically using EPA's electronic reporting system no later than July 28 following the end of reporting Period 1 - January 1 to June 30.
	<u>Period 2</u> - <i>DMR</i> must be received electronically using EPA's electronic reporting system no later than January 28 following the end of reporting Period 2 - July 1 to December 31.
Monitoring for Bulk Storage and Loading/Unloading Areas	Retain documentation on-site with SWPPP.
<i>Discharge</i> from Secondary Containment	Retain logbook of <i>discharges</i> , including the screening method, results of screening; date, time and volume of each <i>discharge</i> ; and the personnel supervising each <i>discharge</i> .
Monitoring for <i>Discharges</i> to Impaired Waterbodies	<i>DMR</i> must be received electronically using EPA's electronic reporting system no later than 28 days following the end of the reporting period. See Tables IV.1 and IV.2
Non-Compliance Event Form for Exceedances of Numeric Effluent Limits	Results of the exceedance(s) and corrective action(s) taken must be reported on the Non-Compliance Event Form provided by the Department with the submission of the <i>DMR</i> which reports the exceedance. (Part VI.A.2.b)
Corrective Action Documentation for facilities that do not discharge to an impaired waterbody	Retain documentation on-site with SWPPP. (Part V.C)
Corrective Action Form for facilities that have an exceedance of a Benchmark cut-off concentration to an impaired waterbody	Results of the exceedance(s) and corrective action(s) taken must be reported on the Corrective Action Form provided by the Department with the submission of the <i>DMR</i> which reports the exceedance. (Part VI.A.2.b)

C. Retention of Records

All records required by this permit must be retained to meet the timeframes specified below:

1. Administrative Records

The *owner or operator* must retain a copy of the NOI, NOT, Acknowledgment Letters and the SWPPP, for a period of at least five (5) years from the date that the *Department* receives a complete NOT submitted in accordance with Part I.E of this permit.

2. Monitoring Activities

The *owner or operator* shall retain records of all monitoring information for a period of at least 5 years from the date of the sample, measurement, report or application. This period may be extended by written request of the *Department*, provided that the extension is necessary to implement the provisions of this Part or *ECL* and that the reason or reasons for the extension are provided in the request.

- a. The monitoring information shall include:
 - (1) Records of all data used to complete the application for the permit;
 - (2) Copies of all reports required by this permit.
- b. Data to include with the records of monitoring information:
 - (1) The date, exact place, and time of sampling or measurements;
 - (2) The individual(s) who performed the sampling or measurements;
 - (3) The date(s) analyses were performed;
 - (4) The individual(s) who performed the analyses;
 - (5) The analytical techniques or methods used;
 - (6) The results of such analyses; and
 - (7) Quality assurance/quality control documentation.
- c. When records are stored electronically, the records must be preserved in a manner that reasonably assures their integrity and are acceptable to the *Department*. Such records must also be in a format which is accessible to the *Department*.
- d. The *owner or operator* shall make available to the *Department* for inspection and copying or furnish to the *Department* within 25 business days of receipt of a *Department* request for such information, any information retained in accordance with Part VI.C.2.a and b.

Part VII – Sector Specific Permit Requirements

The *owner or operator* must comply with the additional requirements of Part VII that apply to the specific *industrial activity* located at the *owner or operator's* facility. These requirements are in addition to the general requirements specified in the previous sections of this permit. The industry specific requirements are broken down into sections referred to as industrial sectors A through AC.

If the facility has more than one *industrial activity* meeting the description(s) of more than one sector occurring on-site, those industrial activities are considered to be *co-located*. *Stormwater discharges* from *co-located industrial activities* are authorized by this permit, provided that the *owner or operator* complies with any and all of the requirements applicable to each *industrial activity* at the facility. The monitoring and SWPPP terms and conditions of this permit are additive for *industrial activities* being conducted at a facility.

Examples of common *co-located industrial activities* include, but are not limited to:

- Timber Products (Sector A) and vehicle maintenance (Sector P)
- Auto salvage (Sector M) and auto recycling (Sector N)
- Mineral mining (Sector J) and maintenance of vehicles and equipment (Sector P)
- Mineral mining (Sector J) and asphalt manufacturing (Sector D)
- Mineral mining (Sector J) and concrete manufacturing (Sector E)
- Transfer stations accepting recyclables (Sector N) and maintenance of vehicles used in local trucking without storage (Sector P)
- Manufacturers of food and kindred products (Sector U) and maintenance of vehicles used in local or long distance trucking (Sector P)

Sector D – Asphalt Paving & Roofing Materials & Lubricant Manufacturers

Applicability	<p>The requirements listed under this section apply to <i>stormwater discharges associated with industrial activity</i> from facilities engaged in the following activities: manufacturing asphalt paving and roofing materials, including those facilities commonly identified by SIC Codes 2951 and 2952; portable asphalt plants (also commonly identified by SIC Code 2951); and manufacturing miscellaneous products of petroleum and coal, including those facilities classified as SIC Code 2992 and 2999. This section applies to mobile asphalt plants.</p>
Limitations on Coverage	<p>The following <i>stormwater discharges associated with industrial activity</i> are not authorized by this section of the permit:</p> <ol style="list-style-type: none"> a. <i>Stormwater discharges</i> from petroleum refining facilities, including those that manufacture asphalt or asphalt products that are classified as SIC Code 2911; b. <i>Stormwater discharges</i> from oil recycling facilities; and c. <i>Stormwater discharges</i> associated with fats and oils rendering. d. <i>Stormwater discharges</i> mixed with asphalt release agents.
Prohibitions	<p>In addition to the general prohibitions of non-<i>stormwater discharges</i> in Part I.C.1, the following <i>discharges</i> are not covered by this permit include but are not limited to:</p> <ul style="list-style-type: none"> • Contact & Noncontact cooling water • Floor and equipment wash water • Wastewater from vehicle and internal vehicle wash-out • Cooling tower and boiler blow downs • Vehicle and equipment maintenance fluids. <p>These <i>discharges</i> must be covered under a separate <i>SPDES</i> permit</p>
SWPPP Requirements in Addition to Part III	
Site Map	<p>Identify where asphalt release agents are stored, used, recycled and disposed</p>

Additional Non-Numeric Effluent Limits	
Inspections	<p>The SWPPP shall provide for monthly routine facility inspections as part of the maintenance program at:</p> <ul style="list-style-type: none"> • Material storage and handling areas; • Liquid storage tanks, hoppers or silos; • Vehicle and equipment maintenance, cleaning, and fueling areas; • Material handling vehicles; • Spray racks; and, • Equipment and processing areas
Non Structural BMPs	<p>The SWPPP shall include:</p> <ul style="list-style-type: none"> • Procedures to <i>minimize</i> the exposure of raw and waste materials to surface runoff and precipitation. If possible, store the equivalent one day's volume of materials indoors • Procedures to <i>minimize</i> the potential of any outdoor storage of fluids/drums/totes from coming in contact with precipitation/runoff. Fluid containers with valves must be maintained in a closed and locked position • A schedule of regular inspections of equipment for leaks, spills, malfunctioning, worn or corroded parts or equipment; • A preventive maintenance program for manufacturing equipment; • Provisions for drip pans or equivalent measures to be placed under any leaking piece of stationary equipment until the leak is repaired. The drip pans shall be inspected for leaks and potential overflow and all liquids properly disposed of in accordance with local, <i>State</i>, and federal requirements.

Structural BMPs	<p>The SWPPP shall document considerations of the following <i>BMPs</i> (or their equivalents):</p> <ul style="list-style-type: none"> • Provide an impermeable pad under asphalt spray and vehicle wash racks, with sump to collected excess runoff • Containment or diversion structures such as dikes, berms, culverts, trenches, elevated concrete pads, and grading installed where appropriate to <i>minimize</i> contact of <i>stormwater</i> runoff with outdoor processing equipment or stored materials; • Diversion of runoff away from manufacturing areas, storage areas and asphalt spray racks via dikes, berms, containment trenches, culverts and surface grading; • Installation of a sump/pump with each containment pit, and <i>discharge</i> collected fluids to a sanitary sewer system or collect for proper disposal 		
Numeric Effluent Limitations	Table VII-D-1 Sector D - Numeric Effluent Limitation		
	Parameter	Effluent Limitations	
		<i>Daily Maximum</i>	<i>30-day Average</i>
	<i>Discharges</i> from areas where production of asphalt paving and roofing emulsions occurs (SIC 2951, 2952) Subject to the Point Source Category Provisions of 40 CFR Part 443 Subpart A.		
	Total Suspended Solids (TSS)	23 mg/L	15 mg/L
	Oil & Grease	15 mg/L	10 mg/L
	pH	6.0 to 9.0 SU	
Benchmarks	Asphalt paving and roofing materials manufacturing facilities are required to monitor their <i>stormwater discharges</i> for the <i>pollutant</i> of concern listed in Table VII-D-2.		
	Table VII-D-2 Sector D - Benchmark Monitoring Requirement		
	<i>Pollutants of Concern</i>	<i>Benchmark Monitoring Cut-off Concentration</i>	
	Asphalt Paving and Roofing Materials (SIC 2951, 2952)		
	Total Suspended Solids (TSS)	100 mg/L	

Appendix A – Definitions and Acronyms

Acronyms

ACR – Annual Certification Report
BOD5 – Biochemical Oxygen Demand (5-day test)
BMP – Best Management Practice
BAT – Best Available Technology Economically Achievable
BPT - Best Practicable Technology
CBS - Chemical Bulk Storage
CFR – Code of Federal Regulations
COD – Chemical Oxygen Demand
CWA – Clean Water Act (or the Federal Water Pollution Control Act, 33 U.S.C. §1251 et seq)
DMR – Discharge Monitoring Report
ECL - Environmental Conservation Law
ELG – Effluent Limitations Guidelines
EPA – U. S. Environmental Protection Agency
EPCRA – Emergency Planning and Community Right-to-know Act
MDL - Method Detection Limit
MGD – Million Gallons per Day
MS4 – Municipal Separate Storm Sewer System
MSGP – Multi-Sector General Permit
NOI – Notice of Intent
NOT – Notice of Termination
NPDES – National Pollutant Discharge Elimination System
NRC – National Response Center
NTU – Nephelometric Turbidity Unit
PBS - Petroleum Bulk Storage
PQL - Practical Quantitation Limit
RCRA – Resource Conservation and Recovery Act
RQ – Reportable Quantity
SIC – Standard Industrial Classification
SPCC – Spill Prevention, Control, and Countermeasure
SWPPP – Stormwater Pollution Prevention Plan
TMDL – Total Maximum Daily Load
TSS – Total Suspended Solids
USGS – United States Geological Survey

Definitions

Note: Additional definitions are provided within the Part VII industrial sectors for definitions that are specific for those industries.

Annual Certification Report (ACR) - is the primary mechanism for reporting to the *Department*. Every facility covered by this general permit must complete and submit an *ACR* form in accordance with the submission deadlines in Part VI.B -Table VI.1.

Alternative General Permit - is a general permit different from the MSGP that covers some or all of the authorized discharges.

Best Management Practices (BMPs) - means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the *State*. *BMPs* also include treatment requirements (if determined necessary by the *owner or operator*), operating procedures, and practices to control plant site runoff, spillage and leaks, sludge or waste disposal, or drainage from raw material storage.

Benchmark Monitoring – means sampling and analyses of *stormwater discharges* for parameters specified in Part VII for specific sectors.

Benchmark Monitoring Cut-off Concentrations – means *pollutant* levels that are intended to provide a guideline for the *owner or operator* to determine the overall effectiveness of the SWPPP in controlling the *discharge* of *pollutants* to receiving waters. The *benchmark* concentrations do not constitute direct *effluent limitations*. Therefore, a *benchmark* exceedance is not a permit violation in and of itself. It does, however, signal the need for the *owner or operator* to evaluate potential sources of *stormwater* contaminants at the facility.

Best Practicable Control Technology Currently Available (BPT) – means the first level of technology-based standards established by the CWA to control *pollutants discharged* to waters of the U.S. BPT effluent limitations guidelines are generally based on the average of the best existing performance by plants within an industrial category or subcategory.

Co-located Industrial Activities - occurs when a facility has industrial activities included in more than one industrial sector. *Stormwater discharges* from co-located activities must comply with requirements for all relevant sectors.

Commence (Commencement of) Construction Activities - means the initial disturbance of soils associated with clearing, grading or excavation activities; or other construction related activities that disturb or expose soils such as demolition, stockpiling of fill material, and the initial installation of erosion and sediment control practices required in the SWPPP. See definition for “*Construction Activity(ies)*” also.

Construction Activity(ies) - means any clearing, grading, excavation, filling, demolition or stockpiling activities that result in soil disturbance. Clearing activities can include, but are not limited to, logging equipment operation, the cutting and skidding of trees, stump removal and/or brush root removal. Construction activity does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of a facility.

Construction SWPPP – as defined per the NYSDEC SPDES General Permit for *Stormwater* Discharges from Construction Activity, GP-0-15-002.

Control Measure - refers to any BMP *stormwater* control or other method (including *non-numeric effluent limitations*) used to prevent or reduce the *discharge* of *pollutants* to *waters of the United States*.

Corrective Action - any action taken, or required to be taken, to (1) repair, modify, or replace any control measure used at the site; (2) clean up and dispose of spills, releases, or other deposits found on the site; and (3) remedy a permit violation.

Department - means the New York State *Department* of Environmental Conservation as well as meaning the *Department's* designated agent.

Discharge(s) - means any addition of any *pollutant* to *waters of the State* through an outlet or *point source*.

Discharge Authorized by a SPDES Permit - means *discharges* of wastewater or *stormwater* from sources listed in the permit, that do not violate *ECL* Section 17-0501, that are through *outfalls* listed in the permit, and that are:

1. *discharges* within permit limitations of *pollutants* limited in the *SPDES* permit;
2. *discharges* within permit limitations of *pollutants* limited by an indicator limit in the *SPDES* permit;
3. *discharges* of *pollutants* subject to action level requirements in the *SPDES* permit;
4. *discharges* of *pollutants* not explicitly listed in the *SPDES* permit, but reported in the *SPDES* permit application record as detected in the *discharge* or as something the *permittee* knows or has reason to believe to be present in the *discharge*, provided the special conditions section of the applicable *SPDES* permit does not otherwise forbid such a *discharge* and provided that such *discharge* does not exceed, by an amount in excess of normal effluent variability, the level of *discharge* that may reasonably be expected for that *pollutant* from information provided in the *SPDES* permit application record;

5. *discharges of pollutants* not required to be reported on the appropriate and current New York State *SPDES* permit application; provided the special conditions section of the permit does not otherwise forbid such a *discharge*. The *Department* may, in accordance with law and regulation, modify the permit to include limits for any *pollutant* even if that *pollutant* is not required to be reported on the *SPDES* permit application; or
6. Non-stormwater *discharges* listed in Part 750-1.2(a)(29)(vi), with the following exception:
 - o Discharges from firefighting activities are authorized only when the firefighting activities are emergencies/unplanned.

Discharge Monitoring Report (DMR) - means a report submitted by the *owner or operator* to the *Department* summarizing the effluent monitoring results obtained by the *owner or operator* over periods of time as specified in the *SPDES* permit.

Environmental Conservation Law (ECL) - means chapter 43-B of the Consolidated Laws of the State of New York, entitled the *Environmental Conservation Law*.

Effluent Limitation - means any restriction on quantities, quality, rates and concentrations of chemical, physical, biological, and other constituents of effluents that are *discharged* into waters of the *State*.

Effluent Limitation Guideline (ELG) - means toxic or pretreatment *effluent limitations* contained in 40 CFR Parts 405 to 471 (see 6 NYCRR 750-1.24 of this Part).

General *SPDES* permit - means a *SPDES* permit issued pursuant to 6 NYCRR Part 750-1.21 authorizing a category of *discharges*.

Final Stabilization - means that all soil disturbance activities have ceased and a uniform, perennial vegetative cover with a density of eighty (80) percent over the entire pervious surface has been established; or other equivalent stabilization measures, such as permanent landscape mulches, rock rip-rap or washed/crushed stone have been applied on all disturbed areas that are not covered by permanent structures, concrete or pavement.

Groundwater - means waters in the saturated zone. The saturated zone is a subsurface zone in which all the interstices are filled with water under pressure greater than that of the atmosphere. Although the zone may contain gas-filled interstices or interstices filled with fluids other than water, it is still considered saturated.

High Volume Hydraulic Fracturing – means the stimulation of a well using 300,000 gallons or more of water as the primary carrier fluid or base fluid in the hydraulic fracturing fluid for well completion.

Hotspot – Area where land use or activities generate highly contaminated runoff, with concentrations of *pollutants* in excess of those typically found in stormwater.

Impaired Water (or “Impaired Waterbody” or “Impaired Waterbodies”) - A water is impaired if it is determined that it does not meet applicable water quality standards, which are adopted for each water class to protect the best uses designated for that class. Impaired waters are those waters 1) identified on the 2016 New York State Section 303(d) List of *Impaired/TMDL Waters*, or 2) designated as an Integrated Reporting Category (IRC) 4a or 4b waters. An IRC 4a water is an impaired water for which a TMDL to address the impairing *pollutant/cause* has been established. An IRC 4b water is an impaired water where a TMDL is not necessary because other required control measures are expected to result in restoration in a reasonable period of time.

Impervious Area (Cover) - means all impermeable surfaces that cannot effectively infiltrate rainfall. This includes paved, concrete and gravel surfaces (i.e. parking lots, driveways, roads, runways and sidewalks); building rooftops and miscellaneous impermeable structures such as patios, pools, and sheds

Individual SPDES Permit - means a *SPDES* "permit" issued to a single facility in one location in accordance with this Part (as distinguished from a general *SPDES* permit).

Industrial Activity - the 11 categories of industrial activities included in the definition of "*stormwater discharges associated with industrial activity.*"

Industrial Stormwater - *stormwater* runoff associated with the definition of "*stormwater discharges associated with industrial activity.*"

Industrial Waste - means any liquid, gaseous, solid or waste substance or a combination thereof resulting from any process of industry, manufacturing, trade, or business or from the development or recovery of any natural resources, which may cause or might reasonably be expected to cause pollution of the *waters of the State* in contravention of the standards adopted as provided herein.

Measurable Storm Event - a storm event with at least 0.1 inch of precipitation that produces runoff.

Method Detection Limit - means the level at which the analytical procedure referenced is capable of determining with a 99 percent probability that the substance is present. The precision at this level is plus or minus 100 percent.

Minimize – means reduce and/or eliminate to the extent achievable using *control measures* (including *BMPs*) that are technologically available and economically practicable and achievable in the light of best industry practice.

Municipality - means any county, town, city, village, district corporation, special improvement district, sewer authority or agency thereof.

Municipal Separate Storm Sewer System (MS4)- a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains):

1. Owned or operated by a *State*, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to *State* law) having jurisdiction over disposal of sewage, *industrial wastes*, *stormwater*, or other wastes, including special districts under *State* law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the CWA that *discharges* to *waters of the United States*;
2. Designed or used for collecting or conveying *stormwater*;
3. Which is not a combined sewer; and
4. Which is not part of a Publicly Owned Treatment Works (POTW) as defined at 40 CFR 122.2.

National Pollutant Discharge Elimination System (NPDES) - means the national system for the issuance of wastewater and *stormwater* permits under the Federal Water Pollution Control Act (Clean Water Act).

No exposure - all industrial materials or activities are protected by a storm-resistant shelter to prevent exposure to rain, snow, snowmelt, and/or runoff.

Outfall - means the terminus of a sewer system, or the point of emergence of any waterborne sewage, *industrial waste* or other wastes or the effluent therefrom, into the waters of the *State*.

Owner or Operator - means the *owner or operator* of any facility or activity subject to regulation under 6 NYCRR Part 750. In accordance with 6 NYCRR Part 750-1.6(a), when a facility or activity is owned by one person but is operated by another person, it is the operator's duty to obtain a permit

Person or Persons - means any individual, public or private corporation, political subdivision, government agency, *municipality*, partnership, association, firm, trust, estate or any other legal entity whatsoever.

Point Source - means any discernible, confined and discrete conveyance, including but not limited to any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, vessel or other floating craft, or landfill leachate collection system from which *pollutants* are or may be *discharged*.

Pollutant(s) - means dredged spoil, filter backwash, solid waste, incinerator residue, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand and industrial, municipal, agricultural waste and ballast *discharged* into water; which may cause or might reasonably be expected to cause pollution of the *waters of the State* in contravention of the standards or guidance values adopted as provided in Parts 700 et seq of this Title.

Primary Industrial Activity - The operation that generates the most revenue or employs the most personnel is the operation in which the facility is primarily engaged. In situations where the vast majority of on-site activity falls within one SIC code, that activity may be the *primary industrial activity*. The primary industrial determination is based on the value of receipts or revenues or, if such information is not available for a particular facility, the number of employees or production rate for each process may be compared.

Qualified Person - A qualified person may be either a facility employee or hired consultant who is familiar with the day-to-day operations associated with their assigned responsibilities at the facility. The qualified person possesses the knowledge and skills to assess conditions, operations and activities at the facility that could impact stormwater quality and can evaluate the effectiveness of control measures being implemented as part of the requirements of the permit. The owner/operator may designate more than one individual as the qualified person.

If the control measures include Erosion and Sediment controls, then the person selected to inspect the erosion & sediment controls must be knowledgeable in the principles and practices of erosion and sediment control and must receive four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District, or other Department endorsed entity. After receiving the initial training, the qualified person shall receive four (4) hours of training, every three (3) years.

Note: Inspections of any post-construction *stormwater* management practices that include structural components, such as a dam for an impoundment, shall be performed by a Qualified Professional.

Qualified Professional - means a person that is knowledgeable in the principles and practices of *stormwater* management and treatment, such as a licensed Professional Engineer, Registered Landscape Architect or other *Department* endorsed individual(s). Individuals preparing SWPPPs that require the post-construction *stormwater* management practice component must have an understanding of the principles of hydrology, water quality management practice design, water quantity control design, and, in many cases, the principles of hydraulics in order to prepare a SWPPP that conforms to the *Department's* technical standard. All components of the SWPPP that involve the practice of engineering, as defined by the NYS Education Law (see Article

145), shall be prepared by, or under the direct supervision of, a professional engineer licensed to practice in the State of New York.

Qualifying Storm Event – a storm event with at least 0.1 inch of precipitation (defined as a "measurable" event), providing the interval from the preceding measurable storm is at least 72 hours. The 72-hour storm interval is waived if the preceding measurable storm did not result in a *stormwater discharge* (e.g., a storm events in excess of 0.1 inches may not result in a *stormwater discharge* at some facilities), or if the *owner or operator* is able to document that less than a 72 hour interval is representative for local storm events during the sampling period.

Reportable Quantity Release - a release of a hazardous substance at or above the established legal threshold that requires emergency notification. Refer to 40 CFR Parts 110, 177, and 302 for complete definitions and reportable quantities for which notification is required.

Runoff Coefficient - the fraction of total rainfall that will appear at the conveyance as runoff.

Run-on - sources of stormwater that drain from land located upslope or upstream from, and adjacent to, the facility.

Significant Materials - includes, but is not limited to: raw materials; fuels; materials such as solvents, detergents, and plastic pellets; finished materials such as metallic products; raw materials used in food processing or production; hazardous substances designated under section 101(14) of CERCLA; any chemical the facility is required to report pursuant to section 313 of Title III of SARA; fertilizers; pesticides; and waste products such as ashes, slag and sludge that have the potential to be released with *stormwater discharges*.

State - means the State of New York.

State Pollutant Discharge Elimination System (SPDES) - means the system established pursuant to Article 17 of the *ECL* and this Part for issuance of permits authorizing *discharges* to the waters of the *State*.

Stormwater - means that portion of precipitation that, once having fallen to the ground, is in excess of the evaporative or infiltrative capacity of soils, or the retentive capacity of surface features, which flows or will flow off the land by surface runoff to waters of the *State*.

Stormwater Discharges Associated with Industrial Activity - the *discharge* from any conveyance that is used for collecting and conveying *stormwater* and that is directly related to manufacturing, processing or raw materials storage areas at an industrial plant. The term does not include *discharges* from facilities or activities excluded from the *NPDES* program under Part 122. For the categories of industries identified in this

section, the term includes, but is not limited to, *stormwater discharges* from industrial plant yards; immediate access roads and rail lines used or traveled by carriers of raw materials, manufactured products, waste material, or by-products used or created by the facility; material handling sites; refuse sites; sites used for the application or disposal of process waste waters (as defined at 40 CFR Part 401 of this chapter); sites used for the storage and maintenance of material handling equipment; sites used for residual treatment, storage, or disposal; shipping and receiving areas; manufacturing buildings; storage areas (including tank farms) for raw materials, and intermediate and final products; and areas where *industrial activity* has taken place in the past and *significant materials* remain and are exposed to *stormwater*. For the purposes of this paragraph, material handling activities include storage, loading and unloading, transportation, or conveyance of any raw material, intermediate product, final product, by-product or waste product. The term excludes areas located on plant lands separate from the plant's industrial activities, such as office buildings and accompanying parking lots as long as the drainage from the excluded areas is not mixed with *stormwater* drained from the above described areas. Industrial facilities include those that are federally, *State*, or municipally owned or operated that meet the description of the facilities listed in Appendix D of this permit. The term also includes those facilities designated under the provisions of 40 CFR 122.26(a)(1)(v).

Surface Waters of the State - shall be construed to include lakes, bays, sounds, ponds, impounding reservoirs, springs, rivers, streams, creeks, estuaries, marshes, inlets, canals, the Atlantic ocean within the territorial seas of the *State* of New York and all other bodies of surface water, natural or artificial, inland or coastal, fresh or salt, public or private (except those private waters that do not combine or effect a junction with natural surface or underground waters), which are wholly or partially within or bordering the *State* or within its jurisdiction. Waters of the *State* are further defined in 6 NYCRR Parts 800 to 941.

Technical Standards – means the New York State *Stormwater* Management Design Manual (2015) and New York State Standards and Specifications for Erosion and Sediment Control (2016).

Temporary Stabilization - means that exposed soil has been covered with material(s) as set forth in the technical standard, New York Standards and Specifications for Erosion and Sediment Control, to prevent the exposed soil from eroding. The materials can include, but are not limited to, mulch, seed and mulch, and erosion control mats (e.g. jute twisted yarn, excelsior wood fiber mats).

Total Maximum Daily Loads (TMDLs) - A TMDL is the sum of the allowable loads of a single *pollutant* from all contributing point and nonpoint sources. It is a calculation of the maximum amount of a *pollutant* that a waterbody can receive and still meet water quality standards, and an allocation of that amount to the *pollutant's* sources. A TMDL stipulates waste load allocations (WLAs) for *point source discharges*, load allocations (LAs) for nonpoint sources, and a margin of safety (MOS).

Waters of the United States - means:

1. All waters which are currently used, were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters that are subject to the ebb and flow of the tide;
2. All interstate waters, including interstate "wetlands";
7. All other waters, such as interstate lakes, rivers, streams (including intermittent streams), mudflats, sandflats, wetlands, sloughs, prairie potholes, wet meadows, playa lakes, or natural ponds, the use, degradation, or destruction of which would affect or could affect interstate or foreign commerce, including any such waters:
 - a. Which are or could be used by interstate or foreign travelers for recreational or other purposes;
 - b. From which fish or shellfish are or could be taken and sold in interstate or foreign commerce; or
 - c. Which are or could be used for industrial purposes by industries in interstate commerce;
 - d. All impoundments of waters otherwise defined as *waters of the United States* under this definition;
 - e. Tributaries of waters identified in paragraphs (1) through (4) of this definition;
 - f. The territorial sea; and
 - g. Wetlands adjacent to waters (other than waters that are themselves wetlands) identified in paragraphs 1 through 6 of this definition.

Water Quality Standard - means such measures of purity or quality for any waters in relation to their reasonable and necessary use as promulgated in 6 NYCRR Part 700 et seq.

Appendix B - Sectors of Industrial Activity Covered by this Permit

SECTORS OF INDUSTRIAL ACTIVITY COVERED BY THIS PERMIT	
Activities Consistent with Descriptions and SIC Code or Activity Code	Activity Represented
Sector A: Timber Products	
2411	Log Storage and Handling (Wet deck storage areas are only authorized if no chemical additives are used in the spray water or applied to the logs).
2421	General Sawmills and Planning Mills
2426	Hardwood Dimension and Flooring Mills
2429	Special Product Sawmills, Not Elsewhere Classified
2431-2439 (except 2434 - see Sector W)	Millwork, Veneer, Plywood, and Structural Wood
2441, 2448, 2449	Wood Containers
2451, 2452	Wood Buildings and Mobile Homes
2491	Wood Preserving
2493	Reconstituted Wood Products
2499	Wood Products, Not Elsewhere Classified
Sector B: Paper and Allied Products	
2611	Pulp Mills
2621	Paper Mill
2631	Paperboard Mills
2652-2657	Paperboard Containers and Boxes
2671-2679	Converted Paper and Paperboard Products, Except Containers and Boxes
Sector C: Chemical and Allied Products	
2812-2819	Industrial Inorganic Chemicals
2821-2824	Plastics Materials and Synthetic Resins, Synthetic Rubber, Cellulosic and Other Manmade Fibers Except Glass
2833-2836	Medicinal Chemicals and Botanical Products; Pharmaceutical Preparations; In Vitro and In Vivo Diagnostic Substances; Biological Products, Except Diagnostic Substances
2841-2844	Soaps, Detergents, and Cleaning Preparations; Perfumes, Cosmetics, and Other Toilet Preparations
2851	Paints, Varnishes, Lacquers, Enamels, and Allied Products
2861-2869	Industrial Organic Chemicals
2873-2879	Agricultural Chemicals
2891-2899	Miscellaneous Chemical Products
2911	Petroleum Refineries
3952 (limited to list)	Inks and Paints, Including China Painting Enamels, India Ink, Drawing Ink, Platinum Paints for Burnt Wood or Leather Work, Paints for China Painting, Artist's Paints and Artist's Watercolors

SECTORS OF INDUSTRIAL ACTIVITY COVERED BY THIS PERMIT (Continued)	
Activities Consistent with Descriptions and SIC Code or Activity Code	Activity Represented
Sector D: Asphalt Paving and Roofing Materials and Lubricants	
2951, 2952	Asphalt Paving and Roofing Materials
2992, 2999	Miscellaneous Products of Petroleum and Coal
Sector E: Glass Clay, Cement, Concrete, and Gypsum Products	
3211	Flat Glass
3221, 3229	Glass and Glassware, Pressed or Blown
3231	Glass Products Made of Purchased Glass
3241	Hydraulic Cement
3251-3259	Structural Clay Products
3261-3269	Pottery and Related Products
3271-3275	Concrete, Gypsum and Plaster Products
3281	Cut Stone and Stone Products
3291-3299	Abrasive, Asbestos, and Miscellaneous Non-metallic Mineral Products
Sector F: Primary Metals	
3312-3317	Steel Works, Blast Furnaces, and Rolling and Finishing Mills
3321-3325	Iron and Steel Foundries
3331-3339	Primary Smelting and Refining of Nonferrous Metals
3341	Secondary Smelting and Refining of Nonferrous Metals
3351-3357	Rolling, Drawing, and Extruding of Nonferrous Metals
3363-3369	Nonferrous Foundries (Castings)
3398, 3399	Miscellaneous Primary Metal Products
Sector G: Metal Mining (Ore Mining and Dressing)	
1011	Iron Ores
1021	Copper Ores
1031	Lead and Zinc Ores
1041, 1044	Gold and Silver Ores
1061	Ferroalloy Ores, Except Vanadium
1081	Metal Mining Services
1094, 1099	Miscellaneous Metal Ores
Sector H: [Reserved]	
Sector I: Oil and Gas Extraction and Refining	
1311	Crude Petroleum and Natural Gas
1321	Natural Gas Liquids
1381-1389	Oil and Gas Field Services

SECTORS OF INDUSTRIAL ACTIVITY COVERED BY THIS PERMIT (Continued)

Activities Consistent with Descriptions and SIC Code or Activity Code	Activity Represented
Sector J: Mineral Mining and Dressing	
1411	Dimension Stone
1422-1429	Crushed and Broken Stone, Including Rip Rap
1442, 1446	Sand and Gravel
1455, 1459	Clay, Ceramic, and Refractory Materials
1474-1479	Chemical and Fertilizer Mineral Mining
1481	Nonmetallic Minerals Services, Except Fuels
1499	Miscellaneous Nonmetallic Minerals, Except Fuels
Sector K: Hazardous Waste Treatment, Storage, or Disposal Facilities	
HZ	Hazardous Waste Treatment Storage or Disposal
Sector L: Landfills and Land Application Sites	
LF	Landfills, Land Application Sites, and Non-Compliant Landfills
Sector M: Automobile Salvage Yards	
5015	Automobile Salvage Yards
Sector N: Scrap Recycling Facilities	
5093	Scrap Recycling Facilities, Including Transfer Stations Accepting Household Recyclables
4499 (limited to list)	Dismantling Ships, Marine Salvaging, and Marine Wrecking - Ships For Scrap
Sector O: Steam Electric Generating Facilities	
SE	Steam Electric Generating Facilities
Sector P: Land Transportation and/or Warehousing	
4011, 4013	Railroad Transportation
4111-4173	Local and Highway Passenger Transportation
4212-4231	Motor Freight Transportation and/or Warehousing
4311	United States Postal Service
5171	Petroleum Bulk Stations and Terminals
Sector Q: Water Transportation	
4412-4499(except 4499 facilities as specified in Sector N)	Water Transportation, Marinas, Yacht Clubs
Sector R: Ship and Boat Building or Repairing Yards	
3731, 3732	Ship and Boat Building or Repairing Yards
Sector S: Air Transportation	
4512-4581	Air Transportation Facilities

SECTORS OF INDUSTRIAL ACTIVITY COVERED BY THIS PERMIT (Continued)	
Activities Consistent with Descriptions and SIC Code or Activity Code	Activity Represented
Sector T: Treatment Works	
TW	Treatment Works
Sector U: Food and Kindred Products	
2011-2015	Meat Products
2021-2026	Dairy Products
2032-2038	Canned, Frozen and Preserved Fruits, Vegetables & Food Specialties
2041-2048	Grain Mill Products
2051-2053	Bakery Products
2061-2068	Sugar and Confectionery Products
2074-2079	Fats and Oils
2082-2087	Beverages
2091-2099	Miscellaneous Food Preparations and Kindred Products
2111-2141	Tobacco Products
Sector V: Textile Mills, Apparel, and Other Fabric Product Manufacturing, Leather and Leather Products	
2211-2299	Textile Mill Products
2311-2399	Apparel and Other Finished Products Made From Fabrics and Similar Materials
3131-3199 (3111 - see Sector Z)	Leather and Leather Products, except Leather Tanning and Finishing
Sector W: Furniture and Fixtures	
2434	Wood Kitchen Cabinets
2511-2599	Furniture and Fixtures
Sector X: Printing and Publishing	
2711-2796	Printing, Publishing, and Allied Industries
Sector Y: Rubber, Miscellaneous Plastic Products, and Miscellaneous Manufacturing Industries	
3011	Tires and Inner Tubes
3021	Rubber and Plastics Footwear
3052, 3053	Gaskets, Packing, and Sealing Devices and Rubber and Plastics Hose and Belting
3061, 3069	Fabricated Rubber Products, Not Elsewhere Classified
3081-3089	Miscellaneous Plastics Products
3931	Musical Instruments
3942-3949	Dolls, Toys, Games and Sporting and Athletic Goods
3951-3955 (except 3952 facilities specified in Sector C)	Pens, Pencils, and Other Artists' Materials
3961, 3965	Costume Jewelry, Costume Novelties, Buttons, and Miscellaneous Notions, Except Precious Metal. Miscellaneous Manufacturing Industries.
3991-3999	Miscellaneous Manufacturing Industries.

SECTORS OF INDUSTRIAL ACTIVITY COVERED BY THIS PERMIT (Continued)	
Activities Consistent with Descriptions and SIC Code or Activity Code	Activity Represented
Sector Z: Leather Tanning and Finishing	
3111	Leather Tanning, Currying and Finishing
Sector AA: Fabricated Metal Products	
3411–3499	Fabricated Metal Products, Except Machinery and Transportation Equipment
3911–3915	Jewelry, Silverware, and Plated Ware
Sector AB: Transportation Equipment, Industrial or Commercial Machinery	
3511-3599 (except 3571-3579 - see Sector AC)	Industrial and Commercial Machinery (Except Computer and Office Equipment).
3711-3799 (except 3731, 3732 - see Sector R)	Transportation Equipment (Except Ship and Boat Building and Repairing)
Sector AC: Electronic, Electrical, Photographic, and Optical Goods	
3571-3579	Computer and Office Equipment
3612-3699	Electronic, Electrical Equipment and Components, Except Computer Equipment
3812-3873	Measuring, Analyzing and Controlling Instrument; Photographic and Optical Goods

Appendix C - Sectors Subject to Benchmark Monitoring Requirements

INDUSTRIAL SECTORS SUBJECT TO BENCHMARK MONITORING		
Industry Sector ¹	Industry Sub-sector	Benchmark Monitoring Parameters
A	General Sawmills and Planing Mills	TSS, COD, Zinc, TN, Phosphorus
	Wood Preserving Facilities	Arsenic, Chromium, Copper
	Log Storage and Handling	TSS
	Hardwood Dimension and Flooring Mills	TSS, COD
B	Paperboard Mills	COD
C	Industrial Inorganic Chemicals	Aluminum, Iron, TN
	Plastics, Synthetic Resins, etc	Zinc
	Soaps, Detergents, Cosmetics, Perfumes	TN, Zinc
	Agricultural Chemicals	TN, Iron, Lead, Zinc, Phosphorus
	Petroleum Refining	Oil & Grease, Lead, Zinc, BTEX
D	Asphalt Paving and Roofing Materials	TSS
E	Clay Products	Aluminum
	Concrete Products	TSS, pH, Iron
F	Steel Works, Blast Furnaces, and Rolling and Finishing Mills	Aluminum, Zinc
	Iron and Steel Foundries	Aluminum, TSS, Copper, Iron, Zinc
	Nonferrous Rolling, Drawing & Extruding	Copper, Zinc
	Nonferrous Foundries (Castings)	Copper, Zinc
G ²	Ore Mining and Dressing	TSS, COD, pH, turbidity, metals
H	[Reserved]	
I	Oil and Gas Extraction	TSS, Chlorides, pH, ⁴
J	Sand and Gravel Mining	TSS, TN, Iron, Zinc, Phosphorus
	Dimension and Crushed Stone and Non- metallic Minerals (except fuels)	TSS
K	Hazardous Waste Treatment, Storage or Disposal	TSS, COD, TN, Arsenic, Cadmium, Cyanide, Lead, Magnesium, Mercury, Selenium, Silver

1 - Table does not include parameters for compliance monitoring under *effluent limitations guidelines*.
2 - See Sector G (Part VII.G) for additional monitoring *discharges* from waste rock and overburden piles from active ore mining or dressing facilities which includes TSS, COD, turbidity, pH, hardness, and metals.
3 - Monitoring requirement for airports with deicing activities utilizing more than 100 tons of urea or more than 100,000 gallons of glycol per year.
4 - BTEX is Benzene, Ethylbenze, Toluene and Xylene.

INDUSTRIAL SECTORS SUBJECT TO BENCHMARK MONITORING (Continued)

Industry Sector ¹	Industry Sub-sector	Benchmark Monitoring Parameters
L	Landfills, Land Application Sites, and Open.. Dumps	Iron, TSS, TN, Phosphorus
	Landfills, Land Application Sites and Open .. Dumps, Except Municipal Solid Waste Landfill Sites Closed in accordance with 40 CFR 258.60	Iron, TSS
M	Automobile Salvage Yards	TSS, Oil & Grease, Aluminum, Iron, Lead, BTEX ⁴
N	Scrap Recycling/Waste Recycling Facilities .. and Facilities Engaged in Ship Dismantling, Marine Salvaging & Marine Wrecking for Scrap	TSS, COD, Oil & Grease, Aluminum, Cadmium, Copper, Chromium, Iron, Lead, Zinc
	Scrap & Waste Recycling Facilities which include <i>Stormwater Discharges</i> from Shredder Fluff Storage Areas	TSS, COD, Oil & Grease, Aluminum, Cadmium, Copper, Chromium, Iron, Lead, Zinc, Mercury, PCBs, BTEX ⁴
O	Steam Electric Generating Facilities	Iron, Oil & Grease, PCBs
P	Land Transportation and/or Warehousing, including Transfer Stations with vehicle maintenance facilities	Oil & Grease, COD, BTEX ⁴
Q	Water Transportation Facilities	Aluminum, Iron, Zinc, Lead
S	Airports with deicing activities ³	COD, BOD, TN, pH
T	Treatment Works	COD
U	Grain Mill Products	TSS, TN, Phosphorus
	Fats and Oils Products	BOD, COD, TSS, TN, Phosphorus
Y	Rubber Products	Zinc
Z	Leather Tanning and Finishing	TN, Chromium
AA	Fabricated Metal Products Except Coating	TN, Aluminum, Iron, Zinc
	Fabricated Metal Coating and Engraving	TN, Zinc
AC	Electronic, Electrical Equipment and Components, Photographic & Optical Goods	TSS, Copper, Lead

1 - Table does not include parameters for compliance monitoring under *effluent limitations guidelines*.
 2 - See Sector G (Part VII.G) for additional monitoring *discharges* from waste rock and overburden piles from active ore mining or dressing facilities which includes TSS, COD, turbidity, pH, hardness, and metals.
 3 - Monitoring requirement for airports with deicing activities utilizing more than 100 tons of urea or more than 100,000 gallons of glycol per year.
 4 - BTEX is Benzene, Ethylbenzene, Toluene and Xylene.

Appendix D - Compliance Monitoring Requirements - Industrial Activities Subject to Effluent Limitation Guidelines

Effluent limitation guidelines applicable to <i>discharges</i> that may be eligible for permit coverage	
Effluent Limitation Guideline	Sectors With Affected Facilities
<i>Discharges</i> resulting from spray down or intentional wetting of logs at wet deck storage areas (40 CFR Part 429, Subpart I (2002) (established January 26, 1981))	A
Contaminated runoff from phosphate fertilizer manufacturing facilities (40 CFR Part 418 Subpart A (2002) (established April 8, 1974))	C
Runoff from asphalt emulsion facilities (40 CFR Part 443 Subpart A (2002) (established July 24, 1975))	D
Runoff from material storage piles at cement manufacturing facilities (40 CFR Part 411 Subpart C (2002) (established February 23, 1977))	E
Mine dewatering <i>discharges</i> at crushed stone mines (40 CFR Part 436, Subpart B)	J
Mine dewatering <i>discharges</i> at construction sand and gravel mines (40 CFR Part 436, Subpart C)	J
Mine dewatering <i>discharges</i> at industrial sand mines (40 CFR Part 436, Subpart D)	J
Runoff from landfills, (40 CFR Part 445, Subpart A and B (2002) (established February 2, 2000))	K & L
Coal pile runoff at steam electric generating facilities (40 CFR Part 423 (2002) (established November 19, 1982))	O
Runoff containing urea from airfield pavement deicing at existing and new primary airports with 1,000 or more annual non-propeller aircraft departures (40 CFR Part 449, (established May 16, 2012))	S

Appendix E - Additional Information for New *Discharges*

Any facility with new *stormwater discharges associated with industrial activity* which require any other *Uniform Procedures Act* (<http://www.dec.ny.gov/permits/6081.html>) permit(s) (*Environmental Conservation Law*, 6 NYCRR Part 621) are not initially eligible for coverage under this general permit. The *discharger* must first complete a Short Environmental Assessment Form which can be found in Appendix B of 6 NYCRR Part 617.20 or on the web at <http://www.dec.ny.gov/regs/6191.html>, and submit it to the appropriate NYSDEC Regional Permit Administrator. Upon a review of the Short Environmental Assessment Form and the information specified below, the *Department* may authorize the applicant to submit a Notice of Intent (NOI) to obtain coverage under this general permit or, alternatively, require an application for an *individual SPDES permit*.

Additional Information

1. A site map showing topography (or indicating the outline of drainage areas served by the *outfall(s)* for which *discharge* authorization and permit coverage is being sought if a topographic map is unavailable) of the facility including: each of its drainage and *discharge* structures; the drainage area of each *stormwater outfall*; paved areas and buildings within the drainage area of each *stormwater outfall*; areas used for outdoor storage or disposal of *significant materials*; structural *control measure(s)* to reduce *pollutants* in *stormwater* runoff; material loading and access areas; areas where pesticides, herbicides, soil conditioners and fertilizers are applied; each hazardous waste treatment, storage or disposal facility (including each area not required to have a RCRA permit which is used for accumulating hazardous waste under 40 CFR 262.34); wells where fluids from the facility are injected underground; and springs, and surface and/or *groundwater* bodies which will receive *stormwater discharges* from the facility.
2. An estimate of the area of impervious surfaces (including paved areas and building roofs) and the total area drained by each *outfall* and a narrative description of the following: *significant materials* that, in the three years prior to the submittal of this information, have been treated, stored or disposed of in a manner which will allow exposure to *stormwater*; methods of treatment, storage or disposal of such materials; materials management practices employed to *minimize* contact of these materials with *stormwater* runoff; materials loading and access areas; the location, manner and frequency of application of pesticides, herbicides, soil conditioners and fertilizers; the location and description of structural and non-structural *control measures* being used to reduce *pollutants* in *stormwater* runoff; and a description of the *stormwater* treatment, including the ultimate disposal of any solid or fluid wastes other than by *discharge*.

3. A certification that all *outfalls* that could contain *stormwater discharges associated with industrial activity* have been tested or evaluated for the presence of non-*stormwater discharges* which are not covered by an existing *SPDES* permit; tests for such non-*stormwater discharges* may include smoke tests, fluorometric, analysis of accurate schematics, as well as other appropriate tests. The certification shall include a description of the method used, the date of any testing, and the on-site drainage points that were directly observed during a test.
4. Existing information regarding reportable leaks or spills of toxic or hazardous *pollutants* at the facility that have occurred within the three years prior to the submittal of this information.
5. Estimates for the following parameters for all *outfalls*:
 - Any *pollutant* limited in an effluent limitations guideline for which the facility is subject;
 - Any *pollutant* listed in the facility's existing *SPDES* permit, if any;
 - Oil and grease, pH, BOD5, COD, TSS, total phosphorus, Ammonia, Total Kjeldahl nitrogen, and nitrate plus nitrite nitrogen;
 - Any information on the *discharge* required under paragraph §122.21(g)(7)(iii) and (iv) of 40 CFR Part 122; and
 - The flow rate and total amount of *discharge* for *stormwater* event(s) and the method of estimation.
6. Other information as the *Department* may reasonably require to determine whether coverage under this general permit or, alternatively, under an individual permit is required.

Appendix F - List of DEC Regional Offices

List of NYS DEC Regional Offices			
Region	Counties Covered	DIVISION OF ENVIRONMENTAL PERMITS (DEP) Permit Administrators	DIVISION OF WATER (DOW) Water (SPDES) Program Regional Water Engineer
1	Nassau and Suffolk	SUNY @ Stony Brook 50 Circle Road Stony Brook, NY 11790-3409 Tel. (631) 444-0365	SUNY @ Stony Brook 50 Circle Road Stony Brook, NY 11790-3409 Tel. (631) 444-0405
2	Bronx, Kings, New York, Queens and Richmond	1 Hunters Point Plaza, 47-40 21st St. Long Island City, NY 11101-5407 Tel. (718) 482-4997	1 Hunters Point Plaza, 47-40 21st St. Long Island City, NY 11101-5407 Tel. (718) 482-4933
3	Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester	21 South Putt Corners Road New Paltz, NY 12561-1696 Tel. (845) 256-3059	100 Hillside Ave., Suite 1W Whiteplains, NY 10603-2860 Tel. (914) 428-2505
4	Albany, Columbia , Delaware , Greene , Montgomery, Otsego, Rensselaer, Schenectady and Schoharie	1130 North Westcott Road Schenectady, NY 12306-2014 Tel. (518) 357-2069	1130 North Westcott Road Schenectady, NY 12306-2014 Tel. (518) 357-2045
5	Clinton, Essex, Franklin, Fulton, Hamilton, Saratoga, Warren and Washington	1115 NYS Route 86 Ray Brook, NY 12977-0296 Tel. (518) 897-1234	232 Golf Course Road Warrensburg, NY 12885-0220 Tel. (518) 623-1200
6	Herkimer, Jefferson, Lewis, Oneida and St. Lawrence	State Office Building 317 Washington Street Watertown, NY 13601-3787 Tel. (315) 785-2245	State Office Building 207 Genesee Street Utica, NY 13501-2885 Tel. (315) 793-2554
7	Broome , Cayuga , Chenango, Cortland, Madison, Onondaga, Oswego, Tioga and Tompkins	615 Erie Blvd. West Syracuse, NY 13204-2400 Tel. (315) 426-7438	615 Erie Blvd. West Syracuse, NY 13204-2400 Tel. (315) 426-7500
8	Chemung, Genesee, Livingston, Monroe, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne and Yates	6274 East Avon-Lima Road Avon, NY 14414-9519 Tel. (585) 226-2466	6274 East Avon-Lima Rd. Avon, NY 14414-9519 Tel. (585) 226-2466
9	Allegany, Cattaraugus, Chautauqua, Erie, Niagara and Wyoming	270 Michigan Avenue Buffalo, NY 14203-2999 Tel. (716) 851-7165	270 Michigan Ave. Buffalo, NY 14203-2999 Tel. (716) 851-7070

Appendix G – Pollutant(s) of Concern for Impaired Waterbodies Reference Table

Pollutant(s) of Concern for Impaired Waterbodies Reference Table		
Pollutant of Concern Causing Impairment	Applicable Benchmark or Numeric Effluent Limit	Sector
Acid/Base (pH)	pH	A, D, E, G, I, J, K, L, S
Algal/Plant Growth	Total Nitrogen (TN)	A, C, J, K, L, S, U, Z, AA
	Total Phosphorous (TP)	C, J, L, U
	Total Suspended Solids (TSS)	A, D, E, F, G, I, J, K, L, M, N, U, AC
Ammonia	Total Nitrogen (TN)	A, C, J, K, L, S, U, Z, AA
	Ammonia	K, L, S
	Nitrogen	S
Biological Impacts	Aluminum	C, E, F, M, N, Q, AA
	Arsenic	A, G, K
	Cadmium	G, K, N
	Beryllium	G
	Chromium	A, K, N, Z
	Copper	A, F, G, N, AC
	Cyanide	K
	Iron	C, E, F, G, J, L, M, N, O, Q, AA
	Lead	C, G, K, M, N, Q, AC
	Magnesium	K
	Manganese	G
	Mercury	G, K, N
	Nickel	G
	Selenium	G, K
	Silver	G, K
	Zinc	A, C, F, G, J, K, L, N, Q, Y, AA
	Chlorides	I
	Total Nitrogen (TN)	A, C, J, K, L, S, U, Z, AA
	Total Phosphorous (TP)	C, J, L, U
	Total Suspended Solids (TSS)	A, D, E, F, G, I, J, K, L, M, N, U, AC

Pollutant(s) of Concern for Impaired Waterbodies Reference Table (Continued)

Pollutant of Concern Causing Impairment	Applicable Benchmark or Effluent Limit	Sector
Cadmium	Cadmium	G, K, N
Chlorides/Salts	Chlorides	I
Copper	Copper	A, F, G, N, AC
Cyanide	Cyanide	K
Floatables	Oil & Grease	C, D, M, N, O, P
Mercury	Mercury	G, K, N
Harmful Algal Blooms	Total Nitrogen (TN)	A, C, J, K, L, S, U, Z, AA
	Total Phosphorous (TP)	C, J, L, U
	Total Suspended Solids (TSS)	A, D, E, F, G, I, J, K, L, M, N, U, AC
Low D.O./ Oxygen Demand	Biochemical Oxygen Demand (BOD)	K, L, S, U
	Chemical Oxygen Demand (COD)	A, B, G, K, N, P, S, T, U
	Total Nitrogen (TN)	A, C, J, K, L, S, U, Z, AA
	Total Phosphorous (TP)	C, J, L, U
Nitrogen	Total Nitrogen (TN)	A, C, J, K, L, S, U, Z, AA
Nutrients	Total Nitrogen (TN)	A, C, J, K, L, S, U, Z, AA
	Total Phosphorous (TP)	C, J, L, U
	Total Suspended Solids (TSS)	A, D, E, F, G, I, J, K, L, M, N, U, AC
PCBs	PCBs	N, O
Phosphorus	Total Phosphorous (TP)	C, J, L, U
	Total Suspended Solids (TSS)	A, D, E, F, G, I, J, K, L, M, N, U, AC
Oil & Grease	Oil & Grease	C, D, M, N, O, P
Silt/Sediment	Total Suspended Solids (TSS)	A, D, E, F, G, I, J, K, L, M, N, U, AC
Turbidity	Total Suspended Solids (TSS)	A, D, E, F, G, I, J, K, L, M, N, U, AC

Appendix H – Standard Permit Conditions

1. Duty to Comply

The *owner or operator* must comply with all terms and conditions of the permit. Any permit noncompliance constitutes a violation of the *Environmental Conservation Law* and is grounds for enforcement action, ineligibility for this SPDES general permit, or denial of a permit renewal.

An owner/operator's filing of a request for a transfer or termination, or notification of planned changes or anticipated non-compliance does not limit, diminish or stay compliance with any terms of this general permit.

2. Continuation of the Expired General Permit

In the event a new general permit is not issued prior to the expiration of this general permit and this general permit is extended pursuant to the State Administrative Procedure Act and 6 NYCRR Part 621, then the *owner or operator* with coverage under this general permit may continue to operate and *discharge* in accordance with the terms and conditions of this general permit until such time that a new general permit is issued. This general permit expires 5 years from the effective date.

3. Enforcement

Failure of the *owner or operator* to strictly adhere to any of the SPDES general permit requirements contained herein shall constitute a violation of this SPDES general permit. There are substantial criminal, civil, and administrative penalties associated with violating the provisions of this SPDES general permit. Fines of up to \$37,500 per day for each violation and imprisonment for up to fifteen (15) years may be assessed depending upon the nature and degree of the offense.

4. Need to Halt or Reduce Activity Not a Defense

It shall not be a defense for an *owner or operator* in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.

5. Duty to Mitigate

The *owner or operator* shall take all reasonable steps to *minimize* or prevent any *discharge* in violation of this permit which has a reasonable likelihood of adversely affecting human health or the environment.

6. Duty to Provide Information

The *owner or operator* shall furnish to the *Department*, within five (5) business days of a *Department* request for such information, any information requested to determine compliance with this SPDES general permit, or to determine whether cause exists for denying coverage in accordance with Appendix H.13 of this general permit. The *owner or operator* shall also furnish upon request, copies of records required by this permit.

7. Other Information

When the *owner or operator* becomes aware that they failed to submit any relevant facts or submitted incorrect information in the NOI or in any report to the *Department*, they shall promptly submit corrected facts or information.

8. Signatory Requirements

a. All forms (NOI and NOT), shall be signed as follows:

(1) For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means:

(a) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or

(b) the manager of one or more manufacturing, production or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements, and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

b. For a partnership by a general partner

c. For a sole proprietorship by the proprietor,

d. For a municipality: State, Federal, or other public agency: by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes (1) the chief executive officer of the agency, or (2) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g. Regional Administrators of EPA).

e. Duly Authorized Representatives

All reports and documentation required by the permit and other information requested by the *Department* shall be signed by a person described above or by a duly authorized representative of that person. A person is a duly authorized representative only if:

(1) The authorization is made in writing by a person described above and submitted to the *Department*.

(2) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity, such as the position of

manager, *owner or operator*, superintendent, or position of equivalent responsibility or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position).

f. Changes to authorization

If an authorization under Appendix H.8.a is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements above must be submitted to the *Department* prior to or together with any reports, information, or applications to be signed by an authorized representative.

g. Certification

Any person signing documents under this section shall make the following certification: "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 *person* 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.

9. Penalties for Falsification of Documentation/Penalties related to Monitoring Devices

In accordance with 6 NYCRR 750-2.4 and 750-2.5, any person who knowingly makes any false material statement, representation, or certification in any application, record, report or other document filed or required to be maintained under this permit, including monitoring reports or reports of compliance or noncompliance shall, upon conviction, be punished in accordance with ECL §71-1933 and or Articles 175 and 210 of the New York State Penal Law.

10. Oil and Hazardous Substance Liability

Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the *owner or operator* from any responsibilities, liabilities, or penalties to which the *owner or operator* is or may be subject under section 311 of the CWA or section 102 of the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA").

11. Property Rights

The issuance of this permit does not convey any property rights in either real property or personal property, nor any exclusive privileges, nor does it authorize any injury to private property nor any invasion of personal rights, nor any infringement of Federal, *State* or local laws or regulations; nor does it obviate the necessity of obtaining the assent of any other jurisdiction as required by law for the authorized *discharge*. Owners or Operators must obtain any applicable conveyances, easements, licenses and/or access to real property prior to commencing *discharges* authorized by this SPDES general permit.

12. Severability

The provisions of this permit are severable, and if any provision of this permit, or the application of any provision of this permit to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this permit shall not be impaired or affected thereby.

13. Requiring an Individual Permit or an Alternative General Permit

The *Department* may require any person authorized by this general permit to apply for and/or obtain either an *individual SPDES permit* or an alternative *SPDES general permit* in accordance with 6 NYCRR Part 750-1.21(e).

- a. The *Department* may require any *owner or operator* authorized by this permit to apply for and/or obtain either an *individual SPDES permit* or another *SPDES general permit*. When the *Department* requires any *discharger* authorized by a general permit to apply for an *individual SPDES permit*, it shall notify the *discharger* in writing that a permit application is required. This notice shall include a brief statement of the reasons for this decision, an application form, a statement setting a time frame for the *owner or operator* to file the application for an *individual SPDES permit*, and a deadline, not sooner than 180 days from *owner or operator* receipt of the notification letter, whereby the authorization to *discharge* under this general permit shall be terminated. Applications must be submitted to the appropriate Permit Administrator at the Regional Office. The *Department* may grant additional time upon demonstration, to the satisfaction of the *Department*, that additional time to apply for an alternative authorization is necessary or where the *Department* has not provided a permit determination in accordance with Part 621 of this Title.
- b. When an *individual SPDES permit* is issued to a *discharger* authorized to *discharge* under a general *SPDES permit* for the same *discharge(s)*, the general permit authorization for *outfalls* authorized under the *individual SPDES permit* is automatically terminated on the effective date of the individual permit unless termination is earlier in accordance with 6 NYCRR Part 750.

14. State/Environmental Laws

- a. Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the *owner or operator* from any responsibilities, liabilities, or penalties established pursuant to any applicable *State* law or regulation under authority preserved by section 510 of the Clean Water Act.
- b. No condition of this permit shall release the *owner or operator* from any responsibility or requirements under other environmental statutes or regulations.
- c. Nothing in this *SPDES general permit* relieves the *Owner or Operator* from the requirement to obtain any other permits required by law.
- d. Coverage under this *SPDES permit* does not supersede, revoke or rescind an order on consent or modification of the order or any of the terms, conditions or requirements contained in such order or modification unless specifically intended by the order or a newly issued order.

15. Proper Operation and Maintenance

The *owner or operator* shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the *owner or operator* to achieve compliance with the conditions of this permit and with the requirements of *stormwater* pollution prevention plans. Proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures. Proper operation and maintenance requires the operation of backup or auxiliary facilities or similar systems installed by an *owner or operator* only when necessary to achieve compliance with the conditions of the permit.

16. Inspection and Entry

The *owner or operator* shall allow an authorized representative of either the *Department* or EPA or, in the case of a facility which *discharges* through a *municipal separate storm sewer system*, an authorized representative of the municipal operator of the separate storm sewer receiving the *discharge*, upon the presentation of credentials and other documents as may be required by law, to:

- a. Enter upon the *owner or operators* premises where a regulated facility or activity is located or conducted or where records must be kept under the conditions of this permit;
- b. Have access to and copy at reasonable times, any records that must be kept under the conditions of this permit, including required to be maintained for the purposes of operation and maintenance:
- c. Inspect at reasonable times any facilities or equipment (including monitoring and control equipment), practice or operations regulated or required under the permit; and
- d. Sample or monitor, at reasonable times, for the purposes of assuring permit compliance or as otherwise authorized the CWA or the ECL, any substance or parameters at any location.

17. Definitions

Definitions are included in Appendix A of this permit. Additional definitions are provided within the Part VII industrial sectors for terms that are specific to those industries.

18. Reopener Clause

- a. If there is evidence indicating potential or realized impacts on water quality due to any *stormwater discharge associated with industrial activity* covered by this permit, the *owner or operator* of such *discharge* may be required to obtain an individual permit or an alternative general permit in accordance with Appendix H.13 of this permit or the permit may be modified to include different limitations and/or requirements.
- b. Permit modification, suspension, or revocation will be conducted according to 6 NYCRR Part 621 and 6 NYCRR 750-1.18 and 750-1.20.

Appendix B

List of Spills/Incident Report Form

List of Significant Spills or Leaks

This list must be updated as appropriate during the term of the general permits for the site. Significant spills “includes, but is not limited to: releases of oil or hazardous substances in excess of reportable quantities under section 311 of the Clean Water Act (see 40 CFR 110.10 and CFR 117.21) or section 102 of CERCLA (see 40 CFR 302.4)”

1. Date: 05/02/2019 Material Discharged: waste oil/used oil Estimated Quantity: UNKNOWN
Discovered by: Staff (9:30 AM) Notified: NYSDEC Region 7 (10:41 AM)
Comments:
Spill Number 1901110; caused by equipment failure (commercial/
industrial source). Unknown if spill affected a waterbody.

2. Date: _____ Material Discharged: _____ Estimated Quantity: _____
Discovered by: _____ Notified: _____
Comments:

3. Date: _____ Material Discharged: _____ Estimated Quantity: _____
Discovered by: _____ Notified: _____
Comments:

4. Date: _____ Material Discharged: _____ Estimated Quantity: _____
Discovered by: _____ Notified: _____
Comments:

5. Date: _____ Material Discharged: _____ Estimated Quantity: _____
Discovered by: _____ Notified: _____
Comments:

6. Date: _____ Material Discharged: _____ Estimated Quantity: _____
Discovered by: _____ Notified: _____
Comments:

Incident Report Form

1. Time release discovered:
2. Time release stopped:
3. Approximate location and type of incident (e.g. fire, explosion, spill):
4. Material released:
5. Extent of injuries (if any):
6. What damage to human or environmental health is likely:

7. Estimated amount of material recovered:
8. What was done with recovered material:
9. Action taken to control the problem and prevent further problems:

10. Notifications made to external agencies:
YES: _____ NO: _____

a. Time Notifications Made:

AGENCY: _____ TIME: _____

AGENCY: _____ TIME: _____

AGENCY: _____ TIME: _____

AGENCY: _____ TIME: _____

SIGNATURE: _____ DATE: _____

(MANAGER)

Appendix C

Routine Monthly Facility Inspection

**APPENDIX I
ROUTINE MONTHLY FACILITY INSPECTION**

**City of Syracuse Department of Public Works
Syracuse Asphalt Plant
Onondaga County, New York**

Instructions: This form should be completed on an annual basis and included in the SWPPP. If action is required, then this form and the Plan must reflect the actions taken.

Date	Inspected by	Others Present	
Area Inspected	Procedure	Comments	Action Required
ASTs	Complete monthly AST inspection form (see SPCC plan). Check for staining or spillage in containment area, on tank and near dispenser. Inspect locks, spill kits and make sure hose is secure and away from vehicle path.		
Outdoor Drum Storage	Check that all drums are stored on spill pallets and are intact.		
Loading of Asphalt/ DuraPatch (at silos)	Verify that the loading equipment is operating properly to prevent spillage; check area for spillage.		
Loading of Aggregate into Hopper	Check for accumulated aggregate material around hopper and that the hopper is functioning properly.		
Loading & Unloading of Particulate Matter (from baghouse)	Check that receiving truck is covered while loading; inspect equipment for proper operation.		
Loading & Unloading of Aggregate / Power Screening	Check stormwater system for proper operation. Ensure that any spilt materials are cleaned up immediately.		

APPENDIX I
ROUTINE MONTHLY FACILITY INSPECTION

City of Syracuse Department of Public Works
Syracuse Asphalt Plant
Onondaga County, New York

Area Inspected	Procedure	Comments	Action Required
Vehicle Tracking of Sediment / Debris	Check that paved roadways and staging areas are regularly swept and that accumulation of sediment, debris, and other materials is minimized.		
Truck Spray Down	Check that the spray down equipment is functioning properly and there is not excess asphalt release compound leaking from the truck beds.		
Vehicle Washing Area	Ensure that vehicles are sprayed in contained area tributary to oil-water separator only, and that vehicles are not discharging muddy water as they leave the site		
Stormwater Vaults and Catch basins	Check for accumulated sediment and sludge, schedule removal if necessary		
Oil-Water Separators	Check for accumulated sediment and sludge, schedule removal if necessary		

Appendix D

Historical Discharge Monitoring Reports

Appendix E

Corrective Action Form for Semi-Annual Benchmark Monitoring Exceedances

Outfall Discharge Data

1. Outfall No.:

2. Parameter/Pollutant of Concern Exceeded:

3. Have you claimed this outfall as a Representative Outfall?

 Yes No

If Yes, Corrective Actions must be completed for all outfalls claiming the Representative Outfall Waiver. Additionally the representative outfall waiver claim is no longer valid until two consecutive semi-annual monitoring samples show no exceedance for all outfalls.

4. Date of Exceedance:

 / /

5. Permitted Value:

Units: mg/L ng/L ug/L s.u. NTUs

6. Reported Value:

Units: mg/L ng/L ug/L s.u. NTUs**Corrective Actions and Sample Results**

7. Describe the exceedance and its cause(s):

8. Describe the short- and long-term corrective actions taken to address the exceedance(s). Include all changes to existing BMPs and any new BMPs implemented. Specify the SWPPP modifications.

Outfall Discharge Data

1. Outfall No.:

2. Parameter/Pollutant of Concern Exceeded:

3. Have you claimed this outfall as a Representative Outfall?

Yes No

If Yes, Corrective Actions must be completed for all outfalls claiming the Representative Outfall Waiver. Additionally the representative outfall waiver claim is no longer valid until two consecutive semi-annual monitoring samples show no exceedance for all outfalls.

4. Date of Exceedance:

 / /

5. Permitted Value:

Units: mg/L ng/L ug/L s.u. NTUs

6. Reported Value:

Units: mg/L ng/L ug/L s.u. NTUs

Corrective Actions and Sample Results

7. Describe the exceedance and its cause(s):

8. Describe the short- and long-term corrective actions taken to address the exceedance(s). Include all changes to existing BMPs and any new BMPs implemented. Specify the SWPPP modifications.

Outfall Discharge Data

1. Outfall No.:
2. Parameter/Pollutant of Concern Exceeded:
3. Have you claimed this outfall as a Representative Outfall? Yes No

If Yes, Corrective Actions must be completed for all outfalls claiming the Representative Outfall Waiver. Additionally the representative outfall waiver claim is no longer valid until two consecutive semi-annual monitoring samples show no exceedance for all outfalls.

4. Date of Exceedance: / /
5. Permitted Value: Units: mg/L ng/L ug/L s.u. NTUs
6. Reported Value: Units: mg/L ng/L ug/L s.u. NTUs

Corrective Actions and Sample Results

7. Describe the exceedance and its cause(s):

8. Describe the short- and long-term corrective actions taken to address the exceedance(s). Include all changes to existing BMPs and any new BMPs implemented. Specify the SWPPP modifications.

Appendix F

Corrective Action Form/Non-Compliance Event Form

Outfall Discharge Data

1. Outfall No.:

2. Parameter/Pollutant of Concern Exceeded:

3. Have you claimed this outfall as a Representative Outfall?

Yes No

If Yes, Corrective Actions must be completed for all outfalls claiming the Representative Outfall Waiver. Additionally the representative outfall waiver claim is no longer valid until two consecutive semi-annual monitoring samples show no exceedance for all outfalls.

4. Date of Exceedance:

 / /

5. Permitted Value:

Units: mg/L ng/L ug/L s.u. NTUs

6. Reported Value:

Units: mg/L ng/L ug/L s.u. NTUs

Corrective Actions and Sample Results

7. Describe the exceedance and its cause(s):

8. Describe the short- and long-term corrective actions taken to address the exceedance(s). Include all changes to existing BMPs and any new BMPs implemented. Specify the SWPPP modifications.

Outfall Discharge Data

1. Outfall No.:

2. Parameter/Pollutant of Concern Exceeded:

3. Have you claimed this outfall as a Representative Outfall?

Yes No

If Yes, Corrective Actions must be completed for all outfalls claiming the Representative Outfall Waiver. Additionally the representative outfall waiver claim is no longer valid until two consecutive semi-annual monitoring samples show no exceedance for all outfalls.

4. Date of Exceedance:

 / /

5. Permitted Value:

Units: mg/L ng/L ug/L s.u. NTUs

6. Reported Value:

Units: mg/L ng/L ug/L s.u. NTUs

Corrective Actions and Sample Results

7. Describe the exceedance and its cause(s):

8. Describe the short- and long-term corrective actions taken to address the exceedance(s). Include all changes to existing BMPs and any new BMPs implemented. Specify the SWPPP modifications.

Outfall Discharge Data

1. Outfall No.:

2. Parameter/Pollutant of Concern Exceeded:

3. Have you claimed this outfall as a Representative Outfall?

Yes No

If Yes, Corrective Actions must be completed for all outfalls claiming the Representative Outfall Waiver. Additionally the representative outfall waiver claim is no longer valid until two consecutive semi-annual monitoring samples show no exceedance for all outfalls.

4. Date of Exceedance:

 / /

5. Permitted Value:

Units: mg/L ng/L ug/L s.u. NTUs

6. Reported Value:

Units: mg/L ng/L ug/L s.u. NTUs

Corrective Actions and Sample Results

7. Describe the exceedance and its cause(s):

8. Describe the short- and long-term corrective actions taken to address the exceedance(s). Include all changes to existing BMPs and any new BMPs implemented. Specify the SWPPP modifications.

Appendix G

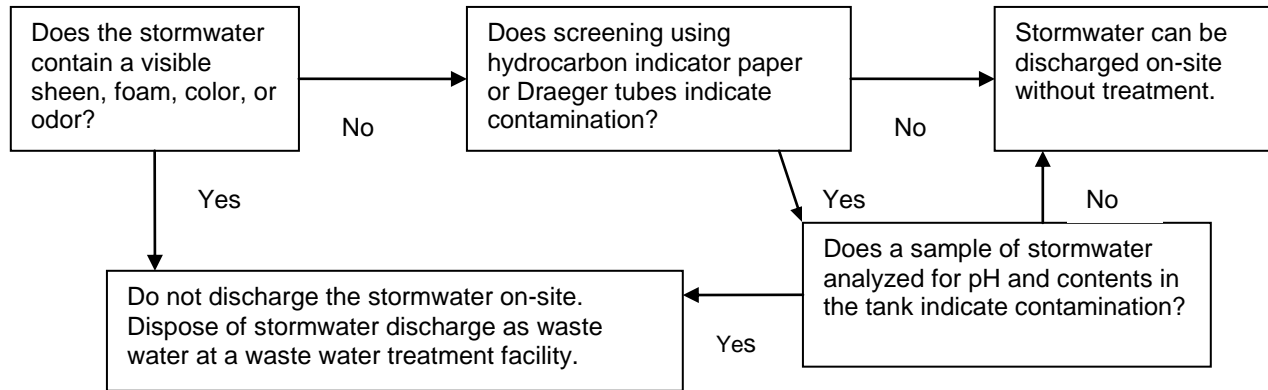
Storm Event Data Form

Appendix H

Secondary Containment Discharge Monitoring Form

SECONDARY CONTAINMENT DISCHARGE MONITORING FORM

Instructions: Prior to each discharge from a secondary containment system the liquid including stormwater must be screened for contamination in accordance with Section 15 of the SWPPP. If the screening indicates the presence of contamination a representative sample of the liquid must be collected and analyzed. Use the following decision tree in determining if the stormwater is contaminated or not.



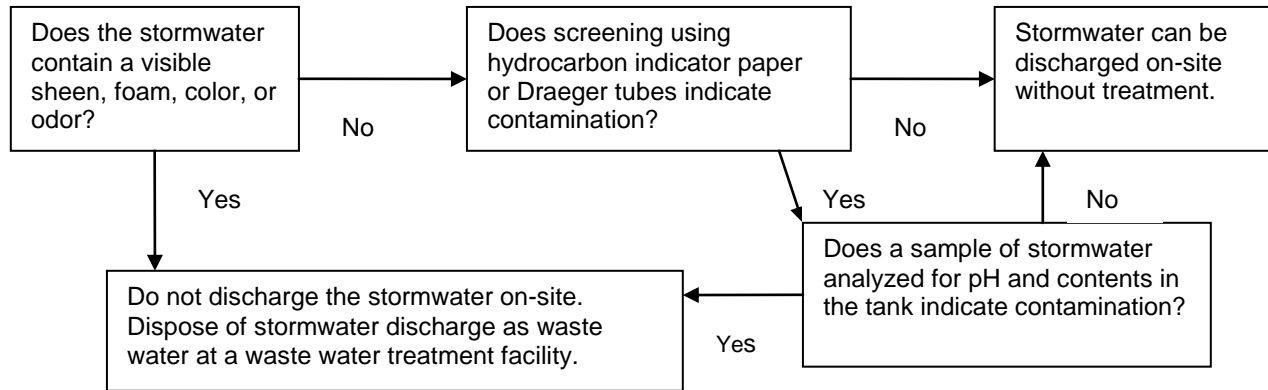
Date of discharge evaluation	Does the stormwater have a visible sheen, foam, color or odor? Yes/No	Did screening indicate contamination? Yes/No	Was a sample collected for analysis? Yes/No	Was the liquid discharged as stormwater or managed as wastewater?	Estimated volume of discharge (gallons)?	Name of evaluator

Appendix I

Quarterly Visual Monitoring Form

SECONDARY CONTAINMENT DISCHARGE MONITORING FORM

Instructions: Prior to each discharge from a secondary containment system the liquid including stormwater must be screened for contamination in accordance with Section 15 of the SWPPP. If the screening indicates the presence of contamination a representative sample of the liquid must be collected and analyzed. Use the following decision tree in determining if the stormwater is contaminated or not.



Date of discharge evaluation	Does the stormwater have a visible sheen, foam, color or odor? Yes/No	Did screening indicate contamination? Yes/No	Was a sample collected for analysis? Yes/No	Was the liquid discharged as stormwater or managed as wastewater?	Estimated volume of discharge (gallons)?	Name of evaluator

Appendix J

Employee Training Sign-In Sheet and Agenda

Appendix K

Annual Comprehensive Site Compliance Evaluation

**APPENDIX H
ANNUAL COMPREHENSIVE SITE COMPLIANCE EVALUATION**

**City of Syracuse Department of Public Works
Syracuse Asphalt Plant
Onondaga County, New York**

Instructions: This form should be completed on an annual basis and included in the SWPPP. If action is required, then this form and the Plan must reflect the actions taken. This inspection should note any modifications or changes to the physical structures and/or operational practices at the facility. These changes should be reflected on the site map and incorporated into the SWPPP. A review of the facility's records and recordkeeping procedures should be conducted to ensure changes that occur between inspections, which may materially affect the SWPPP, are reported to the pollution prevention team so that the team is able to make the appropriate modifications to the SWPPP in a timely manner. Finally, a thorough review of the SWPPP should be conducted to ensure that it adequately reflects current situations and practices at the facility. If it has been determined that some BMPs are ineffective, additional BMPs should be developed to control stormwater contamination.

Date	Inspected by	Others Present

- | | |
|---|---|
| <input type="checkbox"/> Pollution Prevention Team Roster Updated | <input type="checkbox"/> Non-Stormwater Discharge Samples Collected |
| <input type="checkbox"/> Site Plan Updated | <input type="checkbox"/> Semi-Annual Numerical/Benchmark Monitoring Performed and Results Filed |
| <input type="checkbox"/> Inventory of Exposed Materials Completed | <input type="checkbox"/> Routine Quarterly Inspections Documented |
| <input type="checkbox"/> List of Significant Spills Updated | <input type="checkbox"/> SWPPP Revised/Updated as necessary |
| <input type="checkbox"/> Pollution Prevention Training Completed/Form Updated | |

NOTES

CERTIFICATION

CERTIFICATION FOR SITE IN FULL COMPLIANCE – NO ACTION OR CHANGES REQUIRED

I, _____, (Responsible Corporate Official), hereby certify under penalty of law that based on the results of the Comprehensive Site Compliance Evaluation described herein and in any attached documentation, the permitted Facility is compliance with the terms of SPDES GP-0-17-004. I further certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

CERTIFICATION FOR CONDITIONAL COMPLIANCE WITH ACTIONS AND/OR CHANGES TO SWPPP REQUIRED

I, _____, (Responsible Corporate Official), hereby certify under penalty of law that based on the results of the Comprehensive Site Compliance Evaluation described herein and in any attached documentation, the permitted Facility is deficient under the requirements of SPDES GP-0-17-004 as outlined in the Section titled "Notes" above. The attached documentation describes actions that have been taken or will be taken to improve the quality of stormwater discharge from the site to bring the Facility into compliance with GP-0-17-004. I further certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name & Title:	Phone No.:
Signature:	Date Signed:

**APPENDIX H
ANNUAL COMPREHENSIVE SITE COMPLIANCE EVALUATION**

**City of Syracuse Department of Public Works
Syracuse Asphalt Plant
Onondaga County, New York**

Instructions: This form should be completed on an annual basis and included in the SWPPP. If action is required, then this form and the Plan must reflect the actions taken.

Area Inspected	Procedure	Comments	Action Required
Bulk Product Transfer Areas / Equipment Fueling (petroleum, liquid asphalt cement, etc.)	Verify that BMPs and routine inspections listed in the SWPPP and SPCC are being followed. Inspect for evidence of spillage and ensure equipment is properly functioning.		
ASTs	Gather all monthly AST inspection forms completed in SPCC inspections. Check for unresolved issues identified in the AST inspection forms and for staining or spillage in containment area, on tank and near dispenser. Inspect locks, spill kits and make sure hose is secure and away from vehicle path.		
Loading of Asphalt/ DuraPatch	Verify that the loading equipment is operating properly to prevent spillage; check area for spillage.		
Loading of Aggregate into Hopper	Check for accumulated aggregate material around hopper and that the hopper is functioning properly.		
Loading & Unloading of Particulate Matter (from baghouse)	Check that receiving truck is covered while loading; inspect equipment for proper operation.		

APPENDIX H
ANNUAL COMPREHENSIVE SITE COMPLIANCE EVALUATION

City of Syracuse Department of Public Works
Syracuse Asphalt Plant
Onondaga County, New York

Area Inspected	Procedure	Comments	Action Required
Loading & Unloading of Aggregate / Power Screening	Check stormwater system for proper operation. Ensure that any spilt materials are cleaned up immediately.		
Outdoor Drum Storage	Check that all drums are stored on spill pallets and are intact.		
Vehicle Tracking of Sediment / Debris	Check that paved roadways and staging areas are regularly swept and that accumulation of sediment, debris, and other materials is minimized.		
Vehicle Parking	Check for evidence of leaking vehicles and for erosion and sedimentation.		
Truck Spray Down	Check that the spray down equipment is functioning properly and there is not excess chemical leaking from trucks.		
Vehicle Washing Area	Ensure that vehicles are sprayed in contained area tributary to oil-water separator only, and that vehicles are not discharging muddy water as they leave the site.		
Access Roads	Check for signs of leaking fluids or previous staining. Look for sediment accumulation and erosion and ensure that a fresh layer of gravel is present (where applicable).		
Stormwater Vaults and Catch basins	Check for accumulated sediment and sludge, schedule removal if necessary		

APPENDIX H
ANNUAL COMPREHENSIVE SITE COMPLIANCE EVALUATION

City of Syracuse Department of Public Works
Syracuse Asphalt Plant
Onondaga County, New York

Area Inspected	Procedure	Comments	Action Required
Oil-Water Separators	Check for accumulated sediment and sludge, schedule removal if necessary		
Stormwater Outfalls	Check stormwater outfalls for operation, (i.e. open, clean) and water quality by checking for odors, sheen, clarity, and floating solids.		
Spill response kit	Inspect all components, make sure kit is accessible		
Transformer	Inspect transformer for proper operation. Check for corrosion, leakage, or signs of stress.		
Other			
Other			

Appendix L

Annual Dry Weather Monitoring Form

**CITY OF SYRACUSE DEPARTMENT OF PUBLIC WORKS - ASPHALT PLANT
Annual Dry-Weather Flow Monitoring Reporting Form**

Permit # _____

Date _____

Inspector _____

Inspector Title _____

Date of evaluation	Outfall ID (see site map)	Dry weather flow observed?	Methods used to test or evaluate discharge ¹	Results of test for non-stormwater discharge	If non-stormwater, identify potential sources	Name/title of person who completed evaluation

¹ Methods for evaluating discharge include inspection of color, clarity, and odor, and observing the sample for foam, oil sheen or globules, and floating, suspended or settled solids. A sample of the dry-weather flow should be examined in a manner similar to that described in Appendix J (Quarterly Stormwater Visual Examination).

CERTIFICATION

I, _____ (responsible corporate official), 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 ensure that qualified personnel properly gather and evaluate 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.

Name

Title

Signature

Date Signed

Appendix M

SWPPP Amendment Log

SWPPP Amendment Log

Amend. No.	Description of the Amendment	Date of Amendment	Amendment Prepared by [Name(s) and Title]
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			