



Notice of Intent



**(GaNOI) Permit # GAG610000
for Small Municipal Separate Storm Sewer Systems (MS4)**



CITY OF GRIFFIN

 SINCE 1840**Commission Members**

W.D. "Bill" Landrum
Chairman

Douglas S. Hollberg
Chairman Pro-Tem

Cora L. Flowers

Rodney C. McCord

Dick Morrow

Joanne Todd

Cynthia Reid Ward

City Manager
Kenny L. Smith

November 6, 2007

Lisa A. Perrett
Environmental Specialist
Stormwater Unit
Georgia Department of Natural Resources
Environmental Protection Division
Water Protection Branch
4220 International Parkway, Ste 101
Atlanta, Georgia 30354

Re: NPDES Phase II MS4 Permit Reissuance

Dear Ms. Perrett:

Attached please find a copy of our application to reissue NPDES Permit No. GAG610000 set to expire December 8, 2007. This report was prepared in general accordance with guidance document provided by Georgia Department of Natural Resources, Environmental Protection Division.

If you have any questions regarding this submittal please contact Dr. Brant Keller, Director Public Works & Utilities at (770) 229-4264.

Sincerely,

Brant D. Keller, Ph.D.
Public Works and Utilities Director

cc: File

Attachment (City of Griffin's application NPDES Permit No. GAG610000)



"The Iris City"

STATE OF GEORGIA DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION

GEORGIA NOTICE OF INTENT (GaNOI)

General NPDES Permit No. GAG610000 for
Small Municipal Separate Storm Sewer Systems (MS4)

I. General Information

A. Ownership Status (Please check one):

- Municipal Separate Storm Sewer System
 Federal Facility
 State Facility

B. Name of small MS4: City of Griffin

C. Name of responsible official: Brant D. Keller PhD
Title: Director Public Works and Utilities
Mailing Address: 100 S. Hill Street P.O. Box T
City: Griffin State: GA Zip Code 30224
Telephone Number: 770-233-4100

D. Designated stormwater management program contact:
Name: Brant D. Keller PhD
Title: Director Public Works and Utilities
Mailing Address: 100 S. Hill Street P.O. Box T
City: Griffin State: GA Zip Code 30224
Telephone Number: 770-233-4100

II. Sharing Responsibility

A. Has another entity agreed to implement a control measure on your behalf?
Yes _____ No _____ (If no, skip to Part III)

Control Measure #1:

1. Name of entity _____

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

Control Measure #2:

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

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

III. For Federal or State-Owned MS4s

(If you are a municipally owned MS4, skip to Part IV)

A. Location of MS4:

1. Name of Urbanized Area or municipality where your MS4 is located: _____

2. Name of your organization _____
3. The latitude and longitude of the approximate center of your MS4:
Latitude _____ Longitude _____

IV. Known or Suspected Water Quality Problems

- A. The name(s) of the receiving waters to which your MS4 discharges (attach a separate list if necessary):
Cabin Creek discharges to Ocmulgee River, Wildcat Creek, Heads Creek, Honey Bee Creek, Potato Creek, WASP Creek and Shoal Creek discharges to Flint River.
- B. Indicate any receiving water stream segments to which your MS4 discharges, which are included on the 303(d) list:
Heads Creek, Cabin Creek, Potato Creek, Wildcat Creek

- C. Describe any known or suspected water quality concerns within your jurisdictional area (e.g. stream siltation, 303(d) listed streams, habitat

degradation, elevated levels of pollutants, etc.), including location (attach additional page(s) if necessary):

4 Streams have been listed on the 303(d) List of Impaired Waters. These stream include Wildcat Creek, Cabin Creek, Potato Creek and Heads Creek.

D. Indicate any stream segments to which your MS4 discharges which have a Total Maximum Daily Load (TMDL):
Heads Creek, Wildcat Creek, Potato Creek, Cabin Creek

E. For those stream segments with a TMDL, indicate if you are participating in an approved TMDL Implementation Plan or have BMP's in place to address the pollutant(s) of concern:
Heads Creek, Wildcat Creek, Potato Creek, Cabin Creek

V. Minimum Control Measures

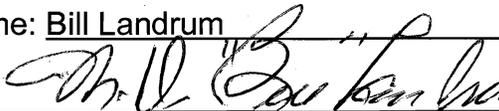
The NOI must include at east two BMPs for each of the six minimum control measures:

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

VI. Certification Statement

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based upon my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Printed Name: Bill Landrum Date: 11-01-07

Signature:  Title: Mayor

City of Griffin Roles and Responsibilities for NPDES Phase II Permitting

Appendix A Public Education And Outreach On Stormwater Impacts

BMP	People Involved	Role and Responsibilities
BMP #1 Commission Meeting	Director of Public Works and Utilities	Present all Stormwater Projects at a Commission Meeting in December
BMP #2 Water Sourcebook (Schools K-12)	Deputy Director of Stormwater/Environmental Tech	Supplying local schools with 10 water education posters for display in the science classrooms
BMP #3 Website Updates	GIS Manager/ Web Master/Engineering Analyst	Update Website Quarterly
BMP #4 Utility Bills Flyers	Deputy Director of Stormwater	Distribute flyers in utility bills
BMP #5 Annual Report	Deputy Director of Stormwater	Publish annual report on website and in local newspaper once a year (November)
BMP #6 Brochures	Environmental Technicians	Visit brochure sites monthly to replenish stock of brochures Replace one brochure with new one with different message every March Replenish with at least 10 copies of each brochure
BMP #7 Display Board	Environmental Technicians	Set up display in a public location and move at least every 4 months
BMP #8 Schools EcoMasters CD Distribution	GIS Manager/ Web Master/Engineering Analyst	Distribute EcoMasters CDs
BMP #9 BMP Test Training	Deputy Director of Stormwater	Invite at least 20 contractors / builders Invite Public Works and Water / Wastewater Department as well

Appendix B Public Involvement and Participation

BMP	People Involved	Role and Responsibilities
BMP #1 Curb Marking	Environmental Technicians	Have volunteers glue markers on at least 500 storm-drain structures each year
BMP #2 Watershed Council	Director of Public Works and Utilities	Hold workshops at least quarterly and take minutes
BMP #3 Public Survey	Deputy Director of Stormwater	Develop and send out consumer satisfaction surveys to everyone in the utility database
BMP #4 Stream Cleanup	Deputy Director of Stormwater / Environmental Technicians	Hold one cleanup event every year (The promotional items will reach at least 100 people annually)

City of Griffin Roles and Responsibilities for NPDES Phase II Permitting

Appendix C Illicit Discharge and Elimination

BMP	People Involved	Role and Responsibilities
Storm Sewer Map	GIS Manager/ Web Master/Engineering Analyst	Continually update when necessary
Ordinance / Regulatory Mechanism Evaluation	Director of Public Works and Utilities	Continually update when necessary
BMP #1 FOG Brochures	FOG Inspector and Stormwater Environmental Technicians	Deliver at least 100 brochures per year in the permit cycle 2008-2012
BMP #2 Problems Reported on Website	GIS Manager/ Web Master/Engineering Analyst	Keep track of the number of problems reported to us from the website and update website every quarter
BMP #3 Illicit Discharge and Detection	Deputy Director of Stormwater / Environmental Technicians	The Stormwater Department will walk at least 2,500 feet of streams per year looking for Illicit Discharges and Connections
BMP #4 Curb Marking	Environmental Technicians	Have volunteers glue markers on at least 500 storm-drain structures each year
BMP #5 Culvert Inspections	Stormwater Operations Manager	Keep track of the number of culvert inspections by field crews Record maintenance and remediation

Appendix D Construction Site Stormwater Runoff Control

BMP	People Involved	Role and Responsibilities
Ordinance Evaluation	Director of Public Works and Utilities	Continually Update when necessary
BMP #1 Litter Ordinance	Environmental Technicians	Use litter ordinance that will control the discarded building materials, concrete truck washout, chemicals, etc, on public and private property
BMP #2 Review ES&PC Plans	Deputy Director of Stormwater	Record # of plans reviewed, # requiring revisions, and # denied approval, and # approved
BMP #3 ES&PC Inspections	Environmental Technicians	Inspect all construction sites on a weekly basis and compare to approved erosion control plan
BMP #4 Website E&S Complaints	GIS Manager/ Web Master/Engineering Analyst	Record the number of reported problems and when they were resolved
BMP #5 Preconstruction Meetings	Deputy Director of Stormwater	Record date, time, and project name for all commercial project preconstruction meetings
BMP #6 Training Site	Deputy Director of Stormwater	Invite at least 20 builders and contractors and hold training at least once a year

City of Griffin Roles and Responsibilities for NPDES Phase II Permitting

Appendix E Post-Construction Stormwater Management In New Development And Redevelopment

BMP	People Involved	Role and Responsibilities
Ordinance Evaluation	Director of Public Works and Utilities	Continually Update when necessary
BMP #1 Pond Inspection	Environmental Technicians	Inspect all 169+ ponds each year
BMP #2 Evaluate Various Proprietary Stormwater	Stormwater Deputy director, Stormwater Operations superintendent	Publish results of a structural BMP evaluation on website annually when complete
BMP #3 BMP Tool	Deputy Director of Stormwater	Provide LSPC program/BMP Review Tool and manual on CD and website

Appendix F Pollution And Prevention / Good Housekeeping For Municipal Operations

BMP	People Involved	Role and Responsibilities
BMP #1 Street Sweeper Program	Deputy Director of Public Works	Sweep 700 miles of street each year
BMP #2 Catch Basin Cleaning Program	Stormwater Superintendent of Operation and Maintenance	Clean 5,000 catch basins and jet 20,000 feet of storm drains per year
BMP #3 Employee Training	Deputy Director of Stormwater	Record dates, times and attendants of the training program Hold training at least once a year
BMP #4 Capital Improvements	Director of Public Works and Utilities	Review two Capital Improvement projects per year Budget constraints may not allow any Capital Improvement projects in some budget years
BMP #4-A Retro-fit Existing Detention Facility	Deputy Director of Stormwater	Review one existing stormwater management project per year
BMP #5 SWPPPs	Deputy Director of Stormwater	Implement the SWPPPs for all six sites Inspect and update SWPPPs for these sites annually
BMP #6 Control Network	Environmental Technicians/GIS Manager/Web Master/Engineering Analyst	Maintain inventory of benchmarks on website and in the field
BMP #7 Stormwater Operation and Maintained	Director of Public Works and Utilities	Track storm operation and maintenance activities on a daily basis
BMP #8 Tree Program	Environmental Technicians/GIS Manager/Web Master/Engineering Analyst	Record the number of trees removed and planted in the right-of-way every quarter Update GIS when appropriate
BMP #9 Watershed Assessments	Director of Public Works and Utilities	Assess one basin annually
BMP #10 SWPPP Inspections	Environmental Technicians	Implement the SWPPPs for all six sites Inspect and update SWPPPs for these sites annually



CITY OF GRIFFIN SINCE 1840

City Manager
Kenny Smith

**Commission
Members**

Cynthia Reid Ward
Chairman

Cora Flowers

Bill Landrum

Joanne Todd

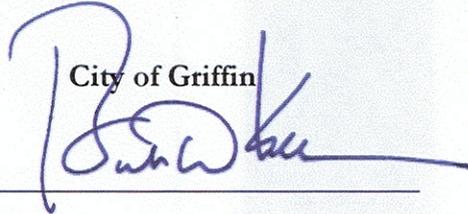
Dick Morrow

Rodney McCord

Doug S. Hollberg

**Public Works/Utilities
Department**
Brant D. Keller PhD
Director

In compliance with the National Pollutant Discharge Elimination System (NPDES) Storm Water Discharges Associated with Small Municipal Separate Storm Sewer Systems (MS4) General Permit No. GAG610000 Spalding County and the City of Griffin are working together as outlined in each MS4's NPDES General Permit No. GA610000.

City of Griffin


Spalding County


Signature: _____

Signature: _____

Authorized by: Brant Keller

Authorized by: William Wilson

Title: Public Works and Utility Director

Title: County Manager

Date: 07/27/07

Date: 7/27/07



"The Iris City"

Appendix A

Public Education and Outreach on Stormwater Impacts

40 CFR Part 122.34(b)(1) Requirement: You must implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.

A. BMP #1

1. Target audience / Stakeholder group: All taxpayers/ratepayers.
2. Description of BMP: Present all new stormwater capital improvement projects, watershed assessments, basin-wide flood studies and water quality projects in the monthly commission meetings. Explain project, state expected results, time frame, costs, benefits, etc. Solicit comments. Record number of replies, comments and inquiries and follow up responses.
3. Measurable Goal(s): Hold at least one commission meeting per year that is held with stormwater related projects and keep records of meeting minutes. Assimilate news articles generated by the presentation. The newspaper has circulation of approximately 20,000.
4. Schedule:
 - a. Interim Milestone Dates (if applicable): Prepare power point in November in each year for meeting.
 - b. Implementation Date (if applicable): December 2007
 - c. Frequency of actions (if applicable): Each December
 - d. Month/Year of each action (if applicable): Each December
5. Person (position) responsible for overall management and implementation of the BMP: Director of Public Works and Utilities.
6. Rationale for choosing BMP and setting measurable goal(s): This is a good way to get information out to the public and have them learn what the City's Stormwater Management Program is doing for them as rate payers and tax payers. This BMP demonstrates the benefits of water quality and how it relates to the overall program and it also enables the community to comment on the projects under the public comments portion of the Commission meetings, Commission Workshops, and School Assemblies.

B. BMP #2

1. Target audience: School children from K-12
2. Description of BMP: The City of Griffin will educate school children through the use of the "Water Sourcebooks" book (www.epa.gov/safewater/kids/wsb) and the Water Wise Council. The Water Wise Council has distributed over 225 instructor manuals, CDs, and "Water Source" books to all schools in Griffin-Spalding County and has been incorporated into the local curriculum. Training has been given and the local curriculum for grades K-12 has been revised to include lessons and activities from the "Water Sourcebook" related to water, wastewater, and stormwater. The entire program has been correlated to State testing programs. Since all three components (water, wastewater, and stormwater) are all intimately related, the Water Sourcebook program is the best choice for educating students about stormwater issues. The City will supplement this program by supplying local schools with 10 water education posters for display in the science classrooms. The posters will be on display all year in the classroom and available for students to educate themselves about water issues.
3. Measurable Goal(s): See below.
4. Schedule:
 - a. Interim Milestone Dates (if applicable): Order posters
July of each year.
 - b. Implementation Date (if applicable): Ongoing, 1st set of posters
delivered to schools by
August 2008.
 - c. Frequency of actions (if applicable): Yearly distribution of
posters
 - d. Month/Year of each action (if applicable): Ongoing throughout
permit cycle. Deliver
posters in August of
each year.
5. Person (position) responsible for overall management and implementation of the BMP: Deputy Director of Stormwater

6. Rationale for choosing BMP and setting measurable goal(s): Directly impacts young children and educates them about water issues. Children will also talk to parents about what they learn.

C. BMP #3

1. Target audience: General Population
2. Description of BMP: Use the web site (www.griffinstorm.com) to disseminate all types of information on stormwater issues such as stormwater construction projects, water conservation tips, watershed assessments, floodplain studies erosion and sedimentation control, etc. Also use web site to have citizens report problems. An English to Spanish translation link will be available to convert all web pages and documents on the internet.
3. Measurable Goal(s): Update website as new information becomes available, but no less than 4 times a year.
4. Schedule:
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): March 2008
 - c. Frequency of Actions (if applicable): Quarterly
 - d. Month/Year of each action (if applicable): Quarterly
5. Person (position) responsible for overall management and implementation of the BMP: Engineering Analyst
6. Rationale for choosing BMP and setting measurable goal(s): Website receives over 60,000 hits a month. This is a good way to get information out about storm water issues.

D. BMP # 4

1. Target audience: General Population
2. Description of BMP: Distribute flyers in utility bills. The flyers will deal with a different stormwater problem every time. The first flyer was chosen to deal with illicit discharges (see below) and was mailed out to all customers in the utility database (23,000). Use resources of P²AD and others to come up with new flyers to mail each time. As a side note, the utility database includes residential homes, commercial properties, and 148 restaurants and industries. The Water/Wastewater Department's Fats Oil and Grease (F.O.G.) Program will complement the Stormwater Departments efforts on illicit discharges and public education by sending the restaurants and industries information on acceptable treatment and disposal of their wastes prior to entering the sewer system. The FOG Program compliments the City's NOI for phase 2 and will continue throughout this permit cycle.
3. Measurable Goal(s): Mail at least 23,000 flyers in utility bill annually.
4. Schedule:
 - a. Interim Milestone Dates (if applicable): Print flyers by April each year.
 - b. Implementation Date (if applicable): Ongoing now
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): Mail flyers in May of each year.
5. Person (position) responsible for overall management and implementation of the BMP: Deputy Director of Stormwater
6. Rationale for choosing BMP and setting measurable goal(s): Reaches all homeowners and business owners and educates them of stormwater issues and educates them as well.

E. BMP # 5

1. Target audience: General Population
2. Description of BMP: Publish annual report on website and in local newspaper each year. The annual report informs 17,000 households and approximately 54,000 Griffin-Spalding county residents about current flood control and water quality improvement projects, as well as provide information on proper lawn care and watering, proper disposal of household hazardous wastes (names and addresses of recycling centers), appropriate places to wash cars, and proper disposal of leaves and grass clippings. Spalding County is also an MS4 community and this outreach will assist in their efforts in promoting stormwater management also. The annual report will also describe the benefits/need for items like rain gardens, and rain barrels. The Deputy Director of Stormwater will compile information and write the annual report.
3. Measurable Goal(s): Publish annual report on website and in local newspaper once a year.
4. Schedule:
 - a. Interim Milestone Dates (if applicable): Compile data for annual report by July of each year.
 - b. Implementation Date (if applicable): Ongoing now
 - c. Frequency of actions (if applicable): Annual during permit cycle
 - d. Month/Year of each action (if applicable): Publish annual report in September of each year.
5. Person (position) responsible for overall management and implementation of the BMP: Deputy Director of Stormwater
6. Rationale for choosing BMP and setting measurable goal(s): This is a good way to disseminate information out to the citizens that may not read the paper or just throw out the utility bill flyers.

F. BMP # 6

1. Target audience: General Population
2. Description of BMP: updated brochures about stormwater issues will be placed in Government offices. The current brochures discuss the need for proper disposal of household hazardous wastes, yard debris, and grass clippings and their effect on the environment and water quality. Brochures are maintained in the Welcome Center, City Hall and the offices of Public Works , Water and Wastewater.
3. Measurable Goal(s): Visit above sites monthly to replenish stock of brochures. Replace one brochure with new one with different message every March. Replenish with at least 10 copies of each brochure.
4. Schedule:
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): Already in Place
 - c. Frequency of actions (if applicable): Monthly replenishment
 - d. Month/Year of each action (if applicable): Monthly replenishment for 2007-2012. Every March replace a brochure with a new one.
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Technicians
6. Rationale for choosing BMP and setting measurable goal(s): Educates people on stormwater issues while they are at City offices conducting other business.

G. BMP # 7

1. Target audience: General Public
2. Description of BMP: Use City of Griffin's large display stand to inform citizens about current stormwater projects, provide information about water quality, and play videos about stormwater runoff. The display stand will be moved to different locations periodically. Currently the display stand theme is "Illicit Discharges". The display stand shows examples of what an illicit discharge is and what the City is doing to correct them. The display stand will be moved to various public places, such as the Welcome Center, City Library, Public Works department, City Hall, and Griffin High School, and Spalding High School. The display stand will also be periodically updated with new information. Some ideas for future revision to the display are wetlands management for pollutant removal, the City of Griffin's monitoring and sampling program, and proprietary BMPs vs. natural BMPs.
3. Measurable Goal(s): Set up display in a public location and move at least every 4 months.
4. Schedule:
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): Continues
 - c. Frequency of actions (if applicable): Move to a new location every 4 months.
 - d. Month/Year of each action (if applicable): Move in April, August, and December of each year in permit cycle. Update with new material in March of each year in permit cycle.
5. Person (position) responsible for overall management and implementation of the BMP: Engineering Technicians
6. Rationale for choosing BMP and setting measurable goal(s): This BMP is a good way to catch people's attention when they are out and about on business and remind them about stormwater.

H. BMP # 8

1. Target audience: 3rd and 4th Graders
2. Description of BMP: Distribution of copies of the "Ecomasters" CD to school children. This CD shows how water gets polluted from stormwater runoff, and also shows how storm sewers and sanitary sewers work, as well as how to clean up the environment in a format that is fun for children.
3. Measurable Goal(s): Distribute at least 500 copies for the children annually to the 6 Elementary Schools. Record the number given out.
4. Schedule:
 - a. Interim Milestone Dates (if applicable): Make copies by August each year.
 - b. Implementation Date (if applicable): September, 2003
 - c. Frequency of actions (if applicable): Every September give out CD's
 - d. Month/Year of each action (if applicable): Annually throughout the permit cycle.
5. Person (position) responsible for overall management and implementation of the BMP: Engineering Analyst
6. Rationale for choosing BMP and setting measurable goal(s): Fun way to educate children on stormwater issues. It can open discussion between children and parents.

I. **BMP # 9**

1. Target audience: Builders, Developers, City Department Heads.
2. Description of BMP: The City of Griffin Stormwater Department will develop a training site for builders and city employees. The training site will be for the proper installation and maintenance of erosion control BMPs. The site will have different areas with proper examples of silt fence installation, sediment pond construction, rip-rap placement, construction entrance placement, tree save fence placement, and sediment log installation. The site will be updated yearly with additional BMP's as technology presents additional activities. The development of a new site was done in 2005 by the Stormwater Department under the supervision of the Deputy Director. All of the site work has been completed and the site has established vegetation. The only work involved will be the installation of the BMPs for the demonstration. Letters inviting builders will be sent out in advance and the Deputy Director will walk people through the site and comment on proper installation of BMPs. This activity will be held every year and the site will not be maintained throughout the rest of the year.
3. Measurable Goal(s): Invite at least 20 contractors / builders. Invite Public Works and Water / Wastewater Department as well.
4. Schedule:
 - a. Interim Milestone Dates (if applicable): April start planning for training. Each August decide what BMPs to install and develop training agenda. Each September install BMPs and send out letters Builders. Each October have training at site.
 - b. Implementation Date (if applicable): October 2008
 - c. Frequency of actions (if applicable): Each October have training.
 - d. Month/Year of each action (if applicable): Each October have training.
5. Person (position) responsible for overall management and implementation of the BMP: Deputy Director of Stormwater

6. Rationale for choosing BMP and setting measurable goal(s): There is a lack of education on proper erosion control and almost no hands on training in the field.

J. BMP # 10

1. Target audience: Commercial employees, Business owners, and Home Owners, and City personnel and Department Heads.
2. Description of BMP: The City of Griffin Stormwater Department will develop a workshop for a different stormwater concern each year and invite commercial businesses employees, home owners, City employees, and relevant parties to attend. The training session will be for information dissemination about car wash illicit discharge practices, house hold hazardous waste, auto services waste and recycling, lawn care maintenance and practices. The training will be on different stormwater issue topics and varied yearly. Letters inviting attendees will be sent out in advance and the Deputy Director will set the agenda and topics. This activity will be held every year.
3. Measurable Goal(s): Invite at least 20 commercial, industrial, home owners relating to the topic and invite Public Works and Water / Wastewater Department as well.
4. Schedule:
 - a. Interim Milestone Dates (if applicable): January start planning for workshop by deciding topics and develop training agenda. Each February send out letters to potential attendees.
 - b. Implementation Date (if applicable): January 2008
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): Each February have workshop.
5. Person (position) responsible for overall management and implementation of the BMP: Deputy Director of Stormwater
6. Rationale for choosing BMP and setting measurable goal(s): There is a lack of education on stormwater issues that relate to the service fields listed.

Appendix B

Public Participation and Involvement

40 CFR Part 122.34(b)(2) Requirement: You must, at a minimum, comply with State, Tribal, and local public notice requirements when implementing a public involvement/participation program.

A. BMP #1

1. Target audience / Stakeholder group: Middle school aged groups, such as Boy Scouts, Girl Scouts, and 4-H students and their parents all passing and observing markers on storm water structures.
2. Description of BMP: Curb Marker Program. This BMP involves gluing curb markers to tell citizens not to dump things in storm drains. This BMP will be performed by volunteers such as boy scouts, Adopt-A-Stream volunteers, school students or Stormwater Department employees. The Environmental Technicians will provide a map for volunteers to mark inlets that they have glued curb markers to. The map will then be given to the Engineering Analyst so the GIS Database can be updated and we can keep track of the inlets that have been marked. There are over 13,000 inlets in the City of Griffin. This process of marking the inlets will take several years. Once all inlets have been marked, the program will revert to inspecting 500 inlets per year and remarking done where necessary. Eagle Scout, Brett Upson, marked approximately 250 stormdrains for his Eagle Scout project in 2002. The City will solicit help from the Boy Scouts again in 2003. Other groups such as Adopt-A-Stream volunteers or the City's Watershed Advisory Council will be solicited for help if the Boy Scouts are unable to participate. All curb marking activities are supervised by either an Environmental Technician, Stormwater summer interns, or the Superintendant of Operations.
3. Measurable Goal(s): Have volunteers glue markers on at least 500 storm-drain structures each year.
4. Schedule:
 - a. Interim Milestone Dates (if applicable): Buy supplies (glue) in October of each year.
 - b. Implementation Date (if applicable): Ongoing
 - c. Frequency of actions (if applicable): Yearly
 - d. Month/Year of each action (if applicable): Glue Curb Markers in activity months of organizations each year.
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Technicians
6. Rationale for choosing BMP and setting measurable goal(s): This BMP allows the public to disseminate educational drainage structure markers about illegal dumping into the storm sewer system. This process then educates the general public about illegal dumping into the storm sewer system.

B. BMP #2

1. Target audience/ Stakeholder group: General Public
2. Description of BMP: Develop a Watershed Advisory Council comprised from a group of citizens. This group will consist of 11 people. One from each basin (6 major basins), one from the Industrial sector, one from the Commercial sector, one Developer, one Environmentalist, one from the Education/Science community and the City of Griffin Public Works and Utilities Director and the Deputy Director of Stormwater. This group will assist the Stormwater Department with aspects of the City's Phase II NPDES permits by participating in and helping setup public functions that come up related to Stormwater, such as the stream clean up and curb marking events. The Council will also assist in disseminating information to the public on what the Stormwater Department is doing to improve water quality in the city. The meetings will discuss current activities within the Stormwater Department, how they relate to the public and the environment, and what the people in the community can do to help. The meetings will also discuss any problems the community is experiencing with the stormwater program. In the event the advertisement in the newspaper does not produce enough volunteers, then networking through the City Commissioners, the Chamber of Commerce, the Development Authority, and the Griffin-Spalding County School System will be used to solicit volunteers.
3. Measurable Goal(s): Hold workshops at least quarterly and take minutes.
4. Schedule:
 - a. Interim Milestone Dates (if applicable): NA
 - b. Implementation Date (if applicable): Ongoing
 - c. Frequency of actions (if applicable): Quarterly Meetings
 - d. Month/Year of each action (if applicable): Quarterly meetings of council during each year of the permit cycle.
5. Person (position) responsible for overall management and implementation of the BMP: Director of Public Works and Utilities
6. Rationale for choosing BMP and setting measurable goal(s): This BMP gets at the heart of what the community wants and gets "buy-in" from the community on projects undertaken by the utility.

C. BMP #3

1. Target audience / Stakeholder group: General Public
2. Description of BMP: Develop and send out consumer satisfaction surveys to everyone in the utility database. The survey will follow a similar format to the Transportation Survey that was sent out by the City. The survey will address what the citizens expect from the City on stormwater issues and where we need to go. The survey will also address their level of satisfaction. The results of the survey will be tabulated by the Stormwater Department and the results will be used to evaluate the effectiveness of the Stormwater Management Program, its weaknesses and where the program can be improved. The survey will also allow the City to adjust the program to improve successful measurable goals, not just numbers.
3. Measurable Goal(s): This survey will be mailed out twice to the 23,000 customers in the utility database during the permit period.
4. Schedule:
 - a. Interim Milestone Dates (if applicable): Prepare survey by March 2009 and March 2011
 - b. Implementation Date (if applicable): Have ready to mail out by April 2009 to evaluate progress one year after permit cycle starts, and April again in 2011.
 - c. Frequency of actions (if applicable): April 2009
 - d. Month/Year of each action (if applicable): April 2009 and April 2011 to send out surveys.
5. Person (position) responsible for overall management and implementation of the BMP: Deputy Director of Stormwater
6. Rationale for choosing BMP and setting measurable goal(s): This BMP will provide valued feed back on the program. It will also enable us to see if our message is getting out to the citizens.

D. BMP #4

1. Target audience / Stakeholder group: General Public
2. Description of BMP: Organize a streamside or lakeside cleanup event. The Stormwater Department will utilize the Griffin Watershed Advisory Council, Rivers Alive, 4-H Clubs or Local Boy and Girl Scouts to solicit volunteers to clean up a stream segment. Approximately 2500 feet of stream or lake banks will be cleaned based on volunteer turnout. Pictures will be taken before and after the clean up so they can be used in future brochures and flyers. We will continue to find and select other areas that are located by streams that would be easily accessible by volunteers and visible to the public. The Stormwater Department will organize this event several months in advance by registration with Rivers Alive, Adopt-a-lake, or Adopt-a-stream, then do newspaper, radio, and website advertisement. We will also coordinate with the Fire Department and Solid Waste Department to be on hand to provide First Aid and disposal of trash. The results of the cleanup effort will be recorded with the tally sheets from Rivers Alive which shows number of trash bags filled, and also the total weight of the trash taken to solid waste will be recorded from the landfill disposal ticket. The Stormwater Department will provide promotional items such as t-shirts, pencils, pens, cups etc. with a stormwater slogan (e.g. "We All Live Downstream") to hand out to volunteers as gifts. Stormwater flyers telling people what they can do to keep their water clean will also be handed out at the event. The flyer will be selected from the outreach materials on the EPA's website or from the Georgia DNR's website. The Stormwater Departments Environmental Technicians will assist the Deputy Director in organizing activities on the site. The Deputy Director will head up the planning effort for the cleanup event.
3. Measurable Goal(s): Hold one cleanup event every year. (The promotional items will reach at least 100 people annually.)
4. Schedule:
 - a. Interim Milestone Dates (if applicable): January start planning for stream clean up and delegate duties, responsibilities. In March City of Griffin Stormwater Department will order garbage bags and promotional items. Each March advertise for clean up.
 - b. Implementation Date (if applicable): Annual cleanup in April
 - c. Frequency of actions (if applicable): Annually in April

- d. Month/Year of each action (if applicable): Each April starting
in 2008
5. Person (position) responsible for overall management and implementation of the BMP: Deputy Director of Stormwater / Environmental Technicians
6. Rationale for choosing BMP and setting measurable goal(s): This BMP will let people know that cleaning up stormwater starts at the neighborhood / individual home level.

Appendix C

Illicit Discharge Detection and Elimination

40 CFR Part 122.34(b)(3) Requirement: You must develop, implement and enforce a program to detect and eliminate illicit discharges into your small MS4. You must:

- A) Develop, if not already completed, a storm sewer system map, showing the location of all outfalls and the names and location of all waters of the State that receive discharges from those outfalls;
- B) Effectively prohibit, through ordinance, or other regulatory mechanism, non-storm water discharges into your storm sewer system and implement appropriate enforcement procedures and actions;
- C) Develop and implement a plan to detect and address non-storm water discharges, including illegal dumping, to your system; and
- D) Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste.

A. Storm Sewer Map

1. Does the MS4 have a completed storm sewer map showing the location of all outfalls and the names and location of all waters of the State that receive discharges from those outfalls? Yes No

If yes, submit the storm sewer system map as an addendum to this form. Attached is a CD with updated stormwater sewer maps, roads, city limits, streams and lakes.

2. If the storm sewer system map must be developed, provide a schedule for completion (e.g. 30% of system to be mapped each year):

<u>Task</u>	<u>Interim Date</u>
<u>Updates to current Inventory</u>	<u>Ongoing. As-builts are required from developers and are added to inventory when received.</u>

Final completion date / date for submittal to EPD (No later than December 9, 2006): N/A Map complete, just updates are required.

The City of Griffin's storm sewer inventory map is in ArcView GIS format. The inventory contains pipe sizes, inverts, direction of flow, catch basins, drop inlets, headwalls, and pipe material. The inventory is updated when as-built plans are received after a development is completed and as a condition of final approval. The inventory is also updated when field maintenance crews install or notice structures that are not on the inventory.

B. Ordinance / Regulatory Mechanism Evaluation

- A. Does the MS4 have an ordinance or regulatory mechanism that effectively prohibits illicit discharges? Yes No

If yes, submit a copy as an addendum to this form. A copy is provided in appendix.

- B. If an evaluation of the ordinance/regulatory mechanism must be completed, or the MS4 is aware that the ordinance/regulatory mechanism will require revision, then a schedule for development of the document should be provided:

Task

Ordinance updates

Interim Date

Submitted with commission approval.

Final completion date / date for submittal to EPD (No later than December 9, 2006): Adopted March 11, 2003, Updated July 2007.

C. **BMP #1**

1. Description of BMP: Currently the City of Griffin Water/Wastewater Department maintains a list of all restaurants, institutions, hospitals, daycares, etc., that are tied on to the City's sewer. (Approximately 80-100 restaurants are located within the City Limits. There are approximately 148 total establishments in and out of the City. This total number will vary because of closings, relocations, etc.). The City of Griffin Stormwater Department will mail a brochure explaining the problems associated with improper disposal of wastes to these establishments. The first year the City of Griffin Stormwater Department will mail brochures to all restaurants located in the City. The following year we will branch out to all the businesses on the list from the Water/Wastewater Department. The Water/Wastewater Department also checks all of the 148 sites on their list quarterly to note violations of the Sewer Use Ordinance and the Fat, Oil, and Grease (FOG) Program. The FOG inspector has been instructed to notify the Stormwater Department of any spills, yard waste infractions, car washing infractions, and hazardous material issues so they can be addressed under the Illicit Discharge Ordinance by the Environmental Technicians. As appropriate, letters will be sent requiring corrective action and records will be kept of the violations and enforcement actions on these stormwater issues.

2. Measurable Goal(s): Will continue to mail at least 100 brochures per year in the permit cycle 2008-2012

3. Schedule:
 - a. Interim Milestone Dates (if applicable): Have copies of brochure ready by 10/30/08

 - b. Implementation Date (if applicable): 11/30/08 Mail brochures

 - c. Frequency of actions (if applicable): Each October and November in permit cycle we will make copies and mail brochures.

 - d. Month/Year of each action (if applicable): Each October make copies of brochures and mail them in November.

4. Person (position) responsible for overall management and implementation of the BMP: F.O.G. Inspector and Stormwater Environmental Technicians.

5. Rationale for choosing BMP and setting measurable goal(s): This BMP specifically targets restaurants and institutions which have been overlooked in the past.
-

D. BMP#2

1. Description of BMP: Use the web site (www.griffinstorm.com) to have citizens report problems.
2. Measurable Goal(s): Keep track of the number of problems reported to us from the website and update website every quarter.
3. Schedule:
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): Ongoing now
 - c. Frequency of actions (if applicable): Quarterly updates
 - d. Month/Year of each action (if applicable): Each quarter in the permit cycle.
4. Person (position) responsible for overall management and implementation of the BMP: Engineering Analyst / GIS Manager
5. Rationale for choosing BMP and setting measurable goal(s): This is an excellent way to reach the community since the website gets over 60,000 hits a month.

E. BMP #3

1. Description of BMP: The Stormwater Department's Environmental Technicians will conduct stream walks to inspect outfalls for illicit discharges and to look for illegal connections to the stream. The Stormwater Department has purchased a field test kit and developed a "Stream Walk Protocol" that gives the background on typical contaminants that we will be field testing and laboratory testing for. The protocol also details what to look for to find the illicit discharges and connections, how to sample, decontaminate, etc.

The City has also updated it's Illicit Discharge and Connections Ordinance giving us the authority and enforcement power to eliminate the discharges. The ordinance contains the authority to enter property, issue citations and levy fines. As illicit connections are found they will be documented and eliminated from the system.

The Stormwater Department has resources at its disposal from the Wastewater Department to T.V. lines and has purchased Rhodamine dye and testing equipment to trace and locate the source of Illicit Discharges. The Stormwater Department also has access to the City's Wastewater Department laboratory and a commercial laboratory to do testing on water samples such as Fluoride, fecal coliform, TPH, BTEX, etc., to help us locate the source of discharge.

Stream corridors walked will be plotted on a map located in the Stormwater Department. All illicit discharges are plotted on the City's GIS database.

2. Measurable Goal(s): The Stormwater Department will walk at least 2,500 feet of streams per year looking for Illicit Discharges and Connections.

3. Schedule:

- a. Interim Milestone Dates (if applicable): Ongoing program
- b. Implementation Date (if applicable): Continuous
- c. Frequency of actions (if applicable): Annually in November
- d. Month/Year of each action (if applicable): Annually in November

4. Person (position) responsible for overall management and implementation of the BMP: Deputy Director of Stormwater / Environmental Technicians

5. Rationale for choosing BMP and setting measurable goal(s): This BMP gets eyes in the streams to find the actual locations of the discharges and connections. Half mile per year appears to be appropriate for our staffing level.
-

F. BMP #4

1. Target audience / Stakeholder group: Middle school aged groups, such as Boy Scouts, Girl Scouts, and 4-H students and their parents all passing and observing markers on storm water structures.

2. Description of BMP: Curb Marker Program. This BMP involves gluing curb markers to tell citizens not to dump things in storm drains. This BMP will be performed by volunteers such as boy scouts, Adopt-A-Stream volunteers, school students or Stormwater Department employees. The Environmental Technicians will provide a map for volunteers to mark inlets that they have glued curb markers to. The map will then be given to the Engineering Analyst so the GIS Database can be updated and we can keep track of the inlets that have been marked. There are over 13,000 inlets in the City of Griffin. This process of marking the inlets will take several years. Once all inlets have been marked, the program will revert to inspecting 500 inlets per year and remarking done where necessary. Eagle Scout, Brett Upson, marked approximately 250 stormdrains for his Eagle Scout project in 2002. The City will solicit help from the Boy Scouts again in 2003. Other groups such as Adopt-A-Stream volunteers or the City's Watershed Advisory Council will be solicited for help if the Boy Scouts are unable to participate. All curb marking activities are supervised by either an Environmental Technician, Stormwater summer interns, or the Superintendent of Operations.

3. Measurable Goal(s): Have volunteers glue markers on at least 500 storm-drain structures each year.

4. Schedule:
 - a. Interim Milestone Dates (if applicable): Buy supplies (glue) in October of each year.
 - b. Implementation Date (if applicable): Ongoing
 - c. Frequency of actions (if applicable): Yearly
 - d. Month/Year of each action (if applicable): Glue Curb Markers in activity months of organizations each year.

5. Person (position) responsible for overall management and implementation of the BMP: Environmental Technicians

- G. Rationale for choosing BMP and setting measurable goal(s): This BMP allows the public to disseminate educational drainage structure markers**

about illegal dumping into the storm sewer system. This process then educates the general public about illegal dumping into the storm sewer system.

H. BMP#5

1. Description of BMP: Inspect road culvert pipes using the designated level of service for frequency of inspection. Inspections of Level 1 pipes will be every 3 months, level 2 every 6 months and level 3 yearly. Inspection by TV will be performed as required to reveal illicit discharges and required maintenance to the storm structure system. Please see the attached Level of Service Manual for more information pertaining to the definitions of Level 1 – Level 3 and the maintenance schedule for these culverts.
2. Measurable Goal(s): Keep track of the number of culvert inspections by field crews. Record maintenance and remediation.
3. Schedule:
 - a. Interim Milestone Dates (if applicable): December 2007 develop culvert levels of service 1-3 based on flooding and maintenance issues.
 - b. Implementation Date (if applicable): Jan 2008 Inspect Level 1 pipes, March 2008 level 2, June level 3.
 - c. Frequency of actions (if applicable): Inspect Level 1 culverts pipes quarterly, level 2 semiannually, level 3 annually.
 - d. Month/Year of each action (if applicable): Each year in the permit cycle.
4. Person (position) responsible for overall management and implementation of the BMP: Stormwater Operations manager.
5. Rationale for choosing BMP and setting measurable goal(s): The age of the city and it's infrastructure makes this an excellent way to find storm structure problems and schedule maintenance, reduce flooding, and find illicit discharge flows.

I. **BMP#6**

1. Description of BMP: SWPPP (Stormwater pollution prevention plan) Site inspection at each of the four Wastewater treatment plants and two industrial sites owned by the City. Inspect sites as outlined in the SWPPP of the six sites and correct stormwater issues as required. Quarterly stormwater runoff visual inspections for illicit discharges as in the SWPPP's.
2. Measurable Goal(s): Keep track of the number of SWPPP inspections by city personnel. Report quarterly visual observations and yearly stormwater issues from site inspections.
3. Schedule:
 - a. Interim Milestone Dates (if applicable): Ongoing
 - b. Implementation Date (if applicable): Ongoing
 - c. Frequency of actions (if applicable): Quarterly visual inspections, Annual site inspections
 - d. Month/Year of each action (if applicable): Quarterly visual inspections, Annual site inspections each quarter in the permit cycle.
4. Person (position) responsible for overall management and implementation of the BMP: Environmental Technicians.
5. Rationale for choosing BMP and setting measurable goal(s): The municipal operations of the city create potential illicit discharges which can be detected and corrected through frequent inspections at the six SWPPP sites.

Appendix D

Construction Site Storm Water Runoff Control

40 CFR Part 122.34(b)(4) Requirement: You must develop, implement, and enforce a program to reduce pollutants in any storm water runoff to your small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of storm water discharges from construction activity disturbing less than one acre must be included in your program if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more. Your program must include:

- A) An ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance;
- B) Requirements for construction site operators to implement appropriate erosion and sediment control best management practices;
- C) 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 that may cause adverse impacts to water quality;
- D) Procedures for site plan review which incorporate consideration of potential water quality impacts;
- E) Procedures for receipt and consideration of information submitted by the public; and
- F) Procedures for site inspection and enforcement of control measures.

A. Ordinance Evaluation

1. Does the MS4 have an ordinance which is adequate to require erosion and sediment controls at construction sites? Yes No

If no, see item #3.

2. Does the ordinance include sanctions for failure to comply with erosion and sediment control requirements? Yes No

If no, see item #3.

3. If an evaluation of the ordinance must be completed, or the MS4 is aware that the ordinance will require revision, then a schedule for development of the document should be provided:

B. BMP #1

1. Description of BMP: Use litter ordinance that will control the discarded building materials, concrete truck washout, chemicals, etc., on public and private property.
2. Measurable Goal(s): Keep records of all violations, (records include digital photo documentation, written Notice of Violations (NOVs), and daily records entered into the City's computerized tracking program called Cityworks) and track the number of violations reported and resolved through Cityworks.
3. Schedule:
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): Ongoing
 - c. Frequency of actions (if applicable): Every time a site is inspected.
 - d. Month/Year of each action (if applicable): N/A
4. Person (position) responsible for overall management and implementation of the BMP: Environmental Technicians
5. Rationale for choosing BMP and setting measurable goal(s): Litter ordinance is required to enforce standards of the Phase 2 permit.

C. BMP #2

1. Description of BMP: Review erosion control plans for all development that disturbs over 1.0 acre of land. Review plans for proper erosion control measures and for water quality impact considerations, for example, where will construction materials be stored in relation to State waters.
2. Measurable Goal(s): Record # of plans reviewed, # requiring revisions, and # denied approval, and # approved. Have qualified personnel review plans.
3. Schedule:
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): Ongoing now
 - c. Frequency of actions (if applicable): Every time plans are reviewed.
 - d. Month/Year of each action (if applicable): Ongoing
4. Person (position) responsible for overall management and implementation of the BMP: Deputy Director of Stormwater
5. Rationale for choosing BMP and setting measurable goal(s): Erosion Control BMPs are required on site by law. Measurable goals will be an indicator of how well contractors are doing and how heavy our inspector's work load is.

D. BMP #3

1. Description of BMP: Environmental Technicians will conduct inspection on all construction sites to insure all BMPs are installed and maintained in accordance with the Georgia Soil and water Conservation Commissions Manual for Erosion and Sediment Control in Georgia.

2. Measurable Goal(s): Inspect all construction sites on a weekly basis and compare to approved erosion control plan. Post Notice of Violation or Stop Work Order if a site is not in compliance. Keep records of violations and stop work orders. Also keep records of when sites brought back into compliance and when Violations, Stop Work Orders are removed.

3. Schedule:
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): Ongoing.
 - c. Frequency of actions (if applicable): Every time plans are reviewed.
 - d. Month/Year of each action (if applicable): Ongoing

4. Person (position) responsible for overall management and implementation of the BMP: Environmental Technicians

5. Rationale for choosing BMP and setting measurable goal(s): Erosion Control BMPs are required on site by law. Measurable goals will be an indicator of how well contractors are doing abd how heavy our inspector's work load is.

E. BMP #4

1. Description of BMP: Use the web site (www.griffinstorm.com) to have people report problems with erosion and sediment control. Also take complaints by phone and write up a work order using the Cityworks work order program. This program allows more efficient tracking of the progress of service requests and work orders to see if they have been completed and what it cost to complete them.
2. Measurable Goal(s): Record the number of reported problems and when they were resolved.
3. Schedule:
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): Ongoing now
 - c. Frequency of actions (if applicable): Continuous
 - d. Month/Year of each action (if applicable): N/A
4. Person (position) responsible for overall management and implementation of the BMP: Engineering Analyst
5. Rationale for choosing BMP and setting measurable goal(s): This is a good way to measure efficiency of Erosion and Sedimentation control program and track construction progress.

F. BMP #5

1. Description of BMP: Have a preconstruction meeting prior to the issuance of land disturbance permits for commercial projects to outline expectations and have developers install perimeter erosion control prior to any grading activities.
2. Measurable Goal(s): Record date, time, and project name for all commercial project preconstruction meetings. Distribute construction site erosion control education brochures at 100% of preconstruction meetings.
3. Schedule:
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): Ongoing now
 - c. Frequency of actions (if applicable): As required
 - d. Month/Year of each action (if applicable): N/A
4. Person (position) responsible for overall management and implementation of the BMP: Deputy Director of Stormwater
5. Rationale for choosing BMP and setting measurable goal(s): This BMP will help ensure projects go smoother and make sure all understand expectations and requirements in relation to erosion and sediment control.

G. BMP # 6

1. Target audience: Builders, Developers, City Department Heads.
2. Description of BMP: The City of Griffin Stormwater Department will develop a training site for builders and city employees. The training site will be for the proper installation and maintenance of erosion control BMPs. The site will have different areas with proper examples of silt fence installation, sediment pond construction, rip-rap placement, construction entrance placement, tree save fence placement, and sediment log installation. The development of the site will be done by the Stormwater Department under the supervision of the Deputy Director. All of the site work has been completed and the site has established vegetation which is disturbed periodically for demonstration of the E&S BMP's. Letters inviting builders will be sent out in advance and the Deputy Director will walk people through the site and comment on proper installation of BMPs. This activity will be held every year and will not be maintained throughout the rest of the year.
3. Measurable Goal(s): Invite at least 20 builders and contractors and hold training at least once a year.
4. Schedule:
 - a. Interim Milestone Dates (if applicable): April start planning site for training. Each August decide what BMPs to install. Each September install BMPs and send out letters to Builders. Each October have training at site.
 - b. Implementation Date (if applicable): October
 - c. Frequency of actions (if applicable): Each October have training.
 - d. Month/Year of each action (if applicable): October training.
5. Person (position) responsible for overall management and implementation of the BMP: Deputy Director of Stormwater
6. Rationale for choosing BMP and setting measurable goal(s): There is a lack of education on proper erosion control products and techniques and almost no hands on installation training in the field.

Appendix E

Post-Construction Storm Water Management in New Development and Redevelopment

40 CFR Part 122.34(b)(5) Requirement: You must develop, implement, and enforce a program to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into your small MS4. You must:

- A) Develop and implement strategies which include a combination of structural and/or non-structural BMPs appropriate for your community;
- B) Use an ordinance or other regulatory mechanism to address post-construction runoff from new development or redevelopment projects;
and
- C) Ensure adequate long-term operation and maintenance of BMPs.

A. Ordinance Evaluation

1. Does the MS4 have an ordinance that effectively controls runoff from new development or redevelopment construction sites?

Yes No

If yes, submit a copy as an addendum to this form. (*Chapter 300 – Subdivision and Site development design process, attached*)

2. If an evaluation of the ordinance must be completed, or the MS4 is aware that the ordinance will require revision, then a schedule for development of the document should be provided:

Task

1. Revise Design Manual to include Water Quality BMPs as well.

Interim Date

2. Consultants in last stages of updating design manual and Will complete by Dec 2007.

Final completion date/ date for submittal to EPD (No later than December 9, 2007): December 9, 2007

The City of Griffin Stormwater Ordinance has been updated to include all aspects of the model ordinance since July 2005, and the accompanying City of Griffin stormwater design manual will address water quality and quantity for all new development and redevelopment that adds/replaces more than 5,000 square ft of impervious surface. It will be comparable to the Georgia Stormwater Management Manual “Blue Book”.

B. BMP #1

1. Description of BMP: Currently the City has an ordinance that states that anyone who has a stormwater device on their property must maintain it. Once a year the Environmental Technicians go out and inspect all 169+ detentions ponds to ensure that they are properly maintained. Any problems are noted on a checklist and letters are sent to the property owner for correction. The City has the authority to issue citations for non-corrected items. The Stormwater Department maintains a GIS database of all ponds and associated facilities. The GIS database will be used to ensure all ponds and associated structures are inspected each year. Files will be kept of the inspections, checklists, letters and enforcement actions. All of the above applies to the three city owned ponds and they are included in the database. The City owned pond deficiencies will be corrected by the Stormwater Department maintenance crews.

2. Measurable Goal(s): Inspect all 169+ ponds each year.

3. Schedule:
 - a. Interim Milestone Date(s): Ongoing

 - b. Implementation Date (if applicable): Ongoing

 - c. Frequency of actions (if applicable): Annual inspection of ponds and facilities every January

 - d. Month/Year of each action (if applicable): Jan 2008, Inspect ponds and facilities

4. Person (position) responsible for overall management and implementation of the BMP: Environmental Technicians / Deputy Director of Stormwater

5. Rationale for choosing BMP and setting measurable goal(s): Must maintain stormwater BMPs in order to be effective. Annual inspections of all facilities is reasonable.

C. BMP #2

1. Target Audience: City officials, engineers and developers
2. Description of BMP: The City of Griffin will evaluate and field review various stormwater structural BMP's once per year for performance, economy, maintenance, and durability in a non-scientific setting. The BMPs may be installed by the city or a contractor. The BMPs testing results will be put on the Griffin storm web site. The testing should be completed by November of each year, with the results published on the web the following January.
3. Measurable Goal(s): Publish results of a structural BMP evaluation on website annually when complete.
4. Schedule:
 - a. Interim Milestone Date(s): Jan 2008 pick structural BMP for evaluation
 - b. Implementation Date (if applicable): Nov 2008 complete structural BMP evaluation
Dec 2008 post on website
 - c. Frequency of actions (if applicable): annually in permit cycle
 - d. Month/Year of each action (if applicable): Jan 2008 pick structural BMP for evaluation. Nov 2008 complete structural BMP evaluation. Dec. 2008 post on website
5. Person (position) responsible for overall management and implementation of the BMP: Stromwater Deputy director, Stormwater Operations superintendent.
5. Rationale for choosing BMP and setting measurable goal(s): Currently there is little or no layman information on stormwater BMPs.

D. BMP #3

1. Target Audience: Engineering and development community
2. Description of BMP: Use Griffin LSPC model tool (Load Simulation Program C++) from Tetra Tech, Inc. as stormwater design tool that manipulates data extracted from databases of WCS, historical weather data, land use, point sources, watershed characteristics, to simulate pollutant loading and address the proper design procedures to be used on projects in the City of Griffin.
3. Measurable Goal(s): Provide LSPC program and manual on CD and website. Promote program use by distributing 15 CD's to Building Department for Engineering and Design professionals in March every year.
4. Schedule:
 - a. Interim Milestone Date(s): N/A
 - b. Implementation Date (if applicable): Griffin LSPC model available to public
March 2008
 - c. Frequency of actions (if applicable): March annual distribution to
Planning Department.
 - d. Month/Year of each action (if applicable): Annual distribution to Planning Department
In March.
5. Person (position) responsible for overall management and implementation of the BMP: Deputy Director of Stormwater
6. Rationale for choosing BMP and setting measurable goal(s): Lack of comprehensive design data tool for stormwater.

Appendix F

**Pollution Prevention / Good Housekeeping
for Municipal Operations**

40 CFR Part 122.34(b)(6) Requirement: You must develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations.

A. BMP #1

1. Description of BMP: Use street sweeper to sweep debris off City streets before they enter the storm sewer system. The City of Griffin currently runs two Elign street sweepers every day to clean the street of debris. The street sweepers are operated and maintained out of the Public Works Department. Contents of sweeper are taken to the Shoal Creek Landfill for disposal. The Public Works Department maintains a wall map of the service routes of the two sweepers. This helps ensure that every street in the city is swept at least once a year. The mileage is recorded daily as well as the number of loads dumped from the sweepers.
2. Measurable Goal(s): Sweep 700 miles of street each year.
3. Schedule:
 - a. Interim Milestone Dates (if applicable): Currently sweeping streets.
 - b. Implementation Date (if applicable): Ongoing
 - c. Frequency of actions (if applicable): Daily
 - d. Month/Year of each action (if applicable): Record mileage and number of loads dumped daily.
4. Person (position) responsible for overall management and implementation of the BMP: Deputy Director of Public Works
5. Rationale for choosing BMP and setting measurable goal(s): This is an excellent way to reduce litter in storm drains and streams.

B. BMP #2

1. Description of BMP: Vacuum and Jet out storm drains. City currently has a JetVac Truck that it uses to clean out debris from storm drains. The JetVac Truck is operated out of the Stormwater Department. The debris cleaned out of the storm drains is taken to the Shoal Creek Landfill for disposal. The drains are chosen for cleaning first by complaint and then by prioritization based on knowledge of the area. The stormwater crews have good first hand knowledge of where the problem areas are and where they need to focus their efforts. For example, they know where the streets are that have lots of trees and old grate type inlets. These areas require lots of attention to keep the drains operational. The superintendent maintains a map of the city and drainage system so that the entire city can be covered once a year. The superintendent also records the number of catch basins cleaned and linear feet of storm drains jetted on a monthly basis.
2. Measurable Goal(s): Clean 5,000 catch basins and jet 20,000 feet of storm drains per year.
3. Schedule:
 - a. Interim Milestone Dates (if applicable): Currently cleaning drain lines and inlets.
 - b. Implementation Date (if applicable): Ongoing
 - c. Frequency of actions (if applicable): Daily
 - d. Month/Year of each action (if applicable): Report totals monthly during permit cycle.
4. Person (position) responsible for overall management and implementation of the BMP: Stormwater Superintendent of Operation and Maintenance
5. Rationale for choosing BMP and setting measurable goal(s): This BMP is an excellent tool to ensure drainage systems function when needed

Notes: For the BMP used to describe the required training component of the O&M program, you should provide the name of the target audience(s). One targeted audience must be the MS4 employees.

C. BMP #3

1. Target audience: MS4 employees
2. Description of BMP: Institute a training program for all City workers in Public Works, Stormwater and Water / Wastewater. (There are 180 employees in the three departments.) The training program will use videos provided by the EPA/EPD, or similar, to show good house keeping practices for maintenance yards, storage areas, vehicle wash facilities, etc. The program will also use the City's erosion control test site to show employees proper methods of erosion control and tree save methods. The training sessions will be lead by the Public Works and Utilities Director as well as the Deputy Director of Stormwater.
3. Measurable Goal(s): Record dates, times and attendants of the training program. Hold training at least once a year.
4. Schedule:
 - a. Interim Milestone Dates (if applicable): Ongoing
 - b. Implementation Date (if applicable): Ongoing
 - c. Frequency of actions (if applicable): Have training each October
 - d. Month/Year of each action (if applicable): October annually
5. Person (position) responsible for overall management and implementation of the BMP: Deputy Director of Stormwater
6. Rationale for choosing BMP and setting measurable goal(s): Proper training and "buy in" by employees is essential in order for the City to help prevent pollution from its own operations. Annual training is reasonable for employees and will ensure new employees get trained.

Notes: For the BMP used to describe the required training component of the O&M program, you should provide the name of the target audience(s). One targeted audience must be the MS4 employees.

D. BMP #4

1. Description of BMP: The City will evaluate new flood control capital improvement projects to see if stormwater quality BMPs can be incorporated into the design. The Public Works and Utilities Director will give the directive to the consulting engineer to see what stormwater quality BMPs can practically and cost effectively be implemented into the design. Examples of BMPs may include wet ponds, infiltration swales, bio-retention, porous pavement, etc. This directive will be given once capital projects have been selected for design based on priorities set out in the City's Level of Service Manual.
2. Measurable Goal(s): Review two Capital Improvement projects per year. Budget constraints may not allow any Capital Improvement projects in some budget years.
3. Schedule:
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): N/A
 - c. Frequency of actions (if applicable): For every new flood control capital project.
 - d. Month/Year of each action (if applicable): Evaluated during budget process and engineering design process. Budgeting process is January – June every year
4. Person (position) responsible for overall management and implementation of the BMP: Public Works and Utilities Director
5. Rationale for choosing BMP and setting measurable goal(s): Since money and effort are being spent on capital drainage projects already for flood control, it would be practical to include water quality measures at that time rather than a separate project.

E. BMP #4-A

1. Description of BMP: Retro-fits of existing structures - The City will evaluate existing stormwater management projects (detention ponds, storm-sewer drainage systems, stream bank restoration, catch basins, or drop inlets) to see what stormwater quality BMPs could practically be implemented. The Stormwater Department will use information assembled from its Watershed Assessments, Illicit Discharge Inspections, the State's 303(d) list, and citizen complaints to select and prioritize areas for the retro-fits. The Deputy Director of Stormwater will then contact different vendors to see what BMP would work best for the type of pollutants expected. Once a BMP is selected, the Stormwater Department will purchase it and the Stormwater Operations crews will install it. The Deputy Director will set up a maintenance schedule (if necessary) for the BMP. Examples of possible BMPs include, catch basin inserts (for hydrocarbons), vortex units (for floatables), and wetlands plants, or trash racks (for detention ponds).

2. Measurable Goal(s): Review one existing stormwater management project per year. Budget constraints may not allow for purchase of BMPs in some budget years.

3. Schedule:
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): N/A
 - c. Frequency of actions (if applicable): Annual review and selection of locations and BMPs.
 - d. Month/Year of each action (if applicable): Evaluated during budget process and engineering design process. (Budgeting process is January – June every year)

4. Person (position) responsible for overall management and implementation of the BMP: Deputy Director of Stormwater

5. Rationale for choosing BMP and setting measurable goal(s): Existing stormwater management facilities where the stormwater quantity aspect is functioning well still need to be evaluated for possible retro-fits to clean stormwater. Annual selection and implementation of one BMP is reasonable given budget and manpower constraints.

F. BMP #5

1. Description of BMP: The City of Griffin Stormwater Department will use its Pollution Prevention Plans (PPPs) for each of the City's six industrial operations (North Hill Borrow Site, Transfer Station, Blanton Mill Spray Application Field, Potato Creek Wastewater Treatment Plant (WWTP), Shoal Creek WWTP, and Cabin Creek WWTP). The plans will be given to the respective departments and they will be responsible for complying with the requirements of the Permit and Plan. The Stormwater Department's Environmental Technicians will inspect each of the above industrial sites on an annual basis to see if the structural BMPs are in place and functioning. Any deficiencies will be recorded on a checklist (provided in PPP) and given to the respective department. If corrective action is not taken within 30 days of the inspection, the Director of Public Works and Utilities will be notified of the non-compliance. The Director will then take action to make sure that corrections are made.

2. Measurable Goal(s): Implement the SWPPPs for all six sites. Inspect and update SWPPPs for these sites annually.

3. Schedule:
 - a. Interim Milestone Dates (if applicable): Ongoing
 - b. Implementation Date (if applicable): Ongoing
 - c. Frequency of actions (if applicable): Visit all six sites every annually for structural Inspections.
 - d. Month/Year of each action (if applicable): Annually in October during permit cycle.

4. Person (position) responsible for overall management and implementation of the BMP: Deputy Director of Stormwater

5. Rationale for choosing BMP and setting measurable goal(s): All sites owned by the City must be inspected and problems corrected by law. Annual structural inspections is a reasonable and practical schedule for this ongoing program and stormwater personnel.

G. BMP #6

1. Description of BMP: Maintain a system of benchmarks throughout the City of Griffin so that all new development can be on one coordinate system. This will ensure seamless integration into the City's GIS. This in turn will enable the City to better manage development and its watersheds.
2. Measurable Goal(s): Maintain inventory of benchmarks on website. Inspect all 85 benchmarks every year and record number of benchmarks damaged and repaired.
3. Schedule:
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): Already established benchmarks.
 - c. Frequency of actions (if applicable): N/A
 - d. Month/Year of each action (if applicable): Repair / replace benchmarks when needed. Inspect all 85 benchmarks every year by December.
4. Person (position) responsible for overall management and implementation of the BMP: Environmental Technicians / GIS Manager / Web Master / Engineering Analyst.
5. Rationale for choosing BMP and setting measurable goal(s): This will help ensure more efficient updates to City's storm sewer inventory by giving surveyors the tools to do the job.

H. BMP #7

1. Description of BMP: Maintain a paperless tracking system for operation and maintenance of storm structures, drains, and BMP's using the CityWorks program by Azteca.
2. Measurable Goal(s): Number of Service Requests Track storm operation and maintenance activities on a daily basis.
3. Schedule:
 - a. Interim Milestone Dates (if applicable): Ongoing
 - b. Implementation Date (if applicable): Ongoing
 - c. Frequency of actions (if applicable): Use every time work order or service request is processed.
 - d. Month/Year of each action (if applicable): Every time work order is processed.
4. Person (position) responsible for overall management and implementation of the BMP: Director of Public Works and Utilities
5. Rationale for choosing BMP and setting measurable goal(s): This BMP will enable more efficient tracking of maintenance efforts and the costs associated with them; therefore, the City will be able to better understand which BMPs are more cost effective.

I. **BMP #8**

1. Description of BMP: Trees reduce stormwater quantity and improve quality. The city will plant 50 inch and a half diameter trees in the right of way annually. Every tree in the City's right-of-way has been surveyed and put on the City's GIS tree layer. A permit is required to take down a City tree. When a tree is planted or taken down, it is tracked through Cityworks and then updated on the GIS.
2. Measurable Goal(s): Record the number of trees removed and planted in the right-of-way every quarter. Update GIS when appropriate.
3. Schedule:
 - a. Interim Milestone Dates (if applicable): N/A
 - b. Implementation Date (if applicable): Ongoing now
 - c. Frequency of actions (if applicable): When trees are planted or removed.
 - d. Month/Year of each action (if applicable): Quarterly
4. Person (position) responsible for overall management and implementation of the BMP: Environmental Technicians and GIS Manager
5. Rationale for choosing BMP and setting measurable goal(s): Trees are an essential component in reducing the amount of stormwater runoff. This BMP will help track the number of trees and GIS will help see where we need to replace them.

J. BMP #9

1. Description of BMP: The City of Griffin's consultant engineer has conducted watershed assessments and will now delineate the sub basins of the watersheds and review each for possible regional stormwater quality ponds to improve existing water quality and quantity. This data will then be put into the Stormwater Department's watershed water quality planning model, the LSPC program (The model is a GIS based program that calculates pollutant loadings in watersheds.) for use in design and development so the City can see how effective BMP's are in cleaning the water.
2. Measurable Goal(s): Assess one basin annually.
3. Schedule:
 - a. Interim Milestone Dates (if applicable): Jan annually select basin
 - b. Implementation Date (if applicable): Dec annually
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): Jan each year Select Basin and December each year deliver report
4. Person (position) responsible for overall management and implementation of the BMP: Public Works and Utilities Director
5. Rationale for choosing BMP and setting measurable goal(s): This BMP will help the City's consulting engineer educate City employees on the current condition of our watersheds. This BMP will also help steer where BMPs need to be put in place next to meet T.M.D.L requirements, and possibly help track down illicit discharges.