

STATE OF GEORGIA DEPARTMENT OF NATURAL RESOURCES

ENVIRONMENTAL PROTECTION DIVISION

Storm Water Management Program (SWMP)

General NPDES Permit No. GAG610000 for

Small Municipal Separate Storm Sewer Systems (MS4)

1. General Information

- A. Name of small MS4: [City of Griffin](#)
- B. Name of responsible official: [Joanne Todd](#)
Title: [Chairman- Board of Commissioners](#)
Mailing Address: [100 S. Hill St, PO Box T](#)
City: [Griffin](#) State: [GA](#) Zip Code: [30224](#)
Telephone Number: [770 229 6424](#)
- C. Designated stormwater management program contact:
Name: [James Moore](#)
Title: [Deputy Director- Stormwater](#)
Mailing Address: [100 S. Hill St, PO Box T](#)
City: [Griffin](#) State: [GA](#) Zip Code: [30224](#)
Telephone Number: [770 229 6424](#)
Email Address: jmoore@cityofgriffin.com

2. Sharing Responsibility

- A. Has another entity agreed to implement a control measure on your behalf? Yes
 No _____ (If no, skip to Part 3)

Control Measure or BMP:

1. Name of entity [Griffin-Spalding County Schools](#)
2. Control measure or component of control measure to be implemented by entity on your behalf:
[Public Education and Outreach/BMP #3- Water Sourcebook](#)

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.**

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3. **Minimum Control Measures* and Appendices**

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

4. **Certification Statement**

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

Printed Name: _____ Date: _____

Signature: _____ Title: _____

I. Public Education & Outreach

A. Best Management Practice (BMP) #1: Commission Meeting

1. Description of BMP:

A presentation will be made annually to the Griffin Board of Commissioners (BOC) in which the City's stormwater management and watershed management activities conducted during the previous year will be summarized and presented during a regularly scheduled BOC meeting.

2. Measurable Goal:

One presentation annually

3. Documentation to be submitted with each annual report:

Agenda and minute from meeting

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 2007
- c. Frequency of actions (if applicable): Annually
- d. Month/Year of each action (if applicable): 4th Quarter

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

Director of Public Works & Utilities

6. Rational for choosing BMP and setting measurable goal(s):

A Board of Commissioners meeting allows an opportunity to educate both the public and their elected representative in an official, on-the-record manner.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

Bi-annual utility customer surveys

B. BMP #2: Annual Newspaper Insert

1. Description of BMP:

A newspaper insert summarizing the City's stormwater and watershed management activities will be published annually. The insert will include educational articles on pollution prevention and promote activities that encourage public participation in pollution prevention activities.

2. Measurable Goal:

A newspaper insert will be drafted and published annually.

3. Documentation to be submitted with each annual report:

A digital copy of insert

4. Schedule:

a. Interim milestone dates (if applicable): NA

b. Implementation date (if applicable): 2007

c. Frequency of actions (if applicable): Annual

d. Month/Year of each action (if applicable): Varies, usually November

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

Stormwater Deputy Director

6. Rational for choosing BMP and setting measurable goal(s):

Allows the opportunity to reach a wide audience in a format in which a lot of information can be conveyed.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

Bi-annual utility customer surveys

C. BMP #3: Watershed Curriculum in Public Schools

1. Description of BMP:

The City of Griffin, in collaboration with the Griffin-Spalding County School System, reaches students in the classroom through the "Water Sourcebook" materials incorporated in class curricula. The "Water Sourcebook" is an environmental education program put together by the Environmental Protection Agency (EPA).

2. Measurable Goal:

Griffin-Spalding County Schools implement the Water Sourcebook materials in their 5th grade curriculum each school year.

3. Documentation to be submitted with each annual report:

Certifying letter of Griffin-Spalding School superintendent confirming the curriculum in use within school system

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 2007
- c. Frequency of actions (if applicable): NA
- d. Month/Year of each action (if applicable): NA

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

Director of Public Works & Utilities

6. Rational for choosing BMP and setting measurable goal(s):

Allows the opportunity to reach school children in an educational environment through trained educators

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

Bi-annual utility customer surveys.

D. BMP #4: Watershed Field Day

1. Description of BMP:

Watershed Field Day is an annual event in which local schools are invited to an outdoor venue to participate in a series of interactive educational experiences with a theme of watershed protection and pollution prevention.

2. Measurable Goal:

The Watershed Field Day will be held annually. At least one school will participate.

3. Documentation to be submitted with each annual report:

Photos of the event

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 2007
- c. Frequency of actions (if applicable): NA
- d. Month/Year of each action (if applicable): NA

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

Watershed Program Assistant

6. Rational for choosing BMP and setting measurable goal(s):

Allows the opportunity to reach school children in a less formal environment than the classroom

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

Bi-annual utility customer surveys

E. BMP #5: Website

1. Description of BMP:

The City will use its website to disseminate information on a variety of stormwater issues, to include pollution prevention, watershed protection, and erosion & sediment control.

2. Measurable Goal:

Update at least quarterly. Track website hits.

3. Documentation to be submitted with each annual report:

Screenshot of most recent webpage layout. Report website hits.

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 2007
- c. Frequency of actions (if applicable): NA
- d. Month/Year of each action (if applicable): NA

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

Stormwater Deputy Director

6. Rational for choosing BMP and setting measurable goal(s):

The internet is often the first place people look for information.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

Bi-annual utility customer surveys.

II. Public Involvement/Participation

A. Best Management Practice (BMP) #1: Environmental Council

1. Description of BMP:

The Environmental Council is a volunteer citizen body charged with advising the Board of Commissioners on policies and procedures that the City may pursue to protect and preserve Griffin's natural resources for future generations, to include pollution prevention, urban forestry, and watershed protection.

2. Measurable Goal:

Hold a minimum of 10 meetings annually.

3. Documentation to be submitted with each annual report:

Agendas and minutes from meetings.

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): August 2013
- c. Frequency of actions (if applicable): Monthly
- d. Month/Year of each action (if applicable): NA

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

Stormwater Deputy Director

6. Rational for choosing BMP and setting measurable goal(s):

Provides an avenue for direct public input into the policy making process.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

By identifying programs and initiatives put forward by the Environmental Council that furthers the City's efforts toward watershed management and water quality protection.

B. BMP #2: [Adopt A Stream Program](#)

1. Description of BMP:

[Georgia Adopt-A-Stream \(AAS\)](#) encourages individuals and communities to monitor and/or improve sections of streams, wetlands, lakes or estuaries. The City of Griffin will maintain at least one certified Adopt A Stream trainer on staff and will host at least 2 certification workshops annually and will maintain such monitoring equipment as necessary to support active AAS groups within the City.

2. Measurable Goal:

[Hold a minimum of 2 certification workshops annually.](#)

3. Documentation to be submitted with each annual report: [Photos of workshops and copies of sign-in sheets.](#)

4. Schedule:

- a. Interim milestone dates (if applicable): [NA](#)
- b. Implementation date (if applicable): [January 2014](#)
- c. Frequency of actions (if applicable): [Annually](#)
- d. Month/Year of each action (if applicable): [Will vary.](#)

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

[Watershed Program Assistant](#)

6. Rational for choosing BMP and setting measurable goal(s):

[The City of Griffin is a headwater community with no high-profile water resources within the community. The Adopt A Stream program encourages active community involvement in small local community streams typical of Griffin.](#)

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

[Track the number of volunteer monitoring training sessions held and track stream reaches adopted.](#)

C. BMP #3: Stream Cleanup

1. Description of BMP:

The City will organize at least one volunteer stream clean-up annually.

2. Measurable Goal:

Organize and host at least one volunteer stream clean-up annually.

3. Documentation to be submitted with each annual report:

Photographs and sign-in sheets

4. Schedule:

a. Interim milestone dates (if applicable): NA

b. Implementation date (if applicable): 2007

c. Frequency of actions (if applicable): Annually

d. Month/Year of each action (if applicable): Varies depending on weather

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

Stormwater Deputy Director

6. Rational for choosing BMP and setting measurable goal(s):

Increases public awareness of local streams and the challenges they face.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

Track the number of participants each year and quantifying the amount of trash and debris collected each year.

D. BMP #4: Arbor Day Tree Plantings

1. Description of BMP:

The City will organize and host at least one volunteer tree planting annually in which volunteers are recruited and participate in planting trees on public property.

2. Measurable Goal:

One event to be hosted annually.

3. Documentation to be submitted with each annual report:

The number and location of trees planted and the number of volunteers will be documented

4. Schedule:

- e. Interim milestone dates (if applicable): NA
- f. Implementation date (if applicable): 2007
- g. Frequency of actions (if applicable): NA
- h. Month/Year of each action (if applicable): NA

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

City Arborist

6. Rational for choosing BMP and setting measurable goal(s):

Trees in an urban environment have a beneficial effect on receiving streams by reducing thermal pollution, intercepting rainfall thereby reducing erosive forces, and reducing erosion.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

The City will conduct a tree inventory of all publicly owned trees every ten years. As a part of this inventory, both number of trees and canopy cover will be documented and compared against previous inventories.

E. BMP #5: Citizen Government Academy

1. Description of BMP:

The Citizens Government Academy is a free program designed to give citizens a working knowledge of the City of Griffin and will teach them how to better understand the intricacies of local government. A portion of this program is dedicated to stormwater management and its related activities.

2. Measurable Goal:

The City will host one Citizens' Government Academy a year. At least one of those workshops will focus on stormwater and pollution prevention.

3. Documentation to be submitted with each annual report:

Dates and number of attendees

4. Schedule:

- i. Interim milestone dates (if applicable): NA
- j. Implementation date (if applicable): 2007
- k. Frequency of actions (if applicable): NA
- l. Month/Year of each action (if applicable): NA

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

Director of Public Works & Utilities

6. Rational for choosing BMP and setting measurable goal(s):

Better informed citizenry can play a more active role in the community in furthering the City's stormwater management and watershed protection efforts.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

Track the number of citizens participating in this event annually.

III. Illicit Discharge Detection and Elimination

A. Best Management Practice (BMP) #1: Legal Authority

1. Description of BMP:

City of Griffin prohibits, through ordinance, nonstormwater discharges into the MS4 and implements appropriate enforcement procedures and actions.

2. Measurable Goal:

Evaluate, and if necessary, modify the existing ordinance.

3. Documentation to be submitted with each annual report:

If the ordinance is revised during the reporting period, submit a copy of the adopted ordinance with the annual report.

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 10/9/2007
- c. Frequency of actions (if applicable): Revised as needed
- d. Month/Year of each action (if applicable): NA

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

Director of Public Works & Utilities

6. Rational for choosing BMP and setting measurable goal(s):

This BMP mandated in General NPDES Stormwater Permit No. GAG610000.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

Effectiveness will be determined through the efficacy of enforcement efforts.

B. BMP #2: Outfall Map & Inventory

1. Description of BMP:

The City of Griffin has developed an outfall map, showing the location of all outfalls and the names and location of all waters of the State that receive discharges from the outfalls.

The MS4 is organized by receiving waters and further sub-organized by outfall. More detailed description can be found in the City of Griffin Stormwater Management Service & Operations Manual, Appendix *.

2. Measurable Goal:

The City will maintain an updated inventory and map showing any outfalls and revise and update as necessary.

3. Documentation to be submitted with each annual report:

The City of Griffin will provide an updated inventory and map showing any outfalls added during the reporting period and the total number of outfalls in subsequent annual reports.

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 2007
- c. Frequency of actions (if applicable): Revise and updated as needed
- d. Month/Year of each action (if applicable): NA

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

GIS Manager

6. Rational for choosing BMP and setting measurable goal(s):

This BMP mandated in General NPDES Stormwater Permit No. GAG610000.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

Effectiveness and accuracy of outfall map will be determined through periodic stream walks.

C. BMP #3: Illicit Discharge Detection & Elimination (IDDE) Plan

1. Description of BMP:

City of Griffin has developed and implemented a plan to detect and address non-stormwater discharges, including illegal dumping to the MS4. Dry weather screening and stream walks are conducted to detect illicit discharges.

Once detected the City of Griffin has procedures in place to eliminate illicit discharges through either enforcement or correction.

2. Measurable Goal:

The City of Griffin has organized 100% of its MS4 by watersheds (Major watersheds: Potato Creek, Shoal Creek, Cabin Creek; Minor watersheds: Heads Creek, Honeybee Creek, and Wasp Creek). All City drainage structures, outfalls, and receiving waters are contained within one these delineated watersheds. 100% of the watersheds, outfalls, and streams will be screened within the 5-year permit term in accordance with procedures contained in the IDDE Plan described in the SWMP. One major watershed & one minor watershed to be screened annually.

For any dry weather flows encountered, the City of Griffin will implement investigative procedures when the results of the DWS indicate a potential for an illicit discharge. The City of Griffin will provide information on any illicit discharge detection activities performed during the reporting period in each annual report. All illicit discharges will be eliminated, per IDDE Plan and Enforcement Response Plan.

3. Documentation to be submitted with each annual report:

Inspection documentation for implementation of the IDDE plan will be submitted, and may include inspection checklists, photos, maps, and summary reports of activities. Number of outfall inspections conducted will be reported annually. Documentation of illicit discharge source tracing, compliance, and enforcement activities will be submitted. Updated copy of IDDE plan will be submitted, as necessary.

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): January 2014
- c. Frequency of actions (if applicable): See 'Measurable Goal' above.
- d. Month/Year of each action (if applicable): Varies

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

Deputy Director of Stormwater

6. Rational for choosing BMP and setting measurable goal(s):

This BMP mandated in General NPDES Stormwater Permit No. GAG610000.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

Effectiveness to be determined by comparing MS4 outfalls screened and successful identification of illicit discharges.

BMP #4: Education

1. Description of BMP:

The City of Griffin will inform public employees, businesses, and the general public of the hazards associated with illegal discharges and improper disposal of waste.

2. Measurable Goal:

Increase public awareness of illicit discharge as determined by bi-annual customer survey.

3. Documentation to be submitted with each annual report:

Educational activities conducted during the reporting period will be documented through the most appropriate measure given the nature of the education activity. This may include photos, rosters, event marketing materials, or similar materials.

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 2007
- c. Frequency of actions (if applicable): Throughout reporting period
- d. Month/Year of each action (if applicable): Varies

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

Deputy Director of Stormwater

6. Rational for choosing BMP and setting measurable goal(s):

This BMP mandated in General NPDES Stormwater Permit No. GAG610000.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

Effectiveness to be determined through periodic review of documented illicit discharges attributable to lack of awareness on the part of the perpetrator.

D. BMP #5: Complaint Response

1. Description of BMP:

The City has developed and implemented procedures for receiving, investigating, and tracking the status of illicit discharge complaints.

For details see *Extent of Service, Level of Service, and Standard Operating Procedures Manual, Appendix **.

2. Measurable Goal:

Timely response and resolution to all citizen complaints related to illicit discharge. In most circumstances, the response to illicit discharge complaints will be within 3 business days.

3. Documentation to be submitted with each annual report:

A summary report to include complaint date, type of complaint, and complaint status of each illicit discharge complaint received will be provided annually with each annual report.

Revised copies of complaint response procedures will be provided as necessary. Copies of documentation related to enforcement will be provided as necessary.

4. Schedule:

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2007*
- c. Frequency of actions (if applicable): *Ongoing*
- d. Month/Year of each action (if applicable): *Continuous*

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

Deputy Director of Stormwater

6. Rational for choosing BMP and setting measurable goal(s):

The public is often best source of timely information on illicit activities.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

The City will periodically review its record of complaints and evaluate its responses to those complaints. The City will evaluate any water quality issues attributable to illicit discharge.

IV. Construction Site Stormwater Runoff Control

A. BMP #1: Legal Authority

1. Description of BMP:

The City has an ordinance that requires erosion and sediment (E&S) controls, which includes sanctions to ensure compliance, to the extent allowable, under State or local law.

2. Measurable Goal:

Enforcement of the City's E&S control ordinance on all applicable construction activities. The City will evaluate, and if necessary, modify the existing Soil Erosion and Sedimentation Control Ordinance as needed.

3. Documentation to be submitted with each annual report:

A revised copy of the E&S control ordinance, as necessary.

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 1/12/2010
- c. Frequency of actions (if applicable): NA
- d. Month/Year of each action (if applicable): NA

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

Deputy Director- Stormwater

6. Rational for choosing BMP and setting measurable goal(s):

The City must have legal authority prior to requiring E&S control measures.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

By monitoring construction sites for E&S control failures and evaluating the corrective response by all parties.

B. BMP #2: [Site Plan Review Procedure](#)

1. Description of BMP:

The City has implemented procedures for site plan review that incorporate consideration of potential water quality impacts, per the E&S control ordinance. See *Extent of Service, Level of Service, and Standard Operating Procedures Manual, Appendix ** for details.

2. Measurable Goal:

Review all site plans per the approved review procedures described in the SWMP.

3. Documentation to be submitted with each annual report:

The City will provide a list of the site plans received and the number of site plans reviewed, approved, or denied during the reporting period in each annual report.

4. Schedule:

- a. Interim milestone dates (if applicable): [NA](#)
- b. Implementation date (if applicable): [Prior to 2005](#)
- c. Frequency of actions (if applicable):
- d. Month/Year of each action (if applicable): [Continuous](#)

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

[Deputy Director Stormwater](#)

6. Rational for choosing BMP and setting measurable goal(s):

The City must ensure that plans submitted meet the minimum requirements of the E&C control ordinance.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

By evaluating the effectiveness of the E&S control plans by monitoring construction sites for E&S control failures.

C. BMP #3: Inspection Program

1. Description of BMP:

The City has established procedures for site inspection of E&S control measures to ensure that structural and non-structural BMPs at construction sites are properly designed and maintained and that construction site waste is properly controlled. Please see *Extent of Service, Level of Service, and Standard Operating Procedures Manual, Appendix ** for details.

2. Measurable Goal:

Implement the approved construction site inspection procedures described in the SWMP. Construction site inspections will be conducted after the initial BMP installation, during active construction, and after final stabilization.

3. Documentation to be submitted with each annual report:

The City will provide a list of active construction sites and any inspections conducted during the reporting period in each annual report.

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): Prior to 2005
- c. Frequency of actions (if applicable): Ongoing
- d. Month/Year of each action (if applicable): Continuous

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

Stormwater Environmental Technicians

6. Rational for choosing BMP and setting measurable goal(s):

The City must inspect what it expects in terms of E&S control measures.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

By monitoring construction sites for E&S control failures and evaluating the corrective response by all parties.

D. BMP #4: Enforcement Procedures

1. Description of BMP:

The City has established procedures for enforcement of E&S control measures. The City will respond to any E&SC violations with compliance and enforcement actions, as outlined in *Extent of Service, Level of Service, and Standard Operating Procedures Manual, Appendix **.

2. Measurable Goal:

Identification and correction of any and all E&S violations documented at construction sites during the reporting period.

3. Documentation to be submitted with each annual report:

The City will provide documentation of any enforcement actions taken during the reporting period in each annual report, including the number and type (e.g. Notice of Violation, Stop Work Order) and status (e.g. pending, resolved).

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): Prior to 2005
- c. Frequency of actions (if applicable): NA
- d. Month/Year of each action (if applicable): NA

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

Stormwater Environmental Technicians in coordination with Environmental Code Enforcement.

6. Rational for choosing BMP and setting measurable goal(s):

E&S control violations must be addressed in a timely manner to protect surface water quality.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

By monitoring construction sites for E&S control failures and evaluating the corrective response by all parties.

E. BMP #5: Complaint Response

1. Description of BMP:

The City has developed and implemented procedures for receiving, investigating, and tracking the status of E&S control violations. Details of complaint response procedure can be found in *Extent of Service, Level of Service, and Standard Operating Procedures Manual, Appendix **. Complaints and concerns can be submitted City of Griffin Stormwater at 770 229 6424.

2. Measurable Goal:

Timely response and resolution to all citizen complaints related to E&S control violations. In most cases, the City will respond to complaints within 3 business days.

3. Documentation to be submitted with each annual report:

A summary report of complaints received and status of these complaints will be submitted, to include complaint date, type of complaint, and complaint status.

The City will provide a revised copy of the Complaint Response procedures as necessary. The City will provide a copy any relevant documentation relating to enforcement and/or compliance.

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): Prior to 2005
- c. Frequency of actions (if applicable): Ongoing
- d. Month/Year of each action (if applicable): Continuous

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

Deputy Director of Stormwater

6. Rational for choosing BMP and setting measurable goal(s):

The public is often best source of timely information on E&S control violations.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

The City will periodically review its record of complaints and evaluate its responses to those complaints to ensure they have been resolved.

BMP #6: Certification

1. Description of BMP:

The City requires any MS4 staff involved in construction activities subject to the Construction General Permits (CGPs) are trained and certified in accordance with the rules adopted by the Georgia Soil and Water Conservation Commission.

2. Measurable Goal:

Provide the number and type of current certifications held by MS4 staff in each annual report.

3. Documentation to be submitted with each annual report:

The City will provide the number and type of current certifications held by MS4 staff in each annual report.

4. Schedule:

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2014*
- c. Frequency of actions (if applicable): *Annually*
- d. Month/Year of each action (if applicable): *As needed*

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

Deputy Director of Stormwater

6. Rational for choosing BMP and setting measurable goal(s):

It is a State requirement.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

By observing the level of professional competence demonstrated by staff in the execution of their E&S control-related duties.

V. Post-Construction Stormwater Management in New Development and Redevelopment

A. BMP #1: **Legal Authority**

1. Description of BMP:

The City has an established ordinance to address postconstruction runoff from new development and redevelopment projects to the extent allowable under State and local law.

2. Measurable Goal:

The City will periodically evaluate, and if necessary, modify the existing ordinance to best accomplish to the goal of protecting receiving waters from the negative effects of urban stormwater runoff.

3. Documentation to be submitted with each annual report:

If the ordinance is revised during the reporting period, the City will submit a copy of the adopted ordinance with the annual report.

4. Schedule:

- a. Interim milestone dates (if applicable):
- b. Implementation date (if applicable): October 9, 2007
- c. Frequency of actions (if applicable):
- d. Month/Year of each action (if applicable):

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

Director of Public Works and Utilities

6. Rational for choosing BMP and setting measurable goal(s):

Legal authority is necessary for the City to require post construction stormwater management.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

The City will periodically evaluate whether it can adequately influence the design, installation, and maintenance of postconstruction stormwater management structures, within the constraints of the present legal authorities.

B. BMP #2: Inventory

1. Description of BMP:

The City has developed, and updates as needed, an inventory of all publicly-owned post-construction stormwater management structures (e.g. detention/retention ponds, water quality vaults, infiltration structures) and only those privately-owned structures designed after the December 9, 2008 deadline for adoption of the GSMM (i.e. new structures). The inventory includes information on the number and type of structures, and ownership (i.e. publicly-owned, privately-owned). The City may choose to also include privately-owned structures designed prior to the December 9, 2008 deadline for adoption of the GSMM on the inventory.

Copy of inventory is included in Appendix **

2. Measurable Goal:

A complete and accurate inventory of all post-construction stormwater, both public and private, management structures within the jurisdiction permitted after December 9, 2008. The City will update the inventory as new structures are added or existing structures are identified.

3. Documentation to be submitted with each annual report:

Updated inventories will be submitted in each annual report.

4. Schedule:

- a. Interim milestone dates (if applicable):
- b. Implementation date (if applicable): 2010
- c. Frequency of actions (if applicable):
- d. Month/Year of each action (if applicable):

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

GIS Manager

6. Rational for choosing BMP and setting measurable goal(s):

This BMP mandated in General NPDES Stormwater Permit No. GAG610000.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

Effectiveness to be determined by periodic evaluations of new data as it becomes available, to include aerial photography and satellite imagery.

C. BMP #3: Inspection Program

1. Description of BMP:

The City has an inspection program in place to ensure adequate long-term operation and maintenance of the BMPs. Inspections will be conducted in accordance with procedures outlined in the *Extent of Service, Level of Service, and Standard Operating Procedures Manual, Appendix ** and the *City of Griffin Stormwater Design Manual*.

2. Measurable Goal:

The City conducts inspections of all post-construction stormwater management structures included on the inventory required in BMP #2 above, so that 100% of the structures are inspected within the 5-year permit term. The inspections are to be completed in accordance with the schedule contained in the SWMP. The City will provide documentation of the inspections conducted during the reporting period in each annual report, to include any compliance and/or enforcement activities resulting from inspections.

3. Documentation to be submitted with each annual report:

Documentation of the inspections conducted during the reporting period will be provided in each annual report.

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): Network-based inspections to begin January 2014.
- c. Frequency of actions (if applicable): Annually
- d. Month/Year of each action (if applicable): Varies

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

Stormwater Deputy Director

6. Rational for choosing BMP and setting measurable goal(s):

This BMP mandated in General NPDES Stormwater Permit No. GAG610000.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

By observing and tracking the continued functional life of post development stormwater management structures within the City.

D. BMP #4: Maintenance Program

1. Description of BMP:

The City has developed long-term operation and maintenance program for post-construction stormwater management structures described in the SWMP including publicly-owned and privately-owned structures. Maintenance will be conducted in accordance with procedures outlined in *Extent of Service, Level of Service, and Standard Operating Procedures Manual, Appendix ** and *City of Griffin Stormwater Manual*.

2. Measurable Goal:

Maintenance requirements identified in the *BMP #3; Inspection Program* will be identified and addressed. A list of all structures maintained and type of maintenance will be documented and reported. Total number of maintenance agreements will be provided in each annual report.

3. Documentation to be submitted with each annual report:

A summary of all maintenance activities, reactive and proactive, on stormwater management structures will be submitted.

4. Schedule:

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2001*
- c. Frequency of actions (if applicable): *Continuous*
- d. Month/Year of each action (if applicable): *NA*

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

Deputy Director of Stormwater

6. Rational for choosing BMP and setting measurable goal(s):

This BMP mandated in General NPDES Stormwater Permit No. GAG610000.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

By observing and tracking the continued functional life of post development stormwater management structures within the City.

E. BMP #5: GI/LID Structures

1. Description of BMP:

The City has developed an inventory of water quality-related GI/LID structures, both public and private, located within the permitted area and at a minimum, constructed after the effective date of the permit, including the total number of each type of structure (e.g. bioswales, pervious pavement, rain gardens, cisterns, and green roofs).

2. Measurable Goal:

An accurate and up to date inventory of all GI/LID structures will be maintained at all times.

3. Documentation to be submitted with each annual report:

An updated GI/LID inventory will be submitted with each annual report.

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): Inventory to be complete in January 2015
- c. Frequency of actions (if applicable): NA
- d. Month/Year of each action (if applicable): NA

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

GIS Manager

6. Rational for choosing BMP and setting measurable goal(s):

This BMP mandated in General NPDES Stormwater Permit No. GAG610000.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

By observing and tracking the continued functional life of GI/LID stormwater management structures within the City.

VI. Pollution Prevention/Good Housekeeping

A. BMP #1: MS4 Control Structure Inventory & Map

1. Description of BMP:

The City has developed and actively maintains an inventory and map of the MS4 control structures that include catch basins, ditches (miles or linear feet), detention/retention ponds, and storm drain lines (miles or linear feet). Inventory and MS4 Map included at in Appendix **.

2. Measurable Goal:

The City's goal is to maintain the inventory and map and improve it as new information and technology become available.

3. Documentation to be submitted with each annual report:

The City will update the inventory as necessary and provide the number of structures added during the reporting period and the total number of structures in each annual report.

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 2007
- c. Frequency of actions (if applicable): Update as needed
- d. Month/Year of each action (if applicable): NA

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

GIS Manager

6. Rational for choosing BMP and setting measurable goal(s):

This BMP mandated in General NPDES Stormwater Permit No. GAG610000.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

This BMP will be evaluated in the course of implementing other BMP's related to IDDE and MS4 maintenance activities.

B. BMP #2: MS4 Inspection Program

1. Description of BMP:

The City has an inspection program in place to ensure adequate long-term operation and maintenance of the MS4. The City will inspect inlet structures, detention/retention ponds, ditches, and drainage pipes, per procedures outlined in *Extent of Service, Level of Service, and Standard Operating Procedures Manual, Appendix **

2. Measurable Goal:

The City conducts network-based inspections of its MS4 structures included on the inventory required in BMP #1 above, so that 100% of the structures are inspected within the 5-year permit term.

3. Documentation to be submitted with each annual report:

The City will provide documentation of the inspections conducted during the reporting period in each annual report, a copy of any revised storm sewer system inspections, operations, and maintenance procedures. The City will provide the total number and the percentage of each type of structure inspected. The City will provide documentation of any compliance and enforcement activities.

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): Network-based inspections to be begin in January 2014.
- c. Frequency of actions (if applicable): NA
- d. Month/Year of each action (if applicable): NA

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

Stormwater Deputy Director

6. Rational for choosing BMP and setting measurable goal(s):

This BMP mandated in General NPDES Stormwater Permit No. GAG610000.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

By observing and tracking the continued functional life of the City's MS4 structures within the City.

C. BMP #3: MS4 Maintenance Program

1. Description of BMP:

The City has developed long-term operation and maintenance program for its MS4 structures described in the SWMP including publicly-owned and privately-owned structures. The City will maintain its MS4 in according to maintenance schedules outlined in *Extent of Service, Level of Service, and Standard Operating Procedures Manual, Appendix ** and the *City of Griffin Stormwater Design Manual* to the maximum extent practicable.

2. Measurable Goal:

Maintenance requirements identified in the *BMP #3; Inspection Program* will be identified and addressed.

3. Documentation to be submitted with each annual report:

A summary of all maintenance activities, reactive and proactive, on the City's MS4 structures will be submitted.

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 1999
- c. Frequency of actions (if applicable): Continuous
- d. Month/Year of each action (if applicable): NA

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

Deputy Director of Stormwater

6. Rational for choosing BMP and setting measurable goal(s):

This BMP mandated in General NPDES Stormwater Permit No. GAG610000.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

By observing and tracking the continued functional life of City's MS4 structures within the City.

D. BMP #4: Street & Parking Lot Cleaning

1. Description of BMP:

The City maintains a program to conduct street and parking lot cleaning using a mechanized street sweeper per *Extent of Service, Level of Service, and Standard Operating Procedures Manual, Appendix **

2. Measurable Goal:

The City will clean annually 20% of the publicly-owned streets and parking lots, so that 100% are cleaned within the 5-year permit period.

3. Documentation to be submitted with each annual report:

The City will record and submit a summary of tonnage of material removed through the street sweeping program during the reporting period on each annual report.

4. Schedule:

- a. Interim milestone dates (if applicable):
- b. Implementation date (if applicable): 1999
- c. Frequency of actions (if applicable):
- d. Month/Year of each action (if applicable):

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

Deputy Director of Public Works

6. Rational for choosing BMP and setting measurable goal(s):

This BMP mandated in General NPDES Stormwater Permit No. GAG610000.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

Effectiveness to be evaluated based on trends in quantities removed through the street sweeping program and by qualitative evaluation of floatables encountered during stream clean ups and stream walks.

E. BMP #5: Employee Training

1. Description of BMP:

The City will provide pollution prevention educational activities to employees annually.

2. Measurable Goal:

Implement the employee training program specified in the SWMP.

3. Documentation to be submitted with each annual report:

The City will provide documentation of the educational activities conducted during the reporting period in each annual report, to include subject matter, sign-in rosters and/or photos.

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 2007
- c. Frequency of actions (if applicable): Annually
- d. Month/Year of each action (if applicable): Varies

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

Deputy Director of Stormwater

6. Rational for choosing BMP and setting measurable goal(s):

This BMP mandated in General NPDES Stormwater Permit No. GAG610000.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

Effectiveness to be evaluated based on reported incidents of employees engaged in activities that pose a high risk of exposing contaminants to stormwater runoff.

F. BMP #6: Waste Disposal

1. Description of BMP:

The City has established proper disposal procedures of waste removed from the MS4 as specified in the SWMP. This activity will be conducted in accordance to procedures included in *Extent of Service, Level of Service, and Standard Operating Procedures Manual, Appendix **

2. Measurable Goal:

To track disposal of wastes collected from the MS4.

3. Documentation to be submitted with each annual report:

The City will provide documentation of activities performed during the reporting period in each annual report, to include manifests, landfill receipts, and other documentation that records the final disposition of waste removed from the MS4.

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): Procedures for documentation of waste disposal to be implemented by January 2015.
- c. Frequency of actions (if applicable): NA
- d. Month/Year of each action (if applicable): NA

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

Superintendent of Stormwater Maintenance Crew

6. Rational for choosing BMP and setting measurable goal(s):

This BMP mandated in General NPDES Stormwater Permit No. GAG610000.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

At the end of each year the City will be able to account for waste material removed from MS4.

G. BMP #7 New Flood Management Projects

1. Description of BMP:

The City evaluates proposed flood management projects for water quality impacts during the design phase.

2. Measurable Goal:

The City will ensure that all proposed flood management projects are assessed for water quality impacts during the design phase.

3. Documentation to be submitted with each annual report:

Provide the number of plans reviewed where flood management projects were assessed for water quality impacts during the reporting period in each annual report.

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 2007
- c. Frequency of actions (if applicable): As appropriate
- d. Month/Year of each action (if applicable): NA

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

Deputy Director of Stormwater

6. Rational for choosing BMP and setting measurable goal(s):

This BMP mandated in General NPDES Stormwater Permit No. GAG610000.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

The City will evaluate whether new flood management projects are being executed without water quality considerations taken into account.

H. BMP #8: Existing Flood Management Projects

1. Description of BMP:

The City will maintain an assessment program of existing publicly-owned flood management projects in accordance to policies found in *Extent of Service, Level of Service, and Standard Operating Procedures Manual, Appendix **

2. Measurable Goal:

The will conduct an assessment of 100% existing publicly-owned flood management projects for potential retrofitting to address water quality impacts in accordance with the procedures in the SWMP prior to the permit period.

3. Documentation to be submitted with each annual report:

Provide information on any assessment activities conducted during the reporting period in each annual report.

4. Schedule:

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 2007
- c. Frequency of actions (if applicable): NA
- d. Month/Year of each action (if applicable): NA

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

Deputy Director of Stormwater

6. Rational for choosing BMP and setting measurable goal(s):

This BMP mandated in General NPDES Stormwater Permit No. GAG610000.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

Effectiveness will to be determined by the number of feasible retrofits identified to improve water quality through this process.

I. BMP #9: Municipal Facilities

1. Description of BMP:

The City will evaluate all municipal facilities that have the potential for risk of exposing pollutants to stormwater. This activity will be conducted in accordance with *Extent of Service, Level of Service, and Standard Operating Procedures Manual, Appendix **. The city will update the inventory of municipal facilities as new structures are added. An inventory of municipal facilities with the potential to cause pollution is included in Appendix ***.

2. Measurable Goal:

Conduct inspections on 100% of the municipal facilities within the 5-year permit term in accordance with the procedures contained in the SWMP. Inventory of municipal facilities will be updated annually.

3. Documentation to be submitted with each annual report:

Updated inventory of municipalities will be submitted annually.

4. Schedule:

- a. Interim milestone dates (if applicable): Inventory- December 2013
- b. Implementation date (if applicable): July 2014
- c. Frequency of actions (if applicable): Annual
- d. Month/Year of each action (if applicable): NA

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

Stormwater Environmental Technicians

6. Rational for choosing BMP and setting measurable goal(s):

This BMP mandated in General NPDES Stormwater Permit No. GAG610000.

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:

Inspections of municipalities should not identify repeated instances of the same pollutant exposure circumstances happening repeatedly.

10/28/2014