

# **Existing Phase II MS4 Stormwater Management Program Template**

Please note that this template does not provide an exhaustive listing of what the NPDES Permit requires to be included in the Stormwater Management Program (SWMP). The permittee must carefully review each part of the Permit and ensure all items are included.

## **General Information for Submitting a SWMP**

- Your Stormwater Management Program (SWMP) must be a comprehensive document containing all the necessary components. The SWMP must include the most recent version of all of the required supporting documents. These supporting documents must be submitted on a flash drive or CD. Ensure that the files can be opened and read by EPD. In rare cases, EPD will accept hard copies of documents. Ensure that you submit all of the necessary components, including copies of the latest versions of the following:
  - 1) Adopted stormwater ordinances (Illicit Discharge, Erosion and Sedimentation, and Post-Construction). If you are located within the Metropolitan North Georgia Planning District, then your SWMP must also include District ordinances (Floodplain, Litter, Stream Buffer);
  - 2) Standard Operating Procedures (e.g. dry weather screening procedures, construction site inspection procedures, street sweeping procedures);
  - 3) Blank copies of forms to be used to implement the SWMP, including inspection forms;
  - 4) Signed Memorandum of Agreements; and
  - 5) Maps and inventories.

A bulleted list of the documents to be attached to the SWMP is included on each BMP page. This list is only to assist the permittee as a reminder and is not a definitive list. The permittee may determine some of the listed documents do not apply or that additional documents should be provided.

- For some BMPs, the NPDES Permit requires the submittal of procedures. These procedures may be described in the “Description of BMP” section of each BMP page, if they are not lengthy, or included as a separate attachment to the SWMP.
- The NPDES Permit contains tables listing the various BMPs. The MS4 is required to set a measurable goal for each BMP. In some cases, the Permit establishes the goal (e.g. inspect 100% of the structures within a 5-year period), while in other cases the MS4 must set a specific measurable goal. Ensure that each measurable goal is numeric and trackable.
- The NPDES Permit specifies that the MS4 must provide documentation of each activity implemented. Each BMP must specify the documentation to be submitted with each annual report (e.g. completed inspection forms, work orders, etc.). In some cases, the Permit specifies the documentation to be submitted (e.g. maps and inventories). In other cases, the MS4 will have to establish the documentation to be submitted. Ensure that each BMP spells out the specific documentation to be submitted with each annual report in the section titled “Documentation to be submitted with each Annual Report”.

STATE OF GEORGIA DEPARTMENT OF NATURAL RESOURCES  
ENVIRONMENTAL PROTECTION DIVISION

**Stormwater Management Program (SWMP)**

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

**1. General Information**

- A. Name of small MS4: City of Griffin
- B. Name of responsible official: Jessica O'Connor  
Title: City Manager  
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: Ariel Blanton  
Title: Director  
Mailing Address: 100 S Hill St. PO Box T  
City: Griffin State: GA Zip Code: 30224  
Telephone Number: 770-229-6424  
Email Address: ablanton@cityofgriffin.com
- D. Provide the river basin(s) to which your MS4 discharges: Flint River and Ocmulgee River Basins
- E. Provide the latitude and longitude of the MS4 center (e.g. City Hall, County offices, MS4 mailing address) using Global Positioning System (GPS) –WG 84:  
Latitude: -84.263401 Longitude: 33.248274

**2. Sharing Responsibility**

- A. Has another entity agreed to implement a control measure on your behalf?  
Yes \_\_\_\_\_ No X (If no, skip to Part 3)
- Control Measure or BMP:
1. Name of entity \_\_\_\_\_
  2. Control measure or component of control measure to be implemented by entity on your behalf:

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

3. **Minimum Control Measures and Appendices**

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

**Stormwater Management Program**

**Public Education and Outreach on Storm Water Impacts**

**Table 4.2.1(a) of the Permit**

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

1. Target audience: Elected Officials
2. Description of BMP: Stormwater personnel will make one presentation regarding stormwater management and watershed activities annually to the City Board of Commissioners.
3. Measurable goal(s): One presentation annually
4. Documentation to be submitted with each annual report: Agenda and minutes from meeting.
5. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  - b. Implementation date (if applicable): 2007
  - c. Frequency of actions (if applicable): Annually
  - d. Month/Year of each action (if applicable): 4<sup>th</sup> Quarter
6. Person (position) responsible for overall management and implementation of the BMP: Stormwater Director
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Responses to questions in the bi-annual utility customer survey. Responses are evaluated after each survey to gauge the public's awareness of the stormwater utility's activities.

**B. BMP #2: Newspaper Insert**

1. Target audience: City of Griffin Residents
2. Description of BMP: A newspaper insert summarizing the City's stormwater and watershed management activities will be published in the Griffin Daily Newspaper annually. The insert will include educational articles on pollution prevention and promote activities that encourage public participation and pollution prevention activities.
3. Measurable goal(s): A newspaper insert will be drafted and published annually in the Griffin Daily Newspaper and distributed to its readership of approximately 6,500.
4. Documentation to be submitted with each annual report: A digital copy of the insert.
5. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  - b. Implementation date (if applicable): 2007
  - c. Frequency of actions (if applicable): Annual
  - d. Month/Year of each action (if applicable): Varies, typically the 4<sup>th</sup> quarter
6. Person (position) responsible for overall management and implementation of the BMP: Stormwater Technician
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Responses to questions in the bi-annual utility customer survey. Responses are evaluated after each survey to gauge the public's awareness of the stormwater utility's activities.

**BMP #3: Project WET Workshops**

1. Target audience: Teachers in Griffin-Spalding County Public Schools
2. Description of BMP: City of Griffin Stormwater staff will host, fund, teach, and advertise, at a minimum, 2 Project WET workshops annually. These workshops will be aimed at providing current environmental education materials and curriculum to local educators. This will also provide City of Griffin staff an opportunity to promote the City's other Public Education/Involvement programs such as the Mobile Classroom, Adopt-A-Stream, and stream cleanup. Each teacher has the opportunity to impact 80-150 students in the classroom with the materials and curriculum provided at the workshop. Project WET materials have been approved by the State for continuing education and will coincide with mandated teacher Professional Development days.
3. Measurable goal(s): City of Griffin Stormwater staff will host, fund, teach, and advertise, at a minimum, two Project WET workshops annually.
4. Documentation to be submitted with each annual report: Dates, times, locations, and materials presented to attendees will be included in the annual documentation along with an attendee list.
5. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  - b. Implementation date (if applicable): 2020
  - c. Frequency of actions (if applicable): Semi-annually
  - d. Month/Year of each action (if applicable): N/A
6. Person (position) responsible for overall management and implementation of the BMP: Watershed Protection Specialist
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Responses to questions in the bi-annual utility customer survey. Responses are evaluated after each survey to gauge the public's awareness of the stormwater utility's activities.

**BMP #4: Mobile Classroom**

1. Target audience: Students in Griffin-Spalding County
  
2. Description of BMP: Watershed protection, conservation, and water pollution prevention are taught to local students through a series of interactive lessons delivered in a mobile, on-site platform that includes classroom time, games, technology, and other interactive displays. Lessons are tailored to students and educators grade level, current curriculum needs, and time and space constraints. Methods of teaching include, but are not limited to, Project WET curriculum, Enviroscope presentations, water conservation/pollution demonstrations, field visits to local streams and areas of environmental significance, and in-house developed curricula and demonstrations.
  
3. Measurable goal(s): Utilize the mobile classroom in at least two events annually.
  
4. Documentation to be submitted with each annual report: Pictures from events and “Menu” of class offerings for the year.
  
5. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  
  - b. Implementation date (if applicable): 2017
  
  - c. Frequency of actions (if applicable): As requested
  
  - d. Month/Year of each action (if applicable): Varies, typically the 4<sup>th</sup> quarter
  
6. Person (position) responsible for overall management and implementation of the BMP: Watershed Protection Specialist
  
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Responses to questions in the bi-annual utility customer survey. Responses are evaluated after each survey to gauge the public’s awareness of the stormwater utility’s activities.



**BMP #5: Website**

1. Target audience: City of Griffin Residents
2. 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 and sediment control.
3. Measurable goal(s): Annual updates. Track website hits.
4. Documentation to be submitted with each annual report: Communication between stormwater staff and IT regarding website updates. End-of-year web site statistics.
5. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  - b. Implementation date (if applicable): 2007
  - c. Frequency of actions (if applicable): As needed
  - d. Month/Year of each action (if applicable): N/A
6. Person (position) responsible for overall management and implementation of the BMP: Watershed Protection Specialist
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Responses to questions in the bi-annual utility customer survey. Responses are evaluated after each survey to gauge the public's awareness of the stormwater utility's activities.

**BMP #6: Citizens Government Academy**

1. Target audience: City of Griffin Residents
2. Description of BMP: The City will host one Citizens Government Academy annually. This Academy's aim is to educate citizens of the function of each department of the City. One workshop of the Academy will focus on stormwater and will contain topics such as water pollution prevention, water conservation, illicit discharges, spill and emergency reporting, the water cycle, flood and flood risk, erosion and sedimentation, and other common stormwater-related topics. The Academy is advertised through the City's website and other forms of social media and word of mouth.
3. Measurable goal(s): Hold at least one Citizens Government Academy, with at least one session specifically targeting stormwater education, annually.
4. Documentation to be submitted with each annual report: Roster of attendance and dates of classes.
5. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  - b. Implementation date (if applicable): 2007
  - c. Frequency of actions (if applicable): Annual
  - d. Month/Year of each action (if applicable): October, November
6. Person (position) responsible for overall management and implementation of the BMP: Stormwater Director
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Responses to questions in the bi-annual utility customer survey. Responses are evaluated after each survey to gauge the public's awareness of the stormwater utility's activities.

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

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

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

1. Target audience/stakeholder group: City of Griffin Residents and Elected Officials
  
2. Description of BMP: The Environmental Council is an elected group of 7 volunteer citizens (chosen by the Board of Commissioners), charged with advising the Board of Commissioners on policies and procedures, public education, and programming in the City of Griffin as it pertains to stormwater, water conservation, recycling, urban forestry, and other pertinent environmental topics. These members serve on a 3-year rotational basis and must submit a request via the City's "Board Vacancy Form" to be considered for the position.
  
3. Measurable goal(s): Hold a minimum of 10 meetings annually.
  
4. Documentation to be submitted with each annual report: Agenda and minutes from meetings
  
5. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  
  - b. Implementation date (if applicable): August 2013
  
  - c. Frequency of actions (if applicable): Monthly
  
  - d. Month/Year of each action (if applicable): N/A
  
6. Person (position) responsible for overall management and implementation of the BMP: Stormwater Director
  
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, watershed protection, and public education/involvement.

**B. BMP #2: Adopt-A-Stream Program**

1. Target audience/stakeholder group: City of Griffin Residents and other interested volunteer groups and individuals
2. Description of BMP: Georgia Adopt-A Stream (AAS) encourages individuals, groups, and communities to monitor and improve sections of streams, lakes, and rivers. The City of Griffin will maintain at least one certified AAS trainer on staff, will host at least two certification workshops annually, and will maintain monitoring equipment necessary to support active AAS groups within the City. To-date, there are 4 active monitoring sites within Griffin-Spalding County that City staff work with to complete monitoring.
3. Measurable goal(s): Hold a minimum of two certification workshops annually and communicate (email, text, call, word of mouth, etc.) with active monitoring groups to provide support in the way of providing technical guidance during sampling events, chemical kits, and other necessary equipment.
4. Documentation to be submitted with each annual report: Photos of workshops, copies of sign-in sheets, annual data logs for active monitoring sites
5. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  - b. Implementation date (if applicable): January 2014
  - c. Frequency of actions (if applicable): Annually
  - d. Month/Year of each action (if applicable): Will vary
6. Person (position) responsible for overall management and implementation of the BMP: Watershed Protection Specialist
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The effectiveness of this BMP will be determined by assessing the number of actively monitored streams over time. If this BMP is effective the number of actively monitored stream sites will increase.

**BMP #3: Stream Cleanup**

1. Target audience/stakeholder group: City of Griffin Residents and other interested volunteer groups and individuals
2. Description of BMP: The City will organize and host at least one volunteer stream cleanup annually. Volunteers will be solicited through printed media (local newspaper, flyers, etc.), social media, and the City's website. Streams will be chosen with input from stormwater and Code Enforcement staff to determine watersheds and areas that have the greatest need to be cleaned. The Stormwater Department will be responsible for providing all materials (safety vests, gloves, bags, etc.) and will work in conjunction with the City's Solid Waste Department to provide dumpsters and haul off the waste.
3. Measurable goal(s): Organize and host at least one volunteer stream cleanup annually.
4. Documentation to be submitted with each annual report: Photos, volunteer list, total weight of gathered trash.
5. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  - b. Implementation date (if applicable): 2007
  - c. Frequency of actions (if applicable): Annually
  - d. Month/Year of each action (if applicable): Fall, typically October
6. Person (position) responsible for overall management and implementation of the BMP: Watershed Protection Specialist
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The effectiveness of this BMP will be determined by assessing the amount of trash collected per participant on a year-to-year basis. If this BMP is effective the quantity of trash per participant should decrease over time.

**BMP #4: Pet Waste Stations**

1. Target audience/stakeholder group: City of Griffin Residents
  
2. Description of BMP: Provide receptacles in high foot-traffic areas of the City for citizens to dispose of pet waste. These receptacles will be provided and maintained by the City's Stormwater Department. An initial 10 stations were installed under a 319 grant in 2013, with additional units installed as-needed or at the request of citizens, business owners, etc. The stations are maintained (replace bags, empty the receptacle, make repairs, etc.), at a minimum, monthly. The units are maintained more frequently or on an as-needed basis when pet walking activity is higher.
  
3. Measurable goal(s): To maintain pet waste stations, at a minimum, monthly, and record the number of bags used.
  
4. Documentation to be submitted with each annual report: Frequency and activity of maintenance at each station (number of bags used)
  
5. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  
  - b. Implementation date (if applicable): 2013
  
  - c. Frequency of actions (if applicable): Monthly (minimal)
  
  - d. Month/Year of each action (if applicable): N/A
  
6. Person (position) responsible for overall management and implementation of the BMP: Stormwater Director
  
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Frequency of maintenance (use of bags, waste receptacle, etc. and citizen requests for these units in other parts of the City.

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

**Illicit Discharge Detection and Elimination**  
**Table 4.2.3 (a) of the Permit**

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

1. Description of BMP: The City of Griffin prohibits, through ordinance, non-stormwater discharges into the MS4 and implements appropriate enforcement procedures and actions. See attachments for ordinance.
2. Measurable goal(s): Annually 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): N/A
  - b. Implementation date (if applicable): October 9, 2007
  - c. Frequency of actions (if applicable): Revised as needed.
  - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Director
6. 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.

**SWMP Attachments:**

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



**B. BMP #2: Outfall Map and Inventory**

1. Description of BMP: The City of Griffin has developed an outfall map showing the location of all outfalls and the names and locations of all waters of the State that receive discharges from the outfalls. See attachments for outfall map and inventory.
2. Measurable goal(s): The City will maintain an updated inventory and map showing all outfalls that have direct connectivity to, or that lie within, a 30ft. boundary of State waters and will revise and update that inventory and map 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. The inventory will be updated annually and totals shown in the annual report.
4. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  - b. Implementation date (if applicable): 2007
  - c. Frequency of actions (if applicable): Revise and update as needed
  - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: GIS Director
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Effectiveness and accuracy of the outfall map and inventory will be determined through annual stream walks.

**SWMP Attachments:**

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

**C. BMP #3: IDDE Plan**

1. Description of BMP: The City of Griffin has developed and implemented a plan to detect and address non-stormwater discharges, including illegal dumping to the MS4, in accordance with the City's IDDE Plan.
2. Measurable goal(s): The City will conduct dry weather screening on 100% of all identified structures within a 5 year period (5% annually at a minimum), source trace 100% of detected discharges, and eliminate 100% of identified discharges.
3. Documentation to be submitted with each annual report: The City of Griffin will provide annual outfall inspection forms and documentation of source tracing/elimination.
4. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  - b. Implementation date (if applicable): 2007
  - c. Frequency of actions (if applicable): Revise and updated
  - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Technician
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The decline in illicit discharges over time.

**SWMP Attachments:**

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

**D. BMP #4: Education**

1. Description of BMP: Fecal coliform is a common concern in urbanized watersheds. Sewer overflows resulting from blockages caused by fats, oils, and greases (FOG) improperly disposed of represent a major threat to surface waters. The City of Griffin will inform employees, businesses, and the general public of the hazards associated with improper disposal of FOG, thereby working toward protecting surface water quality.
2. Measurable goal(s): Increase public awareness of illicit discharge by distributing FOG brochures at public events (Adopt-A-Stream, Stream Cleanup, Mobile Classroom, etc.), previewing FOG awareness video at theatres, and providing FOG brochures at City Customer Service outlets.
3. Documentation to be submitted with each annual report: The number and type of brochures distributed and the size of the preview audience of the video will be documented.
4. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  - 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: Environmental Compliance Code Enforcement Officer and Watershed Protection Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Effectiveness to be determined through annual review of documented illicit discharges attributable to lack of awareness or education.

**E. BMP #5: Complaint Response**

1. Description of BMP: IDDE complaints are received by calling the City of Griffin Hotline - (770-229-6400), online at [www.cityofgriffin.com/iwantto/reportanissue](http://www.cityofgriffin.com/iwantto/reportanissue), or via the City of Griffin mobile app. Complaints shall be investigated by Stormwater Division personnel and the source of the pollutant traced to its origins. Complaints shall be investigated within 72 hours of the complaint being filed. Once the source is identified, the property owner shall be notified and given up to, but no more than, 10 days to remediate the issue. In some instances the timeframe may be less, depending upon the severity or nature of the discharge, as determined by the inspector. Penalties and violations are determined by the City manager, in conjunction with Municipal Court proceedings. Complaints shall be tracked in the IDDE Complaint Response Database and reported in the annual report.
2. Measurable goal(s): Complaints will be addressed within 3 business days and logged and tracked in a database that records complaint date, complaint type, location and complaint status. Illicit discharges will be remediated within 10 days of investigation.
3. Documentation to be submitted with each annual report: A database to include complaint date, complaint type, location, and complaint status of each illicit discharge complaint received will be provided annually with each annual report.
4. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  - 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: Stormwater Director
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The City will annually review its record of complaints and evaluate its responses to those complaints. The City will evaluate any water quality issues attributable to illicit discharge.

**SWMP Attachments:**

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

**Construction Site Storm Water Runoff Control**  
**Table 4.2.4 (a) of the Permit**

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

1. Description of BMP: The City has an ordinance that requires erosion and sedimentation (E&S) controls, which includes sanctions to ensure compliance, to the extent allowable, under State or local law. See attachment for ordinance. Note, the control of waste at construction sites is addressed in the City's Article 18.-Solid Waste Requirements and Specifications Sec. 1802 A. See attachment for ordinance.
2. Measurable goal(s): Enforcement of the City's E&S control ordinance on all applicable construction activities. The City will evaluate annually, and if necessary, modify the existing Soil Erosion and Sediment Control Ordinance and Solid Waste Requirements and Specifications as needed.
3. Documentation to be submitted with each annual report: A revised copy of the E&S control ordinance and Solid Waste Requirements and Specifications, as necessary.
4. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  - b. Implementation date (if applicable): January 12, 2010
  - c. Frequency of actions (if applicable): As needed
  - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Director
6. 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 responses by all parties.

**SWMP Attachments:**

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

**B. BMP #2: Site Plan Review Procedures**

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*, Sec. 3.2.4 for details.
2. Measurable goal(s): Review 100% of site plans annually per the approved review procedures. The City will track how many site plans are approved or denied.
3. Documentation to be submitted with each annual report: The City will provide a list of the site plans received, reviewed, approved, or denied during the reporting period in each annual report.
4. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  - b. Implementation date (if applicable): Prior to 2005
  - c. Frequency of actions (if applicable): As development occurs
  - d. Month/Year of each action (if applicable): Continuous
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Director
6. 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.

**SWMP Attachments:**

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

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, Sec. 3.2.4* and the *Georgia Manual for Erosion & Sediment Control Manual*.
2. Measurable goal(s): Implement the approved construction site inspection procedures. 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): N/A
  - b. Implementation date (if applicable): Prior to 2005
  - c. Frequency of actions (if applicable): As development occurs
  - d. Month/Year of each action (if applicable): Continuous
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Director
6. 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.

**SWMP Attachments:**

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



**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 action, as outlined in *Extent of Service, Level of Service, and Standard Operating Procedures Manual*, See Sec 3.2.4 and Appendix 4.1.
2. Measurable goal(s): 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): N/A
  - b. Implementation date (if applicable): Prior to 2005
  - c. Frequency of actions (if applicable): As needed
  - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Director
6. 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.

**SWMP Attachments:**

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

**E. BMP #5: Complaint Response**

1. Description of BMP: E&SC complaints are received by calling the City of Griffin Hotline (770-229-6400), online at [www.cityofgriffin.com/iwantto/reportanissue](http://www.cityofgriffin.com/iwantto/reportanissue), or via the City of Griffin mobile app. Complaints shall be investigated by Stormwater Division personnel and calls routed to the Stormwater Technician responsible for development inspections. Complaints shall be investigated within 3 business days of the complaint being filed. Once the complaint is confirmed, the developer/owner shall be notified and given up to, but no more than, 5 days to remediate the issue. In some instances the timeframe may be less, depending upon the severity or nature of the violation, as determined by the inspector. Penalties and violations are determined by the E&SC ordinance (escalating actions such as Notice of Violations, Stop Work Orders, monetary, and criminal penalties). Complaints shall be tracked in the City's work order solutions system and reported in the annual report.
2. Measurable goal(s): The City will respond to E&SC complaints within 3 business days. Complaints will be logged and tracked in a database that will track complaint date, complaint type, and complaint status.
3. Documentation to be submitted with each annual report: A 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 of any relevant documentation relating to enforcement and/or compliance.
4. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  - 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 Director
6. 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.

**SWMP Attachments:**

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

**F. BMP #6: Certification**

1. Description of BMP: The City requires any City staff involved in construction activities, or the inspection of construction activities, subject to the Construction General Permits to be trained and certified in accordance with the rules adopted by the Georgia Soil and Water Conservation Commission.
  
2. Measurable goal(s): Ensure that all staff involved in land disturbance activities (construction, inspection, plan review, etc.) have been trained and certified to the appropriate level and have a current Georgia Soil and Water Conservation Commission certification card.
  
3. Documentation to be submitted with each annual report: Provide the number and level of current Georgia Soil and Water Conservation Commission certification cards held by City of Griffin staff that are involved in land disturbance activities (construction, inspection, plan review, etc.).
  
4. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  
  - 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: Stormwater Director
  
6. 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.

**Post-Construction Storm Water Management in  
New Development and Redevelopment**  
**Table 4.2.5 (a) of the Permit**

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

1. Description of BMP: The City has an established ordinance to address post-construction runoff from new development and redevelopment projects to the extent allowable under State and local law. See attachment for ordinance.
2. Measurable goal(s): The City will annually evaluate, and if necessary, modify the existing ordinance to best accomplish 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): N/A
  - b. Implementation date (if applicable): October 9, 2007
  - c. Frequency of actions (if applicable): N/A
  - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Director
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The City will annually evaluate whether it can adequately influence the design, installation, and maintenance of post-construction stormwater management structures, within the constraints of the present legal authorities.

**SWMP Attachments:**

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

**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), privately-owned structures designed after the December 9, 2008 deadline for adoption of the GSMM (i.e. new structures), and structures publically-owned by another entity. The inventory includes information on the number and type of structures, and ownership (i.e. publicly-owned, privately-owned, etc.). See attachment for map and inventory.
2. Measurable goal(s): A complete and accurate inventory of all post-construction stormwater (private and public) 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): N/A
  - b. Implementation date (if applicable): 2010
  - c. Frequency of actions (if applicable): N/A
  - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: GIS Director
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Effectiveness to be determined by annual evaluations of new data as it becomes available, to include aerial photography and satellite imagery.

**SWMP Attachments:**

- Inventory of detention/retention ponds and water quality vaults

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 structures. Privately-owned structures constructed after December 9, 2008, structures publically-owned by another entity, and all publically-owned structures shall be inspected by City Stormwater Division Personnel within a 5 year period in accordance with guidelines and forms in Appendix E of the Georgia Stormwater Management Manual. These inspections shall be recorded digitally in the City's BMP inspection database and reported in the annual MS4 report. Deficiencies shall be noted in a letter and sent to property owners (privately-owned structures) for repair and maintenance. For publically-owned structures, deficiencies will be noted and a work order created in the City's work order solution system, Hiperweb. Work orders are routed to appropriate Stormwater Division personnel for repair and maintenance. Structures that are publically-owned by another entity other than the City will be treated like a privately-owned structure and inspected within the 5 year period and the owner sent a letter with deficiencies included.
  
2. Measurable goal(s): 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 a 5-year period. At a minimum, 20% of the privately-owned, post-December 9, 2008 structures, structures that are publically-owned by another entity, and 100% of all publically-owned structures will be inspected each year. The data will be recorded digitally in the City's BMP inspection database, and reported in the MS4 annual report. 100% of deficiencies will be reported to the property owner (in the case of structures privately-owned or publically-owned by another entity). In the case of publically-owned structures, a work order will be created with deficiencies noted and routed to appropriate Stormwater Division personnel.
  
3. Documentation to be submitted with each annual report: Inspections are input directly into a digital system. Annual reports of inspections will be exported and submitted. Additionally, a copy will be provided of any compliance and/or enforcement activities resulting from the inspections during the reporting period.
  
4. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  
  - b. Implementation date (if applicable): 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 Director
6. 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 and functional life of post development stormwater management structures within the City.

**SWMP Attachments:**

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



**D. BMP #4: Maintenance Program**

1. Description of BMP: The City has developed a long-term operation and maintenance program for post-construction stormwater management structures. For Privately-owned structures constructed after December 9, 2008 and structures that are publically-owned by another entity, deficiencies shall be noted in a letter and sent to the property owner. The letter shall contain a timeframe to make the repairs or address the maintenance items (typically 30 days, but may be a shorter timeframe, depending upon the severity of the deficiency). A follow up inspection is performed at the end of the stated period and another letter is sent to the property owner stating if the repairs and maintenance have been acceptable or if further action is required. If deficiencies have still not been addressed after the given timeframe, Code Enforcement is informed and the property owner shall be issued a citation based on the severity of the deficiency. This involves escalating enforcement action, to include verbal warnings, monetary fines, and criminal penalties. For publically-owned structures, a work order is created in the City's work order solution system and crews are dispatched to remediate the issue. This is typically given a 30 day timeframe, but may be shorter depending upon the severity of the deficiency. Beginning in 2013 City ordinance required all privately-owned structures to have an operations and maintenance agreement signed by the owner and recorded with the deed.
  
2. Measurable goal(s): At a minimum, 20% of the privately-owned, post-December 9, 2008 structures (including structures publically-owned by another entity) and 100% of all publically-owned structures will be maintained annually to standards found in the Georgia Stormwater Management Manual, Appendix E.
  
3. Documentation to be submitted with each annual report: A summary of all maintenance activities on stormwater management structures will be submitted. 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.
  
4. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  
  - b. Implementation date (if applicable): 2001
  
  - c. Frequency of actions (if applicable): Continuous
  
  - d. Month/Year of each action (if applicable): N/A

5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Director
6. 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 and functional life of post development stormwater management structures within the City.

**SWMP Attachments:**

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

**E. BMP #5: GI/LID Program**

1. Description of BMP: The City has developed an inventory of water-quality related GI/LID structures. This inventory includes publically-owned structures, privately-owned structures, and structures publically-owned by another entity. These structures must have been constructed after December 12, 2012 and include structures found in the City of Griffin GI/LID Program Manual.
2. Measurable goal(s): An accurate and up to date inventory of all GI/LID structures will be maintained at all times, including structures identified through the plan review process.
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): N/A
  - b. Implementation date (if applicable): Initial inventory complete in 2015
  - c. Frequency of actions (if applicable): Ongoing
  - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: GIS Director
6. 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 and functional life of GI/LID structures within the City.

**SWMP Attachments:**

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

**F. BMP #6: GI/LID Structure Inventory**

1. Description of BMP: The City has designed a program to describe GI/LID practices, such as better site design, planning techniques, feasibility of GI/LID allowances within the City, EOS/LOS for maintenance, etc.
  
2. Measurable goal(s): Design a GI/LID program that incorporates: criteria for evaluating site feasibility and design, allowable structures, and inspection and maintenance procedures. Submit program to EPD by 2/15/20.
  
3. Documentation to be submitted with each annual report: If the program is revised during the reporting period, the City will send revisions to EPD with the Annual Report for review.
  
4. Schedule:
  - a. Interim milestone dates (if applicable): 2/15/2020 – submit date  
\_\_\_\_\_
  - b. Implementation date (if applicable): once approved  
\_\_\_\_\_
  - 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: Stormwater Director  
\_\_\_\_\_
  
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: \_\_\_\_\_  
\_\_\_\_\_

**SWMP Attachments:**

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

**G. BMP #7: GI/LID Structure Inspection & Maintenance Program**

1. Description of BMP: The City has developed a long-term Inspection, operation, and maintenance program for post-construction GI/LID stormwater management structures. For Privately-owned structures constructed after December 12, 2012 and structures that are publically-owned by another entity, Stormwater Division personnel shall inspect and deficiencies shall be noted in a letter and sent to the property owner. The letter shall contain a timeframe to make the repairs or address the maintenance items (typically 30 days, but may be a shorter timeframe, depending upon the severity of the deficiency). A follow up inspection is performed at the end of the stated period and another letter is sent to the property owner stating if the repairs and maintenance have been acceptable or if further action is required. If deficiencies have still not been addressed after the given timeframe, Code Enforcement is informed and the property owner shall be issued a citation based on the severity of the deficiency. This involves escalating enforcement action, to include verbal warnings, monetary fines, and criminal penalties. For publically-owned structures, a work order is created in the City's work order solution system and crews are dispatched to remediate the issue. This is typically given a 30 day timeframe, but may be shorter depending upon the severity of the deficiency.
  
2. Measurable goal(s): At a minimum, 20% of structures that are privately-owned and publically-owned by another entity and 100% of all publically-owned structures will be inspected and maintained annually to standards found in the Georgia Stormwater Management Manual, Appendix E. 100% of structures will be maintained within the 5 year period.
  
3. Documentation to be submitted with each annual report: Annual inspection and maintenance records, including correspondence, etc. will be included with the annual report.
  
4. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  - b. Implementation date (if applicable): February 15, 2020
  - c. Frequency of actions (if applicable): Annually
  - d. Month/Year of each action (if applicable): N/A  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Director

6. 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 and functional life of GI/LID components within the City.

**SWMP Attachments:**

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

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

**A. BMP #1: MS4 Structure Inventory and Map**

1. Description of BMP: The City has developed and actively maintains an inventory and map of the MS4 control structures that includes catch basins, ditches (miles or linear feet), structural BMPs (detention/retention ponds), and storm drain lines (miles or linear feet). Inventory and MS4 map included in Attachments.
2. Measurable goal(s): The city's goal is to maintain the inventory by tracking the number of structures by type added each year and tracking the total number of structures. The City's inventory will be updated annually to reflect these new structures.
3. Documentation to be submitted with each annual report: The City will update the inventory as necessary and provide the number of structures added, by type, during the reporting period and the total number of structures, by type, in each annual report.
4. Schedule:
  - a. Interim milestone dates (if applicable): N/A  
\_\_\_\_\_
  - b. Implementation date (if applicable): 2007  
\_\_\_\_\_
  - c. Frequency of actions (if applicable): Update as needed  
\_\_\_\_\_
  - d. Month/Year of each action (if applicable): N/A  
\_\_\_\_\_  
\_\_\_\_\_
5. Person (position) responsible for overall management and implementation of the BMP: GIS Director  
\_\_\_\_\_
6. 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 BMPs related to IDDE and MS4 maintenance.  
\_\_\_\_\_

**SWMP Attachments:**

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

**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. City Stormwater Division Personnel will inspect catch basins, ditches, structural BMPs (detention/retention ponds), and storm drain lines annually. Inspections will be recorded digitally in the City's inspection database and that information used to determine maintenance needs.
  
2. Measurable goal(s): At a minimum, the City will conduct inspections on 20% of catch basins, ditches, structural BMPs (e.g., detention/retention ponds), and storm drain lines annually with 100% being inspected within 5 years. 100% of Inspections with deficiencies will be submitted as work orders in the City's work order solution system for repair and maintenance by City maintenance personnel, to be repaired within a maximum of 30 days, or sooner depending upon the severity of the issue.
  
3. Documentation to be submitted with each annual report: The City will provide completed data sheets and a summary database showing all inspection activities for the reporting period. This will include individual sheets for catch basins, ditches, structural BMPs (detention/retention ponds), and storm drain lines.
  
4. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  
  - b. Implementation date (if applicable): January 2014
  
  - c. Frequency of actions (if applicable): N/A
  
  - d. Month/Year of each action (if applicable): N/A
  
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Director
  
6. 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.

**SWMP Attachments:**

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



C. **BMP #3: MS4 Maintenance Program**

1. Description of BMP: The City has developed a 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 accordance to maintenance schedules outlined in the *Extent of Service, Level of Service, and Standard Operating Procedures Manual*, Secs, 2 & 2.1 and the Georgia Stormwater Management Manual to the maximum extent practicable. Inspections from *BMP#2 Inspection Program* will be prioritized and entered accordingly into the City's work order solution system. This allows items to be routed to the correct personnel for appropriate response.
  
2. Measurable goal(s): Maintain and repair 100% of deficient items annually identified through *BMP#2 Inspection Program*. Routine maintenance will be addressed within 30 days, priority maintenance within 3 days, and emergencies within 24 hours. 100% of R&M activities will be tracked through the City's work order solution system and addressed appropriately.
  
3. Documentation to be submitted with each annual report: A summary of all work orders for maintenance activities on the City's MS4 structures will be submitted. Documentation will include the number and types of structures maintained, compliance/enforcement actions, and any follow-up inspections.
  
4. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  
  - b. Implementation date (if applicable): 1999
  
  - c. Frequency of actions (if applicable): Ongoing
  
  - d. Month/Year of each action (if applicable): N/A
  
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Director
  
6. 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.

**SWMP Attachments:**

- Maintenance procedures
- Example maintenance forms

**D. BMP #4: Street and 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 the *Extent of Service, Level of Service, and Standard Operating Procedures Manual*, Sec. 3.2.2.3.7
2. Measurable goal(s): The City will clean, at a minimum, approximately 3,000 miles of publically-owned streets (approximately 250 miles monthly) and all publically-owned parking lots annually.
3. Documentation to be submitted with each annual report: The City will annually record the number of miles swept each month and compile a total for the year, tracked via a monthly mileage report.
4. Schedule:
  - a. Interim milestone dates (if applicable): N/A  
\_\_\_\_\_
  - b. Implementation date (if applicable): 1999  
\_\_\_\_\_
  - c. Frequency of actions (if applicable): Ongoing  
\_\_\_\_\_
  - d. Month/Year of each action (if applicable): N/A  
\_\_\_\_\_  
\_\_\_\_\_
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Director
6. 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.

**SWMP Attachments:**

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

**E. BMP #5: Employee Training**

1. Description of BMP: The City will provide pollution prevention educational activities to employees annually. Training may include videos, live presentations, or other forms of conferences, speakers, or brochures to disseminate information regarding stormwater pollution prevention topics including: erosion and sedimentation, illicit discharge, spill response, litter control, and other pertinent stormwater topics. This training will be required, at a minimum, once annually to all Water/Wastewater, Public Works, and Stormwater field and plant employees. Topics will be chosen by the Stormwater Director.
2. Measurable goal(s): Implement the employee training program specified.
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): N/A
  - 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: Stormwater Director
6. 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.

**SWMP Attachments:**

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

**F. BMP #6 – Waste Disposal**

1. Description of BMP: To ensure that 100% of all waste, including trash, litter, debris, waste construction materials, aging and degraded materials (pipe being replaced), waste soils from construction projects, sediment, etc. are removed from the MS4 system and properly disposed of in the landfill.
2. Measurable goal(s): Track 100% of all waste being disposed of from the MS4 system, either through construction activities, volunteer cleanup efforts, or routine maintenance activities (jet-vac and hand-cleaning) by landfill tickets.
3. Documentation to be submitted with each annual report: The City will provide documentation of activities such as landfill tickets or receipts, to the Annual Report each year.
4. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  - b. Implementation date (if applicable): 2015
  - c. Frequency of actions (if applicable): N/A
  - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Superintendent
6. 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 the MS4.

**SWMP Attachments:**

- Waste disposal procedures
- Example form for tracking waste disposal

**G. BMP #7: New Flood Management Projects**

1. Description of BMP: The City evaluates new projects for flood management opportunities during the design review phase. Criteria found in the most recent version of the Georgia Stormwater Management Manual is used to review plans to ensure new projects incorporate water quality performance standards. The City utilizes a third party engineering firm to review and evaluate the engineering design of all plans that require stormwater management (greater than 1 acre of new development or involves the creation of 5,000 sq.ft. of additional impervious surface).
2. Measurable goal(s): The City will utilize a third party engineering firm to evaluate 100% of new projects for flood management opportunities.
3. Documentation to be submitted with each annual report: A list of new development projects for the reporting year.
4. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  - b. Implementation date (if applicable): 2007
  - c. Frequency of actions (if applicable): As appropriate
  - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Director
6. 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.

**SWMP Attachments:**

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

**H. BMP #8: Existing Flood Management Projects**

1. Description of BMP: The City will evaluate existing flood management projects (e.g., detention and retention ponds) to ensure they meet requirements of the GSMM in deference to flood management, overbank flood protection, and water quality impacts. Retrofits or redesigns will be on a case-by-case basis and will be dependent on the designer.
2. Measurable goal(s): The City will conduct an assessment of 100% of existing publicly-owned flood management projects for potential retrofitting to address water quality impacts within a 5 year period, with a minimum of 1 project annually.
3. Documentation to be submitted with each annual report: An evaluation narrative of each project as well as any retrofit activities that occurred during the reporting period.
4. Schedule:
  - a. Interim milestone dates (if applicable): N/A
  - b. Implementation date (if applicable): 2020
  - c. Frequency of actions (if applicable): Annually
  - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Director
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Effectiveness will be determined by the number of feasible retrofits identified to improve water quality through this process.

**SWMP Attachments:**

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

**I. BMP #9: Municipal Facilities**

1. Description of BMP: The City will evaluate and inspect all municipal facilities that have potential risk of exposing pollutants to stormwater. The City will update the inventory of municipal facilities as new structures are added.
2. Measurable goal(s): Conduct inspections on 100% of the municipal facilities within the 5-year period. An inventory of municipal facilities will be updated annually and submitted with the Annual Report.
3. Documentation to be submitted with each annual report: Updated inventory and inspections of municipal facilities will be submitted with the Annual Report.
4. Schedule:
  - a. Interim milestone dates (if applicable): N/A  
\_\_\_\_\_
  - b. Implementation date (if applicable): 2014  
\_\_\_\_\_
  - c. Frequency of actions (if applicable): Annually  
\_\_\_\_\_
  - d. Month/Year of each action (if applicable): N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Environmental Technician
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Inspections of municipal facilities should not identify repeated instances of the same pollutant exposure.

**SWMP Attachments:**

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

## Appendix A

### Enforcement Response Plan

1. The MS4 was required to develop an Enforcement Response Plan (ERP) that describes the action to be taken for violations of the Stormwater Management Program during a previous permit iteration.
  - A. Provide the date the ERP was approved by EPD: \_\_\_\_\_
  - B. If the ERP has not yet been approved, provide the date submitted to EPD:  
5/19/2014\_\_\_\_\_
2. The ERP is to be evaluated annually and revised as needed. Provide the most recent version of the ERP as an attachment to this Appendix.



## Appendix B

### Impaired Waters

1. Population based on the latest U.S. Census: 2020  
Date of the latest U.S. Census used: 23,478  
If the population is less than 10,000, then see item #2 below.  
If the population exceeds 10,000, then see items #3 below.
2. If the population is less than 10,000, then the MS4 must develop an Impaired Waters Plan (IWP) (see Part 4.4.1 of the NPDES Permit) including:
  - A list of impaired waters and the pollutant(s) of concern;
  - A map showing the location of the impaired waters and all identified MS4 outfalls located on the impaired waters or occurring within one linear mile upstream of the waters;
  - BMPs that will be implemented to address each pollutant of concern; and
  - A schedule for implementing the BMPs.
3. If the population exceeds 10,000, then the MS4 must develop an Impaired Waters Plan/Monitoring and Implementation Plan (MIP) (see Part 4.4.2 of the NPDES Permit) including:
  - A list of impaired waters and the pollutant(s) of concern, including the date of the 303(d) list used;
  - A map showing the location of the impaired waters, the monitoring location(s), and all identified MS4 outfalls located on the impaired waters or occurring within one linear mile upstream of the waters;
  - The sample location (instream or at the outfalls);
  - Information on the sample type, frequency, and any seasonal considerations;
  - Schedule for starting monitoring for any newly identified pollutants;
  - BMPs that will be implemented to address each pollutant of concern;
  - A schedule for implementing the BMPs; and
  - The information to be included in each annual report, including the monitoring data, as assessment of data trends, and an assessment of the effectiveness of the BMPs.
4. The IWP and MIP must be evaluated annually and revised as needed. The most recent version of the IWP or MIP must be submitted as an attachment to this appendix.