

**Phase II SPDES General Permit for**

**Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02  
MUNICIPAL COMPLIANCE CERTIFICATION (MCC) FORM**



**Regulated MS4:** Town of Niskayuna **SPDES Permit Number:** NYR20A163

See information packet for information to help complete this form.

MCC Form for year ending: March 9, <u> X </u> 2006 (Year 3) <u> </u> 2007 (Year 4) <u> </u> 2008 (Year 5)			
<b>Section A. MS4 Owner/Operator and Contact Person Information</b> (contact persons explained in instructions)			
<b>Owner/Operator</b> Is information below new or changed? <u> </u> Yes <u> X </u> No			
Name: Richard C. Pollock		Title: Superintendent of Engineering	Department: Engineering
Mailing Address:	Street or P.O. Box: 1 Niskayuna Circle	City: Niskayuna	
	County: Schenectady	State: New York	Zip Code: 12309
Phone: (518) 386-4520		E-mail Address: rpollock@niskayuna.org	
<b>Local Stormwater Public Contact</b> (Required by Minimum Measure 2)			
Is information below: 1) new or changed? <u> </u> Yes <u> X </u> No 2) same as: <u> X </u> Owner/Operator			
Name:		Title:	Department:
Mailing Address:	Street or P.O. Box:	City:	
	County:	State:	Zip Code:
Phone: ( )		E-mail Address:	
<b>Stormwater Management Program (SWMP) Coordinator</b> (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? <u> </u> Yes <u> </u> No 2) same as: <u> X </u> Owner/Operator <u> </u> Local Stormwater Public Contact			
Name:		Title:	Department:
Mailing Address:	Street or P.O. Box:	City:	
	County:	State:	Zip Code:
Phone: ( )		E-mail Address:	
<b>Annual Report Preparer</b>			
Is information below: 1) new or changed? <u> </u> Yes <u> X </u> No 2) same as: <u> </u> Owner/Operator <u> </u> Local Stormwater Public Contact <u> </u> SWMP Coordinator			
Name: Matthew Yetto		Title: Junior Engineer	Department: Engineering
Mailing Address:	Street or P.O. Box: 1 Niskayuna Circle	City: Niskayuna	
	County: Schenectady	State: New York	Zip Code: 12309
Phone: (518) 386-4520		E-mail Address: myetto@niskayuna.org	

**IMPORTANT NOTE:** Rows can be added to the tables in the following sections by going to the rightmost cell in the bottom row of the table and hitting tab. Hitting return in a given row will make the row wider, creating more room to type or write.

**Section B. Local Water Quality Information**

Information to help complete this section can be found in the instructions.

1. Does the MS4 discharge to 303(d) listed waters or is it in a TMDL watershed?

Yes (complete the table below)     No     Not Yet Determined

(Put an X in the 'Classification' cell to indicate if the MS4 discharges to a waterbody on the 303(d) list and / or if it is in a TMDL watershed.)

Impaired Waters Name (from 303 (d) list and/or TMDL)	Pollutant(s) of Concern (from 303 (d) list and/or TMDL)	Classification	
		303 (d)	TMDL
NA	NA		

2. Have you received notification from the Department that you are subject to the special conditions in Part III.B. of the permit?

Yes  
 No

3. Have all necessary changes been made to the Stormwater Management Program (SWMP) to ensure compliance with Part III.B. of the MS4 permit for discharges to 303(d) or TMDL waters?

Yes  
 No (explain below)

Explanation:

**Section C. Partnership Information**

Information to help complete this section can be found in the instructions.

1. Does your MS4 work with partners?  Yes (complete table below)  No (Proceed to Section D)

**List MS4 Partners with Planned Legally Binding Agreements or Contracts**

**List MS4 Partners with Other Agreements in Place**

**List MS4 Partners with Legally Binding Agreements or Contracts in Place**

County of Schenectady; City of Schenectady; Village of Scotia; Town of Glenville; Town of Rotterdam; Town of Princetown; While no legal agreement or contract is in place, the Town of Niskayuna and the above-listed MS4 communities work cooperatively to obtain funding through grant applications, as well as working on coordinated public and municipal employee education goals.

Schenectady County Soil and Water Conservation District - While no legal agreement or contract is in place, the Town of Niskayuna, the above-listed MS4 communities, and the Schenectady County Soil and Water Conservation District work cooperatively on achieving minimum control measure goals such as public and municipal employee education.

**Section D. Geographic Areas Addressed by Stormwater Management Program (SWMP)**

Information to help complete this section can be found in the instructions.

1. Does your SWMP cover all jurisdictional (automatic and additionally designated) areas within the MS4, as required by 40 CFR 122.32(a)?  Yes  No (Explain below)

Explain:

**Section E. Funding and Resource Allocation**

Information to help complete this section can be found in the instructions.

1. Are adequate resources (funding mechanism, equipment, staff, etc.) planned or in place to fully implement your SWMP no later than January 8, 2008?  Yes  No (explain below)

Explain:

It is expected that with the assistance of the WQIP grants through DEC that the implementation of this new program can be accomplished by January of 2008. Matching funds for these grants are coming from existing staff and multiple budget line items. The Illicit Discharge, Detection and Elimination program will utilize existing staff and shall receive funding from and multiple budget line items.

2. If the MS4 is receiving funding through the municipal budget, a grant, or other source, briefly explain below: what are the sources, estimated amounts, and frequency of funding for the MS4?

Explain:

Working through the Schenectady County Planning Department, cooperating MS4's applied for and received Water Quality Improvement Program (WQIP) Grants as follows: \$49,980 MS4 Implementation Grant (C302483) and \$19,980 for Illicit Discharge Detection and Elimination (IDDE) Gap Analysis and Local Law Implementation. In addition, a grant application was recently submitted for \$28,536 for additional education, training and implementation activities. These three grants are all matching-fund grants, and the match is being funded by in-kind services and existing municipal budgets.

3. If the MS4 is not receiving funding, briefly explain below: plans the MS4 has for obtaining future funding?

Explain:

**Section F. Compliance Certification**

**Compliance Assessment** - For each of the minimum control measures, indicate below if your program has made steady progress toward full implementation *and* has achieved all measurable goals scheduled to be completed **during this reporting year**. Refer to the NOI and prior Annual Reports for information about measurable goals scheduled for this reporting year.

Permit Part	Minimum Control Measure	ANSWER BOTH COLUMNS FOR THIS REPORT YEAR ONLY	
		Steady Progress	Goals Achieved
IV.C.1.	Public Education and Outreach on Stormwater Impacts Explain 'no' / 'N/A' answer: Working in cooperation with other Schenectady County MS4's, Schenectady County Planning coordinated the printing of Educational Materials, some of which were provided to the Town of Niskayuna for their distribution and use. The Town continues to provide educational materials for public use at the Niskayuna Town Hall. In addition, in an effort to reach a wider audience for stormwater education, cooperating MS4's are working through Schenectady County Planning on a billboard campaign, which will be a cooperative effort with CDRPC and three neighboring counties.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.2.	Public Involvement / Participation Explain 'no' / 'N/A' answer: A public education power point presentation was not completely finalized in year three, but is now in place. Schenectady County Planning will provide training sessions to representatives from each MS4 for presentation of the information to community groups.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.3.	Illicit Discharge Detection and Elimination Explain 'no' / 'N/A' answer: The Town completed the mapping of all known stormsewer outfalls in the summer of 2005. Niskayuna is working with Schenectady County Planning and other Schenectady County MS4's, to begin work on an Illicit Discharge Detection and Elimination Ordinance.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.4.	Construction Site Stormwater Runoff Control Explain 'no' / 'N/A' answer: The Town is making final revisions to our draft Erosion and Sediment Control Ordinance. The ordinance shall be adopted by the end of 2006.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.5.	Post-Construction Stormwater Management Explain 'no' / 'N/A' answer: The Town is making final revisions to our draft Erosion and Sediment Control Ordinance. The ordinance shall be adopted by the end of 2006.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations Explain 'no' / 'N/A' answer: Niskayuna worked with Schenectady County Planning to host a Good Housekeeping seminar for municipal employees on December 14, 2005. The town is planning to work with the Schenectady County Soil and Water Conservation District to present training for municipal staff in the proper use of construction site erosion and sediment control BMP's in 2006.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**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 on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”*

Print Name: \_\_\_\_\_ Title: Superintendent of Engineering

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be signed by either a principal executive officer or ranking elected official, or duly authorized representative of that person as described in Part VI.I.2. of the permit. See instructions for more information about who can sign this form.

Send two completed **hard copies** (an original and a photocopy) of this form, the Annual Report Table and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4<sup>th</sup> Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**



**Phase II SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02  
STORMWATER MANAGEMENT PROGRAM ANNUAL REPORT (SWMPAR) TABLE**

**Regulated MS4:** Town of Niskayuna **SPDES Permit Number:** **NYR20A163**

Annual Report Table for year ending: March 9,  X  2006 (Year 3)   2007 (Year 4)   2008 (Year 5)

Information about how to complete the follow tables is in the instruction section. Please complete the tables electronically, if possible. Send two completed **hard copies** (an original and a photocopy) of this Annual Report Table, the MCC form and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4<sup>th</sup> Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**

**Minimum Control Measure 1. Public Education and Outreach**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.1.a, b:</b> Plan and conduct an ongoing public education and outreach program to ensure the reduction of all pollutants of concern in stormwater discharges to the maximum extent practicable (MEP).</p> <ul style="list-style-type: none"> <li>• <i>Explain the program, including activities and materials used</i></li> <li>• <i>Identify the personnel or outside organization conducting the activity.</i></li> <li>• <u><i>Indicate activities planned for next year.</i></u></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>The stormwater educational material available on the town’s webpage was expanded to cover variety of topics related to water quality. A “Virtual Library” with links to water quality educational videos was added to the site. In the upcoming the additional information will be added.</p>	<p>The town webpage will serve as one of the primary tools that Niskayuna will use to educate the general public about water quality issues. As the program continues to grow the webpage will become a vital tool for obtaining public feedback pertaining water quality protection efforts. Target audiences will include all ages, with a special section for school aged children. Changes to the webpage will be made through out program</p>
<p>An article in the Fall 2005 Niskayuna town newsletter provided residents with information on things that they could do to avoid drainage problem and protect stormwater quality. A copy of this article can be found in <b>Appendix D.</b></p>	<p>The Town will continue the use our biannual newsletter to promote public education and involvement in stormwater and environmental issues.</p>

<p>Niskayuna worked with Schenectady County Planning to purchase educational brochures, bookmarks, and posters. The educational material was made available to the public in the town building department and in the main lobby of the Niskayuna town hall.</p>	<p>By providing water quality related educational materials in our town hall, residents visiting town hall for other business are exposed to information they otherwise may not have access to. When a contractor or resident visits our building department to obtain a building permit they are exposed to educational material covering water quality topics in the form of posters and brochures. The information available is specifically tailored to address construction related water quality issues.</p>
<p>Niskayuna is working with Schenectady County Planning and the other MS4 communities in the county to complete a PowerPoint presentation and training for presenters from each MS4.</p>	<p>Schenectady County Planning has recently completed the public education power point presentation, which was adapted from the University of North Carolina, with permission, and has distributed it to the MS4 partners. The Town of Niskayuna anticipates making presentations to a minimum of two community groups in program year #4.</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>The Town has order additional water quality educational videos.</p>	<p>The town has created an education video library for use by the public. The videos are available for loan to residents or community groups. The additional titles will be added as they become available. A list of the videos available will be added to the town’s stormwater webpage.</p>
<p>Niskayuna provided a stormwater pollution prevention informational display at the 2005 Niska-Day community celebration. This will become an annual practice.</p>	<p>The Niska-Day display was well received by residents. More than 100 water quality and pollution prevention related brochures, book marks and stickers were handed out. The annual reports of program years 1 and 2 were on display. The event was useful to spark public interest in water quality issues.</p>
<p>The MS4 communities in Schenectady County are working with CDRPC, Saratoga, Albany, and Rensselaer Counties to create a billboard campaign to address water quality issues.</p>	<p>The campaign is planned to begin in September 2006 and will run for three months.</p>
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p>	

Municipality:

Permit Number: NYR40A \_ \_ \_

**Minimum Control Measure 2. Public Involvement/Participation**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.2.c.iii.:</b> Design and conduct a public involvement / participation program.</p> <ul style="list-style-type: none"> <li>• Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input.</li> <li>• Indicate activities planned for next year.</li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>	
<p>Participation in monthly meetings of the 38 member Schenectady County Water Quality Coordinating Committee.</p>	<p>Representatives from the Town of Niskayuna Department of Engineering will continue to participate in the monthly SCWQCC meetings, which will solicit public input and provide a forum for discussion on BMP's and educational opportunities for MS4 partners.</p>	
<p>Publicize and educate the public about the County Household Hazardous Waste collection site.</p>	<p>The Town will continue to encourage residents to utilize Schenectady County's Household Hazardous Waste collection program. Information on this program is distributed at the Niskayuna Town Hall, Niskayuna Transfer Station and Recycling Center, and on the Town Website.</p>	
<p>Publicize Annual Stream Clean-up and encourage community participation in the event.</p>	<p>The Town has encouraged residents to become involved in the Annual Stream Clean-up. In program year #4 the Town will sponsor a clean-up at a location along the Lishakill.</p>	
<p>The Town webpage (www.Niskayuna.org) has been updated with information designed to educate the general public and to encourage public input.</p>	<p>The Town will use the newly updated stormwater educational webpage to encourage public input regarding the Town's Stormwater Management Program. The Town will use the webpage to encourage volunteer programs aimed at improving water quality protection.</p>	
<p><b>Permit Reference IV.C.2.a, f:</b> Develop procedures to provide public notice about and access to documents and information in a manner that complies with state and local public notice requirements. <i>Describe procedures below and state the methods used to publicize the AR public presentation.</i></p>		
<p>Submission of Press release to Schenectady Gazette, Posting of Annual Report on Town Website, Placement of Copies for public review in Niskayuna Town Hall Dept. and Niska-Day community event. Annual report will be e-mailed to interested individuals and the Town of Niskayuna Environmental Advisory Council.</p>		
<p> </p>		
<p><b>Permit Reference IV.C.2.e:</b> Public presentation of; <b>f:</b> summary of comments received on; and <b>g:</b> intended response to comments on the SWMPAR.</p>		
<p><b>Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented:</b></p>		
<p><b>Comments on Annual Report Meeting</b>  <u> X </u> No public comments received on Annual Report.          ___ Comments received. <b>Attach summary of comments and intended responses.</b></p>	<p><b>Date of Annual Report Meeting:</b>           May 23, 2006</p>	<p><b>Approximate Date of Meeting Next Year:</b>           May 22, 2007</p>

Municipality: \_\_\_\_\_

Permit Number: NYR40A \_\_\_\_\_

<b>Additional Techniques</b>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b>	

Municipality:

Permit Number: NYR40A \_ \_ \_

**Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE)**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.3.a:</b> Develop, implement and enforce a program to detect, identify and eliminate illicit discharges, including illegal dumping, into the MS4.</p> <ul style="list-style-type: none"> <li>• <i>Explain the activities and procedures used to meet this requirement this year <u>and planned for next year.</u></i></li> <li>• <i>Revise as procedures are updated.</i></li> <li>• <i>Identify personnel or outside organization conducting the activities</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• <i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i></li> </ul>
<p>Town staff will be utilized to identify potential illicit discharges.</p>	<p>Water and sewer maintenance crew members and highway maintenance workers will be trained in the identification of illicit discharges. Municipal employees will serve as the “eyes in the field” and report any potential illicit discharges to the Town engineering department. Training will occur in program year #4.</p>
<p>Information on illicit discharge identification and prevention will be added to the Town webpage.</p>	<p>A citizen’s guide to illicit discharges will be added to the Town Stormwater Educational Webpage in program year #4.</p>
<p><b>Permit Reference IV.C.3.b:</b> Develop and maintain a map showing the location of all outfalls and the names and location of all waters of the US that receive discharges from outfalls. <i>Explain activities performed this year <u>and planned for next year</u>, including work on the following IDDE guidance prerequisites:</i></p> <ul style="list-style-type: none"> <li>• field verification of outfall locations;</li> <li>• mapping all inter-municipal subsurface conveyances;</li> <li>• delineating storm sewershed; and</li> <li>• developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. <i>State if maps are in GIS.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• <i>Example measurable goals: percent of outfalls mapped</i></li> </ul>
<p>The Town completed the mapping of all known stormsewer outfalls in the summer of 2005.</p>	<p>The Town used GPS equipment to map all known stormwater outfalls within the Town. A digital photograph was taken of each outfall to document the current condition of the outfall. The information has been added to the Town’s digital stormwater collection system map and will be forwarded to Schenectady County Planning. Additional outfalls discovered by Town personnel will be added to the database.</p>

Municipality:

Permit Number: NYR40A \_ \_ \_

**Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE) Regulatory Mechanism**

<b>Permit Reference IV.C.3.c:</b> Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete the local law work. <b>See the instructions for information about completing this section.</b>	
Does the MS4 have the legal authority to enact ordinances, local laws or other regulatory mechanisms?	<input type="checkbox"/> No (go to ADDENDUM 1) <input checked="" type="checkbox"/> Yes (complete questions below)
<b>Assessment of Regulatory Mechanism (Local Code)</b>	
1) When was this assessment completed or planned to be completed?	Date completed: _____ <input checked="" type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <input checked="" type="checkbox"/> 4; ___ 5.
2) Is there an existing ordinance, local law or other regulatory mechanism?	<input type="checkbox"/> No (go to question 5) <input type="checkbox"/> Yes
3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input type="checkbox"/> Yes
4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input type="checkbox"/> Yes
<b>Development of Regulatory Mechanism (Local Codes)</b>	
5) When was this work completed or planned to be completed?	Date completed: _____ <input checked="" type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <input checked="" type="checkbox"/> 4; ___ 5.
6) If you answered 'No' to question 1, 2 or 3, what regulatory mechanism or amendments will be adopted to meet the MS4 permit requirements?	<input type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> MS4 will write language equivalent to NYS IDDE Model Law
7) If you answered 'No' to question 1, 2 or 3, has a list of needed changes to local codes been developed for adoption of the regulatory mechanism?	<input type="checkbox"/> No <input type="checkbox"/> Yes, list the <b>local code(s)</b> that will be changed:
8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism?	<input type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> Language equivalent to NYS IDDE Model Law
9) What was the date or is the planned date of local law adoption?	Date:
10) Provide a web address if adopted local law can be found on a web site.	Web Address:

**Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE)**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.3.e:</b> Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.</p> <ul style="list-style-type: none"> <li>• <i>Explain activities and materials used to meet this requirement this year <u>and</u> planned for next year</i></li> <li>• <i>Identify personnel or outside organization conducting activities</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>In December 2005 The Town of Niskayuna hosted a Good Housekeeping seminar for municipal employees that was presented by DEC staff, the Schenectady County Soil and Water Conservation District and Schenectady County Planning.</p>	<p>The seminar was attended by municipal staff from through out Schenectady County. 20 employees of the Town of Niskayuna Highway Department , Water and Sewer Department, and Engineering Department attended. The proper use and disposal of hazardous materials was covered by the seminar. Additional staff training is planned for program year #4.</p>
<p>The Town’s Stormwater Management webpage contains information for public use pertaining to illicit discharge detection and elimination.</p>	<p>Residents can find water pollution prevention information in text and video form on a variety of water quality issues.</p>
<p>Educational brochures have been purchased by the Town.</p>	<p>The brochures cover a variety of water quality topics including illicit discharge detection and elimination. They have been made available in many locations through out the Town. Niskayuna provided an informational display at the 2005 Niska-Day community day and will continue to do so each Spring.</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p>	

Municipality:

Permit Number: NYR40A \_\_\_

**Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism**

**Permit Reference IV.C.4.b.i, 5.a.i:** Require development and implementation of erosion and sedimentation controls through a local law or other regulatory mechanism. Report on assessment process used (*Stormwater Management Gap Analysis Workbook for Local Officials* or equivalent process). The MS4s have until year 5 to complete the local law work. **See the instructions for information about completing this section.**

Does the MS4 have the legal authority to enact land use ordinances, local laws or other regulatory mechanisms?	<input type="checkbox"/> No (go to ADDENDUM 2) <input checked="" type="checkbox"/> Yes (complete questions below)
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**Preliminary Assessment of Regulatory Mechanism (Local Code)**

1. When was the preliminary assessment of existing local codes completed or when will it be completed?	Date completed: _____ <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: ___4; ___5. <input checked="" type="checkbox"/> Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted <i>Sample Local Law for Stormwater Management and Erosion &amp; Sediment Control</i> (Sample Local Law).
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2. If preliminary assessment was completed, indicate the results.	<input type="checkbox"/> If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent <input type="checkbox"/> If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent <input type="checkbox"/> If most of the Sample Local Law provisions appear in local code; minor revisions needed
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**Assessment and Development of Regulatory Mechanism (Local Code)** (continued on next page)

3. When was the Gap Analysis or equivalent process completed or when will it be completed?	Date completed: _____ <input checked="" type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <input checked="" type="checkbox"/> 4; ___5.
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4. How was / will the local code adopted*?  <i>*If MS4 has some existing local code equivalent to the Sample Local Law and adopted parts of the Sample Local Law as amendments to make a complete local code, check b and c.</i>	a. <input type="checkbox"/> The entire Sample Local Law adopted as amendments to existing code or as stand alone law. <ul style="list-style-type: none"> <li>• If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law.</li> <li>• If ANY provisions of the Sample Local Law were moved or deleted, the moved or changed provisions must be reviewed (use the <i>Gap Analysis</i> or equivalent process) to ensure the intent of the law has not been changed.</li> </ul> b. <input type="checkbox"/> Parts of NYS Sample Local Law adopted as amendments to existing code. c. <input type="checkbox"/> Language developed by municipality was demonstrated to be equivalent.
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Municipality:

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**Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism**

**Permit Reference IV.C.4.b.i, 5.a.i** (continued)

**Assessment and Development of Regulatory Mechanism (Local Code)** (continued)

**5.** Answer the following questions about the Gap Analysis or equivalent processes.

Provisions are defined as: All the Sample Local Law sections or subsections in the Gap Analysis Worksheets 1-4 that have a box in the “Equivalence” column, meaning that there is an associated “Equivalence” sheet (with the exception of Article 6, Section 4 which does not have an Equivalence sheet).

Total number of provisions in each worksheet: Sample Local Law Article 1 (Gap Analysis Worksheet 1) - 8 provisions; Sample Local Law Article 2 (Gap Analysis Worksheet 2) - 51 provisions; Sample Local Law Article 3, 4, 5 (Gap Analysis Worksheet 3) - 3 provisions; Sample Local Law Article 6 (Gap Analysis Worksheet 4) - 9 provisions.

MS4s that adopt the entire Sample Local Law as amendments to existing code or as stand alone law need to indicate the number of provisions being adopted that are exactly the same as the Sample Local Law, or equivalent, in the right-hand column below.

Sample Local Law Articles	NUMBER OF REQUIRED PROVISIONS IN LOCAL LAW		
	Existing provisions <b>exactly the same</b> as the Sample Local Law language	Existing provisions <b>equivalent</b> to the Sample Local Law language (see Gap Analysis Workbook Equivalence Sheets for information to help determine equivalence)	Sample Local Law or equivalent language to be <b>adopted</b> , listed as <b>legislative agenda</b> items.
1			
2			
3, 4, 5			
6			
<b>TOTAL</b>			

**6.** Has a list of needed changes (legislative agenda) been developed for adoption of amendments to local codes (or for deletion of existing codes that are addressed by adoption of a stand alone law)?

No  
 Yes, list the **local codes** that will be changed:

**7.** What was the date or is planned date of local code adoption? Date: September 2006

**8.** Provide a web address if the adopted local law can be found on a web site. Web Address:

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**Minimum Control Measure 4. Construction Site Stormwater Runoff Control**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.4.b. v:</b> Develop and implement procedures for site plan review by the MS4 that incorporate consideration of potential water quality impacts and review individual pre-construction site plans to ensure consistency with local sediment and erosion control requirements.</p> <ul style="list-style-type: none"> <li>Describe the procedures below. <u>Revise as procedures are updated.</u></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</li> </ul>
<p>Construction site plans have been reviewed by the Niskayuna Department of Engineering, or a consultant selected by the Department of Engineering, to ensure proper erosion control and stormwater management practices. Reviews were performed in accordance to the New York State Standards and Specifications for Erosion and Sediment Control, and the New York State Stormwater Management Design Manual.</p>	
<p><b>Permit Reference IV.C.4.b. vi:</b> Develop and implement procedures for the receipt and consideration of information submitted by the public.</p> <ul style="list-style-type: none"> <li>Explain the procedures below. <u>Revise as procedures are updated.</u></li> <li>Identify the responsible personnel or outside organizations.</li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Niskayuna Planning Department provides residents the opportunity to examine the plans for all approved projects within the town. As-built records are also available for public review</p>	<p>Niskayuna will continue to provide residents the opportunity to examine the plans for all approved projects within the town.</p>

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**Minimum Control Measure 4. Construction Site Stormwater Runoff Control**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.4.b. iii, vii:</b> Develop and implement procedures for site inspections, enforcement of control measures and sanctions to ensure compliance with GP-02-02.</p> <ul style="list-style-type: none"> <li>Describe each procedure below. <u>Revise as procedures are updated.</u></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.</li> </ul>
<p>While Niskayuna has not adopted a Local Law for Stormwater Management and Erosion &amp; Sediment Control the town engineering department and building department performs informal site inspections and follows up on problems observed. Niskayuna receives copies of the weekly erosion and sediment control inspection reports as required by the general permit GP-02-01. The reports are reviewed by the town engineering department and in the event that repeat violations are observed the Town contacts the project owners to facilitate the completion of required modifications.</p>	<p>Following the adoption of a Local Law for Stormwater Management in September 2006, the Town will responsible for the oversight of construction site stormwater protection. The review of Stormwater Pollution Prevention Plans (SWPPP's) will be accomplished using one of the town designated engineering consultants (TDE's). Currently TDE's are used by the Town's Planning Department for site plan reviews for major projects. Portion of the review process includes the review of SWMPPP's</p>
<p><b>Permit Reference IV.C.4.b. viii:</b> Educate and train construction site operators about requirements to develop and implement a SWPPP and any other requirements they must meet <b>within the MS4s jurisdiction.</b></p> <ul style="list-style-type: none"> <li>Explain the activities and materials used to meet this requirement.</li> <li>Identify the personnel or outside organization conducting this activity.</li> <li>Indicate activities planned for next year.</li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p>	

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

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.5.a, c.</b> Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• A combination of structural and/or non-structural management practices.</li> <li>• <i>Identify and describe below procedures to ensure installation of post-construction management practices. <u>Revise as procedures are updated.</u></i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<ul style="list-style-type: none"> <li>• Procedures for site plan and SWPPP review to ensure SWMPs meet state standards.</li> <li>• <i>Describe procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i></li> </ul>

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

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.5.a, c.</b> (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• Procedures for inspection and maintenance of post-construction management practices.</li> <li>• <i>Explain procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals are number of: inspections maintenance activities performed.</i></li> </ul>
<ul style="list-style-type: none"> <li>• Procedures for enforcement and penalization of violators.</li> <li>• <i>Explain procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals: number enforcement activities performed.</i></li> </ul>

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

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.5.a, c.</b> (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators.</li> <li>• <i>Describe resources below. Update annually.</i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p>	

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

OVERALL MUNICIPAL POLLUTION PREVENTION / GOOD HOUSEKEEPING PROGRAM INFORMATION

<ul style="list-style-type: none"> <li>• This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program.</li> <li>• A separate table follows that is for MS4s to report on management practices performed in identified municipal operations.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<p><b>Permit Reference IV.C.6.a:</b> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>List pollutants that will be addressed by the municipal pollution prevention program.</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
<p><b>Permit Reference IV.C.6.a:</b> Include a municipal pollution prevention training component for staff (where all staff are trained).</p> <ul style="list-style-type: none"> <li>• <i>Explain activities and materials used to meet this requirement.</i></li> <li>• <i>Identify training needs and design training components</i></li> <li>• <i>Determine the adequacy and appropriate frequency of staff training.</i></li> <li>• <i>Identify personnel or outside organization conducting activities.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p>	

Municipality: \_\_\_\_\_

Permit Number: NYR40A \_\_\_

**Minimum Control Measure 6. Municipal Operations:** \_\_\_Street and Bridge Maintenance; \_\_\_Winter Road Maintenance; \_\_\_Stormwater System Maintenance; \_\_\_Vehicle and Fleet Maintenance; \_\_\_Park and Open Space Maintenance; \_\_\_Municipal Building Maintenance; \_\_\_Solid Waste Management; \_\_\_ Other: \_\_\_\_\_

<ul style="list-style-type: none"> <li>• Copy this page and give it to each municipal office or department responsible for reporting.</li> <li>• Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<p><b>Permit Reference IV.C.6.a, c:</b> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from <b>the municipal operation(s) indicated above</b> to the MEP.</p> <ul style="list-style-type: none"> <li>• <i>Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>Briefly describe or reference any existing policies and procedures</i></li> <li>• <i>Briefly describe or reference any policies and procedures being developed</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
<ul style="list-style-type: none"> <li>• <i>Briefly describe or reference any existing best management practices</i></li> <li>• <i>Briefly describe or reference any planned best management practices</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
<ul style="list-style-type: none"> <li>• <i>Identify and describe the equipment and staff that are in place</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL

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**Minimum Control Measure 6. Municipal Operations:** \_\_\_Street and Bridge Maintenance; \_\_\_Winter Road Maintenance;  
 \_\_\_Stormwater System Maintenance; \_\_\_Vehicle and Fleet Maintenance; \_\_\_Park and Open Space Maintenance; \_\_\_Municipal Building Maintenance;  
 \_\_\_Solid Waste Management; \_\_\_Other: \_\_\_\_\_

<ul style="list-style-type: none"> <li>• Copy this page and give it to each municipal office or department responsible for reporting.</li> <li>• Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<p><b>Permit Reference IV.C.6.a, c</b> (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i></li> <li>• <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p><b>Permit Reference IV.C.6.a:</b> If there is a training component for staff specific to these municipal operations:</p> <ul style="list-style-type: none"> <li>• <i>explain the activities and materials;</i></li> <li>• <i>identify the personnel or outside organization conducting the activities.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p>	

**Did you include any of the following documents as appendices? Put a mark each appended document.**

- Summary of public comments received on the annual report at the public presentation (**Required**)
- Intended response to comments on the annual report (**Required**)
- Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends.
- Other \_\_\_\_\_

**ADDENDUM REPORTING FOR  
MS4S THAT LACK LEGAL AUTHORITY TO ADOPT  
REGULATORY MECHANISMS FOR IDDE AND  
CONSTRUCTION / POST-CONSTRUCTION STORMWATER RUNOFF CONTROL**

**BE SURE TO INDICATE THE MS4 NAME AND PERMIT NUMBER IN THE HEADER**

Municipality:

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**ADDENDUM 1. Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE) Local Law**

<p><b>Permit Reference IV.C.3.c:</b> Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete this work.</p>		
<p>1) When was this work completed or planned to be completed?</p>	<p>Date completed: _____ Not yet completed                  Plan to complete for reporting in year: ___4; ___5.</p>	
<p>2) Indicate which of the control mechanisms or procedures to the right used by the MS4 to notify staff and others doing work on behalf of the prohibition of and enforcement against illicit discharges:</p>	<p>___ Interconnection agreements                  ___ Maintenance directives / BMPS                  ___ Access Permits                  ___ Tenant Leases</p>	<p>___ Consultant Agreements                  ___ Construction/Bid Documents                  ___ Other _____                  _____</p>
<p>3) Indicate which of these control mechanisms contain specific language prohibiting illicit discharges:</p>	<p>___ Interconnection agreements                  ___ Maintenance directives / BMPS                  ___ Access Permits                  ___ Tenant Leases</p>	<p>___ Consultant Agreements                  ___ Construction/Bid Documents                  ___ Other _____                  _____</p>
<p>4) Explain how the MS4 intends to prohibit illicit discharges if:</p> <ul style="list-style-type: none"> <li>• none of the mechanisms in number 2 contain language prohibiting illicit discharges; or</li> <li>• the MS4 intends to add language to prohibit illicit discharges in other control mechanisms.</li> </ul>	<p>Explanation:</p>	
<p>5) Explain how the MS4 (intends to) enforce against illicit dischargers within their jurisdiction?</p>	<p>Explanation:</p>	

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**ADDENDUM 2. Minimum Control Measure 4 & 5. Construction Site & Post-Construction Stormwater Runoff Control Local Law**

<p><b>Permit Reference IV.C.4.b.i, 5.a.i:</b> Require development and implementation of erosion and sedimentation controls through a local law or other regulatory mechanism. The MS4s have until year 5 to complete this work.</p>	
<p>1) When was this work completed or planned to be completed?</p>	<p>Date completed: _____ Not yet completed                  Plan to complete for reporting in year: ___4; ___5.</p>
<p>2) Indicate which of the control mechanisms or procedures below are used by the MS4 to notify staff and others doing work on behalf of the MS4 about the <u>erosion, sedimentation and stormwater management requirements</u> for projects under the MS4s jurisdiction. (These requirements are based on the Construction Permit (GP-02-01) and MS4 Permit (GP-02-02)).</p>	
<p>___ Access Permits                  ___ Tenant Leases                  ___ Requests for Proposals (RFPs)                  ___ Scope of Services</p>	<p>___ Consultant Agreements                  ___ Construction / Bid Documents                  ___ Other Policies / Procedures _____</p>
<p>3) All of the <u>erosion, sedimentation and stormwater management requirements</u> below must be addressed by the MS4's control mechanisms. For the control mechanisms identified in number 2 above, indicate in the left hand cells below the control mechanism(s) that contain the language.</p>	
<b>Control Mechanism</b>	<b>Erosion, Sedimentation and Stormwater Management Requirements</b>
	Require all projects to have SWPPPs, as in GP-02-01
	Require all 16 components of a basic SWPPP (erosion and sediment control)
	Require all additional 7 components for a full SWPPP when post-construction control is required
	Meet the standards in the <i>Erosion and Sediment Control</i> and <i>Stormwater Management Design Manuals</i> (or otherwise meet the requirements of GP-02-01)
	Require contractor certification statements stating that the contractor will agree to comply with the terms and conditions of the SWPPP
	Require proper operation and maintenance of stormwater facilities during construction
	Require proper operation and maintenance of stormwater facilities after construction
	Require SWPPPs to be certified by a licensed / certified individual when there is a deviation from technical standards or direct discharge to a 303(d) segment or TMDL watershed subject to condition A of GP-0-01
	Have a process for review of SWPPPs
	Require site self inspections as in GP-02-01
	Have enforcement procedures during and after construction
	Require construction site operators to control waste
	Procedures for receipt and consideration of information submitted by the public
<p>4) If any of the requirements in number 3 are not addressed, explain how the MS4 intends to incorporate them into the control mechanisms?</p>	<p>Explanation:</p>
<p>5) Explain how the MS4 intends to enforce the requirements within their jurisdiction?</p>	<p>Explanation:</p>